
MARTINSBURG, WEST VIRGINIA

232 North Queen Street, Martinsburg, WV 25401

FY 2020 Annual Action Plan

*For Submission to HUD for the
Community Development Block Grant and
HOME Investment Partnership Programs*

July 9, 2020

George Karos,
Honorable Mayor

City Council:

Dennis J. Etherington, Ward I

Kevin Knowles, Ward II

Ken Collinson, Ward III

Kimberly Nelson, Ward IV

Jason Baker, Ward V

Harriet Johnson, At-Large

Gregg Wachtel, At-Large

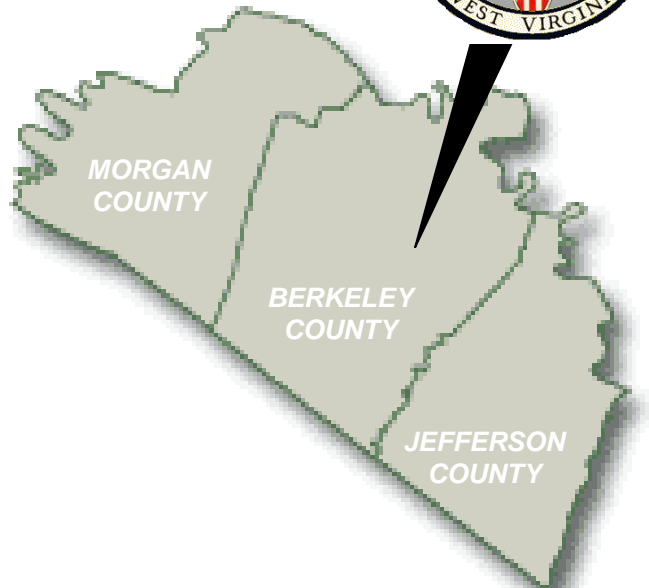


Table of Contents

PART I. ES: EXECUTIVE SUMMARY

AP-05 Executive Summary – 24 CFR 91.200(c), 91.220(b) 1

1. Introduction 1
2. Summary of the Objectives and Outcomes Identified in the Plan 15
3. Evaluation of Past Performance 18
4. Summary of Citizen Participation Process and Consultation Process 19
5. Summary of Public Comments..... 20
6. Summary of Comments or Views Not Accepted and the Reasons For Not
Accepting Them 21
7. Summary 21

PART II. PR: THE PROCESS

PR-05 Lead & Responsible Agencies – 91.200(b) 22

1. Agency/Entity Responsible for Preparing/Administering the Plan 22

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)..... 23

1. Introduction 23
2. Agencies, Groups, Organizations, and Others Who Participated in the Process
and Consultations 24

AP-12 Participation..... 33

1. Summary of citizen participation process 33

PART III. ANNUAL ACTION PLAN

AP-15 Expected Resources – 91.220(c)(1,2)..... 36

AP-20 Annual Goals & Objectives..... 39

AP-35 Projects – 91.220(d) 41

AP-38 Project Summary..... 43

AP-50 Geographic Distribution – 91.220(f) 57

AP-55 Affordable Housing – 91.220(g) 61

AP-60 Public Housing – 91.220(h) 63

AP-65 Homeless and Other Special Needs Activities – 91.220(i) 65

AP-75 Barriers to Affordable Housing – 91.220(j) 67

AP-85 Other Actions – 91.220(k) 70

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)..... 77

PART IV. APPENDIX

Resolution

Recapture Guidelines for Homeownership

Citizen Participation

DRAFT



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Martinsburg, West Virginia is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In addition, the City of Martinsburg is the Participating Jurisdiction (PJ) for the Eastern Panhandle HOME Consortium of West Virginia. The Annual Action Plan is a guide to how the City will allocate its resources for specific activities that support the City of Martinsburg's Five Year Consolidated Goals and Strategies. This is the City of Martinsburg's second Annual Action Plan of the FY 2019-2023 Five Year Consolidated Plan. In compliance with HUD regulations, the City of Martinsburg has prepared this FY 2020 Annual Action Plan for the period of July 1, 2020 through June 30, 2021. This Annual Action Plan is a strategic plan for the implementation of the City's Federal Programs for housing, community, and economic development within the City of Martinsburg and the three (3) counties that comprise the Eastern Panhandle HOME Consortium.

The FY 2020 Annual Action Plan outlines the actions to be undertaken in Fiscal Year 2020 with the Federal resources received by the City of Martinsburg. The CDBG Program and activities outlined in this FY 2020 Annual Action Plan will principally benefit low- and moderate-income persons and funding has been targeted to neighborhoods home to the highest percentage of low- and moderate-income residents. The City's previous performance under the CDBG Program was discussed at the First Public Hearing. The Annual Action Plan does not incorporate the

Public Housing Comprehensive Grant (Comp Grant) process into the consolidated planning and application process, but does require the participation of the public housing authority in the development of the plan.

The FY 2019-2023 Five-Year Consolidated Plan establishes the City's and Consortium's goals for the next five (5) year period and outlines the specific initiatives the City will undertake to address its needs and objectives by promoting the rehabilitation and construction of decent, safe and sanitary housing, creating a suitable living environment, removing slums and blighting conditions, promoting fair housing, improving public services, expanding economic opportunities, and principally benefitting low- and moderate-income persons.

Through the March 27, 2020 passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, the City of Martinsburg will receive an allocation of CDBG-CV funds. The City will receive \$210,613 in Community Development Block Grant - Coronavirus (CDBG-CV) funds. These funds must be used to prevent, prepare for, and respond to the coronavirus (COVID-19).

Available Funds:

The following financial resources are included in the FY 2020 Annual Action Plan to address the priority needs and goals/strategies identified in the City of Martinsburg's FY 2019-2023 Five Year Consolidated Plan. The City of Martinsburg will receive the following Federal funds during the FY 2020 program year:

- **FY 2020 CDBG Allocation** - \$358,028.00
- **FY 2020 HOME Allocation** - \$499,298.00
- **FY 2020 CDBG-CV Allocation** - \$210,613.00
- **Total Funds: \$1,067,939.00**

FY 2020 CDBG, CDBG-CV, and HOME Budget:

The City of Martinsburg proposes to undertake the following activities with the FY 2020 CDBG, CDBG-CV, and HOME funds:

- CD-20-01 - General Administration and Planning - \$71,606.00
- CD-20-02 - Community Networks, Inc. - Hope Living/Learning Center - \$10,000.00
- CD-20-03 - City of Martinsburg - Street Paving/ADA Curbs - \$222,718.00
- CD-20-04 - C-CAP Emergency Rental Assistance - \$7,000.00
- CD-20-05 - Court Appointed Special Advocates (CASA) - Outreach, Training, and Support - \$6,000.00
- CD-20-06 - Children's Home Society - Safe Haven Child Advocacy Center - \$6,000.00
- CD-20-07 - Berkeley County Meals on Wheels, Inc. - Dine with Dignity - \$7,000.00

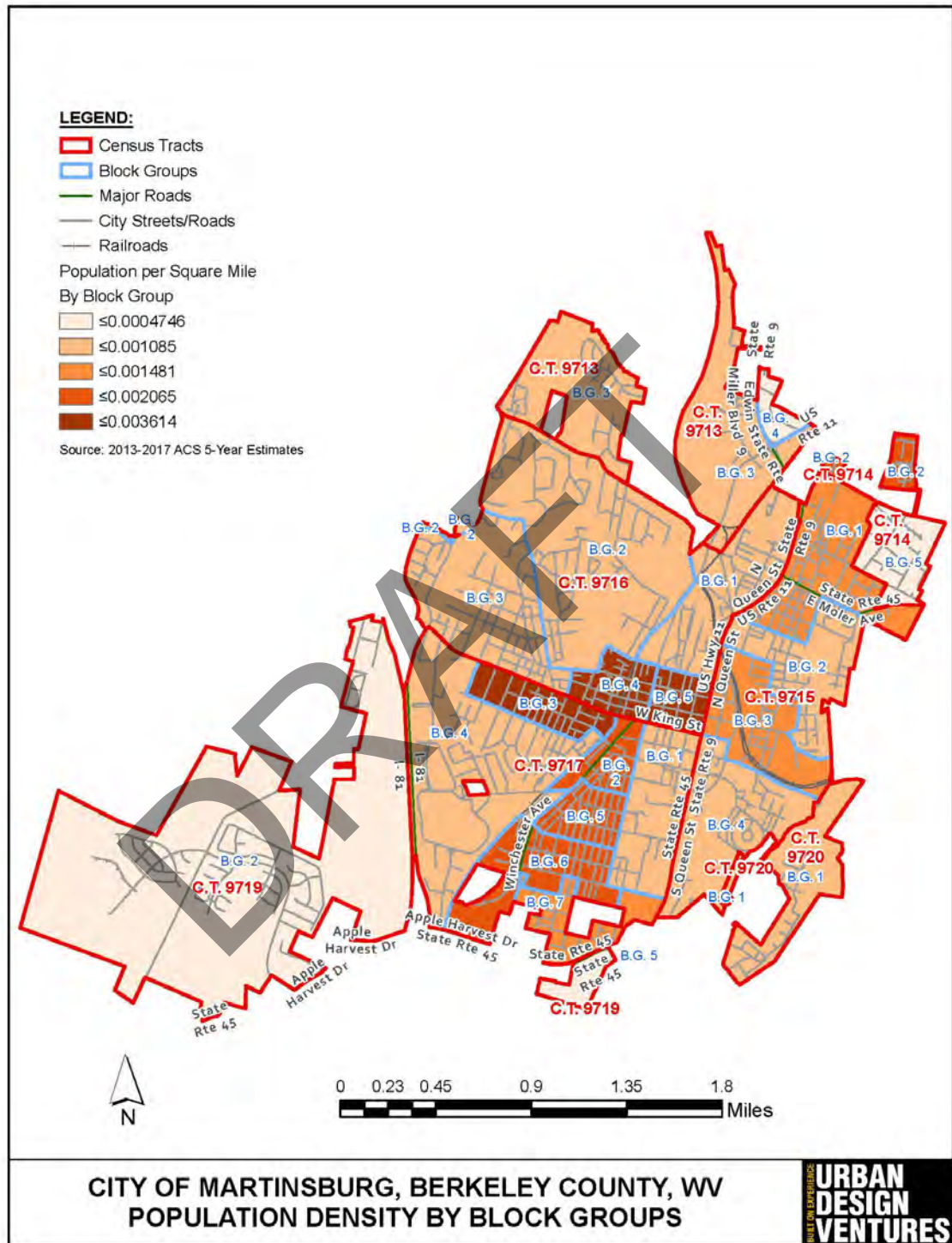
- CD-20-08 - Boys and Girls Club - Memberships for Low/Moderate Income Persons - \$10,000.00
- CD-20-09 - Eastern Panhandle Empowerment Center - Rental and Housing Assistance for Survivors - \$6,000.00
- CD-20-10 - Berkeley Senior Services In-Home Care - \$6,000.00
- CD-20-11 - Community Networks, Inc. - Bethany House Emergency Shelter - \$5,704.00
- CDBG-CV-20-12 - Martinsburg Parks and Recreation – 251 East Burke Street \$35,000.00
- CDBG-CV-20-13 - Berkeley County – Cooperative Action Project, Inc. (C-CAP) - \$7,000.00
- CDBG-CV-20-14 - Berkeley County Meals on Wheels, Inc - \$22,000.00
- CDBG-CV-20-15 - East Panhandle Empowerment Center - \$21,500.00
- CDBG-CV-20-16 - CASA of the Eastern Panhandle, Inc - \$20,666.00
- CDBG-CV-20-17 - Boys and Girls Club - \$21,755.00
- CDBG-CV-20-18 - Community Networks, Inc. - \$ 14,430.00
- CDBG-CV-20-19 - Community Alternative to Violence (CAV) - \$4,250.00
- CDBG-CV-20-20 - Catholic Charities of WV - \$12,000.00
- CDBG-CV-20-21 - Small Business Assistance - \$10,000.00
- CDBG-CV-20-22 - CDBG-CV Administration - \$42,012.00
- HOME-20-23 - HOME General Administration - \$49,930.00
- HOME-20-24 - CHDO Set Aside - \$74,894.00
- HOME-20-25 - City of Martinsburg - Homebuyer Assistance - \$97,363.00
- HOME-20-26 - Berkeley County - Homebuyer Assistance - \$131,066.00
- HOME-20-27 - Jefferson County - Homebuyer Assistance - \$116,087.00
- HOME-20-28 - Morgan County - Homebuyer Assistance - \$29,958.00
- **Total: \$1,067,939.00**

