

Sussex County Board of Supervisors Meeting
Thursday, January 18, 2018 – 6 pm
General District Courtroom – Sussex Judicial Center
15098 Courthouse Road, Sussex VA 23884

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1. Commencement

- 1.01 Call to Order/Determine Quorum
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.03-1 Organizational Meeting for Calendar Year 2018
 - a. **Election of Chairman for Calendar Year 2018:** *(The Chairman will turn the meeting over to the County Administrator who will conduct this election. Upon completion, the meeting will be turned over to the 2018 Chairman)*
 - b. **Election of Vice Chairman for Calendar Year 2018**
 - c. **Establishment of Dates, Times, and Locations of Regular Meeting**
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

2. Approval of Consent Agenda

- 2.01 Minutes of December 21, 2017 meeting
- 2.02 Approval of Warrants and Vouchers

3. Recognitions/Awards – none

4. Public Hearing – none

5. Appointments

- 5.01 Appointments to Planning Commission (2)
- 5.02 Appointments to Board of Zoning Appeals (2)

6. Action Items

- 6.01 Approval of FY 2019 Budget Calendar
- 6.02 Approval: Pocahontas Neighborhood Improvement Project Final Pre-Contract Items
 - a. Project Management Plan
 - b. Housing Oversight Board ByLaws
 - c. Housing Rehabilitation Program Design
 - d. Responsibility Chart
- 6.03 Approval: Sussex County Regional Urgent Need Project Final Pre-Contract Items
 - a. Project Management Plan
 - b. Housing Oversight Board ByLaws
 - c. Housing Rehabilitation Program Design
 - d. Façade Improvement Program Design
 - e. Responsibility Chart

- 6.04 Appropriate \$700,000.00 for Sussex County Pocahontas Neighborhood Improvement Project – MY I
- 6.05 Appropriate \$1,397,044.00 for Sussex County Regional Urgent Need Project
- 6.06 Memorandum of Understanding between Schools and Sussex County Board of Supervisors

7. Report of Departments

- 7.01 Atlantic Waste Disposal, Inc. Update – Mr. Jason Williams
- 7.02 Treasurer’s Report – *for information only*
- 7.03 Environmental Inspections – Mr. Matt Venable
- 7.04 Finance Department Report – Mr. Vandy V. Jones, III
- 7.05 Community Development Report – *for information only*

8. Citizens Comments (8 pm)

9. Unfinished Business - none

10. New Business - none

11. Board Members Comments

- 11.01 Blackwater District
- 11.02 Courthouse District
- 11.03 Henry District
- 11.04 Stony Creek District
- 11.05 Wakefield District
- 11.06 Waverly District

12. Closed Session

- 12.01 Convene to Closed Session
 - a. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, applicable Va. Code Section §2.2.- 3711(A)29
- 12.02 Reconvene to Open Session
- 12.03 Certification
- 12.04 Action Resulting from Closed Session (if any)

13. Recess/Adjournment

- 13.01 Recess/Adjournment
- 13.02 Regular Meeting, Thursday, February 15, 2018 @ 6 p.m., General District Courtroom – Sussex Judicial Center, 15098 Courthouse Road, Sussex VA 23884

**At a Regular Meeting of the Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, December 21, 2017 at 6 pm**

BOARD MEMBERS PRESENT

Keith C. Blowe
Alfred G. Futrell
Susan B. Seward
John A. Stringfield
Rufus E. Tyler, Sr.

BOARD MEMBERS ABSENT

C. Eric Fly, Sr.

STAFF PRESENT:

Vandy V. Jones, III, County Administrator
Mark Flynn, County Attorney
John Broderick, Director of Finance for Public Schools
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk to the Board
Deste J. Cox, Chief Deputy Treasurer
Brenda H. Drew, Housing Coordinator
Ernest Giles, Sheriff
Kelly W. Moore, Interim Finance Supervisor
Patrick Plourdé, Director of Social Services
Steve White, Board of Supervisors Tie Breaker
Onnie L. Woodruff, Treasurer

1. Commencement

1.01 Call to Order/Determine Quorum

The December 21, 2017 meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

1.02 The Invocation

The Invocation was offered by Supervisor Futrell.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

County Administrator Jones requested to add under Item 7. Departmental Reports, Item 7.06 County Administration Report as Item 7.06-1, Running At Large Animals; as Item 7.06-2, Property Maintenance Code, and as Item 7.06-3, Timber Thinning Update.

County Attorney Flynn requested to add under Item 12. Closed Session as Item 12.01 Personnel Matters, discussion or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, applicable Va. Code Section §2.2-3711(A)1, County Attorney, and as Item 12.02 award of public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Code Section 2.2-3711(A)29; jails.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the following agenda amendments: adding under Item 7. Departmental Reports, Item 7.06 County Administration Report as Item 7.06-1, Running At Large Animals; as Item 7.06-2, Property Maintenance Code, and as Item 7.06-3, Timber Thinning Update; adding under Item 12. Closed Session as Item 12.01 Personnel Matters, discussion or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, applicable Va. Code Section §2.2-3711(A)1, County Attorney, and as Item 12.02 award of public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Code Section 2.2-3711(A)29; jails.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the December 21, 2017 regular agenda to include the following agenda amendments: adding under Item 7. Departmental Reports, Item 7.06 County Administration Report as (1) Item 7.06-1, Running At Large Animals; (2) as Item 7.06-2, Property Maintenance Code, and (3) as Item 7.06-3, Timber Thinning Update; (4) adding under Item 12. Closed Session as Item 12.01 Personnel Matters, discussion or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, applicable Va. Code Section §2.2-3711(A)1, County Attorney, and (5) as Item 12.02 award of public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Code Section 2.2-3711(A)29; jails..

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the consent agenda, to-wit: (a) Minutes of the November 16, 2017 regular meeting; and (b) Approval of Warrants and Vouchers;

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

3. Recognitions/Awards

3.01 Presentation by Head Start/Improvement Association – Ms. Loretta Miller Director of Head Start

Ms. Miller, Director of Head Start with the Improvement Association, gave a brief PowerPoint presentation regarding the Improvement Association enrollment in the various localities, as well as, current enrollment at the Wakefield Center and Sussex Central Elementary School locations and advised of the various Center locations. Ms. Miller also advised of the 2016-2017 Child Outcome Data for Teaching Strategies Gold – Creative Curriculum and Phonological Assessment Literacy Screening (PALS) (Writing, identifying Upper and Lower Case Letters, Sounds, Print/Word, Rhyme Awareness, and Nursery Rhyme) and family engagement. Ms. Miller noted that the children were at or above their benchmark.

Ms. Miller advised of the Project Discovery program offered to help teenagers in developing in areas related to higher education. She also advised that the Improvement Association received a grant last year that helped the community with employment. The program, the Total Service Center, a Change Up Center, helps with resume writing, job training skills, and on the job training.

A copy of presentation was included in the Board packet.

Sussex County Improvement Association presented some of the Head Start honor students to the Board. The students brought holiday cheer performing Christmas carols.

The Head Start children gave a second performance of Christmas carols later in the program.

Chairman Seward welcomed and thanked Mr. Onnie L. Woodruff, Treasurer, for being back and in attendance at the meeting.

3.02 Presentation: FY17 Audit County of Sussex Annual Presentation – Mr. Aaron Hawkins (Robinson, Farmer, Cox Associates)

Mr. Aaron Hawkins, of Robinson, Farmer, Cox Associates provided the Annual Financial Report for the Fiscal Year Ended June 30, 2017 for the County of Sussex. Mr. Hawkins stated that the County had an unmodified report-free of any material mistakes.

Mr. Hawkins reviewed the general fund balance, financial statements-Schedules I and II, and tax collections. He also reviewed a management letter Robinson, Farmer, Cox Associates sent a noting items to be reviewed. One of the items was the need for a Fiscal Policy. Mr. Hawkins also noted the need of separation of duties in which the hiring of a Finance Director is recommended. Mr. Hawkins also suggested that a report of journal entries be sent to the County Administrator on a monthly basis. He also reviewed school fund federal program reimbursements and actuarial valuation was not completed for the Other Post-Employment Benefits (OPEB) for the fiscal year ended June 30, 2017 for the County or the School Board.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes County Administration to work with Robinson, Farmer, Cox Associates to develop a fiscal policy for the County of Sussex.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

A copy of the 2017 Final Management Letter regarding the FY17 Audit of the County of Sussex and the Annual Financial Report for the Fiscal Year Ended June 30, 2017 was provided to the Board members.

4. Public Hearing

There was no Public Hearing.

5. Appointments

County Administrator Jones stated that at the May 18, 2017 Board of Supervisors meeting, the Board appointed the County Administrator to serve on the South Centre Resource Conservation and Development (RC&D) Council, to fill a vacancy of an unexpired term. This term ends December 31, 2017. Staff recommends the reappointment of the County Administrator to fill a four (4) year term, expiring December 31, 2021.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Vandy V. Jones, III, the County Administrator, Post Office Box 1397, Sussex, Virginia 23884 to the South Centre Corridor Resource Conservation and Development (RC&D) Council for a four (4) year term, expiring December 31, 2021.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

6. Action Items

There were no action items.

7. Reports of Departments/Agencies

7.01 Treasurer's Report – included in Board packet

Ms. Deste Cox, Chief Deputy Treasurer, advised that some taxpayers had issues with mailing in tax payments. When payments were mailed, the post office was returning their payments back to them as being unable to forward. This was an issue with the Post Office. The Post Office had five (5) machines that were inoperable. The older machines would not read the bar code on the bottom of the envelope. Ms. Cox noted that other mail that wouldn't scan was returned as well.

Ms. Cox stated that if any mail was returned for tax payments due to mail not scanning, remove the yellow sticker, mark through the bar code and re-mail payment (no additional postage needed). The payment will/would be posted without penalty.

7.02 Environmental Inspections – included in Board packet

7.03 Finance Department Report – included in Board packet

7.04 Community Development Report – included in Board packet

7.05 Housing Department Report – included in Board packet

7.06 County Administration Report – included in Board packet

7.06-1 County Administration Report: Running At-Large Animals

County Administrator Jones stated it has been brought to staff attention the Board members had been approached by citizens who have had issues with animals from neighboring yards coming into their yards causing issue with their pets. There is no rural leash law adopted for the County of Sussex. County Administrator Jones stated the Animal Control personnel has been reaching out surrounding localities similar to Sussex in its rural nature to see what the localities have done relative to their ordinances. He stated that it appears to be a Nuisance Ordinance or policy as opposed to a leash law. County Administrator Jones also advised that the County Attorney is also looking into the issue in regards to what the County can and cannot do according to State law. Staff is trying to analyze the problem and provide a solution. However, there are four (4) incorporated towns within the County. Any solutions found, the County wants to work in conjunction with the towns. The County wants the ordinances or policies to be standard across the entire County.

Chairman Seward briefly discussed state law regarding dangerous and vicious animals. County Attorney Flynn advised that the County could adopt an ordinance mirroring the State code. It would require the Animal Control to be trained and to understand it their

responsibility. The law is already in the State Code. Vice Chairman Blowe asked for clarification regarding the County having to adopt an ordinance although it is already State law.

7.06-2 County Administration Report: Property Maintenance Code

County Administrator Jones stated that it has been brought to the attention of County Administration regarding citizens who do not maintain/keep up their property. County Administration and the County Attorney are looking into what the County can and cannot be done from a property maintenance standpoint by the locality according to State law. County Administrator Jones advised that Mr. Andre Greene, Director of Community Development, is looking into the Zoning Ordinances to amend certain residential zones to include grass maintenance as a part of the actual Zoning Ordinance. Staff is also looking at surrounding localities to similar to Sussex County to see what is being done to enforce Building and Property Maintenance Codes. The Community Development Department is also looking into in regards to a zoning amendment to be enable the locality to go onto properties to remedy the situation and attach liens to property for amount spent doing this.

County Administrator Jones stated that a second avenue would be through the Courts. If there was issue that was added for the zoning classification for that area, the Zoning Administrator would be able site the individual in violation. If the violation is not corrected, it would go to the Courts.

7.06-3 County Administration Report: Timber Thinning Update

County Administrator Jones gave a brief update on Timber Thinning at the Henry Technology Park and Commerce Center property. County Administrator Jones stated the Board authorized the contract with Coburn for timber thinning the property. He advised that the bid was received that the County would receive an estimate of \$126,000.00 for the thinning on the property. Coburn has completed approximately 70% of the thinning. Approximately \$110,000.00 has been collected at this point. County Administrator advised that the consultant stated with the type of wood that's remaining, the County should receive approximately \$45,000.00 for the remaining 30% of timber thinning to be harvested in the Spring.

Due to the remaining area of the property to be thinned being wet, the timber thinning has been postponed and will resume in the Spring when the footing should be better.

7.07 Animal Services/Public Safety Report – included in Board packet

8. Citizens' Comments (7:19 p.m.)

Comments were heard from:

- Mr. William Ivey (Henry District) - Concerns regarding relatives receiving mail on Smith Lane. (*Supervisor Tyler asked County Administration to contact Postmaster to deliver mail on Smith Lane.*)

- Dave Reavis (Three Brothers' Distillery) – Showed Board a couple products of business; Reduction of excise tax for the production of alcohol; Support for Virginia Department of Agriculture offer of grant with matching funds.
- Pastor Shawn (United Methodist Church) – Concerns of only ABC Store is in Waverly; concerns of Board's support of distillery.

9. Unfinished Business

There was no unfinished business.

10. New Business

County Administrator Jones stated that our Sheriff Department has a K-9 unit of one (1). K-9 Rocket is eleven (11) years old. He advised that the Sheriff has been proactively looking to continue the service. Sheriff Giles has been working with the group the current K-9 Officers works with and has been identified the dog that will be the successor to Rocket. The K-9 will have to have approximately three (3) to four (4) weeks of training. It will cost approximately \$8,500.00 for the complete program for the trainer and the dog. County Administrator Jones advised that the Sheriff has a line item in his budget for K-9. An additional \$8,500.00 was not put in at the start of the budget, but there is \$8,500.00 in the Contingency line item. The \$8,500.00 will be transferred from the Contingency line item to the Sheriff's K-9 line item, so that the Sheriff Department can enter into the agreement needed with the Company.

The Sheriff Department is looking to retire K-9 Rocket at the end of the 2017 calendar year. The new K-9 will be in service mid February 2018. County Administrator Jones stated Sheriff Giles advised that during period after K-9 Rocket retiring and the new K-9 starting services, there is a Mutual Aid Agreement with neighboring localities that will allow services of K-9, if needed. It was noted that after the three (3) to four (4) weeks training for the new K-9, the K-9 will be qualified for drug detection and search.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the County Administrator's recommendation to transfer \$8,500.00 from the Contingency line item to the Sheriff's K-9 line item.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

11. Board Member Comments

11.01 Blackwater District – Wished everyone a Merry Christmas and a Happy New Year.

11.02 Courthouse District – absent

11.03 Henry District – Thanked pastor for being present.

11.04 Stony Creek District – Wished everyone a Merry Christmas and a Happy New Year. Be Safe. Thanked everyone that came out to support Stony Creek Parade.

11.05 Wakefield District – Wished everyone a Merry Christmas. Received complaints from citizens about dogs running at large in town limits.

11.06 Waverly District – Wished everyone a Merry Christmas. Informed of tragic shooting in Waverly.

12. Closed Session

12.01 Convene into Closed Session

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for discussion of (1) personnel matter, discussion or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, resignation, pursuant to Code Section 2.2-3711(A)1, County Attorney; (2) award of public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Code Section 2.2-3711(A)29.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

12.02 Reconvene to Open Session

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconvened to Open Session.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

12.03 Certification

ON MOTION OF SUPERVISOR TYLER seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

WHEREAS, that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

12.04 Action Resulting from Closed Session

There was no action on Closed Session Items.

13. Recess

13.01 Recess

ON MOTION OF SUPERVISOR TYLER seconded by SUPERVISOR BLOWE and carried: RESOLVED that the December 21, 2017 meeting of the Sussex County Board of Supervisors recessed at 9:30 p.m. until January 4, 2018 at 12:00 p.m.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

13.02 Organizational Meeting

The next Board of Supervisors meeting will be the Organizational meeting to be held on Thursday, January 4, 2018 at 12:00 p.m. at the Sussex Social Services Conference Room, 20103 Princeton Road, Stony Creek, VA 23882.

13.03 Next Regular Meeting

The next Board of Supervisors meeting will be held on Thursday, January 18, 2018 at 6 p.m. the Judicial Center - General District Courtroom, 15098 Courthouse Road, Sussex, VA 23884.

January 18, 2018

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL \$704,274.41

TOTAL ALL VOID CHECKS FOR APPROVAL \$0.00

ACCOUNTS PAYABLE WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF DECEMBER 2017	208595-208624	\$ 426,916.40	RUN DATE 12/7/17
	208648-208737	\$ 146,364.40	RUN DATE 12/18/17
	208738-208757	\$ 27,915.59	RUN DATE 12/21/17

Total Regular Warrants \$601,196.39

PAY. DEDUCTION WARRANTS:	208625-208635	\$ 51,515.31	RUN DATE 12/15/17
	208636	\$ 120.00	RUN DATE 12/11/17
	208637-208647	\$ 51,442.71	RUN DATE 12/22/17

Total Deduction Warrants: \$103,078.02

TOTAL VOUCHERS & WARRANTS FOR APPROVAL \$704,274.41

VOID CHECKS See attached \$ -

ACCOUNTS PAYABLE CHECKS



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	ACH	G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000010	BANK OF SOUTHSIDE VA	0172 1117 01	10/24/2017		4100-051100-1205-512-510	15.61	208595				Meals	01485	V.RICKS ACCT.
00000	000010		0172 1117 02	10/24/2017		4100-051100-1205-512-510	14.20	208595				Meals	01485	V.RICKS ACCT.
00000	000010		0172 1117 03	10/25/2017		4100-051100-1205-512-510	60.00	208595				Meals	01485	V.RICKS ACCT.
00000	000010		0172 1117 04	10/26/2017		4100-051100-1205-512-510	41.62	208595				Meals	01485	V.RICKS ACCT.
00000	000010		0172 1117 05	10/27/2017		4100-051100-1205-512-510	45.21	208595				Meals	01485	V.RICKS ACCT.
00000	000010		0172 1117 06	10/28/2017		4100-051100-1204-512-510	512.67	208595				Lodging	01485	V.RICKS ACCT.
		DISC. TOTAL	.00	CHECK TOTAL	689.31	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		689.31		
00000	001680	BLUE 360 MEDIA, LLC	INV-1059	8/29/2017		4100-063100-1202-631-630	266.50	208596				Pub., Subsc., Books, Ref. Mat	01485	#BSUB100101059467
		DISC. TOTAL	.00	CHECK TOTAL	266.50	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		266.50		
00000	001474	BURGESS, BRENDA	BB 110617	11/17/2017		4100-021400-1217-241-210	75.00	208597				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		75.00		
00000	999999	CARTER, JOHN	JC 1117	12/04/2017		4100-051500-1215-551-510	216.00	208598				Inmate Pay	01485	INMATE PAY
		DISC. TOTAL	.00	CHECK TOTAL	216.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		216.00		
00000	001630	CHENEY BROTHERS	10915154048	11/30/2017		4100-051500-1246-551-510	2,779.64	208599				Food Supplies	01485	ACCT# 60030700
		DISC. TOTAL	.00	CHECK TOTAL	2,779.64	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		2,779.64		
00000	000024	CRATER YOUTH CARE	1845	11/16/2017		4100-081800-2110-863-810	4,238.08	208600				Crater Youth Care Commission	01485	NOV 2017 USAGE FEE
		DISC. TOTAL	.00	CHECK TOTAL	4,238.08	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		4,238.08		
00000	000871	CRYSTAL SPRINGS	12841556 111617	11/16/2017		4100-063100-1277-631-630	36.81	208601				Water Services	01485	# 114253012841556
		DISC. TOTAL	.00	CHECK TOTAL	36.81	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		36.81		
00000	000902	DOC FARMER'S MARKET	MKT56698	11/27/2017		4100-051500-1246-551-510	227.95	208602				Food Supplies	01485	SUSSEX COUNTY JAIL
		DISC. TOTAL	.00	CHECK TOTAL	227.95	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		227.95		
00000	000123	EDMOND, J. LAFAYETTE	JLE 110617	11/17/2017		4100-021400-1217-241-210	75.00	208603				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		75.00		
00000	001540	GARY, JEFFERY	JG 110617	11/17/2017		4100-021400-1217-241-210	75.00	208604				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		75.00		
00000	000910	GILLIAM, MONTAQUE	MG 120517	12/05/2017		4100-021200-1265-221-210	16.00	208605				Vehicle Manitenance & Repairs	01485	REIMBURSEMENT
		DISC. TOTAL	.00	CHECK TOTAL	16.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		16.00		
00000	000094	GREENE, ANDRE	AG 120617	12/06/2017		4100-021400-1207-241-210	66.75	208606				Mileage-Training/Conferences	01485	MILEAGE
		DISC. TOTAL	.00	CHECK TOTAL	66.75	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		66.75		
00000	001563	HARRIS CORPORATION-PSPC	P000002279	10/26/2017		4302-094250-8212-	393,236.85	208607				New Radio System Cost	01485	ACCT# 1379
		DISC. TOTAL	.00	CHECK TOTAL	393,236.85	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		393,236.85		
00000	001406	HONEYWELL INTERNATIONAL	5241612361	10/01/2017		4100-021500-1256-253-210	15,975.00	208608				Communication Equipment	01485	ACCT# 527115
		DISC. TOTAL	.00	CHECK TOTAL	15,975.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		15,975.00		
00000	001475	IRVING, FRANK	FI 110617	11/17/2017		4100-021400-1217-241-210	75.00	208609				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		75.00		
00000	001477	KING, ROGER	RK 110617	11/17/2017		4100-021400-1217-241-210	75.00	208610				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		75.00		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV DESCRIPTION
00000	001392	MASON, DENNIS	DM 110617	11/17/2017		4100-021400-1217-241-210	75.00	208611				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		75.00		
00000	000309	MASSENBURG, TERRY	TM 110617	11/17/2017		4100-021400-1217-241-210	75.00	208612				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		75.00		
00000	001679	MATTHEWS, CAROLYN	CM 120517	12/05/2017		4100-021100-1228-211-210	200.00	208613				Contractual Services	01485	LEASE AGREEMENT
		DISC. TOTAL	.00	CHECK TOTAL	200.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		200.00		
00000	001600	MAYES, ANDREW W.	AM 111617	11/17/2017		4100-021400-1217-241-210	75.00	208614				Commission/Board Compensation	01485	PLANNING COMMISSION
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		75.00		
00000	000534	MORRIS, ANTOINETTE C	ACM 112017 01	11/20/2017		4100-063100-1204-632-630	222.02	208615				Lodging	01485	LODGING
00000	000534		ACM 112017 02	11/20/2017		4100-063100-1205-632-630	33.60	208615				Meals	01485	MEALS
00000	000534		ACM 112017 03	11/20/2017		4100-063100-1207-632-630	58.31	208615				Mileage-Training/Conferences	01485	MILEAGE
		DISC. TOTAL	.00	CHECK TOTAL	313.93	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		313.93		
00000	001023	RICOH USA, INC.	23710320	11/17/2017		4100-051100-1252-512-510	87.18	208616				Equipment Lease/Rental	01485	ACCT# 4719771
00000	001023		9024277883	11/18/2017		4100-051100-1252-512-510	194.54	208616				Equipment Lease/Rental	01485	ACCT# 4719771
00000	001023		9024277883	11/18/2017		4100-051500-1252-551-510	194.54	208616				Equipment Lease/Rental	01485	ACCT# 4719771
		DISC. TOTAL	.00	CHECK TOTAL	476.26	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		476.26		
00000	001614	SEWARD, SUSAN	SBS 120617	12/06/2017		4100-011100-1264-111-110	194.91	208617				Mileage	01485	MILEAGE
		DISC. TOTAL	.00	CHECK TOTAL	194.91	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		194.91		
00000	000139	STONY CREEK HEALTH CENTER	142876	11/30/2017		4100-051500-1293-551-510	61.00	208618				Inmate Medical Expenses	01485	HEATH, TAMIKA
		DISC. TOTAL	.00	CHECK TOTAL	61.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		61.00		
00000	000080	TRI CITY OFFICE PRODUCTS	0125435-001	11/28/2017		4100-063100-1241-631-630	157.80	208619				Office Supplies	01485	ACCT# SXCWAT-0
		DISC. TOTAL	.00	CHECK TOTAL	157.80	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL		157.80		
00000	000769	VERIZON	4342462167 1117	11/22/2017		4100-021600-1234-261-210	127.50	208620				Telecommunications	01485	ACCT# 000837058428
00000	000769		4342462294 1117	11/22/2017		4100-061100-1234-612-610	251.25	208620				Telecommunications	01485	ACCT# 000641808907
00000	000769		4342462347 1017	10/28/2017		4100-041100-1234-411-410	68.82	208620				Telecommunications	01485	ACCT# 000979866056
00000	000769		4342462347 1117	11/28/2017		4100-041100-1234-411-410	68.82	208620				Telecommunications	01485	ACCT# 000979866056
00000	000769		4342462427 1117	11/19/2017		4100-061100-1234-613-610	109.84	208620				Telecommunications	01485	ACCT# 000990361639
00000	000769		4342462912 1117	11/22/2017		4100-061100-1234-612-610	44.33	208620				Telecommunications	01485	ACCT# 000777016136
00000	000769		4342465436 1117	11/16/2017		4100-051100-1234-512-510	63.75	208620				Telecommunications	01485	ACCT# 000130999200
00000	000769		4342466604 1117	11/22/2017		4100-061100-1234-612-610	63.75	208620				Telecommunications	01485	ACCT# 000608006077
00000	000769		4342468326 1117	11/22/2017		4100-063100-1234-632-630	29.10	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-061100-1234-612-610	29.10	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-061100-1234-611-610	67.12	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-021400-1234-242-210	71.03	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-021100-1234-211-210	89.06	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-021400-1234-241-210	71.03	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-021100-1234-211-210	71.22	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-023100-1234-291-230	71.03	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-063100-1234-631-630	71.03	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-023100-1234-291-230	71.03	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4100-031100-1234-311-310	22.48	208620				Telecommunications	01485	ACCT# 000130840277
00000	000769		4342468326 1117	11/22/2017		4105-071100-1234-711-710	32.81	208620				Telecommunications	01485	ACCT# 000130840277

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	ACH	G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000769		4342468327	11/22/2017		4100-021500-1234-253-210	62.91	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-051100-1234-516-510	78.81	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-051100-1234-516-510	65.81	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-051100-1234-516-510	65.81	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-021100-1234-211-210	62.91	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-051100-1234-516-510	62.91	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-041100-1234-411-410	62.91	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-611-610	76.55	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-611-610	13.19	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-612-610	13.59	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-612-610	72.05	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-611-610	76.55	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-611-610	13.19	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-021100-1234-211-210	62.91	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-021100-1234-211-210	62.91	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-612-610	72.05	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		4342468327	11/22/2017		4100-061100-1234-612-610	13.59	208620				Telecommunications	01485	ACCT# 000130811997
00000	000769		8045205137	10/28/2017		4100-061100-1234-613-610	71.51	208620				Telecommunications	01485	ACCT# 000050404195
00000	000769		8045205137	11/28/2017		4100-061100-1234-613-610	76.51	208620				Telecommunications	01485	ACCT# 000050404195
00000	000769		8048341302	11/25/2017		4100-021300-1234-231-210	515.99	208620				Telecommunications	01485	ACCT# 00077088064
00000	000769		8048341309	11/25/2017		4100-081300-2110-822-810	120.96	208620				VA Cooperative Extension	01485	ACCT# 000635121520
	DISC. TOTAL	.00	CHECK TOTAL	3,217.72	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			3,217.72		
00000	000039	VERIZON WIRELESS	9796137906	11/10/2017		4125-031700-5841-	135.98	208621				Drug Forf. Fund / Com. Atty.	01485	#905440571-00001
	DISC. TOTAL	.00	CHECK TOTAL	135.98	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			135.98		
00000	000090	WAVERLY MOTORS, INC	13368	10/12/2017		4100-021600-1265-262-210	77.96	208622				Vehicle Maintenance & Repairs	01485	SUSSEX CO ENVIR INSP
	DISC. TOTAL	.00	CHECK TOTAL	77.96	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			77.96		
00000	000312	YOUNG, ROBERT JR	RY 110617	11/17/2017		4100-021400-1217-241-210	75.00	208623				Commission/Board Compensation	01485	PLANNING COMMISSION
	DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			75.00		
00000	000010	BANK OF SOUTHSIDE VA	2557 1117 01	10/12/2017		4302-094250-8212-	1,739.30	208624				New Radio System Cost	01485	#4053250002002557
00000	000010		2557 1117 02	10/14/2017		4100-021100-1204-211-210	287.48	208624				Lodging	01485	#4053250002002557
00000	000010		2557 1117 03	10/16/2017		4100-021400-1204-242-210	114.86	208624				Lodging	01485	#4053250002002557
00000	000010		2557 1117 04	10/24/2017		4100-021600-1205-262-210	21.01	208624				Meals	01485	#4053250002002557
00000	000010		2557 1117 05	10/25/2017		4100-021100-1203-211-210	225.00	208624				Workshops and Conferences	01485	#4053250002002557
00000	000010		2557 1117 06	10/25/2017		4100-021100-1203-211-210	150.00	208624				Workshops and Conferences	01485	#4053250002002557
00000	000010		2557 1117 07	10/25/2017		4100-021100-1203-211-210	150.00	208624				Workshops and Conferences	01485	#4053250002002557
00000	000010		2557 1117 08	10/27/2017		4100-021100-1203-211-210	150.00	208624				Workshops and Conferences	01485	#4053250002002557
00000	000010		2557 1117 09	10/31/2017		4100-023100-1241-291-230	63.26	208624				Office Supplies	01485	#4053250002002557
00000	000010		2557 1117 10	11/01/2017		4100-021100-1204-211-210	236.84	208624				Lodging	01485	#4053250002002557
00000	000010		2557 1117 11	11/02/2017		4100-021100-1241-211-210	519.20	208624				Office Supplies	01485	#4053250002002557
	DISC. TOTAL	.00	CHECK TOTAL	3,656.95	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			3,656.95		
	.00	CHECK TOTAL	426,916.40	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL				426,916.40		
	.00	CHECK TOTAL	426,916.40	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL				426,916.40		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 426,916.40- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-7-17
DATE

Kelly J. Moore
DIRECTOR OF FINANCE

12-9-17

Dist. of Cox

12/7/17

DATE

VANDY V. JONES, III ADMIN

DATE

ONNIE L. WOODRUFF, TREAS.

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	001435	ADVANCE AUTO PARTS	0060730739773	11/03/2017		4100-021200-1265-221-210	56.10	208648				Vehicle Manintenance & Repairs	01486 ACCT#	2860027805
		DISC. TOTAL	.00	CHECK TOTAL	56.10	ACH PMT TOTAL	.00	CPA PMT TOTAL				56.10		
00000	000342	AGRI-VA, INC	8510/6	11/03/2017		4302-091300-0012-	713.96	208649				Animal Control Vehicle	01486 ACCT#	60146
		DISC. TOTAL	.00	CHECK TOTAL	713.96	ACH PMT TOTAL	.00	CPA PMT TOTAL				713.96		
00000	000923	ALL SEASONS TERMITES &	43198	11/28/2017		4100-051500-1272-551-510	65.00	208650				Building Maintenance & Repair	01486 ACCT#	188
		DISC. TOTAL	.00	CHECK TOTAL	65.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				65.00		
00000	001248	AMERICAN BOILER	61102	11/01/2017		4100-051500-1273-551-510	110.00	208651				Building Systems Main & Repair	01486 ACCT#	SUSSEX COUNTY
00000	001248		61102	11/01/2017		4100-021200-1273-221-210	220.00	208651				Building Systems Main & Repair	01486 ACCT#	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	330.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				330.00		
00000	001277	AMERICAN TIRE DISTRIBUTOR	S097800325	10/02/2017		4100-051500-1265-551-510	225.64	208652				Vehicle Maintenance & Repairs	01486 ACCT#	190415
00000	001277		S099427619	11/02/2017		4100-051100-1265-512-510	528.20	208652				Vehicle Maintenance & Repairs	01486 ACCT#	190415
		DISC. TOTAL	.00	CHECK TOTAL	753.84	ACH PMT TOTAL	.00	CPA PMT TOTAL				753.84		
00000	000842	AMERIGAS-PETERSBURG	803577335	11/15/2017		4100-021200-1279-221-210	1,082.46	208653				Propane Gas	01486 ACCT#	200142739
00000	000842		803582756	11/18/2017		4100-021200-1279-221-210	448.06	208653				Propane Gas	01486 ACCT#	200066187
00000	000842		803588711	11/29/2017		4100-021200-1279-221-210	1,108.16	208653				Propane Gas	01486 ACCT#	200142739
		DISC. TOTAL	.00	CHECK TOTAL	2,638.68	ACH PMT TOTAL	.00	CPA PMT TOTAL				2,638.68		
00000	001445	ANIMAL HOSPITAL OF	198980	11/29/2017		4100-051100-1227-512-510	180.60	208654		N		Medical Services inc/k9	01486 ACCT#	9027
		DISC. TOTAL	.00	CHECK TOTAL	180.60	ACH PMT TOTAL	.00	CPA PMT TOTAL				180.60		
00000	000009	BAI MUNICIPAL SOFTWARE	20171101008	11/01/2017		4100-021100-1229-211-210	800.00	208655				Other Professional Services	01486 ACCT#	10056
		DISC. TOTAL	.00	CHECK TOTAL	800.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				800.00		
00000	001507	BARKSDALE OILS INC.	SUSSCTY 113017	11/30/2017		4100-021600-1264-261-210	246.89	208656				Mileage	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4100-021200-1264-221-210	416.76	208656				Mileage	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4100-021400-1264-242-210	124.58	208656				Mileage	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4100-021600-1264-262-210	468.86	208656				Mileage	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4100-021300-1264-231-210	61.16	208656				Gasoline/Mileage-Non Training	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4100-021400-1264-241-210	40.75	208656				Mileage	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4100-021500-1264-253-210	110.99	208656				Mileage	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4100-051100-1264-512-510	5,669.30	208656				Mileage	01486 ACCT#	SUSSCTY
00000	001507		SUSSCTY 113017	11/30/2017		4105-071100-1264-711-710	163.08	208656				Gasoline	01486 ACCT#	SUSSCTY
		DISC. TOTAL	.00	CHECK TOTAL	7,302.37	ACH PMT TOTAL	.00	CPA PMT TOTAL				7,302.37		
00000	000300	BATTERY BARN OF VA INC	318837	12/04/2017		4100-051500-1245-551-510	181.90	208657				Law Enforcement Supplies	01486 ACCT#	513
00000	000300		318837	12/04/2017		4100-051100-1245-512-510	181.90	208657				Law Enforcement Supplies	01486 ACCT#	513
		DISC. TOTAL	.00	CHECK TOTAL	363.80	ACH PMT TOTAL	.00	CPA PMT TOTAL				363.80		
00000	999999	BENEFIELD,SANDRA	7621490	12/07/2017		4100-061100-1213-611-610	57.24	208658				Witness Fees	01486 COMMONWEALTH	WITNESS
		DISC. TOTAL	.00	CHECK TOTAL	57.24	ACH PMT TOTAL	.00	CPA PMT TOTAL				57.24		
00000	000002	BOB BARKER COMPANY	WEB000512814	11/27/2017		4100-051500-1243-551-510	25.56	208659				Linen Supplies	01486 ACCT#	SUSVAS
		DISC. TOTAL	.00	CHECK TOTAL	25.56	ACH PMT TOTAL	.00	CPA PMT TOTAL				25.56		
00000	000271	BOBBY'S BODY & FRAM WORKS	BBFW 111517	11/15/2017		4100-021600-1265-262-210	120.78	208660				Vehicle Maintenance & Repairs	01486 ACCT#	SUSSEX ENVIR. INSP.
		DISC. TOTAL	.00	CHECK TOTAL	120.78	ACH PMT TOTAL	.00	CPA PMT TOTAL				120.78		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000183	BRITT'S SERVICE CENTER	101246	11/03/2017		4100-051100-1265-512-510	60.00	208661				Vehicle Maintenance & Repairs	01486	SUSSEX SHERIFF DEPT
00000	000183		101247	11/04/2017		4100-051100-1265-512-510	60.00	208661				Vehicle Maintenance & Repairs	01486	SUSSEX SHERIFF DEPT
		DISC. TOTAL	.00	CHECK TOTAL		120.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		120.00
00000	000360	BUSINESS DATA OF VA., INC	20171048	11/25/2017		4100-031100-1239-311-310	1,277.45	208662				Other Professional Services	01486	SUSSEX COMM OF REV
00000	000360		20171048	11/25/2017		4100-062100-1233-621-620	975.00	208662				Printing	01486	SUSSEX COMM OF REV
		DISC. TOTAL	.00	CHECK TOTAL		2,252.45	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		2,252.45
00000	001251	CABIN POINT VETERINARY	52442	10/26/2017		4100-021600-1227-261-210	74.00	208663				Medical Services	01486	ACCT# 1707
00000	001251		52746	11/20/2017		4100-021600-1227-261-210	99.00	208663				Medical Services	01486	ACCT# 1707
		DISC. TOTAL	.00	CHECK TOTAL		173.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		173.00
00000	000728	CARQUEST OF WAKEFIELD	5484-114860	11/22/2017		4100-051100-1265-512-510	14.24	208664				Vehicle Maintenance & Repairs	01486	ACCT# 5001
		DISC. TOTAL	.00	CHECK TOTAL		14.24	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		14.24
00000	001485	CENTRAL AGRIBUSINESS	JR15027	11/09/2017		4100-051500-1246-551-510	73.50	208665				Food Supplies	01486	SUSSEX COUNTY JAIL
00000	001485		JR15210	11/21/2017		4100-051500-1246-551-510	73.50	208665				Food Supplies	01486	SUSSEX COUNTY JAIL
00000	001485		JR15294	11/30/2017		4100-051500-1246-551-510	73.50	208665				Food Supplies	01486	SUSSEX SHERIFF DEPT
00000	001485		JR15377	12/06/2017		4100-051500-1246-551-510	73.50	208665				Food Supplies	01486	SUSSEX COUNTY JAIL
		DISC. TOTAL	.00	CHECK TOTAL		294.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		294.00
00000	001682	COMPUTER PROJECTS OF ILLI	1710235ME	10/26/2017		4100-051100-1224-516-510	346.80	208666				Information System Services	01486	SUSSEX COUNTY E-911
		DISC. TOTAL	.00	CHECK TOTAL		346.80	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		346.80
00000	001449	CONVERGENT TECHNOLOGIES	20601	10/25/2017		4100-063100-1224-631-630	37.50	208667				Information Systems Services	01486	SUSSEX COMM ATTY
00000	001449		20739	12/04/2017		4100-051100-1224-516-510	275.00	208667				Information System Services	01486	SUSSEX E-911
		DISC. TOTAL	.00	CHECK TOTAL		312.50	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		312.50
00000	000020	COWLING BROTHERS	236852	11/30/2017		4100-021200-1272-221-210	494.20	208668				Building Maintenance & Repair	01486	ACCT# SCO006
00000	000020		86410	11/29/2017		4100-021200-1247-221-210	8.02	208668				Janitorial Supplies	01486	ACCT# SCO006
		DISC. TOTAL	.00	CHECK TOTAL		502.22	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		502.22
00000	000871	CRYSTAL SPRINGS	10726073	12/02/2017		4100-021200-1277-221-210	57.42	208669				Water Services	01486	# 508239010726073
00000	000871		15892716	11/29/2017		4100-041100-1277-411-410	12.54	208669				Water Services	01486	# 695034615692716
00000	000871		6091788	11/16/2017		4100-062100-1277-621-620	36.42	208669				Water Services	01486	#11421076091788
		DISC. TOTAL	.00	CHECK TOTAL		106.38	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		106.38
00000	001337	CUM-SHAW INC.	70636	11/28/2017		4100-021200-1244-221-210	180.00	208670				Uniform Services	01486	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL		180.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		180.00
00000	001613	CUSTOM CLEANERS	1328	11/06/2017		4100-051100-1244-512-510	52.00	208671				Uniform Services	01486	SUSSEX SHERIFF DEPT
00000	001613		346	12/01/2017		4100-051500-1244-551-510	92.00	208671				Uniform Services	01486	SUSSEX SHERIFF DEPT
00000	001613		347	12/01/2017		4100-051100-1244-512-510	16.00	208671				Uniform Services	01486	SUSSEX SHERIFF DEPT
		DISC. TOTAL	.00	CHECK TOTAL		160.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		160.00
00000	000983	DELL MARKETING L.P.	10202567062	11/15/2017		4100-021100-1224-211-210	233.23	208672				Information Systems Services	01486	ACCT# 1453579
		DISC. TOTAL	.00	CHECK TOTAL		233.23	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		233.23
00000	000193	DEPART OF MOTOR VEHICLES	2017324292	11/28/2017		4100-041100-1299-412-410	65.00	208673				Misc. Oth.-DMV Stops	01486	ACCT# 546001642019
00000	000193		2017334799	12/12/2017		4100-041100-1299-412-410	525.00	208673				Misc. Oth.-DMV Stops	01486	ACCT# 546001642019
		DISC. TOTAL	.00	CHECK TOTAL		590.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		590.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000868	DISH NETWORK	80372704	11/04/2017		4100-021500-1234-253-210	47.53	208674				Telecommunications	01486	#8255707080372704
00000	000868		80372704	12/17		4100-021500-1234-253-210	54.53	208674				Telecommunications	01486	# 8255707080372704
		DISC. TOTAL	.00	CHECK TOTAL	102.06	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		102.06
00000	000028	DISTRICT 19 COMMUNITY	18-01	12/07/2017		4100-081100-2110-805-810	32,249.50	208675				District 19 Community Service	01486	FY18 2ND HALP
		DISC. TOTAL	.00	CHECK TOTAL	32,249.50	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		32,249.50
00000	000902	DOC FARMER'S MARKET	MKTS6558	11/20/2017		4100-051500-1246-551-510	184.55	208676				Food Supplies	01486	SUSSEX COUNTY JAIL
		DISC. TOTAL	.00	CHECK TOTAL	184.55	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		184.55
00000	001651	DOCUMENT SYSTEMS	90004	11/06/2017		4100-021400-1252-241-210	95.68	208677				Equipment Lease/Rental	01486	SERIAL: MX4501318
00000	001651		90004	11/06/2017		4100-021400-1252-242-210	95.68	208677				Equipment Lease/Rental	01486	SERIAL: MX4501318
00000	001651		90005	11/06/2017		4100-021100-1252-211-210	509.97	208677				Equipment Lease/Rental	01486	SERIAL: MX4506460
00000	001651		90171	11/07/2017		4100-021300-1252-231-210	66.67	208677				Equipment Lease/Rental	01486	SERIAL: LX7660809
00000	001651		90564	12/07/2017		4100-021400-1252-241-210	58.69	208677				Equipment Lease/Rental	01486	SERIAL: MX4501318
00000	001651		90564	12/07/2017		4100-021400-1252-242-210	58.69	208677				Equipment Lease/Rental	01486	SERIAL: MX4501318
00000	001651		90565	12/07/2017		4100-021100-1252-211-210	299.86	208677				Equipment Lease/Rental	01486	SERIAL: MX4506460
		DISC. TOTAL	.00	CHECK TOTAL	1,185.24	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		1,185.24
00000	000084	DOMINION VIRGINIA POWER	0482572328	11/29/2017		4100-021600-1276-263-210	2,913.96	208678				Electric	01486	ACCT# 0482572328
00000	000084		0963166285	12/17		4100-021200-1276-221-210	154.58	208678				Electric	01486	ACCT# 0963166285
00000	000084		1088433121	10/17		4100-021200-1276-221-210	36.38	208678				Electric	01486	ACCT# 1088433121
00000	000084		1088433121	12/17		4100-021200-1276-221-210	67.11	208678				Electric	01486	ACCT# 1088433121
00000	000084		2406362505	12/17		4100-051500-1276-551-510	1,711.66	208678				Electric	01486	ACCT# 2406362505
00000	000084		2921584914	11/17		4100-051500-1276-551-510	32.17	208678				Electric	01486	ACCT# 2921584914
00000	000084		3500335009	10/17		4100-021200-1276-221-210	924.72	208678				Electric	01486	ACCT# 3500335009
00000	000084		3500335009	12/17		4100-021200-1276-221-210	1,267.46	208678				Electric	01486	ACCT# 3500335009
00000	000084		3776508966	12/17		4100-021200-1276-221-210	6.59	208678				Electric	01486	ACCT# 3776508966
00000	000084		4723819456	12/17		4100-021200-1276-221-210	131.60	208678				Electric	01486	ACCT# 4723819456
00000	000084		5080737736	11/17		4100-021200-1276-221-210	120.88	208678				Electric	01486	ACCT# 5080737736
00000	000084		6860160149	10/17		4100-021200-1276-221-210	320.77	208678				Electric	01486	ACCT# 6860160149
00000	000084		6860160149	12/17		4100-021200-1276-221-210	627.30	208678				Electric	01486	ACCT# 6860160149
00000	000084		7190905005	10/17		4100-021600-1276-263-210	45.21	208678				Electric	01486	ACCT# 7190905005
		DISC. TOTAL	.00	CHECK TOTAL	8,360.39	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		8,360.39
00000	000084	DOMINION VIRGINIA POWER	7190905005	12/17		4100-021600-1276-263-210	217.42	208679				Electric	01486	ACCT# 7190905005
00000	000084		7248699964	12/17		4100-021200-1276-221-210	491.68	208679				Electric	01486	ACCT# 7248699964
00000	000084		7860242267	10/17		4100-021200-1276-221-210	220.78	208679				Electric	01486	ACCT# 7860242267
00000	000084		7860242267	12/17		4100-021200-1276-221-210	249.52	208679				Electric	01486	ACCT# 7860242267
00000	000084		9293060001	12/17		4100-021600-1276-266-210	56.86	208679				Electric	01486	ACCT# 9293060001
00000	000084		9447701492	11/17		4100-021200-1276-221-210	15.78	208679				Electric	01486	ACCT# 9447701492
00000	000084		9560347503	10/17		4100-021200-1276-221-210	2,490.91	208679				Electric	01486	ACCT# 9560347503
00000	000084		9560347503	12/17		4100-021200-1276-221-210	2,750.61	208679				Electric	01486	ACCT# 9560347503
00000	000084		9630317502	10/17		4100-021200-1276-221-210	437.69	208679				Electric	01486	ACCT# 9630317502
00000	000084		9630317502	12/17		4100-021200-1276-221-210	957.79	208679				Electric	01486	ACCT# 9630317502
00000	000084		9650330005	10/17		4100-021200-1276-221-210	231.30	208679				Electric	01486	ACCT# 9650330005
00000	000084		9650330005	12/17		4100-021200-1276-221-210	469.93	208679				Electric	01486	ACCT# 9650330005
00000	000084		9670342501	10/17		4100-021200-1276-221-210	89.17	208679				Electric	01486	ACCT# 9670342501
00000	000084		9670342501	12/17		4100-021200-1276-221-210	79.31	208679				Electric	01486	ACCT# 9670342501
		DISC. TOTAL	.00	CHECK TOTAL	8,758.75	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		8,758.75

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	001451	FLOWERS FOODS	1047303144	11/27/2017		4100-051500-1246-551-510	104.88	208680			Food Supplies	01486	ACCT# 40351872
00000	001451		1047303256	12/04/2017		4100-051500-1246-551-510	104.88	208680			Food Supplies	01486	ACCT# 40351872
		DISC. TOTAL	.00	CHECK TOTAL	209.76	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	209.76		
00000	000910	GILLIAM, MONTAQUE	MG 121117	12/11/2017		4100-021200-1265-221-210	5.00	208681			Vehicle Manitenance & Repairs	01486	REIMBURSEMENT
00000	000910		MG 121317	12/13/2017		4100-021200-1265-221-210	5.00	208681			Vehicle Manitenance & Repairs	01486	REIMBURSEMENT
		DISC. TOTAL	.00	CHECK TOTAL	10.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	10.00		
00000	001081	GREENE'S SERVICE CENTER,	54038	12/07/2017		4100-051100-1265-512-510	50.00	208682			Vehicle Maintenance & Repairs	01486	SUSSEX SHERIFF DEPT
		DISC. TOTAL	.00	CHECK TOTAL	50.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	50.00		
00000	000276	GREENSVILLE COUNTY WATER	1175 112917	11/29/2017		4100-021200-1277-221-210	51.11	208683			Water Services	01486	ACCT# 1175
		DISC. TOTAL	.00	CHECK TOTAL	51.11	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	51.11		
00000	000932	INTERNATIONAL CODE	1000828333	11/06/2017		4100-021400-1202-242-210	69.00	208684			Publ., Subsc., Books, Ref. Ma01486	ACCT# 5165291	
		DISC. TOTAL	.00	CHECK TOTAL	69.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	69.00		
00000	000049	JARRATT HARDWARE	A147297	11/04/2017		4100-051500-1272-551-510	37.99	208685			Building Maintenance & Repair	01486	ACCT# 159
00000	000049		B271607	11/11/2017		4100-051500-1272-551-510	11.29	208685			Building Maintenance & Repair	01486	ACCT# 159
		DISC. TOTAL	.00	CHECK TOTAL	49.28	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	49.28		
00000	001538	JIM WHELAN'S SERV. CENTER	78277	11/02/2017		4100-051100-1265-512-510	39.95	208686			Vehicle Maintenance & Repairs	01486	SUSSEX SHERIFF DEPT
		DISC. TOTAL	.00	CHECK TOTAL	39.95	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	39.95		
00000	001460	KESSINGER, MICHAEL	MK 121117	12/11/2017		4100-051100-1205-512-510	52.75	208687			Meals	01486	MEALS
		DISC. TOTAL	.00	CHECK TOTAL	52.75	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	52.75		
00000	001550	KINEX NETWORKING SOLUTION	171119-0002	11/19/2017		4100-021100-1234-211-210	97.24	208688			Telecommunications	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-021400-1234-241-210	97.22	208688			Telecommunications	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-021400-1234-242-210	97.22	208688			Telecommunications	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-041100-1234-411-410	97.22	208688			Telecommunications	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-031100-1234-311-310	97.22	208688			Telecommunications	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-023100-1234-291-230	97.22	208688			Telecommunication	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-021500-1234-253-210	97.22	208688			Telecommunications	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-051100-1234-516-510	97.22	208688			Telecommunications	01486	SUSSEX COUNTY
00000	001550		171119-0002	11/19/2017		4100-063100-1234-631-630	97.22	208688			Telecommunications	01486	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	875.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	875.00		
00000	000129	LOGAN SYSTEMS, INC	50358	11/15/2017		4100-062100-1236-621-620	674.43	208689			Microfilming & Scanning Servi	01486	SUSSEX CIRCUIT COURT
		DISC. TOTAL	.00	CHECK TOTAL	674.43	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	674.43		
00000	001433	LOWE'S	909160	11/14/2017		4100-021200-1272-221-210	59.85	208690			Building Maintenance & Repair	01486	ACCT# 99000502080
00000	001433		909385	11/07/2017		4100-021200-1272-221-210	20.89	208690			Building Maintenance & Repair	01486	ACCT# 99000502080
00000	001433		913588	10/25/2017		4100-021200-1247-221-210	99.01	208690			Janitorial Supplies	01486	ACCT# 99000502080
00000	001433		913588	10/25/2017		4100-021200-1275-221-210	30.38	208690			Maintenance Equipment Repairs	01486	ACCT# 99000502080
		DISC. TOTAL	.00	CHECK TOTAL	210.13	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	210.13		
00000	001029	MAJOR SIGNS, INC.	4617	11/02/2017		4100-021600-1265-261-210	375.00	208691			Vehicle Maintenance & Repairs	01486	SUSSEX ANIMAL CONTROL
00000	001029		4618	11/02/2017		4100-021600-1265-261-210	200.00	208691			Vehicle Maintenance & Repairs	01486	SUSSEX ANIMAL CONTROL
00000	001029		4652	11/20/2017		4302-091300-0012-	900.00	208691			Animal Control Vehicle	01486	SUSSEX ANIMAL CNTRL
		DISC. TOTAL	.00	CHECK TOTAL	1,475.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	1,475.00		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV DESCRIPTION
00000	001634	MASON, JAMES E.	JM 112917	11/29/2017		4100-081300-2110-822-810	50.00	208692				VA Cooperative Extension	01486	REIMBURSEMENT
		DISC. TOTAL	.00	CHECK TOTAL	50.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				50.00		
00000	001681	MID-ATLANTIC ENTRY SYSTEM	68755	10/27/2017		4302-094250-8212-	263.25	208693				New Radio System Cost	01486	ACCT# 25008
		DISC. TOTAL	.00	CHECK TOTAL	263.25	ACH PMT TOTAL	.00	CPA PMT TOTAL				263.25		
00000	001585	MINOR AND ASSOCIATES, PLL	121720	11/23/2017		4100-021100-1225-211-210	270.00	208694				Management Consulting Service	01486	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	270.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				270.00		
00000	000051	MSAG LLC	C312777	11/30/2017		4100-021400-1225-241-210	84.00	208695				Management Consulting Service	01486	SUSSEX PLANNING DEPT
		DISC. TOTAL	.00	CHECK TOTAL	84.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				84.00		
00000	001345	MYRON CORP.	108004904	11/22/2017		4125-031700-5843-	487.95	208696				Drug Porf. Fund / Sheriff Sta	01486	ACCT# 12200464
		DISC. TOTAL	.00	CHECK TOTAL	487.95	ACH PMT TOTAL	.00	CPA PMT TOTAL				487.95		
00000	999999	NATIONAL DISTRICT ATTORNE	115425	10/24/2017		4100-063100-1201-631-630	105.00	208697				Organization Membership	01486	RAMSEY, LYNDIA P
		DISC. TOTAL	.00	CHECK TOTAL	105.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				105.00		
00000	001187	OWEN PRINTING COMPANY	25808	11/07/2017		4100-011100-1233-111-110	75.00	208698				Printing	01486	SUSSEX BOS
		DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				75.00		
00000	000163	PEARSON'S APPRAISAL SERV	PAS-9 120717	12/07/2017		4100-031100-1225-312-310	8,669.93	208699				Management Consulting Service	01486	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	8,669.93	ACH PMT TOTAL	.00	CPA PMT TOTAL				8,669.93		
00000	001246	PHILLIPS TELECOMMUNICATION	21400	10/16/2017		4100-031100-1234-311-310	266.00	208700				Telecommunications	01486	SUSSEX COUNTY
00000	001246		21400	10/16/2017		4100-061100-1234-612-610	150.00	208700				Telecommunications	01486	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	416.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				416.00		
00000	000164	PITNEY-BOWES, LLC	3304943507	11/30/2017		4100-041100-1252-411-410	144.00	208701				Equipment Lease/Rental	01486	ACCT# 16641819
		DISC. TOTAL	.00	CHECK TOTAL	144.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				144.00		
00000	000061	PRINCE GEORGE ELECTRIC	1413003200 1117	11/29/2017		4100-021600-1276-263-210	52.61	208702				Electric	01486	ACCT# 1413003200
00000	000061		1423010000 1117	11/29/2017		4100-021600-1276-263-210	75.33	208702				Electric	01486	ACCT# 1423010000
00000	000061		1667000200 1117	11/29/2017		4100-021200-1276-221-210	128.78	208702				Electric	01486	ACCT# 1667000200
00000	000061		2006028100 1117	11/03/2017		4100-021200-1276-221-210	435.73	208702				Electric	01486	ACCT# 2006028100
00000	000061		2006028100 1217	12/06/2017		4100-021200-1276-221-210	392.98	208702				Electric	01486	ACCT# 2006028100
		DISC. TOTAL	.00	CHECK TOTAL	1,085.43	ACH PMT TOTAL	.00	CPA PMT TOTAL				1,085.43		
00000	001226	R.M. WILKINSON OIL CO, INC	19563	11/09/2017		4100-051500-1272-551-510	335.60	208703				Building Maintenance & Repair	01486	ACCT# 4690-1
		DISC. TOTAL	.00	CHECK TOTAL	335.60	ACH PMT TOTAL	.00	CPA PMT TOTAL				335.60		
00000	000620	RAMSEY, LYNDIA P	LPR 121317 01	12/13/2017		4100-063100-1204-631-630	283.00	208704				Lodging	01486	LODGING
00000	000620		LPR 121317 02	12/13/2017		4100-063100-1205-631-630	86.00	208704				Meals	01486	MEALS
00000	000620		LPR 121317 03	12/13/2017		4100-063100-1207-631-630	139.10	208704				Mileage-Training/Conferences	01486	MILEAGE
		DISC. TOTAL	.00	CHECK TOTAL	508.10	ACH PMT TOTAL	.00	CPA PMT TOTAL				508.10		
00000	000064	RAWLINGS MECHANICAL CORP.	3786	11/17/2017		4100-051500-1272-551-510	1,565.00	208705				Building Maintenance & Repair	01486	SUSSEX COUNTY JAIL
00000	000064		42766	11/14/2017		4100-021200-1273-221-210	895.00	208705				Building Systems Main & Repair	01486	SUSSEX COUNTY
00000	000064		42829	12/04/2017		4100-021200-1273-221-210	1,205.00	208705				Building Systems Main & Repair	01486	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	3,665.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				3,665.00		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV DESCRIPTION
00000	001438	RICHMOND TIMES DISPATCH	I0000640071	10/29/2017		4100-021100-1235-211-210	287.80	208706			Advertising	01486	ACCT# 3262515
00000	001438		I0000640075	10/29/2017		4100-021100-1235-211-210	206.80	208706			Advertising	01486	ACCT# 3262535
		DISC. TOTAL	CHECK TOTAL	494.60	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		494.60		
00000	000063	RUTHERFORD SUPPLY	1007531	10/20/2017		4100-021200-1247-221-210	498.48	208707			Janitorial Supplies	01486	ACCT# 118601
00000	000063		1007633	10/20/2017		4100-021200-1247-221-210	234.75	208707			Janitorial Supplies	01486	ACCT# 118601
		DISC. TOTAL	CHECK TOTAL	733.23	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		733.23		
00000	000180	SAFETY FIRST CO OF VA	70319	11/29/2017		4100-051500-1273-551-510	265.00	208708			Building Systems Main & Repair	01486	SUSSEX COUNTY JAIL
		DISC. TOTAL	CHECK TOTAL	265.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		265.00		
00000	000832	SAM'S CLUB DIRECT	20799	10/02/2017		4100-051500-1247-551-510	15.00	208709			Janitorial Supplies	01486	ACCT# 0402188473177
00000	000832		8853	11/14/2017		4100-051500-1247-551-510	271.81	208709			Janitorial Supplies	01486	ACCT# 0402188473177
00000	000832		8854	11/14/2017		4100-051500-1277-551-510	82.32	208709			Water Services	01486	ACCT# 0402188473177
		DISC. TOTAL	CHECK TOTAL	339.13	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		339.13		
00000	999999	SCHMIDT, JOHN	W0042399-01	11/28/2017		4100-061100-1213-611-610	32.10	208710			Witness Fees	01486	COMMONWEALTH WITNESS
		DISC. TOTAL	CHECK TOTAL	32.10	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		32.10		
00000	000968	SIXTH JUDICIAL CIRCUIT	DECEMBER 2017	11/16/2017		4100-061100-1241-611-610	231.04	208711			Office Supplies	01486	OFFICE EXPENSES
		DISC. TOTAL	CHECK TOTAL	231.04	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		231.04		
00000	000968	SIXTH JUDICIAL CIRCUIT CT	DECEMBER 2017	11/16/2017		4100-061100-1241-611-610	231.04	208712			Office Supplies	01486	OFFICE EXPENSES
		DISC. TOTAL	CHECK TOTAL	231.04	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		231.04		
00000	001151	SMITH & KEENE	S-139122	11/13/2017		4100-021200-1273-221-210	450.00	208713			Building Systems Main & Repair	01486	SUSSEX BLDG & GRNDS
		DISC. TOTAL	CHECK TOTAL	450.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		450.00		
00000	001543	STITH, MILLARD	MS DEC17-01	12/12/2017		4100-021100-1225-211-210	3,333.50	208714			Management Consulting Service	01486	DEC 2017 1ST HALF
		DISC. TOTAL	CHECK TOTAL	3,333.50	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		3,333.50		
00000	000139	STONY CREEK HEALTH CENTER	142631	11/24/2017		4100-051500-1293-551-510	61.00	208715			Inmate Medical Expenses	01486	ADKINS, DEMONTE
00000	000139		142817	11/27/2017		4100-051500-1293-551-510	56.00	208715			Inmate Medical Expenses	01486	KISER, TORRY
00000	000139		142894	12/04/2017		4100-051500-1293-551-510	61.00	208715			Inmate Medical Expenses	01486	MURPHY, ROY
00000	000139		142901	12/04/2017		4100-051500-1293-551-510	77.00	208715			Inmate Medical Expenses	01486	ROBINSON, ROBBIE L
00000	000139		143036	12/11/2017		4100-051500-1293-551-510	82.00	208715			Inmate Medical Expenses	01486	PATTERSON, CURTIS
		DISC. TOTAL	CHECK TOTAL	337.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		337.00		
00000	000162	SUFFOLK ENERGIES INC	37577295	11/21/2017		4100-021200-1278-221-210	578.45	208716			Oil	01486	ACCT# 66740484
00000	000162		465577	11/30/2017		4100-051100-1264-512-510	206.20	208716			Mileage	01486	ACCT# 66740352
		DISC. TOTAL	CHECK TOTAL	784.65	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		784.65		
00000	000362	SUSSEX CTY SCHOOL BOARD	AUGUST 2017	10/31/2017		4100-021600-1264-261-210	384.07	208717			Mileage	01486	ANIMAL CONTROL
00000	000362		OCTOBER 2017	10/31/2017		4100-021600-1264-261-210	198.79	208717			Mileage	01486	ANIMAL CONTROL
00000	000362		SEPTEMBER 2017	10/31/2017		4100-021600-1264-261-210	333.97	208717			Mileage	01486	ANIMAL CONTROL
		DISC. TOTAL	CHECK TOTAL	916.83	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		916.83		
00000	000077	SUSSEX SERVICE AUTHORITY	200814262	10/31/2017		4100-021600-1277-263-210	2,913.24	208718			Water Services	01486	ACCT# 2699
		DISC. TOTAL	CHECK TOTAL	2,913.24	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		2,913.24		
00000	001302	THE LAW OFFICE OF	7025@22	11/29/2017		4100-061100-1223-611-610	121.47	208719			Legal Services - Court Appt.	01486	WIDENER, CHRISTOPHER
		DISC. TOTAL	CHECK TOTAL	121.47	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		121.47		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000485	THOMSON WEST	837194242	11/04/2017		4201-021800-6012-	34.95	208720				Books and Subscriptions / Sup	01486 ACCT# 1000717371	
		DISC. TOTAL	.00	CHECK TOTAL	34.95	ACH PMT TOTAL	.00	CPA PMT TOTAL				34.95		
00000	000317	TOWN OF WAKEFIELD	1943 121517	12/15/2017		4100-021200-1276-221-210	49.34	208721				Electric	01486 ACCT# 1943	
		DISC. TOTAL	.00	CHECK TOTAL	49.34	ACH PMT TOTAL	.00	CPA PMT TOTAL				49.34		
00000	000318	TOWN OF WAVERLY	11302017	11/30/2017		4100-021200-1277-221-210	62.00	208722				Water Services	01486 ACCT# 1814040098	
		DISC. TOTAL	.00	CHECK TOTAL	62.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				62.00		
00000	000080	TRI CITY OFFICE PRODUCTS	0124935-002	11/16/2017		4100-062100-1241-621-620	229.50	208723				Office Supplies	01486 ACCT# SXCC-0	
00000	000080		0125151-001	11/09/2017		4100-062100-1241-621-620	56.15	208723				Office Supplies	01486 ACCT# SXCC-0	
00000	000080		0125182-001	11/10/2017		4100-051100-1241-512-510	47.88	208723				Office Supplies	01486 ACCT# SCSD-0	
00000	000080		0125441-001	12/06/2017		4100-063100-1233-631-630	137.50	208723				Printing	01486 ACCT# SXCWAT-0	
00000	000080		0125647-001	12/07/2017		4100-051500-1241-551-510	158.73	208723				Office Supplies	01486 ACCT# SCSD-0	
00000	000080		0125647-001	12/07/2017		4100-051100-1241-512-510	195.66	208723				Office Supplies	01486 ACCT# SCSD-0	
00000	000080		0125647-002	12/08/2017		4100-051100-1241-512-510	64.08	208723				Office Supplies	01486 ACCT# SCSD-0	
00000	000080		0125647-003	12/11/2017		4100-051100-1241-512-510	25.44	208723				Office Supplies	01486 ACCT# SCSD-0	
		DISC. TOTAL	.00	CHECK TOTAL	864.06	ACH PMT TOTAL	.00	CPA PMT TOTAL				864.06		
00000	001236	VA GOVERNMENT FINANCE	152300	11/06/2017		4100-021100-1201-211-210	45.00	208724				Organization Membership	01486 ACCT# 31850	
		DISC. TOTAL	.00	CHECK TOTAL	45.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				45.00		
00000	000831	VACORP	13815	1/01/2018		4100-051100-1128-512-510	7,881.92	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-051500-1128-551-510	5,011.64	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-011100-1128-111-110	9.18	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-023100-1128-291-230	18.92	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021400-1128-242-210	773.67	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-063100-1128-632-630	10.52	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021400-1128-241-210	6.79	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-062100-1128-621-620	46.94	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-063100-1128-631-630	62.11	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021600-1128-261-210	319.63	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-031100-1128-311-310	29.75	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-041100-1128-411-410	39.88	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021300-1128-231-210	595.18	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021500-1128-253-210	355.24	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021200-1128-221-210	706.28	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021600-1128-262-210	1,774.51	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021400-1128-241-210	399.82	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4100-021100-1128-211-210	85.63	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4105-071100-1128-711-710	48.20	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
00000	000831		13815	1/01/2018		4105-071100-1128-711-710	939.19	208725				Worker's Comp - Self Insured	01486 ACCT# VA-SU-107-18	
		DISC. TOTAL	.00	CHECK TOTAL	19,115.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				19,115.00		
00000	000087	VAN CLEEF AUTO PARTS INC	207729	11/30/2017		4100-051100-1265-512-510	8.78	208726				Vehicle Maintenance & Repairs	01486 ACCT# 27431	
00000	000087		548428	11/16/2017		4100-051100-1265-512-510	24.18	208726				Vehicle Maintenance & Repairs	01486 ACCT# 27431	
00000	000087		548578	11/17/2017		4100-051100-1299-512-510	21.90	208726				Miscellaneous Others	01486 ACCT# 27431	
00000	000087		548758	11/21/2017		4100-051100-1265-512-510	87.95	208726				Vehicle Maintenance & Repairs	01486 ACCT# 27431	
00000	000087		548834	11/22/2017		4100-051100-1265-512-510	66.24	208726				Vehicle Maintenance & Repairs	01486 ACCT# 27431	
00000	000087		998889	11/01/2017		4100-051100-1265-512-510	52.00	208726				Vehicle Maintenance & Repairs	01486 ACCT# 27431	
00000	000087		998891	11/01/2017		4100-051100-1265-512-510	52.00	208726				Vehicle Maintenance & Repairs	01486 ACCT# 27431	

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000087		998909	11/03/2017		4100-051100-1265-515-510	71.27	208726			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		998922	11/04/2017		4100-051100-1265-512-510	382.67	208726			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		998948	11/08/2017		4100-051100-1265-512-510	304.35	208726			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		998949	11/09/2017		4100-051500-1265-551-510	91.96	208726			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		998955	11/09/2017		4100-051100-1265-512-510	138.89	208726			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		998957	11/09/2017		4100-051100-1265-512-510	58.28	208726			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		998979	11/10/2017		4100-051100-1265-512-510	384.64	208726			Vehicle Maintenance & Repairs01486 ACCT# 27431		
	DISC. TOTAL	.00	CHECK TOTAL	1,745.11	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		1,745.11		
00000	000087	VAN CLEEF AUTO PARTS INC	998983	11/10/2017		4100-051100-1265-512-510	986.77	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		998999	11/13/2017		4100-051100-1265-512-510	85.85	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999010	11/14/2017		4100-051100-1265-512-510	70.47	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999019	11/15/2017		4100-051100-1265-512-510	365.08	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999033	11/15/2017		4100-051100-1265-512-510	699.39	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999039	11/16/2017		4100-051100-1265-512-510	91.91	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999061	11/17/2017		4100-051100-1265-512-510	86.92	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999085	11/20/2017		4100-051100-1265-512-510	66.24	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999092	11/21/2017		4100-051100-1265-512-510	72.96	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999111	11/22/2017		4100-051100-1265-512-510	269.74	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999127	11/27/2017		4100-051100-1265-512-510	178.21	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999155	11/28/2017		4100-021200-1265-221-210	470.15	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999156	11/28/2017		4100-051100-1265-515-510	29.95	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999178	11/29/2017		4100-051100-1265-512-510	71.96	208727			Vehicle Maintenance & Repairs01486 ACCT# 27431		
	DISC. TOTAL	.00	CHECK TOTAL	3,545.60	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		3,545.60		
00000	000087	VAN CLEEF AUTO PARTS INC	999184	11/29/2017		4100-051100-1265-512-510	71.96	208728			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999187	11/25/2017		4100-051100-1265-512-510	403.25	208728			Vehicle Maintenance & Repairs01486 ACCT# 27431		
00000	000087		999216	11/24/2017		4100-051100-1265-512-510	358.35	208728			Vehicle Maintenance & Repairs01486 ACCT# 27431		
	DISC. TOTAL	.00	CHECK TOTAL	833.56	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		833.56		
00000	000039	VERIZON WIRELESS	9796197328	11/12/2017		4100-051100-1224-516-510	535.48	208729			Information System Services 01486 # 520620824-00001		
00000	000039		9796197328	11/12/2017		4100-051100-1234-512-510	930.41	208729			Telecommunications 01486 # 520620824-00001		
00000	000039		9796197328	11/12/2017		4100-051500-1234-551-510	111.36	208729			Telecommunications 01486 # 520620824-00001		
	DISC. TOTAL	.00	CHECK TOTAL	1,577.25	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		1,577.25		
00000	000088	WAVERLY GLASS SHOP	11998	11/13/2017		4302-091300-0012-	675.00	208730			Animal Control Vehicle 01486 SUSSEX ANIMAL CNTRL		
	DISC. TOTAL	.00	CHECK TOTAL	675.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		675.00		
00000	000322	WILLIAMS, GARY M., CLERK	GMW 112117	11/21/2017		4100-062100-1292-621-620	90.38	208731			Bank/CC & Other Fees 01486 BANK FEES		
	DISC. TOTAL	.00	CHECK TOTAL	90.38	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		90.38		
00000	001572	WIMMER, WILLIE	734	11/27/2017		4100-021500-1265-251-210	6,997.50	208732			Vehicle Maintenance & Repairs 01486 SUSSEX PUBLIC SAFETY		
	DISC. TOTAL	.00	CHECK TOTAL	6,997.50	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		6,997.50		
00000	001408	WITMER PUBLIC SAFETY GRP.	1812985.001	11/07/2017		4100-051500-1244-551-510	51.00	208733			Uniform Services 01486 ACCT# SUSCOU		
00000	001408		1812985.001	11/07/2017		4100-051100-1244-512-510	51.00	208733			Uniform Services 01486 ACCT# SUSCOU		
	DISC. TOTAL	.00	CHECK TOTAL	102.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		102.00		
00000	001590	WOODLEY & FLYNN, PLLC	158	10/31/2017		4100-022100-1223-281-220	9,317.72	208734			Legal Services 01486 SUSSEX COUNTY		
	DISC. TOTAL	.00	CHECK TOTAL	9,317.72	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		9,317.72		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000093	XEROX CORPORATION	091351837	12/01/2017		4100-063100-1252-631-630	63.56	208735				Equipment Lease/Rental	01486	ACCT# 706994555
		DISC. TOTAL	.00	CHECK TOTAL	63.56	ACH PMT TOTAL	.00	CPA PMT TOTAL				63.56		
00000	001644	XEROX FINANCIAL SERVICES	73202A1217	11/15/2017		4100-021100-1252-211-210	295.09	208736				Equipment Lease/Rental	01486	ACCT# 0200073202001
00000	001644		73202B1217	11/15/2017		4100-021400-1252-242-210	147.55	208736				Equipment Lease/Rental	01486	ACCT# 0200073202001
00000	001644		73202B1217	11/15/2017		4100-021400-1252-241-210	147.54	208736				Equipment Lease/Rental	01486	ACCT# 0200073202001
		DISC. TOTAL	.00	CHECK TOTAL	590.18	ACH PMT TOTAL	.00	CPA PMT TOTAL				590.18		
00000	000049	JARRATT HARDWARE	A147965	11/30/2017		4100-021200-1274-221-210	5.48	208737				Grounds Maintenance & Repairs	01486	ACCT# 136
00000	000049		B270933	10/31/2017		4100-021200-1272-221-210	4.18	208737				Building Maintenance & Repair	01486	ACCT# 136
00000	000049		B271265	11/06/2017		4100-021200-1274-221-210	4.79	208737				Grounds Maintenance & Repairs	01486	ACCT# 136
		DISC. TOTAL	.00	CHECK TOTAL	14.45	ACH PMT TOTAL	.00	CPA PMT TOTAL				14.45		
		.00	CHECK TOTAL	146,364.40	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				146,364.40		
		.00	CHECK TOTAL	146,364.40	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				146,364.40		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 146,364.40- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED

12-18-17
 DATE
 12-18-17
 DATE
 12/18/17
 DATE

Kelly M. Jones
 DIRECTOR OF FINANCE
Vanda V. Jones, III
 VANDA V. JONES, III ADMIN
Ornie L. Woodruff
 ORNIE L. WOODRUFF, TREAS.

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000010	BANK OF SOUTHSIDE VA	2557 1217 FEES	12/08/2017		4100-021100-1292-211-210	100.64	208738			Bank/Credit Card Fees	01487 #	4053250002002557
00000	000010		2557 1217 01	11/14/2017		4100-021100-1204-211-210	187.63	208738			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 02	11/14/2017		4100-011100-1204-111-110	298.22	208738			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 03	11/14/2017		4100-011100-1204-111-110	339.20	208738			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 04	11/14/2017		4100-022100-1264-281-220	70.00	208738			Gasoline/Mileage-Non Training	01487 #	4053250002002557
00000	000010		2557 1217 05	11/16/2017		4100-021400-1204-241-210	108.02	208738			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 07	11/18/2017		4100-021300-1204-231-210	405.00	208738			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 08	11/18/2017		4100-021400-1204-241-210	169.96	208738			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 09	11/28/2017		4100-021600-1227-261-210	494.95	208738			Medical Services	01487 #	4053250002002557
00000	000010		2557 1217 10	11/28/2017		4100-021600-1227-261-210	159.60	208738			Medical Services	01487 #	4053250002002557
00000	000010		2557 1217 11	11/29/2017		4100-021600-1242-261-210	104.11	208738			Agricultural Supplies	01487 #	4053250002002557
00000	000010		2557 1217 12	11/30/2017		4100-021100-1241-211-210	166.34	208738			Office Supplies	01487 #	4053250002002557
00000	000010		2557 1217 13	12/01/2017		4100-021600-1231-261-210	29.39	208738			Postage	01487 #	4053250002002557
00000	000010		2557 1217 14	12/05/2017		4100-021100-1299-211-210	20.00	208738			Miscellaneous Others	01487 #	4053250002002557
		DISC. TOTAL	.00	CHECK TOTAL	2,653.06	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	2,653.06		
00000	000010	BANK OF SOUTHSIDE VA	2557 1217 15	12/06/2017		4100-011100-1241-111-110	55.00	208739			Office Supplies	01487 #	4053250002002557
00000	000010		2557 1217 16	12/06/2017		4100-021400-1201-242-210	105.00	208739			Organization Membership	01487 #	4053250002002557
00000	000010		2557 1217 17	11/10/2017		4100-011100-1204-111-110	402.81	208739			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 18	11/14/2017		4100-011100-1204-111-110	870.66	208739			Lodging	01487 #	4053250002002557
00000	000010		2557 1217 19	11/14/2017		4100-022100-1204-281-220	609.31	208739			Lodging	01487 #	4053250002002557
		DISC. TOTAL	.00	CHECK TOTAL	2,042.78	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	2,042.78		
00000	000874	BLUE, ALEESHA MOORE	AMB 110617	11/06/2017		4100-051500-1207-551-510	58.74	208740			Mileage-Training/Conferences	01487	MILEAGE
00000	000874		AMB 110817	11/13/2017		4100-051500-1205-551-510	12.55	208740			Meals	01487	MEALS
		DISC. TOTAL	.00	CHECK TOTAL	71.29	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	71.29		
00000	001684	BOONE, ALITA L.	ALB 121117	12/11/2017		4100-031100-1229-311-310	369.00	208741			Other Professional Services	01487	SUSSEX COMM OP REV
		DISC. TOTAL	.00	CHECK TOTAL	369.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	369.00		
00000	001251	CABIN POINT VETERINARY	52853	11/30/2017		4100-021600-1227-261-210	125.00	208742			Medical Services	01487	ACCT# 1707
00000	001251		52936	12/05/2017		4100-021600-1227-261-210	236.00	208742			Medical Services	01487	ACCT# 1707
		DISC. TOTAL	.00	CHECK TOTAL	361.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	361.00		
00000	001683	DESIGN NINE	2003926	10/30/2017		4100-021400-1225-241-210	6,000.00	208743			Management Consulting Service	01487	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	6,000.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	6,000.00		
00000	000258	GEORGE COX & SONS	8183	11/19/2017		4302-094250-8212	625.00	208744			New Radio System Cost	01487	SUSSEX RADIO PROJ
		DISC. TOTAL	.00	CHECK TOTAL	625.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	625.00		
00000	001213	LEETE TIRE & AUTO CENTER	1476851	10/26/2017		4100-021500-1265-252-210	997.82	208745			Vehicle Maintenance & Repairs	01487	ACCT# 6912582
		DISC. TOTAL	.00	CHECK TOTAL	997.82	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	997.82		
00000	001187	OWEN PRINTING COMPANY	25843	11/09/2017		4100-021400-1233-241-210	88.10	208746			Printing	01487	SUSSEX ADMIN
		DISC. TOTAL	.00	CHECK TOTAL	88.10	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	88.10		
00000	001246	PHILLIPS TELECOMMUNICATION	21229	9/03/2017		4100-021700-1234-271-210	150.00	208747			Telecommunications	01487	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	150.00		
00000	000075	SIMPLEXGRINNELL LP	79726159	10/02/2017		4100-021200-1273-221-210	2,608.86	208748			Building Systems Main & Repair	01487	ACCT# 25200536580
		DISC. TOTAL	.00	CHECK TOTAL	2,608.86	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	2,608.86		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCKL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	001543	STITH, MILLARD	MS DEC17-02	12/20/2017		4100-021100-1225-211-210	3,733.50	208749			Management Consulting Service	01487	DEC 2017 2ND HALP
		DISC. TOTAL	.00	CHECK TOTAL	3,733.50	ACH PMT TOTAL	.00	CPA PMT TOTAL			3,733.50		
00000	000162	SUFFOLK ENERGIES INC	463388	10/31/2017		4100-021600-1264-261-210	223.43	208750			Mileage	01487	ACCT# 66740484
		DISC. TOTAL	.00	CHECK TOTAL	223.43	ACH PMT TOTAL	.00	CPA PMT TOTAL			223.43		
00000	999999	TREASURER OF VA-VRS	L0DA-IMP-55191	9/08/2017		4100-021500-1126-253-210	1,459.99	208751			(LEOS) Line of Duty & Disabli	01487	SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	1,459.99	ACH PMT TOTAL	.00	CPA PMT TOTAL			1,459.99		
00000	000087	VAN CLEEF AUTO PARTS INC	999072	11/18/2017		4100-021500-1265-251-210	510.00	208752			Vehicle Maintenance & Repairs	01487	ACCT# 27430
00000	000087		999110	11/22/2017		4100-021500-1265-251-210	73.09	208752			Vehicle Maintenance & Repairs	01487	ACCT# 27430
		DISC. TOTAL	.00	CHECK TOTAL	583.09	ACH PMT TOTAL	.00	CPA PMT TOTAL			583.09		
00000	000769	VERIZON	0232504072	12/17/2017		4100-063100-1234-631-630	216.68	208753			Telecommunications	01487	ACCT# 000695890340
00000	000769		0232504134	12/17/2017		4100-063100-1234-631-630	216.68	208753			Telecommunications	01487	ACCT# 000749973011
00000	000769		0237854482	12/17/2017		4100-061100-1234-613-610	171.52	208753			Telecommunications	01487	ACCT# 000156873625
00000	000769		4342462206	12/17/2017		4100-051100-1234-516-510	298.95	208753			Telecommunications	01487	ACCT# 000130839639
00000	000769		4342462453	12/17/2017		4100-061100-1234-613-610	103.21	208753			Telecommunications	01487	ACCT# 000732325316
00000	000769		4342463724	12/17/2017		4100-063100-1234-631-630	63.75	208753			Telecommunications	01487	ACCT# 000966301725
00000	000769		4342464016	12/17/2017		4100-051100-1234-516-510	63.75	208753			Telecommunications	01487	ACCT# 000790535026
00000	000769		4342465362	11/17/2017		4100-051100-1234-512-510	734.31	208753			Telecommunications	01487	ACCT# 000130840093
00000	000769		4342465362	12/17/2017		4100-051100-1234-512-510	734.31	208753			Telecommunications	01487	ACCT# 000130840093
00000	000769		4342465436	12/16/2017		4100-051100-1234-512-510	63.75	208753			Telecommunications	01487	ACCT# 000130999200
00000	000769		4342465511	11/28/2017		4100-021100-1234-211-210	208.74	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-021400-1234-241-210	46.39	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-021400-1234-242-210	69.58	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-021600-1234-261-210	23.19	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-021500-1234-253-210	23.19	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-023100-1234-291-230	69.58	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-041100-1234-411-410	92.77	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-031100-1234-311-310	92.77	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-063100-1234-631-630	115.97	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-062100-1234-621-620	139.16	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4100-063100-1234-632-630	23.19	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342465511	11/28/2017		4105-071100-1234-711-710	626.22	208753			Telecommunications	01487	ACCT# 000973062717
00000	000769		4342468256	12/17/2017		4100-051100-1234-512-510	63.75	208753			Telecommunications	01487	ACCT# 000777014348
00000	000769		4345358364	12/17/2017		4100-021200-1234-221-210	66.81	208753			Telecommunications	01487	ACCT# 000130843684
00000	000769		4346340705	11/07/2017		4100-051500-1234-551-510	84.35	208753			Telecommunications	01487	ACCT# 000763493682
		DISC. TOTAL	.00	CHECK TOTAL	4,412.57	ACH PMT TOTAL	.00	CPA PMT TOTAL			4,412.57		
00000	000769	VERIZON	4346340705	12/17/2017		4100-051500-1234-551-510	89.35	208754			Telecommunications	01487	ACCT# 000763493682
00000	000769		4346341094	11/17/2017		4100-061100-1234-613-610	84.35	208754			Telecommunications	01487	ACCT# 000770254016
00000	000769		4346341094	12/17/2017		4100-061100-1234-613-610	89.35	208754			Telecommunications	01487	ACCT# 000770254016
		DISC. TOTAL	.00	CHECK TOTAL	263.05	ACH PMT TOTAL	.00	CPA PMT TOTAL			263.05		
00000	000757	VERIZON BUSINESS	66374005	12/10/2017		4100-021100-1234-211-210	52.00	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		66374005	12/10/2017		4100-021400-1234-241-210	52.00	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		66374005	12/10/2017		4100-021400-1234-242-210	52.00	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		66374005	12/10/2017		4100-041100-1234-411-410	52.00	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		66374005	12/10/2017		4100-031100-1234-311-310	52.00	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		66374005	12/10/2017		4100-023100-1234-291-230	52.00	208755			Telecommunications	01487	ACCT# Y2694822

P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	ACH ACH G/L	ACCOUNT DESC.	BATCH	INV. DESCRIPTION
00000	000757		66374005	12/10/2017		4100-021500-1234-253-210	52.00	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		66374005	12/10/2017		4100-051100-1234-516-510	52.02	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		66374005	12/10/2017		4100-063100-1234-631-630	52.00	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-021100-1234-211-210	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-021400-1234-241-210	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-021400-1234-242-210	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-041100-1234-411-410	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-031100-1234-311-310	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-023100-1234-291-230	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-021500-1234-253-210	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-051100-1234-516-510	43.71	208755			Telecommunications	01487	ACCT# Y2694822
00000	000757		8610392	11/10/2017		4100-063100-1234-631-630	43.71	208755			Telecommunications	01487	ACCT# Y2694822
	DISC. TOTAL	.00	CHECK TOTAL	861.41	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		861.41		
00000	000879	WOMACK PUBLISHING CO.	142994	10/11/2017		4100-011100-1235-111-110	116.55	208756			Advertising	01487	ACCT# W0048
	DISC. TOTAL	.00	CHECK TOTAL	116.55	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		116.55		
00000	001644	XEROX FINANCIAL SERVICES	73202A0118	11/15/2017		4100-021100-1252-211-210	295.09	208757			Equipment Lease/Rental	01487	ACCT# 0200073202001
	DISC. TOTAL	.00	CHECK TOTAL	295.09	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		295.09		
		.00	CHECK TOTAL	27,915.59	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		27,915.59		
		.00	CHECK TOTAL	27,915.59	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		27,915.59		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 27,915.59- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-21-17

DATE

12-21-17

DATE

12/21/17

DATE

Kelly St. Moore
 DIRECTOR OF FINANCE

Onnie L. Woodruff
 ONNIE L. WOODRUFF, TREAS

PAYROLL DEDUCTION CHECKS



A/P CHECK REGISTER
PAYROLL DEDUCTION CHECKS

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040171216171200	12/15/2017	100-000200-0100-	1,093.09	208625		00000
00000	000245		DC040171216171200	12/15/2017	105-000200-0100-	105.20	208625		00000
00000	000245		DC041171216171200	12/15/2017	100-000200-0100-	780.27	208625		00000
00000	000245		DC041171216171200	12/15/2017	105-000200-0100-	172.29	208625		00000
					CHECK TOTAL	2,150.85			
00000	000970	CARL M BATES, CHPT13 TRUS	DC062171216171200	12/15/2017	105-000200-0100-	667.50	208626		00000
					CHECK TOTAL	667.50			
00000	001397	LEGAL SHIELD	DC097171216171200	12/15/2017	100-000200-0100-	9.48	208627		00000
00000	001397		DC097171216171200	12/15/2017	105-000200-0100-	14.95	208627		00000
					CHECK TOTAL	24.43			
00000	001576	MICHAEL P. COTTER, TRUSTEE	DC109171216171200	12/15/2017	100-000200-0100-	200.00	208628		00000
					CHECK TOTAL	200.00			
00000	001021	MINNESOTA LIFE INS CO	DC200171216171200	12/15/2017	100-000200-0100-	307.62	208629		00000
00000	001021		DC200171216171200	12/15/2017	105-000200-0100-	105.64	208629		00000
					CHECK TOTAL	413.26			
00000	000872	NATIONWIDE RETIREMENT	DC090171216171200	12/15/2017	100-000200-0100-	1,598.75	208630		00000
00000	000872		DC090171216171200	12/15/2017	105-000200-0100-	50.00	208630		00000
					CHECK TOTAL	1,648.75			
00000	001560	SUZANNE E WADE, TRUSTEE	DC107171216171200	12/15/2017	100-000200-0100-	225.00	208631		00000
					CHECK TOTAL	225.00			
00000	000779	TREASURER OF SUSSEX CO.	DC001171216171200	12/15/2017	100-000200-0100-	31,365.00	208632		00000
00000	000779		DC001171216171200	12/15/2017	105-000200-0100-	6,885.00	208632		00000
00000	000779		DC002171216171200	12/15/2017	100-000200-0100-	1,415.00	208632		00000
00000	000779		DC003171216171200	12/15/2017	100-000200-0100-	1,033.00	208632		00000
00000	000779		DC004171216171200	12/15/2017	100-000200-0100-	868.00	208632		00000
00000	000779		DC006171216171200	12/15/2017	100-000200-0100-	1,190.00	208632		00000
00000	000779		DC009171216171200	12/15/2017	100-000200-0100-	1,033.00	208632		00000
00000	000779		DC012171216171200	12/15/2017	100-000200-0100-	868.00	208632		00000
					CHECK TOTAL	44,657.00			
00000	000247	TREASURER OF VIRGINIA	DC080171216171200	12/15/2017	100-000200-0100-	1,399.00	208633		00000
					CHECK TOTAL	1,399.00			
00000	000831	VACORP	DC035171216171200	12/15/2017	100-000200-0100-	44.12	208634		00000
00000	000831		DC035171216171200	12/15/2017	105-000200-0100-	45.40	208634		00000
					CHECK TOTAL	89.52			
00000	001027	VALIC RETIREMENT	DC091171216171200	12/15/2017	100-000200-0100-	40.00	208635		00000
					CHECK TOTAL	40.00			
					CLASS TOTAL	51,515.31			
					FINAL TOTAL	51,515.31			

Handwritten:
 2/9/18 12/15/17
 Dist. Q Cox 12/11/17

CA-ded cks

AP100P 12/22/2017

A/P CHECK REGISTER
PAYROLL DEDUCTION CHECKS

TIME-11:05:01

PAGE 1

P/O NO	VEND NO	VENDOR NAME	INVOICE NO	INVOICE DATE	ACCOUNT NO	NET AMOUNT	CHECK NO	DESCRIPTION	BATCH
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V. G. [Signature] 12/15/17

Onnie L. Woodhuff 12/11/17
KW

BOARD ACTION FORM

Agenda Item: Appointments #5.01

Subject: Appointments to the Planning Commission

Board Meeting Date: January 18, 2018

=====
Summary: The terms of Mrs. Brenda Burgess, 205 East Main Street, and Mr. Roger King, Post Office Box 349, both of Waverly, Virginia, as members of the Sussex County Planning Commission will expire on January 31, 2018. Each member has been contacted and has agreed to serve again if reappointed.

Recommendation: To reappoint Mrs. Brenda Burgess, 205 East Main Street, Waverly, Virginia and Mr. Roger King, Post Office Box 349, Waverly, Virginia to the Sussex County Planning Commission, with terms expiring January 31, 2022.

Attachments (if any): none

=====
ACTION: That the Board re-appoints Mrs. Brenda Burgess, 205 East Main Street, and Mr. Roger King, Post Office Box 349, both of Waverly, Virginia to the Sussex County Planning Commission, with terms expiring January 31, 2022.

MOTION BY: _____

SECONDED BY: _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

BOARD ACTION FORM

Agenda Item: Appointments #5.02

Subject: Appointments to the Board of Zoning Appeals

Board Meeting Date: January 18, 2018

=====

Summary: The terms of Mr. George O’N. Urquhart, 7201 Newville Road, and Mr. George C. Powell, Post Office Box 139, both of Waverly, Virginia, as members of the Sussex County Board of Zoning Appeals will expire on January 31, 2018. Each member has been contacted. Mr. Urquhart has agreed to serve if reappointed. Mr. Powell does not wish to be reappointed.

Recommendation: To reappoint Mr. George O’N. Urquhart, 7201 Newville Road, Waverly, Virginia, with a term expiring January 31, 2022 to the Board of Zoning Appeals.

To make an appointment to fill vacancy for Mr. George C. Powell with a term expiring January 31, 2023.

Attachments (if any): none

=====

ACTION: That the Board re-appoints Mr. George O’N. Urquhart, 7201 Newville Road, Waverly, Virginia, with a term expiring January 31, 2022 to the Board of Zoning Appeals.

That the Board makes an appointment to fill vacancy on the Board of Zoning Appeals with a term expiring January 31, 2023.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

**BY-LAWS
OF
THE BOARD OF ZONING APPEALS
SUSSEX COUNTY, VIRGINIA**

ARTICLE I. MEMBERSHIP

- 1-1. The Sussex County Board of Zoning Appeals, hereafter referred to as the "Board", shall be appointed by the Sussex County Circuit Court and each member shall be sworn in by the Clerk of the Circuit Court prior to assuming his or her duties.
- 1-2. The Board shall consist of five (5) members. One of the five members may be a member of the Planning Commission. Members of the Board shall hold no other public office in the County.
- 1-3. The term of each regular member shall be five (5) years.
- 1-4. A member whose term expires shall continue to serve until his or her successor is qualified and appointed to serve on the Board of Zoning Appeals.
- 1-5. Any member of the Board shall be eligible for reappointment.

ARTICLE II. OFFICERS

- 2-1. The Board shall organize and elect a Chairman and Vice-Chairman as officers annually in the month of January for a one (1) year term. The officers may be re-elected to successive terms.
- 2-2. The Chairman shall preside at all meetings and hearings of the Board, shall decide all points of order and procedures and shall appoint any committees that may be found necessary.
- 2-3. The Vice-Chairman shall assume the duties of Chairman in the Chairman's absence.
- 2-4. The Zoning Administrator of Sussex County or his/her duly assigned agent shall, (1) serve as the Secretary to the Board and shall handle all the official correspondence subject to these rules at the direction of the Board; (2) send out all public notices required by the rules of procedures; (3) keep minutes of the Board's proceedings; (4) notify members of all meetings; and (5) keep a file on each case that comes before the Board.

ARTICLE III. MEETINGS

- 3-1. Meetings of the Board shall be scheduled by the Chairman in coordination with the Secretary. Meetings shall begin at 6:00 p.m.
- 3-2. A quorum shall consist of three (3) Board members.

- 3-3. The Board may adjourn a meeting to another certain date and time if all cases/applications/appeals cannot be disposed of on the day set, and no further public notice shall be necessary for such a meeting.
- 3-4. A meeting shall be cancelled due to inclement weather if the County is closed on the day of the meeting. The meeting will be rescheduled for another date by the Chairman in coordination with the Secretary following the public notice guidelines under Article IV.

ARTICLE IV. PROCUEDURES FOR HEARING BOARD CASES

- 4-1. Appeals to the Board may be taken by any person aggrieved of by any officer, department, board, or bureau of the County affected by a decision of the Zoning Administrator; or from any order, requirement, decision or determination made by any other administrative officer in the enforcement of the Zoning Ordinance.
- 4-2. The applicant shall provide the Zoning Administrator with all the information requested on the application form prescribed by the Board and any such additional information and data as may be required to advise the Board fully with reference to the application for an appeal or variance request, whether such information is called for by the official application form or not. No application for an appeal or variance will be considered by the Board unless it is made on the application required and the appropriate application fees have been paid.
- 4-3. An application for an appeal or variance filed according to the above procedure shall be given a case number within five (5) days of the date filed. Application for an appeal or variance will be assigned for a hearing in the order in which they are received.
- 4-4. The Secretary of the Board shall notify the parties of interests (applicant, adjacent landowners, etc.) of the date and time for the public hearing of the case and give public notice in a newspaper of general circulation in accordance with Section 15.2-2204, the Code of Virginia (1950, as amended).
- 4-5. At the time of the public hearing, the applicant may appear on behalf of the application or be represented by counsel or an agent. The Zoning Administrator's statement shall be made first, followed by the applicant's statement and then comments from any private citizen or business owner for or against the request. The Administrator shall be given the opportunity for a final rebuttal.
- 4-6. A final decision of any application for an appeal or variance to the Board must be approved by a quorum of the membership of the Board. The decision may be delayed so to allow Board members additional time to consider the evidence presented or to allow any additional material to be submitted as requested by the Board prior to rendering a decision.

No member of the Board may act upon any case with respect to property in which the member has an interest. In such cases the member must declare their conflict of interest and abstain from voting.
- 4-7. Within fifteen (15) days after the public hearing, the Secretary on behalf of the Board shall notify the applicant and any other interested party in writing of the final decision of the Board.

ARTICLE V. BOARD RECORDS

- 5-1. A file of all materials and decisions relating to each case shall be kept by the Secretary as part of the records of the Board.
- 5-2. All records of the Board shall be public record in accordance with the Freedom of Information Act.

ARTICLE VI. AMENDMENTS

- 6-1. These By-Laws may be amended, revised or repealed by a majority vote of the Board.

ARTICLE VII. ENACTMENT

- 7-1. These By-Laws shall replace all others and are adopted effective this **22nd** day of **October**, 2014.

BOARD ACTION FORM

Agenda Item: Action Item #6.01

Subject: FY 2019 Budget Calendar

Board Meeting Date: January 18, 2018

=====
Summary: At the December 2017 Board meeting, staff provided the Board with a draft of the Proposed FY 2019 Budget Calendar for review and adjustment.

Staff is requesting the Board to approve the FY 2019 Budget Calendar.

Recommendation: That the Board approves the FY 2019 Budget Calendar.

Attachment: A Copy FY 2019 Budget Calendar

=====
ACTION: That the Board approves the FY 2019 Budget Calendar.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

Proposed FY 2019 Budget Calendar

November 20, 2017	Administrative Staff Meeting to discuss development of Operating & Capital Improvement Budgets
November 29, 2017	Distribution of Letters to Outside Agencies
December 6, 2017	Distribution of Budget Worksheets to County Departments with instructions from County Administrator
January 12, 2018	Outside Agency requests due to County Administration
January 12, 2018	Budget Worksheets due to Finance Department from County Departments
January - February 2018	Development of Revenue Estimates with Treasurer, Commissioner & Finance Office
February 5-9, 2018	Budget Work Sessions with Departments
January – March, 2018	Preparation of Proposed Operating Budget and 5-Year CIP
March 14, 2018	Advertise FY2019 Proposed Budget and CY2018 Tax Rates (must advertise 30 days prior to Public Hearing due to Real Property Tax code 58.1-3321)
March 15, 2018	Present Proposed Operating Budget and 5-Year CIP to BOS
March 21, 2018	Advertise FY2019 Proposed Budget and CY2018 Tax Rates
March 28, 2018	Advertise FY2019 Proposed Budget and CY2018 Tax Rates
April 5, 2018	Budget Work Session with BOS
April 12, 2018	Budget Work Session with BOS
April 19, 2018	Public Hearings
April 26, 2018	Budget Work Session with BOS
May 3, 2018	Budget Work Session with BOS (tentative)
May 10, 2018	Budget Work Session with BOS (tentative)
May 17, 2018	Adoption of the FY2019 Operating Budget, FY2019 – FY2023 CIP and Calendar Year 2018 Tax Rates

BOARD ACTION FORM

Agenda Item: Action Items #6.02

Subject: Approval: Pocahontas Neighborhood Improvement Project Final Pre-Contract Items

Board Meeting Date: January 18, 2018

=====
Summary: Attached for the Board of Supervisors review and approval are the final Pre-Contract Items for the Pocahontas Neighborhood Improvement Project:

- a. Project Management Plan
- b. Housing Oversight Board ByLaws
- c. Housing Rehabilitation Program Design
- d. Chart of Responsibility

Recommendation: That the Board approve the Project Management Plan, the Housing Oversight Board Bylaws and Members, the Housing Rehabilitation Program Design, and the Chart of Responsibility for the Pocahontas Neighborhood Improvement Project.

- Attachments:**
- (1) A copy of the Project Management Plan
 - (2) A copy of the Housing Board Bylaws
 - (3) A copy of the Housing Rehabilitation Program Design
 - (4) A copy of the Chart of Responsibility

=====
ACTION: hat the Board approve the Project Management Plan, the Housing Oversight Board Bylaws and Members, the Housing Rehabilitation Program Design, and the Chart of Responsibility for the Pocahontas Neighborhood Improvement Project.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

William Savedge, Mayor
Town of Wakefield

Date

Vandy Jones
Grant Administrator, Sussex County

Date

Michael Paul Dodson
Grant Manager

Date

Andre Green
Project Manager

Date

Dennis LeBlanc
Rehab Specialist

Date

Joanne Peerman
Program Manager, DHCD

Date

POCAHONTAS NEIGHBORHOOD IMPROVEMENT PROJECT
COMMUNITY IMPROVEMENT GRANT – CIG #17-10, MY-1
PROJECT MANAGEMENT PLAN
COUNTY OF SUSSEX, VIRGINIA

ADOPTED BY SUSSEX BOARD OF SUPERVISORS
ASSISTANCE BY:
COMMUNITY PLANNING PARTNERS, INC.

TABLE OF CONTENTS

PURPOSE OF PROJECT MANAGEMENT PLAN..... 3
MANAGEMENT PLAN UPDATES AND REVISIONS 3
PROJECT DESCRIPTION 3
INTERACTION OF MANAGEMENT TEAM AND HOUSING REHABILITATION ADVISORY BOARD 4
PROJECT IMPLEMENTATION 4
PROJECT OUTPUTS 6
SUSSEX COUNTY HOUSING REHABILITATION BOARD 7
PROJECT MANAGEMENT TEAM 8

PURPOSE OF PROJECT MANAGEMENT PLAN

The Pocahontas Neighborhood Improvement Project will be implemented and managed as outlined in the following Project Management Plan. This document is a comprehensive plan stipulating the roles and responsibilities of those persons involved in the project and the timeframe to accomplish identified tasks. The County's Management Team is identified in this document and will meet on a regular schedule to oversee and monitor each element of the project to assure effective implementation. Specific project benchmarks have been established with target dates for completion of key tasks and assignment of responsibility with support personnel. The plan and regular meetings of the management team will assist in identifying potential problems in project implementation and devise a plan of action to mitigate or resolve the problems and keep the project on course. The plan will be useful in keeping local government officials informed of the status of the project.

MANAGEMENT PLAN UPDATES AND REVISIONS

The Project Management Plan has been developed with input from all the individuals involved with project implementation. The plan will be reviewed on a regular basis and will be updated as required. The official copy of the plan will be executed by the County of Sussex's County Administrator / Grant Administrator and the Department of Housing and Community Development (DHCD) Community Representative and will be incorporated into the County's grant agreement with DHCD thereby becoming an official contract document. The same parties will execute all plan revisions.

PROJECT DESCRIPTION

The County of Sussex has received a Community Improvement Grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to improve the living conditions of eighty-four (84) existing residents, of which forty-six (46) are LMI households, through the provision of housing rehabilitation, housing production, property acquisition, and infrastructure improvements.

Housing Rehabilitation for Multi-Year 1 of the project will directly benefit eight (8) LMI households. Six (6) owner-occupied will be rehabilitated. Two (2) units will be substantially reconstructed. Multi-Year 2 of the project will include benefit six (6) LMI households with an equally split number of owner and rental rehabilitations. Three (3) dilapidated structures will be demolished in Multi-Year 1.

Infrastructure improvements in Multi-Year 1 will include the design, contracting, and pre-construction activities that include water line along Higgins Street and the various cross streets; the installation of replacement fire hydrants; new sidewalks with handicap accessible cuts along Higgins Street; and improved storm drainage infrastructure. The easements for this infrastructure will be acquired in MY-1; all capital construction work will occur in Multi-Year 2.

The total project cost for MY1 is \$1,209,453; DHCD's portion of \$1,200,000 in CDBG funds. MY-1 will included \$700,000 in CDBG funds with \$499,953 allocated in MY-2

INTERACTION OF MANAGEMENT TEAM AND HOUSING REHABILITATION ADVISORY BOARD

The County of Sussex has appointed citizens and County officials to serve on the Housing Rehabilitation Advisory Board (Board). This group will provide oversight to the grant administrator, Housing Intake Counselor, and Housing Rehabilitation Specialist. The Board governs the Housing Rehabilitation Program. The specific functions of the Boards are outlined in their respective by-laws. The Housing Rehabilitation Advisory Board's objective is to provide for fair and equitable application of the program funds to the identified beneficiaries. Some members of the Board also serve on the Project Management Team and will interact with the remaining team members providing regular updates on project progress, problems, and overall coordination of the housing assistance effort.

PROJECT IMPLEMENTATION

The Pocahontas Neighborhood Improvement Project will be primarily implemented by the following positions:

Grant Administrator - The County's Administrator, Mr. Vandy V. Jones, is designated as the CDBG Grant Administrator and will be responsible for the overall implementation and management of the project. He will oversee both the Management Team as well as the Housing Rehabilitation Advisory Board. Mr. Jones will approve or take to the appropriate board for approval all contracts and change orders, budget revisions, etc. All positions involved in the project will report directly to the Grant Administrator and the Grant Administrator will receive and process complaints as well as record minutes of the monthly meetings. Mr. Jones will prepare the monthly meeting agendas and send out meeting notices for all meetings.

Management Consultant – Community Planning Partners, Inc., of Richmond, Virginia, will serve to provide technical assistance services in the implementation of the project. This will include day to day grant administration in compliance with DHCD requirements. Michael Paul Dodson is the assigned management consultant for the project. He will assist in monitoring all aspects of the project including but not limited to maintaining the budget, budget revisions, CDBG file maintenance, submitting reports to DHCD as needed, project marketing to neighborhood residents eligible for participation, application intake and verification, compliance reviews, closeout, and assisting the Project Administrator. In addition, he will coordinate the preparation of loan closing documents and construction contract(s) with the County Attorney.

Planning Director – Mr. Andre Greene is the Director of the Planning Department will serve official record keeper for the grant. All project files upon completion of the grant and that are available for review shall be in his office. He will also stand in for the Grant Administrator as needed or directed by the County Administrator/Grant Administrator.

Building Official – Mr. Dean Simmons is the Building Official for Sussex County and will serve to oversee the rehabilitation of the home to ensure their compliance with state building codes.

Application Intake and Verification – Ms. Lauren White, of Community Planning Partners, will serve as the will serve as the Application Intake & Eligibility Verification Coordinator. She will be responsible for the solicitation of applications, assistance to property owners in the completion and submission of applications and required documentation to the Housing Rehabilitation Advisory Board for approvals. She will be responsible for the eligibility verification of LMI status of owner-occupants and tenants and the subsequent submission of applications for submission to the Housing Rehabilitation Advisory Board for approval to participate in the rehabilitation program. She will attend meetings for the Housing Advisory Board. Mr. Dodson and Ms Brenda Drew, of Sussex County, will assist in the processing of the applications

Housing Rehabilitation Specialist/Licensed Risk Assessor for Lead Paint – Dennis LeBlanc and Shaun Smith, will serve as the project’s Housing Rehabilitation Specialists and our Lead Compliance Officers. Dennis and Shaun will also serve as the Project’s Licensed Risk Assessor for Lead Paint. He will be responsible for the supervision, quality, cost control and Housing Quality Standards (HQS) requirements of the housing rehabilitation projects (regular program assistance or materials reimbursement assistance). The Housing Rehabilitation Specialist will ensure that all rehabilitation work write-ups comply with Housing Quality Standards.

Duties include HQS and lead paint property inspections, completion of blower door testing, lead-based paint notifications/approvals, work write-ups, and cost estimates, intermittent and final inspections to monitor rehabilitation work, lead paint clearance testing, pay request approvals, and closeout of individual projects including certification that housing quality standards violations have been alleviated.

The Housing Rehabilitation Specialists shall review the completed work write-up and the regulatory requirements with the property owner and tenant, in the case of rental property, securing a signature from the property owner indicating approval of the proposed improvements. This shall be done prior to bidding the job.

The Housing Rehabilitation Specialists are also expected to attend Project Management Team and Rehabilitation Advisory Board meetings. The Housing Rehabilitation Specialist will inspect properties designated as relocation resources located in the County and surrounding county to determine if they are decent, safe and sanitary dwellings.

County Engineer Consultant – Matt Hastings of Summit Engineering will oversee the preparation of all engineering plans and specifications for the water, sewer, street, and roadway improvements. Mr. Hastings will manage and supervise the County contractors and support the County’s public works employees who will be installing the improvements in the neighborhood.

Finance Manager/Loan Officer – The County’s Finance staff, and more specifically Kelly Moore, is designated as the Finance Manager/Loan Officer for the Pocahontas Neighborhood Improvement Project. She will be responsible for the collection, recording and forgiveness of monthly loan payments through the designated servicing agent, as well as maintaining records of loan balances, final payment due dates, processing DHCD drawdowns, issuing annual statements to beneficiaries, financial recordkeeping, and making a good faith effort to collect delinquent loans.

Neighborhood Representative/Sparkplugs – Tanisha Green and Clyde Gay. They are both active members of the community, already have an existing relationship with many of the neighbors, and have been active participants in organizing the neighborhood during the Planning Grant process. They understand the intent of the program and can assist the County in communicating with project area residents to assure they fully understand the program.

Home Maintenance Education – The Housing Rehabilitation Specialist will conduct the Home Maintenance Education Training. Mr. LeBlanc and Ms. Drew will both work in this role. They will be responsible for conducting classes on Home Maintenance, delivery of materials, tracking and documentation of attendance.

PROJECT OUTPUTS

The following project outputs are projected to be achieved during the implementation of the Pocahontas Neighborhood Improvement Project

PRODUCTS

- Rehabilitation of 11 owner-occupied homes to DHCD Housing Quality Standards.
- Rehabilitation of 3 investor-owned homes to DHCD Housing Quality Standards.
- Substantial Reconstruction of 2 owner-occupied house.
- Streetscape and sidewalk improvements.
- Drainage Improvements.
- Fire hydrant upgrades.
- Clearance of all junk, debris and abandoned vehicles.