Maps:

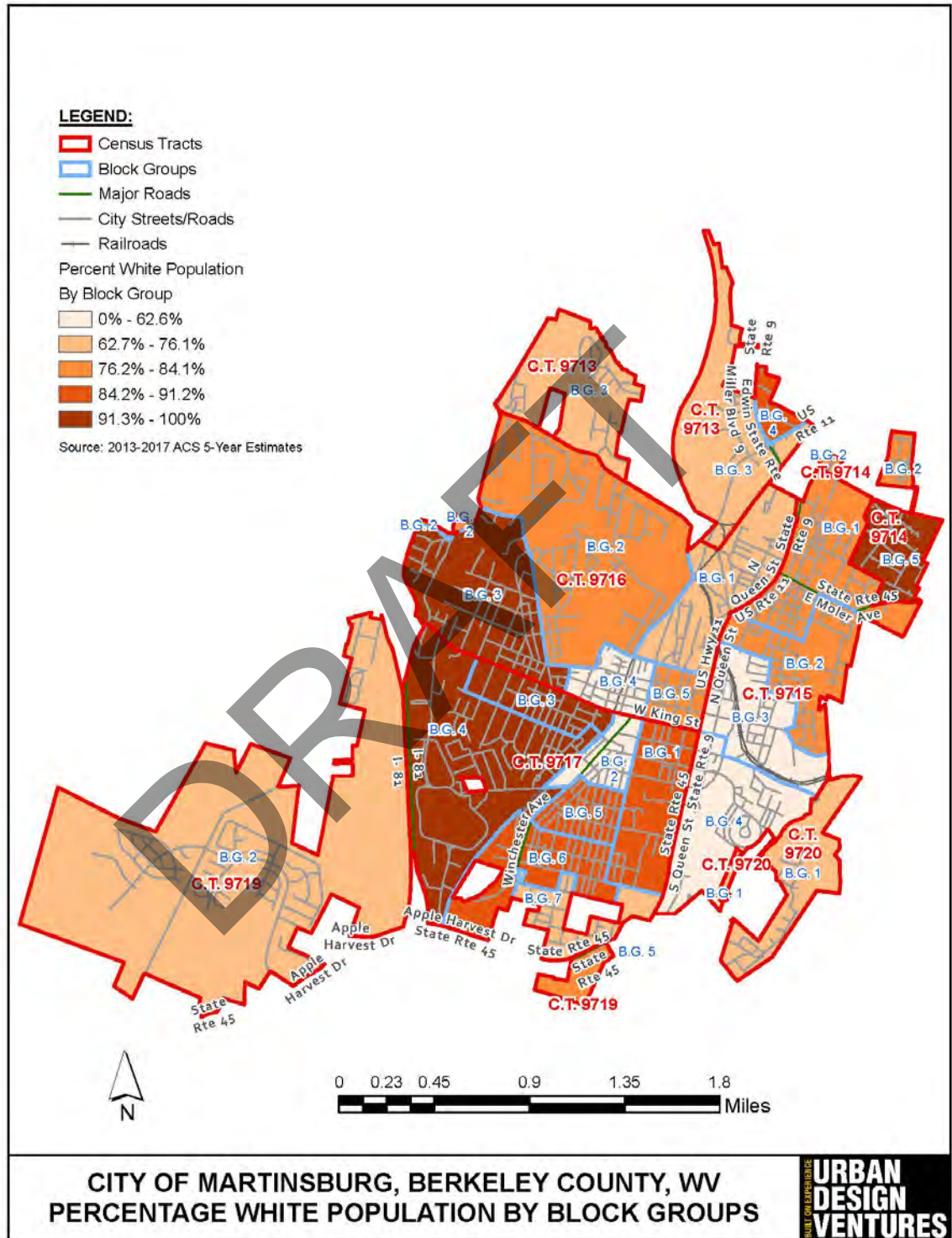
The following maps illustrate the demographic characteristics of the City of Martinsburg:

- Population Density by Block Group
- Percent White Population by Block Group
- Percent Minority Population by Block Group
- Percent Population Age 65+ by Block Group
- Population Age 65+ by Block Group
- Housing Density by Block Group
- Percent Owner-Occupied Housing Units by Block Group
- Percent Renter-Occupied Housing Units by Block Group
- Percent Vacant Housing Units by Block Group
- Low/Moderate Income Percentage by Block Group
- Low/Moderate Income Percentage w/ Minority Overlay by Block Group