HOUSING OVERSIGHT BOARD
POCAHONTAS NEIGHBORHOOD IMPROVEMENT PROJECT
CIG #17-10
COUNTY OF SUSSEX
APPOINTED BY THE BOARD OF SUPERVISORS:

NAME	ORGANIZATION/TITLE	ADDRESS	PHONE	EMAIL
Vandy V. Jones, III.	County Administrator / Grant Administrator	PO Box 1397 Sussex VA 23884	434-246-1000	vjones@sussexcountyva.gov
Keith Blowe	Vice Chairman, Board of Supervisor Sussex County	PO Box 1397 Sussex VA 23884	434-246-1000	
Andre Green	Planning Department, Director	PO Box 1397 Sussex VA 23884	434-246-1043	amgreene@sussexcountyva.gov
Kelly Moore	Finance Department, Interim Finance Supervisor	PO Box 1397 Sussex VA 23884	434-246-1006	kmoore@sussexcountyva.gov
Clyde Gay	Neighborhood Resident / Sparkplug	P.O. Box 541 Wakefield, VA 23888	757-899-3871	
Tanisha Green	Neighborhood Resident/ Sparkplug	6438 Georgetown Road Waverly, VA 23890	804-895-4444	Grenntl4@aol.com
Vacant	Neighborhood Resident / Sparkplug			
NON-VOTING MEMBERS				
Brenda Drew	Housing Department Director	PO Box 63 Waverly, VA 23890	804-834-1302	bdrew@sussexcountyva.gov
M. Flynn	County Attorney	PO Box 1397 Sussex VA 23884	804-246-1000	mflynn@sussexcountyva.gov
Dean Simmons	Building Official	PO Box 1397 Sussex VA 23884	804-246-4390	dsimmons@sussexcountyva.gov
Deste Cox	Chief Deputy Treasurer, Sussex County Treasurer's Office	PO Box 1399 Sussex VA 23884	804-246-1089	dcox@sussexcountyva.gov

NAME	ORGANIZATION/TITLE	ADDRESS	PHONE	EMAIL
Michael Paul Dodson	Project Administrator/Consultant	2201 West Broad Street, Ste 204 Richmond VA 23220	804-204-1022	mdodson@cppartnersinc.com

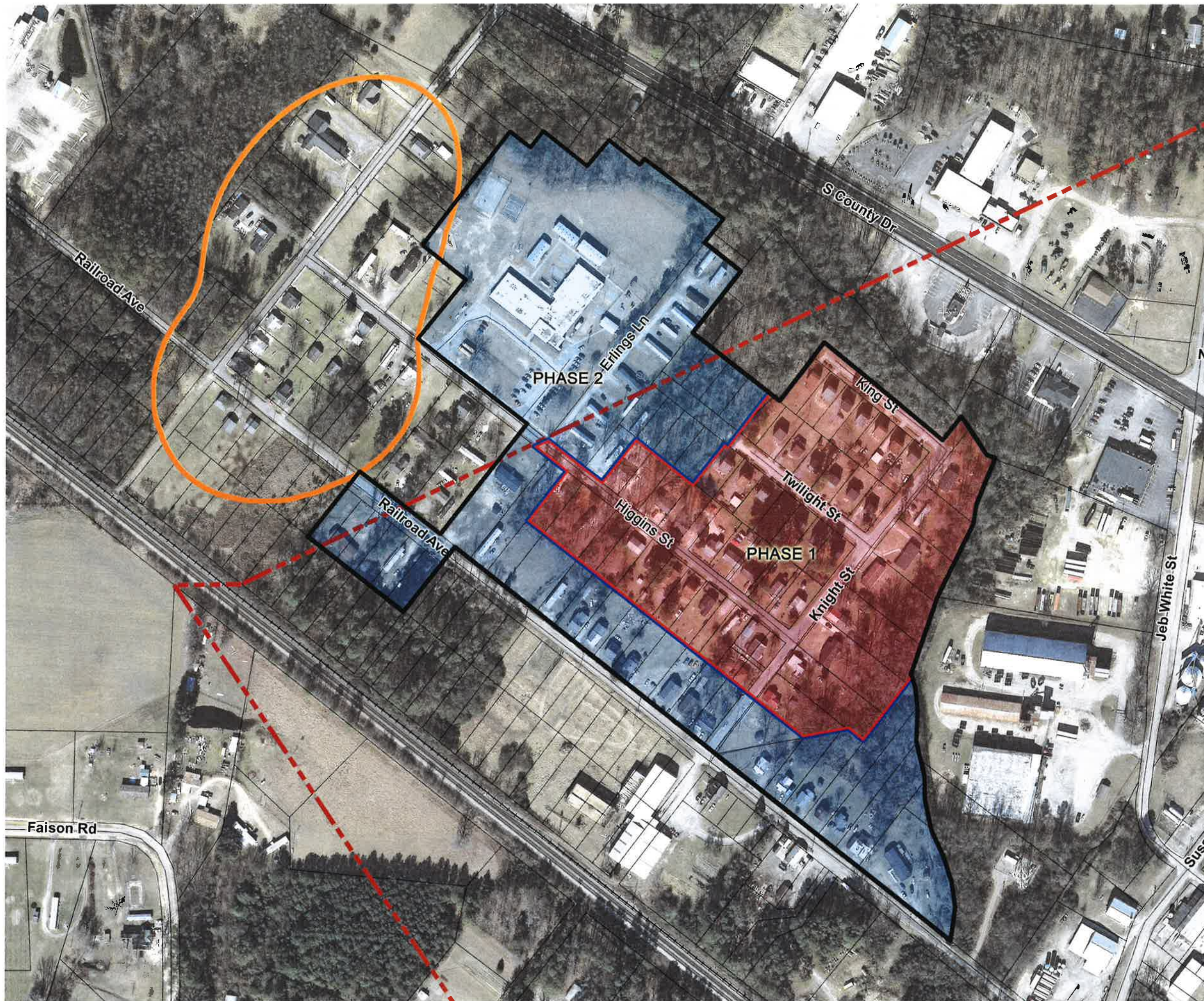
PROJECT MANAGEMENT TEAM
POCAHONTAS NEIGHBORHOOD IMPROVEMENT PROJECT
CIG #17-10
COUNTY OF SUSSEX
APPOINTED BY THE BOARD OF SUPERVISORS:

NAME	ORGANIZATION/TITLE	ADDRESS	PHONE	EMAIL
Vandy V Jones	County Administrator / Grant Administrator	PO Box 1397 Sussex VA 23884	434-246-1000	vjones@sussexcountyva.gov
Andre Greene	Community Development Director/Assistant Grant Administrator	PO Box 1397 Sussex VA 23884	434-246-1043	amgreene@sussexcountyva.gov
Brenda Drew	Housing Coordinator / Application Intake	PO Box 63 Waverly, VA 23890	804-834-1302	bdrew@sussexcountyva.gov
Kelly Moore	Finance Department / CDBG Finance Manager	PO Box 1397 Sussex VA 23884	434-246-1006	kmoore@sussexcountyva.gov
Josh Norris	VDOT / Land Use Engineer	23116 Meherrin Rd. Courtland, VA 23837	757-346-3068	Joshua.Norris@vdot.virginia.gov
Frank Irving	Deputy Director / Sussex Service Authority	4385 Beef Steak Road Waverly VA 23890	804-247-4754	firving@ssa-va.org
Dean Simmons	Building Official / Housing Inspections	PO Box 1397 Sussex VA 23884	804-246-4390	dsimmons@sussexcountyva.gov
M. Flynn	County Attorney / Legal Review	PO Box 1397 Sussex VA 23884	434-246-1000	Mflynn@sussexcountyva.gov
Michael Dodson*	Community Planning Partners, Inc. - Management Consultant	2201 West Broad Street, Ste 204 Richmond VA 23220	804-204-1022	mdodson@cppartnersinc.com
Lauren White*	Community Planning Partners, Inc. - Management Consultant	2201 West Broad Street, Ste 204 Richmond VA 23220	804-204-1022	lwhite@cppartnersinc.com

NAME	ORGANIZATION/TITLE	ADDRESS	PHONE	EMAIL
Dennis LeBlanc*	Rehabilitation Specialist	PO Box 23049 Richmond VA 23223	804-247-4754	Dlup2code@aol.com
Matt Hastings*	Consultant Engineer Summit Engineering, Inc.	1320 Seymour Drive South Boston, VA 24592	434-579-4604	Matt.hastings@summitde.net
Shaun Smith*	UMRC	12492 Church Street Stoney Creek VA 23882	434-623-8108	rshaunsmoth@vaumc.org
Joanne Peerman*	DHCD Community Representative	600 East Main Street Suite 300 Richmond VA 23219	804-371-7071	Joanne.peerman@dhcd.virginia.gov
Clyde Gay	Neighborhood Resident / Sparkplug	P.O. Box 541 Wakefield, VA 23888	757-899-3871	
Tanisha Green	Neighborhood Resident/ Sparkplug	6438 Georgetown Road Waverly, VA 23890	804-895-4444	Grenntlg4@aol.com
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William Savedge	Town of Wakefield	PO Box 550 Wakefield VA 23888	757-899-2361	WakefieldTown@verizon.net
* Denotes Non- Voting Member of Management Team				

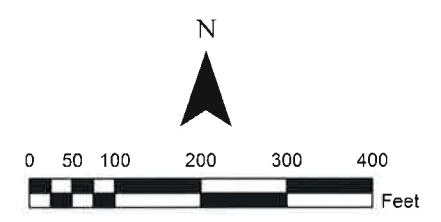
PROJECT AREA MAP

Pochahontas Neighborhood
Town of Wakefield
Sussex County, VA



LEGEND

- Town Boundary
- Project Area Boundary
- Proposed Phase 1 Boundary
- Proposed Phase 2 Boundary
- Previous Pochahontas CDBG County Project (completed) - Approximate Boundary



March 2017

Community Planning Partners, Inc.
Richmond, Virginia

BY - LAWS

SUSSEX COUNTY, VIRGINIA

Sussex County
Housing Rehabilitation Oversight Board



Aug, 25, 2017

Prepared By:

BY - LAWS

SUSSEX COUNTY, VIRGINIA

Sussex County Housing Rehabilitation Oversight Board

Table of Contents

Article I: Name and Objective.....	3
Article II: Board Membership.....	3-4
Section 1: Eligibility for Voting Board Membership and Term of Office.....	4
Section 2: Election of Citizen Members.....	4
Section 3: Rights of Members.....	4
Section 4: Quorum.....	4
Section 5: Voting.....	4-5
Section 6: Non-voting Membership.....	5
Article III: Duties, Meetings of the Oversight Board.....	5-6
Section 1: Duties of the Oversight Board	
Section 2: Meetings	
Article IV: Parliamentary Authority.....	6
Section 1: Order of Meeting.....	6
Article V: Compensation.....	6
Article VI: Amendments.....	6
Signatures	6
Robert's Rules of Order — Summary Version.....	7-8

BY - LAWS

SUSSEX COUNTY, VIRGINIA

Sussex County Housing Rehabilitation Oversight Board

Article I - Name and Objective

This Board shall formally be known as the Sussex County Housing Rehabilitation Oversight Board or the Sussex County Housing Oversight Board. The formal name of the Sussex County Rehabilitation Oversight Board and its alternative name of the Sussex County Housing Oversight Board may be used interchangeably on all documents and correspondences of the Board. When, at times used hereafter, the Oversight Board shall mean the Sussex County Housing Rehabilitation Oversight Board or the Sussex County Housing Oversight Board.

The objective of the Oversight Board is:

1. To review and approve program features in accordance with the DHCD's Program Management Plan (PMP) and the Program Income Plan (PIP).
2. To serve as an Advisory Board for the Sussex County Board of Supervisors and all other County agencies and departments, when requested.
3. The board shall also be responsible for the collection of and the expenditure of active and inactive program income generated from the Oversight Board and Virginia Community Improvement Grants (or "CIG") projects, as well as other federal, state and local agencies or departments, as authorized by the Sussex County Administration and/or the Sussex County Board of Supervisors. This will be done in a manner that shall directly benefit low-to-moderate-income residents of the County of Sussex who are eligible for programs that fall under the board's direction.

Article II- Board Membership

Section 1. Eligibility for Voting, Board Membership, and Term of Office: The voting Board Membership of the Oversight Board shall be composed of seven members, as follows: an elected member of the Sussex County Board of Supervisors designated by the Sussex County Board of Supervisors; the Sussex County Administrator (or the Deputy Sussex County Administrator in his or her absence); the Sussex County Director of Finance (or his or her designee); the Sussex County Director of Planning (or his or her designee) and three (3) citizen members who are residents of and domiciled in the County of Sussex, Virginia.

The term of office of the designated elected Board member of the Sussex County Board of Supervisors will be for the time he or she occupies the office with the County.

The term of office of the three citizen members of the Board of the Housing Oversight Board shall be for a term of 2 year(s) from the date of appointment and any such members may succeed him or herself in office. Citizen members may be removed from office with a two-thirds vote of the Oversight Board.

Section 2. Election of Citizen Members: Any individual or person having a residence and domiciled in the County of Sussex, Virginia, may make application to the Sussex County Department of Housing for consideration for membership. Potential members are nominated and elected by the current membership of the board.

The board may remove a citizen member who fails to attend three consecutive meetings, who is disruptive in meetings, which disruption leads to the inability of the board to carry out its duties, or who is convicted of a misdemeanor which affects his or her service on the board, or is convicted of a felony.

Section 3. Rights of members: Each voting Board member, shall be entitled to cast one vote in deciding all matters before the Board.

Section 4. Quorum: A Quorum of the Oversight Board shall consist of four (4) Board members being present at any meeting and a majority vote of such quorum on any matter, excepting an amendment to the By-Laws, or removal of a member, which shall only be voted on if at least 5 members of the Oversight Board are present, and shall require a positive vote of at least five members of the board.

Section 5. Voting: All issues to be voted on shall be decided by a simple majority of the Board members present, which must be at least equal in number to the quorum at the meeting in which the vote takes place, except as provided for the removal of citizen members and amendments to the By-laws set out in section 4.

A. **Executive Committee:** The elected member of the Sussex County Board of Supervisors, the Sussex County Administrator or Deputy Sussex County Administrator, as the case may be, and the Sussex County Director of Finance shall serve as the members of the Executive Committee. Except for the power to amend the By-Laws, the Executive Committee shall have all the powers and authority of the Oversight Board in the intervals between meetings of the Oversight Board. The Sussex County Housing Coordinator shall serve as an ex-officio and non-voting member of the Executive Committee.

Article III - Duties, Meetings of the Oversight Board

Section 1. Duties of Oversight Board: Oversight Board members shall meet to perform the following functions as provided by law and applicable regulations and Oversight Board policies:

- (1) approve Housing Rehabilitation applications
- (2) approve bids from contractors

- (3) approve contracts
- (4) resolve complaints lodged by clients, contractors, or both
- (5) approve loan rehabilitation property standards, as applicable
- (6) approve loan program procedures, interest rates, and terms
- (7) oversee work of the Program Administrator, Housing Rehabilitation Specialist(s), and Financial Manager
- (8) render advice, guidance, and do all other lawful activities allowed by law and program regulations.

Section 2. Meetings: The Sussex County Housing Coordinator shall be the presiding officer at all Oversight Board meetings. At the first meeting of each calendar year, the board will choose an alternate among the members, who will preside in the absence of the Housing Coordinator. The County Attorney shall be the legal advisor to the Oversight Board. The County Administrator, or designee, shall be the Secretary of the Oversight Board.

- A. Meetings shall be held monthly at such day and time as the Oversight Board shall designate. Three members of the Oversight Board, or the Sussex County Housing Coordinator, or the Sussex County Administrator (or in their absence, the Sussex County Deputy Administrator), may call special meetings of the Oversight Board to act upon functions outlined and specified in Article III, Section herein. Notice must be given at least forty-eight (48) hours prior to the meeting and be given either orally or in writing to each Board member.
- B. The Sussex County Housing Coordinator, with the advice and counsel of the Program Administrator, County Administrator, and the Rehab Specialist, shall be responsible for the presentation to the Oversight Board all rehabilitation applications, bids, and request for temporary relocation assistance as applicable and shall update the Oversight Board as to the status of each project/program and any other matters as outlined in Article III at Section 1 herein, as deemed appropriate by the Oversight Board.

Article IV – Procedures

Section I. Order of Meetings. All meetings of the Oversight Board shall be conducted in a proper parliamentary manner. All matters of procedure which come before the Oversight Board and not addressed by the By-Laws shall be governed by Robert's Rules of Order. Meetings, subject to modification by the Oversight Board, shall be conducted as follows:

- (1) Call to order
- (2) Roll call of members
- (3) Determination of Quorum
- (4) Reading and action on minutes of prior meetings.
- (5) Program Administrator's, Rehab Specialist and finance reports
- (6) Old business
- (7) New business
- (8) Comments from the public
- (9) Determination of date of next monthly meeting
- (10) Adjournment

Article V - Compensation

Subject to annual approval and appropriation, excluding all independent contractors, officers and employees of the County, board members shall be entitled to a monetary compensation, as set by the Board of Supervisors, for attendance at each Oversight Board meeting.

Article VI — Amendments

These By-Laws may thereafter be amended at any regular meeting of the Oversight Board, by an affirmative vote of not less than five of the total Oversight Board membership in accordance with Art II, Section 4, and shall become effective upon the adjournment of the meeting at which it was adopted.

Adopted this day of November 9 2017.

Attest:



Oversight Board Member/ Secretary

Approved As To Form:



Sussex County Attorney



Introduction to Robert's Rules

Quick Chart of Motions Chart of Motions in Arabic

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam

Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

The "immediately pending question" is the last question stated by the Chair! Motion/Resolution Amendment Motion to Postpone

The member moving the "immediately pending question" is entitled to preference to the floor!

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

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Pfivac Informatton

- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
 - Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor
- Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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POCAHONTAS NEIGHBORHOOD IMPROVEMENT
PROJECT
COMMUNITY IMPROVEMENT GRANT - [17-10, MY-1]
HOUSING REHABILITATION PROGRAM
DESIGN
COUNTY OF SUSSEX, VIRGINIA

ADOPTED

ASSISTANCE BY:
COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS

TABLE OF CONTENTS

Section 1: Program Administration 4

 Program Objective 4

 Program Guidelines 4

 Housing Rehabilitation Program Staff 4

 A. Project Manager 4

 B. Management Consultant 5

 C. Housing Rehabilitation Specialist 5

 D. Application Intake & Eligibility Verification 6

 E. Home Maintenance Education 7

 F. Loan Officer 7

 G. Attorney 7

 H. Neighborhood Representative 7

Section 2: Eligibility Criteria 8

 Eligible Area 8

 Eligibility for Assistance 8

 A. Income Eligibility 8

 B. Property Eligibility 10

 C. Ownership Eligibility of Owner-Occupied Structures 11

 D. Ownership Eligibility of Investor-Owned Structures 12

 E. Heir Properties 13

 G. Vacant Properties 13

 H. Manufactured or Mobile Home Properties 14

 Financial Assistance Available 14

 A. Owner-Occupied Housing Rehabilitation Assistance 14

 Basic Program Assistance 14

 B. Investor-Owner Housing Rehabilitation Assistance 15

 Basic Program Assistance 16

 C. Permanent Relocation Assistance **Error! Bookmark not defined.**

 D. Temporary Relocation Assistance 16

 E. Substantial Reconstruction Assistance 17

 Security and Resale Requirements 19

 Establishing Program Guidelines 20

 A. Basic Guidelines 21

 B. Solicitation of Applications 21

 C. Application period 22

 Property Rehabilitation Standards 23

Section 3: Contracting Procedures 25

 Contractor's Qualifications 25

 Pre-Bid Activities 25

 Bidding 26

 Construction Contract 26

Section 4: Construction Process 27

Preconstruction Conference	27
Inspections.....	27
A. Progress Payments.....	27
Complaint and Appeal Procedures	28
Lead-Based Paint.....	29
Section 5: Home Maintenance Education	31
Section 6: Program Design Amendments	32
Appendix A : Project Area Map.....	33
Appendix B : DHCD Housing Quality Standards	33

SECTION 1: PROGRAM ADMINISTRATION

PROGRAM OBJECTIVE

The objective of the Sussex Board of Supervisors and the Housing Advisory Board is to provide safe, sanitary, and affordable housing in a suitable neighborhood living environment for the residents of the Town of Wakefield's Pocahontas neighborhood.

The housing rehabilitation program will provide financial and technical assistance to qualified residents, who are not financially able to resolve their housing deficiencies, to repair and maintain their homes to ensure lasting benefits for ten years.

PROGRAM GUIDELINES

The Housing Assistance Program for the Pocahontas Neighborhood Improvement Project will operate according to these written guidelines which have been established as local policies and procedures for the implementation of the housing rehabilitation effort and adopted by the Sussex Board of Supervisors and the Housing Advisory Board.

Every applicant will be treated with fairness and consistency. The adopted program standards will apply equally to each program applicant. The duration of the program for each applicant is ten years.

HOUSING REHABILITATION PROGRAM STAFF

The Housing Assistance Program will be implemented by the following positions:

A. Project Manager

The County Administrator, or designee, will serve as the Community Development Block Grant (CDBG) Project Manager and will be responsible for the overall implementation, management, budget, and file maintenance for the project. They will coordinate application in-take, applicant eligibility verification and labor compliance with the Contract Compliance Officer. He is also responsible for neighborhood clean-up assistance, representation and the provision of materials and documentation the Department of Historic Resources (DHR), coordination of grant documents and construction contracts with the County Attorney, coordination of replacement dwellings/property required for any relocation activities, coordination of the Home Maintenance Education Program, procurement of required professional and non-professional services, preparation/dissemination of meeting notices, agendas and recordation of meeting minutes for community, Management Team, Housing Advisory Board (HAB) and Board of Supervisors meetings. He will also receive and process complaints. All positions involved in the project will report directly to the Project Manager.

B. Management Consultant

Mr. Michael Paul Dodson of Community Planning Partners, Inc., of Richmond, Virginia will serve the assigned management consultants with Mr. Dodson serving as the Housing Rehabilitation Coordinator for the project. They will prepare materials to explain the Housing Rehabilitation Program to residents and investor owners and attend neighborhood meetings to solicit participation. They will assist the Application In-take and Eligibility Coordinator in the preparation of applications and support materials. They will conduct site visits and submit project review forms as necessary to the DHR. They will help to coordinate reviews with the Housing Advisory Board. They will provide oversight and coordination with the Rehabilitation Specialist including participating as needed in pre-bid conferences. They will attend meetings for the Management Team and Housing Advisory Board, assist in monitoring all aspects of the project which includes Virginia Department of Housing and Community Development (DHCD) compliance reviews and project close-out but does not include application in-take/verification and labor compliance.

He will prepare materials and provide assistance for any acquisition, relocation and demolition activities required for compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as needed. He will prepare RFQ/RFP materials for required professional and non-professional services, Program and Management Plans, monthly reports, beneficiary reports, and assist with recordkeeping, DHCD audits and financial management of the project.

C. Housing Rehabilitation Specialist/Licensed Risk Assessor for Lead Paint

Dennis LeBlanc of American Housing Specialists of Richmond, Virginia, will serve as the co-Housing Rehabilitation Specialist, and will be responsible for the supervision, quality, cost control and DHCD/HUD Housing Quality Standards (HQS) requirements of the housing rehabilitation projects (Basic Program Assistance or Materials Reimbursement Assistance). Mr. Shaun Smith will assist with the work write-ups and inspections under Mr. LeBlanc's supervision. The Housing Rehabilitation Specialists will be responsible for assuring that all rehabilitation work write-ups comply with any historic/design guidelines, as applicable. Duties include HQS and lead paint property inspections, completion of blower door testing, lead-based paint notifications/approvals, work write-ups, and cost estimates, intermittent and final inspections to monitor rehabilitation work, lead paint clearance testing, pay request approvals, and closeout of individual projects including certification that housing quality standards violations have been alleviated. They will prepare master specifications and necessary support materials, bid packages (both rehabilitation and substantial reconstruction), pre-qualification of contractors, pre-bid and preconstruction conference and walk-through, issuing addenda, bidding, review and recommendation for contract award, price negotiations, construction inspections, change order approval, and

coordination with County code inspections.

The Housing Rehabilitation Specialists shall review the completed work write-up and the regulatory requirements with the property owner and tenant, in the case of rental property, securing a signature from the property owner indicating approval of the proposed improvements. This shall be done prior to bidding the job.

The Housing Rehabilitation Specialists will also serve as the Licensed Risk Assessor for Lead Paint. They will be for ensuring that all contractors and sub-contractors companies have been certified as Lead Safe and that at least one certified person is on site during all construction and that all contractors follow lead safe practices during the renovation of the home. If needed, this person will also help in the procurement of a lead abatement contractor and in the compliance with all lead abatement regulations.

The Housing Rehabilitation Specialists is also expected to attend Project Management Team and Rehabilitation Advisory Board meetings. The Housing Rehabilitation Specialists will inspect properties designated as relocation resources located in the Town and surrounding county to determine if they are decent, safe and sanitary replacement dwellings, if needed.

D. Application Intake & Eligibility Verification

Ms. Lauren White, of Community Planning Partners, Inc., of Richmond, Virginia will serve as the Application Intake & Eligibility Verification Coordinator and Labor Compliance Coordinator. Ms. White will be responsible for the solicitation of applications, assistance to property owners in the completion and submission of applications and required documentation to the HAB for approvals. She will be responsible for the eligibility verification of LMI status of owner-occupants and tenants and the subsequent submission of applications for submission to the HAB for approval to participate in the rehabilitation program. She will attend meetings for the Housing Advisory Board.

Mr. Joel Webne of Community Planning Partners, Inc., of Richmond, Virginia will serve as the Contract Compliance Officer. He will develop and implement procedures that ensure compliance with equal opportunity requirements and federal labor standards (Davis-Bacon Act, Copeland "Anti-Kickback" Act, and Contract Work Hours and Safety Standards) including coordination with the Housing Rehabilitation Specialist and contractors, provision of Labor Standards Checklist, request Wage Decision and related materials, contractor verification, DOL notifications, monitoring (payroll review, on-site interviews) and enforcement of labor standards, taking corrective actions as necessary and preparing and submission of the Final Wage and Compliance Report. He will coordinate with the Housing Rehabilitation Specialist and contractors for the connector road to ensure EEO compliance including the provision of EEO checklist and contractor acceptance, submission of Bidder Compliance Statements, record keeping, monitoring, and review of Registers.

E. Home Maintenance Education

The Housing Rehabilitation Specialist will conduct the Home Maintenance Education Training. They will be responsible for conducting classes on Home Maintenance, delivery of materials, tracking and documentation of attendance.

F. Loan Officer

Ms. Kelly Moore, of the Sussex County Finance Department, or designee, will serve as the Loan Officer. Ms. Moore will oversee the collection, recording and forgiveness of monthly loan payments as well as maintaining records of loan balances, final payment due dates, issuing annual statements to beneficiaries and making a good faith effort to collect delinquent loans for all owners that participated under the forgivable loan program. She will also be responsible for the management of any individual grant fund tracking and repayment for all properties that participate in the individual grant home rehabilitation assistance program.

G. Attorney

Mr. M Flynn, County Attorney, or designee will serve as the Attorney. Mr. Flynn will be responsible for the review all contracts and grant legal documents. He will provide legal consultation and representation as needed for the duration of the project.

H. Neighborhood Representative

A resident of the neighborhood who is not a direct beneficiary of the project will serve as the community representative for the project area. This resident will understand the intent and requirements of the Housing Rehabilitation Program and ensure citizen input and participation in the decision-making process. The Neighborhood representative will serve as a liaison between the residents and investor-owners to assist the County in communicating information on the project to the neighborhood stakeholders. Tanisha Green and Clyde Gay, both residents in the neighborhood, will serve in this capacity.

SECTION 2: ELIGIBILITY CRITERIA

ELIGIBLE AREA

The project service area encompasses residential properties in the Pocahontas neighborhood that is located within the Town boundaries of Wakefield (see Appendix A: Project Area Map). The applicants are present along Knight, King, Twilight, and Higgins Street as well as Railroad Avenue and Erlings Lane. However, the project will be phased and only residents in their respective phases will be eligible for assistance as funding is made available for that phase unless otherwise approved by the Housing Rehab Board.

ELIGIBILITY FOR ASSISTANCE

The eligibility of an applicant shall be determined on the repair estimates, current housing status (livable home), as well as the property location, individual's term of residency or ownership of the property and ability of the property to be rehabilitated. The program will not benefit moderate income persons to the exclusion of low income persons. However, moderate income families will be able to participate in this program. It will not prioritize beneficiaries as to discriminate against large families or female-headed households.

The program will apply all procedures in a uniform manner. No applicant or tenant will be asked for additional information based on race, color, religion, sex, national origin, age, familial status, or disability.

A. Income Eligibility

An applicant will not be considered as this is an urgent needs application however priority will be given to LMI residents and household characteristics will be tracked and reported. Documentation must be submitted and verified at the time of application.

1. In order to qualify as a low-to-moderate income family your adjusted gross family income for the previous year cannot exceed 80 percent of the area median income by family size as issued annually by the U.S. Department of Housing, as listed below. The maximum income limits are revised annually as income levels are released by HUD.

Total Number of Persons in Household	2017 Maximum Income Low Income Limit is 80% of the Area Median Income
1	\$43,350
2	\$49,550
3	\$55,750
4	\$61,900
5	\$66,900

6	\$71,850
7	\$76,800
8	\$81,750

Source: FY 2017 Low Income Limit Richmond-Petersburg MSA. Wakefield is an independent Town located within Sussex County and considered a part of the Richmond-Peterburg MSA. Maximum income limits are revised annually as income levels released by HUD.

For the purpose of this program, annual income is defined as all income from any source during the 12-month period prior to the application date or annual reexamination effective date to any person residing in the applicant property.

Income inclusions are: wages and salaries, overtime pay, commissions, fees, tips, and bonuses; paid alimony, child support and regular contributions or gifts received from persons not residing in the dwelling; interest and dividends; periodic payments from social security, SSI benefit, annuities, insurance policies, retirement funds, pensions, lotteries; unemployment, workers compensation and severance pay; welfare, food stamps, aid-to-dependent children, and other sources of public assistance.

Income exclusions are: income from employment of children under the age of 18 years, foster care payments, medical reimbursements, income of live in aid, student financial assistance paid directly to the student or educational institution, hostile fire pay, qualified training payments, temporary, nonrecurring or sporadic income, disabled PASS, temporary, non-recurring gifts, and housing assistance payments.

2. Both checking, and savings bank accounts and liquid asset accounts will be verified to determine if applicant exceeds maximum cash assets of \$35,000. Applicants whose income is at 80 percent of the median income established for Wakefield, an independent Town in Sussex County, by HUD Income Guidelines for Low-Income Limits, will be ineligible for rehabilitation assistance if they have in excess of \$35,000 in net cash assets, thereby permitting the structure to be rehabilitated without CDBG assistance.
3. Ten percent (10%) of net assets or actual interest earned, whichever is greater, shall be added to the annual gross income of household in determining eligibility.

B. Property Eligibility

Property eligibility includes those structures "Suitable for Rehabilitation" that are not substandard or deteriorated beyond the point that they cannot be brought up to DHCD/HUD Housing Quality Standards (HQS), (see Appendix B), within the maximum allowable up to \$35,000 in CDBG financial assistance available under this program with lead testing procedure. These tests for lead must be completed for the home. Additional financing provided by approved exceptions to the rehabilitation of the home, use of Sussex County Housing Departments CDBG Inactive Program Income, or the property owner in order to make up the deficit between the CDBG maximum assistance level and the amount required to accept the lowest responsible bid.

Properties defined as "Unsuitable for Rehabilitation" are defined as substandard units in such poor condition that it is not structurally or financially feasible to rehabilitate to HQS within the CDBG allowable per unit up to a \$70,000 maximum limit; housing units "Unsuitable for Rehabilitation" also include units to be razed within the Project Area to remove deleterious use and blight. "Unsuitable for Rehabilitation" is further defined as a residential structure which has major structural conditions due to inadequate original construction or has failing foundation, floor, wall, ceiling, roof and exterior systems. The Housing Rehabilitation Specialist will document specific conditions and make a determination that more than 50 percent of the structure must be demolished in order to comply with HQS and will provide required documentation to comply with local ordinance governing structures in a Historic District and per 36 CFR Part 800, as applicable.

At the discretion of the Housing Advisory Board, housing rehabilitation assistance will be considered for units "unsuitable for rehabilitation" if the property owner is financially capable of providing the funds required to make up the deficit between the \$35,000 CDBG maximum assistance and the amount required to accept the lowest responsible bid (in the case of Basic Program Assistance) or the projected rehabilitation cost (in the case of Materials Reimbursement Assistance). The lowest responsible bid or projected rehabilitation cost will be considered 110% of the Housing Rehabilitation Specialist's rehabilitation estimate. The property owner will be required to provide assurance that funds are available for the total cost of rehabilitation through escrowed funds, a bond, or letter of credit. The property owner would be required to provide these assurances to the County prior to contract execution with the property owner and/or construction contractor.

If identified as bid alternates, exceptions to the \$35,000 limit may be granted by DHCD for the following items listed below. The total cost of these exceptions, however, must be documented and cannot cumulatively exceed \$20,000 over the basic rehabilitation cost (\$25,000 maximum) or basic substantial reconstruction cost (\$40,000 maximum). Demolition costs are a separate, stand-alone budget item, are allowable for substantial rehabilitation projects only, and must be reasonable in cost as determined by the Housing

Rehabilitation Specialist and DHCD. Separate contracts above and beyond the base contract for the exceptions shall be written if needed and attached to the base contract for the following items:

1. Bathrooms;
2. Wells, septic systems, water and/or sewer connections;
3. Accessibility improvements for disabled persons;
4. Changes to the footprint of the house as needed (including relief of overcrowded situations);
5. Actual lab costs for evaluation of lead dust tests; and
6. Property demolition as part of a substantial reconstruction

Assistance will not be available to travel trailers or properties determined by the Housing Rehabilitation Coordinator to be squatter shacks whereby residency has been established haphazardly and posthaste in order to take advantage of this financial assistance. In order to receive assistance, the dwelling must be a year-round residential unit. Mobile homes in need of rehabilitation in the project area but existed one year prior to the approval of the grant to be eligible for financial assistance under this program.

Debris removal is a pre-construction requirement to participate in the housing rehabilitation program. Property owners will be required to clear the exterior and interior rehabilitation site of all identified trash, debris, and inoperable vehicles prior to receiving rehabilitation assistance. Also prior to receiving rehabilitation assistance and in accordance with local ordinance governing a Historic District and per 36 CFR Part 800, as applicable, property owners will be required to clear the site of all derelict structures. If the owner is elderly or handicapped and cannot physically clear the property or arrange for the removal of the debris, community assistance will be sought first (church group, boy scouts, etc.) and if not available the work will be added to the rehabilitation work write-up and included as part of the contractors' bid package and the subsequent lien on the property.

C. Ownership Eligibility of Owner-Occupied Structures

The housing rehabilitation program is available to single-family, owner-occupied structures within the target area. The applicant must legally own the property and maintain it as his/her principal residence. A principle residence is defined for purposes of this program as the housing unit in which the individual lives for a minimum of twelve (12) months out of the year. Owner-occupants are required to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster.

Eligibility will be verified by the Housing Advisory Board upon submission of the application and prior to property inspection and the completion of a work write-up. Owner income eligibility will not be re-verified during the grant funding approval process period unless the Housing Advisory Board has

sufficient cause a second review of income.

The owner-occupant will be required to sign an agreement with the County specifying he will abide by the terms of the program during the grant period. During the term of the grant it is the responsibility of the owner-occupant, his/her heirs or the executor of the estate, to notify the Housing Advisory Board immediately if ownership of the property changes or if the structure is no longer the principal residence of the applicant.

D. Ownership Eligibility of Investor-Owned Structures

The rehabilitation program is available to investor-owned single-family and multi-family rental structures within the target area. For multi-family structures participating in the rehabilitation program, at least 100% of the units must be occupied by LMI households. Investor-owners of substandard properties will qualify regardless of the investor-owner's income. The applicant must legally own the property and is required to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster.

The rehabilitated properties must be rented to low- and moderate-income occupants, as defined by current HUD 2016 Maximum Income Guidelines for Low Income Limits, within three (3) months of completed rehabilitation. Extensions may be granted if the Housing Advisory Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated upon property availability and are ongoing. Displacement of an existing tenant not meeting the income standards by the investor-owner will not be allowed to make his property eligible for participation in the Rehabilitation program. A landlord is prohibited from charging a tenant more than 35 percent of his adjusted annual income for rent and utilities for a structure assisted under this program. Investor-owners will be prohibited from unduly raising their rents. An annual percentage increase will be reviewed by the Housing Advisory Board and allowed for documented increased costs related to taxes and insurance as long as the rent plus utilities does not exceed more than 35 percent of the LMI tenant's adjusted gross annual income.

The investor-owner will be required to sign an agreement with the County specifying he will abide by these rent controls for the term of any lease signed during the grant period. Investor-owners are required to maintain the property to HQS, to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster, and to provide income eligibility documentation. Rental properties which become vacant during the grant term must be rented within three (3) months of vacancy to a qualified tenant or the original grant amount will be due and payable. Extensions may be allowed if the Housing Advisory Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated upon property availability and are ongoing. During the term of the grant it is the responsibility of the investor-owner to notify the Housing Advisory Board when the unit becomes vacant and to submit an application and required documentation to verify income eligibility for the potential tenant.

E. Heir Properties

Heirs of subject property are eligible to receive assistance provided they prove he is one of the heirs and has control over the property.

In cases where ownership is clouded by questions of inheritance (heir properties), the following requirements are in effect:

1. A reasonable effort will be made to identify heirs and this effort will be documented. An effort will be made to contact each heir in writing to request transfer of their interest to the beneficiary. The title will be recorded with County of Sussex in the intended beneficiary's name or the landlord's name.
2. Where heirs are unknown or unable to be contacted, proof of control of the property for the previous three (3) years by the resident must be documented. Proof must include continued residence, payment of property taxes, payment of homeowner's insurance, and house payment by the resident
3. Where heirs or co-owners are known but unwilling to convey the property or it is undesirable to convey interest in the property to the intended beneficiary, a legally recorded Life Estate will be acceptable provided that the grantor(s) will execute an agreement to either (1) repay the outstanding balance upon death or removal of the resident or (2) agree to reside in the property and take over the obligation of the resident if the grantor(s) meets the program qualifications.
4. Properties held by occupants who have "life rights" to the property are eligible for program assistance if both the owner(s) of the property and the occupant who has the life rights sign any required legal documents. Should the individual who has the life rights cease to live in the property during the mandatory term of the grant, the owner(s) of the property must repay the entire portion of the grant or find an eligible LMI occupant for the property.

F. Vacant Properties

CDBG funds may not be used to rehabilitate vacant properties unless the rehabilitated properties are sold or leased to low- and moderate-income occupants to be used as replacement dwelling for storm damaged units, as defined by current HUD 2016 Maximum Income Guidelines for Low Income Limits, within three (3) months of completed rehabilitation and the eligible LMI tenant has agreed to maintain it as his/her principal residence. Extensions may be granted if the Housing Advisory Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated upon property availability and are ongoing. During the term of the grant it is the responsibility of the investor-owner to notify the Housing Advisory Board when the unit becomes vacant and to submit an application and required documentation to verify income eligibility for the potential tenant. A principle residence is defined for purposes of this program as the housing unit in which

the individual lives for a minimum of twelve (12) months out of the year.

G. Manufactured/Mobile Home Properties

Manufactured and Mobile homes do exist in the project area. The properties will be treated as owner-occupants for purposes of eligibility and rehabilitation assistance. However, these types of structures shall be limited to funding limits for such structures as determined by DHCD at the time of the award of the grant.

FINANCIAL ASSISTANCE AVAILABLE

A. Owner-Occupied Housing Rehabilitation Assistance

If an eligible owner-occupant wishes to participate in the CDBG assistance, the program will improve the property to HQS expending no more than \$35,000, exclusive of DHCD allowable exceptions with either a supplemental funding source or the property owner providing the funds required to make up the deficit between the \$35,000 CDBG maximum assistance level and the amount required to accept the lowest responsible bid. Eligible property owners must choose financial assistance through the Basic Program Assistance (\$35,000 CDBG maximum). Any approved exceptions will be written into a separate contract(s) from the basis renovation contract as required by DHCD. Mobile and manufactured homes shall be limited to \$10,000 CDBG maximum assistance level.

The property owner who contributes funds will be required to provide such funds to the County for escrow prior to contract execution with the construction contractor. The amount of funds in escrow would reflect additional funds which exceed the CDBG maximum amount and which are required to meet lowest responsible bid or complete rehabilitation, DHR Programmatic Agreement requirements and other historic/design guidelines, as applicable, County Building Codes, and additional funds required for change orders as deemed appropriate by the Housing Rehabilitation Specialist. If cost savings are incurred during the rehabilitation work, the program and the property owner would realize these savings proportionately.

Eligible owner-occupants of the Pocahontas Neighborhood interested in CDBG assistance will be provided a legal document that will be recorded providing for a ten (10) year term on the grant. The documents must be recorded and tied to property. There is no penalty for any repayment or any interest on payment however if the property is sold or a non-eligible person occupies the property repayment of the grant in full will be required.

Basic Program Assistance

Owner-occupants can qualify for Basic Program Assistance which will provide up to a maximum of \$35,000 in financial assistance (\$10,000 for mobile or manufactured homes) for the costs required to improve the property to HQS and program guidelines within the allowable \$35,000 CDBG maximum assistance level (\$10,000 for mobile or manufactured homes) available under

the program. Basic Program Assistance will conduct all necessary inspections, obtain all necessary permits, inspections, authorizations and certificates, will solicit and contract for contractors, bid and award the construction contract, process all contractor payments and ensure that all improvements have been made consistent with HQS and in accordance with program guidelines and requirements. Improvements will be made to HQS Standards, Historic District requirements and other historic/design guidelines as applicable, and in accordance with the County adopted building codes within the allowable \$35,000 CDBG maximum financial assistance (\$10,000 for mobile or manufactured homes) is available under this program and with additional financing provided by either a supplemental funding source or the property owner in order to make up the deficit between the CDBG maximum assistance level and the amount required to accept the lowest responsible bid.

B. Investor-Owner Housing Rehabilitation Assistance

If an investor-owner wishes to participate in the CDBG assistance, the program will improve the property to HQS expending no more than a maximum of \$25,000, exclusive of DHCD allowable exceptions with either a supplemental funding source or the property owner providing the funds required to make up the deficit between the \$25,000 maximum CDBG assistance level and the amount required to accept the lowest responsible bid. Investor-owners may choose financial assistance through the Basic Program Assistance. Any approved exceptions will be written into a separate contract(s) from the basis renovation contract as required by DHCD. The landlord will contractually agree to rent the units to LMI tenants for a 10- year period.

The property owner will be required to provide such funds to the County for escrow prior to contract execution with the construction contractor. The amount of funds in escrow would reflect additional funds which exceed the \$25,000 maximum CDBG assistance amount and which are required to meet the lowest responsible bid or complete the rehabilitation, County Codes, and additional funds required for change orders as deemed appropriate by the Housing Rehabilitation Specialist. If cost savings are incurred during the rehabilitation work, the program and the property owner would realize these savings proportionately.

Investor-owners of housing in the Pocahontas Neighborhood Improvement Project program area interested in CDBG assistance will be provided a grant similar to the Owner-Occupied housing units. A lien will be placed on the property securing the 10- year grant. The rent plus utility costs cannot exceed 35 % of the low- and moderate-income household's income. The lien can not be subordinated. The program will not require first lien position. There is no penalty for early payment of the lien.

Landlords must have an eligible tenant in residence within three (3) months of the property being rehabilitated or be required to repay the grant in full. Extensions may be granted if the Housing Advisory Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated

immediately upon property availability and are on going.

Basic Program Assistance

Basic Program Assistance will provide up to a maximum of \$25,000 in financial assistance for the costs required to improve the property to HQS and program guidelines within the allowable \$25,000 CDBG maximum assistance level available under the program. Basic Program Assistance will conduct all necessary inspections, obtain all necessary permits, inspections, authorizations and certificates, will solicit and contract for contractors, bid and award the construction contract, process all contractor payments and ensure that all improvements have been made consistent with HQS and in accordance with program guidelines and requirements. Improvements will be made to HQS Standards, Historic District requirements and other historic/design guidelines as applicable, and in accordance with the adopted building codes within the allowable \$25,000 in CDBG maximum financial assistance available under this program and with additional financing provided by the property owner in order to make up the deficit between the CDBG maximum assistance level and the amount required to accept the lowest responsible bid.

C. Temporary Relocation Assistance

Temporary relocation may be provided in a limited number of rehabilitations for either of the following two reasons:

1. Inconvenience to the occupant. In cases where the occupant will be severely inconvenienced by the Rehabilitation activities, the County should make allowances for temporary relocation. Inconvenience shall be defined as the inability of the household occupant(s) to use the bathroom and/or kitchen for daily use due to rehabilitation efforts occurring within the structure.
2. Possible Lead-based Paint. In cases where it has been assumed that a house has lead-based paint (houses constructed prior to 1978) and there are deteriorated paint surfaces, paint dust/chips or painted surfaces which will be disturbed during the rehabilitation process, the occupants must be temporarily relocated. In such cases, temporary relocation is required for all properties receiving rehabilitation assistance through either the Basic Program Assistance.

The exceptions to Lead-based Paint temporary relocations are:

- a. All household members are 62 years or older.
- b. All interior work will be completed in an eight-hour period;
- c. All interior work will be completed in 5 consecutive days and the bedroom(s), bathroom, and kitchen can be isolated from the Rehabilitation work; or
- d. Only exterior work will be done.

The need for temporary relocation assistance will be determined by the Project

Manager. Temporary relocation assistance of up to \$2,500 per household will be provided to the occupant(s) in finding and paying for a temporary relocation resource, such as a motel, and/or for reasonable moving expenses, or for an on-site storage trailer used to store the occupant's personal property. When an on-site trailer is used the head of the household is required to work with the contractor in transferring household contents by preparing or approving an itemized content list.

Owner-occupant recipients of financial assistance for housing rehabilitation will be required initially to relocate to the home of a relative or friend. If this is not feasible, financial assistance will be made available to pay for a motel or other reasonable relocation resource. At no time will a payment using grant funds be made to a beneficiary's family member or friend.

Investor-owner recipients of financial assistance for housing rehabilitation will be required to relocate tenants to a vacant unit which meets HQS or request that the tenant relocate to the home of a relative or friend. If this is not feasible, financial assistance will be made available to pay for a motel or other reasonable relocation resource. At no time will a payment using grant funds be made to a tenant's family member, friend or for the use of a vacant unit.

The County's temporary relocation procedure will be applied to all program participants in a fair and consistent manner.

D. Substantial Reconstruction Assistance

If, during the implementation of the housing rehabilitation program, the County qualifies a family in a dilapidated dwelling which is determined "Unsuitable for Rehabilitation", the County will seek DHCD approval to substantially reconstruct the house on the same site at a cost not to exceed \$70,000 after all other options including relocation, have been fully explored and documented as infeasible. Substantial reconstruction will be pursued only upon written approval from DHCD and in accordance with Historic District requirements and other historic/design guidelines as applicable. The established policy of DHCD for substantial reconstruction noted below will be followed:

1. The occupants of the house must be the owner of the property.
2. The \$70,000 limit of CDBG funds excluding exceptions for water, sewer, and additional bedrooms for large families.
3. Strategies such as rehabilitation and relocation must be explored and documented as infeasible before using this option. The substantial reconstruction must be done in full compliance with the Historic District requirements and other historic/design guidelines as applicable.
4. Dwelling must meet the definition of "Unsuitable for Rehabilitation" per the Program Design.
5. In the case where a contractor has physically begun rehabilitation and discovers that conditions are worse than expected, making the property

"Unsuitable for Rehabilitation" by the local definition, the locality may terminate the contract and proceed with "substantial reconstruction" after submitting and having approved a written request which explains the situation to DHCD and complies with Historic District requirements and other historic/design guidelines as applicable.

6. For properties which are determined to be "Unsuitable for Rehabilitation" following the submission of the application to DHCD or during the course of the project, but prior to actual construction, the following process must be followed:
 - a. The Housing Rehabilitation Specialist must prepare a written itemized cost estimate of the repairs needed to bring the house to Housing Quality Standards and the cost must clearly exceed the limitations in the Program Design, or the Housing Rehabilitation Specialist must document that a structural condition exists which clearly causes the property to meet the definition of "Unsuitable for Rehabilitation" as set forth in the Program Design.
 - b. The Housing Rehabilitation Specialist must prepare plans and specifications for the proposed substantially reconstructed house. The plans and specifications must meet Historic District requirements and other historic/design guidelines as applicable. The Housing Rehabilitation Specialist must either prepare an itemized cost estimate or secure bids from contractors and suppliers of the cost of the proposed house.
 - c. A statement from an appraiser or someone experienced in real estate and familiar with the local housing market must be obtained to assess the estimated value of the proposed substantially reconstructed house, including land.
 - d. The cost of the proposed substantially reconstructed house must be less than the estimated cost of rehabilitating the existing house.
 - e. A worksheet must be submitted to DHCD which provides the cost comparisons listed above. Attached to the worksheet must be 1) the Rehabilitation cost estimate (or description of the structural defect making the property unsuitable for rehabilitation), 2) the comparable newly constructed house information, 3) the basis for the cost estimate of construction of the reconstructed house, and 4) a copy of the statement of the projected appraised value of the reconstructed house.
7. The substantial reconstructed home must meet the Historic District requirements and other historic/design guidelines as applicable, and may be either: 1) stick built or 2) a modular homes which meet BOCA code and complies with the Historic District requirements and other

historic/design guidelines as applicable. The owner must be allowed to select which option will be provided.

SECURITY AND RESALE REQUIREMENTS

All properties rehabilitated with funds from the CDBG program will be secured with a lien granted to the County of Sussex. The period of the lien cannot be less than ten (10) years. The lien can be subordinated.

For homes included in the grant program, adopted with this plan, there is no required payment during the term of the grant as long as all the conditions imposed by the lien document are being met. If the property is sold, transferred, or otherwise conveyed under the grant program, the property owner must repay entire amount of the original grant. No portion of the grant is forgiven.

Owners for property included in the forgivable loan program, approved prior to the date of the adoption of this revised plan, will have payment calculations in the event the property is sold, transferred or otherwise conveyed will be computed based on the specific term of the lien. For a ten year lien, investor-owners (landlords) and owner-occupants of the improved property must agree that if the property is sold, transferred, or otherwise conveyed:

1. within a period of 0 to 12 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 100% of the loan.
2. within a period of 13 to 24 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 90% of the loan.
3. within a period of 25 to 36 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 80% of the loan.
4. within a period of 37 to 48 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 70% of the loan.
5. within a period of 49 to 60 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 60% of the loan.
6. within a period of 61 to 72 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 50% of the loan.
7. within a period of 73 to 84 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 40% of the loan.
8. within a period of 85 to 96 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 30% of the loan.

9. within a period of 97 to 108 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 20% of the loan.
10. within a period of 108 to 120 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 10% of the loan.

The County of Sussex or its qualified agency or institution which services both the loans and grants under the County's Housing Rehabilitation Program will be under no liability for loss of funds due to lack of repayment or default by program beneficiaries. The responsibility of entities servicing the housing rehabilitation loans and grants is to collect, defer and forgive payments monthly. The servicing agents are to maintain records of loan and grant balances, final payment due dates, and to make a good faith effort to collect delinquent loans and due grant balances. The servicing agent must adhere to all requirements under the law related to the collection of delinquent or bad debts.

In the case of death or institutionalization of the owner, the outstanding balance of the loan original grant amount becomes due as of the date of the death or institutionalization. In such cases, the following three options apply.

1. The balance of remaining indebtedness must be paid in full and the lien will be removed by the County.
2. Secondly, a family member who qualifies as a low to moderate income (LMI) household may assume the outstanding debt, enter into an agreement with the County and reside in the property as an owner.
3. The third option allows the heirs or their authorized agent to rent the property to a qualified LMI family. New legal documents must be executed to include the unpaid balance of the loan or grant. The legal documents will be structured as an investor-owner grant and will include the unpaid balance to date as the grant amount due and rental requirements.

ESTABLISHING PROGRAM GUIDELINES

Basic decisions regarding the Pocahontas Neighborhood Improvement Project Housing Rehabilitation Program Design and administration will be approved by the Board of Supervisors. The Board of Supervisors will appoint four to eight (4-8) members of a Housing Advisory Board to assist the Project Manager in overseeing all program activities and to assure that they are carried out fairly and in conformance with the program design. At a minimum, the Housing Advisory Board will consist of one (1) Board of Supervisors member, the one (1) Wakefield Town Council Member, one (1) County staff representative, and one (1) non-benefitting neighborhood resident. The Board will review the program design and advise the Board of Supervisors on

necessary revisions during the course of implementation, serve in an advisory and approval capacity for the Board of Supervisors in reviewing applications and work write-ups for bidding and contract award, review and approve the current list of eligible contractors for bidding on the project, monitor staff or consultant work progress in accordance with the Housing Rehabilitation Program Design, assist the County in securing additional participation from potential applicants and qualified contractors and address and take action on written complaints or disputes that may arise in the course of the grant implementation.

A. Basic Guidelines

1. Project related non-construction cost (e.g. application intake and processing, inspections, blower door tests, etc.) will be limited to 10 percent of construction cost. Inspection and specification writing are considered non-construction cost. Loan servicing and grant administration costs are considered construction costs.
2. The program will not benefit moderate-income persons to the exclusion of low-income persons.
3. The program will not prioritize beneficiaries in such a manner as to discriminate against minority, elderly, large families and female-headed households.
4. The program will not require payment of taxes or fees as a precondition of assistance.
5. The program will not subordinate the lien.
6. The program will execute a rehabilitation contract for all units, which include work or materials specifications specifications (as applicable), dollar amount of contract, lead-based paint certification and federal contract inserts concerning Equal Opportunity.
7. The legal instrument securing the ten-year lien on the rehabilitated property will require the occupants of the property to participate in a housing maintenance education program training session.

B. Solicitation of Applications

Access to submit applications will be afforded to all persons regardless of age, disability, or income. A citizen meeting will be held to provide information on the program to residents within the target area. Additionally, materials describing the program will be distributed to property owners and residents. Households with literacy problems, upon notification to the Project Manager, will be visited in order to explain the program. A statement regarding the Provision of the Privacy Protection Act of 1976 will be provided each applicant with the assurance that their rights under the Act will be abided by.

Each applicant will be required to provide a statement indicating the names and ages of all household occupants, who will reside in the assisted property.

C. Application period

Applications for housing assistance will be accepted after the initial neighborhood meeting that will outline the housing rehabilitation program and the application procedure. All residents of the project area may submit an application at any time during project period at Wakefield Town Hall during normal business hours. Applications will also be available by contacting the County Housing Office 804-834-1302 or by visiting their office in Waverly during normal business hours.

Eligible applications will be scored according to the system shown below. Applications will be ranked based on the number of accumulated points. All applications that are approved by the Board for rehabilitation will have the work write up prepared and put out to bid according to the standard procedures in this program however, no contract will be awarded on a home until all the required funding for that home as been identified. The lack of full funding for a specific home will not prevent the awarding of contracts for any of the others home ranked and reviewed by the Housing Rehabilitation Board.

Family Characteristics	Points
Female-Headed Household (1 or more children)	1
Each Dependent Child	1
Elderly (62 years)	2
Disabled (other than elderly)	2
Low Income (below 80% of median)	2
Very Low Income (below 50% of median)	4

Structure Characteristics	
Occupied	1
Moderate Repairs Required	1
Significant Repairs Required	2
Lacking Indoor Plumbing	5
Life-Threatening Conditions	5

Investor-Owner Characteristics	
Share of total investment/leverage (less than 10.0%)	1
Share of total investment/leverage (10.1% - 24.9%)	2
Share of total investment/leverage (more than 25.0%)	3

Following determination of income eligibility and Housing Advisory Board application approval, the Project Manager will provide the Housing Rehabilitation Specialist with a list of homes for inspection including blower door testing. For those owners participating in Basic Program Assistance, the Housing Rehabilitation Specialist will prepare the work write-up with the owner's signature and a cost estimate. The Housing Rehabilitation Specialist will also prepare the bid packages. The Housing Advisory Board will be provided with a summary of each applicant and rehabilitation job for its approval prior to notifying contractors for bidding (Basic Program Assistance) or prior to notifying owners that the lowest responsible bid has been approved. For those properties participating in Materials Reimbursement Assistance, the Housing Rehabilitation Specialist will prepare the work write-up with the owner's signature. The owner will submit to the Housing Rehabilitation Specialist a bid, from the County procured Building Materials Suppliers, for the cost of materials required to improve the housing unit to HQS. The Housing Advisory Board will be provided with a summary of each applicant and rehabilitation job for its approval.

The applicant must establish clear title to the property. The owner will have to provide a copy of the deed or mortgage. The owner could, however, provide proof of control of the property if he or she has made payments of property taxes and insurance for a period of three (3) years immediately preceding application submission. Life estate rights are an acceptable form of ownership, but shall be recorded whenever feasible prior to execution of the grant documents. If title issues arise after the household has been ranked or if the beneficiary is otherwise not ready to proceed promptly, the Housing Advisory Board may proceed to the next "Rehabilitation ready" property owner on the list and return to the higher ranked beneficiary when he or she is ready.

The Project Manager will determine and document whether an applicant has an emergency situation and will be given priority. Properties found to be lacking complete indoor plumbing will also receive priority ranking.

Applications will be taken on an on-going basis as long as funds are available. All applicants will be notified by letter as to their application status. Persons whose applications are denied have 60 days from receipt of the letter to appeal the decision and will be notified of this in the letter.

Contractual agreements specifying the responsibilities of all parties will be executed prior to the issuance of a Notice to Proceed. Documents, which will be executed, include all legal instruments, and for those participating in the Basic Program Assistance, a three-party construction contract. All beneficiaries will receive copies of the above documents.

PROPERTY REHABILITATION STANDARDS

All units receiving rehabilitation improvements are restricted to the correction of deficiencies as determined by the DHCD/HUD Housing Quality Standards

and in accordance with the DHCD requirements for termite control, chimney safety, debris and trash removal, electrical components function, safety and weatherization, etc.

All properties receiving assistance will be inspected by the Housing Rehabilitation Specialist in adherence to the Property Rehabilitation Standards of this program. The County's CDBG Project Manager, or her designee, will be responsible for an initial inspection of all properties eligible for rehabilitation assistance. This inspection report will be compared to the inspection report developed by the Housing Rehabilitation Specialist to ensure all substandard conditions are identified. All properties rehabilitated will be brought into compliance with HQS. The housing standards will be comprehensive in covering all housing equipment and construction elements. Cosmetic improvements will be minimized and related to correcting substandard conditions. Items such as dens, garages, pools, greenhouses, decks, or extraneous landscaping will not be provided with funds from this program.

SECTION 3: CONTRACTING PROCEDURES

General contractors will be solicited by the Housing Rehabilitation Specialist to participate in the providing Basic Program Assistance for the Pocahontas Neighborhood Improvement Project Housing Rehabilitation Program via newspaper advertisement and direct correspondence to contractors who are working in the area. Public notices and outreach efforts will be made to solicit participation of local, female-owned and minority businesses.

CONTRACTOR'S QUALIFICATIONS

Contractors will be required to complete a prequalification form requesting information regarding experience and references to determine their qualifications and eligibility to perform rehabilitation work. Contractors must be Commonwealth of Virginia Class A or B or C registered. Minimum liability insurance requirements are at least \$100,000 proper damage and \$300,000 personal injury. Contractors will also be required to demonstrate creditworthiness. The program will not require contractors to be bonded if adequate credit is established. A list of approved contractors will be established and approved by the Housing Advisory Board. Additional pre-qualified contractors may be added to the list with Board approval during the course of the project. No contract will be awarded to a contractor until he has met all qualification criteria.

Failure to perform under and comply with the terms of the construction contract will be documented by the Housing Rehabilitation Specialist. The Housing Advisory Board can vote to bar a contractor from future bidding based on staff recommendation and/or public complaint. A correspondence to the contractor from the Housing Rehabilitation Specialist and Project Manager will be sent by certified mail detailing the problems and the specific reasons for this action. The Complaint and Appeals Procedure, as adopted by the Housing Advisory Board, will be given to all applicants, beneficiaries and contractors.

PRE-BID ACTIVITIES

An informational meeting will be held by the Housing Rehabilitation Specialist for interested contractors, both prime and sub. All Federal, State and local guidelines and requirements will be discussed. HUD Housing Quality Standards, master specifications, bidding procedures, work process and payment schedules will be reviewed. Information on Historic District Guidelines and other historic/design guidelines, as applicable, will be provided. The Rehabilitation projects may be grouped together in phases for bidding purposes in the most effective manner to ensure timely implementation of the program.

BIDDING

All work and materials will be procured through competitive bidding. Bid packages will be provided to all contractors which will include detailed bidding procedures for contractors to follow in preparing and submitting their bids, and rehabilitation specifications with cost estimates. No one prime contractor may have more than five (5) jobs under construction at any one time, although, the Housing Advisory Board may waive this limitation at its discretion based on the size of the company, the contractor's Board may waive this limitation at its discretion based on the size of the company, the contractor's work experience and ability to complete the jobs in a timely fashion. The Housing Rehabilitation Specialist will conduct a mandatory walk-through of the structure under consideration for bid.

In the event no acceptable bid is received for a particular house, the County may request authority from DHCD to negotiate a noncompetitive contract with the lowest responsible bidder. The Housing Assistance Board will review and approve the bids prior to the award of the contracts.

CONSTRUCTION CONTRACT

For those property owners participating in the Basic Program Assistance, the property owner, contractor, and the County will enter into a construction contract, which includes an agreement, general conditions, and Federal contract conditions. All local and state licenses and permits will be required for each job. All work must be completed within sixty (60) days of the contract date, or within ninety (90) days for a substantial reconstruction project. Extensions of this time period are subject to the Housing Rehabilitation Specialist's approval and shall be for causes beyond the contractor's control such as inclement weather or material availability.

Change orders are deletions or additions to the specifications made through an addendum to the rehabilitation contract. Change orders will be initiated only by the Housing Rehabilitation Specialist for work that was not foreseen prior to construction (conditions obscured by walls, floors, etc.). Change orders will not be executed without signed authorization and agreement of the specified work and cost by the property owner, contractor and Housing Rehabilitation Specialist. Any and all change orders that involve CDBG funds, must be approved by DHCD prior to their execution.

During contract execution, the contractor will be required to submit a Disclosure Statement and will be provided a Monthly Register of Assigned Employees and a Monthly Register of Contractors, Subcontractors and Suppliers which must be completed and provided to the Housing Rehabilitation Specialist during each month he is working on the job.

SECTION 4: CONSTRUCTION PROCESS

PRECONSTRUCTION CONFERENCE

For those property owners participating in the Basic Program Assistance, after bids have been received and a contract has been awarded to the lowest responsible bidder, the Housing Rehabilitation Specialist will arrange a walk-through of the property with the owner and/or tenant and the contractor to insure that all work to be done is understood between the parties, that pertinent questions are answered, that the owner/tenant and the contractor are acceptable to each other, that the schedule of work is acceptable to all parties, and to discuss any disruption of utilities, removal of debris by the property owner or tenant, and clean-up responsibilities. Property owner preference in colors and styles shall be clarified and documented. Disagreements about the work to be performed shall be resolved by the Housing Rehabilitation Specialist.

INSPECTIONS

For those property owners participating in the Basic Program Assistance, the Housing Rehabilitation Specialist will make periodic inspections, at a minimum once a week. An inspection will be made at approximately 50 percent completion in order to authorize partial payment to the contractor for work completed and approved.

At the conclusion of the rehabilitation, the Housing Rehabilitation Specialist shall perform a final inspection to make sure that construction activities are completed to his satisfaction and in compliance with the construction contract. Any work items not completed to the Housing Rehabilitation Specialist's satisfaction shall be enumerated on a punch list and delivered to the contractor.

Once the contractor has completed the items on the punch list, another inspection shall be performed to assure completion.

A. Progress Payments

Payment will be made when the work specified in the contract is 50 percent completed and approved by the Housing Rehabilitation Specialist, County and property owner. A final payment will be made at the completion of the job and final inspection approval. All work must be completed to the satisfaction of the Housing Rehabilitation Specialist. A 5 percent retainage will be held from both payments (interim and final) until punch list items are satisfactorily completed and accepted.

If the property owner refuses to sign for the release of the final payment, the Project Manager may sign for the property owner in cases where the refusal is not related to the contract. Portions of work completed and progress payments will be based upon complete work items, not materials delivered to the project, start-up costs, or partial completions.

Payments to contractors will be made within thirty (30) days of inspections for work performed.

Release of the final payment will not be made until the Housing Rehabilitation Specialist's has received all of DHCD's required contractor paperwork, as stipulated below:

1. Electrical inspection report by a certified electrical inspector;
2. Exterminator Inspection/Treatment Report;
3. Chimney Inspection Report, if applicable;
4. Initial and Final Blower Door Test Reports;
5. Initial and Final HQS Inspection Reports, signed and dated;
6. Progress Inspection Reports;
7. Payment Approval Inspection Reports;
8. Punch List Inspection Report;
9. Electrical Inspection Report;
10. Lead Paint Clearance Test, if applicable;
11. Building Permit;
12. Building Code Inspection Report per CABO;
13. Affidavit of Release of Liens;
14. Affidavit of Payment of Debts and Claims; and
15. Register of Assigned Employees, Contractors, Subcontractors and Suppliers.

COMPLAINT AND APPEAL PROCEDURES

The complaint and appeals procedure will be reviewed and adopted by the Housing Advisory Board, which reviews the program and all complaints. A copy of the written procedure will be given to all approved applicants, beneficiaries and contractors. The policy will list the TDD number for the hearing impaired.

Oral complaints of any nature and by any party shall be documented and resolved by the Project Manager as informally and quickly as possible.

The Project Manager will investigate any written complaint and respond to it. Appeals of the Project Manager's decision should be addressed, in writing, to the Housing Advisory Board. Appeals of that decision should be addressed to the County Administrator. Barring a resolution of the complaint by the County Administrator, the complaint may be taken to the Board of Supervisors where a non-legal resolution is final. If the Complainant is not satisfied, the Complainant may seek a legal remedy in the local court of jurisdiction. Legal costs in pursuit of remedy in the court system are the responsibility of the

Complainant/Petitioner.

Contractor complaints, disputes or appeals may involve use of the County of Sussex Board of Building Code Appeals.

All complaints and appeals should be addressed within 30 days of receipt. All complaints and appeals are to be responded to in writing. The response must include an explanation of the reason(s) for the decision reached, information on the next step in the appeals process and how many days from the receipt of notice the complainant has to appeal any decision.

Final appeals should be addressed, in writing, to DHCD. The appeal should include a copy of all correspondence that has taken place to date. The appeal should identify the problem and the desired solution. DHCD will investigate the complaint and respond in writing in a timely manner. All involved parties will be copied.

If the complainant requires assistance in putting his or her complaint in writing, staff will make such assistance available. The same is true for appeals.

Once a job is officially closed out and the one-year warranty period is in effect, the property owner should address complaints, in writing, directly to the responsible contractor.

LEAD-BASED PAINT

Lead-based paint may be found in properties constructed prior to 1978 and any owner and tenant of such properties will be appropriately notified of this potential health hazard, especially for children under the age of six (6) and pregnant women. All properties receiving rehabilitation assistance will be required to comply with the federal lead-based paint regulation found in 24 CFR Part 35.

All properties constructed prior to 1978 are assumed to have the presence of lead paint and are required to have a visual inspection, conducted in conjunction with initial HQS inspection by Housing Rehabilitation Specialist, to determine the presence of deteriorated paint surfaces, paint dust, chips or residue, or rehab activity which will disturb a paint surface and which exceeds the allowable 'de minimus' levels permitted by HUD regulations.

If a visual inspection reveals such conditions, the property must undertake "interim measures" or "standard treatments" to protect occupants and workers during rehabilitation.

1. All contractors and subcontractors must have at least one person attend the "Lead Safe Work Practices" training class conducted by a licensed trainer or provide documentation of valid certification. All companies must be certified in "Lead Safe Work Practices" and must have at least one certified worker on site during all work. This class will be offered at least one time during the project;

2. Occupants must be protected during the course of the work;
3. Clearance testing must be performed at the conclusion of the work;
4. All houses must successfully pass the lead paint clearance test.

In the event of temporary relocation, the Housing Rehabilitation Specialist will complete a "LBP Clearance Report", which shall precede the date of the household's return to the home. In addition, the temporary relocation resource (place/address) will be documented for the Rehabilitation case file by the Project Manager.

For those properties participating in the Materials Reimbursement Assistance, the property owner shall assume full responsibility for ensuring compliance with the federal lead-based paint regulation found in 24 CFR Part 35. The property owner will be advised by the Housing Rehabilitation Specialist, upon the property owner's decision to participate in the Materials Reimbursement Assistance program, of his or her responsibilities to ensure compliance and final clearance.

SECTION 5: HOME MAINTENANCE EDUCATION

It is mandatory that the occupants of each household receiving housing assistance participate in a County-sponsored home maintenance education and training course in order to receive instruction and direction in the day-to-day use and routine maintenance of the newly provided facilities and improvements, housekeeping matters, and household budgeting. The program will include two booklets, which provide information covering the three areas listed above. The educational program will include formal classes to disseminate information.

All beneficiaries will be required to participate in the educational program following participation in the assistance program under the following guidelines:

1. All households must have one adult present for the entire training session. Each training session shall be "hands on" in nature and take at least four hours, including one hour on budgeting. It will explain how to establish and use checking and savings accounts, how to selection and purchase insurance coverage, and how to establish and follow a household budget.
2. There is no exemption for elderly households or households receiving less than \$10,000 in assistance. If the homeowner is physically unable to attend the home maintenance education class, then the training shall be offered at the homeowner's residence.
3. Sign-in sheets must be used to document attendance by beneficiaries.
4. When submitting the associated drawdown request to DHCD, the County shall submit an agenda that outlines the topics covered during the training class, the names of the individual(s) who taught each topic and length of time allocated to each topic, the sign-in sheet and a list of all tools, cleaning supplies and handouts, including warranties, given to the attendees.

SECTION 6: PROGRAM DESIGN AMENDMENTS

During the implementation of the housing assistance program, County staff responsible for the project may find it necessary to make minor changes and refinements as the program proceeds. Examples of these administrative decisions would be annual updates of the HUD Low Income Guidelines and interpretation of eligible income adjustments.

If a major alteration to the program design is deemed necessary to better achieve the intent of the program, the staff will provide the proposed changes to the Housing Advisory Board and Board of Supervisors for consideration and adoption. Items constituting a major change in the program would include modification of the types of assistance to be provided or the eligibility criteria for assistance. Any major change will be submitted to DHCD for review and approval. The housing assistance program will be implemented to assure that consistent and equitable assistance is provided to all program participants.

Reviewed and approved by the Housing Advisory Board.

_____	_____
Vandy V. Jones, County Administrator	Date
Chairman,	
Housing Advisory Board	
Reviewed and approved by the Board of Supervisors	

_____	_____
Susan B Seward, Chairman	Date
Sussex County Board of Supervisors	

Reviewed and approved by the Virginia Department of Housing and Community Development

_____	_____
Joanne Peerman, Community Representative	Date
Department of Housing and Community Development	

Appendix A : Project Area Map

Housing Quality Standards in DHCD Housing Rehabilitation Programs

March 1, 2009

I. General

The eligibility of all rehabilitation work must be documented by the DHCD Section 8 Checklist and the DHCD Supplemental Standards.

Replacement of appliances, fixtures and housing components may take place **only** after it has been documented that repair is not possible or cost effective.

All work must relate to the health, safety, and energy efficiency of the household, and must be cost effective.

No cosmetic or incipient violation improvements shall be made.

All houses shall be inspected using this checklist by **both** the Project Administrator and the Rehab Specialist. The checklist must be signed by **both** the Project Administrator and the Rehab Specialist.

All work to be performed shall be reviewed for eligibility, prior to bidding construction or approval of change orders, by the Project Administrator.

The condition of the house after rehabilitation must comply with the minimum standards set forth here.

II. Preliminary Inspection Procedures

The Rehabilitation Specialist shall use DHCD's Field Inspection Checklist to review and determine the need and eligibility of rehab work to be done on each house.

All work specified in the work write-up must relate to a specific violation cited on the Checklist.

All violations noted in the Checklist must be addressed by repairs in the write-up.

Where replacement of components is specified, the justification must be provided in the "Comments" column of the Checklist and, if relevant, documentation must be attached.

The Rehab Specialist should conduct the inspection in a routine manner consistent in each house.

Inspections must be conducted "room by room" and by major component. The inspection must include the exterior, yard, roof, chimney, attic, basement or crawl space, and out buildings.

The electrical system must be inspected by a licensed Journeyman, certified by the Virginia Department of Professional and Occupational Regulation (DPOR), who is independent from the contractor doing electrical work, or by a Building Official certified by DHCD to do electrical inspections.

All houses must be inspected by a professional exterminator for infestation of wood-boring insects, vermin and roaches, and be treated if infested.

Certifications of thorough chimney inspection and of Blower Door test and weatherization measures are required by the Rehab Specialist.

Housing built prior to 1978 will be presumed to contain lead-based paint (LBP). All repairs will be designed (upon recommendation of a DPOR licensed Risk Assessor) to eliminate LBP hazards using interim control measures, more specifically *standard treatments*, and the house must pass a Clearance Examination as documented by the Risk Assessor.

III. DHCD Section 8 Standards

A. Living Room and Bedrooms

1. **Electrical:** The living room must be free of electrical hazards (uncovered outlets, bare or exposed wire, or overloaded extension cords). Circuits and outlets must be able to carry the proposed load. At least two duplex outlets must be properly installed. Permanent light bulbs and switches must be covered by appropriate fixtures.
2. **Security:** All doors and windows which are accessible from the ground must be equipped with a properly-working locking device.
3. **Windows:** At least one operable window must be present in living room and bedrooms. All windows must form a reasonably tight weather seal, be free of signs of severe deterioration, be able to be opened and closed by the occupant (if so designed) and be free of missing or broken (not cracked) panes.

All non-passable windows must be repaired rather than replaced unless it is demonstrated that repair will exceed 75% of replacement cost.

4. **Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage from friction, impact, moisture, insects, or fatigue. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced, unless more than 40% of surface area is damaged or structurally unstable.

5. **Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no holes or damaged or missing structural parts.

Carpeting may only be installed if flooring must be replaced and carpeting will be laid directly upon sub-flooring.

6. **Paint/Surface Treatment:** Repaired or replaced surfaces may be finished or painted to match surrounding surfaces. Where existing surfaces are significantly damaged (scaled paint, exposed subsurface), the surface treatment shall be as follows:

- a. Where children aged 6 years and under are present, contractor shall wet scrape all loose paint and/or cover with a cost-efficient covering using interim control measures as identified in the "Lead Safe Work Practices" course required of all contractors.
- b. Where the sole inhabitants are handicapped and/or 65 years of age or older, contractor shall prepare surface appropriately and cover with cost-efficient covering.
- c. Where an able-bodied person between the ages of 16 and 65 is present, and no child aged 6 or under is present, the family shall be provided with sufficient paint to repaint.

7. **Smoke Detector:** At least one working hard-wired and one battery-operated smoke detector must be permanently installed at a location audible to occupants of all sleeping rooms in the event of fire.

B. Kitchen

A separate room or a definitive area for storage and preparation of food must be present.

1. **Electrical:** There must be at least two (2) working outlets and one working, permanently-installed light fixture.

The kitchen must be free of electrical hazards (uncovered outlets, bare or exposed wire, and overloaded extension cords). Circuits and outlets must be able to carry the proposed load. GFI outlets are required within 6ft. of the sink.

Permanent light bulbs, outlets and switches must be covered by appropriate fixtures.

2. **Security:** All doors and windows which are accessible from the ground must be equipped with a properly-working locking device.
3. **Windows:** If present at least one operable window must open in the kitchen. All windows must form a reasonably tight weather seal, be free of signs of severe deterioration, be able to be opened and closed by the occupant (if so designed), and be free of missing or broken (not cracked) panes.

All non-passable windows must be repaired rather than replaced unless it is demonstrated that repair will exceed 75% of replacement cost.

4. **Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage and be protected from friction, impact, moisture, insects, or fatigue. Contractor shall provide water proof and grease proof treatment where needed. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced,

unless more than 40% of surface area is damaged or structurally unstable.

- 5. Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no holes or missing structural parts.

Kitchen flooring must be easily cleanable and resistant to water damage.

Linoleum is acceptable for flooring which does not pass.

New carpeting cannot be installed.

- 6. Stove:** Kitchens must be equipped with a stove which has at least two top burners. All top burners must work and be controlled by knobs to turn them off and on.

The stove must contain an oven which is capable of baking food at 400°F.

Stove shall be free of any gas leaks or electrical hazards and be equipped with an oven door which opens and closes properly.

The kitchen shall have a properly-functioning and ventilated range hood.

- 7. Refrigerator:** Kitchens must be equipped with a refrigerator which is adequately sized for the number of persons in the household. The refrigerator must be able to maintain a temperature of 40°F or lower. It must be equipped with a sealed door which opens and closes properly.

The maximum size for new refrigerators shall be: 14 cubic feet for 1-4 persons; and 17 cubic feet for 5 or more persons.

- 8. Sink:** Kitchens must have a permanently-affixed sink with hot and cold running water from a faucet, and a properly-working and connected drain with

a gas trap.

Must have a hot and cold shut-off valve which is accessible.

No rust below rim level.

Sink must be free of defects such as leaking faucet, slow drain, missing or broken stopper, or improper venting.

9. Space for Storage and Preparation of Food: Kitchen shall have permanently space for the preparation and storage of food.

A minimum of 6 linear feet (LF) of enclosed base and wall cabinet space is required for 1 to 3 persons.

A minimum of 8 LF of enclosed base and wall cabinet space is required for 4 or more persons.

A minimum of 6 LF of surface area at least 18 inches deep shall be affixed for food preparation.

If new cabinets are necessary, they shall not exceed the minimums provided herein.

Shelving, cabinet doors, drawers and hardware must function properly.

C. Bathroom An enclosed bathroom with a solid, hinged, and lockable door shall be present and accessible without traversing another person's bedroom.

- 1. Electrical:** There must be at least one outlet and one permanently- installed light fixture. Outlets must be GFI. Outlets, fixtures and switches must be properly covered. Room shall be free of electrical hazard.

If a new bathroom is to be installed, it must be installed in existing interior space, if possible.

- 2. Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage and be protected from friction, impact, moisture, insects, or fatigue. Contractor shall provide waterproof wall treatment where needed. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced, unless more than 40% of surface area is damaged or structurally unstable.

- 3. Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no holes or damaged or missing structural parts.

Kitchen flooring must be easily cleanable and resistant to water damage.

Linoleum is acceptable for flooring which does not pass.

Carpeting cannot be installed.

- 4. Sink:** Bathrooms must have a permanently-affixed sink with hot and cold running water from a faucet and a properly working and connected drain with a gas trap.

Must have a hot and cold shut-off valve which is accessible.

Sink must be free of defects such as leaking faucet, slow drain, missing or broken stopper, or improper venting.

- 5. Toilet:** Bathroom must have a toilet connected to an approved disposal system which is not clogged. No water leakage or escape of gases shall occur.

Must have a shut off valve which is accessible.

Constant running or slow draining shall be repaired.

If there is broken or cracked porcelain, the toilet shall be replaced.

- 6. Tub or Shower:** A tub and or shower with hot and cold water running properly. Functioning handles, faucet, trap and drain must be present.

Tub shall have functioning stopper and anti-back siphonage drain.

Repair if leaking, poor pressure, improper venting or trapping.

Replace if porcelain is broken.

Shower shall have rod and curtain, or door.

- 7. Ventilation:** There must be an operable window in good repair, or a working mechanical vent system.

- 8. Storage:** An enclosed medicine cabinet is required.

- 9. Handicapped Accessibility:** If an occupant is physically handicapped or elderly, relevant improvements to make fixtures and accessories accessible must be made.

Grab bars for toilet and tub must be sized to carry full body weight and be permanently affixed to wall studs. Insulation around exposed hot water pipes and drains must be installed for persons in wheelchairs.

D. Rooms Other than Living Room and Permanently Used Bedrooms:

If a room is not used for normal living functions on a daily basis, repairs or

improvements may not be made except for repairs to conditions which threaten the viability of the structure, the condition of other rooms, or the health and safety of occupants.

E. Other Rooms Used Daily (Must be Specified):

1. **Electrical:** The room must be free of electrical hazards (uncovered outlets, bare or exposed wire, and overloaded extension cords). Circuits and outlets must be able to carry the proposed load.

Permanent light bulbs and switches must be covered by appropriate fixtures.

If a room is necessary for ingress/egress, a permanently-installed light fixture is required.

2. **Security:** All doors and window which are accessible from the ground must be equipped with a properly-working locking device.
3. **Windows:** Windows must be operable. All windows must form a reasonably-tight weather seal, be free of signs of severe deterioration, be able to be opened and closed by the occupant (if so designed), and be free of missing or broken (not cracked) panes.

All non-passable windows must be repaired rather than replaced unless it is demonstrated that repair will exceed 75% of replacement cost.

4. **Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage from friction, impact, moisture, insects, or fatigue. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced, unless more than 40% of surface area is damaged or structurally unstable.

5. **Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no cracks or damaged or missing structural parts.

Carpeting may only be installed if flooring must be replaced and carpeting will be laid directly upon sub-flooring.

6. **Paint/Surface Treatment:** Repaired or replaced surfaces may be finished or painted to match surrounding surfaces. Where existing surfaces are significantly damaged (scaled paint, exposed subsurface), the surface shall be as follows:

- a. Where children aged 6 years and under are present, contractor shall wet scrape all loose paint and/or cover with a cost-efficient covering using interim controls as identified in the "Lead Safe Work Practices" course required of all contractors.
- b. Where the sole inhabitants are handicapped and/or 65 years of age or older, contractor shall prepare surface appropriately and cover with cost-efficient covering.
- c. Where an able-bodied person between the ages of 16 and 65 is present, and no child aged 6 or under is present, the family shall be provided with sufficient paint to repaint.

F. Building Exterior

1. **Foundation:** Foundation must be structurally capable of supporting the entire house. It must be enclosed with skirting or masonry units, vented, and capable of keeping water from under the structure and free from hazards.

Replacement must be made only if it is documented that significant structural damage is present which would make repair not possible or cost effective.

- 2. Stairs, Rails and Porches:** Stairs, porches, balconies and decks must be free of severe structural defects or missing and broken boards or steps.

A secure handrail shall be present on each side of a run of steps with four or more risers, and around a porch or balcony more than 30 inches above the ground.

No porch may be repaired where the cost of repairs will exceed 75% of the cost of replacement. Replacement or new porches shall not exceed 48 square feet.

Decks or balconies may not be built or replaced.

- 3. Roof and Gutters:** Roof shall be free of serious defects such as buckling, serious sagging, holes, leaks, unkeyed or curling shingles, or missing roofing elements such as shingles, underlayment, flashing and sufficient joists.

Gutters, downspouts, soffit and fascia shall be free of defects which allow water, air or vermin into the interior of the structure, or to damage the surface or foundation of the structure.

- 4. Exterior Siding:** The exterior of the structure shall be completely covered by suitable weatherproof materials which have a surface treatment which adequately protects against water damage. Siding materials shall be free of major material defects and be properly secured to framing members.

Where wood siding is present with inadequate, degraded or seriously peeling paint, the entire house may be repainted using interim control measures as needed to protect occupants and workers from lead paint hazards. If less than 25% of existing siding needs to be replaced, the exterior shall be repaired with similar siding materials.

If more than 25% of the existing siding material needs to be replaced, the nature and extent of the damage must be documented and vinyl or other

cost-effective siding may be installed.

5. **Chimney:** All chimneys must be adequately lined and secure, with no unkeyed or loose structural members. All missing or loose mortar joints shall be repaired. Draft, dampers, flaking and blockage shall be inspected. Rehab Specialist shall certify inspection of all components, including a roof and attic inspection.
6. **Mobile Home Tie Downs:** All mobile homes must be secured by properly placed and installed tie downs.
7. **Handicapped Accessibility:** If physically handicapped or elderly persons with limited mobility are present, the exterior must provide for relevant accessibility from the street or parking areas to the interior of the structure.

Examples include: sidewalk or ramp no more than a 1-inch to 1-foot rise in slope from street or parking to point of entry. Railing along sidewalk or ramp, door threshold flush with internal and external entry/egress surface. Door handles which can be pulled rather than turned.

G. Heating and Plumbing

1. **Heating Equipment:** Heating equipment shall be safe, free of defects, able to heat the entire living area to 70°F, at 0°F outside temperature, and cost effective as compared to other heating sources.

Heaters using fossil fuels shall be properly vented to the exterior. Fossil fuel heaters shall have an emergency cutoff which is accessible, with its use and location familiar to occupants. No unvented space heaters using fossil fuels shall be necessary or present.

2. **Electric baseboard heating shall not be installed** unless it is documented that it is justified by long term cost efficiency, is acceptable to residents, and is easily turned off and on by the current occupants.

3. **Ventilation:** The entire living area shall have adequate cross ventilation and cooling by means of operable windows.
4. **Water Heater:** A water heater with all components in working condition, which does not leak and is capable of heating water to 120°F, shall be present.

The heater shall have a temperature pressure relief valve and discharge line directed toward the floor or outside the living area.

If replacement is necessary, a **40-gallon heater** shall be installed in a non-daily living area, or be enclosed.

Water heaters must be located in an area that is accessible for the purpose of making repairs.

5. **Water Source/Sewer Discharge:** The plumbing system shall be legally served by an approved water source with full-flow shut-off valve and approved discharge and sewage disposal system.
6. **Plumbing:** Main water feed and drain pipes shall be free from leaks and delivered water free from discoloration and odor.

H. General Health and Safety

1. **Access/Exits:** The living area must have two safe and easily-accessible points of access and exit which current occupants may use.

Door exits must be illuminated.

Access doors must be solid and lockable.

2. **Infestation:** The property must be inspected by a licensed exterminator. If infestation is discovered, treatment must be provided for thorough

extermination.

Any seriously-damaged structural elements must be repaired.

All openings to exterior must be properly covered with framed insect screening.

Any access routes for rodents or other vermin must be permanently closed.

3. **Garbage and Debris:** All debris, junk, inoperable vehicles and appliances, and dilapidated structures on the exterior of the property shall be removed to a legally-acceptable location outside of the neighborhood prior to the initiation of rehabilitation.

The household shall be responsible for any and all physical removal that they are physically able to accomplish.

All debris, garbage, and accumulated belongings not necessary for daily living shall be removed from the living area by the household (if physically able) prior to rehabilitation.

The property shall have at least one 30-gallon trash container in good condition. If more than 3 persons inhabit the property, a second 30-gallon trash container shall be present.

I. **Overcrowding**

There must be an adequate sleeping room (passable bedroom or living room) for every two persons living full time in the household. However, no non-spousal persons of different gender may be required to share a sleeping room if both persons are 6 years of age or older.

J. Weatherization

All homes must be weatherized with at least R-38 ceiling insulation. All windows and doors must be caulked and weather-stripped.

Exterior doors must be equipped with a **storm door** unless a manufacturer's warranty will be voided on an entry door if the storm door is installed. In the case of a voided warranty, a screen door may be installed.

All homes must be tested before and after rehabilitation for air infiltration by means of a Blower Door. Air infiltration through sidewalls and bypasses must be mitigated where found. Weatherization measures should be designed to meet the minimum air flow of 1500 CFM or other standard based on square footage of the home and family size.

PROJECT ACTIVITIES	Joanne Peerman, VDHC	Vandy Jones, Grant Administrator	Michael Paul Dodson, Project Manager	Lauren White, Application Intake	William B. Sussex Housing Manager	Matt Hastings, Summit, Project Office	Kelly Moore, Assistant Grant Wakefield	Dean Simmons, Finance Engineer	Demis LeBlanc, Building Official	Frank plus	Josh Irving, Sussex Service Specialist	Housing/Credit Counselors	M. Flynn, County Attorney	Lorenzo Turner, Community Development / Shilton Butts, Administration	John Stringfield, Sussex BOS / Walter Mason, Waverly Mayor / William Savedge Wakefield Mayor	Target Completion	Date Achieved
Pre-contract Activities																	
Date Local Business & Employment Plan Adopted	R	S	S				S					S		A		06/29/17	06/29/17
Date Local Business & Employment Ad Published	R	S	S													11/19/17	11/19/17
Date Minority & Female Owned Businesses Ad Published	R	S	S													11/19/17	11/19/17
Date EEO Hiring Nondiscrimination Policy Adopted	R	S					S					S		A		06/29/17	06/29/17
Date of Posting EEO Policy in Location Accessible to Job Applicants	R	S														06/29/17	06/29/17
Date of Posting 504 Non-Discrimination Notice	R	S														06/29/17	06/29/17
Date 504 Non-Discrimination Display Ad Published	R	S														11/19/17	11/19/17
Date of 504 Coordinator Designation	R	S					S					S		A		06/29/17	06/29/17
Date of Adoption of 504 Grievance Procedures	R	S					S					S		A		06/29/17	06/29/17
Conduct 504 Self-Evaluation	R							S								06/20/17	06/20/17
Date Handicapped Accessibility & Nondiscrimination Plan/Policy Adopted	R	S					S					S		A		06/29/17	06/29/17
Date Anti-Displacement Plan Adopted	R	S					S					S		A		06/29/17	06/29/17
Date Fair Housing Certification Adopted	R	S					S					S		A		06/29/17	06/29/17
Environmental Review Update			R													11/18/16	11/18/16
Finalize Management Plan(s) & Distribute Signed Copies	S	S	R	S	S			S								01/09/18	01/09/18
Finalize Program Income Plan & Distribute Signed Copies	S	S	R	S	S			S								01/09/18	01/09/18
Finalize Housing Rehab Program Design	S	S	R	S	S			S								01/09/18	01/09/18
Submit Certification of Signatures and Address		S	S	S				R								01/09/18	01/09/18
Pre-contract Compliance Review Done	R	S	S	S												01/09/18	01/09/18
DHCD Contract Signed by Acting Deputy Director	R															01/31/18	01/21/18
Set up Grantee Project Filing System			R	S	S											02/28/18	01/18/18
Preparation of RFQ & Ad for Procurement of Eng and Rehab Spec.	R	S														10/15/17	10/15/17
Advertisement of RFQ	R	S														10/29/17	10/29/17
Receipt of Proposals for Eng and Rehab Spec	R	S														11/30/17	11/30/17
Negotiation of Contract	R	S														10/11/17	10/11/17
Construction Project Timetable																	
HOUSING REHAB/RECONSTRUCTION (Round #1):																	
Solicit/Pre-qualify/Approve Contractors	S	S					S	S	R		S	S				03/01/18	
Solicit/Confirm Eligibility/Approve Applicants	S	S	R	S			S		S		S	S				04/01/18	
Property Inspections								S	R		S					05/01/18	
Asbestos Inspection								S	R		S					05/01/18	
Prepare Work Write-Up, Cost Estimate, & Specifications									R		S					05/15/18	
Prepare & Release Bid Documents							S	R			S					05/15/18	

PROJECT ACTIVITIES	Joanne Peerman, VDHCD Vandy Jones, Grant Administrator Michael Paul Dodson, Project Manager Lauren White, Application Intake William B. Sussex Housing Manager Matt Hastings, Summit, Town of Wakefield Kelly Greene, Assistant Grant Engineer Dean Simmons, Finance Manager Dennis LeBlanc/Shawn Smith, Rehab Specialist Sparkplug Frank Irving, Sussex Service Authority Josh Norris, VDOT Housing/Credit Counselors M. Flynn, Community Development / Lorenzo Turner, Attorney Shilton Butts, Attorney John Stringfield, Administration / Walter Mason, Waverly Mayor / William Savedge Wakefield Mayor												Target Completion	Date Achieved					
Pre-Bid Conference / Walkthrough			S	S						S	R				S				05/25/18
Receipt of Bids		R	S	S				S		S	S					S			06/15/18
Approval / Notice of Award		R	S	S				S			S					S			06/30/18
Construction Contract and Loan Closing		S	S	S				S						R	S				06/30/18
Notice to Proceed		R	S	S				S							S				06/30/18
Construction Commences		S	S	S				S		S					S				07/10/18
Inspections, Progress Payments		S	S	S				S	R		R			S	S				on-going
Change Orders	S	S	S	S				S	S		R			S	S				on-going
Construction Completed		S	S	S				S		S	S				S				10/31/18
Final Inspections / Punchlist		S	S	S				S		S	R			S	S				10/31/18
Certification of Completion / Certification of Occupancy		S	S	S				S		R	S				S				11/03/18
Secure Contractor Warranties / Lien Waivers		S	S	S				S		S	R			S	S				11/03/18
Final Payment		S	S	S				S	S		R			S	S				11/15/18
HOUSING REHAB (Round #2 - KEY DATES ONLY):																			
Solicit/Pre-qualify/Approve Contractors		S	S					S		S	R				S				07/01/18
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S			S			S	S				07/30/18
Prepare Work Write-Up, Cost Estimate, & Specifications											R			S					08/30/18
Prepare & Release Bid Documents										S	R			S					09/07/18
Notice to Proceed		R	S	S				S							S				10/04/18
Construction Commences		S	S	S				S			S				S				10/11/18
Construction Completed		S	S	S				S		S	S				S				01/11/19
HOUSING REHAB (Round #3 - KEY DATES ONLY):																			
Solicit/Pre-qualify/Approve Contractors		S	S					S		S	R			S	S				03/01/19
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S			S			S	S				03/30/19
Prepare Work Write-Up, Cost Estimate, & Specifications											R			S					04/30/19
Prepare & Release Bid Documents										S	R			S					05/07/19
Notice to Proceed		R	S	S				S							S				06/04/19
Construction Commences		S	S	S				S			S				S				06/11/19
Construction Completed		S	S	S				S		S	S				S				07/11/19
INFRASTRUCTURE - CONNECTOR ROAD, SEPTIC AND WATER DESIGN																			
Survey & Field Work		S						R	R					S					06/30/18

PROJECT ACTIVITIES	Joanne Peerman, VDHCD Vandy Jones, Grant Administrator Michael Paul Dodson, Project Manager Lauren White, Application Intake William B. Sussex Housing Matt Hastings, Summit, Town of Wakefield Kelly Moore, Assistant Grant Engineer Dean Simmons, Finance Manager Dennis LeBlanc, Building Official Sparkplugs Frank Irving, Sussex Service Authority Housing/Credit Counselors M. Flynn, Community Development / Lorenzo Turner, Attorney Shilton Butts, Community Development / John Stringfield, Sussex BOS / Walter Mason, Waverly Mayor / William Savedge Wakefield Mayor													Target Completion	Date Achieved										
50% Completion of Plans, Specifications, Cost Estimate	S						R	R											07/30/18						
100% Completion of Plans, Specifications, Cost Estimate	S						R	R												08/31/18					
VDOT/Federal Review of Plans, Specifications, Cost Estimates where Required	S						R	R					S	A						02/28/19					
Prepare Bid Documents and Advertisements	S	S	S				R	R					S								03/15/19				
Secure Wage Decision	S	R	S																		03/07/19				
Bid Advertisement	R	S	S				S	S														03/18/19			
Pre-Bid Conference	R	S	S				S	S					S									04/06/19			
Bid Opening	R	S	S				S	S					S									04/27/19			
Selection / Notice of Award / Construction Contract Negotiated	R	S	S				S	S					S									05/25/19			
Pre-Construction Conference	S	S	S				R	R					S									06/01/19			
Notice to Proceed issued	S	S	S				R	R					S									06/04/19			
Construction Begins	S						R	R					S									06/18/19			
Inspections, Progress Payments							R	R	R				S	S									TBD		
Change Orders	S	S	S				R	R					S										TBD		
Substantial Completion	S	S	S				R	R					S										12/18/19		
Final Completion	S	S	S				R	R					S	A									01/15/20		
General Administration																									
CDBG Project File Maintenance			S	S	R																		Ongoing		
Appropriation of CDBG funds (initial date & July each FY thereafter)	A								R										A				01/31/17		
Conduct Annual Fair Housing Activity (new one each year)	S	R	S																				Annually		
Submit drawdown requests whenever at least \$5,000 in invoices are in hand	S	S	S						R														On-going		
Monitor and Record CDBG & non-CDBG Expenditures	S	S	S						R														Monthly		
Monitor Project Milestones	S	S	R	S	S																		Monthly		
Coordinate Mgmt Plan & Budget revisions as necessary		S	R	S	S					S													On-going		
Coordinate Management Team Mtgs/Minutes & Distribution	S	S	R	S	S																		Monthly		
Submit Monthly Progress Reports to DHCD, Copy to Locality (by 15th)		S	R	S																			Monthly		
Submit Annual Activity Report to DHCD - 2016/2017		S	R	S																			August		
LMI Benefits Record Keeping/Recording		S	R	R	S																		On-going		
Interim Compliance Review	R	S	S	S	S					S													02/01/19		
Final Compliance Reivew	R	S	S	S	S					S													01/15/20		
Submit Closeout Forms / Final Reports		S	R	S																			01/15/20		
Submit Audit Reports to DHCD		S	S	S						R													Annually		

PROJECT ACTIVITIES	Joanne Peerman, VDHCD Vandy Jones, Grant Administrator Michael Paul Dodson, Project Manager Lauren White, Application Intake Brenda Drew, Sussex Housing Office William B. Savedge, Summit, Project Office Matt Hastings, Summit, Project Office Kelly Moore, Assistant Grant Engineer Dean Simmons, Finance Manager Dennis LeBlanc, Building Official Sparkplus Frank Irving, Sussex Service Authority Housing/Credit Counselors M. Flynn, County Attorney Lorenzo Turner, Community Development / Shilton Butts, Administration John Stringfield, Sussex BOS / Walter Mason, Waverly Mayor / William Savedge Wakefield Mayor															Target Completion	Date Achieved					

BOARD ACTION FORM

Agenda Item: Action Items #6.03

Subject: Approval: Sussex County Regional Urgent Need Project Final Pre-Contract Items

Board Meeting Date: January 18, 2018

=====
Summary: Attached for the Board of Supervisors review and approval are the final Pre-Contract Items for the Sussex County Regional Urgent Need Project:

- a. Project Management Plan
- b. Housing Oversight Board ByLaws and Members
- c. Housing Rehabilitation Program Design
- d. Façade Improvement Program Design
- e. Chart of Responsibility

A map of town and county UNOS locations are enclosed as well.

Recommendation: That the Board approves the Project Management Plan, the Housing Oversight Board Bylaws and Members, the Housing Rehabilitation Program Design, the Façade Improvement Program Design, and the Chart of Responsibility for the Sussex County Regional Urgent Need Project.

- Attachments:**
- (1) A copy of the Project Management Plan
 - (2) A copy of the Housing Board Bylaws
 - (3) A copy of the Housing Rehabilitation Program Design
 - (4) Façade Improvement Program Design
 - (5) Chart of Responsibility
 - (6) A Map of Town and County UNOS Locations

=====
ACTION: That the Board approves the Project Management Plan, the Housing Oversight Board Bylaws and Members, the Housing Rehabilitation Program Design, the Façade Improvement Program Design, and the Chart of Responsibility for the Sussex County Regional Urgent Need Project.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

Walter Mason, Mayor
Town of Waverly

Date

William Savedge, Mayor
Town of Wakefield

Date

Vandy Jones
Grant Administrator, Sussex County

Date

Michael Paul Dodson
Grant Manager

Date

Andre Green
Project Manager

Date

Dennis LeBlanc
Rehab Specialist

Date

Joanne Peerman
Program Manager, DHCD

Date

SUSSEX COUNTY REGIONAL URGENT NEED PROJECT –
CDBG # 17-UN-16
PROJECT MANAGEMENT PLAN
Sussex County, VIRGINIA

ADOPTED BY BOARD OF SUPERVISORS
ASSISTANCE BY:
COMMUNITY PLANNING PARTNERS, INC.

TABLE OF CONTENTS

Purpose of Project Management Plan	3
Management Plan Updates And Revisions	3
Project Description	3
Phase I Project Activities.....	Error! Bookmark not defined.
Phase II Project Activities.....	Error! Bookmark not defined.
Interaction Of Management Team And Housing Rehabilitation Advisory Board	4
Project Implementation	4

PURPOSE OF PROJECT MANAGEMENT PLAN

The Sussex County Regional Urgent Need Project will be implemented and managed as outlined in the following Project Management Plan. This document is a comprehensive plan stipulating the roles and responsibilities of those persons involved in the project and the timeframe to accomplish identified tasks. The County's Management Team is identified in this document and will meet on a regular schedule to oversee and monitor each element of the project to assure effective implementation. Specific project benchmarks have been established with target dates for completion of key tasks and assignment of responsibility with support personnel. The plan and regular meetings of the management team will assist in identifying potential problems in project implementation and devise a plan of action to mitigate or resolve the problems and keep the project on course. The plan will be useful in keeping local government officials informed of the status of the project.

MANAGEMENT PLAN UPDATES AND REVISIONS

The Project Management Plan has been developed with input from all of the individuals involved with project implementation. The plan will be reviewed on a regular basis and will be updated as required. The official copy of the plan will be executed by the County Administrator of Sussex County and the Virginia Department of Housing and Community Development (VDHCD) Community Representative and will be incorporated into the County's grant agreement with DHCD thereby becoming an official contract document. The same parties will execute all plan revisions.

PROJECT DESCRIPTION

Sussex County has received a Community Improvement Grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to improve the living conditions of thirty-six total households (36), of which thirty-five (35) are LMI households, through the provision of housing rehabilitation, housing production, property acquisition, and infrastructure improvements.

Housing Rehabilitation will directly benefit thirty-six (36) households, thirty-five (35) of which are LMI households. Twenty-seven (27) owner-occupied and three (3) renter-occupied units will be rehabilitated. Six (6) single-family owner-occupied units will be substantially reconstructed.

Acquisition and clearance activities include the demolition of six (6) storm damaged homes.

Infrastructure improvements include: 277 LF of 15" water line along Bank Street and the various cross streets; 2,255 LF of new sidewalks with handicap accessible cuts; 48 LF of new replacement sidewalk; 108 LF of curb and gutter; and 2 LS of storm drainage inlet and related paving.

The total project cost is \$1,519,724; DHCD's portion is \$1,397,044 in CDBG funds.

INTERACTION OF MANAGEMENT TEAM AND HOUSING OVERSIGHT BOARD

Sussex County has appointed citizens and County officials to serve on the Housing Oversight Board (Board) and Façade Design Improvement Committee. This group will provide oversight to the Grant Administrator, Housing Intake Counselor, and Housing Rehabilitation Specialist. The Board governs the Housing Rehabilitation Program and the Façade Improvement Program, respectfully. The specific functions of the Boards are outlined in their respective by-laws. The Housing Oversight Board's objective is to provide for fair and equitable application of the program funds to the identified beneficiaries. The Façade Improvement Board's objective is to provide fair and equitable application of program funds to improve the appearance of storefront in the downtown area while keeping the work within the requirement of the Virginia Department of Historic Resources (VDHR). Some members of the Board also serve on the Project Management Team and will interact with the remaining team members providing regular updates on project progress, problems, and overall coordination of the housing assistance effort.

PROJECT IMPLEMENTATION

The following positions will primarily implement the Sussex County Regional Urgent Need Project:

Grant Administrator - The County Administrator, Mr. Vandy V. Jones III, is designated as the CDBG Grant Administrator and will be responsible for the overall implementation and management of the project. He will oversee both the Management Team as well as the Housing Rehabilitation Oversight Board. Mr. Jones will approve or take to the appropriate board for approval all contracts and change orders, budget revisions, etc. All positions involved in the project will report directly to the Grant Administrator and the Grant Administrator will receive and process complaints as well as record minutes of the monthly meetings. Mr. Jones will prepare the monthly meeting agendas and send out meeting notices for all meetings.

Management Consultant – Community Planning Partners, Inc., of Richmond, Virginia, will serve to provide technical assistance services in the implementation of the project. This will include day to day grant administration in compliance with DHCD requirements. Michael Paul Dodson is the assigned management consultant for the project. He will assist in monitoring all aspects of the project including but not limited to maintaining the budget, budget revisions, CDBG file maintenance, submitting reports to DHCD as needed, project marketing to neighborhood residents eligible for participation, application intake and verification, compliance reviews, closeout, and assisting the Project Administrator. In addition, he will coordinate the preparation of loan closing documents and construction contract(s) with the Town Attorney.

Building Official – Dean Simmons, the Building Official for Sussex County, will serve to oversee the rehabilitation of the home to ensure compliance with state building codes and will assist in the Section 106 application that will be submitted on each home to DHR for review. He will also stand in for the Grant Administrator as needed or directed by the County Administrator/Grant Administrator.

Application Intake and Verification – Ms. Lauren White, of Community Planning Partners, Inc, will serve as the Application Intake & Eligibility Verification Coordinator. She will be responsible for the solicitation of applications, assistance to property owners in the completion and submission of applications and required documentation to the Housing Rehabilitation Advisory Board for approvals.

She will be responsible for the eligibility verification of LMI status of owner-occupants and tenants and the subsequent submission of applications for submission to the Housing Rehabilitation Oversight Board for approval to participate in the rehabilitation program. She will attend meetings for the Housing Oversight Board. Ms. Brenda Drew will assist in the processing of the applications

Housing Rehabilitation Specialist/Licensed Risk Assessor for Lead Paint – Shaun Smith, will serve as the project’s Housing Rehabilitation Specialist and the Lead Compliance Officer. Shaun will also serve as the Project’s Licensed Risk Assessor for Lead Paint. He will be responsible for the supervision, quality, cost control and Housing Quality Standards (HQS) requirements of the housing rehabilitation projects (regular program assistance or materials reimbursement assistance). The Housing Rehabilitation Specialist will ensure that all rehabilitation work write-ups comply with Housing Quality Standards.

Housing Rehabilitation Specialist duties include HQS and lead paint property inspections, completion of blower door testing, lead-based paint notifications/approvals, work write-ups, and cost estimates, intermittent and final inspections to monitor rehabilitation work, lead paint clearance testing, pay request approvals, and closeout of individual projects including certification that housing quality standards violations have been alleviated.

The Housing Rehabilitation Specialist shall review the completed work write-up and the regulatory requirements with the property owner and tenant, in the case of rental property, securing a signature from the property owner indicating approval of the proposed improvements. This shall be done prior to bidding the job.

The Housing Rehabilitation Specialist is also expected to attend Project Management Team and Rehabilitation Oversight Board meetings. The Housing Rehabilitation Specialist will inspect properties designated as relocation resources located in the Town and surrounding county to determine if they are decent, safe and sanitary dwellings.

Town Engineer Consultant – Matt Hastings of Summit Engineering will oversee the preparation of all engineering plans and specifications for the water, sewer, street, and roadway improvements. Mr. Hastings will manage and supervise the Town contractors and support the Town’s public works employees who will be installing the improvements in the neighborhood.

Finance Manager/Loan Officer – Kelly Moore, the Sussex County Finance Manager, is designated as the Finance Manager/Loan Officer for the Sussex County Regional Urgent Need Project. The Finance Manager will be responsible for the collection, recording and forgiveness of monthly loan payments through the designated servicing agent, as well as maintaining records of loan balances, final payment due dates, processing DHCD drawdowns, issuing annual statements to beneficiaries, financial recordkeeping, and making a good faith effort to collect delinquent loans.

Neighborhood Representative/Sparkplugs – **TWO PEOPLE**. They are both active members of the community, already have an existing relationship with the majority of the neighborhood, and have been active participants in organizing the neighborhood during the Planning Grant process. They understand the intent of the program and can assist the Town in communicating with project area residents to assure they fully understand the program.

Home Maintenance Education – The Housing Rehabilitation Specialist and the Sussex County Housing Office will conduct the Home Maintenance Education Training. They will be responsible for conducting classes on Home Maintenance, delivery of materials, tracking and documentation of attendance.

PROJECT OUTPUTS

The following project outputs are projected to be achieved during the implementation of the Sussex County Regional Urgent Need Project:

PRODUCTS

- Rehabilitation of twenty-seven (27) owner-occupied homes to DHCD Housing Quality Standards.
- Rehabilitation of three (3) investor-owner homes to DHCD Housing Quality Standards.
- Substantial Reconstruction of six (6) owner-occupied houses.
- Acquisition and clearance activities include the demolition of six (6) storm damaged homes.
- Rehabilitation of two (2) storefront per the Façade Improvement Plan.
- Streetscape and sidewalk improvements.
- Fire hydrant upgrades.
- Clearance of all junk, debris, weeds, and inoperable vehicles and dilapidated structures from the project area.