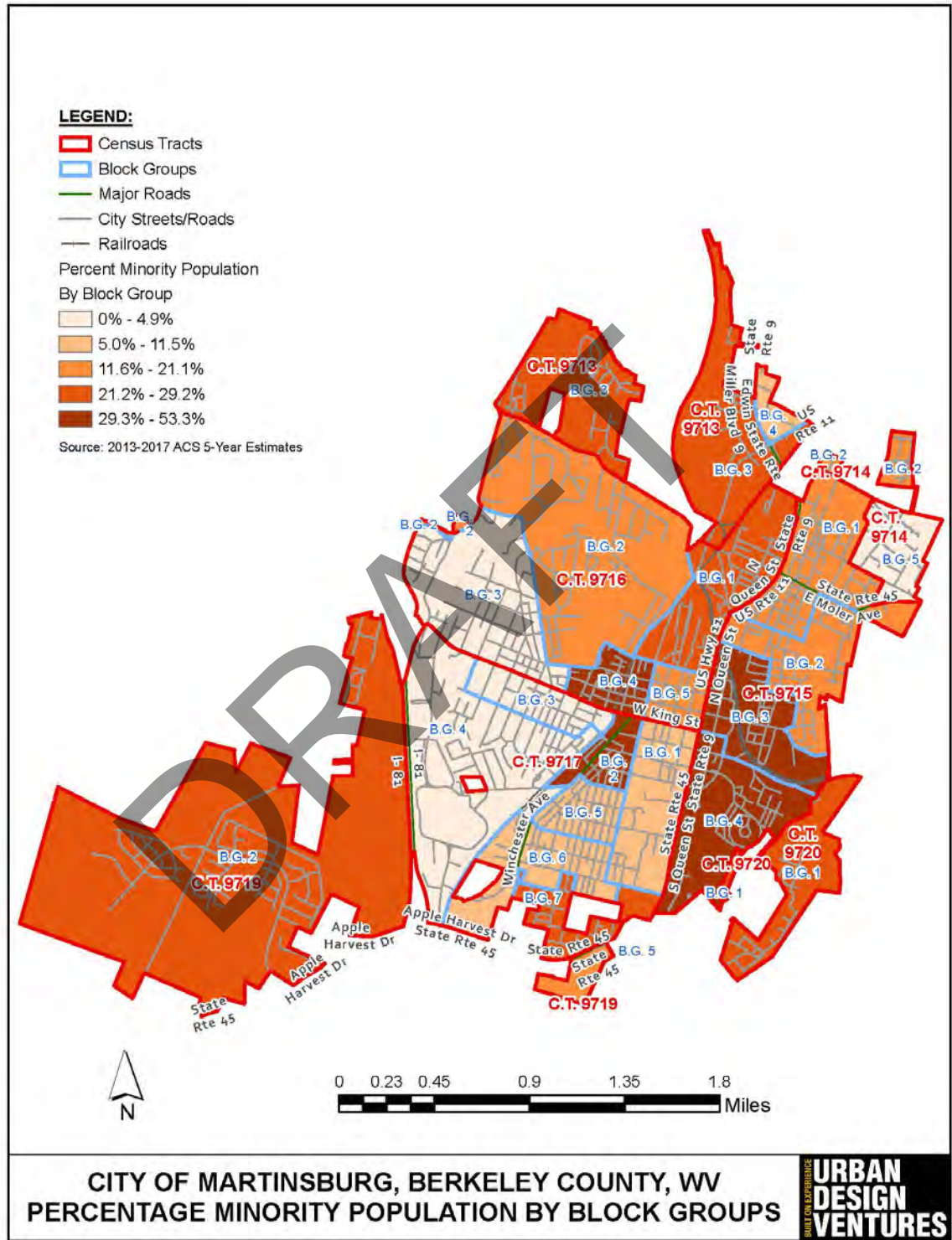
Population Density by Block Group



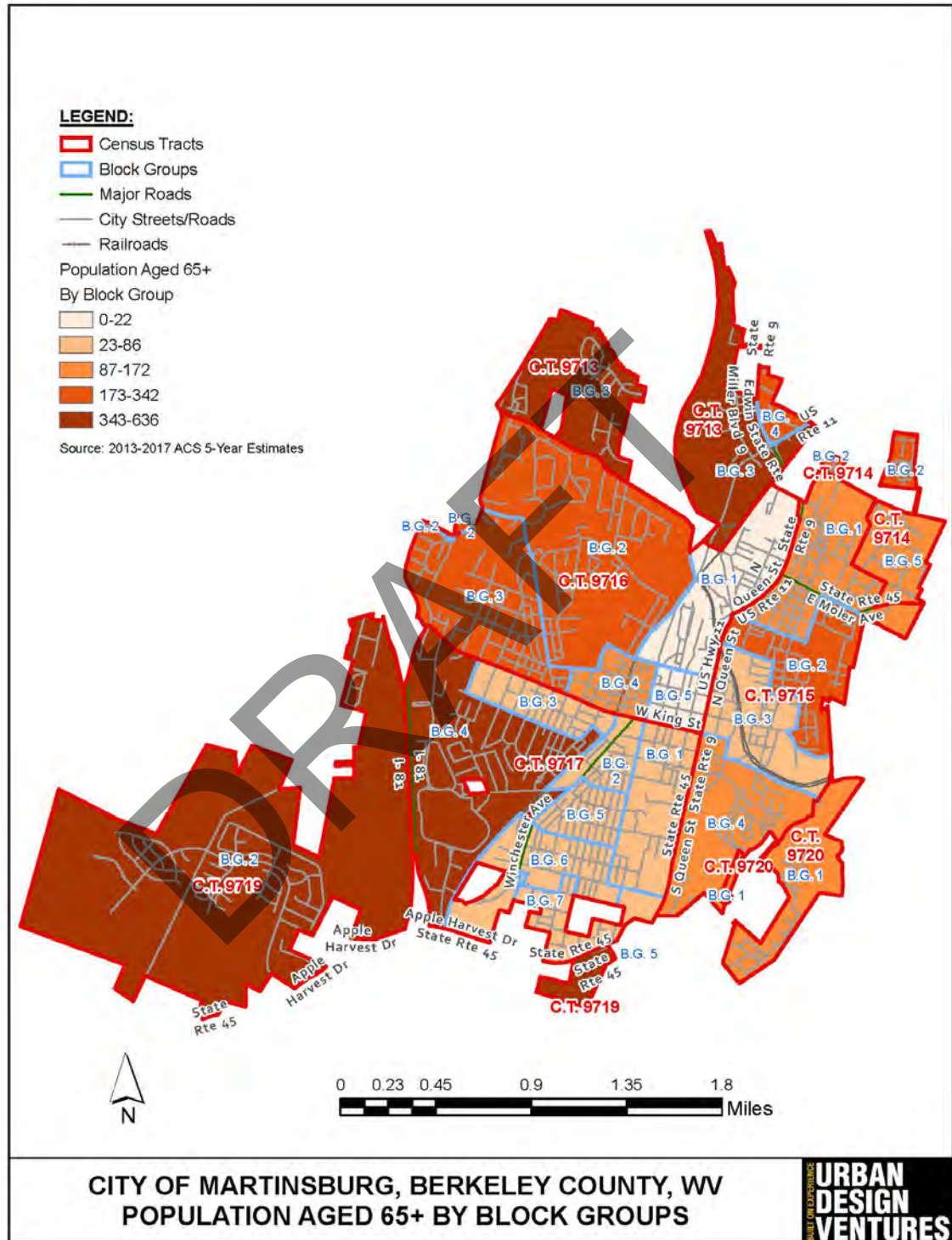
Percent White Population by Block Group



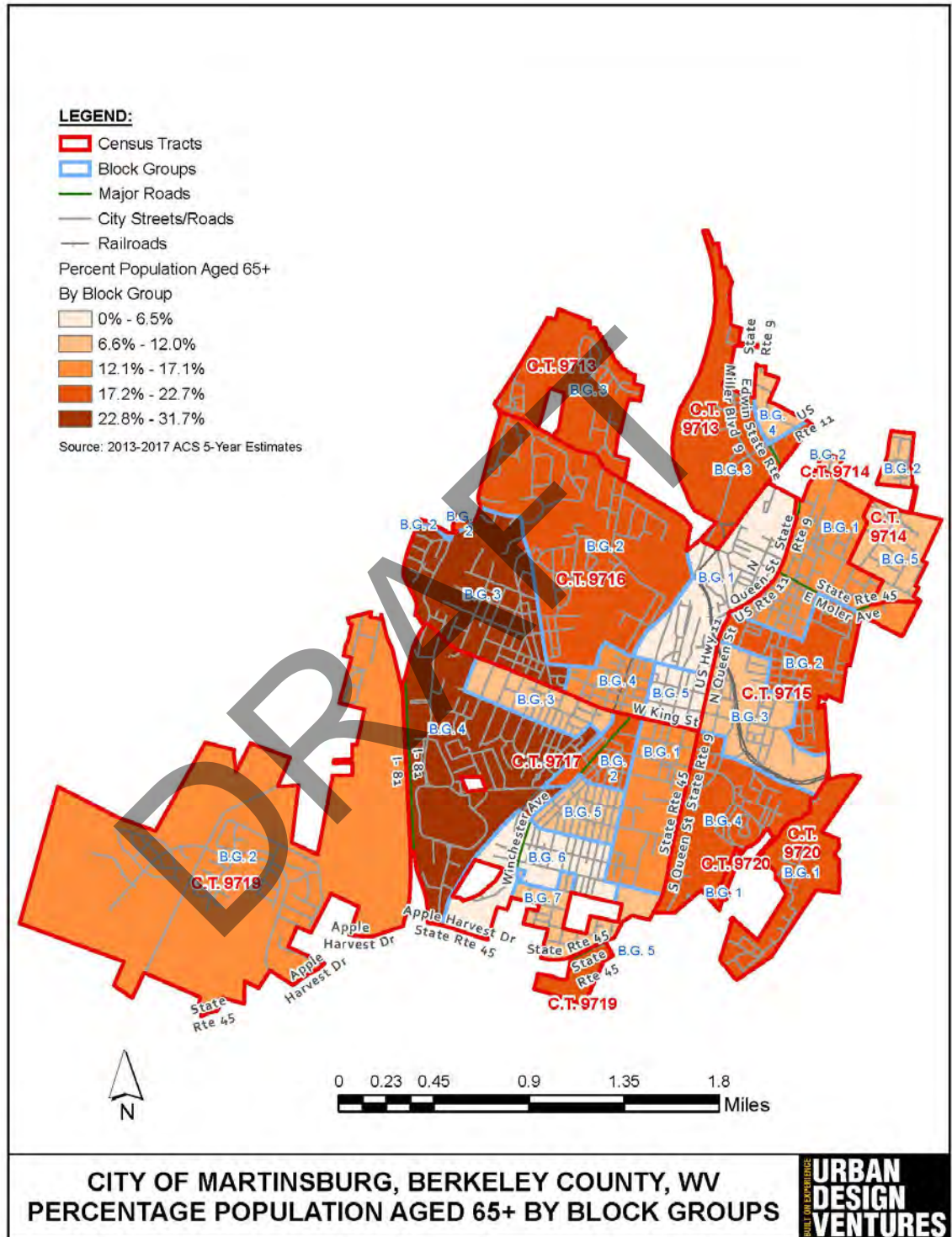
Percent Minority Population by Block Group



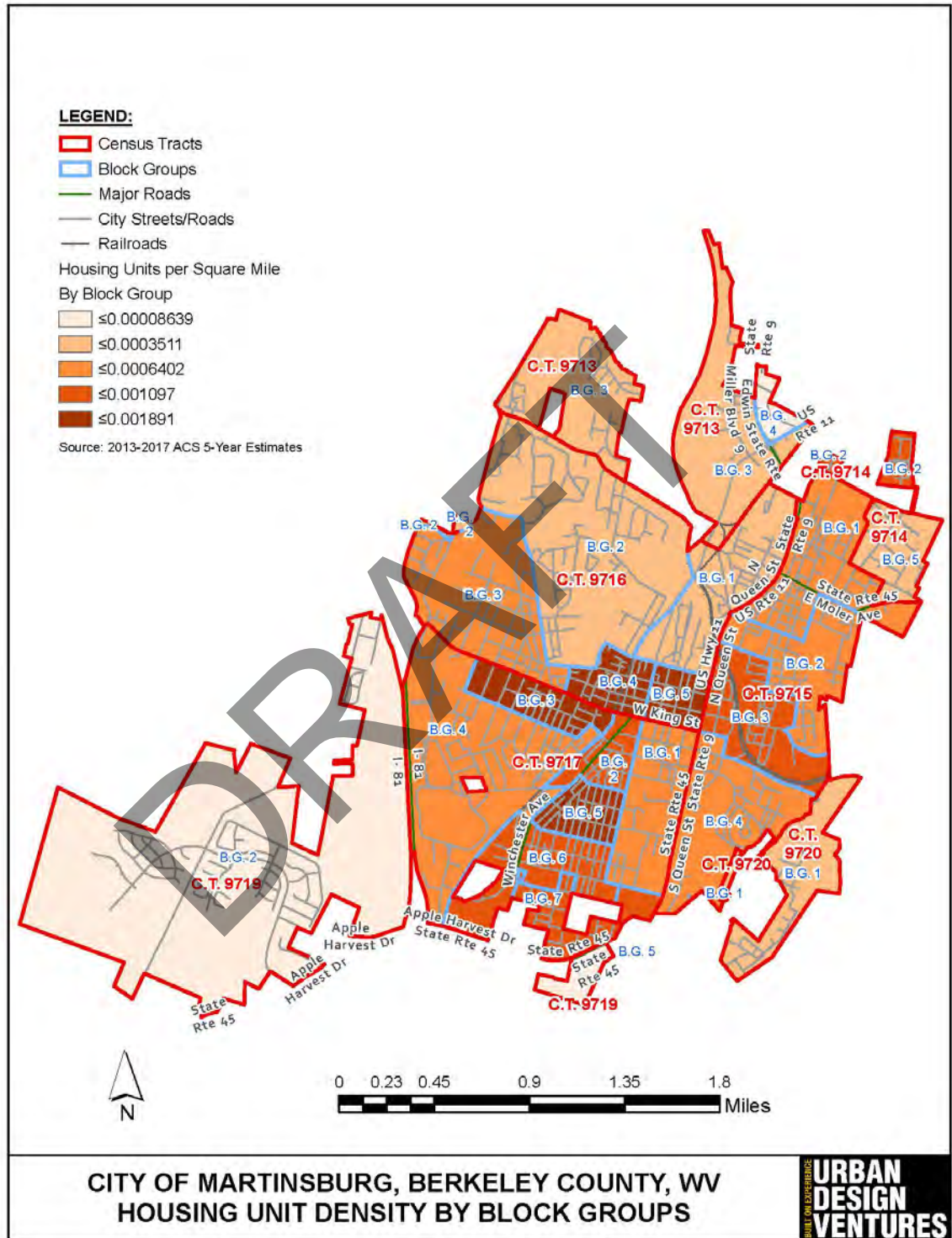
Percent Population Age 65+ by Block Group