HOUSING OVERSIGHT BOARD
SUSSEX COUNTY REGIONAL URGENT NEED PROJECT
CDBG #17-UN-16
COUNTY OF SUSSEX
APPOINTED BY THE BOARD OF SUPERVISORS:

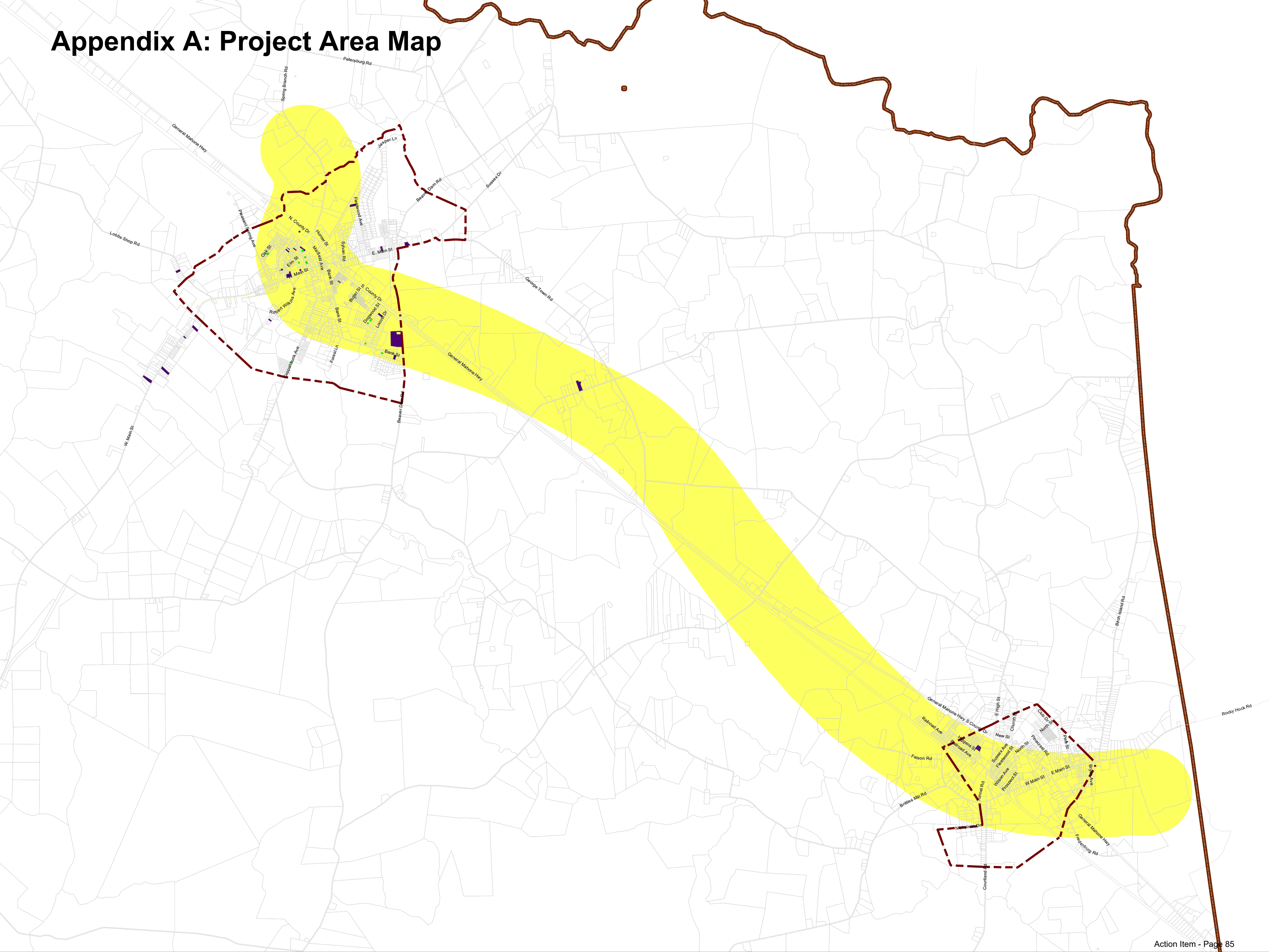
NAME	ORGANIZATION/TITLE	ADDRESS	PHONE	EMAIL
Vandy V. Jones, III.	County Administrator / Grant Administrator	PO Box 1397 Sussex VA 23884	434-246-1000	vjones@sussexcountyva.gov
Keith Blowe	Vice Chairman, Board of Supervisor Sussex County	PO Box 1397 Sussex VA 23884	434-246-1000	
Andre Green	Planning Department, Director	PO Box 1397 Sussex VA 23884	434-246-1043	amgreene@sussexcountyva.gov
Kelly Moore	Finance Department, Interim Finance Supervisor	PO Box 1397 Sussex VA 23884	434-246-1006	kmoore@sussexcountyva.gov
Clyde Gay	Neighborhood Resident / Sparkplug	P.O. Box 541 Wakefield, VA 23888	757-899-3871	
Tanisha Green	Neighborhood Resident/ Sparkplug	6437 Georgetown Road Waverly, VA 23890	804-895-4444	Greentlg4@aol.com
Vacant	Neighborhood Resident / Sparkplug			
NON-VOTING MEMBERS				
Brenda Drew	Housing Department Director	PO Box 63 Waverly, VA 23890	804-834-1302	bdrew@sussexcountyva.gov
M. Flynn	County Attorney	PO Box 1397 Sussex VA 23884	804-246-1000	mflynn@sussexcountyva.gov
Dean Simmons	Building Official	PO Box 1397 Sussex VA 23884	804-246-4390	dsimmons@sussexcountyva.gov
Deste Cox	Chief Deputy Treasurer, Sussex Treasurer's Office	PO Box 1399 Sussex VA 23884	804-246-1089	dcox@sussexcountyva.gov
Michael Paul Dodson	Project Administrator/Consultant	2201 West Broad St, 204 Richmond VA 23220	804-204-1022	mdodson@cppartnersinc.com

PROJECT MANAGEMENT TEAM
SUSSEX COUNTY REGIONAL URGENT NEED PROJECT
CDBG #17-UN-16
COUNTY OF SUSSEX
APPOINTED BY THE BOARD OF SUPERVISORS:

NAME	ORGANIZATION/TITLE	ADDRESS	PHONE	EMAIL
Vandy V Jones	County Administrator / Grant Administrator	PO Box 1397 Sussex VA 23884	434-246-1000	vjones@sussexcountyva.gov
Andre Greene	Community Development Director/Assistant Grant Administrator	PO Box 1397 Sussex VA 23884	434-246-1043	amgreene@sussexcountyva.gov
Brenda Drew	Housing Coordinator / Application Intake	PO Box 63 Waverly, VA 23890	804-834-1302	bdrew@sussexcountyva.gov
Kelly Moore	Interim Finance Supervisor	PO Box 1397 Sussex VA 23884	434-246-1006	kmoore@sussexcountyva.gov
Josh Norris	VDOT / Land Use Engineer	23116 Meherrin Rd. Courtland, VA 23837	757-346-3068	Joshua.Norris@vdot.virginia.gov
Frank Irving	Deputy Director / Sussex Service Authority	4385 Beef Steak Road Waverly VA 23890	804-247-4754	friving@ssa-va.org
Dean Simmons	Building Official / Housing Inspections	PO Box 1397 Sussex VA 23884	804-246-4390	dsimmons@sussexcountyva.gov
M. Flynn	County Attorney / Legal Review	PO Box 1397 Sussex VA 23884	434-246-1000	Mflynn@sussexcountyva.gov
Michael Dodson*	Community Planning Partners, Inc. - Management Consultant	2201 West Broad Street, Ste 204 Richmond VA 23220	804-204-1022	mdodson@cppartnersinc.com
Lauren White*	Community Planning Partners, Inc. - Management Consultant	2201 West Broad Street, Ste 204 Richmond VA 23220	804-204-1022	lwhite@cppartnersinc.com
Dennis LeBlanc*	Rehabilitation Specialist	PO Box 23049 Richmond VA 23223	804-247-4754	Dlup2code@aol.com

NAME	ORGANIZATION/TITLE	ADDRESS	PHONE	EMAIL
Matt Hastings*	Consultant Engineer Summit Engineering, Inc.	1320 Seymour Drive South Boston, VA 24592	434-579-4604	Matt.hastings@summitde.net
Shaun Smith*	UMRC	12492 Church Street Stoney Creek VA 23882	434-623-8108	rshaunsmoth@vaumc.org
Joanne Peerman*	DHCD Community Representative	600 East Main Street Suite 300 Richmond VA 23219	804-371-7071	Joanne.peerman@dhcd.virginia.gov
Clyde Gay	Neighborhood Resident / Sparkplug	P.O. Box 541 Wakefield, VA 23888	757-899-8371	
Tanisha Green	Neighborhood Resident/ Sparkplug	6437 Georgetown Road Waverly, VA 23890	804-895-4444	Greentlg4@aol.com
John Stringfield	Sussex County Board of Supervisors	11391 Higgins Street Wakefield VA 23888	804-943-4658	jastringfield333@yahoo.com
William Savedge	Town of Wakefield	PO Box 550 Wakefield VA 23888	757-899-2361	WakefieldTown@verizon.net
* Denotes Non- Voting Member of Management Team				

Appendix A: Project Area Map



BY - LAWS

SUSSEX COUNTY, VIRGINIA

Sussex County
Housing Rehabilitation Oversight Board



Aug, 25, 2017

Prepared By:

BY - LAWS

SUSSEX COUNTY, VIRGINIA

Sussex County Housing Rehabilitation Oversight Board

Table of Contents

Article I: Name and Objective.....	3
Article II: Board Membership.....	3-4
Section 1: Eligibility for Voting Board Membership and Term of Office.....	4
Section 2: Election of Citizen Members.....	4
Section 3: Rights of Members.....	4
Section 4: Quorum.....	4
Section 5: Voting.....	4-5
Section 6: Non-voting Membership.....	5
Article III: Duties, Meetings of the Oversight Board.....	5-6
Section 1: Duties of the Oversight Board	
Section 2: Meetings	
Article IV: Parliamentary Authority.....	6
Section 1: Order of Meeting.....	6
Article V: Compensation.....	6
Article VI: Amendments.....	6
Signatures	6
Robert's Rules of Order — Summary Version.....	7-8

BY - LAWS
SUSSEX COUNTY, VIRGINIA

Sussex County Housing Rehabilitation Oversight Board

Article I - Name and Objective

This Board shall formally be known as the Sussex County Housing Rehabilitation Oversight Board or the Sussex County Housing Oversight Board. The formal name of the Sussex County Rehabilitation Oversight Board and its alternative name of the Sussex County Housing Oversight Board may be used interchangeably on all documents and correspondences of the Board. When, at times used hereafter, the Oversight Board shall mean the Sussex County Housing Rehabilitation Oversight Board or the Sussex County Housing Oversight Board.

The objective of the Oversight Board is:

1. To review and approve program features in accordance with the DHCD's Program Management Plan (PMP) and the Program Income Plan (PIP).
2. To serve as an Advisory Board for the Sussex County Board of Supervisors and all other County agencies and departments, when requested.
3. The board shall also be responsible for the collection of and the expenditure of active and inactive program income generated from the Oversight Board and Virginia Community Improvement Grants (or "CIG") projects, as well as other federal, state and local agencies or departments, as authorized by the Sussex County Administration and/or the Sussex County Board of Supervisors. This will be done in a manner that shall directly benefit low-to-moderate-income residents of the County of Sussex who are eligible for programs that fall under the board's direction.

Article II- Board Membership

Section 1. Eligibility for Voting, Board Membership, and Term of Office: The voting Board Membership of the Oversight Board shall be composed of seven members, as follows: an elected member of the Sussex County Board of Supervisors designated by the Sussex County Board of Supervisors; the Sussex County Administrator (or the Deputy Sussex County Administrator in his or her absence); the Sussex County Director of Finance (or his or her designee); the Sussex County Director of Planning (or his or her designee) and three (3) citizen members who are residents of and domiciled in the County of Sussex, Virginia.

The term of office of the designated elected Board member of the Sussex County Board of Supervisors will be for the time he or she occupies the office with the County.

The term of office of the three citizen members of the Board of the Housing Oversight Board shall be for a term of 2 year(s) from the date of appointment and any such members may succeed him or herself in office. Citizen members may be removed from office with a two-thirds vote of the Oversight Board.

Section 2. Election of Citizen Members: Any individual or person having a residence and domiciled in the County of Sussex, Virginia, may make application to the Sussex County Department of Housing for consideration for membership. Potential members are nominated and elected by the current membership of the board.

The board may remove a citizen member who fails to attend three consecutive meetings, who is disruptive in meetings, which disruption leads to the inability of the board to carry out its duties, or who is convicted of a misdemeanor which affects his or her service on the board, or is convicted of a felony.

Section 3. Rights of members: Each voting Board member, shall be entitled to cast one vote in deciding all matters before the Board.

Section 4. Quorum: A Quorum of the Oversight Board shall consist of four (4) Board members being present at any meeting and a majority vote of such quorum on any matter, excepting an amendment to the By-Laws, or removal of a member, which shall only be voted on if at least 5 members of the Oversight Board are present, and shall require a positive vote of at least five members of the board.

Section 5. Voting: All issues to be voted on shall be decided by a simple majority of the Board members present, which must be at least equal in number to the quorum at the meeting in which the vote takes place, except as provided for the removal of citizen members and amendments to the By-laws set out in section 4.

A. Executive Committee: The elected member of the Sussex County Board of Supervisors, the Sussex County Administrator or Deputy Sussex County Administrator, as the case may be, and the Sussex County Director of Finance shall serve as the members of the Executive Committee. Except for the power to amend the By-Laws, the Executive Committee shall have all the powers and authority of the Oversight Board in the intervals between meetings of the Oversight Board. The Sussex County Housing Coordinator shall serve as an ex-officio and non-voting member of the Executive Committee.

Article III - Duties, Meetings of the Oversight Board

Section 1. Duties of Oversight Board: Oversight Board members shall meet to perform the following functions as provided by law and applicable regulations and Oversight Board policies:

- (1) approve Housing Rehabilitation applications
- (2) approve bids from contractors

- (3) approve contracts
- (4) resolve complaints lodged by clients, contractors, or both
- (5) approve loan rehabilitation property standards, as applicable
- (6) approve loan program procedures, interest rates, and terms
- (7) oversee work of the Program Administrator, Housing Rehabilitation Specialist(s), and Financial Manager
- (8) render advice, guidance, and do all other lawful activities allowed by law and program regulations.

Section 2. Meetings: The Sussex County Housing Coordinator shall be the presiding officer at all Oversight Board meetings. At the first meeting of each calendar year, the board will choose an alternate among the members, who will preside in the absence of the Housing Coordinator. The County Attorney shall be the legal advisor to the Oversight Board. The County Administrator, or designee, shall be the Secretary of the Oversight Board.

- A. Meetings shall be held monthly at such day and time as the Oversight Board shall designate. Three members of the Oversight Board, or the Sussex County Housing Coordinator, or the Sussex County Administrator (or in their absence, the Sussex County Deputy Administrator), may call special meetings of the Oversight Board to act upon functions outlined and specified in Article III, Section herein. Notice must be given at least forty-eight (48) hours prior to the meeting and be given either orally or in writing to each Board member.
- B. The Sussex County Housing Coordinator, with the advice and counsel of the Program Administrator, County Administrator, and the Rehab Specialist, shall be responsible for the presentation to the Oversight Board all rehabilitation applications, bids, and request for temporary relocation assistance as applicable and shall update the Oversight Board as to the status of each project/program and any other matters as outlined in Article III at Section 1 herein, as deemed appropriate by the Oversight Board.

Article IV – Procedures

Section I. Order of Meetings. All meetings of the Oversight Board shall be conducted in a proper parliamentary manner. All matters of procedure which come before the Oversight Board and not addressed by the By-Laws shall be governed by Robert's Rules of Order. Meetings, subject to modification by the Oversight Board, shall be conducted as follows:

- (1) Call to order
- (2) Roll call of members
- (3) Determination of Quorum
- (4) Reading and action on minutes of prior meetings.
- (5) Program Administrator's, Rehab Specialist and finance reports
- (6) Old business
- (7) New business
- (8) Comments from the public
- (9) Determination of date of next monthly meeting
- (10) Adjournment

Article V - Compensation

Subject to annual approval and appropriation, excluding all independent contractors, officers and employees of the County, board members shall be entitled to a monetary compensation, as set by the Board of Supervisors, for attendance at each Oversight Board meeting.

Article VI — Amendments

These By-Laws may thereafter be amended at any regular meeting of the Oversight Board, by an affirmative vote of not less than five of the total Oversight Board membership in accordance with Art II, Section 4, and shall become effective upon the adjournment of the meeting at which it was adopted.

Adopted this day of November 9 2017.

Attest:



Oversight Board Member/ Secretary

Approved As To Form:



Sussex County Attorney



Introduction to Robert's Rules

Quick Chart of Motions Chart of Motions in Arabic

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam

Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

The "immediately pending question" is the last question stated by the Chair! Motion/Resolution Amendment Motion to Postpone

The member moving the "immediately pending question" is entitled to preference to the floor!

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

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Pfivac Informatton

The Rules

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
 - Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor
- Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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SUSSEX COUNTY REGIONAL URGENT NEED PROJECT – CDBG
#17-UN-16
HOUSING REHABILITATION PROGRAM DESIGN
COUNTY OF SUSSEX, VA

ADOPTED

ASSISTANCE BY:
COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS

TABLE OF CONTENTS

Section 1: Program Administration	4
Program Objective	4
Program Guidelines	4
Housing Rehabilitation Program Staff	4
A. Project Manager	4
B. Management Consultant	5
C. Housing Rehabilitation Specialist	5
D. Application Intake & Eligibility Verification	6
E. Home Maintenance Education	7
F. Loan Officer	7
G. Attorney.....	7
H. Neighborhood Representative	7
Section 2: Eligibility Criteria	8
Eligible Area	8
Eligibility for Assistance	8
A. Income Eligibility	8
B. Property Eligibility.....	9
C. Ownership Eligibility of Owner-Occupied Structures.....	11
D. Ownership Eligibility of Investor-Owned Structures.....	12
E. Heir Properties.....	12
G. Vacant Properties.....	13
H. Manufactured or Mobile Home Properties	13
Financial Assistance Available	14
A. Owner-Occupied Housing Rehabilitation Assistance	14
Basic Program Assistance	14
B. Investor-Owner Housing Rehabilitation Assistance.....	15
Basic Program Assistance	15
C. Permanent Relocation Assistance.....	16
D. Temporary Relocation Assistance.....	16
E. Substantial Reconstruction Assistance	18
Security and Resale Requirements	19
Establishing Program Guidelines	21
A. Basic Guidelines.....	21
B. Solicitation of Applications	22
C. Application period	22
Property Rehabilitation Standards.....	24
Section 3: Contracting Procedures	25
Contractor's Qualifications.....	25
Pre-Bid Activities	25
Bidding	26
Construction Contract.....	26
Section 4: Construction Process.....	27

Preconstruction Conference27
Inspections.....27
 A. Progress Payments.....27
Complaint and Appeal Procedures28
Lead-Based Paint.....29
Section 5: Home Maintenance Education31
Section 6: Program Design Amendments 32
Appendix A : Project Area Map..... **Error! Bookmark not defined.**
Appendix B : DHCD Housing Quality Standards **Error! Bookmark not defined.**

SECTION 1: PROGRAM ADMINISTRATION

PROGRAM OBJECTIVE

The objective of the Sussex County Board of Supervisors and the Housing Oversight Board is to provide safe, sanitary, and affordable housing in a suitable neighborhood living environment for the residents of the Sussex County's tornado damage zone.

The housing rehabilitation program will provide financial and technical assistance to qualified residents, who are not financially able to resolve their housing deficiencies, to repair and maintain their homes to ensure lasting benefits for ten years.

PROGRAM GUIDELINES

The Housing Assistance Program for the Sussex County Regional Urgent Need Project will operate according to these written guidelines which have been established as local policies and procedures for the implementation of the housing rehabilitation effort and adopted by the Sussex County Board of Supervisors and the Housing Oversight Board.

Every applicant will be treated with fairness and consistency. The adopted program standards will apply equally to each program applicant. The duration of the program for each applicant is ten years.

HOUSING REHABILITATION PROGRAM STAFF

The following positions will implement the Housing Assistance Program:

A. Project Manager

The County Administrator, or designee, will serve as the Community Development Block Grant (CDBG) Project Manager and will be responsible for the overall implementation, management, budget, and file maintenance for the project. They will coordinate application in-take, applicant eligibility verification and labor compliance with the Contract Compliance Officer. He is also responsible for neighborhood clean-up assistance, representation and the provision of materials and documentation the Department of Historic Resources (DHR), coordination of grant documents and construction contracts with the County Attorney, coordination of replacement dwellings/property required for any relocation activities, coordination of the Home Maintenance Education Program, procurement of required professional and non-professional services, preparation/dissemination of meeting notices, agendas and recordation of meeting minutes for community, Management Team, Housing Oversight Board (HOB) and Sussex County Board of Supervisors meetings. He will also receive and process complaints. All positions involved in the project will report directly to the Project Manager.

B. Management Consultant

Mr. Michael Paul Dodson and Ms. Lauren White of Community Planning Partners, Inc., of Richmond, Virginia will serve the assigned management consultants with Mr. Dodson serving as the Housing Rehabilitation Coordinator for the project. They will prepare materials to explain the Housing Rehabilitation Program to residents and investor owners and attend neighborhood meetings to solicit participation. They will assist the Application In-take and Eligibility Coordinator in the preparation of applications and support materials. They will conduct site visits and submit project review forms as necessary to the DHR. They will help to coordinate reviews with the Housing Oversight Board. They will provide oversight and coordination with the Rehabilitation Specialist including participating as needed in pre-bid conferences. They will attend meetings for the Management Team and Housing Oversight Board, assist in monitoring all aspects of the project which includes Virginia Department of Housing and Community Development (DHCD) compliance reviews and project close-out but does not include application in-take/verification and labor compliance.

Mr. Dodson and Ms. White will prepare materials and provide assistance for any acquisition, relocation and demolition activities required for compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as needed. They will prepare RFQ/RFP materials for required professional and non-professional services, Program and Management Plans, monthly reports, beneficiary reports, and assist with recordkeeping, DHCD audits and financial management of the project.

C. Housing Rehabilitation Specialist/Licensed Risk Assessor for Lead Paint

Shaun Smith and Dennis LeBlanc of American Housing Specialist will serve as the Housing Rehabilitation Specialist, and will be responsible for the supervision, quality, cost control and DHCD/HUD Housing Quality Standards (HQS) requirements of the housing rehabilitation projects (Basic Program Assistance or Materials Reimbursement Assistance). The Housing Rehabilitation Specialist will be responsible for assuring that all rehabilitation work write-ups comply with Historic District requirements and other historic/design guidelines, as applicable. He will assist, as necessary, in obtaining Waverly Planning Commission and DHR approvals. Duties include HQS and lead paint property inspections, completion of blower door testing, lead-based paint notifications/approvals, work write-ups, and cost estimates, intermittent and final inspections to monitor rehabilitation work, lead paint clearance testing, pay request approvals, and closeout of individual projects including certification that housing quality standards violations have been alleviated. He will prepare master specifications and necessary support materials, bid packages (both rehabilitation and substantial reconstruction), pre-qualification of contractors, pre-bid and preconstruction conference and walk-through, issuing addenda, bidding, review and recommendation for

contract award, price negotiations, construction inspections, change order approval, and coordination with County code inspections.

The Housing Rehabilitation Specialist shall review the completed work write-up and the regulatory requirements with the property owner and tenant, in the case of rental property, securing a signature from the property owner indicating approval of the proposed improvements. This shall be done prior to bidding the job.

The Housing Rehabilitation Specialist will also serve as the Licensed Risk Assessor for Lead Paint. He will be for ensuring that all contractors and sub-contractors companies have been certified as Lead Safe and that at least one certified person is on site during all construction and that all contractors follow lead safe practices during the renovation of the home. If needed, this person will also help in the procurement of a lead abatement contractor and in the compliance with all lead abatement regulations.

The Housing Rehabilitation Specialist is also expected to attend Project Management Team and Rehabilitation Advisory Board meetings. The Housing Rehabilitation Specialist will inspect properties designated as relocation resources located in the County to determine if they are decent, safe and sanitary dwellings.

D. Application Intake & Eligibility Verification

Ms. Lauren White, of Community Planning Partners, Inc., of Richmond, Virginia will serve as the Application Intake & Eligibility Verification Coordinator and Labor Compliance Coordinator. Ms. White will be responsible for the solicitation of applications, assistance to property owners in the completion and submission of applications and required documentation to the HOB for approvals. She will be responsible for the eligibility verification of LMI status of owner-occupants and tenants and the subsequent submission of applications for submission to the HOB for approval to participate in the rehabilitation program. She will attend meetings for the Housing Oversight Board.

Mr. Joel Webne of Community Planning Partners, Inc., of Richmond, Virginia will serve as the Contract Compliance Officer. He will develop and implement procedures that ensure compliance with equal opportunity requirements and federal labor standards (Davis-Bacon Act, Copeland "Anti-Kickback" Act, and Contract Work Hours and Safety Standards) including coordination with the Housing Rehabilitation Specialist and contractors, provision of Labor Standards Checklist, request Wage Decision and related materials, contractor verification, DOL notifications, monitoring (payroll review, on-site interviews) and enforcement of labor standards, taking corrective actions as necessary and preparing and submission of the Final Wage and Compliance Report. He will coordinate with the Housing Rehabilitation Specialist and contractors to ensure EEO compliance including the provision of EEO checklist and contractor acceptance, submission of Bidder Compliance Statements, record keeping, monitoring, and review of Registers.

E. Home Maintenance Education

The Housing Rehabilitation Specialist and the Sussex County Housing Office will conduct the Home Maintenance Education Training. They will be responsible for conducting classes on Home Maintenance, delivery of materials, tracking and documentation of attendance.

F. Loan Officer

The Sussex County Interim Finance Supervisor, or designee, will serve as the Loan Officer. The County Interim Finance Supervisor will oversee the collection, recording and forgiveness of monthly loan payments as well as maintaining records of loan balances, final payment due dates, issuing annual statements to beneficiaries and making a good faith effort to collect delinquent loans for all owners that participated under the forgivable loan program. The Sussex County Interim Finance Supervisor will also be responsible for the management of any individual grant fund tracking and repayment for all properties that participate in the individual grant home rehabilitation assistance program.

G. Attorney

Mr. M. Flynn, County Attorney, or designee will serve as the Attorney. Mr. Flynn will be responsible for the review all contracts and grant legal documents. He will provide legal consultation and representation as needed for the duration of the project.

H. Neighborhood Representative

A resident of the neighborhood who is not a direct beneficiary of the project will serve as the community representative for the project area. This resident will understand the intent and requirements of the Housing Rehabilitation Program and ensure citizen input and participation in the decision-making process. The Neighborhood representative will serve as a liaison between the residents and investor-owners to assist the County in communicating information on the project to the neighborhood stakeholders.

SECTION 2: ELIGIBILITY CRITERIA

ELIGIBLE AREA

The project service area encompasses residential properties in the central neighborhood and within the downtown district within Sussex County, Virginia (see Appendix A: Project Area Map). The applicants are present along Main Street, Elm Street, Horton Circle, Bank Street, Railroad Avenue, and Maifield Drive. However, the path of the tornado and the wind damage effected properties along a 9-mile-wide path and all properties damaged by the tornado and located within the boundaries of the County are considered eligible for this program.

ELIGIBILITY FOR ASSISTANCE

The eligibility of an applicant shall be determined on the basis storm damage repair estimates, current housing status (livable home), as well as the property location, individual's term of residency or ownership of the property and ability of the property to be rehabilitated. The program will not benefit moderate income persons to the exclusion of low income persons. However, moderate income families will be able to participate in this program. It will not prioritize beneficiaries as to discriminate against large families or female-headed households.

The program will apply all procedures in a uniform manner. No applicant or tenant will be asked for additional information based on race, color, religion, sex, national origin, age, familial status, or disability.

A. Income Eligibility

Household income will not be considered as this is an urgent needs application however priority will be given to LMI residents and household characteristics will be tracked and reported. Documentation must be submitted and verified at the time of application.

1. In order to qualify as a low-to-moderate income family your adjusted gross family income for the previous year cannot exceed 80 percent of the area median income by family size as issued annually by the U.S. Department of Housing, as listed below. The maximum income limits are revised annually as income levels are released by HUD.

Total Number of Persons in Household	2017 Maximum Income Low Income Limit is 80% of the Area Median Income
1	\$43,350
2	\$49,550
3	\$55,750
4	\$61,900
5	\$66,900

6	\$71,850
7	\$76,800
8	\$81,750

Source: FY 2017 Low Income Limit Richmond, VA Metropolitan Statistical Area (MSA). Sussex County is part of the Richmond, VA MSA. Maximum income limits are revised annually as income levels released by HUD.

For the purpose of this program, annual income is defined as all income from any source during the 12-month period prior to the application date or annual reexamination effective date to any person residing in the applicant property.

Income inclusions are: wages and salaries, overtime pay, commissions, fees, tips, and bonuses; paid alimony, child support and regular contributions or gifts received from persons not residing in the dwelling; interest and dividends; periodic payments from social security, SSI benefit, annuities, insurance policies, retirement funds, pensions, lotteries; unemployment, workers compensation and severance pay; welfare, food stamps, aid-to-dependent children, and other sources of public assistance.

Income exclusions are: income from employment of children under the age of 18 years, foster care payments, medical reimbursements, income of live in aid, student financial assistance paid directly to the student or educational institution, hostile fire pay, qualified training payments, temporary, nonrecurring, or sporadic income, disabled PASS, temporary, non-recurring gifts, and housing assistance payments.

2. Both checking and savings bank accounts and liquid asset accounts will be verified to determine if applicant exceeds maximum cash assets of \$35,000. Applicants whose income is at 80 percent of the median income established for Sussex County, by HUD Income Guidelines for Low-Income Limits, will be ineligible for rehabilitation assistance if they have more than \$35,000 in net cash assets, thereby permitting the structure to be rehabilitated without CDBG assistance.
3. Ten percent (10%) of net assets or actual interest earned, whichever is greater, shall be added to the annual gross income of household in determining eligibility.

B. Property Eligibility

Property eligibility includes those structures "Suitable for Rehabilitation" that are not substandard or deteriorated beyond the point that they cannot be brought up to DHCD/HUD Housing Quality Standards (HQS), (see Appendix B), within the maximum allowable \$35,000 in CDBG financial assistance available under this program with lead testing procedure. These tests for lead must be

completed for the home. Additional funding may be provided by approved exceptions to the rehabilitation of the home, use of Sussex County Housing Departments CDBG Inactive Program Income, or the property owner in order to make up the deficit between the CDBG maximum assistance level and the amount required to accept the lowest responsible bid.

Properties defined as "Unsuitable for Rehabilitation" are defined as substandard units in such poor condition that it is not structurally or financially feasible to rehabilitate to HQS within the CDBG allowable per unit up to a \$70,000 maximum limit; housing units "Unsuitable for Rehabilitation" also include units to be razed within the Project Area to remove deleterious use and blight. "Unsuitable for Rehabilitation" is further defined as a residential structure which has major structural conditions due to inadequate original construction or has failing foundation, floor, wall, ceiling, roof, and exterior systems. The Housing Rehabilitation Specialist will document specific conditions and make a determination that more than 50 percent of the structure must be demolished in order to comply with HQS and will provide required documentation to comply with local ordinance governing structures in a Historic District and per 36 CFR Part 800, as applicable.

At the discretion of the Housing Oversight Board, housing rehabilitation assistance will be considered for units "Unsuitable for Rehabilitation" if the property owner is financially capable of providing the funds required to make up the deficit between the \$35,000 CDBG maximum assistance and the amount required to accept the lowest responsible bid (in the case of Basic Program Assistance) or the projected rehabilitation cost (in the case of Materials Reimbursement Assistance). The lowest responsible bid or projected rehabilitation cost will be considered 110% of the Housing Rehabilitation Specialist's rehabilitation estimate. The property owner will be required to provide assurance that funds are available for the total cost of rehabilitation through escrowed funds, a bond, or letter of credit. The property owner would be required to provide these assurances to the County prior to contract execution with the property owner and/or construction contractor.

If identified as bid alternates, exceptions to the \$35,000 limit may be granted by DHCD for the following items listed below. The total cost of these exceptions, however, must be documented and cannot cumulatively exceed \$20,000 over the basic rehabilitation cost (\$25,000 maximum) or basic substantial reconstruction cost (\$40,000 maximum). Demolition costs are a separate, standalone budget item, are allowable for substantial rehabilitation projects only, and must be reasonable in cost as determined by the Housing Rehabilitation Specialist and DHCD. Separate contracts above and beyond the base contract for the exceptions shall be written if needed and attached to the base contract for the following items:

1. Bathrooms;
2. Wells, septic, water and/or sewer connections;

3. Accessibility improvements for disabled persons;
4. Changes to the footprint of the house as needed (including relief of overcrowded situations);
5. Actual lab costs for evaluation of lead dust tests; and
6. Property demolition as part of a substantial reconstruction

Assistance will not be available to travel trailers or properties determined by the Housing Rehabilitation Coordinator to be squatter shacks whereby residency has been established haphazardly and posthaste to take advantage of this financial assistance. In order to receive assistance, the dwelling must be a year-round residential unit. Mobile homes in need of rehabilitation from the storm or destroyed in the project area but existed prior to the storm event are eligible for financial assistance under this program.

Debris removal is a pre-construction requirement to participate in the housing rehabilitation program. Property owners will be required to clear the exterior and interior rehabilitation site of all identified trash, debris, and inoperable vehicles prior to receiving rehabilitation assistance. Also prior to receiving rehabilitation assistance and in accordance with local ordinance governing a Historic District and per 36 CFR Part 800, as applicable, property owners will be required to clear the site of all derelict structures. If the owner is elderly or handicapped and cannot physically clear the property or arrange for the removal of the debris, community assistance will be sought first (church group, boy scouts, etc.) and if not available the work will be added to the rehabilitation work write-up and included as part of the contractors' bid package and the subsequent lien on the property.

C. Ownership Eligibility of Owner-Occupied Structures

The housing rehabilitation program is available to single-family, owner-occupied structures within the target area. The applicant must legally own the property and maintain it as his/her principal residence. A principle residence is defined for purposes of this program as the housing unit in which the individual lives for a minimum of twelve (12) months out of the year. Owner-occupants are required to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster.

Eligibility will be verified by the Housing Oversight Board upon submission of the application and prior to property inspection and the completion of a work write-up. Owner income eligibility will not be re-verified during the grant funding approval process period unless the Housing Oversight Board has sufficient cause a second review of income.

The owner-occupant will be required to sign an agreement with the County specifying he will abide by the terms of the program during the grant period. During the term of the grant it is the responsibility of the owner-occupant, his/her heirs, or the executor of the estate, to notify the Housing Oversight Board immediately if ownership of the property changes or if the structure is

no longer the principal residence of the applicant.

D. Ownership Eligibility of Investor-Owned Structures

The rehabilitation program is available to investor-owned single-family and multi-family rental structures within the target area. For multi-family structures participating in the rehabilitation program, at least 100% of the units must be occupied by LMI households. Investor-owners of substandard properties will qualify regardless of the investor-owner's income. The applicant must legally own the property and is required to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster.

The rehabilitated properties must be rented to low- and moderate-income occupants, as defined by current HUD 2017 Maximum Income Guidelines for Low Income Limits, within three (3) months of completed rehabilitation. Extensions may be granted if the Housing Oversight Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated upon property availability and are ongoing. Displacement of an existing tenant not meeting the income standards by the investor-owner will not be allowed to make his property eligible for participation in the Rehabilitation program. A landlord is prohibited from charging a tenant more than 35 percent of his adjusted annual income for rent and utilities for a structure assisted under this program. Investor-owners will be prohibited from unduly raising their rents. An annual percentage increase will be reviewed by the Housing Oversight Board and allowed for documented increased costs related to taxes and insurance as long as the rent plus utilities does not exceed more than 35 percent of the LMI tenant's adjusted gross annual income.

The investor-owner will be required to sign an agreement with the County specifying he will abide by these rent controls for the term of any lease signed during the grant period. Investor-owners are required to maintain the property to HQS, to maintain sufficient insurance coverage to replace or repair the rehabilitated unit should there be a fire or other disaster, and to provide income eligibility documentation. Rental properties which become vacant during the grant term must be rented within three (3) months of vacancy to a qualified tenant or the original grant amount will be due and payable. Extensions may be allowed if the Housing Oversight Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated upon property availability and are ongoing. During the term of the grant it is the responsibility of the investor-owner to notify the Housing Oversight Board when the unit becomes vacant and to submit an application and required documentation to verify income eligibility for the potential tenant.

E. Heir Properties

Heirs of subject property are eligible to receive assistance provided they prove he is one of the heirs and has control over the property.

In cases where ownership is clouded by questions of inheritance (heir properties), the following requirements are in effect:

1. A reasonable effort will be made to identify heirs and this effort will be documented. An effort will be made to contact each heir in writing to request transfer of their interest to the beneficiary. The title will be recorded with Sussex County in the intended beneficiary's name or the landlord's name.
2. Where heirs are unknown or unable to be contacted, proof of control of the property for the previous three (3) years by the resident must be documented. Proof must include continued residence, payment of property taxes, payment of homeowner's insurance, and house payment by the resident
3. Where heirs or co-owners are known but unwilling to convey the property or it is undesirable to convey interest in the property to the intended beneficiary, a legally recorded Life Estate will be acceptable provided that the grantor(s) will execute an agreement to either (1) repay the outstanding balance upon death or removal of the resident or (2) agree to reside in the property and take over the obligation of the resident if the grantor(s) meets the program qualifications.
4. Properties held by occupants who have "life rights" to the property are eligible for program assistance if both the owner(s) of the property and the occupant who has the life rights sign any required legal documents. Should the individual who has the life rights cease to live in the property during the mandatory term of the grant, the owner(s) of the property must repay the entire portion of the grant or find an eligible LMI occupant for the property.

F. Vacant Properties

CDBG funds may not be used to rehabilitate vacant properties unless the rehabilitated properties are sold or leased to low- and moderate-income occupants to be used as replacement dwelling for storm damaged units, as defined by current HUD 2017 Maximum Income Guidelines for Low Income Limits, within three (3) months of completed rehabilitation and the eligible LMI tenant has agreed to maintain it as his/her principal residence. Extensions may be granted if the Housing Oversight Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated upon property availability and are ongoing. During the term of the grant it is the responsibility of the investor-owner to notify the Housing Oversight Board when the unit becomes vacant and to submit an application and required documentation to verify income eligibility for the potential tenant. A principal residence is defined for purposes of this program as the housing unit in which the individual lives for a minimum of twelve (12) months out of the year.

G. Manufactured Home Properties

Manufactured Homes do not exist in the project area therefore are ineligible for financial assistance under this program.

FINANCIAL ASSISTANCE AVAILABLE

A. Owner-Occupied Housing Rehabilitation Assistance

If an eligible owner-occupant wishes to participate in the CDBG assistance, the program will improve the property to HQS expending no more than \$35,000, exclusive of DHCD allowable exceptions with either a supplemental funding source or the property owner providing the funds required to make up the deficit between the \$35,000 CDBG maximum assistance level and the amount required to accept the lowest responsible bid. Eligible property owners must choose financial assistance through the Basic Program Assistance (\$35,000 CDBG maximum). Any approved exceptions will be written into a separate contract(s) from the basis renovation contract as required by DHCD.

The property owner who contributes funds will be required to provide such funds to the County for escrow prior to contract execution with the construction contractor. The amount of funds in escrow would reflect additional funds which exceed the CDBG maximum amount and which are required to meet lowest responsible bid or complete rehabilitation, Historic District requirements, DHR Programmatic Agreement requirements and other historic/design guidelines, as applicable, County Codes, and additional funds required for change orders as deemed appropriate by the Housing Rehabilitation Specialist. If cost savings are incurred during the rehabilitation work, the program and the property owner would realize these savings proportionately.

Eligible owner-occupants of the Sussex County Regional Urgent Need Project interested in CDBG assistance will be provided a legal document that will be recorded providing for a ten (10) year term on the grant. The documents must be recorded and tied to property. There is no penalty for any repayment or any interest on payment however if the property is sold or a non-eligible person occupies the property repayment of the grant is full will be required.

Basic Program Assistance

Owner-occupants can qualify for Basic Program Assistance which will provide up to a maximum of \$35,000 in financial assistance for the costs required to improve the property to HQS and program guidelines within the allowable \$35,000 CDBG maximum assistance level available under the program. Basic Program Assistance will conduct all necessary inspections, obtain all necessary permits, inspections, authorizations and certificates, will solicit and contract for contractors, bid and award the construction contract, process all contractor payments and ensure that all improvements have been made consistent with HQS and in accordance with program guidelines and requirements. Improvements will be made to HQS Standards, Historic District requirements and other historic/design guidelines as applicable, and in accordance with the County adopted building codes within the allowable \$35,000 CDBG maximum financial assistance available under this program and with additional financing provided by either a supplemental funding source or the property owner in order to make up the deficit between the CDBG maximum assistance level and

the amount required to accept the lowest responsible bid.

B. Investor-Owner Housing Rehabilitation Assistance

If an investor-owner wishes to participate in the CDBG assistance, the program will improve the property to HQS expending no more than a maximum of \$25,000, exclusive of DHCD allowable exceptions with either a supplemental funding source or the property owner providing the funds required to make up the deficit between the \$25,000 maximum CDBG assistance level and the amount required to accept the lowest responsible bid. Investor-owners may choose financial assistance through the Basic Program Assistance. Any approved exceptions will be written into a separate contract(s) from the basis renovation contract as required by DHCD. The landlord will contractually agree to rent the units to LMI tenants for a 10- year period.

The property owner will be required to provide such funds to the County for escrow prior to contract execution with the construction contractor. The amount of funds in escrow would reflect additional funds which exceed the \$25,000 maximum CDBG assistance amount and which are required to meet the lowest responsible bid or complete the rehabilitation, Historic District requirements and other historic/design guidelines as applicable, County Codes, and additional funds required for change orders as deemed appropriate by the Housing Rehabilitation Specialist. If cost savings are incurred during the rehabilitation work, the program and the property owner would realize these savings proportionately.

Investor-owners of housing in the Sussex County Regional Urgent Need project area interested in CDBG assistance will be provided a grant similar to the Owner-Occupied housing units. A lien will be placed on the property securing the 10- year grant. The rent plus utility costs cannot exceed 35 % of the low- and moderate-income household's income. The lien can not be subordinated. The program will not require first lien position. There is no penalty for early payment of the lien.

Landlords must have an eligible tenant in residence within three (3) months of the property being rehabilitated or be required to repay the grant in full. Extensions may be granted if the Housing Oversight Board is furnished sufficient evidence documenting good faith efforts to rent the property were initiated immediately upon property availability and are on going.

Basic Program Assistance

Basic Program Assistance will provide up to a maximum of \$25,000 in financial assistance for the costs required to improve the property to HQS and program guidelines within the allowable \$25,000 CDBG maximum assistance level available under the program. Basic Program Assistance will conduct all necessary inspections, obtain all necessary permits, inspections, authorizations and certificates, will solicit and contract for contractors, bid and award the construction contract, process all contractor payments and ensure that all improvements have been made consistent with HQS and in accordance with

program guidelines and requirements. Improvements will be made to HQS Standards, Historic District requirements and other historic/design guidelines as applicable, and in accordance with the adopted building codes within the allowable \$25,000 in CDBG maximum financial assistance available under this program and with additional financing provided by the property owner in order to make up the deficit between the CDBG maximum assistance level and the amount required to accept the lowest responsible bid.

C. Permanent Relocation Assistance

In instances where a property is encountered which is documented as "Unsuitable for Rehabilitation" based on the inability to physically stabilize and bring it into compliance with HQS, the County has the option to voluntarily relocate the family from the dilapidated housing unit. The relocation would be to a comparable housing unit which currently has no HQS violations or to a housing unit which can be rehabilitated to HQS. The property to be rehabilitated must be located in the Sussex County Regional Urgent Need project area. Relocation payments/down payment assistance plus rehabilitation costs cannot exceed \$31,000. This does not include reasonable moving expenses.

If the relocation involves a rental unit there are two options to explore. The first involves a home ownership opportunity whereby the Project Manager provides program funds to assist with financing and will assist in negotiating with financial institutions or assist rental occupants in negotiating with the investor-owners for the purchase of the existing unit and providing for assistance with the rehabilitation of the property. Secondly, the tenant can be relocated to a comparable available rental unit. If neither of these options are achieved the Project Manager must terminate the case file.

There are two options for units which are owner-occupied and are documented "Unsuitable for Rehabilitation." The owner-occupant can be relocated to a comparable owner-occupied unit or his/her substandard property can be substantially reconstructed in accordance with local ordinance governing structures in a Historic District and other historic/design guidelines as applicable.

The County's permanent relocation procedure will be applied to all program participants in a fair and consistent manner and in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Sussex County's Relocation Assistance Plan further outlines the policies and procedures that will be followed for all relocations that will occur in the project area.

D. Temporary Relocation Assistance

Temporary relocation may be provided in a limited number of rehabilitations for either of the following two reasons:

1. Inconvenience to the occupant. In cases where the occupant will be severely inconvenienced by the Rehabilitation activities, the County

should make allowances for temporary relocation. Inconvenience shall be defined as the inability of the household occupant(s) to use the bathroom and/or kitchen for daily use due to rehabilitation efforts occurring within the structure.

2. Possible Lead-based Paint. In cases where it has been assumed that a house has lead-based paint (houses constructed prior to 1978) and there are deteriorated paint surfaces, paint dust/chips or painted surfaces which will be disturbed during the rehabilitation process, the occupants must be temporarily relocated. In such cases, temporary relocation is required for all properties receiving rehabilitation assistance through either the Basic Program Assistance.

The exceptions to Lead-based Paint temporary relocations are:

- a. All household members are 62 years or older.
- b. All interior work will be completed in an eight-hour period;
- c. All interior work will be completed in 5 consecutive days and the bedroom(s), bathroom, and kitchen can be isolated from the Rehabilitation work; or
- d. Only exterior work will be done.

The need for temporary relocation assistance will be determined by the Project Manager. Temporary relocation assistance of up to \$2,500 per household will be provided to the occupant(s) in finding and paying for a temporary relocation resource, such as a motel, and/or for reasonable moving expenses, or for an on-site storage trailer used to store the occupant's personal property. When an on-site trailer is used the head of the household is required to work with the contractor in transferring household contents by preparing or approving an itemized content list.

Owner-occupant recipients of financial assistance for housing rehabilitation will be required initially to relocate to the home of a relative or friend. If this is not feasible, financial assistance will be made available to pay for a motel or other reasonable relocation resource. At no time will a payment using grant funds be made to a beneficiary's family member or friend.

Investor-owner recipients of financial assistance for housing rehabilitation will be required to relocate tenants to a vacant unit which meets HQS or request that the tenant relocate to the home of a relative or friend. If this is not feasible, financial assistance will be made available to pay for a motel or other reasonable relocation resource. At no time will a payment using grant funds be made to a tenant's family member, friend or for the use of a vacant unit.

The County's temporary relocation procedure will be applied to all program participants in a fair and consistent manner. The Sussex County's Relocation Assistance Plan further outlines the policies and procedures that will be followed for all relocations that will occur in the project area.

E. Substantial Reconstruction Assistance

If, during the implementation of the housing rehabilitation program, the County qualifies a family in a dilapidated dwelling which is determined "Unsuitable for Rehabilitation", the County will seek DHCD approval to substantially reconstruct the house on the same site at a cost not to exceed \$70,000 after all other options including relocation, have been fully explored and documented as infeasible. Substantial reconstruction will be pursued only upon written approval from DHCD and in accordance with Historic District requirements and other historic/design guidelines as applicable. The established policy of DHCD for substantial reconstruction noted below will be followed:

1. The occupants of the house must be the owner of the property.
2. The \$70,000 limit of CDBG funds excluding exceptions for water, sewer, and additional bedrooms for large families.
3. Strategies such as rehabilitation and relocation must be explored and documented as infeasible before using this option. The substantial reconstruction must be done in full compliance with the Historic District requirements and other historic/design guidelines as applicable.
4. Dwelling must meet the definition of "Unsuitable for Rehabilitation" per the Program Design.
5. In the case where a contractor has physically begun rehabilitation and discovers that conditions are worse than expected, making the property "Unsuitable for Rehabilitation" by the local definition, the locality may terminate the contract and proceed with "substantial reconstruction" after submitting and having approved a written request which explains the situation to DHCD and complies with Historic District requirements and other historic/design guidelines as applicable.
6. For properties which are determined to be "Unsuitable for Rehabilitation" following the submission of the application to DHCD or during the course of the project, but prior to actual construction, the following process must be followed:
 - a. The Housing Rehabilitation Specialist must prepare a written itemized cost estimate of the repairs needed to bring the house to Housing Quality Standards and the cost must clearly exceed the limitations in the Program Design, or the Housing Rehabilitation Specialist must document that a structural condition exists which clearly causes the property to meet the definition of "Unsuitable for Rehabilitation" as set forth in the Program Design.
 - b. The Housing Rehabilitation Specialist must prepare plans and specifications for the proposed substantially reconstructed house. The plans and specifications must meet Historic District

requirements and other historic/design guidelines as applicable. The Housing Rehabilitation Specialist must either prepare an itemized cost estimate or secure bids from contractors and suppliers of the cost of the proposed house.

- c. A statement from an appraiser or someone experienced in real estate and familiar with the local housing market must be obtained to assess the estimated value of the proposed substantially reconstructed house, including land.
 - d. The cost of the proposed substantially reconstructed house must be less than the estimated cost of rehabilitating the existing house.
 - e. A worksheet must be submitted to DHCD which provides the cost comparisons listed above. Attached to the worksheet must be 1) the Rehabilitation cost estimate (or description of the structural defect making the property unsuitable for rehabilitation), 2) the comparable newly constructed house information, 3) the basis for the cost estimate of construction of the reconstructed house, and 4) a copy of the statement of the projected appraised value of the reconstructed house.
7. The substantial reconstructed home must meet the Historic District requirements and other historic/design guidelines as applicable, and may be either: 1) stick built or 2) a modular homes which meet BOCA code and complies with the Historic District requirements and other historic/design guidelines as applicable. The owner must be allowed to select which option will be provided.

SECURITY AND RESALE REQUIREMENTS

All properties rehabilitated with funds from the CDBG program will be secured with a lien granted to Sussex County, VA. The period of the lien cannot be less than ten (10) years. The lien can be subordinated.

For homes included in the grant program, adopted with this plan, there is no required payment during the term of the grant as long as all the conditions imposed by the lien document are being met. If the property is sold, transferred, or otherwise conveyed under the grant program, the property owner must repay entire amount of the original grant. No portion of the grant is forgiven.

Owners for property included in the forgivable loan program, approved prior to the date of the adoption of this revised plan, will have payment calculations in the event the property is sold, transferred or otherwise conveyed will be computed based on the specific term of the lien. For a ten year lien, investor-owners (landlords) and owner-occupants of the improved property must agree that if the property is sold, transferred, or otherwise conveyed:

1. within a period of 0 to 12 months after the date of the contract the owner

shall pay the County a sum equal to the full amount of 100% of the loan.

2. within a period of 13 to 24 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 90% of the loan.
3. within a period of 25 to 36 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 80% of the loan.
4. within a period of 37 to 48 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 70% of the loan.
5. within a period of 49 to 60 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 60% of the loan.
6. within a period of 61 to 72 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 50% of the loan.
7. within a period of 73 to 84 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 40% of the loan.
8. within a period of 85 to 96 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 30% of the loan.
9. within a period of 97 to 108 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 20% of the loan.
10. within a period of 108 to 120 months after the date of the contract the owner shall pay the County a sum equal to the full amount of 10% of the loan.

Sussex County or its qualified agency or institution which services both the loans and grants under the County's Housing Rehabilitation Program will be under no liability for loss of funds due to lack of repayment or default by program beneficiaries. The responsibility of entities servicing the housing rehabilitation loans and grants is to collect, defer and forgive payments monthly. The servicing agents are to maintain records of loan and grant balances, final payment due dates, and to make a good faith effort to collect delinquent loans and due grant balances. The servicing agent must adhere to all requirements under the law related to the collection of delinquent or bad debts.

In the case of death or institutionalization of the owner, the outstanding balance of the loan original grant amount becomes due as of the date of the death or institutionalization. In such cases, the following three options apply.

1. The balance of remaining indebtedness must be paid in full and the lien will be removed by the County.
2. Secondly, a family member who qualifies as a low to moderate income (LMI) household may assume the outstanding debt, enter into an agreement with the County and reside in the property as an owner.
3. The third option allows the heirs or their authorized agent to rent the property to a qualified LMI family. New legal documents must be executed to include the unpaid balance of the loan or grant. The legal documents will be structured as an investor-owner grant and will include the unpaid balance to date as the grant amount due and rental requirements.

ESTABLISHING PROGRAM GUIDELINES

Basic decisions regarding the Sussex County Regional Urgent Need Project Housing Rehabilitation Program Design and administration will be approved by the Sussex County Board of Supervisors. The Board will appoint four to eight (4-8) members of a Housing Oversight Board to assist the Project Manager in overseeing all program activities and to assure that they are carried out fairly and in conformance with the program design. At a minimum, the Housing Oversight Board will consist of a minimum of one (1) Sussex County Board of Supervisors member, the one (1) County Administrator, one (1) County staff representative, and one (1) non-benefitting neighborhood resident. The Housing Oversight Board will review the program design and advise the Sussex County Board of Supervisors on necessary revisions during the course of implementation, serve in an advisory and approval capacity for the County in reviewing applications and work write-ups for bidding and contract award, review and approve the current list of eligible contractors for bidding on the project, monitor staff or consultant work progress in accordance with the Housing Rehabilitation Program Design, assist the County in securing additional participation from potential applicants and qualified contractors and address and take action on written complaints or disputes that may arise in the course of the grant implementation.

A. Basic Guidelines

1. Project related non-construction cost (e.g. application intake and processing, inspections, blower door tests, etc.) will be limited to 10 percent of construction cost. Inspection and specification writing are considered non-construction cost. Loan servicing and grant administration costs are considered construction costs.
2. The program will not benefit moderate-income persons to the exclusion of low-income persons.
3. The program will not prioritize beneficiaries in such a manner as to discriminate against minority, elderly, large families and female-headed households.

4. The program will not require payment of taxes or fees as a precondition of assistance.
5. The program will not subordinate the lien.
6. The program will execute a rehabilitation contract for all units, which include work or materials specifications specifications (as applicable), dollar amount of contract, lead-based paint certification and federal contract inserts concerning Equal Opportunity.
7. The legal instrument securing the ten-year lien on the rehabilitated property will require the occupants of the property to participate in a housing maintenance education program training session.

B. Solicitation of Applications

Access to submit applications will be afforded to all persons regardless of age, disability, or income. A citizen meeting will be held to provide information on the program to residents within the target area. Additionally, materials describing the program will be distributed to property owners and residents. Households with literacy problems, upon notification to the Project Manager, will be visited in order to explain the program. A statement regarding the Provision of the Privacy Protection Act of 1976 will be provided each applicant with the assurance that their rights under the Act will be abided by.

Each applicant will be required to provide a statement indicating the names and ages of all household occupants, who will reside in the assisted property.

C. Application period

Applications for housing assistance will be accepted after the initial neighborhood meeting that will outline the housing rehabilitation program and the application procedure. All residents of the project area may submit an application at any time during project period at the County Government Center during normal business hours. Applications will be available by contacting the main office of the County 434-246-1000 or by visiting the County Government Center during normal business hours.

Eligible applications will be scored according to the system shown below. Applications will be ranked based on the number of accumulated points. All applications that are approved by the Housing Oversight Board for rehabilitation will have the work write up prepared and put out to bid according to the standard procedures in this program however, no contract will be awarded on a home until all the required funding for that home has been identified. The lack of full funding for a specific home will not prevent the awarding of contracts for any of the others home ranked and reviewed by the Housing Oversight Board.

Family Characteristics	Points
Female-Headed Household (1 or more children)	1

Each Dependent Child	1
Elderly (62 years)	2
Disabled (other than elderly)	2
Low Income (below 80% of median)	2
Very Low Income (below 50% of median)	4

Structure Characteristics

Occupied	1
Moderate Repairs Required	1
Significant Repairs Required	2
Lacking Indoor Plumbing	5
Life-Threatening Conditions	5

Investor-Owner Characteristics

Share of total investment/leverage (less than 10.0%)	1
Share of total investment/leverage (10.1% - 24.9%)	2
Share of total investment/leverage (more than 25.0%)	3

Following determination of income eligibility and Housing Oversight Board application approval, the Project Manager will provide the Housing Rehabilitation Specialist with a list of homes for inspection including blower door testing. For those owners participating in Basic Program Assistance, the Housing Rehabilitation Specialist will prepare the work write-up with the owner's signature and a cost estimate. The Housing Rehabilitation Specialist will also prepare the bid packages. The Housing Oversight Board will be provided with a summary of each applicant and rehabilitation job for its approval prior to notifying contractors for bidding (Basic Program Assistance) or prior to notifying owners that the lowest responsible bid has been approved. For those properties participating in Materials Reimbursement Assistance, the Housing Rehabilitation Specialist will prepare the work write-up with the owner's signature. The owner will submit to the Housing Rehabilitation Specialist a bid, from the County procured Building Materials Suppliers, for the cost of materials required to improve the housing unit to HQS. The Housing Oversight Board will be provided with a summary of each applicant and rehabilitation job for its approval.

The applicant must establish clear title to the property. The owner will have to provide a copy of the deed or mortgage. The owner could, however, provide proof of control of the property if he or she has made payments of property taxes and insurance for a period of three (3) years immediately preceding application submission. Life estate rights are an acceptable form of ownership, but shall be recorded whenever feasible prior to execution of the grant documents. If title issues arise after the household has been ranked or if the beneficiary is otherwise not ready to proceed promptly, the Housing Oversight Board may proceed to the next "Rehabilitation ready" property owner on the list and return to the higher ranked beneficiary when he or she is ready.

The Project Manager will determine and document whether an applicant has an emergency situation and will be given priority. Properties found to be lacking complete indoor plumbing will also receive priority ranking.

Applications will be taken on an on-going basis as long as funds are available. All applicants will be notified by letter as to their application status. Persons whose applications are denied have 60 days from receipt of the letter to appeal the decision and will be notified of this in the letter.

Contractual agreements specifying the responsibilities of all parties will be executed prior to the issuance of a Notice to Proceed. Documents, which will be executed, include all legal instruments, and for those participating in the Basic Program Assistance, a three-party construction contract. All beneficiaries will receive copies of the above documents.

PROPERTY REHABILITATION STANDARDS

All units receiving rehabilitation improvements are restricted to the correction of deficiencies as determined by the DHCD/HUD Housing Quality Standards and in accordance with the DHCD requirements for termite control, chimney safety, debris and trash removal, electrical components function, safety and weatherization, etc.

All properties receiving assistance will be inspected by the Housing Rehabilitation Specialist in adherence to the Property Rehabilitation Standards of this program. The County's CDBG Project Manager, or his designee, will be responsible for an initial inspection of all properties eligible for rehabilitation assistance. This inspection report will be compared to the inspection report developed by the Housing Rehabilitation Specialist to ensure all substandard conditions are identified. All properties rehabilitated will be brought into compliance with HQS. The housing standards will be comprehensive in covering all housing equipment and construction elements. Cosmetic improvements will be minimized and related to correcting substandard conditions. Items such as dens, garages, pools, greenhouses, decks, or extraneous landscaping will not be provided with funds from this program.

SECTION 3: CONTRACTING PROCEDURES

General contractors will be solicited by the Housing Rehabilitation Specialist to participate in the providing Basic Program Assistance for the Sussex CCounty Regional Urgent Need Project Housing Rehabilitation Program via newspaper advertisement and direct correspondence to contractors who are working in the area. Public notices and outreach efforts will be made to solicit participation of local, female-owned and minority businesses.

CONTRACTOR'S QUALIFICATIONS

Contractors will be required to complete a prequalification form requesting information regarding experience and references to determine their qualifications and eligibility to perform rehabilitation work. Contractors must be Commonwealth of Virginia Class A or B or C registered. Minimum liability insurance requirements are at least \$100,000 proper damage and \$300,000 personal injury. Contractors will also be required to demonstrate creditworthiness. The program will not require contractors to be bonded if adequate credit is established. A list of approved contractors will be established and approved by the Housing Oversight Board . Additional pre-qualified contractors may be added to the list with Board approval during the course of the project. No contract will be awarded to a contractor until he has met all qualification criteria.

Failure to perform under and comply with the terms of the construction contract will be documented by the Housing Rehabilitation Specialist. The Housing Oversight Board can vote to bar a contractor from future bidding based on staff recommendation and/or public complaint. A correspondence to the contractor from the Housing Rehabilitation Specialist and Project Manager will be sent by certified mail detailing the problems and the specific reasons for this action. The Complaint and Appeals Procedure, as adopted by the Housing Oversight Board , will be given to all applicants, beneficiaries and contractors.

PRE-BID ACTIVITIES

An informational meeting will be held by the Housing Rehabilitation Specialist for interested contractors, both prime and sub. All Federal, State and local guidelines and requirements will be discussed. HUD Housing Quality Standards, master specifications, bidding procedures, work process and payment schedules will be reviewed. Information on Historic District Guidelines and other historic/design guidelines, as applicable, will be provided. The Rehabilitation projects may be grouped together in phases for bidding purposes in the most effective manner to ensure timely implementation of the program.

BIDDING

All work and materials will be procured through competitive bidding. Bid packages will be provided to all contractors which will include detailed bidding procedures for contractors to follow in preparing and submitting their bids, and rehabilitation specifications with cost estimates. No one prime contractor may have more than five (5) jobs under construction at any one time, although, the Housing Oversight Board may waive this limitation at its discretion based on the size of the company, the contractor's Board may waive this limitation at its discretion based on the size of the company, the contractor's work experience and ability to complete the jobs in a timely fashion. The Housing Rehabilitation Specialist will conduct a mandatory walk-through of the structure under consideration for bid.

In the event no acceptable bid is received for a particular house, the County may request authority from DHCD to negotiate a noncompetitive contract with the lowest responsible bidder. The Housing Assistance Board will review and approve the bids prior to the award of the contracts.

CONSTRUCTION CONTRACT

For those property owners participating in the Basic Program Assistance, the property owner, contractor, and the County will enter into a construction contract, which includes an agreement, general conditions, and Federal contract conditions. All local and state licenses and permits will be required for each job. All work must be completed within sixty (60) days of the contract date, or within ninety (90) days for a substantial reconstruction project. Extensions of this time period are subject to the Housing Rehabilitation Specialist's approval and shall be for causes beyond the contractor's control such as inclement weather or material availability.

Change orders are deletions or additions to the specifications made through an addendum to the rehabilitation contract. Change orders will be initiated only by the Housing Rehabilitation Specialist for work that was not foreseen prior to construction (conditions obscured by walls, floors, etc.). Change orders will not be executed without signed authorization and agreement of the specified work and cost by the property owner, contractor and Housing Rehabilitation Specialist. Any and all change orders that involve CDBG funds, must be approved by DHCD prior to their execution.

During contract execution, the contractor will be required to submit a Disclosure Statement and will be provided a Monthly Register of Assigned Employees and a Monthly Register of Contractors, Subcontractors and Suppliers which must be completed and provided to the Housing Rehabilitation Specialist during each month he is working on the job.

SECTION 4: CONSTRUCTION PROCESS

PRECONSTRUCTION CONFERENCE

For those property owners participating in the Basic Program Assistance, after bids have been received and a contract has been awarded to the lowest responsible bidder, the Housing Rehabilitation Specialist will arrange a walk-through of the property with the owner and/or tenant and the contractor to insure that all work to be done is understood between the parties, that pertinent questions are answered, that the owner/tenant and the contractor are acceptable to each other, that the schedule of work is acceptable to all parties, and to discuss any disruption of utilities, removal of debris by the property owner or tenant, and clean-up responsibilities. Property owner preference in colors and styles shall be clarified and documented. Disagreements about the work to be performed shall be resolved by the Housing Rehabilitation Specialist.

INSPECTIONS

For those property owners participating in the Basic Program Assistance, the Housing Rehabilitation Specialist will make periodic inspections, at a minimum once a week. An inspection will be made at approximately 50 percent completion in order to authorize partial payment to the contractor for work completed and approved.

At the conclusion of the rehabilitation, the Housing Rehabilitation Specialist shall perform a final inspection to make sure that construction activities are completed to his satisfaction and in compliance with the construction contract. Any work items not completed to the Housing Rehabilitation Specialist's satisfaction shall be enumerated on a punch list and delivered to the contractor.

Once the contractor has completed the items on the punch list, another inspection shall be performed to assure completion.

A. Progress Payments

Payment will be made when the work specified in the contract is 50 percent completed and approved by the Housing Rehabilitation Specialist, County and property owner. A final payment will be made at the completion of the job and final inspection approval. All work must be completed to the satisfaction of the Housing Rehabilitation Specialist. A 5 percent retainage will be held from both payments (interim and final) until punch list items are satisfactorily completed and accepted.

If the property owner refuses to sign for the release of the final payment, the Project Manager may sign for the property owner in cases where the refusal is not related to the contract. Portions of work completed and progress payments will be based upon complete work items, not materials delivered to the project, start-up costs, or partial completions.

Payments to contractors will be made within thirty (30) days of inspections for work performed.

Release of the final payment will not be made until the Housing Rehabilitation Specialist's has received all of DHCD's required contractor paperwork, as stipulated below:

1. Electrical inspection report by a certified electrical inspector;
2. Exterminator Inspection/Treatment Report;
3. Chimney Inspection Report, if applicable;
4. Initial and Final Blower Door Test Reports;
5. Initial and Final HQS Inspection Reports, signed and dated;
6. Progress Inspection Reports;
7. Payment Approval Inspection Reports;
8. Punch List Inspection Report;
9. Electrical Inspection Report;
10. Lead Paint Clearance Test, if applicable;
11. Building Permit;
12. Building Code Inspection Report per CABO;
13. Affidavit of Release of Liens;
14. Affidavit of Payment of Debts and Claims; and
15. Register of Assigned Employees, Contractors, Subcontractors and Suppliers.

COMPLAINT AND APPEAL PROCEDURES

The complaint and appeals procedure will be reviewed and adopted by the Housing Oversight Board , which reviews the program and all complaints. A copy of the written procedure will be given to all approved applicants, beneficiaries and contractors. The policy will list the TDD number for the hearing impaired.

Oral complaints of any nature and by any party shall be documented and resolved by the Project Manager as informally and quickly as possible.

The Project Manager will investigate any written complaint and respond to it. Appeals of the Project Manager's decision should be addressed, in writing, to the Housing Oversight Board . Appeals of that decision should be addressed to the County Administrator. Baring a resolution of the complaint by the County Administrator, the complaint may be taken to the County Board of Supervisors where a non-legal resolution is final. If the Complainant is not satisfied, the Complainant may seek a legal remedy in the local court of

jurisdiction. Legal costs in pursuit of remedy in the court system are the responsibility of the Complainant/Petitioner.

Contractor complaints, disputes or appeals may involve use of the County of Sussex Board of Building Code Appeals.

All complaints and appeals should be addressed within 30 days of receipt. All complaints and appeals are to be responded to in writing. The response must include an explanation of the reason(s) for the decision reached, information on the next step in the appeals process and how many days from the receipt of notice the complainant has to appeal any decision.

Final appeals should be addressed, in writing, to DHCD. The appeal should include a copy of all correspondence that has taken place to date. The appeal should identify the problem and the desired solution. DHCD will investigate the complaint and respond in writing in a timely manner. All involved parties will be copied.

If the complainant requires assistance in putting his or her complaint in writing, staff will make such assistance available. The same is true for appeals.

Once a job is officially closed out and the one-year warranty period is in effect, the property owner should address complaints, in writing, directly to the responsible contractor.

LEAD-BASED PAINT

Lead-based paint may be found in properties constructed prior to 1978 and any owner and tenant of such properties will be appropriately notified of this potential health hazard, especially for children under the age of six (6) and pregnant women. All properties receiving rehabilitation assistance will be required to comply with the federal lead-based paint regulation found in 24 CFR Part 35.

All properties constructed prior to 1978 are assumed to have the presence of lead paint and are required to have a visual inspection, conducted in conjunction with initial HQS inspection by Housing Rehabilitation Specialist, to determine the presence of deteriorated paint surfaces, paint dust, chips or residue, or rehab activity which will disturb a paint surface and which exceeds the allowable 'de minimus' levels permitted by HUD regulations.

If a visual inspection reveals such conditions, the property must undertake "interim measures" or "standard treatments" to protect occupants and workers during rehabilitation.

1. All contractors and subcontractors must have at least one person attend the "Lead Safe Work Practices" training class conducted by a licensed trainer or provide documentation of valid certification. All companies must be certified in "Lead Safe Work Practices" and must have at least one certified worker on site during all work. This class will be offered at least one time during the project;

2. Occupants must be protected during the course of the work;
3. Clearance testing must be performed at the conclusion of the work;
4. All houses must successfully pass the lead paint clearance test.

In the event of temporary relocation, the Housing Rehabilitation Specialist will complete a "LBP Clearance Report", which shall precede the date of the household's return to the home. In addition, the temporary relocation resource (place/address) will be documented for the Rehabilitation case file by the Project Manager.

For those properties participating in the Materials Reimbursement Assistance, the property owner shall assume full responsibility for ensuring compliance with the federal lead-based paint regulation found in 24 CFR Part 35. The property owner will be advised by the Housing Rehabilitation Specialist, upon the property owner's decision to participate in the Materials Reimbursement Assistance program, of his or her responsibilities to ensure compliance and final clearance.

SECTION 5: HOME MAINTENANCE EDUCATION

It is mandatory that the occupants of each household receiving housing assistance participate in a County-sponsored home maintenance education and training course in order to receive instruction and direction in the day-to-day use and routine maintenance of the newly provided facilities and improvements, housekeeping matters, and household budgeting. The program will include two booklets, which provide information covering the three areas listed above. The educational program will include formal classes to disseminate information.

All beneficiaries will be required to participate in the educational program following participation in the assistance program under the following guidelines:

1. All households must have one adult present for the entire training session. Each training session shall be "hands on" in nature and take at least four hours, including one hour on budgeting. It will explain how to establish and use checking and savings accounts, how to selection and purchase insurance coverage, and how to establish and follow a household budget.
2. There is no exemption for elderly households or households receiving less than \$10,000 in assistance. If the homeowner is physically unable to attend the home maintenance education class, then the training shall be offered at the homeowner's residence.
3. Sign-in sheets must be used to document attendance by beneficiaries.
4. When submitting the associated drawdown request to DHCD, the County shall submit an agenda that outlines the topics covered during the training class, the names of the individual(s) who taught each topic and length of time allocated to each topic, the sign-in sheet and a list of all tools, cleaning supplies and handouts, including warranties, given to the attendees.

SECTION 6: PROGRAM DESIGN AMENDMENTS

During the implementation of the housing assistance program, County staff responsible for the project may find it necessary to make minor changes and refinements as the program proceeds. Examples of these administrative decisions would be annual updates of the HUD Low Income Guidelines and interpretation of eligible income adjustments.

Reviewed and approved by the Housing Oversight Board

Chairman

Housing Oversight Board

Date

If a major alteration to the program design is deemed necessary to better achieve the intent of the program, the staff will provide the proposed changes to the Housing Oversight Board and Sussex County Board of Supervisors for consideration and adoption. Items constituting a major change in the program would include modification of the types of assistance to be provided or the eligibility criteria for assistance. Any major change will be submitted to DHCD for review and approval. The housing assistance program will be implemented to assure that consistent and equitable assistance is provided to all program participants.

Reviewed and approved by the Virginia Department of Housing and Community Development

Joanne Peerman, Program Manager
Department of Housing and Community Development

Date

Appendix B; DHCD HQS Standards

Reviewed and approved by the County Administrator

Vandy V. Jones III, County Administrator
Sussex County

Date

Appendix

55.A

DHCD HOUSING QUALITY STANDARDS

Housing Quality Standards in DHCD Housing Rehabilitation Programs

March 1, 2009

I. General

The eligibility of all rehabilitation work must be documented by the DHCD Section 8 Checklist and the DHCD Supplemental Standards.

Replacement of appliances, fixtures and housing components may take place **only** after it has been documented that repair is not possible or cost effective.

All work must relate to the health, safety, and energy efficiency of the household, and must be cost effective.

No cosmetic or incipient violation improvements shall be made.

All houses shall be inspected using this checklist by **both** the Project Administrator and the Rehab Specialist. The checklist must be signed by **both** the Project Administrator and the Rehab Specialist.

All work to be performed shall be reviewed for eligibility, prior to bidding construction or approval of change orders, by the Project Administrator.

The condition of the house after rehabilitation must comply with the minimum standards set forth here.

II. Preliminary Inspection Procedures

The Rehabilitation Specialist shall use DHCD's Field Inspection Checklist to review and determine the need and eligibility of rehab work to be done on each house.

All work specified in the work write-up must relate to a specific violation cited on the Checklist.

All violations noted in the Checklist must be addressed by repairs in the write-up.

Where replacement of components is specified, the justification must be provided in the "Comments" column of the Checklist and, if relevant, documentation must be attached.

The Rehab Specialist should conduct the inspection in a routine manner consistent in each house.

Inspections must be conducted "room by room" and by major component. The inspection must include the exterior, yard, roof, chimney, attic, basement or crawl space, and out buildings.

The electrical system must be inspected by a licensed Journeyman, certified by the Virginia Department of Professional and Occupational Regulation (DPOR), who is independent from the contractor doing electrical work, or by a Building Official certified by DHCD to do electrical inspections.

All houses must be inspected by a professional exterminator for infestation of wood-boring insects, vermin and roaches, and be treated if infested.

Certifications of thorough chimney inspection and of Blower Door test and weatherization measures are required by the Rehab Specialist.

Housing built prior to 1978 will be presumed to contain lead-based paint (LBP). All repairs will be designed (upon recommendation of a DPOR licensed Risk Assessor) to eliminate LBP hazards using interim control measures, more specifically *standard treatments*, and the house must pass a Clearance Examination as documented by the Risk Assessor.

III. DHCD Section 8 Standards

A. Living Room and Bedrooms

1. **Electrical:** The living room must be free of electrical hazards (uncovered

outlets, bare or exposed wire, or overloaded extension cords). Circuits and outlets must be able to carry the proposed load. At least two duplex outlets must be properly installed. Permanent light bulbs and switches must be covered by appropriate fixtures.

2. **Security:** All doors and windows which are accessible from the ground must be equipped with a properly-working locking device.
3. **Windows:** At least one operable window must be present in living room and bedrooms. All windows must form a reasonably tight weather seal, be free of signs of severe deterioration, be able to be opened and closed by the occupant (if so designed) and be free of missing or broken (not cracked) panes.

All non-passable windows must be repaired rather than replaced unless it is demonstrated that repair will exceed 75% of replacement cost.

4. **Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage from friction, impact, moisture, insects, or fatigue. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced, unless more than 40% of surface area is damaged or structurally unstable.

5. **Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no holes or damaged or missing structural parts.

Carpeting may only be installed if flooring must be replaced and carpeting will be laid directly upon sub-flooring.

6. **Paint/Surface Treatment:** Repaired or replaced surfaces may be finished or

painted to match surrounding surfaces. Where existing surfaces are significantly damaged (scaled paint, exposed subsurface), the surface treatment shall be as follows:

- a. Where children aged 6 years and under are present, contractor shall wet scrape all loose paint and/or cover with a cost-efficient covering using interim control measures as identified in the "Lead Safe Work Practices" course required of all contractors.
 - b. Where the sole inhabitants are handicapped and/or 65 years of age or older, contractor shall prepare surface appropriately and cover with cost-efficient covering.
 - c. Where an able-bodied person between the ages of 16 and 65 is present, and no child aged 6 or under is present, the family shall be provided with sufficient paint to repaint.
7. **Smoke Detector:** At least one working hard-wired and one battery-operated smoke detector must be permanently installed at a location audible to occupants of all sleeping rooms in the event of fire.

B. Kitchen

A separate room or a definitive area for storage and preparation of food must be present.

1. **Electrical:** There must be at least two (2) working outlets and one working, permanently-installed light fixture.

The kitchen must be free of electrical hazards (uncovered outlets, bare or exposed wire, and overloaded extension cords). Circuits and outlets must be able to carry the proposed load. GFI outlets are required within 6ft. of the sink.

Permanent light bulbs, outlets and switches must be covered by appropriate fixtures.

2. **Security:** All doors and windows which are accessible from the ground must be equipped with a properly-working locking device.
3. **Windows:** If present at least one operable window must open in the kitchen. All windows must form a reasonably tight weather seal, be free of signs of severe deterioration, be able to be opened and closed by the occupant (if so designed), and be free of missing or broken (not cracked) panes.

All non-passable windows must be repaired rather than replaced unless it is demonstrated that repair will exceed 75% of replacement cost.

4. **Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage and be protected from friction, impact, moisture, insects, or fatigue. Contractor shall provide water proof and grease proof treatment where needed. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced,

unless more than 40% of surface area is damaged or structurally unstable.

- 5. Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no holes or missing structural parts.

Kitchen flooring must be easily cleanable and resistant to water damage.

Linoleum is acceptable for flooring which does not pass.

New carpeting cannot be installed.

- 6. Stove:** Kitchens must be equipped with a stove which has at least two top burners. All top burners must work and be controlled by knobs to turn them off and on.

The stove must contain an oven which is capable of baking food at 400°F.

Stove shall be free of any gas leaks or electrical hazards and be equipped with an oven door which opens and closes properly.

The kitchen shall have a properly-functioning and ventilated range hood.

- 7. Refrigerator:** Kitchens must be equipped with a refrigerator which is adequately sized for the number of persons in the household. The refrigerator must be able to maintain a temperature of 40°F or lower. It must be equipped with a sealed door which opens and closes properly.

The maximum size for new refrigerators shall be: 14 cubic feet for 1-4 persons; and 17 cubic feet for 5 or more persons.

- 8. Sink:** Kitchens must have a permanently-affixed sink with hot and cold running water from a faucet, and a properly-working and connected drain with

a gas trap.

Must have a hot and cold shut-off valve which is accessible.

No rust below rim level.

Sink must be free of defects such as leaking faucet, slow drain, missing or broken stopper, or improper venting.

9. Space for Storage and Preparation of Food: Kitchen shall have permanently space for the preparation and storage of food.

A minimum of 6 linear feet (LF) of enclosed base and wall cabinet space is required for 1 to 3 persons.

A minimum of 8 LF of enclosed base and wall cabinet space is required for 4 or more persons.

A minimum of 6 LF of surface area at least 18 inches deep shall be affixed for food preparation.

If new cabinets are necessary, they shall not exceed the minimums provided herein.

Shelving, cabinet doors, drawers and hardware must function properly.

C. Bathroom An enclosed bathroom with a solid, hinged, and lockable door shall be present and accessible without traversing another person's bedroom.

- 1. Electrical:** There must be at least one outlet and one permanently- installed light fixture. Outlets must be GFI. Outlets, fixtures and switches must be properly covered. Room shall be free of electrical hazard.

If a new bathroom is to be installed, it must be installed in existing interior space, if possible.

- 2. Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage and be protected from friction, impact, moisture, insects, or fatigue. Contractor shall provide waterproof wall treatment where needed. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced, unless more than 40% of surface area is damaged or structurally unstable.

- 3. Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no holes or damaged or missing structural parts.

Kitchen flooring must be easily cleanable and resistant to water damage.

Linoleum is acceptable for flooring which does not pass.

Carpeting cannot be installed.

- 4. Sink:** Bathrooms must have a permanently-affixed sink with hot and cold running water from a faucet and a properly working and connected drain with a gas trap.

Must have a hot and cold shut-off valve which is accessible.

Sink must be free of defects such as leaking faucet, slow drain, missing or broken stopper, or improper venting.

- 5. Toilet:** Bathroom must have a toilet connected to an approved disposal system which is not clogged. No water leakage or escape of gases shall occur.

Must have a shut off valve which is accessible.

Constant running or slow draining shall be repaired.

If there is broken or cracked porcelain, the toilet shall be replaced.

- 6. Tub or Shower:** A tub and or shower with hot and cold water running properly. Functioning handles, faucet, trap and drain must be present.

Tub shall have functioning stopper and anti-back siphonage drain.

Repair if leaking, poor pressure, improper venting or trapping.

Replace if porcelain is broken.

Shower shall have rod and curtain, or door.

- 7. Ventilation:** There must be an operable window in good repair, or a working mechanical vent system.

- 8. Storage:** An enclosed medicine cabinet is required.

- 9. Handicapped Accessibility:** If an occupant is physically handicapped or elderly, relevant improvements to make fixtures and accessories accessible must be made.

Grab bars for toilet and tub must be sized to carry full body weight and be permanently affixed to wall studs. Insulation around exposed hot water pipes and drains must be installed for persons in wheelchairs.

D. Rooms Other than Living Room and Permanently Used Bedrooms:

If a room is not used for normal living functions on a daily basis, repairs or

improvements may not be made except for repairs to conditions which threaten the viability of the structure, the condition of other rooms, or the health and safety of occupants.

E. Other Rooms Used Daily (Must be Specified):

1. **Electrical:** The room must be free of electrical hazards (uncovered outlets, bare or exposed wire, and overloaded extension cords). Circuits and outlets must be able to carry the proposed load.

Permanent light bulbs and switches must be covered by appropriate fixtures.

If a room is necessary for ingress/egress, a permanently-installed light fixture is required.

2. **Security:** All doors and window which are accessible from the ground must be equipped with a properly-working locking device.
3. **Windows:** Windows must be operable. All windows must form a reasonably-tight weather seal, be free of signs of severe deterioration, be able to be opened and closed by the occupant (if so designed), and be free of missing or broken (not cracked) panes.

All non-passable windows must be repaired rather than replaced unless it is demonstrated that repair will exceed 75% of replacement cost.

4. **Walls and Ceilings:** All walls and ceilings in habitable areas of the dwelling must be free of severe damage from friction, impact, moisture, insects, or fatigue. Any holes, unkeyed surfaces, severe buckling, or structural weakness must be repaired. Doorstops must be installed at each doorway to prevent wall impact at the knob.

All non-passable walls and ceilings must be repaired, rather than replaced, unless more than 40% of surface area is damaged or structurally unstable.

5. **Floors:** Floors must be structurally sound, able to withstand normal walking and stationary loads without buckling or bouncing, and contain no cracks or damaged or missing structural parts.

Carpeting may only be installed if flooring must be replaced and carpeting will be laid directly upon sub-flooring.

6. **Paint/Surface Treatment:** Repaired or replaced surfaces may be finished or painted to match surrounding surfaces. Where existing surfaces are significantly damaged (scaled paint, exposed subsurface), the surface shall be as follows:

- a. Where children aged 6 years and under are present, contractor shall wet scrape all loose paint and/or cover with a cost-efficient covering using interim controls as identified in the "Lead Safe Work Practices" course required of all contractors.
- b. Where the sole inhabitants are handicapped and/or 65 years of age or older, contractor shall prepare surface appropriately and cover with cost-efficient covering.
- c. Where an able-bodied person between the ages of 16 and 65 is present, and no child aged 6 or under is present, the family shall be provided with sufficient paint to repaint.

F. Building Exterior

1. **Foundation:** Foundation must be structurally capable of supporting the entire house. It must be enclosed with skirting or masonry units, vented, and capable of keeping water from under the structure and free from hazards.

Replacement must be made only if it is documented that significant structural damage is present which would make repair not possible or cost effective.

- 2. Stairs, Rails and Porches:** Stairs, porches, balconies and decks must be free of severe structural defects or missing and broken boards or steps.

A secure handrail shall be present on each side of a run of steps with four or more risers, and around a porch or balcony more than 30 inches above the ground.

No porch may be repaired where the cost of repairs will exceed 75% of the cost of replacement. Replacement or new porches shall not exceed 48 square feet.

Decks or balconies may not be built or replaced.

- 3. Roof and Gutters:** Roof shall be free of serious defects such as buckling, serious sagging, holes, leaks, unkeyed or curling shingles, or missing roofing elements such as shingles, underlayment, flashing and sufficient joists.

Gutters, downspouts, soffit and fascia shall be free of defects which allow water, air or vermin into the interior of the structure, or to damage the surface or foundation of the structure.

- 4. Exterior Siding:** The exterior of the structure shall be completely covered by suitable weatherproof materials which have a surface treatment which adequately protects against water damage. Siding materials shall be free of major material defects and be properly secured to framing members.

Where wood siding is present with inadequate, degraded or seriously peeling paint, the entire house may be repainted using interim control measures as needed to protect occupants and workers from lead paint hazards. If less than 25% of existing siding needs to be replaced, the exterior shall be repaired with similar siding materials.

If more than 25% of the existing siding material needs to be replaced, the nature and extent of the damage must be documented and vinyl or other

cost-effective siding may be installed.

5. **Chimney:** All chimneys must be adequately lined and secure, with no unkeyed or loose structural members. All missing or loose mortar joints shall be repaired. Draft, dampers, flaking and blockage shall be inspected. Rehab Specialist shall certify inspection of all components, including a roof and attic inspection.
6. **Mobile Home Tie Downs:** All mobile homes must be secured by properly placed and installed tie downs.
7. **Handicapped Accessibility:** If physically handicapped or elderly persons with limited mobility are present, the exterior must provide for relevant accessibility from the street or parking areas to the interior of the structure.

Examples include: sidewalk or ramp no more than a 1-inch to 1-foot rise in slope from street or parking to point of entry. Railing along sidewalk or ramp, door threshold flush with internal and external entry/egress surface. Door handles which can be pulled rather than turned.

G. Heating and Plumbing

1. **Heating Equipment:** Heating equipment shall be safe, free of defects, able to heat the entire living area to 70°F, at 0°F outside temperature, and cost effective as compared to other heating sources.

Heaters using fossil fuels shall be properly vented to the exterior. Fossil fuel heaters shall have an emergency cutoff which is accessible, with its use and location familiar to occupants. No unvented space heaters using fossil fuels shall be necessary or present.

2. **Electric baseboard heating shall not be installed** unless it is documented that it is justified by long term cost efficiency, is acceptable to residents, and is easily turned off and on by the current occupants.

3. **Ventilation:** The entire living area shall have adequate cross ventilation and cooling by means of operable windows.
4. **Water Heater:** A water heater with all components in working condition, which does not leak and is capable of heating water to 120°F, shall be present.

The heater shall have a temperature pressure relief valve and discharge line directed toward the floor or outside the living area.

If replacement is necessary, a **40-gallon heater** shall be installed in a non-daily living area, or be enclosed.

Water heaters must be located in an area that is accessible for the purpose of making repairs.

5. **Water Source/Sewer Discharge:** The plumbing system shall be legally served by an approved water source with full-flow shut-off valve and approved discharge and sewage disposal system.
6. **Plumbing:** Main water feed and drain pipes shall be free from leaks and delivered water free from discoloration and odor.

H. General Health and Safety

1. **Access/Exits:** The living area must have two safe and easily-accessible points of access and exit which current occupants may use.

Door exits must be illuminated.

Access doors must be solid and lockable.

2. **Infestation:** The property must be inspected by a licensed exterminator. If infestation is discovered, treatment must be provided for thorough

extermination.

Any seriously-damaged structural elements must be repaired.

All openings to exterior must be properly covered with framed insect screening.

Any access routes for rodents or other vermin must be permanently closed.

3. **Garbage and Debris:** All debris, junk, inoperable vehicles and appliances, and dilapidated structures on the exterior of the property shall be removed to a legally-acceptable location outside of the neighborhood prior to the initiation of rehabilitation.

The household shall be responsible for any and all physical removal that they are physically able to accomplish.

All debris, garbage, and accumulated belongings not necessary for daily living shall be removed from the living area by the household (if physically able) prior to rehabilitation.

The property shall have at least one 30-gallon trash container in good condition. If more than 3 persons inhabit the property, a second 30-gallon trash container shall be present.

I. **Overcrowding**

There must be an adequate sleeping room (passable bedroom or living room) for every two persons living full time in the household. However, no non-spousal persons of different gender may be required to share a sleeping room if both persons are 6 years of age or older.

J. Weatherization

All homes must be weatherized with at least R-38 ceiling insulation. All windows and doors must be caulked and weather-stripped.

Exterior doors must be equipped with a **storm door** unless a manufacturer's warranty will be voided on an entry door if the storm door is installed. In the case of a voided warranty, a screen door may be installed.

All homes must be tested before and after rehabilitation for air infiltration by means of a Blower Door. Air infiltration through sidewalls and bypasses must be mitigated where found. Weatherization measures should be designed to meet the minimum air flow of 1500 CFM or other standard based on square footage of the home and family size.

SUSSEX COUNTY REGIONAL URGENT NEED PROJECT AREA

FACADE IMPROVEMENT PROGRAM DESIGN

Waverly, Sussex County, Virginia
March 1, 2018

ASSISTANCE BY:
COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
Richmond, Virginia

TABLE OF CONTENTS

SECTION 1: PROGRAM ADMINISTRATION	1
PROGRAM OBJECTIVE	1
PROGRAM DESCRIPTION	1
IMPROVEMENT STANDARDS	2
SECTION 2: ELIGIBILITY CRITERIA	2
ELIGIBILITY REQUIREMENTS	2
APPLICATION PROCESS/TECHNICAL ASSISTANCE	3
SECTION 3: MATCH REQUIREMENTS	4
PRIVATE INVESTMENT MATCH REQUIREMENTS	4
CONDITIONS OF MATCHING DEFERRED LOAN	5
SECTION 4: BIDDING, CONTRACT, INSPECTIONS, AND PAYMENT PROCESS	7
SECTION 5: PROGRAM TIME FRAME	8
SECTION 6: PROGRAM INCOME	9
SECTION 7: COMPLAINTS AND APPEALS PROCEDURE	9
SECTION 8: RECORDKEEPING	9
SECTION 9: PROGRAM DESIGN AMENDMENTS	9

SECTION I: PROGRAM ADMINISTRATION

PROGRAM OBJECTIVES

The County of Sussex is committed to providing financial incentives to private property owners for the rehabilitation of commercial storefronts and facades within the project boundaries of the Sussex County Regional Urgent Need Project Area identified for funding through the Virginia Community Development Block Grant (CDBG) Program. The designated project area is shown on the map attached to this program design. The County is prepared to offer both financial assistance and technical design assistance to property owners in order to improve the appearance and economic viability of the identified project area. The County believes that it is in the public's interest to improve the aesthetics of the project area to stimulate reinvestment in commercial properties and promote economic development. Improvements to the facades of privately owned commercial buildings will eliminate blight, deterioration, and blighting influences, thus removing impediments to economic growth. Sussex County has established the Storefront/Facade Improvement Program to:

1. Promote a diverse and economically viable business district that attracts and provides for the needs of businesses, institutions, residents, shoppers, and tourists;
2. Contribute to the elimination of visual clutter detrimental to an attractive commercial center by eliminating incompatible building materials, colors, poorly designed or incompatible architectural features, and signs;
3. Restore blighted storefronts and other building and site elements visible from the public right-of-way to a level where they are compatible with their surroundings and aesthetically pleasing; and
4. Promote economic development by providing an incentive for property owners to improve their buildings for occupancy by new or expanding businesses.

PROGRAM DESCRIPTION

The County of Sussex has budgeted **\$45,000** in CDBG funds provided by the Virginia Department of Housing and Community Development (DHCD) to provide matching deferred loans to property owners within the Sussex County Regional Urgent Need Project Area for facade improvements. The matching deferred loan must be applied to physical construction. The County has also budgeted **\$5,000** for architectural design assistance for project area property owners.

The CDBG matching deferred loan is strictly for improvements to the exterior of the building or the building site that is visible from the public right-of-way. As this grant is related to a tornado event that caused damage to many downtown business roofs, this work can include repairs or improvements to the building's roof. The matching deferred loan may be applied to the facade and exposed side(s) of buildings. As a general rule, a minimum of 50 percent of

the proposed deferred loan budget must be expended on the primary facade. Other exposed sides of the building, as well as the remainder of the lot, or roof may receive up to 50 percent of the loan for improvements. Rear façades not clearly viewable from the public right-of-way may be considered for certain enhancements if deemed necessary by the Façade Advisory Committee. Exceptions to these general guidelines may be granted by the Façade Advisory Committee based on the level of improvements needed on each face of the building.

The property owner must match the deferred loan amount with other exterior or interior improvements to the building, or with site improvements designed to address a specific blighting condition on the lot. The matching deferred loan program will be administered by the Project Management Team and serviced by the County of Sussex or designated agent. The program will be available during the duration of the project or until funds are exhausted, whichever comes first. Recipients of matching deferred loans will be required to execute a legally binding agreement with the County and must agree to have a lien attached to the property securing the grant funds for five (5) years.

IMPROVEMENT STANDARDS

A Management Team of project stakeholders will provide overall coordination of the Sussex County Regional Urgent Need Project area. The Façade Advisory Committee will review and recommend to the Planning Commission and Board of Supervisors all rehabilitation work proposed for funding under this program. Individuals may be appointed to both groups, if deemed necessary. The Design Consultant will work closely with each applicant to develop appropriate designs and implement repairs and improvements that are compatible with the Waverly Historic District. The Virginia Department of Historic Resources (DHR) and the County's Planning Commission will also be consulted on final façade improvements according to the parameters set forth in the Programmatic Agreement executed between the County and DHR. The Planning Commission will make final recommendations for Board of Supervisors approval of façade improvements.

Exterior finishes should be of reasonably permanent, durable materials appropriate for the building and its location. All exposed facades of existing buildings should present a finished appearance in character with the remainder of the building. An economy of maintenance is important as well as producing a harmonious relationship with neighboring buildings.

SECTION 2: ELIGIBILITY CRITERIA

ELIGIBILITY REQUIREMENTS

All privately-owned buildings within the project area are eligible to apply for assistance through this program. However, buildings identified as having intermediate or major deficiencies in the County's CDBG application area are targeted for funding. Any applicant that has an outstanding tax bill due to the County may be denied participation in the Façade Improvement Program until the tax bill is made current. Early in the program, the Assistant

Project Manager will contact the owners of these buildings individually to urge them to participate. At its discretion, the Management Team may reduce CDBG funding levels for lower-priority buildings in order to conserve adequate funding to address the targeted buildings. In this event, the Management Team may use a point system to rank each storefront improvement job pending approval. The job receiving the most cumulative points will be funded first, and so on until funds are exhausted. The points assigned will be as follows:

<u>Building Condition Rating:</u> *	<u>Points</u>	<u>Weight</u>
Sound	1	3
Minor deficiencies	2	
Intermediate deficiencies	3	
Major deficiencies	4	

<u>Cash Contribution:</u>	<u>Points</u>	<u>Weight</u>
50% match (minimum)	1	2
51% - 60% match	2	
61% - 70% match	3	
71% - 80% match	4	
81% - 90% match	5	
91% - 100% match	6	
101%+ match	7	

<u>Leveraged Investment:</u>	<u>Points</u>	<u>Weight</u>
100% match	1	1
101-200% match	2	
201-300% match	3	
301%+ match	4	

* See Needs Assessment Map and Building and Infrastructure Conditions Table in CIG application.

The total point score for each proposed job will be calculated by multiplying the point total for each criterion by the weight assigned to that criterion, and then adding the four (4) products.

APPLICATION PROCESS/TECHNICAL ASSISTANCE

The County of Sussex will accept applications from eligible property owners on a first-come first-served basis. If the County receives numerous applications all at once and needs to prioritize building facades, the Project Management Team may take into account the extent of need, proximity of location, and similarity of work so as to benefit from any economies of scale that might be realized through the contracting process and the points awarded per above as necessary. As a first step, the owner should fill out an application for assistance. The application should identify the building and its owner, provide a preliminary overview of the work requested to be performed, and include a brief summary of the proposed matching investment. Such application must be made on a form provided by the County, and must be

signed by all owners. The County will retain ownership and possession of the work write-ups and architectural drawings on any properties that are withdrawn from the Façade Improvement Program.

After receiving the application, the Project Manager or designated agent will review the application to ensure all documentation is present, coordinate with the applicant, and do a preliminary verification in order to confirm eligibility for the Storefront/Façade Improvement Program. The Program Manager or designated agent will work with the applicant to clarify and provide additional detail as needed to the owner's preliminary overview of the work to be performed. The Project Designer (Architect/Landscape Architect) will subsequently conduct a site inspection and consult with the owner in preparing a facade design (line drawing design or equivalent) with a more detailed work write-up and preliminary cost estimate so as to assist the Project Management Team, Façade Advisory Committee, Planning Commission and Board of Supervisors with approving the preliminary design. The County, utilizing CDBG funds, will cover the cost of each façade design and work write-up (valued at approximately 10% of the CDBG façade improvement construction cost), with a limit of two (2) façade designs/work write-ups per building unless the Management Team approves additional facades. Any additional façade designs/work write-ups not authorized by the Board of Supervisors and provided by the Project Designer would be at the owner's expense.

The Project Designer will also be available to assist in generally identifying other needed improvements to the building (e.g. interiors, HVAC) that the owner could consider in meeting the matching investment requirement. The owner may ask the Project Designer to conduct detailed investigations or prepare plans for such improvements, but these shall be at the owner's expense by separate agreement with the Project Designer.

The FAC will refer the application and suggested design and work for review to the Planning Commission, which will then recommend approval to the Board of Supervisors. The Board of Supervisors is responsible for approving the proposed design based on the zoning designation of the Sussex County project area as "DT – Downtown District" (Section 80-90, Code of County of Sussex). The work write-up developed by the Project Designer will serve as the agreed upon scope of work for obtaining quotes or competitive sealed bids from contractors (see bidding procedure described below).

The County will place the job out for bid upon approval of the application by the Board of Supervisors in accordance with the *Virginia Public Procurement Act* and Federal Labor Standards. The County reserves the right to reject bids that are 10% or more above the estimated cost provided by the Project Designer. The County will utilize a list of pre-qualified licensed contractors to notify about bidding opportunities. The County will also advertise for additional contractors and will submit the list to the Project Management Team for its approval at the beginning of the program and as contractors submit their Statements of Qualifications. The County will accept Statements of Qualifications from contractors at any time during the implementation of the project.

After bids are received, the County will prepare three-party contract documents for execution by the building owner, the County, and the contractor. At the time of contract execution, the

property owner will provide, up front and in whole, the agreed upon matching leverage funds which will be held in a noninterest bearing account controlled by the County. Construction can begin after building permit approval, if required.

SECTION 3: MATCH REQUIREMENTS

PRIVATE INVESTMENT MATCH REQUIREMENTS

Building owners must provide matching leverage funds to the CDBG façade improvements. The owner can meet the match requirement in three (3) ways:

1. If the desired work is limited to the front facade, rear, exposed side, and site improvements, the owner can opt to contribute 50% of the total dollar value of the improvements through an actual cash contribution or a loan from a lending institution. The lien term for a 50% contribution is 5 years.
2. If the basis for the match includes interior or exterior work the owner has completed since January 1, 2016 or will have completed at the time of the contracted façade improvement work, he/she must have undertaken, at a minimum, an equal dollar value of improvements. Receipts or invoices with explanations and dates of improvements or other forms of acceptable documentation must be provided to the Project Management Team to verify the expenditures. The lien term for this option is five (5) years.
3. An owner may wish to utilize both verified and approved previous expenditures plus a cash contribution for façade improvements. In such cases, the total amount invested by the property owner must at least be equal to the CDBG investment. In such cases where the accepted bid for improvements exceeds the amount of approved previous expenditures, the owner will provide 50% in cash of the overage amount. CDBG funds will cover the remaining 50%. The lien term for this option is five (5) years.

All match amounts will be based on the final contractor quote or bid price accepted by the owner and County. Private investment on building improvements that has been made since January 1, 2016 may be counted toward the required match. The owner must present receipts or invoices with explanations of the completed work including dates or other appropriate information to document the matching investment.

For building owners who opt to use their own time and labor as match, the County must utilize standard wage rates for job types for building owners who choose to use their time as a match. DHCD will provide wage information based on federal wage rates for various job types. In this scenario, CDBG funds will be limited to purchasing materials only.

Prior to approving an application for assistance, the Project Management Team must have adequate assurance that the owner has the financial resources to meet the approved match amount. If the approved matching amount is a cash contribution toward the cost of the contracted improvements, the owner must agree to escrow the matching funds with the County the start of construction so that the County can pay contractor invoices in a timely fashion.

CONDITIONS OF THE MATCHING DEFERRED LOAN

The County of Sussex will make up to a maximum \$20,000 matching deferred loan per storefront to qualified applicants for the repair and improvement of the primary façade. A storefront shall be defined as a façade having first-floor street/sidewalk frontage, its own exterior door, ground-floor leasable space or second-floor leasable space with direct access to an exterior door, and its own street address number or distinct identity. A building (as defined by having one (1) parcel number) may have more than one storefront. In this situation, the Project Management Team will determine what constitutes a 'storefront' and will make the final decision on whether the storefront should be addressed under this program.

The County of Sussex may make a matching deferred loan per building to qualified applicants for the repair and improvement of the exposed sides of a building if the primary façade/storefront is being improved through the Storefront Improvement Program or is in good condition (as determined by the Project Management Team). An exposed side shall be defined as a side façade facing a public right-of-way or being clearly visible from a public right-of-way. A building (as defined by having one (1) parcel number) may have more than one exposed side, although a second deferred loan for a building will be given a lesser priority than the initial deferred loan for the same building. No building shall be eligible for more than two (2) matching deferred loans for the repair and improvement of the exposed sides unless approved by the Project Management Team.

The County of Sussex may make a maximum matching deferred loan per building to qualified applicants for the repair and improvement of a rear entrance façade of a building if the primary façade/storefront is being improved through the Storefront Improvement Program or is in good condition (as determined by the Project Management Team). A rear entrance facade shall be defined as a rear façade having first-floor alley frontage utilized as a primary commercial entrance, its own exterior door, and ground-floor leasable space or second-floor leasable space with direct access to an exterior door. A building (as defined by having one (1) parcel number) may have more than one rear entrance facade, although a second deferred loan for a building will be given a lesser priority than the initial deferred loan for the primary façade of the same building. No building shall be eligible for more than two (2) matching deferred loans for the repair and improvement of the rear entrance façade and exposed sides unless approved by the Project Management Team.

The County of Sussex may make a matching deferred loan per building to qualified applicants for addressing deficiencies in a rear façade if the primary façade/storefront is being improved

through the Storefront Improvement Program or is in good condition (as determined by the Project Management Team). A rear facade shall be defined as a rear façade having first-floor alley frontage with a secondary entrance or freight entrance. The following repairs and improvements are required for receiving a rear façade deferred loan: removal of all ancillary attachments and structures in a dilapidated condition; repair and painting of all walls, windows, doors, and trim; screening of HVAC equipment, trash receptacles, and any other equipment necessary for business operations; and installation of entranceway lighting (from an approved list of fixtures). A building (as defined by having one (1) parcel number) may have more than one rear entrance, although a second deferred loan for a building will be given a lesser priority than the initial deferred loan for the primary façade of the same building. No building shall be eligible for more than two (2) matching deferred loans for addressing deficiencies on a rear façade unless approved by the Project Management Team.

The matching deferred loan will be made for a five (5) year term at zero percent (0%) interest. The deferred loan will be entirely forgiven at the end of the lien term and the property lien removed if the applicant has met the following conditions:

1. The property owner has completed the facade improvements in accordance with the CDBG program guidelines and has done so within six (6) months of bid acceptance, unless the Committee grants a request for extension of time. All buildings receiving CDBG funds must be free of blight once the construction is complete.
2. The property owner has continued to maintain the façade in a satisfactory condition.
3. The owner of the building at the time of the loan approval has retained ownership of the improved property during the lien term. If the owner sells the property within the lien term, or otherwise voluntarily transfers ownership, the balance on the loan note will become due and payable on a prorated basis based on the number of years remaining on the deferred loan. One-sixtieth (1/60) of the deferred loan will be forgiven each month of the five (5) year lien term.
4. The building to be improved must have a current tenant operating a business or must be occupied by a tenant operating a business within one year after the improvements are completed, unless the Committee grants a request for extension of time. Rental apartments are considered a business, as long as the apartments meet all applicable property maintenance code and zoning ordinance requirements. If the owner is unsuccessful in securing a tenant within this timeframe, 50% of the deferred loan must be repaid to the County.

In addition, property owners will be expected to continue maintaining the improvements beyond the term of the deferred loan. This expectation will be incorporated into the application and loan documents and will be enforced by the County through its property maintenance ordinance.

All CDBG funds returned to the County through enforcement of these conditions shall be considered program income. The County will use any such program income in accordance with policies set forth in the Sussex County Regional Urgent Need Project Program Income Plan.

SECTION 4: FAÇADE IMPROVEMENT APPLICATION PROCESS

The Project Management Team will be responsible for accepting, reviewing, and approving applications for façade improvement assistance. The process for interested and eligible property owners to participate in the Façade Improvement Program is as follows:

- 1) Submit completed application with all required supporting documentation to the Assistant Project Manager. Required documentation includes:
 - a. Proof of Building Ownership (e.g. deed, tax payment, tax record, etc.).
 - b. Receipts, contracts, invoices, etc. of all eligible previous improvement expenditures being claimed as owner match. All documents must be accompanied by a thorough description of the work completed and the date of completion.
- 2) Provide any additional information requested by the Project Management Team in a timely manner.
- 3) Receive written notification of application acceptance.
- 4) Meet in person with the Project Designer to discuss improvement plan.
- 5) Review and approve improvement plan including the detailed scope of work.
- 6) Provide approval to the Project Designer/Management Team of the awarded bid amount.
- 7) Submit owner payment in full to the County, if applicable, to be held in a non-interest-bearing account for proportional payments to the contractor.
- 8) Execute a contract with the County and contractor for the façade improvement construction.

SECTION 5: FAÇADE IMPROVEMENT DESIGN ASSISTANCE

The Sussex County Regional Urgent Need Project will provide design assistance services to approved applicants for the development of a façade improvement plan. Design assistance will be provided at no cost to the property owner. Final proposed designs will be submitted for review and approval to the Façade Advisory Committee, Waverly Planning Commission, Virginia Department of Historic Resources (DHR), and any other consulting party identified in the County's Programmatic Agreement with DHR. Proposed façade improvement designs must be approved by all the aforementioned entities before the work will be placed out to bid by the Project Management Team.

SECTION 6: BIDDING, CONTRACT, INSPECTIONS, & PAYMENT PROCESS

The goal of these procedures is to minimize the time and complexity of applying for assistance, while meeting U. S. Department of Housing and Urban Development (HUD) and DHCD requirements for use of CDBG funds. In this manner, it is the County's hope to maximize participation by eligible business district property owners.

All jobs involving CDBG funds must be bid by the County, which shall select the winning bidder in accordance with the *Virginia Public Procurement Act*. The winning bidder must also be acceptable to the owner. The County will then execute a three-party contract with the contractor and the owner.

As a policy exception due to extraordinary circumstances, the owner may elect to use a contractor other than the lowest bidder, provided that (1) the contractor is among those bidding on the job, and (2) the owner agrees to pay the difference between the two bids.

As a policy exception due to extraordinary circumstances, building owners who are also licensed, and insured contractors may choose to have their personal company do the construction work with the prior approval of the Project Management Team, including approval of the design and work write-up. In such circumstances, CDBG funds can only be used for the documented cost of materials secured from the supplier providing the lowest price quote, with a minimum of three (3) quotes provided. A two-party contract between the County and the owner for the cost of materials would be executed in such circumstances.

As a policy exception due to extraordinary circumstances, building owners may also utilize the services of installers for the installation of windows, doors, awnings, etc. with the prior approval of the Project Management Team, including approval of the design and work write-up. In such circumstances, CDBG funds can only be used for the documented cost of materials and installation secured from the provider with the lowest price quote, with a minimum of three (3) quotes provided. A two-party contract between the County and the owner for the cost of materials/installation would be executed in such circumstances.

As a policy exception due to extraordinary circumstances, a building owner may negotiate independently with a licensed and insured contractor with the prior approval of the Project Management Team, including approval of the design and work write-up. In such a circumstance, CDBG funds can only be used for the documented cost of materials secured from the supplier providing the lowest price quote, with a minimum of three (3) quotes provided. It should be noted that under this circumstance, a building owner may not be eligible for the full matching deferred loan because the cost of materials may be significantly less than the deferred loan available per storefront. A two-party contract between the County and the owner for the cost of materials would be executed in such circumstances. A formal contract and lien must secure each job involving CDBG assistance. The County will prepare these documents for execution by the owner. Prior to execution of the contract documents, the owner of the structure to be improved must provide evidence of ownership

such as a deed or tax receipt. The County will require written documentation from the owner that the structure is covered by all-hazard insurance in a sufficient amount to protect the County's investment in the improvements. An applicant must not owe past-due taxes to the County of Sussex or any other political jurisdiction.

The two-party or three-party contract (as appropriate) will outline each party's responsibilities and the work description. In addition to the contract, a deed of trust (voluntary lien) will be executed by the owner and the County and subsequently recorded in order to secure the loan. All applicable building permits and inspections are the responsibility of the contractor performing the work. The Sussex County Building Official will inspect the work for compliance with the description of work to be performed as well as compliance with codes.

A 50% progress payment will be released to the contractor following a satisfactory interim inspection and pay approval. A final 100% progress payment will be released after the construction work is determined to be substantially complete by the Building Official.

As a rule, change orders or project overruns will be the financial responsibility of the property owner. The Project Management Team may choose to utilize grant funds in these situations at its discretion.

Section 7: Program Timeframe

Matching deferred loans will be available to qualified applicants from the time of the County's executed contract with DHCD (estimated to be May 2018) until final close-out of the County's CDBG program or until funds are exhausted, whichever comes first. However, at the County's discretion, submission of applications for assistance may be limited to certain windows of time (rounds of funding).

Section 8: Program Income

Any CDBG funds recaptured during implementation of the Sussex County Regional Urgent Need Project will be used to recapitalize and extend the storefront program. Recaptured funds, if any, are expected to come only from prorated repayment of deferred loans due to non-compliance with terms. Recaptured CDBG funds will thus be used to further eliminate slums and blight in the Waverly Historic District, therefore removing obstacles to economic development. The County may elect to expend recaptured funds outside the current project area for this purpose provided that it gains prior approval from DHCD. Expenditure of all program income will be in accordance with the County's approved Program Income Plan.

Section 9: Complaints and Appeals Procedure

Complaints of any nature must be submitted to the Project Manager in writing. Written complaints received by the Project Manager or the County of Sussex will be resolved and documented in consultation with the Project Management Team. The person making the

complaint will be notified in writing of the proposed resolution to the problem. All written complaints will be addressed within fifteen (15) days of receipt and resolved within thirty (30) days and documentation retained for review. Barring a resolution of the complaint by the Management Team, the complaint may be taken to the Board of Supervisors where a non-legal resolution is final. The final appeal will be addressed in writing to DHCD. Beyond this step, the complainant may seek a legal remedy in the local court of jurisdiction at complainant's own cost.

Section 10: Recordkeeping

The Project Management Team Secretary will be responsible for keeping the minutes of its monthly or bi-monthly meetings. The Management Team will also be responsible for tracking the number of businesses assisted by, and participating in, façade or renovation improvements. Documentation of private investments made by property owners within the project area either through source documentation (such as invoices, construction contracts, etc.) or through affidavit as submitted to the Project Manager is subject to validation by the Project Management Team.

Section 11: Program Design Amendments

During implementation of the Storefront/Façade Improvement Program the County may find it necessary to make minor changes and refinements as the program proceeds. If a minor alteration to this design is deemed necessary to better achieve the intent of the program, the Project Management Team will adopt the changes upon approval of the proposed change by DHCD. If a major alteration to this design is deemed necessary, the Project Management Team will adopt the changes and forward them for approval by the Sussex County Board of Supervisors and by DHCD. The Storefront/Façade Improvement Program will be implemented to assure consistent and equitable assistance to all program participants.