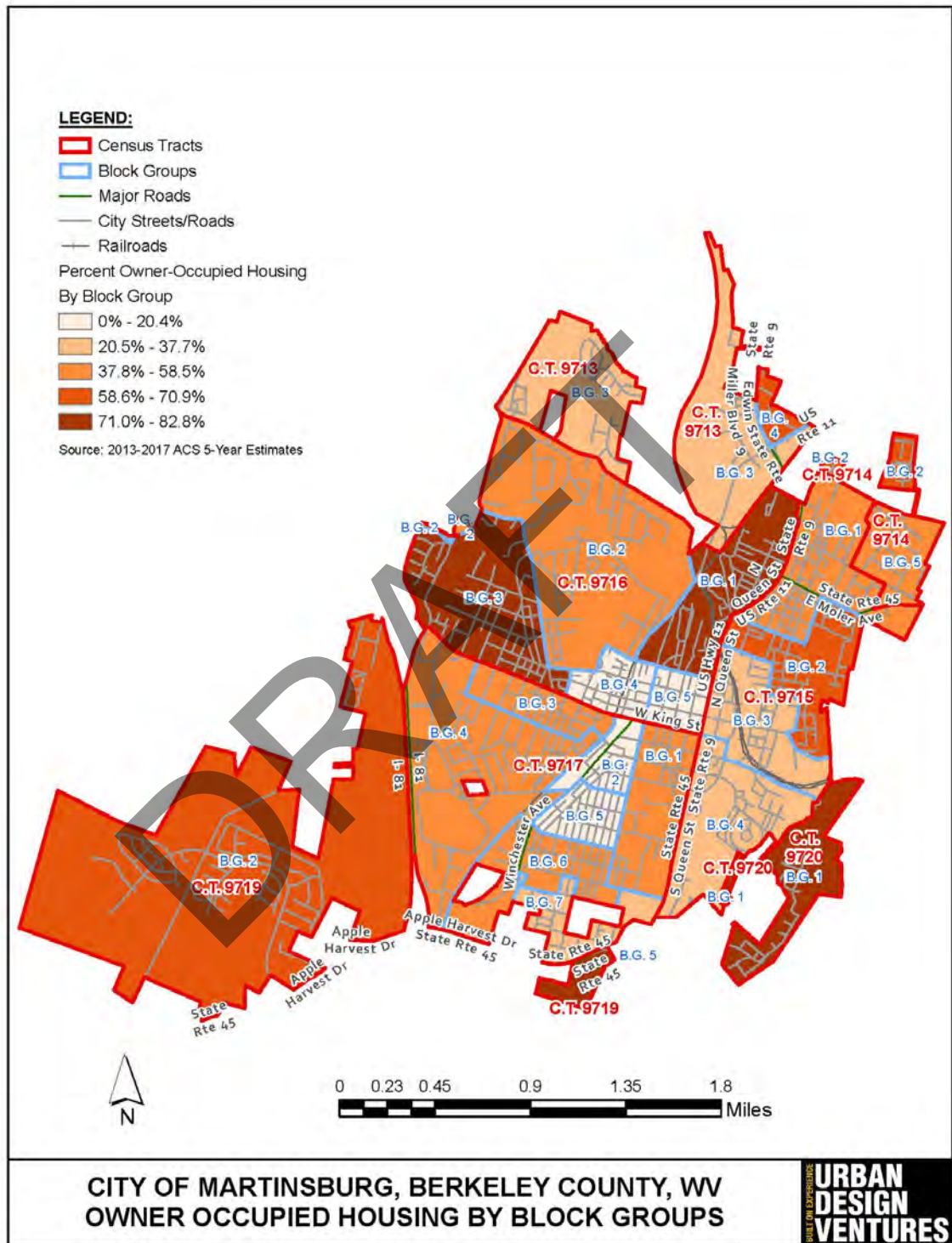
Population Age 65+ by Block Group



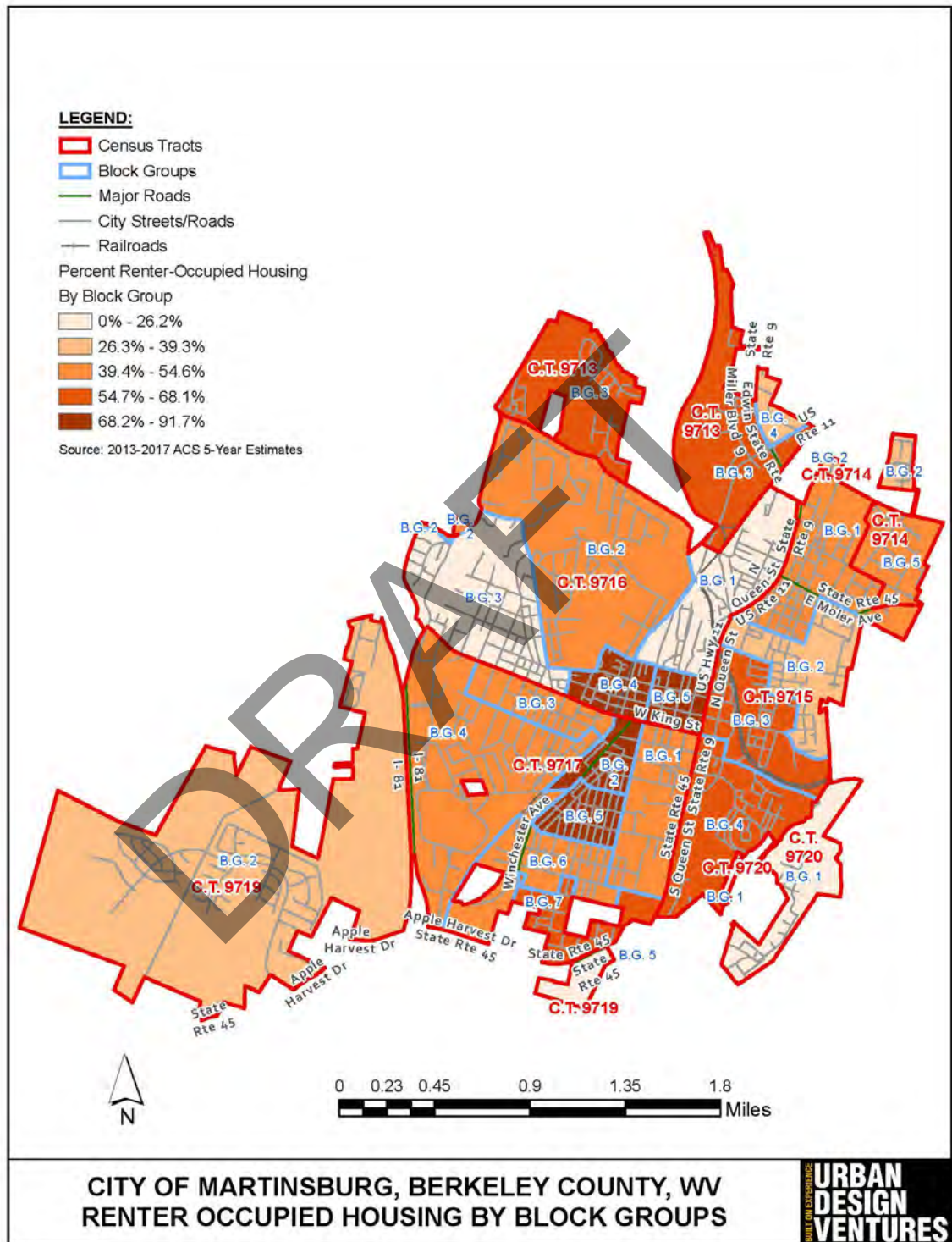
Housing Density by Block Group



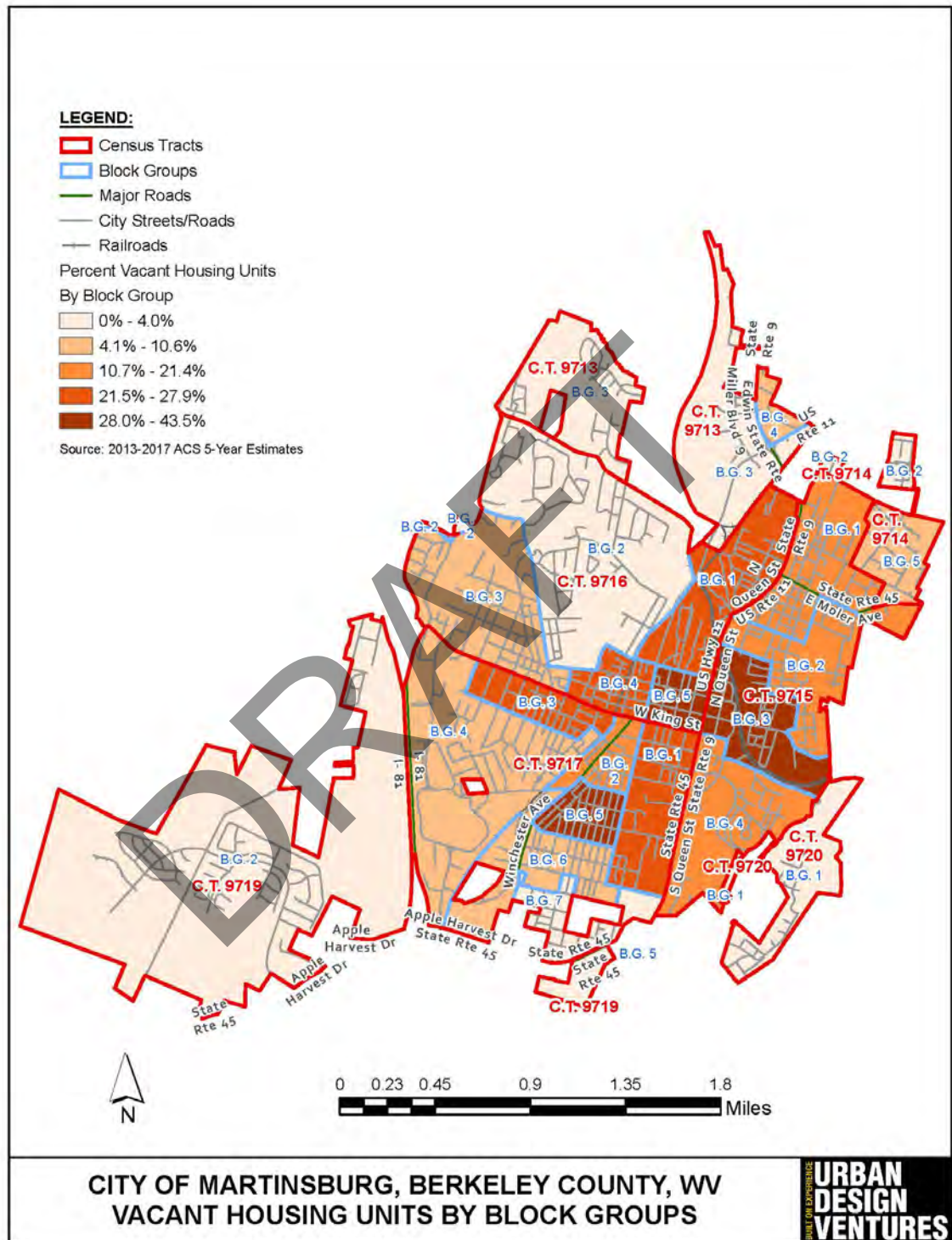
Percent Owner-Occupied Housing Units by Block Group



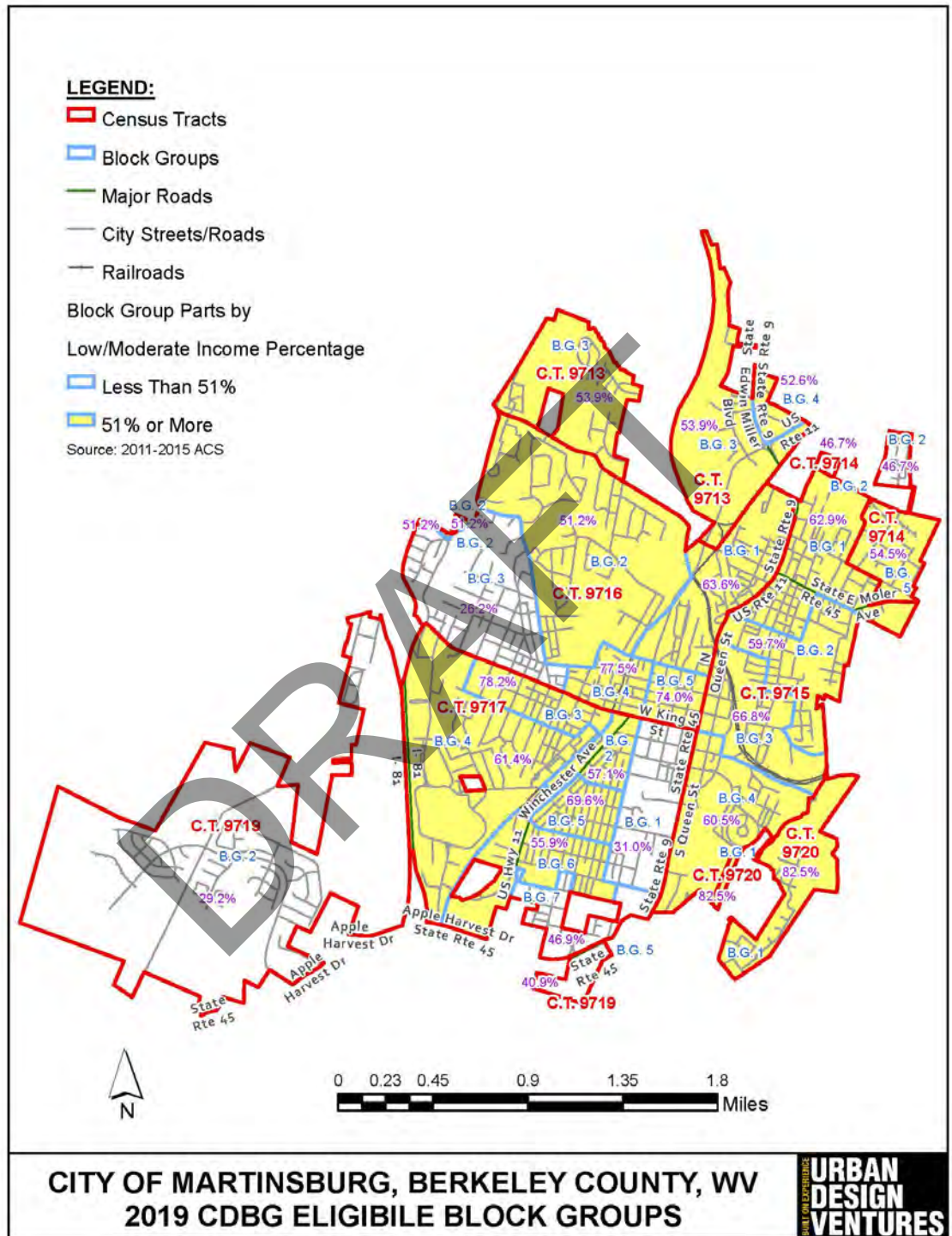
Percent Renter-Occupied Housing Units by Block Group



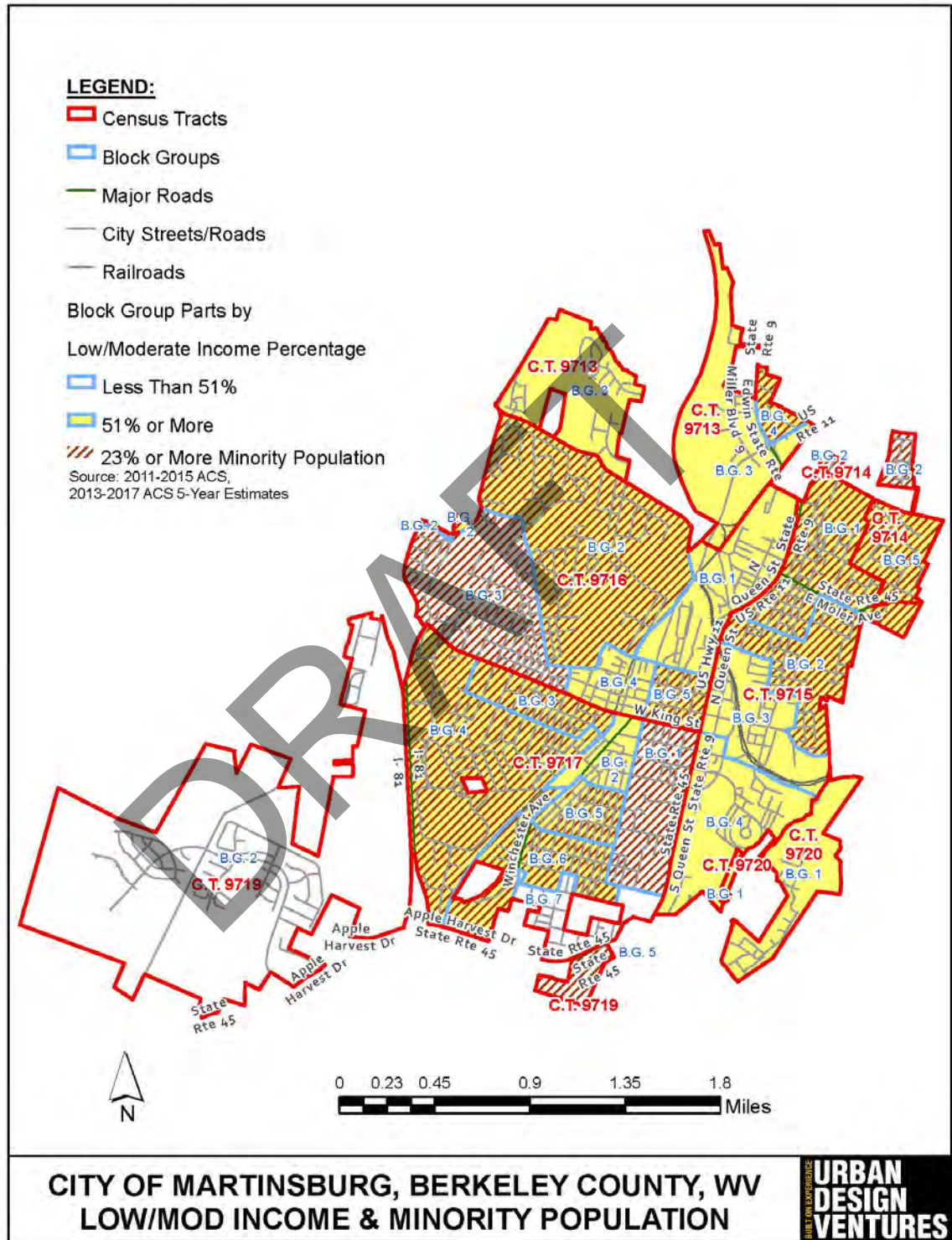
Percent Vacant Housing Units by Block Group



Low/Moderate Income Percentage by Block Group



Low/Moderate Income Percentage w/ Minority Overlay by Block Group



2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

During the FY 2020 CDBG and HOME Program Year, the City Martinsburg and the Eastern Panhandle HOME Consortium propose to address the following strategies and goals identified in its FY 2019-2023 Five Year Consolidated Plan:

Housing Strategy –

Priority Need: There is a need to increase the amount of affordable, decent, safe, and sanitary housing for homebuyers, homeowners, and renters.

Goals:

- **HS-1 Homeownership** – Assist low- and moderate-income households to purchase homes through down payment/closing cost assistance and associated housing counseling.
 - HOME-20-25 City of Martinsburg - Homebuyer Assistance
 - HOME-20-26 Berkeley County - Homebuyer Assistance
 - HOME-20-27 Jefferson County - Homebuyer Assistance
 - HOME-20-28 Morgan County - Homebuyer Assistance
- **HS-2 Rental Housing** – Provide rental assistance for low- and moderate-income renters.
- **HS-3 Housing Construction** – Increase the number of affordable housing units in the community for owners and renters.
 - HOME-20-24 CHDO Set Aside
- **HS-4 Housing Rehabilitation** – Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the community by addressing code violations, emergency repairs and handicap accessibility.
- **HS-5 Fair Housing** – Promote fair housing choice through education and outreach, and affirmatively further fair housing.
 - CD-20-01 CDBG General Administration and Planning

Homeless Strategy –

Priority Need: There is a need to develop and preserve housing opportunities for homeless persons and persons or families at-risk of becoming homeless.