Approved:

Vandy V. Jones III, County Administrator
County of Sussex, Virginia

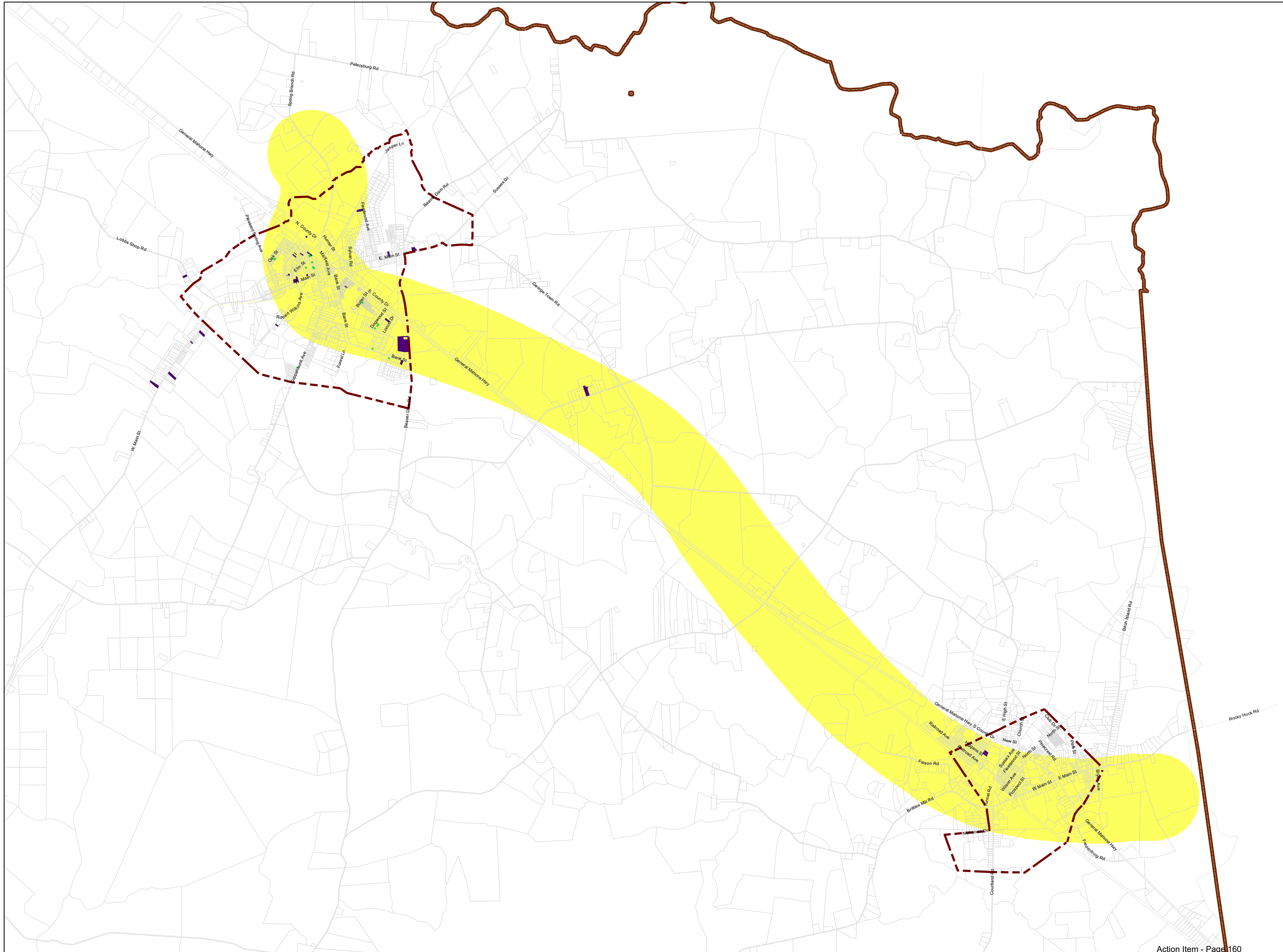
Date

PROJECT ACTIVITIES																																Target Completion	Date Achieved
	Joanne Peerman, VDHC	Vandy Jones, Grant Administrator	Michael Paul Dodson, Project Manager	Lauren White, Application Intake	William B. Sussex Housing Manager	Matt Hastings, Summit, Town of Wakefield	Andre Greene, Assistant Grant Engineer	Kelly Moore, Finance Manager	Dean Simmons, Building Official	Demis J. LeBlanc, Shaun Smith, Rehab Specialist	Sparkplugs	Josh Irving, Sussex Service Authority	Housing/Credit Counselors	M. Flynn, County Attorney	Lorenzo Turner, Community Development / Shilton Butts, Administration	John Stringfield, Sussex BOS / Walter Mason, Waverly Mayor / William Savedge Wakefield Mayor																	
Pre-contract Activities																																	
Date Local Business & Employment Plan Adopted		R	S	S				S								S	A													06/29/17	06/29/17		
Date Local Business & Employment Ad Published		R	S	S																											11/19/17	11/19/17	
Date Minority & Female Owned Businesses Ad Published		R	S	S																											11/19/17	11/19/17	
Date EEO Hiring Nondiscrimination Policy Adopted		R	S					S								S	A													06/29/17	06/29/17		
Date of Posting EEO Policy in Location Accessible to Job Applicants		R	S																												06/29/17	06/29/17	
Date of Posting 504 Non-Discrimination Notice		R	S																												06/29/17	06/29/17	
Date 504 Non-Discrimination Display Ad Published		R	S																												11/19/17	11/19/17	
Date of 504 Coordinator Designation		R	S					S								S	A													06/29/17	06/29/17		
Date of Adoption of 504 Grievance Procedures		R	S					S								S	A													06/29/17	06/29/17		
Conduct 504 Self-Evaluation		R									S																				06/20/17	06/20/17	
Date Handicapped Accessibility & Nondiscrimination Plan/Policy Adopted		R	S					S								S	A													06/29/17	06/29/17		
Date Anti-Displacement Plan Adopted		R	S					S								S	A													06/29/17	06/29/17		
Date Fair Housing Certification Adopted		R	S					S								S	A													06/29/17	06/29/17		
Environmental Review Update			R																												11/18/16	11/18/16	
Finalize Management Plan(s) & Distribute Signed Copies	S	S	R	S	S			S																							01/09/18	01/09/18	
Finalize Program Income Plan & Distribute Signed Copies	S	S	R	S	S			S																							01/09/18	01/09/18	
Finalize Housing Rehab Program Design	S	S	R	S	S			S																							01/09/18	01/09/18	
Submit Certification of Signatures and Address		S	S	S				R																							01/09/18	01/09/18	
Pre-contract Compliance Review Done	R	S	S	S																											01/09/18	01/09/18	
DHCD Contract Signed by Acting Deputy Director	R																														01/31/18	01/21/18	
Set up Grantee Project Filing System			R	S	S																										02/28/18	01/18/18	
Preparation of RFQ & Ad for Procurement of Eng and Rehab Spec.		R	S																												10/15/17	10/15/17	
Advertisement of RFQ		R	S																												10/29/17	10/29/17	
Receipt of Proposals for Eng and Rehab Spec		R	S																												11/30/17	11/30/17	
Negotiation of Contract		R	S																												12/04/17	12/04/17	
Construction Project Timetable																																	
HOUSING REHAB/RECONSTRUCTION (Round #1):																																	
Solicit/Pre-qualify/Approve Contractors		S	S					S	S	R			S	S																	03/01/18		
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S		S			S	S																	04/01/18		
Property Inspections											S	R				S															05/01/18		
Asbestos Inspection											S	R				S															05/01/18		
Prepare Work Write-Up, Cost Estimate, & Specifications												R				S															05/15/18		
Prepare & Release Bid Documents											S	R				S															05/15/18		

PROJECT ACTIVITIES	Joanne Peerman, VDHC Vandy Jones, Grant Administrator Michael Paul Dodson, Project Manager Lauren White, Application Intake William B. Sayvedge, Sussex Housing Matt Hastings, Summit, Project Office Kelly Moore, Assistant Grant Wakefield Dean Simmons, Finance Manager Dennis LeBlanc, Building Engineer Sparkplus Frank Irving, Sussex Service Specialist Josh Norris, VDOT Housing/Credit Counselors M. Flynn, Community Development / Lorenzo Turner, Attorney Shilton Butts, Community Development / John Stringfield, Administration Walter Mason, Waverly Mayor / William Sayvedge Wakefield Mayor													Target Completion	Date Achieved				
Pre-Bid Conference / Walkthrough			S	S						S	R						05/25/18		
Receipt of Bids		R	S	S				S		S	S						06/15/18		
Approval / Notice of Award		R	S	S				S			S						06/30/18		
Construction Contract and Loan Closing		S	S	S				S					R		S		06/30/18		
Notice to Proceed		R	S	S				S							S		06/30/18		
Construction Commences		S	S	S				S		S					S		07/10/18		
Inspections, Progress Payments		S	S	S				S	R		R			S	S		on-going		
Change Orders	S	S	S	S				S	S		R			S	S		on-going		
Construction Completed		S	S	S				S		S	S				S		10/31/18		
Final Inspections / Punchlist		S	S	S				S		S	R			S	S		10/31/18		
Certification of Completion / Certification of Occupancy		S	S	S				S		R	S				S		11/03/18		
Secure Contractor Warranties / Lien Waivers		S	S	S				S		S	R			S	S		11/03/18		
Final Payment		S	S	S				S	S		R			S	S		11/15/18		
HOUSING REHAB (Round #2 - KEY DATES ONLY):																			
Solicit/Pre-qualify/Approve Contractors		S	S					S		S	R				S		07/01/18		
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S			S			S	S		07/30/18		
Prepare Work Write-Up, Cost Estimate, & Specifications											R			S			08/30/18		
Prepare & Release Bid Documents										S	R			S			09/07/18		
Notice to Proceed		R	S	S				S							S		10/04/18		
Construction Commences		S	S	S				S			S				S		10/11/18		
Construction Completed		S	S	S				S		S	S				S		01/11/19		
HOUSING REHAB (Round #3 - KEY DATES ONLY):																			
Solicit/Pre-qualify/Approve Contractors		S	S					S		S	R			S	S		03/01/19		
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S			S			S	S		03/30/19		
Prepare Work Write-Up, Cost Estimate, & Specifications											R			S			04/30/19		
Prepare & Release Bid Documents										S	R			S			05/07/19		
Notice to Proceed		R	S	S				S							S		06/04/19		
Construction Commences		S	S	S				S			S				S		06/11/19		
Construction Completed		S	S	S				S		S	S				S		07/11/19		
HOUSING REHAB (Round #4 - KEY DATES ONLY):																			
Solicit/Pre-qualify/Approve Contractors		S	S					S		S	R			S	S		05/01/19		
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S			S			S	S		05/30/19		

PROJECT ACTIVITIES	Joanne Peerman, VDHC Vandy Jones, Grant Administrator Michael Paul Dodson, Project Manager Lauren White, Application Intake William B. Sayedge, Sussex Housing Matt Hastings, Summit, Town of Wakefield Kelly Moore, Assistant Grant Engineer Dean Simmons, Finance Manager Dennis LeBlanc, Building Official Sparkplug Frank Irving, Sussex Service Authority Josh Norris, VDOT Housing/Credit Counselors M. Flynn, County Attorney Lorenzo Turner, Community Development / Shilton Butts, Administration John Stringfield, Sussex BOS / Walter Mason, Waverly Mayor / William Sayedge Wakefield Mayor												Target Completion	Date Achieved				
Prepare Work Write-Up, Cost Estimate, & Specifications										R			S			07/30/19		
Prepare & Release Bid Documents										S	R		S			07/07/19		
Notice to Proceed		R	S	S				S						S		08/04/19		
Construction Commences		S	S	S				S		S				S		08/11/19		
Construction Completed		S	S	S				S	S	S				S		09/11/19		
HOUSING REHAB (Round #5 - KEY DATES ONLY):																		
Solicit/Pre-qualify/Approve Contractors		S	S					S	S	R			S	S		03/01/20		
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S		S			S	S		03/30/20		
Prepare Work Write-Up, Cost Estimate, & Specifications										R			S			04/30/20		
Prepare & Release Bid Documents										S	R		S			05/07/20		
Notice to Proceed		R	S	S				S						S		06/04/20		
Construction Commences		S	S	S				S		S				S		06/11/20		
Construction Completed		S	S	S				S	S	S				S		07/11/20		
HOUSING REHAB (Round #6 - KEY DATES ONLY):																		
Solicit/Pre-qualify/Approve Contractors		S	S					S	S	R			S	S		05/01/20		
Solicit/Confirm Eligibility/Approve Applicants		S	S	R	S			S		S			S	S		05/30/20		
Prepare Work Write-Up, Cost Estimate, & Specifications										R			S			07/30/20		
Prepare & Release Bid Documents										S	R		S			07/07/20		
Notice to Proceed		R	S	S				S						S		08/04/20		
Construction Commences		S	S	S				S		S				S		08/11/20		
Construction Completed		S	S	S				S	S	S				S		09/11/20		
INFRASTRUCTURE - STREETS, SIDEWALKS, & STORM DRAINAGE, WATER AND WASTEWATER, STREET LIGHTS																		
Survey & Field Work		S						R	R				S			06/30/18		
50% Completion of Plans, Specifications, Cost Estimate		S						R	R				S			07/30/18		
100% Completion of Plans, Specifications, Cost Estimate		S						R	R				S			08/31/18		
VDOT/Federal Review of Plans, Specifications, Cost Estimates where Required		S						R	R				S	A		02/28/19		
Prepare Bid Documents and Advertisements		S	S	S				R	R				S			03/15/19		
Secure Wage Decision		S	R	S												03/07/19		
Bid Advertisement		R	S	S				S	S							03/18/19		
Pre-Bid Conference		R	S	S				S	S				S			04/06/19		
Bid Opening		R	S	S				S	S				S			04/27/19		

PROJECT ACTIVITIES	<i>Joanne Peerman, VDHCD Vandy Jones, Grant Administrator Michael Paul Dodson, Project Manager Lauren White, Application Intake Brenda Drew, Sussex Housing Office Matt Hastings, Summit, Project Office Andre Greene, Assistant Grant Engineer Kelly Moore, Finance Manager Dean Simmons, Building Official Dennis LeBlanc/Shawn Smith, Rehab Specialist Sparkplugs Frank Irving, Sussex Service Authority Josh Norris, VDOT Housing/Credit Counselors M. Flynn, County Attorney Lorenzo Turner, Community Development Shilton Butts, Administration John Stringfield, Sussex BOS / Walter Mason, Waverly Mayor / William Savedge Wakefield Mayor</i>															Target Completion	Date Achieved		
	Selection / Notice of Award / Construction Contract Negotiated	R	S	S			S	S											05/25/19
Pre-Construction Conference	S	S	S			R	R											06/01/19	
Notice to Proceed issued	S	S	S			R	R											06/04/19	
Construction Begins	S					R	R											06/18/19	
Inspections, Progress Payments						R	R	R					S	S				TBD	
Change Orders	S	S	S			R	R						S					TBD	
Substantial Completion	S	S	S			R	R						S					12/18/19	
Final Completion	S	S	S			R	R						S	A				01/15/20	
General Administration																			
CDBG Project File Maintenance			S	S	R													Ongoing	
Appropriation of CDBG funds (initial date & July each FY thereafter)	A							R									A	01/31/17	
Conduct Annual Fair Housing Activity (new one each year)	S	R	S															Annually	
Submit drawdown requests whenever at least \$5,000 in invoices are in hand	S	S	S					R										On-going	
Monitor and Record CDBG & non-CDBG Expenditures	S	S	S					R										Monthly	
Monitor Project Milestones	S	S	R	S	S													Monthly	
Coordinate Mgmt Plan & Budget revisions as necessary	S	R	S	S				S										On-going	
Coordinate Management Team Mtgs/Minutes & Distribution	S	S	R	S	S													Monthly	
Submit Monthly Progress Reports to DHCD, Copy to Locality (by 15th)	S	R	S															Monthly	
Submit Annual Activity Report to DHCD - 2016/2017	S	R	S															August	
LMI Benefits Record Keeping/Recording	S	R	R	S														On-going	
1st Interim Compliance Review	R	S	S	S	S			S										02/01/19	
2nd Interim Compliance Review	R	S	S	S	S			S										02/01/20	
Final Compliance Reivew	R	S	S	S	S			S										01/15/21	
Submit Closeout Forms / Final Reports	S	R	S															01/15/21	
Submit Audit Reports to DHCD	S	S	S					R										Annually	



BOARD ACTION FORM

Agenda Item: Action Item #6.04

Subject: Appropriate \$700,000.00 – Sussex County Pocahontas Neighborhood Improvement Project – MY I

Board Meeting Date: January 18, 2018

=====

Summary: Sussex County Accepted the 2017 Virginia CDBG Grant Award for Pocahontas Neighborhood Improvement Project – MY 1 at its October 19, 2017 Board meeting.

Staff is requesting the Board to appropriate \$700,000.00.

Recommendation: That the Board appropriates the \$700,000 grant award for the Sussex County Pocahontas Neighborhood Improvement Project – MY I.

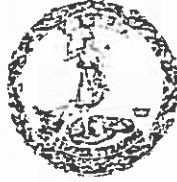
Attachment: A Copy letter to the Honorable Susan B. Seward, Chair, BOS, dated September 18, 2017, from Mr. Bill Shelton, DHCD

=====

ACTION: That the Board appropriates the \$700,000 grant award for the Sussex County Pocahontas Neighborhood Improvement Project – MY I.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



Terence R. McAuliffe
Governor

Todd P. Haymore
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

September 18, 2017

RECEIVED

The Honorable Susan B. Seward
Chairperson, Board of Supervisors
Sussex County
P.O. Box 1397
Sussex, VA 23884

SEP 25 2017

SUSSEX COUNTY
ADMINISTRATION

Re: 2017 Virginia CDBG Grant Offer
Pocahontas Neighborhood Improvement Project-
MY I

Dear Chairperson Seward:

On behalf of Governor McAuliffe, it gives me great pleasure to inform you that Sussex County has been offered a Community Development Block Grant in the amount of \$700,000 in support of the Pocahontas Neighborhood Improvement Project. This proposal was offered funding as a multi-year project under the 2017 CDBG competitive round. As a multi-year project, the balance of your funding request of \$499,953 will be available in Fall 2019 for a total offer of \$1,199,953.

Matt Weaver, Associate Director in the Department's Community Development Division, will contact you to begin the contract negotiation process. **Please note all CDBG awards are contingent upon available funding from the U.S. Department of Housing and Urban Development (HUD).** We are pleased to be of assistance to Sussex County in its community development efforts.

Sincerely,

Bill Shelton

c: Vandy V. Jones III, County Administrator
Dennis Morris, Crater PDC
Tamarah Holmes, DHCD
Star Canada, DHCD



BOARD ACTION FORM

Agenda Item: Action Item #6.05

Subject: Appropriate \$1,397,044 – Sussex County Regional Urgent Need Project

Board Meeting Date: January 18, 2018

=====
Summary: Sussex County Accepted the 2017 Virginia CDBG Grant Award for Sussex County Regional Urgent Need Project at its October 19, 2017 Board meeting.

Staff is requesting the Board to appropriate \$1,397,044.00 grant award for the Sussex County Regional Urgent Need Project

Recommendation: That the Board appropriate \$1,397,044.00 grant award for the Sussex County Regional Urgent Need Project.

Attachment: A Copy letter to the Honorable Susan B. Seward, Chair, BOS, dated September 18, 2017, from Mr. Bill Shelton, DHCD

=====
ACTION: That the Board appropriates the \$1,397,044.00 grant award for the Sussex County Regional Urgent Need Project.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



Terence R. McAuliffe
Governor

Todd P. Haymore
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

RECEIVED

September 18, 2017

SEP 25 2017

SUSSEX COUNTY
ADMINISTRATION

The Honorable Susan B. Seward,
Chairman, Board of Supervisors
Sussex County
P.O. Box 1397
Sussex, VA 23884

Re: 2017 Virginia CDBG Grant Offer
Urgent Need Regional Project

Dear Chairperson Seward:

On behalf of Governor McAuliffe, it gives me great pleasure to inform you that Sussex County has been offered a Community Development Block Grant Urgent Needs Grant Award in the amount of \$1,397,044 in support of the Urgent Need Regional Project. This proposal was offered funding under the 2017 CDBG competitive round.

Matt Weaver, Associate Director in the Department's Community Development Division, will contact you to begin the contract negotiation process. **Please note all CDBG awards are contingent upon available funding from the U.S. Department of Housing and Urban Development (HUD).** We are pleased to be of assistance to Sussex County in its community development efforts.

Sincerely,

Bill Shelton

c: Vandy V. Jones, III, County Administrator
Dennis Morris, Crater PDC
Tamarah Holmes, DHCD
Kathi Boatright, DHCD



BOARD ACTION FORM

Agenda Item: Action Item #6.06

Subject: Memorandum of Understanding between the Sussex County Public Schools and Sussex County Board of Supervisors

Board Meeting Date: January 18, 2018

=====

Summary: Staff provided the Board members with a copy of the Memorandum of Understanding (MOU) between Sussex County Public Schools and the Sussex County Board of Supervisors outlining the Board of Supervisors fiscal commitment in support of Public Education in Sussex County.

Sussex County Public Schools accepted and adopted the MOU.

Recommendation: That the Board accept and adopt the Memorandum of Understanding (MOU) between Sussex County Public Schools and the Sussex County Board of Supervisors outlining the Board of Supervisors fiscal commitment in support of Public Education in Sussex County.

Attachment: A Copy of the Memorandum of Understanding between the Sussex County Public Schools and Sussex County Board of Supervisors

=====

ACTION: That the Board accept and adopt the Memorandum of Understanding (MOU) between Sussex County Public Schools and the Sussex County Board of Supervisors outlining the Board of Supervisors fiscal commitment in support of Public Education in Sussex County.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

This MOU is made and entered into by and between the Sussex County BOS and The Sussex County School Board.

Whereas, the Sussex County BOS recognizes that the governance and management of the Sussex County School Division is the role and responsibility of and by the Sussex County School Board; and

Whereas, the goals of the Sussex County BOS and the Sussex County School Board are to: (1) provide a quality education for Sussex County students; (2) to have all Sussex County schools fully accredited; (3) provide a safe environment for the students in the county; (4) have adequate school facilities to promote a healthy lifestyle; and

Whereas, it is the goal of the Sussex County BOS and the Sussex County School Board to have an educational system that will that will attract businesses to the county that will provide jobs for our students; will help students obtain scholarships and grants to attend colleges, universities and trade schools; and

Whereas, the school division will strive toward an 85% of students graduating in 4-5 years; and

Whereas, the school division will have as its goal, level funding for the next three years; and

Whereas, if the school division experience an unforeseeable or an unanticipated required cost in its budget projection, the BOS will make every attempt to fully fund the school's unanticipated budget needs;

Therefore, and finally, the BOS and the School Board, by affixing their signatures thereon, to this document, agrees to this MOU.

Atlantic Waste Disposal

January 18, 2018

Monthly Report

AGENDA ITEM #7.01
Reports of Departments/Agencies
Atlantic Waste Disposal Update

Mr. Jason Williams, Senior District Manager (Atlantic Waste Disposal), will give a monthly update on Atlantic Waste Disposal at the Board meeting.

SUSSEX COUNTY

FINANCIAL STATEMENTS

SUBMITTED BY SUSSEX COUNTY TREASURER'S OFFICE

DECEMBER 31, 2017

<u>PAGE</u>	<u>TABLE OF CONTENTS</u>
1 - 1	BANK RECONCILIATION
2 - 6	999 TREAS. ACCT - 4 YR. COMP. BAL SHEET
7 - 7	GEN FUND (100) BALANCE SHEET
8 - 9	REVENUE/EXPENSE SUMMARY BY FUND
10 - 12	GEN FUND (100) REVENUE SUMMARY BY MAJOR
13 - 16	GEN FUND (100) EXPENDITURE SUMMARY BY DEPT
17 - 19	CIF (302) DETAIL REVENUE/EXPENSE SUMMARY
20 - 20	LANDFILL TIPPING FEES
21 - 21	LANDFILL REVENUE SUMMARY - 10 YR REPORT

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TREASURER'S OFFICE

ONNIE L. WOODRUFF
TREASURER
SUSSEX COUNTY

15074 COURTHOUSE ROAD
P.O. BOX 1399
SUSSEX, VA. 23884

Phone (434)246-1086 or
(434)246-1087
Fax (434)246-2347

Statement of money in the Banks to the credit of Sussex County as shown by the Treasurer's books at the close of business December 31, 2017.

BB&T #201- SUSSEX, VA

Bank Balance - Money Market Checking	\$7,009,235.00	
Plus Cr Card Chg - in bank, not in office—JE	496.42	
Plus Bank Svc Chg - in bank, not in office—JE	1,238.93	
Plus NSF Check		
Plus Stale Dated Check - Collection in Progress	314.16	
Plus Deposits in Transit - in office, not in bank		
Plus Cr Card Deposits in Transit - in office, not in bank	1,445.96	
Less Outstanding Checks not cleared bank	(276,630.61)	
Less Deposits in Transit - in bank, not in office	(340,331.59)	
Less Outstanding Deposit Correction		
Less Cr Card Deposits in Transit - in bank, not in office		<u>\$6,395,768.27</u>

BSV #301- STONY CREEK, VA

Bank Balance	\$370,197.42	
Plus Bank Svc Chg - in office, not in bank—JE	21.62	
Less Deposits in Transit - in bank, not in office		
Less Deposits in Transit - int earned, in bank, not in office	(13.59)	<u>370,205.45</u>

SONA #401- WAVERLY, VA

Bank Balance	\$306,509.50	
Less Deposits in Transit - in bank, not in office		
Less Deposits in Transit - int earned, in bank, not in office	(11.52)	<u>306,497.98</u>
Investments and CD's		
#30342048 - SONA #451		<u>\$2,219,253.59</u>

<u>QZAB -05 #701</u> Investment Balance	799,091.05
<u>QZAB -06 #702</u> Investment Balance	1,358,501.62
<u>LGIP INVESTMENT #803</u> Investment Balance	<u>4,604,801.67</u>

TOTAL IN BANKS REC W/GL \$16,054,119.63

Letters or statements from each of the above mentioned banks are on file in the Treasurer's Office of Sussex County certifying the balance as listed above.

kbe

Respectfully submitted:

Onnie L. Woodruff, Treasurer

SUSSEX COUNTY
BALANCE SHEET - COMPARATIVE PERIODS
 2014/07 - 2017/12

FUND #-999 TREASURER'S ACCOUNTABILITY FUND
 GL070C

MAJOR#	DESCRIPTION	FY/2015 Bal. Sheet 2014/07 Thru 2014/12	FY/2016 Bal. Sheet 2015/07 Thru 2015/12	FY/2017 Bal. Sheet 2016/07 Thru 2016/12	FY/2018 Bal. Sheet 2017/07 Thru 2017/12
000000-0000	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
		.00	.00	.00	.00
000100-0000	ASSETS	.00	.00	.00	.00
000100-0101	Cash in Office - Treasurer	600.00	600.00	600.00	600.00
000100-0201	BB&T - MM Checking	8,553,369.93	6,182,401.47	8,372,770.75	6,395,768.27
000100-0251	BB&T - CD's	.00	.00	.00	.00
000100-0252	BB&T - Repos	.00	.00	.00	.00
000100-0301	BSV - MM Checking	434,677.66	1,044,299.18	913,056.30	370,205.45
000100-0351	BSV - CD's	.00	.00	.00	.00
000100-0352	BSV - Repos	.00	.00	.00	.00
000100-0401	SONA BANK (SB) CHECKING	212,799.82	260,755.53	257,421.25	306,497.98
000100-0451	SONA BANK (SB) CD'S	6,110,555.28	6,127,325.28	2,210,398.24	2,219,253.59
000100-0452	SONA BANK (SB) REPOS	.00	.00	.00	.00
000100-0701	Bank of America QZAB Acct	577,329.40	649,486.40	723,392.79	799,091.05
000100-0702	Bk of America QZAB 06 Escrow	951,973.63	1,084,263.26	1,219,746.88	1,358,501.62
000100-0803	LGIIP - Investments	2,060,732.98	2,065,850.53	2,082,360.69	4,604,801.67
000100-0805	Mentor Snap - VPSA Bond Proceeds	.00	.00	.00	.00
000100-0806	Va.Snap/PFM-VPSA Int. Acct	.00	.00	.00	.00
000100-0901	NSF Checks	592.06	343.75	1,198.32	2,639.61
	ASSETS	18,902,630.76	17,415,325.40	15,780,945.22	16,057,359.24
	TOTAL ASSETS	18,902,630.76	17,415,325.40	15,780,945.22	16,057,359.24
000300-0000	FUND EQUITY	.00	.00	.00	.00
000300-0100	General Fund	8,891,717.27-	8,434,046.15-	7,906,227.66-	8,740,359.70-
000300-0105	VPA Fund	.00	.00	.00	58,470.82-
000300-0110	CSA Fund	185,020.51	224,384.29	20,686.14	27,873.98
000300-0115	BJA Trust Fund	.00	.00	.00	.00
000300-0120	IPR Loan Program Fund	.00	.00	.00	.00
000300-0121	IPR Program Income Fund (11/02)	47,508.02-	41,725.21-	43,339.65-	35,857.09-
000300-0122	Disaster Recovery Relief Fund	.00	.00	.00	.00
000300-0123	CDBG Housing Program	45,444.66-	51,031.99-	54,997.99-	58,611.99-
000300-0124	Sussex Gardens Proj FD (Revl FD)	.00	.00	.00	.00
000300-0125	Drug Forfeiture Fund	16,840.32-	13,379.26-	9,674.88-	17,744.47-
000300-0135	Reserve for CP and DS	7,552,045.11-	3,054,875.13-	3,575,741.02-	3,578,981.02-
000300-0140	Criminal Justice Reserve Fund	.00	.00	.00	.00
000300-0201	Law Library Fund	26,507.98-	27,051.13-	27,758.87-	28,022.06-
000300-0251	School Fund	.00	.00	.00	.00
000300-0252	School Food Services Fund	45,088.41-	5,144.29-	16,992.19	8,441.54
000300-0253	Summer Food Service Fund	4,459.41-	8,829.25-	7,153.51-	5,535.81-
000300-0254	Title and Grant fund	169,326.92-	249,796.74-	163,909.58-	732,738.85-
000300-0255	School Textbook Fund	65,045.23-	70,859.91-	170,844.49-	242,370.42-
000300-0256	Smart Beg. Early Childhood Dev	.00	.00	.00	.00

BALANCE SHEET - COMPARATIVE PERIODS
2014/07 - 2017/12

FUND #-999 TREASURER'S ACCOUNTABILITY FUND
GL070C

MAJOR#	DESCRIPTION	FY/2015 Bal. Sheet 2014/07 Thru 2014/12	FY/2016 Bal. Sheet 2015/07 Thru 2015/12	FY/2017 Bal. Sheet 2016/07 Thru 2016/12	FY/2018 Bal. Sheet 2017/07 Thru 2017/12
000300-0301	School Capital Projects Fund	230,579.05-	201,275.05-	197,889.05-	198,002.05-
000300-0302	General Capital Projects Fund	3,184.53-	3,213,191.90-	1,002,340.93-	74,861.75
000300-0303	Elementary School Capital Proj Fund	.00	.00	.00	.00
000300-0305	Mega Site - Industrial Park Fund	49,650.67	44,128.71	101,358.83	72,660.39
000300-0306	Cabin Point - Industrail Park Fund	.00	9,723.89	9,723.89	9,723.89
000300-0307	Henry - Industrial Park Fund	.00	.00	.00	47,365.88-
000300-0723	Robert Mitchell Scholarship Fund	26,916.17-	26,350.17-	25,755.17-	25,152.17-
000300-0724	Wav/Wak Rotary Scholarship Fund	23,078.86-	22,277.86-	25,476.86-	30,965.86-
000300-0725	RICHARD CLEMENTS MOORE III SCH FUND	28,573.83-	28,824.83-	29,073.83-	30,102.83-
000300-0726	Millard D. Stith Sch. Fund	71,317.00-	78,350.00-	79,458.00-	87,697.00-
000300-0733	Special Welfare Fund	2,881.99-	1,778.99-	1,403.97-	1,029.13-
000300-0135-200	Restricted Res for Elem Loans	.00	.00	.00	.00
	FUND EQUITY	17,015,843.58-	15,250,550.97-	13,172,284.41-	13,725,445.60-
	TOTAL PRIOR YR FUND BALANCE	17,015,843.58-	15,250,550.97-	13,172,284.41-	13,725,445.60-
000400-0000	OTHER ACCOUNTS	.00	.00	.00	.00
000400-0001	Treasurer's Deferred Account	1,269.03-	1,288.68-	1,288.68-	1,344.51-
000400-0002	Cash Over and Short	20.00-	67.51-	45.85-	7.53
000400-0011	Overpayments	60.20	.00	.00	.00
000400-0012	Prepaid Taxes - PP	6,497.86-	3,408.15-	6,221.63-	2,627.10-
000400-0013	Prepaid Taxes - RE	11,792.02-	24,493.88-	17,689.98-	18,153.89-
000400-0014	Available PTR for Distrib \$1.093M	162,594.56	207,093.45	.00	.00
000400-0015	Escrow Acct. QZAB 2005	577,329.40-	649,486.40-	723,392.79-	799,091.05-
000400-0016	QZAB 2006 Escrow Acct.	951,973.63-	1,084,263.26-	1,219,746.88-	1,358,501.62-
000400-0021	Escrow Acct - Perf. Surety(ESCROW)	62,610.00-	62,610.00-	74,025.00-	70,610.00-
000400-0101	Commonwealth Current Credit Account	.00	.00	.00	.00
000400-0102	Commonwealth Current Debit Account	.00	.00	.00	.00
000400-0103	Commonwealth Cur C-DHCD Ln-Woodfued	.00	.00	.00	.00
000400-0104	Escrow Sheriff's Sales (SHSALE)	.00	.00	.00	.00
000400-0150	Health Insurance Cont. Fund (HINS)	.00	.00	.00	44,657.00
	OTHER ACCOUNTS	1,448,837.18-	1,618,524.43-	2,042,410.81-	2,205,663.64-
000401-0000	ESCROW ACCTS. RESERVED CIF ACCTS	.00	.00	.00	.00
000401-0101	Escrow for Fire Dept. Vehicles	391,700.00-	500,000.00-	500,000.00-	60,000.00-
000401-0102	Escrow for Rescue Vehicles	46,250.00-	46,250.00-	66,250.00-	66,250.00-
	ESCROW ACCTS. RESERVED CIF ACCTS	437,950.00-	546,250.00-	566,250.00-	126,250.00-
	OTHER EQUITY & ESCROW ACCTS	1,886,787.18-	2,164,774.43-	2,608,660.81-	2,331,913.64-
000500-0000	UNCOLLECTED TAXES - COUNTY	.00	.00	.00	.00
	UNCOLLECTED TAXES - COUNTY	.00	.00	.00	.00
000501-0000	UNCOLLECTED TAXES - RE	.00	.00	.00	.00
000501-1990	Real Estate - 1990	.00	.00	.00	.00
000501-1991	Real Estate - 1991	.00	.00	.00	.00
000501-1992	Real Estate - 1992	.00	.00	.00	.00
000501-1993	Real Estate - 1993	.00	.00	.00	.00

SUSSEX COUNTY
BALANCE SHEET - COMPARATIVE PERIODS
 2014/07 - 2017/12

FUND #-999 TREASURER'S ACCOUNTABILITY FUND
 GL070C

MAJOR#	DESCRIPTION	FY/2015 Bal. Sheet 2014/07 Thru 2014/12	FY/2016 Bal. Sheet 2015/07 Thru 2015/12	FY/2017 Bal. Sheet 2016/07 Thru 2016/12	FY/2018 Bal. Sheet 2017/07 Thru 2017/12
000501-1994	Real Estate - 1994	697.52	.00	.00	.00
000501-1995	Real Estate - 1995	725.45	393.50	.00	.00
000501-1996	Real Estate - 1996	783.49	424.99	176.80	.00
000501-1997	Real Estate - 1997	923.12	531.41	193.17	143.02
000501-1998	Real Estate - 1998	1,488.72	600.12	256.14	205.14
000501-1999	REAL ESTATE - 1999	1,649.16	742.74	291.78	240.78
000501-2000	Real Estate - 2000	2,047.20	855.60	322.80	258.00
000501-2001	Real Estate - 2001	2,226.07	994.27	409.80	345.00
000501-2002	Real Estate - 2002	2,864.12	1,462.43	557.70	487.50
000501-2003	Real Estate - 2003	3,205.68	1,524.26	578.50	508.30
000501-2004	REAL ESTATE - 2004	3,594.50	1,548.95	584.35	514.15
000501-2005	Real Estate - 2005	3,799.01	1,740.46	584.35	514.15
000501-2006	Real Estate - 2006	3,616.94	1,643.04	427.68	341.28
000501-2007	Real Estate - 2007	3,835.13	1,711.68	427.68	341.28
000501-2008	REAL ESTATE - 2008	6,420.33	2,788.61	574.11	476.91
000501-2009	RE - 2009	10,489.13	3,794.42	968.22	731.70
000501-2010	Real Estate - 2010	13,772.06	5,626.34	2,162.57	1,450.89
000501-2011	Real Estate - 2011	22,304.93	10,977.74	5,220.93	2,675.78
000501-2012	Real Estate - 2012	57,478.59	20,538.74	9,010.96	4,529.46
000501-2013	Real Estate - 2013	117,357.98	40,142.61	17,223.24	11,137.13
000501-2014	Real Estate - 2014	376,124.65	89,425.94	35,185.44	21,270.04
000501-2015	Real Estate - 2015	.00	415,066.65	102,499.32	44,076.60
000501-2016	Real Estate - 2016	.00	.00	411,528.29	128,747.09
000501-2017	Real Estate - 2017	.00	.00	.00	420,963.28
000501-9999	Reserve - Real Estate Taxes	635,403.78-	602,534.50-	589,183.83-	639,957.48-
	UNCOLLECTED TAXES - RE	.00	.00	.00	.00
000502-0000	UNCOLLECTED TAXES - PP	.00	.00	.00	.00
000502-2005	PP - 2005	.00	.00	.00	.00
000502-2006	PP - 2006	.00	.00	.00	.00
000502-2007	PP - 2007	.00	.00	.00	.00
000502-2008	PP - 2008	.00	.00	.00	.00
000502-2009	PP - 2009	17,633.31	.00	.00	.00
000502-2010	PP - 2010	18,080.67	15,395.54	.00	.00
000502-2011	PP - 2011	19,276.93	16,467.73	15,307.97	.00
000502-2012	PP - 2012	26,989.60	20,845.29	18,778.89	17,657.01
000502-2013	PP - 2013	45,350.74	20,545.66	14,332.78	12,142.14
000502-2014	PP - 2014	473,080.89	55,710.69	30,470.21	23,517.19
000502-2015	PP - 2015	.00	662,668.98	51,368.14	27,489.43
000502-2016	PP - 2016	.00	.00	583,498.20	128,911.27
000502-2017	PP - 2017	.00	.00	.00	651,101.64
000502-9999	Reserve - PP Taxes	600,412.14-	791,633.89-	713,756.19-	860,818.68-
	UNCOLLECTED TAXES - PP	.00	.00	.00	.00

SUSSEX COUNTY
BALANCE SHEET - COMPARATIVE PERIODS
 2014/07 - 2017/12

FUND # -999 TREASURER'S ACCOUNTABILITY FUND
 GL070C

MAJOR#	DESCRIPTION	FY/2015 Bal. Sheet 2014/07 Thru 2014/12	FY/2016 Bal. Sheet 2015/07 Thru 2015/12	FY/2017 Bal. Sheet 2016/07 Thru 2016/12	FY/2018 Bal. Sheet 2017/07 Thru 2017/12
000503-0000	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000503-2006	PSC - 2006	.00	.00	.00	.00
000503-2007	PSC - 2007	.00	.00	.00	.00
000503-2008	PSC - 2008	.00	.00	.00	.00
000503-2009	PSC - 2009	.00	.00	.00	.00
000503-2010	PSC - 2010	.00	.00	.00	.00
000503-2011	PSC - 2011	.00	.00	.00	.00
000503-2012	PSC - 2012	.00	.00	.00	.00
000503-2013	PSC - 2013	.00	.00	.00	.00
000503-2014	PSC - 2014	58.63	.00	.00	.00
000503-2015	PSC - 2015	.00	.00	.00	.00
000503-2016	PSC - 2016	.00	.00	679.88	.00
000503-2017	PSC - 2017	.00	.00	.00	9.55
000503-9999	Reserve - PSC Taxes	58.63-	.00	679.88-	9.55-
	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000504-0000	UNCOLLECTED BUISNESS LICENSE	.00	.00	.00	.00
000504-2015	BL - 2015	.00	.00	.00	.00
000504-2016	BL - 2016	.00	.00	241.68-	160.00-
000504-2017	BL - 2017	.00	.00	.00	.00
000504-9999	Reserve for Buisness License	.00	.00	241.68	160.00
	UNCOLLECTED BUISNESS LICENSE	.00	.00	.00	.00
000520-0000	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000520-0001	DMV Withholding Fees Receivable	6,599.25	10,013.90-	9,191.70	4,921.85-
000520-9999	Reserve for DMV Withholding Fees	6,599.25-	10,013.90	9,191.70-	4,921.85
	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000521-0000	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
000521-0001	Administrative Fees Receivable	9,814.00	15,022.17-	12,192.86	12,797.45-
000521-9999	Reserve for Administrative Fees	9,814.00-	15,022.17	12,192.86-	12,797.45
	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
		.00	.00	.00	.00
000600-0000	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
000601-0000	UNCOLLECTED TAXES - SI	.00	.00	.00	.00
000601-2009	State Income Tax - 2009	.00	.00	.00	.00
000601-2010	State Income Tax - 2010	.00	.00	.00	.00
000601-2011	State Income Tax - 2011	.00	.00	.00	.00
000601-2012	State Income Tax - 2012	.00	.00	.00	.00
000601-2013	State Income Tax - 2013	5,602.12	.00	.00	.00
000601-2014	State Income Tax - 2014	.00	13,898.79	.00	.00
000601-2015	State Income Tax - 2015	.00	.00	11,285.98	.00
000601-2016	State Income Tax - 2016	.00	.00	.00	3,876.58
000601-9999	Reserve - State Income	5,602.12-	13,898.79-	11,285.98-	3,876.58-

SUSSEX COUNTY
BALANCE SHEET - COMPARATIVE PERIODS
 2014/07 - 2017/12

FUND #-999 TREASURER'S ACCOUNTABILITY FUND
 GL070C

MAJOR#	DESCRIPTION	FY/2015 Bal. Sheet 2014/07 Thru 2014/12	FY/2016 Bal. Sheet 2015/07 Thru 2015/12	FY/2017 Bal. Sheet 2016/07 Thru 2016/12	FY/2018 Bal. Sheet 2017/07 Thru 2017/12
	UNCOLLECTED TAXES - SI	.00	.00	.00	.00
		.00	.00	.00	.00
000702-0000	IPR Loan Payments Receivable	2,680.36	2,879.74	2,579.74	3,226.74
000702-9999	Reserve for IPR Loan Payments	2,680.36-	2,879.74-	2,579.74-	3,226.74-
	IPR Loan Payments Receivable	.00	.00	.00	.00
000703-0000	CDBG Loan Payments Receivable	156.00	.00	.00	.00
000703-9999	Reserve for CDBG Loan Payments	156.00-	.00	.00	.00
	CDBG Loan Payments Receivable	.00	.00	.00	.00
		.00	.00	.00	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	GENERAL FUND				
	ASSETS				
100-0100	Cash With Treasurer	5,678,106.95	5,244,456.73	2,182,203.98-	8,740,359.70
	ASSETS	5,678,106.95	5,244,456.73	2,182,203.98-	8,740,359.70
	OTHER ASSETS AND RESERVES				
101-0050	Revl & Ln Due From Other Funds				
101-0051	Due From School Fund				
101-0235	Reserve for IDA Lease Agreement				
101-0236	Reserve for VPSA99 Bonds High Sch.	649,581.25			649,581.25
101-0237	Res for Literary Loan - High Schoo	2,890,163.00			2,890,163.00
101-0238	Res for Literary Loan - Mid Sch 07	3,851,387.00		350,127.00-	3,501,260.00
101-0239	Res for IDA QZAB Bond Deposit	833,066.00		58,270.00-	774,796.00
101-0240	Reserve for VPSA 2012 Bond Elem Sc	3,410,000.00			3,410,000.00
101-0241	Woodfuel Loan Receivable(DHCD Loan	433,030.26		19,743.39-	413,286.87
101-0600	Commonwealth PTR avail. for distr.	154,580.58-	2,560.21		152,020.37-
101-0900	Accrued Accounts Receivable				
101-0901	Reversion Due From School Fund				
	OTHER ASSETS AND RESERVES	11,912,646.93	2,560.21	428,140.39-	11,487,066.75
	TOTAL ASSETS	17,590,753.88	5,247,016.94	2,610,344.37-	20,227,426.45
	LIABILITIES				
200-0000	Clearing Account - Payroll		255,108.12	255,108.12-	
200-0200	Clearing Account - Accounts Payabl		200,574.65	200,574.65-	
200-0235	IDA Lease Payable				
200-0236	VPSA99 Bonds Payable - High Sch	649,581.25-			649,581.25-
200-0237	Literary Loan Pay - High Sch.	2,890,163.00-			2,890,163.00-
200-0238	Literary Loan Pay - Middle Sch 07	3,851,387.00-	350,127.00		3,501,260.00-
200-0239	IDA QZAB Bond Deposit Payable	833,066.00-	58,270.00		774,796.00-
200-0240	VPSA 2012 Bond Payable - Elem Sch.	3,410,000.00-			3,410,000.00-
200-0241	DHCD Loan Payable (Woodfuel)	433,030.26-	19,743.39		413,286.87-
200-0300	Clearing Account - Jurors				
200-0600	Commonwealth PTR outstanding bal.	154,580.58		2,560.21-	152,020.37
200-0700	Deferred Revenue - Prepaid Taxes				
200-0800	Performance Surety				
200-0900	Accrued Accounts Payable				
	LIABILITIES	11,912,646.93-	883,823.16	458,242.98-	11,487,066.75-
	TOTAL LIABILITIES	11,912,646.93-	883,823.16	458,242.98-	11,487,066.75-
	FUND EQUITY				
300-0100	Fund Balance	3,266,737.87-			3,266,737.87-
	FUND EQUITY	3,266,737.87-			3,266,737.87-
	TOTAL PRIOR YR FUND BALANCE	3,266,737.87-			3,266,737.87-
	TOTAL REVENUE	10,609,386.91-		5,226,480.73-	15,835,867.64-
	TOTAL EXPENDITURE	8,198,017.83		2,164,227.98	10,362,245.81
	TOTAL CURRENT FUND BALANCE				5,473,621.83-
	TOTAL LIABILITIES AND FUND BALANCE	17,590,753.88-	3,048,051.14	5,684,723.71-	20,227,426.45-
					Revenue over Expenditures

SUSSEX COUNTY

REVENUE SUMMARY BY FUNDS

7/01/2017 - 12/31/2017

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
100	REVENUE - GENERAL FUND	22,188,656.00	24,209,281.83	5,226,480.73	15,835,867.64	8,373,414.19	34.58
105	REVENUE - VPA/DSS FUND	1,978,561.00	1,978,561.00	190,265.62	950,170.90	1,028,390.10	51.97
110	REVENUE - CSA FUND	725,000.00	725,000.00	14,421.50	300,905.64	424,094.36	58.49
121	REV.- IPR PROG. INCOME FD (11/02)	3,750.00	3,750.00	189.87	1,448.22	2,301.78	61.38
123	REV - CDBG HOUSING PRG (4/09)	4,375.00	4,375.00	201.00	1,745.00	2,630.00	60.11
125	REVENUE - DRUG FORFEITURE FUND	10,000.00	.00	.00	911.10	911.10	100.00
135	REVENUE - CP / DS RESERVE FUND	.00	.00	.00	558.00	558.00	100.00
201	REVENUE - LAW LIBRARY FUND	775.00	775.00	97.20	506.40	268.60	34.65
251	REVENUE - SCHOOL FUND	16,185,706.00	16,185,706.00	1,168,384.75	6,146,202.05	10,039,503.95	62.02
252	REVENUE - SCHOOL FOOD SERVICES FUND	817,332.00	817,332.00	84,586.09	331,037.83	486,294.17	59.49
253	REVENUE - SUMMER FOOD SERVICES FUND	32,450.00	32,450.00	.00	27,773.14	4,676.86	14.41
254	REVENUE - TITLE & GRANT FUND	1,821,837.00	1,821,837.00	118,741.07	719,397.18	1,102,439.82	60.51
255	REVENUE - SCH. TEXTBOOK FUND	111,976.00	111,976.00	3,192.88	35,121.63	76,854.37	68.63
301	REVENUE - SCHOOL CAPITAL PROJECTS	.00	.00	.00	20.00	20.00	100.00
302	REVENUE - CAPITAL PROJECT FUND	654,170.00	654,170.00	.00	129,570.00	524,600.00	80.19
305	REVENUE - MEGA SITE INDUST. PARK	.00	224,873.00	.00	.00	224,873.00	100.00
306	REVENUE - CABIN POINT INDUST. PARK	.00	520,931.00	.00	336,199.54	184,731.46	35.46
307	REVENUE - HENRY INDUST. PARK	.00	.00	42,365.88	47,365.88	47,365.88	100.00
723	REVENUE - MITCHELL SCHOLARSHIP FUND	.00	.00	.00	101.00	101.00	100.00
724	REVENUE - SUSSEX ENDOWM SCHSHP FD	.00	.00	.00	127.00	127.00	100.00
725	REV - RICHARD CLEMENT MOORE III FD	.00	.00	525.00	644.00	644.00	100.00
726	REV.- MILLARD & FLORENCE STITH FSF	.00	.00	250.00	1,201.00	1,201.00	100.00
733	REVENUE - SPECIAL WELFARE FUND	.00	.00	1,040.00	7,029.74	7,029.74	100.00
	-- REVENUE TOTAL --	44,534,588.00	47,291,017.83	6,850,741.59	24,873,902.89	22,417,114.94	47.40

SUSSEX COUNTY

EXPENDITURE SUMMARY BY FUNDS

7/01/2017 - 12/31/2017

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
100	EXPENDITURES - GENERAL FUND	22,188,656.00	23,128,454.76	2,164,227.98	10,362,245.81	.00	12,766,208.95	55.19
105	EXPENDITURES - VPA/DSS FUND	1,978,561.00	1,978,561.00	131,794.80	891,700.08	.00	1,086,860.92	54.93
110	EXPENDITURES - CSA FUND	725,000.00	725,000.00	47,290.98	146,326.04	.00	578,673.96	79.81
121	EXPEND. - IPR PROG. INCOME FD 11/02	3,750.00	3,750.00	.00	1,122.00	.00	2,628.00	70.08
123	EXPEND. CDBG HOUSING PROGRAM	4,375.00	4,375.00	.00	.00	.00	4,375.00	100.00
125	EXPENDITURES - DRUG FORFEITURE FD	10,000.00	21,160.04	623.93	3,415.57	.00	17,744.47	83.85
201	EXPENDITURES - LAW LIBRARY FUND	775.00	775.00	34.95	165.41	.00	609.59	78.65
251	SCHOOL FUND EXPENDITURES	16,185,706.00	16,185,706.00	1,168,384.75	6,146,349.61	.00	10,039,356.39	62.02
252	EXPENDITURES - SCHOOL FOOD SERV	817,332.00	817,332.00	81,928.49	325,797.54	.00	491,534.46	60.13
253	EXPENDITURES - SUMMER FS FUND	32,450.00	32,450.00	.00	29,792.19	.00	2,657.81	8.19
254	TITLE & GRANT REVOLVING FUND	1,821,837.00	1,821,837.00	139,748.74	679,115.48	.00	1,142,721.52	62.72
255	EXPENDITURES - TEXTBOOK FUND	111,976.00	111,976.00	1,512.39	42,794.68	.00	69,181.32	61.78
302	EXPENDITURES - CAPITAL PROJECT FD	654,170.00	1,736,015.00	398,153.36	876,771.95	.00	859,243.05	49.49
305	EXPENDITURES - MEGA SITE	.00	224,873.00	.00	77,625.00	.00	147,248.00	65.48
306	EXPENDITURES - CABIN POINT PARK	.00	520,931.00	.00	277,130.44	.00	243,800.56	46.80
723	EXPENDITURES - ROBERT MITCHELL SCH	.00	.00	.00	800.00	.00	800.00	100.00
724	EXPENS. SUSSEX ENDOWM SCHSHP FD	.00	.00	.00	1,500.00	.00	1,500.00	100.00
725	EXPS.- RICHARD CLEMENT MOORE S.FD.	.00	.00	.00	500.00	.00	500.00	100.00
726	EXP. - MILLARD & FLORENCE STITH FSF	.00	.00	.00	1,000.00	.00	1,000.00	100.00
733	EXPENDITURES - SPECIAL WELFARE FD	.00	.00	3,905.24	7,564.51	.00	7,564.51	100.00
	-- EXPENDITURE TOTAL --	44,534,588.00	47,313,195.80	4,137,605.61	19,871,716.31	.00	27,441,479.49	57.99

SUSSEX COUNTY

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

ACCT#	DESCRIPTION	7/01/2017 - 12/31/2017		Y-T-D AMOUNT	BALANCE	UNCOLLECTED
		BUDGET AMOUNT	APPR. AMOUNT			
999	REVENUE - GENERAL FUND					
10000	REVENUE FROM LOCAL SOURCES					
11000	GENERAL PROPERTY TAXES					
11010	REAL PROPERTY TAXES	5,116,244.00	5,116,244.00	1,863,137.62	4,608,416.31	507,827.69 9.92
11020	PUBLIC SERVICE CORP TAXES	719,151.00	719,151.00	176,581.95	754,394.65	35,243.65- 4.90-
11030	PERSONAL PROPERTY TAXES	2,503,976.00	2,503,976.00	1,147,959.02	2,161,931.55	342,044.45 13.66
11031	MOBILE HOME TAXES	24,820.00	24,820.00	5,257.05	16,312.31	8,507.69 34.27
11032	FIRE AND RESCUE TAXES	16,000.00	16,000.00	5,006.36	8,713.78	7,286.22 45.53
11040	MACHINERY AND TOOLS TAXES	1,119,383.00	1,119,383.00	966,096.60	1,082,946.82	36,436.18 3.25
11050	MERCHANTS CAPITAL TAXES	75,000.00	75,000.00	46,760.15	68,107.31	6,892.69 9.19
11060	PENALTIES, INTEREST & TREAS ADM FEES	186,000.00	186,000.00	15,898.45	58,342.20	127,657.80 68.63
	GENERAL PROPERTY TAXES	9,760,574.00	9,760,574.00	4,226,697.20	8,759,164.93	1,001,409.07 10.25
12000	OTHER LOCAL TAXES					
12010	LOCAL SALES USE AND TAXES	943,268.00	943,268.00	81,477.01	485,312.10	457,955.90 48.54
12020	CONSUMER UTILITY TAXES	95,000.00	95,000.00	6,527.50	50,847.76	44,152.24 46.47
12030	BUSINESS LICENSE TAXES	79,630.00	79,630.00	2,348.05	19,184.80	60,445.20 75.90
12040	FRANCHISE LICENSE TAXES					
12050	MOTOR VEHICLE LICENSES	190,053.00	190,053.00	74,353.59	152,109.31	37,943.69 19.96
12060	BANK STOCK TAXES	3,500.00	3,500.00			3,500.00 100.00
12070	RECORDATION TAXES					
	OTHER LOCAL TAXES	1,311,451.00	1,311,451.00	164,706.15	707,453.97	603,997.03 46.05
13000	PERMITS, FEES AND LICENSES					
13010	ANIMAL LICENSES	7,000.00	7,000.00	812.00	2,646.00	4,354.00 62.20
13030	PERMITS AND OTHER LICENSES	5,377,560.00	5,377,560.00	498,247.29	2,906,688.95	2,470,871.05 45.94
	PERMITS, FEES AND LICENSES	5,384,560.00	5,384,560.00	499,059.29	2,909,334.95	2,475,225.05 45.96
14000	FINES AND FORFEITURES					
14010	FINES AND FORFEITURES	871,500.00	871,500.00	90,127.67	567,079.24	304,420.76 34.93
	FINES AND FORFEITURES	871,500.00	871,500.00	90,127.67	567,079.24	304,420.76 34.93
15000	REVENUE FROM USE OF MONEY/PROPERTY					
15010	REVENUE FROM USE OF MONEY	15,000.00	15,000.00	3,320.76	15,199.80	199.80- 1.33-
15020	REVENUE FROM USE OF PROPERTY	101,000.00	101,000.00	3,870.33	37,104.19	63,895.81 63.26
	REVENUE FROM USE OF MONEY/PROPERTY	116,000.00	116,000.00	7,191.09	52,303.99	63,696.01 54.91
16000	CHARGES FOR SERVICES					
16010	COURT COSTS	198,515.00	198,515.00	11,043.49	86,478.84	112,036.16 56.43
16020	COMMONWEALTH'S ATTORNEY FEES	1,650.00	1,650.00	120.36	952.47	697.53 42.27
16050	CHARGES FOR CORRECTION/DETENTION	3,800.00	3,800.00	265.25	2,105.09	1,694.91 44.60
16060	CHARGES FOR OTHER PROTECTION	1,600.00	1,600.00	380.00	1,907.00	307.00- 19.18-
16080	CHARGES FOR SANITATION/WASTE REMVL					