Goals:

- **HO-1 Housing** – Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.
- **HO-2 Operation/Support** – Assist providers operating housing or providing support services for the homeless and persons or families at-risk of becoming homeless.
 - CD-20-11 Community Networks, Inc. – Case Management

Other Special Needs Strategy –

Priority Need: There is a need to increase housing opportunities, services, and facilities for persons with special needs.

Goals:

- **SN-1 Housing** – Increase the supply of affordable, accessible, decent, safe, and sanitary housing for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through rehabilitation of existing buildings and new construction.
 - CD-20-09 Eastern Panhandle Empowerment Center – Rental Assistance
- **SN-2 Social Services** – Support social service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.
 - CD-20-07 Berkeley County Meals on Wheels, Inc. - Dine with Dignity
 - CD-20-10 Berkeley Senior Services – In-home Respite Care
 - CDBG-CV-20-14 Berkeley County Meals on Wheels, Inc
 - CDBG-CV-20-19 Community Alternative to Violence (CAV)
- **SN-3 Transportation** – Support the expansion of public transportation and ACCESS Service to assist the elderly, persons with disabilities, and persons with other special needs to have transportation for medical appointments and other essential needs.

Community Development Strategy –

Priority Need: There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Martinsburg.

Goals:

- **CD-1 Community Facilities** – Improve parks, recreational facilities, and trails, including accessibility improvements to public buildings and all community facilities in the City.
 - CD-20-02 Community Networks, Inc. – Hope Living/Learning Center

- **CD-2 Infrastructure** – Improve the public infrastructure through rehabilitation, reconstruction, and new construction of streets; sidewalks; bridges; curbs; walkways; water storm water; sanitary sewer; handicap accessibility improvements/removal of architectural barriers etc.
 - CD-20-03 Public Improvements - Street Paving/ADA Curbs
 - CDBG-CV-20-12 Martinsburg-Berkley County Parks & Recreation – 251 East Burke Street

- **CD-3 Public Services** – Improve and enhance public services; programs for youth; the elderly; the disabled; and general social/welfare public service programs for low- and moderate-income persons and households.
 - CD-20-04 Community Congregational Action Project (C-CAP) - Emergency Rental Assistance
 - CD-20-05 Court Appointed Special Advocates (CASA) – Volunteer Support & Training for Advocacy
 - CD-20-06 Safe Haven Child Advocacy Center
 - CD-20-07 Berkeley County – Meals on Wheels, Inc.
 - CD-20-08 Boys and Girls Club - Membership for Low/Moderate Income Persons
 - CDBG-CV-20-13 Congregational Cooperative Action Project, Inc. (C-CAP)
 - CDBG-CV-20-14 Berkeley County Meals on Wheels, Inc
 - CDBG-CV-20-15 Eastern Panhandle Empowerment Center
 - CDBG-CV-20-16 CASA of the Eastern Panhandle, Inc.
 - CDBG-CV-20-17 Boys and Girls Club
 - CDBG-CV-20-18 Community Network, Inc.
 - CDBG-CV-20-20 Catholic Charities of WV

- **CD-4 Public Safety** – Improve public safety facilities, equipment, crime prevention, community policing, and ability to respond to emergency situations.
- **CD-5 Clearance/Demolition** – Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned, and dilapidated structures.

Economic Development Strategy –

Priority Need: There is a need to increase employment, self-sufficiency, educational training, and empowerment for residents of the City of Martinsburg.

Goals:

- **ED-1 Employment** – Support and encourage job creation, job retention, and job training opportunities.
 - CDBG-CV-20-21 Small Business Assistance

- **ED-2 Development** – Support business and commercial growth through expansion and new development.
- **ED-3 Redevelopment** – Plan and promote the development, redevelopment, and revitalization of vacant commercial and industrial sites.
- **ED-4 Financial Assistance** – Support and encourage new economic development through local, state, and Federal tax incentives and programs such as Tax Incremental Financing (TIF), tax abatements (LERTA), Enterprise Zones/Entitlement Communities, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, Opportunity Zones, etc.
- **ED-5 Access to Transportation** – Support the expansion of public transportation and access to bus and automobile service to assist residents to get to work or training opportunities.

Administration, Planning, and Management Strategy –

Priority Need: There is a need for planning, administration, management, and oversight of Federal, State, and local funded programs to address the housing and community and economic development needs.

Goals:

- **AM-1 Overall Coordination** – Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, environmental clearance, fair housing, preparation of applications for funding, performance evaluation reports, and compliance with all Federal, State, and local laws and regulations.
 - CD-20-01 CDBG General Administration and Planning
 - CDBG-CV-20-22 CDBG-CV Administration
 - HOME-20-23 HOME General Administration

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Martinsburg prepares its Consolidated Annual Performance and Evaluation Report (CAPER) each year. This report is submitted within ninety (90) days after the start of the new program year. Copies of the CAPER are available for review at the City of Martinsburg's Community Development Office.

The FY 2018 CAPER, which was the final CAPER for the FY 2014-2018 Five Year Consolidated Plan, was approved by HUD. In the FY 2018 CAPER, the City of Martinsburg expended 100% of its CDBG funds to benefit low- and moderate-income persons. The City expended/obligated 11.1% of its funds during the FY 2018 CAPER period on public services, which is below the statutory maximum of 15%. The City expended/obligated 20.0% of its funds during this CAPER period on Planning and Administration, which is at the statutory maximum of 20%.

As of September 9, 2019, the City of Martinsburg's drawdown ratio was 1.12, meeting the required 1.5 maximum ratio.

The HOME program is being administered in a timely manner and in accordance with applicable activity limitations and match requirements.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Annual Action Plan is made up of many components, including: requests for proposals for funding (RFPs) from agencies/organizations; citizen participation; and the development of the Annual Action Plan.

The City of Martinsburg has followed its Citizen Participation Plan in the planning and preparation of the FY 2020 Annual Action Plan. The City held its first public hearings on the needs of the community and its residents on the following dates and locations:

- **City CDBG and HOME:** Thursday, February 13, 2020 at 6:30 PM at the Martinsburg City Hall
- **HOME Consortium Members:** Wednesday, March 18, 2020 at 12:00 PM in Morgan County; Thursday, February 27, 2020 at 10:00 AM in Berkeley County; and Thursday, March 5, 2020 at 11:00 AM in Jefferson County.

This provided the residents, agencies, and organizations with the opportunity to discuss the City's CDBG and HOME Programs and to provide suggestions for future priorities and activities.

The City's Community Development Department maintains a mailing list for its CDBG, CDBG-CV, and HOME Programs and sends out copies of its public hearing notices and meetings. Notices are sent to all agencies and individuals who have participated in previous programs and activities.

The Second Public Hearing Notice was published on Tuesday, June 23, 2020 in *The Journal* and the Second Public Hearing was held on Wednesday, June 1, 2020 at 4:00 P.M. virtually through Go To Meeting. The Link for the meeting was <https://global.gotomeeting.com/join/824074517> and residents were also able to call in through the following numbers: 1-866-899-4679 or +1 (571) 317-3117. During the Second Public Hearing, the residents were given the opportunity to comment on the draft version of the FY 2020 Annual Action Plan.

A copy of the FY 2020 Annual Action Plan was placed on public display for review by the general public, agencies, and organizations in the community. A newspaper notice was published in *The Journal* to announce that the documents were on public display. The Draft FY 2020 Annual Action Plan was on public display at the following locations from Wednesday, June 24, 2020 through Thursday, July 2, 2020:

- Martinsburg City Hall, 232 North Queen Street

- Berkeley County Court House, 100 West King Street
- Martinsburg Public Library, King and Queen Streets

The City of Martinsburg City Council met on Thursday, July 9, 2020 to approve the FY 2020 Annual Action Plan.

The following schedule was used in the preparation of the Plan:

- **Published the First Public Hearing Notice** – January 13, 2020
- **First Public Hearing** – February 13, 2020 (CDBG & HOME), March 18, 2020 (HOME-Morgan County), February 27, 2020 (Berkeley County), and March 5, 2020 (Jefferson County)
- **Published the Second Public Hearing Notice** – June 23, 2020
- **FY 2020 Annual Action Plan on display; begin 30-day public comment period** – June 24, 2020
- **Second Public Hearing** – July 1, 2020
- **End 30-day public comment period** – July 2, 2020
- **City Council approval of the Plan** – July 9, 2020
- **Submission of Annual Action Plan to HUD** – On or before July 15, 2020
- **Program year begins** – July 1, 2020

A more detailed analysis and description of the citizen participation process is contained in the Appendix Section of the Plan.

5. **Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The City of Martinsburg held its First Public Hearing on February 13, 2020 to discuss the needs over the next year and the budget. Public hearings on the use of HOME funds were held in Morgan County on March 18, 2020, in Berkeley County on February 27, 2020, and in Jefferson County on March 5, 2020. Comments received at the public hearings are included in the attachments at the end of the FY 2020 Annual Action Plan.

The FY 2020 Annual Action Plan was placed on public display on Wednesday, June 24, 2020. The Second Public Hearing was held on Wednesday, July 1, 2020 and comments received at the Second Public Hearing are included in the attachments at the end of the FY 2020 Annual Action Plan.

The Citizen Participation section in the Appendix section of the Annual Action Plan includes the newspaper ads, the sign-in sheets, and the summary of the minutes from the public hearings.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments and suggestions that were received to date have been accepted and incorporated into this planning document.

7. Summary

During the FY 2020 Program Year, the City of Martinsburg, West Virginia anticipates the following Federal Financial resources:

- **FY 2020 CDBG Allocation** - \$358,028.00
- **FY 2020 HOME Allocation** - \$499,298.00
- **FY 2020 CDBG-CV Allocation** - \$210,613.00
- **Total Funds: \$1,067,939.00**

The main goals of the Five-Year Consolidated Plan are to improve the living conditions of all residents in the City of Martinsburg, create a suitable and sustainable living environment, and to address the housing and community development needs of the residents.

During the FY 2020 CDBG, CDBG-CV, and HOME Program Year, the City of Martinsburg proposes to address the following strategies from its Five-Year Consolidated Plan:

- Housing
- Homelessness
- Other Special Needs
- Community Development
- Economic Development
- Administration, Planning, and Management

The “draft” FY 2020 Annual Action Plan was on public display beginning Wednesday, June 24, 2020 through Thursday, July 2, 2020 at the following locations in the City and on the City’s website (<http://cityofmartinsburg.org/community-development/>):

- Martinsburg City Hall, 232 North Queen Street
- Berkeley County Court House, 100 West King Street
- Martinsburg Public Library, King and Queen Streets

The display period started on Wednesday, June 24, 2020 and ended on Thursday, July 2, 2020 for a at least 5-day display period. A second public hearing was held on July 1, 2020 to discuss the proposed activities and solicit citizen comments on the Plan. Upon completion of the comment period, the City of Martinsburg submitted the FY 2020 Annual Action Plan to the U.S. Department of Housing and Urban Development Pittsburgh Office on or before Wednesday, July 15, 2020.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Martinsburg	Community Development
HOME Administrator	Martinsburg	Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Martinsburg’s Department of Community Development is the administrating agency for the CDBG and HOME programs. The Department of Community Development prepares the Five-Year Consolidated Plans, Annual Action Plans, Environmental Review Records (ERR’s), the Consolidated Annual Performance and Evaluation Reports (CAPER). It also monitors, pays invoices, contracts, and provides oversight of the programs on a day to day basis. In addition, the City of Martinsburg has a private planning consulting firm available to assist its staff on an as needed basis.

Consolidated Plan Public Contact Information

Contact Person: Ms. Nancy Strine, CDBG & HOME Administrator
Address: City of Martinsburg, 232 North Queen Street, Martinsburg, WV 25401
Phone: (304) 264-2131 x-278
Fax: (304) 264-2136
E-mail: nstrine@cityofmartinsburg.org
Website: <http://www.cityofmartinsburg.org>

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

While preparing the FY 2020 Annual Action Plan, the City of Martinsburg consulted with the Martinsburg Housing Authority, social services agencies, housing providers, and members of the Continuum of Care for Berkeley, Jefferson, and Morgan Counties. Input from meetings, public hearings, and funding requests were used to develop the Annual Action Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l))

The City of Martinsburg works with the following agencies to enhance coordination:

- **Martinsburg Housing Authority** – Section 8 Housing Choice Vouchers and improvements to public housing communities.
- **Social Services Agencies** – Funds to improve services to low- and moderate-income persons.
- **Housing Providers** – Funds to rehabilitate and develop affordable housing and provide housing options for low- and moderate-income households.
- **Eastern Panhandle Continuum of Care** - Meets regularly with the Continuum of Care for the Eastern Panhandle to address homelessness.

As part of the CDBG and HOME application planning process every year, local agencies and organizations are invited to submit proposals for CDBG and HOME funds for eligible activities. These groups participate in the planning process by attending the public hearings, informational meetings, and completing funding requests.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Martinsburg is a member of the Eastern Panhandle Continuum of Care, which is administered by the West Virginia Coalition to End Homelessness, the Lead Agency for the West Virginia Balance of State Continuum of Care (WV Balance of State CoC). The City's Community Development Administrator attends the local CoC meetings and acts as the City's representative. The City coordinates its activities with the Continuum of Care and supports its applications for funds. The City helps the Eastern Panhandle CoC to address homelessness by working together to develop a framework to deliver housing and services to the homeless. The City and the COC works with the local Veterans Administrative Center in Martinsburg to assist homeless Veterans. The City also supports the Domestic Violence Shelter and the City Mission to address homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Eastern Panhandle CoC Board serves and acts as the oversight and planning body for preventing and ending homelessness for the CoC general membership body. The City of Martinsburg is a member of the Board, which comprises a diverse set of representative stakeholders throughout Morgan, Berkeley, and Jefferson Counties. The Board sets policies based on the knowledge and experience of its members and determines priorities and funding decisions on the homeless applications for funds.

Other members of the Board consist of social service agencies, shelter providers, the Veterans Administration Center in Martinsburg, and the local representation of the West Virginia Department of Health and Human Services (DHHS). Coordination of the programs and funds benefitting the chronically homeless individuals and families, families with children, veterans, and unaccompanied youth is accomplished by the CoC Board. Additionally, the Board administers the HMIS System.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1.	Agency/Group/Organization	Martinsburg Housing Authority
	Agency/Group/Organization Type	Housing PHA Other Government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Martinsburg Housing Authority was contacted about needs. The City did not receive a funding request for CDBG funds from the Martinsburg Housing Authority.
2.	Agency/Group/Organization	Berkeley County Meals on Wheels, Inc.
	Agency/Group/Organization Type	Services - Elderly Persons Services - Persons with Disabilities Regional Organization

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-Poverty Strategy
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Berkeley County Meals on Wheels, Inc. submitted a funding request and the City funded the Berkeley County Meals on Wheels, Inc. Dine with Dignity in 2020.
3.	Agency/Group/Organization	Boys and Girls Club of the Eastern Panhandle, Inc.
	Agency/Group/Organization Type	Services - Children
	What section of the Plan was addressed by Consultation?	Youth Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from the Boys and Girls Club of Eastern Panhandle attended the First Public Meeting and the organization submitted a funding request. The City funded Membership for Low/Moderate Income Persons in 2020.
4.	Agency/Group/Organization	Community Congregational Action Project (C-CAP)
	Agency/Group/Organization Type	Services - Housing Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-Poverty Strategy
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A member from C-CAP attended the First Public Hearing and the organization submitted a funding request. The City funded Emergency Rental Assistance in 2020.
5.	Agency/Group/Organization	Court Appointed Special Advocates (CASA) of the Eastern Panhandle, Inc.
	Agency/Group/Organization Type	Services - Children Services - Victims Regional Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CASA was contacted and submitted a funding request. The City funded the CASA – Outreach, Training, and Support in 2020.

6.	Agency/Group/Organization	Children’s Home Society of WV, Inc. - Safe Haven Child Advocacy Center
	Agency/Group/Organization Type	Services - Children Services - Health Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Youth Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Children’s Home Society was contacted and submitted a funding request. The City funded the Children Home Society - Safe Haven Child Advocacy Center in 2020.
7.	Agency/Group/Organization	Habitat for Humanity of the Eastern Panhandle, Inc.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity of the Eastern Panhandle was contacted about needs.
8.	Agency/Group/Organization	Martinsburg Berkeley County Parks and Recreation Board
	Agency/Group/Organization Type	Services - Children Services - Elderly Persons Other Government - County Regional Organization Park and Recreation Organization
	What section of the Plan was addressed by Consultation?	Recreation Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Martinsburg Berkeley County Parks and Recreation Department was contact and submitted a funding application. The project was funded in 2020.
9.	Agency/Group/Organization	Eastern Panhandle Empowerment Center
	Agency/Group/Organization Type	Services - Victims of Domestic Violence Services - Victims Regional Organization

	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with Children Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Eastern Panhandle Empowerment Center was contacted and submitted a funding request. The City funded the Eastern Panhandle Empowerment Center – Rental and Housing Assistance for Survivors in 2020.
10.	Agency/Group/Organization	Telamon Corporation
	Agency/Group/Organization Type	Services - Housing Services - Children Services - Elderly Persons Services - Persons with Disabilities Services - Homeless Services - Victims Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied Youth Homelessness Strategy Non - Homeless Special Needs Anti-Poverty Strategy
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Telamon Corporation was contacted for the needs in the community.
11.	Agency/Group/Organization	City of Martinsburg
	Agency/Group/Organization Type	Other Government – Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Non-Housing Community Development Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City of Martinsburg Departments were contacted and submitted funding requests. The City funded a Street Paving/ADA Curbs public improvement project in 2020.

12.	Agency/Group/Organization	Community Networks, Inc.
	Agency/Group/Organization Type	Services - Housing Services - Homeless Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with Children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Networks were contacted and submitted funding requests. The City funded case management services for Bethany House Emergency Shelter in 2020.
13.	Agency/Group/Organization	Berkeley Senior Services
	Agency/Group/Organization Type	Services - Elderly Persons Services - Health Health Agency Other Government - County Regional Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Berkeley Senior Services was contacted and submitted a funding request. The City funded the Berkeley Senior Services In-Home Care – Lighthouse Program in 2020.
14.	Agency/Group/Organization	Catholic Charities WV - Eastern Region Martinsburg Office
	Agency/Group/Organization Type	Social Service Case Management
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Catholic Charities Eastern Region was contacted about needs and submitted a funding request. The City funded the Catholic Charities in 2020.
15.	Agency/Group/Organization	Berkeley County
	Agency/Group/Organization Type	Housing Other Government - County

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Berkeley County was contacted on their housing needs and what type of program(s) they want to fund with their HOME funds.
16.	Agency/Group/Organization	Jefferson County
	Agency/Group/Organization Type	Housing Other Government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Jefferson County was contacted on their housing needs and what type of program(s) they want to fund with their HOME funds.
17.	Agency/Group/Organization	Morgan County
	Agency/Group/Organization Type	Housing Other Government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Morgan County was contacted on their housing needs and what type of program(s) they want to fund with their HOME funds.
18.	Agency/Group/Organization	West Virginia Coalition to End Homelessness
	Agency/Group/Organization Type	Services - Housing Services - Homeless Regional Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The West Virginia Coalition to End Homelessness Continuum of Care was consulted to ascertain the homeless needs and the needs of persons exiting correctional facilities and other publicly funded institution for the City of Martinsburg.

19.	Agency/Group/Organization	West Virginia Department of Health and Human Resources
	Agency/Group/Organization Type	Services - Health Health Agency Other Government - State Planning Organization
	What section of the Plan was addressed by Consultation?	Lead-Based Paint Strategy Community Development Strategy
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Martinsburg reviewed the Blood Lead Level Screening Plan provided through the West Virginia Department of Health and Human Resources - West Virginia Childhood Lead Poisoning Prevention Program (CLPPP).
20.	Agency/Group/Organization	U.S. Centers for Disease Control and Prevention
	Agency/Group/Organization Type	Services - Health Health Agency Other Government - Federal Planning Organization
	What section of the Plan was addressed by Consultation?	Lead-Based Paint Strategy
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Martinsburg reviewed the Blood Lead Level testing data provided through the Centers for Disease Control and Prevention - Childhood Lead Poisoning Prevention Program.
21.	Agency/Group/Organization	Berkeley County Health Department
	Agency/Group/Organization Type	Services-Health Health Agency Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy Community Development Strategy
	Briefly describe how the Agency / Group / Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Martinsburg reviewed the Blood Lead Level Screening Plan provided through the Berkeley County Health Department.