SUSSEX COUNTY

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

7/01/2017 - 12/31/2017

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
16160	CHARGES FOR COMMUNITY DEVELOPMENT	25,000.00	25,000.00			25,000.00	100.00
16210	CHG FOR CREDIT & DEBIT CARD USE	3,000.00	3,000.00	787.58	1,643.46	1,356.54	45.21
	CHARGES FOR SERVICES	233,565.00	233,565.00	12,596.68	93,086.86	140,478.14	60.14
18000	MISCELLANEOUS REVENUE						
18030	EXPENDITURE REFUNDS	50,000.00	50,606.28	784.31	5,833.61	44,772.67	88.47
18990	MISCELLANEOUS	35,000.00	187,000.00	5,568.15	168,660.03	18,339.97	9.80
	MISCELLANEOUS REVENUE	85,000.00	237,606.28	6,352.46	174,493.64	63,112.64	26.56
19000	RECOVERED COSTS	93,438.00	93,438.00	7,786.49	46,718.94	46,719.06	50.00
19020	RECOVERED COSTS - OTHER	264,433.00	264,433.00	6,715.05	165,209.11	99,223.89	37.52
	RECOVERED COSTS	357,871.00	357,871.00	14,501.54	211,928.05	145,942.95	40.78
20000	REVENUE FROM THE COMMONWEALTH						
21000	PAYMENT IN LIEU OF TAXES	45,000.00	45,000.00			45,000.00	100.00
	PAYMENT IN LIEU OF TAXES	45,000.00	45,000.00			45,000.00	100.00
22000	NON-CATEGORICAL AID - STATE						
22010	NON - CATEGORICAL AID	402,046.00	402,046.00	17,583.27	211,247.26	190,798.74	47.45
22011	LOCAL FINES FROM DOA TO BE DISTRIB						
	NON-CATEGORICAL AID - STATE	402,046.00	402,046.00	17,583.27	211,247.26	190,798.74	47.45
23000	SHARED EXPENSES - CATEGORICAL						
23010	COMMONWEALTH'S ATTORNEY	242,261.00	242,261.00	22,072.98	118,585.26	123,675.74	51.05
23020	SHERIFF SHARED EXPENSE	1,337,521.00	1,337,521.00	111,609.15	629,593.63	707,927.37	52.92
23030	COMMISSIONER OF REVENUE	75,065.00	75,065.00	6,392.70	38,561.48	36,503.52	48.62
23040	TREASURER SHARED EXPENSE	86,790.00	86,790.00	7,390.30	43,217.02	43,572.98	50.20
23050	MEDICAL EXAMINER SHARED EXP						
23060	REGISTRAR/ELECTORAL BD SHARED EXP	38,633.00	38,633.00			38,633.00	100.00
23070	CLERK OF COURT SHARED EXP	192,186.00	192,186.00	16,110.40	94,503.79	97,682.21	50.82
23080	JAIL SHARED EXPENSE	100,000.00	100,000.00		50,220.57	49,779.43	49.77
	SHARED EXPENSES - CATEGORICAL	2,072,456.00	2,072,456.00	163,575.53	974,681.75	1,097,774.25	52.96
24040	OTHER CATEGORICAL AID - STATE	1,462,077.00	1,462,077.00	24,089.85	1,044,393.00	417,684.00	28.56
	OTHER CATEGORICAL AID - STATE	1,462,077.00	1,462,077.00	24,089.85	1,044,393.00	417,684.00	28.56
30000	REVENUE FROM THE FEDERAL GOVERNMENT						
32000	NON-CATEGORICAL AID - FEDERAL						
32010	CDBG COMMUNITY DEV. BLOCK GRANT				1,200.00	1,200.00	100.00
32020	SOCIAL SECURITY ADM. BOUNTY - JAIL						
	NON-CATEGORICAL AID - FEDERAL				1,200.00	1,200.00	100.00

SUSSEX COUNTY

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

ACCT#	DESCRIPTION	7/01/2017 - 12/31/2017			Y-T-D AMOUNT	BALANCE	UNCOLLECTED
		BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT			
33000	CATEGORICAL AID - FED						
33030	Emergency Ser. Grant - Res						
40000	OTHER FINANCING SOURCES						
41000	NON-REVENUE RECEIPTS						
41040	PROCEEDS FROM INDEBTNESS						
41050	TRANSFERS FROM OTHER FUNDS						
41060	DESIGNATED USE OF FUND BALANCES	86,556.00	1,954,575.55		129,500.00	1,825,075.55 93.37	
	NON-REVENUE RECEIPTS	<u>86,556.00</u>	<u>1,954,575.55</u>		<u>129,500.00</u>	<u>1,825,075.55 93.37</u>	
	--FUND TOTAL--	22,188,656.00	24,209,281.83	5,226,480.73	15,835,867.64	8,373,414.19 34.58	

SUSSEX COUNTY

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2017 - 12/31/2017

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
999	EXPENDITURES - GENERAL FUND							
11100-111	BOARD OF SUPERVISORS	148,242.00	148,402.00	10,411.79	61,494.66		86,907.34	58.56
	--MAJOR TOTAL--	148,242.00	148,402.00	10,411.79	61,494.66		86,907.34	58.56
	BOARD OF SUPERVISORS	148,242.00	148,402.00	10,411.79	61,494.66		86,907.34	58.56
21100-211	ADMINISTRATOR	771,473.00	826,473.00	48,996.40	350,591.40		475,881.60	57.57
	--MAJOR TOTAL--	771,473.00	826,473.00	48,996.40	350,591.40		475,881.60	57.57
21200-221	BUILDING & GROUNDS	522,383.00	522,383.00	48,265.54	262,742.13		259,640.87	49.70
	--MAJOR TOTAL--	522,383.00	522,383.00	48,265.54	262,742.13		259,640.87	49.70
21300-231	HOUSING	132,523.00	134,869.28	9,255.70	59,311.08		75,558.20	56.02
	--MAJOR TOTAL--	132,523.00	134,869.28	9,255.70	59,311.08		75,558.20	56.02
21400-241	PLANNING	242,451.00	242,451.00	20,146.79	103,246.83		139,204.17	57.41
21400-242	BUILDING INSPECTIONS	216,288.00	216,288.00	17,957.65	109,273.99		107,014.01	49.47
21400-243	ZONING	1,875.00	1,875.00				1,875.00	100.00
	--MAJOR TOTAL--	460,614.00	460,614.00	38,104.44	212,520.82		248,093.18	53.86
21500-251	FIRE & RESCUE	240,004.00	247,867.55	7,580.59	68,551.58		179,315.97	72.34
21500-252	AMBULANCE & RESCUE	1,037,511.00	1,037,511.00	997.82	357,716.36		679,794.64	65.52
21500-253	EMERGENCY SERVICES	226,229.00	226,229.00	25,357.37	132,152.11		94,076.89	41.58
21500-254	911 Services				182.89		182.89	100.00
21500-255	FOREST FIRE EXTINCTION	24,000.00	24,000.00		23,836.95		163.05	.67
	--MAJOR TOTAL--	1,527,744.00	1,535,607.55	33,935.78	582,439.89		953,167.66	62.07
21600-261	ANIMAL CONTROL	202,491.00	202,491.00	14,700.05	104,113.83		98,377.17	48.58
21600-262	ENVIRONMENTAL INSPECTIONS	227,670.00	377,670.00	17,791.00	123,649.85		254,020.15	67.25
21600-263	GENERAL WORKS	75,000.00	75,000.00	6,217.77	40,623.04		34,376.96	45.83
21600-266	REFUSE DISPOSAL	138,300.00	138,300.00	56.86	46,282.05		92,017.95	66.53
	--MAJOR TOTAL--	643,461.00	793,461.00	38,765.68	314,668.77		478,792.23	60.34
21700-271	IT AND CENTRAL ACCOUNTING AS400	35,321.00	35,321.00	150.00	16,729.93		18,591.07	52.63
	--MAJOR TOTAL--	35,321.00	35,321.00	150.00	16,729.93		18,591.07	52.63
	ADMINISTRATOR	4,093,519.00	4,308,728.83	217,473.54	1,799,004.02		2,509,724.81	58.24
22100-281	COUNTY ATTORNEY	75,000.00	75,000.00	9,997.03	81,890.96		6,890.96	9.18
	--MAJOR TOTAL--	75,000.00	75,000.00	9,997.03	81,890.96		6,890.96	9.18
	COUNTY ATTORNEY	75,000.00	75,000.00	9,997.03	81,890.96		6,890.96	9.18
23100-291	REGISTRAR/BOARD OF ELECTIONS	178,121.00	178,121.00	10,671.65	74,922.83		103,198.17	57.93
	--MAJOR TOTAL--	178,121.00	178,121.00	10,671.65	74,922.83		103,198.17	57.93
	REGISTRAR/BOARD OF ELECTIONS	178,121.00	178,121.00	10,671.65	74,922.83		103,198.17	57.93

SUSSEX COUNTY

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2017 - 12/31/2017

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
31100-311	COMMISSIONER OF REVENUE	238,347.00	238,347.00	19,381.60	111,658.96		126,688.04	53.15
31100-312	REASSESSMENT SERVICES		107,007.00	8,669.93	47,661.02		59,345.98	55.45
	--MAJOR TOTAL--	238,347.00	345,354.00	28,051.53	159,319.98		186,034.02	53.86
	COMMISSIONER OF REVENUE	238,347.00	345,354.00	28,051.53	159,319.98		186,034.02	53.86
41100-411	TREASURER	353,077.00	353,177.00	25,066.26	161,883.81		191,293.19	54.16
41100-412	LICENSE BUREAU	47,700.00	47,700.00	590.00	12,186.83		35,513.17	74.45
	--MAJOR TOTAL--	400,777.00	400,877.00	25,656.26	174,070.64		226,806.36	56.57
	TREASURER	400,777.00	400,877.00	25,656.26	174,070.64		226,806.36	56.57
51100-511	COURTROOM SECURITY	215,051.00	215,051.00	14,416.33	90,849.17		124,201.83	57.75
51100-512	FIELD OPERATIONS	1,572,783.00	1,572,800.93	121,348.30	766,295.53		806,505.40	51.27
51100-513	SPOT OPERATIONS	59,208.00	59,208.00	2,450.80	23,362.59		35,845.41	60.54
51100-514	SELECTIVE ENFORCEMENT	217,800.00	217,800.00	14,330.01	83,188.88		134,611.12	61.80
51100-515	WAKEFIELD OPERATIONS	52,193.00	52,193.00	4,375.74	25,929.35		26,263.65	50.32
51100-516	E911	160,552.00	160,552.00	12,195.93	96,854.97		63,697.03	39.67
51100-517	SCHOOL RESOURCE OFFICERS	113,795.00	113,795.00	9,504.14	56,030.72		57,764.28	50.76
	--MAJOR TOTAL--	2,391,382.00	2,391,399.93	178,621.25	1,142,511.21		1,248,888.72	52.22
51500-551	CONFINEMENT OF INMATES	1,640,831.00	1,641,831.00	122,561.25	808,731.59		833,099.41	50.74
	--MAJOR TOTAL--	1,640,831.00	1,641,831.00	122,561.25	808,731.59		833,099.41	50.74
	SHERIFF'S DEPARTMENT	4,032,213.00	4,033,230.93	301,182.50	1,951,242.80		2,081,988.13	51.62
61100-611	CIRCUIT COURT	35,190.00	35,190.00	919.49	15,224.35		19,965.65	56.73
61100-612	GENERAL DISTRICT COURT	36,016.00	36,016.00	709.71	4,293.87		31,722.13	88.07
61100-613	SPECIAL MAGISTRATES	7,500.00	7,500.00	706.29	3,708.05		3,791.95	50.55
61100-614	JUV & DOM RELATIONS COURT	12,262.00	12,262.00		7,791.50		4,470.50	36.45
	--MAJOR TOTAL--	90,968.00	90,968.00	2,335.49	31,017.77		59,950.23	65.90
	CIRCUIT COURT	90,968.00	90,968.00	2,335.49	31,017.77		59,950.23	65.90
62100-621	CLERK OF COURTS	378,061.00	378,061.00	28,872.58	177,548.15		200,512.85	53.03
	--MAJOR TOTAL--	378,061.00	378,061.00	28,872.58	177,548.15		200,512.85	53.03
	CLERK OF COURTS	378,061.00	378,061.00	28,872.58	177,548.15		200,512.85	53.03
63100-631	COMMONWEALTH'S ATTORNEY	435,188.00	435,188.00	35,959.70	205,674.32		229,513.68	52.73
63100-632	VICTIM/WITNESS PROGRAM	75,223.00	75,223.00	6,413.80	38,017.05		37,205.95	49.46
	--MAJOR TOTAL--	510,411.00	510,411.00	42,373.50	243,691.37		266,719.63	52.25
	COMMONWEALTH'S ATTORNEY	510,411.00	510,411.00	42,373.50	243,691.37		266,719.63	52.25
	--MAJOR TOTAL--	510,411.00	510,411.00	42,373.50	243,691.37		266,719.63	52.25
81000	CONTRIBUTIONS TO OUTSIDE AGENCIES							

FUND #-100 EXPENDITURE

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2017 - 12/31/2017

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
81100-801	Crater Health District	198,317.00	198,317.00		99,158.50		99,158.50	50.00
81100-803	Old Dominion Emerg. Medical Serv.	982.00	982.00		982.00			
81100-805	District 19 Community Services Bd	64,499.00	64,499.00	32,249.50	64,499.00			
	--MAJOR TOTAL--	263,798.00	263,798.00	32,249.50	164,639.50		99,158.50	37.58
81300-811	Crater Area Aging	7,060.00	7,060.00		7,060.00			
81300-812	Sussex SS Christmas Program				1,500.00		1,500.00	100.00
81300-814	The Improvement Assoc	64,000.00	64,000.00		64,000.00			
81300-816	Red Cross	2,000.00	2,000.00		2,000.00			
81300-820	Virginia Legal Aid Society	1,135.00	1,135.00		1,135.00			
81300-822	VA Cooperative Extension	70,768.00	70,768.00	170.96	13,826.17		56,941.83	80.46
81300-823	Chowan Basin Soil & Water Conserv.	3,701.00	3,701.00		3,701.00			
81300-825	The Faith Based Coalition	5,000.00	5,000.00		5,000.00			
81300-829	Chowan Basin Proj. / City Franklin	7,480.00	7,480.00		7,480.00		7,480.00	100.00
	--MAJOR TOTAL--	161,144.00	161,144.00	170.96	98,222.17		62,921.83	39.04
81400-825	Wakefield Foundation	11,500.00	11,500.00		11,500.00			
81400-826	Blackwater/Regional Library	154,985.00	154,985.00		77,492.50		77,492.50	50.00
81400-827	MBC Museum	3,500.00	3,500.00		3,500.00			
	--MAJOR TOTAL--	169,985.00	169,985.00		92,492.50		77,492.50	45.58
81500-831	John Tyler Community College	1,016.00	1,016.00				1,016.00	100.00
81500-832	Virginia State University	1,000.00	1,000.00		1,000.00			
81500-833	Southside Virginia Education Center	4,000.00	4,000.00		4,000.00			
81500-834	Richard Bland College Foundation	1,500.00	1,500.00				1,500.00	100.00
	--MAJOR TOTAL--	7,516.00	7,516.00		5,000.00		2,516.00	33.47
81600-840	Sussex Youth & Adult Recreation Ctr	6,000.00	6,000.00		6,000.00			
81600-843	Senior Citizens, Eastern	10,000.00	10,000.00		10,000.00			
81600-844	Southeast 4-H Center	10,000.00	10,000.00				10,000.00	100.00
	--MAJOR TOTAL--	26,000.00	26,000.00		16,000.00		10,000.00	38.46
81800-860	Crater Planning District Commission	9,790.00	9,790.00		4,895.00		4,895.00	50.00
81800-862	Virginia's Gateway Region	32,050.00	32,050.00		32,050.00			
81800-863	Crater Youth Care Commission	114,743.00	114,743.00	4,238.08	52,543.90		62,199.10	54.20
81800-869	Crater Small Bus Dev Cent Longwod U	3,000.00	3,000.00		3,000.00			
	--MAJOR TOTAL--	159,583.00	159,583.00	4,238.08	92,488.90		67,094.10	42.04
	CONTRIBUTIONS TO OUTSIDE AGENCIES	788,026.00	788,026.00	36,658.54	468,843.07		319,182.93	40.50
93100	TRANSFERS TO OTHER FUNDS	9,146,922.00	9,763,226.00	926,604.96	3,304,580.50		6,458,645.50	66.15
93200	EXP ACCOUNT NON DEPARTMENT	103,168.00	103,168.00		647.74		102,520.26	99.37
	TRANSFERS TO OTHER FUNDS	9,250,090.00	9,866,394.00	926,604.96	3,305,228.24		6,561,165.76	66.50
95000	DEBT SERVICE	1,996,881.00	1,996,881.00	523,938.61	1,828,679.32		168,201.68	8.42
	DEBT SERVICE	1,996,881.00	1,996,881.00	523,938.61	1,828,679.32		168,201.68	8.42

SUSSEX COUNTY

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

7/01/2017 - 12/31/2017

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
99900	NON DEPARTMENTAL	8,000.00	8,000.00		5,292.00		2,708.00	33.85
	NON DEPARTMENTAL	8,000.00	8,000.00		5,292.00		2,708.00	33.85
	--FUND TOTAL--	22,188,656.00	23,128,454.76	2,164,227.98	10,362,245.81		12,766,208.95	55.19

SUSSEX COUNTY
 CAPITAL IMPROVEMENT FUND - DETAIL REVENUE SUMMARY

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	7/01/2017 - 12/31/2017 APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
999	REVENUE - CAPITAL PROJECT FUND						
10000	REVENUE FROM LOCAL SOURCES						
15000	REVENUE FROM USE OF MONEY/PROPERTY						
15010	REVENUE FROM USE OF MONEY						
0001	Interest Earned on Bank Deposits	.00	.00	.00	70.00	70.00-	100.00-
	REVENUE FROM USE OF MONEY	.00	.00	.00	70.00	70.00-	100.00-
	REVENUE FROM USE OF MONEY/PROPERTY	.00	.00	.00	70.00	70.00-	100.00-
16000	CHARGES FOR SERVICES						
16010	COURT COSTS						
18030	COURT COSTS						
20000	REVENUE FROM THE COMMONWEALTH						
24000	CATEGORICAL AID - STATE						
24040	CATEGORICAL AID - OTHER						
40000	OTHER FINANCING SOURCES						
41000	NON-REVENUE RECEIPTS						
41040	PROCEEDS FROM INDEBTNESS						
41050	FUND TRANSFERS						
0100	Transfer from General Fund	654,170.00	654,170.00	.00	129,500.00	524,670.00	80.20
	FUND TRANSFERS	654,170.00	654,170.00	.00	129,500.00	524,670.00	80.20
	NON-REVENUE RECEIPTS	654,170.00	654,170.00	.00	129,500.00	524,670.00	80.20
	--FUND TOTAL--	654,170.00	654,170.00	.00	129,570.00	524,600.00	80.19

SUSSEX COUNTY
 EXPENDITURE SUMMARY
 7/01/2017 - 12/31/2017

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	& REMAIN.
999	EXPENDITURES - CAPITAL PROJECT FD							
90000	CAPITAL PROJECTS							
91000	CAPITAL IMPROVEMENT PLAN							
91100	NEW CONSTRUCTION, ADD. OR RE							
91200	TECHNOLOGY INFRASTRUTURE							
91201	REPLACE E911 EQUIPMENT							
1257	Replace CAD System	169,000.00	169,000.00	.00	.00	.00	169,000.00	100.00
	REPLACE E911 EQUIPMENT	169,000.00	169,000.00	.00	.00	.00	169,000.00	100.00
91202	Replace AS400 Server							
0001	Replace AS400 Server	47,670.00	47,670.00	.00	.00	.00	47,670.00	100.00
	Replace AS400 Server	47,670.00	47,670.00	.00	.00	.00	47,670.00	100.00
91203	Replace Voting Machines							
0001	Replace Voting Machines	44,000.00	103,500.00	.00	34,500.00	.00	69,000.00	66.66
	Replace Voting Machines	44,000.00	103,500.00	.00	34,500.00	.00	69,000.00	66.66
91300	VEHICLES & OTHER RELATED EQUIP.							
0011	Sheriff Patrol Vehicle	73,500.00	73,500.00	.00	.00	.00	73,500.00	100.00
0012	Animal Control Vehicle	40,000.00	40,000.00	2,288.96	30,256.96	.00	9,743.04	24.35
0013	Buildings & Grounds - Vehicle	40,000.00	40,000.00	.00	31,975.00	.00	8,025.00	20.06
0014	Environmental Inspections Vehicle	40,000.00	40,000.00	.00	.00	.00	40,000.00	100.00
0015	Building Inspections - Vehicle	40,000.00	40,000.00	.00	.00	.00	40,000.00	100.00
	VEHICLES & OTHER RELATED EQUIP.	233,500.00	233,500.00	2,288.96	62,231.96	.00	171,268.04	73.34
91500	MISCELLANEOUS PROJECTS							
	CAPITAL IMPROVEMENT PLAN	494,170.00	553,670.00	2,288.96	96,731.96	.00	456,938.04	82.52
93100	TRANSFERS TO OTHER FUNDS							
94000	CAPITAL PROJECTS							
94000-120	CAPITAL PROJECTS							
	--SUB TOTAL--	.00	.00	.00	.00	.00	.00	.00
94100	LANDFILL CLOSURE							
94250	COMMUNICATIONS							
8212	New Radio System Cost	.00	783,472.00	395,864.40	747,794.45	.00	35,677.55	4.55
	COMMUNICATIONS	.00	783,472.00	395,864.40	747,794.45	.00	35,677.55	4.55
94300	EMERG REPAIR JARRATT SENIOR CTR							
94400	RENOVATION OF COUNTY BLDGS							
8212	Renov/Repair Bldg/Phone Sys. Etc.	.00	238,873.00	.00	9,240.79	.00	229,632.21	96.13
8216	Hist, Courthouse Roof Replacement	.00	.00	.00	23,004.75	.00	23,004.75	100.00
8217	Carpet Replacement - GDC	13,000.00	13,000.00	.00	.00	.00	13,000.00	100.00
8218	Judicial Complex HVAC-Phase 1	25,000.00	25,000.00	.00	.00	.00	25,000.00	100.00
8220	Water Tower Repairs	75,000.00	75,000.00	.00	.00	.00	75,000.00	100.00
	RENOVATION OF COUNTY BLDGS	113,000.00	351,873.00	.00	32,245.54	.00	319,627.46	90.83
94500	SCHOOL PROJECTS							

SUSSEX COUNTY
 EXPENDITURE SUMMARY

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	7/01/2017 - APPR. AMOUNT	12/31/2017 CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
	SCHOOL PROJECTS							
0001	Lease Purchase - School Busses	27,000.00	27,000.00	.00	.00	.00	27,000.00	100.00
	SCHOOL PROJECTS	27,000.00	27,000.00	.00	.00	.00	27,000.00	100.00
94700	ANIMAL POUND BLDG & COMPLEX							
8103	Repairs ar Animal Shelter	20,000.00	20,000.00	.00	.00	.00	20,000.00	100.00
	ANIMAL POUND BLDG & COMPLEX	20,000.00	20,000.00	.00	.00	.00	20,000.00	100.00
94800	WASTE SITE PURCHASE							
94900	COMMONWEALTH ATTNY OFFICE BLDG							
	CAPITAL PROJECTS	160,000.00	1,182,345.00	395,864.40	780,039.99	.00	402,305.01	34.02
95300	STONY CREEK SCHOOL SITE							
96000	PUBLIC PARK DEVELOPEMENT							
	--FUND TOTAL--	654,170.00	1,736,015.00	398,153.36	876,771.95	.00	859,243.05	49.49

DATE REC'D	FOR MONTH	RATE/TON 0.00	NET/TON 0.00	CO. USED TONS	TOTAL REV. Bud 4.6 mil	CONSENT FEE ESCROW FD	CONSENT FEE BRAMBLES CR	BASE RENT	Ave need & Bal of Bud.
									\$5,075,000.00 Budgeted
7/26/2017	June 2017	\$4.53	105,737.78	833.12	\$478,992.14				\$422,916.67
8/22/2017	July 2017	\$4.53	95,642.23	740.44	\$433,259.30				\$416,274.86
9/29/2017	Aug 2017	\$4.53	108,632.63	827.06	\$492,105.81				\$407,849.19
10/25/2017	Sept 2017	\$4.53	92,063.41	900.87	\$417,047.25				\$406,699.44
11/14/2017	Oct 2017	\$4.53	101,335.18	922.01	\$459,048.37				\$399,221.02
12/21/2017	Nov 2017	\$4.53	104,887.09	951.73	\$475,138.52				\$386,568.11
1/20/2018	Dec 2017	\$4.53			\$0.00				\$386,568.11
2/19/2018	Jan 2018	\$4.53			\$0.00				\$386,568.11
3/27/2018	Feb 2018	\$4.53			\$0.00				\$386,568.11
4/21/2018	Mar 2018	\$4.53			\$0.00				\$386,568.11
5/21/2018	Apr 2018	\$4.53			\$0.00				\$386,568.11
6/23/2018	May 2018	\$4.53			\$0.00				\$386,568.11
AC TOT FYE 2018 Bud		\$5,075,000	608,298.32	5,175.23	\$2,755,591.39	0.00	0.00	0.00	\$2,319,408.61
G TOTAL PROJ			32,021,195.29	196,053.50	126,629,620.99	4,768,264.00	5,192,300.00	5,480,000.10	

Current Conditions of Agreement and CUP - Per the 5th Amendment to Host Agreement dated May 25, 2017

- Beginning 4/1/17, rate increases from \$4.03/ton to 4.53/ton. Summer 2018 - Rate increases from \$4.53/ton to 4.75/ton on the earlier of (1) first delivery of trash by railcar from NY contract or (2) July 1, 2018.
 - Adjustment to CPI on 10th anniversary of amendment (2028), not to exceed \$5.00/ton, but rate shall not be reduced if CPI is less than \$4.75.
 - Minimum Monthly Payments will be 1/12th of 50% of previous calendar year's tipping fees, but not below \$2,000,000/year
 - Remote Convenience Centers will be reduced to 5, and beginning June 1, 2018, the County will be responsible for daily operations, acceptance of waste, & routine maintenance of Remote Transfer Stations.
 - Lump Sum pmt of \$150,000 to erect necessary improvements to man & manage operations of Remote Convenience Centers. (Received 8/23/17)
 - Inspection & Operations Fee paid by Waste Management to County for 2017 = \$225,000, increasing to \$375,000 January 1, 2018, and adjusted to CPI every 5 years thereafter. The fee shall not be reduced based on CPI adjustment and shall not exceed \$425,000.
 - Landfill Current Lease 1,315 Acres
 - Escrow Agreement: Escrow account/bond/letter \$5,000/acres with a max. of \$1,000,000 with interest earning to a gross max. of \$2,000,000. Amendment to Escrow Agreement allows for additions deposits of \$5,000/acres over 200 acres of landfill used with no maximum accumulation.
 - Current County Capacity 800,000 tons
- Note: Sup. Rent ended 12/02

Sussex County
Ten Year Landfill Revenue Summary
Onnie L. Woodruff, Treas.

MO. RECD	FYE2007	FYE2008	FYE2009	FYE2010	FYE2011	FYE2012	FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	3Yr Ave.
July	819,849	812,429	699,620	558,173	599,541	629,481	471,147	490,908	480,391	501,253	436,313	478,992	472,652
August	830,151	803,179	712,021	577,545	509,002	597,953	445,265	489,118	454,641	429,103	401,017	433,259	428,254
July Adj								23,595					
September	808,986	796,329	669,685	475,125	503,372	592,764	479,789	432,466	350,607	324,276	424,719	492,106	366,534
Aug. Adj								10,179					
October	752,231	715,269	683,656	500,954	545,971	514,347	408,069	401,828	399,043	308,871	367,365	417,047	358,426
Sept. Adj								20,337					
November	889,097	790,715	670,320	481,954	567,260	476,176	430,052	405,430	382,450	334,371	441,841	459,048	386,221
December	798,459	714,193	537,570	455,412	541,780	415,797	534,057	322,278	335,460	339,298	353,495	475,139	342,751
January	650,791	667,328	504,874	449,831	479,350	441,254	488,614	343,461	389,239	390,132	339,065		372,812
February	713,718	719,697	486,201	437,417	484,712	432,349	542,928	377,628	403,443	342,709	375,933		374,028
Jan CPI Adj											4,723		1,574
March	582,539	632,047	449,975	419,355	472,753	404,675	403,559	317,919	290,654	341,827	314,512		315,664
April	790,823	739,381	507,925	493,043	586,694	403,647	426,530	338,922	459,688	389,559	393,938		414,395
*rate increase to 4.53/ton effective 4/1/17													
May	799,360	711,795	544,548	507,140	572,823	441,761	480,225	390,339	544,490	360,063	383,640		429,398
													0
June	768,332	724,680	518,084	571,595	578,670	458,093	473,070	399,471	508,752	400,137	467,027		458,639
Totals	9,204,335	8,827,042	6,984,479	5,927,545	6,441,927	5,808,297	5,583,306	4,763,878	4,999,574	4,461,599	4,703,587	2,755,591	4,721,587
Current Year Budget amount:		5,075,000											

Environmental Inspections

January 18, 2018

Monthly Report

BOARD REPORT FORM

Agenda Item: Environmental Inspections Monthly Report - #7.03

Subject: Sussex County Convenience Sites

Board Meeting Date: January 18, 2018

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Summary: Mr. Matt Venable, Director of Environmental Inspections, will provide a brief update on the Sussex County Convenience Sites

Attachments: A Copy of Environmental Inspections December 2017 Monthly Report
A Copy of Environmental Inspections November 2017 Monthly Report

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ACTION: N/A

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

MEMORANDUM

DATE: December 12, 2017

TO: Chairman and Honorable Board Members
Vandy V. Jones, III, County Administrator

FROM: Matt Venable, Director of Environment Inspections

SUBJECT: December 21, 2017 - Report

As we prepare to implement the Fifth Amendment to the Sussex County/Atlantic Waste Host Agreement by June 1, 2018, I wanted to take this time to discuss staffing, operations, and other expenditures that will be required to fulfill our obligations as Landlord on an annual basis. In regards to these expenditures for FY18, we **should** be fine financially for staffing, operations and various other costs. However, the reason being is that FY 18 will be on a 6-8 month operational budget versus FY19 and beyond will be on a 12 month operational budget due to implementation of the host agreement by June 1, 2018.

With this being said, the FY 19 budget process will begin in the next few months and it is the perfect time to consider the true operational cost of running 5 manned-sites for the upcoming FY19 budget year. Human Resources and I have prepared actual staffing cost to have the 5 sites open from 7am – 7pm Monday thru Saturday and 1pm – 7pm on Sunday. Just the staffing alone will cost around \$231,000.00 annually to cover salaries, FICA and Workman’s Comp Insurance. Per the latest amendment to the host agreement, Atlantic Waste will only be giving \$125,000.00 annually towards the cost of manning the sites. As you can see there will be quite the discrepancy in the budget beginning in FY19.

There will also be other operational cost that will require additional monies to fulfill our obligations as landlords, such as approximately \$6,000.00 annually for port-a-potty’s , \$5-6,000.00 for 5 cell phones annually (1 at each site), \$6,000.00 for Dominion Energy to provide power at each site and various other cost associated with manning the 5 sites. An approximate total for annual manning of the sites will be at least **\$250,000.00**. These will be things that will need to be carefully considered with the upcoming FY19 budget process.

I will continue to keep you updated on the ongoing transition to manned-sites in the county and will be available for questions/comments at the January/February board meetings. I want to wish all you a Merry Christmas and a Happy New Year.

MEMORANDUM

DATE: November 8, 2017

TO: Sussex County Board of Supervisors
Vandy Jones, County Administrator

FROM: Matthew Venable, Director of Environmental Inspections

SUBJECT: November 2017 – Timeline for Conversion of Convenience Sites

As you are aware of this past years contract negotiations with Atlantic Waste regarding the nine (9) Convenience Sites located throughout the County, I wanted to take this time to provide you an overview for implementation. The 8 sites that the county owns will be reduced down to a total of 5 manned-sites. They are as follows: **Waverly, Wakefield, Courthouse, Stony Creek and Jarratt.** The 3 sites that will be **CLOSED** are Peter's Bridge, Old Forty and Reed Rd. The conversion of these sites, per contract, must be accomplished on or before June 1, 2018. The site located on Cabin Point Rd. (in front of landfill) will stay open as well but will not be a manned-site as this location is run by Atlantic Waste.

With this being said, I will have newly installed signs located at the 3 sites that will be closed in the next few weeks. Signs will also be installed at Parsons Store and Neblett's Mill Rd. where dumpsters are currently located as these will no longer be available for citizen refuse. The signs will indicate the closure as well as let the citizens know the nearest location(s) to take their refuse to once the sites are closed in June. Please see attached copy of the language that will be on the signs.

Currently, the buildings that will house county staff at the newly manned-sites are being constructed in conjunction with Rowanty Technical Center. This is a great opportunity for community development and to involve students from Sussex County. My goal is to have the first 2 buildings complete sometime in January and to begin the application process to get Waverly and Stony Creek staffed and functioning by the first quarter of 2018. The remaining 3 buildings should be complete by the end of March and staffed by end of April.

This conversion process is going to take some time for the citizens of Sussex county to get used to but I am confident it is a change that the citizens of Sussex County will appreciate once fully implemented.

Origin / Material Summary Report

Criteria: 12/01/2017 12:00 AM to 12/31/2017 11:59 PM

Business Unit Name: Atlantic Waste Disposal - S05136 (USA)

Origin	Material	Tons
CT	MSWT	48.33
Origin Total		48.33
DE	MSWT	43.41
DE	Special Misc-Tons	60.87
Origin Total		104.28
MD	MSWT	18.02
MD	SludgeIndus-Tons	1,266.81
Origin Total		1,284.83
NC	MSWT	2,078.71
Origin Total		2,078.71
NJ	Auto Fluff RGC-Tons	2,882.83
NJ	Auto Fluff-Tons	11,467.37
Origin Total		14,350.20
NY	MSWT	78,642.37
Origin Total		78,642.37
PA	MSWT	235.29
Origin Total		235.29
SUSS BUS	MSWT	134.19
SUSS BUS	Special Misc-Tons	257.38
Origin Total		391.57
SUSS RES	MSWT	558.44
Origin Total		558.44
VA	CDTC	62.65
VA	MSWT	11,967.98
VA	SludgeIndus-Tons	28.91
VA	Special Misc-Tons	97.03
Origin Total		12,156.57
Totals		109,850.59

Finance Department



January 18, 2018



Board of Supervisors

Susan B. Seward, Chair
 Keith C. Blowe, Vice Chairman
 C. Eric Fly, Sr.
 Alfred G. Futrell
 John A. Stringfield
 Rufus E. Tyler

Vandy V. Jones, III
 County Administrator

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**Sussex County Board of Supervisors
 January 18, 2018**

Item: January 18, 2018

From: Kelly Moore, Finance Department

Summary: Permits, Fees and Licenses as well as Board Adoption Fees are the two (2) main revenue sources collected for Animal Control. Other irregular revenue sources include donations and restitution ordered by the courts in Animal Control cases.

Since these funds are received in the General Fund, they are not specifically "recovered" for vaccination shots, veterinarian care, etc. However, funds received from the Department of Motor Vehicles for sells related to Animal Friendly license plates, are documented to be expended for the sterilization of dogs and cats.

Below is a summary of the Actual Expenses for the two (2) main revenue sources mentioned:

		Actual		
		Revenue	Revenue	Revenue
		2014/2015	2015/2016	2016/2017
Permits, Fees and Licenses				
013010-2015	Animal Licenses	7,290	-	-
013010-2016	Animal Licenses	-	7,031	-
013010-2017	Animal Licenses	-	-	6,793
Charges for Other Protection				
016060-0001	Board, Adop & Fees/Animals	1,401	3,284	4,323



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**Sussex County Board of Supervisors
January 18, 2018**

Item: Radio Project Expenditures
From: Kelly Moore, Finance Department
Summary: Below is a summary of the Expenditures for the Radio Communications Upgrade Project through December 21, 2017:

<u>Fiscal Year End</u>	<u>Expenditures</u>
FYE15	\$ 842,461
FYE16	\$ 2,392,968
FYE17	\$ 312,775
<u>FY18 (thru 12/21/17)</u>	<u>\$ 747,794</u>
Total:	\$ 4,295,998

*The projected final cost of the Radio Communications Upgrade Project is \$4.55mil.

ACCOUNT #	DESCRIPTION	REF #	ENCUMBRANCE	P.O. BALANCE	EXPENDITURE	\$ BUDGET \$
	New Radio System Cost	FUND#-302				
094250-8212	New Radio System Cost	B.FWD.				.00
	7/14/2017 2017/0RADIO SOFT, INC. BH-	01AP-001-1693220			275.00	
	7/14/2017 2017/0TECHNICAL PARTNERS LLBH-	01AP-001-TP-043017			37611.21	
	7/27/2017 2017/0TECHNICAL PARTNERS LLBH-	01AP-001-TP-073117			55569.30	
	7/27/2017 2017/0FEDERAL ENGINEERING IBH-	01AP-001-2017-3-6914			4905.00	
	8/01/2017 2017/0CUSTOM TOWERS, LLC BH-	01AP-001-203907			9160.00	
	8/17/2017 2017/0FEDERAL ENGINEERING IBH-	01AP-001-2017-3-6917			19864.69	
	8/17/2017 2017/0TECHNICAL PARTNERS LLBH-	01AP-001-TP-063017			90078.53	
	8/17/2017 2017/0PHILLIPS TELECOMMUNICBH-	01AP-001-20992			231.50	
	8/31/2017 2017/0BA FYE17 ENCUMB RADIO PROJ	BA-001-0000402				783472.00
	9/21/2017 2017/0FEDERAL ENGINEERING IBH-	01AP-001-2017-3-6920			21446.75	
	9/21/2017 2017/0BANK OF SOUTHSIDE VA BH-	01AP-001-2557 0817 03			400.36	
	10/05/2017 2017/1CONVERGENT TECHNOLOGIBH-	01AP-001-20478			5488.75	
	10/05/2017 2017/1TECHNICAL PARTNERS LLBH-	01AP-001-TP-083117			59928.85	
	10/20/2017 2017/1RADIO SOFT, INC. BH-	01AP-001-1790034			660.00	
	10/20/2017 2017/1FEDERAL ENGINEERING IBH-	01AP-001-2017-4-6923			1900.00	
	11/08/2017 2017/1TECHNICAL PARTNERS LLBH-	01AP-001-TP-093017			30030.21	
	11/08/2017 2017/1TECHNICAL PARTNERS LLBH-	01AP-001-TP-093017RETIAN			14379.90	
	12/07/2017 2017/1HARRIS CORPORATION-PSBH-	01AP-001-P000002279			393236.85	
	12/07/2017 2017/1BANK OF SOUTHSIDE VA BH-	01AP-001-2557 1117 #1			1739.30	
	12/18/2017 2017/1MID-ATLANTIC ENTRY SYBH-	M01AP-001-68755			263.25	
	12/21/2017 2017/1GEORGE COX & SONS BH-	01AP-001-8183			625.00	
	-TOTAL-				747794.45	35677.55
DEPT TOTAL.....	BALANCE FORWARD				.00	
	CURRENT MONTH				747794.45	
	ENCUMBRANCE				.00	
	YEAR TO DATE				747794.45	
	BUDGET BALANCE				35677.55	
FUND TOTAL.....	A S S E T S		.00	.00	.00	
FUND TOTAL.....	L I A B I L I T Y		.00	.00	.00	
FUND TOTAL.....	R E V E N U E		.00	.00	.00	
FUND TOTAL.....	E X P E N S E		.00	.00	.00	
FUND TOTAL.....	ENCUMBRANCE		.00	747794.45	747794.45	
FUND TOTAL.....					.00	
COMPANY TOTAL.....	A S S E T S		.00	.00	.00	
COMPANY TOTAL.....	L I A B I L I T Y		.00	.00	.00	
COMPANY TOTAL.....	R E V E N U E		.00	.00	.00	
COMPANY TOTAL.....	E X P E N S E		.00	.00	.00	
COMPANY TOTAL.....	ENCUMBRANCE		.00	747794.45	747794.45	
COMPANY TOTAL.....					.00	

ACCOUNT #	DESCRIPTION	REF #	ENCUMBRANCE	P.O. BALANCE	EXPENDITURE	\$ BUDGET	\$
	New Radio System Cost	FUND#-302					
094250-8212	New Radio System Cost	B.FWD.				.00	
	8/16/2016 2016/0BA FYE16 ENCUMBERED CP EXP88A-001-0000366					1166261.00	
	8/19/2016 2016/0FEDERAL ENGINEERING IBH- 01AP-001-2016-3-6026				900.00		
	8/19/2016 2016/0FEDERAL ENGINEERING IBH- 01AP-001-2016-3-6024				1620.00		
	8/19/2016 2016/0HARRIS CORPORATION-PSBH- 01AP-001-S000001612				512797.11		
	8/26/2016 2016/0FEDERAL ENGINEERING IBH- 01AP-001-2016-2-6023				4126.51		
	9/16/2016 2016/0FEDERAL ENGINEERING IBH- 01AP-001-2016-3-6018				7603.06		
	10/21/2016 2016/1BA APPR RADIO TOWER 10/20 BA-001-0000370					196000.00	
	11/21/2016 2016/1FEDERAL ENGINEERING IBH- 01AP-001-2016-4-6267				3697.90		
	11/21/2016 2016/1HARRIS CORPORATION-PSBH- 01AP-001-P000001809				28189.26		
	1/20/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2017-1-6283				5850.00		
	1/20/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2016-4-6264				1800.00		
	1/20/2017 2017/0CONVERGENT TECHNOLOGIBH- 01AP-001-19458				593.75		
	2/10/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2016-4-6273				1260.00		
	2/10/2017 2017/0CONVERGENT TECHNOLOGIBH- 01AP-001-19574				125.00		
	2/10/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2017-1-6897				9520.93		
	2/28/2017 2017/0PROGRESS INDEX BH- 01AP-001-300609919				109.58		
	2/23/2017 2017/0PSAP RECORDER TRNSFR TO RADBA-001-0000381					75355.50	
	3/01/2017 2017/0HARRIS CORPORATION-PSBH- 01AP-001-P000001980				22325.00		
	3/16/2017 2017/0BANK OF SOUTHSIDE VA BH- 01AP-001-2383 0217 04				1200.00		
	3/16/2017 2017/0TELECOM PRODUCT PROFIBH- 01AP-001-31417-JW01				15900.00		
	3/31/2017 2017/0MBC TOWERS, INC. BH- 01AP-001-2017009				1200.00		
	4/13/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2017-2-6904				30799.17		
	5/19/2017 2017/0GEORGE COX & SONS BH- 01AP-001-8111				5021.40		
	5/19/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2017-2-6908				6120.00		
	5/25/2017 2017/0PHILLIPS TELECOMMUNICBH-N01AP-001-20690				787.00		
	5/31/2017 2017/0RADIO REIMB FR WAV BOS 05188A-001-0000385					40140.00	
	6/29/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2017-2-6911				21110.04		
	6/29/2017 2017/0FEDERAL ENGINEERING IBH- 01AP-001-2017-1-6901				11330.74		
	6/29/2017 2017/0BANK OF SOUTHSIDE VA BH- 01AP-001-2557 0617 12				298.08		
	8/30/2017 2017/0NEW RADIO SYSTEM COST AE-217-0000006				516923.62-		
	11/20/2017 2017/0TO BRING CASH IN BALANCE AE-217-0000021				1004.25		
	11/20/2017 2017/0TO RECORD ADDTL A/P AE-217-0000028				90078.53		
	11/20/2017 2017/0TO RECORD ADDTL A/P AE-217-0000028				37611.21		
	11/22/2017 2017/0POST RETAINAGE PAYABLE AE-217-0000032				6720.51		
	-TOTAL-				312775.41	1164981.09	
DEPT TOTAL.....	BALANCE FORWARD				.00		
	CURRENT MONTH				312775.41		
	ENCUMBRANCE				.00		
	YEAR TO DATE				312775.41		
	BUDGET BALANCE				1164981.09		
FUND TOTAL.....	A S S E T S		.00	.00	.00		
FUND TOTAL.....	L I A B I L I T Y		.00	.00	.00		
FUND TOTAL.....	R E V E N U E		.00	.00	.00		
FUND TOTAL.....	E X P E N S E		.00	.00	.00		
FUND TOTAL.....			.00	312775.41	312775.41		
FUND TOTAL.....	ENCUMBRANCE				.00		
COMPANY TOTAL.....	A S S E T S		.00	.00	.00		
COMPANY TOTAL.....	L I A B I L I T Y		.00	.00	.00		

COMPANY TOTAL.....	R E V E N U E	.00	.00	.00
COMPANY TOTAL.....	E X P E N S E	.00	.00	.00
COMPANY TOTAL.....		.00	312775.41	312775.41
COMPANY TOTAL.....	ENCUMBRANCE			.00

ACCOUNT #	DESCRIPTION	REF #	ENCUMBRANCE	P.O. BALANCE	EXPENDITURE	\$ BUDGET \$
	New Radio System Cost	FUND#-302				
094250-8212	New Radio System Cost	B.FWD.				.00
	8/07/2015 2015/OFEDERAL ENGINEERING	IBH- 01AP-001-2015-3-7086			7783.76	
	9/21/2015 2015/OBA 91715 RADIO COMM. SYSTEMBA-001-0000343					3559429.00
	9/29/2015 2015/OFEDERAL ENGINEERING	IBH- 01AP-001-2015-2-7084			1890.00	
	9/29/2015 2015/OFEDERAL ENGINEERING	IBH- 01AP-001-2015-3-7137			1440.00	
	10/19/2015 2015/1FEDERAL ENGINEERING	IBH- 01AP-001-2015-4-7148			2601.00	
	11/11/2015 2015/1FEDERAL ENGINEERING	IBH- 01AP-001-2015-4-7152			360.00	
	11/11/2015 2015/1FEDERAL ENGINEERING	IBH- 01AP-001-2015-3-7144			1395.00	
	12/30/2015 2015/1HARRIS CORPORATION	BH- 01AP-001-P000001429			28189.24	
	12/30/2015 2015/1HARRIS CORPORATION	BH- 01AP-001-P000001462			28189.24	
	12/30/2015 2015/1HARRIS CORPORATION	BH- 01AP-001-P000001480-01			28189.24	
	12/30/2015 2015/1HARRIS CORPORATION	BH- 01AP-001-P000001480-02			366460.15	
	12/30/2015 2015/1HARRIS CORPORATION	BH- 01AP-001-P000001542			28189.24	
	12/30/2015 2015/1HARRIS CORPORATION	BH- 01AP-001-P000001574			28189.24	
	1/21/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001636			28189.24	
	1/21/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001610			28189.24	
	2/11/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001654			28189.24	
	3/10/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001667			732920.30	
	4/14/2016 2016/OFEDERAL ENGINEERING	IBH- 01AP-001-2016-2-6016			1080.00	
	5/05/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001713			28189.24	
	5/05/2016 2016/OFEDERAL ENGINEERING	IBH- 01AP-001-2016-1-7157			765.00	
	5/05/2016 2016/OFEDERAL ENGINEERING	IBH- 01AP-001-2016-1-6317			8575.17	
	5/05/2016 2016/OFEDERAL ENGINEERING	IBH- 01AP-001-2016-1-7161			450.00	
	5/12/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001681			28189.24	
	5/12/2016 2016/OFEDERAL ENGINEERING	IBH- 01AP-001-2016-2-6020			12826.13	
	5/19/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001738			28189.24	
	5/26/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-AY051916			916150.37	
	6/23/2016 2016/0HARRIS CORPORATION	BH- 01AP-001-P000001779			28189.24	
	-TOTAL-				2392967.84	1166461.16
DEPT TOTAL.....	BALANCE FORWARD					.00
	CURRENT MONTH				2392967.84	
	ENCUMBRANCE				.00	
	YEAR TO DATE				2392967.84	
	BUDGET BALANCE				1166461.16	
FUND TOTAL.....	A S S E T S		.00	.00	.00	
FUND TOTAL.....	L I A B I L I T Y		.00	.00	.00	
FUND TOTAL.....	R E V E N U E		.00	.00	.00	
FUND TOTAL.....	E X P E N S E		.00	.00	.00	
FUND TOTAL.....			.00	2392967.84	2392967.84	
FUND TOTAL.....	ENCUMBRANCE				.00	
COMPANY TOTAL.....	A S S E T S		.00	.00	.00	
COMPANY TOTAL.....	L I A B I L I T Y		.00	.00	.00	
COMPANY TOTAL.....	R E V E N U E		.00	.00	.00	
COMPANY TOTAL.....	E X P E N S E		.00	.00	.00	
COMPANY TOTAL.....			.00	2392967.84	2392967.84	
COMPANY TOTAL.....	ENCUMBRANCE				.00	

G/L TRIAL BALANCE
12/31/2017 2017/12

ACCOUNT #	DESCRIPTION	REF #	ENCUMBRANCE	P.O. BALANCE	EXPENDITURE	\$ BUDGET \$
	New Radio System Cost	FUND#-302				
094250-8212	New Radio System Cost	B.FWD.				.00
	7/15/2014 2014/0-APPROPRIATION ENTRY-	BA-001-0000100				2000000.00
	9/17/2014 2014/0FEDERAL ENGINEERING IBH-	01AP-001-2014-3-2470			35000.00	
	2/02/2015 2015/0FEDERAL ENGINEERING IBH-	01AP-001-2014-4-2473			44867.00	
	3/26/2015 2015/0FEDERAL ENGINEERING IBH-	01AP-001-2015-1-2474			10000.00	
	5/06/2015 2015/0BA BAL OF RADIO SYS. AKE	BA-001-0000326				2400000.00
	5/21/2015 2015/0FEDERAL ENGINEERING IBH-	01AP-001-2015-2-2475			10000.00	
	5/21/2015 2015/0HARRIS CORPORATION BH-	01AP-001-AY050115			732920.30	
	10/07/2015 2015/0ACCRUED EXP 8/07/15	BATCH#1AE-000-0000004			7783.76	
	10/07/2015 2015/0ACCRUED EXP 9/29/15	BATCH#1AE-000-0000004			1890.00	
	-TOTAL-				842461.06	3557538.94
DEPT TOTAL.....	BALANCE FORWARD				.00	
	CURRENT MONTH				842461.06	
	ENCUMBRANCE				.00	
	YEAR TO DATE				842461.06	
	BUDGET BALANCE				3557538.94	
FUND TOTAL.....	A S S E T S		.00	.00	.00	
FUND TOTAL.....	L I A B I L I T Y		.00	.00	.00	
FUND TOTAL.....	R E V E N U E		.00	.00	.00	
FUND TOTAL.....	E X P E N S E		.00	.00	.00	
FUND TOTAL.....	ENCUMBRANCE		.00	842461.06	842461.06	.00
COMPANY TOTAL.....	A S S E T S		.00	.00	.00	
COMPANY TOTAL.....	L I A B I L I T Y		.00	.00	.00	
COMPANY TOTAL.....	R E V E N U E		.00	.00	.00	
COMPANY TOTAL.....	E X P E N S E		.00	.00	.00	
COMPANY TOTAL.....	ENCUMBRANCE		.00	842461.06	842461.06	.00

Community Development



January 2018
Monthly Report

Community Development Office Monthly December 2017

Mr. André M. Greene, Director of Community Development

Economic Development

- *The Cabin Point Road Water and Sewer Line Extension Project is still active and Perkinson Construction is 98% complete.*

Community Development/Special Programs Grant Administration

- *Royal Exteriors has substantially finished the window replacement project for the Courthouse. Final walk through/inspection has to be rescheduled with Mosley Architects.*
- *A Comp Plan stakeholders meeting was held at the Social Services Building on December 11th.*
- *A Contract Negotiation and Management team meeting regarding the Waverly Tornado Recovery (UNOS) project and the Pocahontas Neighborhood project at the Prince George Cooperative Extension.*

Planning & Zoning

- *Three (3) Zoning Applications were reviewed and approved.*
- *Three (3) Plats were approved.*
- *One (1) Rezoning application was received and processed.*

Erosion & Sediment Control

- *Three (3) E&S projects are active with inspections being made after each rain event.*
- *Three (3) Agreement in Lieu of an Erosion & Sediment Control Plan Applications were completed.*
- *Staff attended the Plants in Storm-water Management and Erosion and Sediment Control class on December 5th.*

MEMORANDUM

DATE: January 3, 2018

TO: Vandy Jones, County Administrator

FROM: Andre M. Greene, Director of Community Development

SUBJECT: December 2017 - Monthly Report

Please accept this as the December 2017 update for the Community Development Department.

BUILDING ACTIVITY

- December 2017

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
5	6	5	8	79	\$159,601.00	\$3,310.53

- December 2016

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
11	7	2	14	89	\$569,551.00	\$4,038.31

- January 2017 – December 2017 (Yearly totals)

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
238	196	85	166	1,629	\$17,333,232	\$101,130.07