Identify any Agency Types not consulted and provide rationale for not consulting

All known agency types were consulted and contacted during the planning process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	West Virginia Coalition to End Homelessness Continuum of Care	West Virginia Coalition to End Homelessness Continuum of Care is the primary provider of housing and supportive services for the City of Martinsburg's homeless and at risk of being homeless population. The goals of the City and the Consortium of Care are complementary to the Five Year Consolidated Plan and the Annual Action Plans.
Annual and Five-Year Capital Plans	Martinsburg Housing Authority	The Martinsburg Housing Authority is the lead agency providing public housing assistance and Section 8 Vouchers in the area. The goals of the City and the PHA are complementary.
City of Martinsburg Comprehensive Plan	City of Martinsburg	They are incorporated in the Five Year Coordinated Plan on the Annual Action Plans.
City of Martinsburg Zoning Ordinance	City of Martinsburg	They are incorporated in the Five Year Coordinated Plan on the Annual Action Plans.
West Virginia State Health Profile	West Virginia Department of Health and Human Resources	They are incorporated in the Five Year Coordinated Plan on the Annual Action Plans.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Martinsburg Department of Community Development is the administrating agency for the CDBG and HOME programs. Close coordination is maintained with other City Departments, including the Departments of Planning, Public Works, Sewer, and Water, Police, Fire and the Parks and Recreation Board.

The City also consulted with the WV Department of Health and Human Resources and the State Continuum of Care.

Development policies are promoted by the City Manager with approval and oversight by the Mayor and City Council. The City of Martinsburg has a good working relationship with Berkeley County and the County Commissioners and collaborate to address projects and activities that extend beyond the City limits. The Counties of Morgan and Jefferson members of the HOME Consortium and they both cooperated in the formation of the information for the HOMR portion of the Five -Year Consolidated Plan and Annual Action Plan.

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AP-12 Participation – 91.105, 91.200(c)**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The FY 2020 Annual Action Plan has many components which try to reach and encourage citizen participation. These components include the following: request for proposals for funding (RFP's) from agencies/organizations; meetings with various stakeholders; a needs public hearing; and a hearing to gather public comments on the draft plan while it was on public display was also held. The City posted it on the City's website. These comments are included in the FY 2020 Annual Action Plan in the Exhibits Section. Through the citizen participation process, the City uses resident input to develop how the Annual Action Plan will serve the low- and moderate-income population and reach the goals set in the FY 2019-2023 Five Year Consolidated Plan.

The City has followed its approved Citizens Participation Plan to develop its FY 2020 Annual Action Plan.

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Citizen Participation Outreach

#	Mode of Outreach	Target of Outreach	Summary of Response / Attendance	Summary of Comments Received	Summary of Comments Not Accepted and Reasons	URL (If applicable)
1.	Newspaper Ad #1	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/ Organizations	None.	None.	None.	Not Applicable.
2.	Public Hearing #1	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	The City of Martinsburg held its First Public Hearing on February 13, 2020 to discuss the needs over the next year and the budget. There were ten (10) attendees. Public hearings on the use of HOME funds were held in Morgan County on March 18, 2020, in Berkeley County on February 27, 2020, and in Jefferson County on March 5, 2020.	See the First Public Hearing comments in the Appendix section of the FY 2020 Annual Action Plan.	None.	Not Applicable.
3.	Funding Application	Agencies/Organizations	The City received eleven (11) CDBG funding requests and funded all of them.	Addressed the needs of the Five Year Consolidated Plan.	None.	Not Applicable.

4.	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	None.	None.	None.	http://www.cityofmartinsburg.org/
5.	CDBG-CV Funding Application	Agencies/Organizations	The City received fifteen (15) CDBG-CV funding requests and funded eleven (11) of them.	Addressed the needs of the Five Year Consolidated Plan.	None.	Not Applicable.
6.	Newspaper Ad #2	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	None.	None.	None.	Not Applicable.
7.	Public Hearing #2	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	The City held its virtual Second Public Hearing on July 1, 2020 to discuss the Draft FY 2020 Annual Action Plan.	See the Second Public Hearing comments in the Appendix section of the FY 2020 Annual Action Plan.	None.	Not Applicable.

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Martinsburg is receiving \$358,028 from its CDBG allocation, \$210,613 from its CDBG-CV allocation, and \$499,298 from its HOME allocation for the FY 2020 program year. The program year begins July 1, 2020 and ends June 30, 2021. The City does not anticipate the receipt of any CDBG nor HOME Program Income. The following financial resources are identified for the FY 2020 Annual Action Plan and will be used to address the priority needs and strategies identified in the City of Martinsburg’s FY 2019-2023 Five Year Consolidated Plan.

The accomplishments of these projects/activities will be reported in the FY 2020 Consolidated Annual Performance and Evaluation Report (CAPER).

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$358,028.00	\$0.00	\$0.00	\$358,028.00	\$900,718.00	11 projects/ activities were funded based on FY 2020 CDBG allocations.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$499,298.00	\$0.00	\$0.00	\$499,298.00	\$1,036,125.00	6 projects/ activities were funded based on FY 2020 HOME allocation.
Other: CDBG-CV	public - federal	Admin and Planning Economic Development Housing Public Improvements Public Services	\$210,613.00	\$0.00	\$0.00	\$210,613.00	\$0.00	11 projects/ activities were funded based on FY 2020 CDBG-CV allocations.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City also expects the following Federal resources may be available to local non-profit and organizations to undertake the housing strategies identified in the Annual Action Plan:

- VA grants for transitional housing facilities for homeless veterans
- State of West Virginia CSBG Program funds
- State ESG funds for Emergency Shelters
- State HOPWA funds
- United Way - Emergency Food and Shelter Program funds
- Homelessness Prevention funds
- Continuum of Care Funds from the Balance of State Program for transitional and permanent supportive housing programs
- WV DHHR Arrest Grant

The City anticipates that non-profit agencies/organizations in the City will receive West Virginia Community Participation Grants, but the State has not yet made any decisions. The Martinsburg Housing Authority receives funds for the Section 8 Housing Choice Vouchers and Public Housing Capital Funds to correct physical and management deficiencies in the public housing developments. The Housing Authority receives a Capital Grant allocation each year.

The Eastern Panhandle HOME Consortium has an excess of HOME Match carryover in the amount of \$371,988.76.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable. The City has not acquired or improved on any land, property, or buildings that are available for sale with CDBG funds.

Discussion

Not Applicable.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goal Descriptions

1	Goal Name	HS-1 Homeownership
	Goal Description	Assist low- and moderate-income homebuyers to purchase homes through down payment / closing cost assistance and associated housing counseling.
2	Goal Name	HS-3 Housing Construction
	Goal Description	Increase the number of affordable housing units in the community for owners and renters.
3	Goal Name	HS-5 Fair Housing
	Goal Description	Promote fair housing choice through education and outreach.
4	Goal Name	HO-2 Operation/Support
	Goal Description	Assist providers operating housing or providing support services for the homeless and persons or families at-risk of becoming homeless.
5	Goal Name	CD-1 Community Facilities
	Goal Description	Improve parks, recreational facilities, and trails including accessibility improvements to public buildings and all community facilities in the City.
6	Goal Name	CD-2 Infrastructure
	Goal Description	Improve the public infrastructure through rehabilitation, reconstruction, and new construction, of streets, sidewalks, bridges, curbs, walkways, water, storm water, sanitary sewer, handicap accessibility improvements/removal of architectural barriers, etc.

7	Goal Name	CD-3 Public Services
	Goal Description	Improve and enhance public services, programs for youth, the elderly, and disabled, and general social/welfare public service programs for low- and moderate-income persons.
8	Goal Name	AM-1 Overall Coordination
	Goal Description	Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, environmental clearance, fair housing, and compliance with all Federal, State, and local laws and regulations.

Table 6 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City of Martinsburg proposes to assist the following with CDBG and HOME funds:

- **Extremely Low-Income:** 4 households
- **Low-Income:** 10 households
- **Moderate-Income:** 14 households

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Martinsburg and the Eastern Panhandle HOME Consortium propose to undertake the following activities with the FY 2020 CDBG and HOME funds:

Projects

#	Project Name
CDBG Administration –	
1.	CDBG General Administration and Planning
Public Improvement Activities –	
2.	Community Networks, Inc. - Hope Living/Learning Center
3.	City of Martinsburg – Street Paving/ADA Curbs
Public Service Activities –	
4.	Congregational Cooperative Action Project (C-CAP) – Emergency Rental Assistance
5.	Court Appointed Special Advocates (CASA) – Outreach, Training, and Support
6.	Children’s Home Society – Safe Haven Child Advocacy Center
7.	Berkeley County Meals on Wheels, Inc. – Dine with Dignity
8.	Boys and Girls Club – Membership for Low/Moderate Income Persons
9.	Eastern Panhandle Empowerment Center – Rental and Housing Assistance for Survivors
10.	Berkeley County Senior Services In-Home Care
11.	Community Networks, Inc. – Bethany House Emergency Shelter
CDBG-CV Activities –	
12.	Martinsburg Parks and Recreation – 251 East Burke Street
13.	Congregational Cooperative Action Project, Inc. (C-CAP)
14.	Berkeley County Meals on Wheels, Inc
15.	East Panhandle Empowerment Center
16.	CASA of the Eastern Panhandle, Inc
17.	Boys and Girls Club
18.	Community Networks, Inc.
19.	Community Alternative to Violence (CAV)
20.	Catholic Charities of WV
21.	Small Business Assistance
22.	CDBG-CV Administration
HOME Activities –	
23.	HOME General Administration
24.	CHDO Set Aside

#	Project Name
25.	City of Martinsburg – Homebuyer Assistance
26.	Berkeley County – Homebuyer Assistance
27.	Jefferson County – Homebuyer Assistance
28.	Morgan County – Homebuyer Assistance

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Martinsburg has allocated its CDBG and HOME funds to geographic areas whose populations are over 51% low- and moderate-income. At least 70% of all the City’s CDBG and HOME funds that are budgeted for activities will principally benefit low- and moderate-income persons. The following guidelines for allocating CDBG and HOME funds will be used by the City for the FY 2020 Program Year:

- The Public Facilities Improvements activities are either located in a low- and moderate-income census area or have a low- and moderate-income service area benefit or clientele over 51% low- and moderate-income.
- The Homebuyer Assistance Program has an income eligibility criterion; therefore, the income requirement restricts funds to low- and moderate-income households throughout the Eastern Panhandle HOME Consortium.
- The Public Services activities are for social service organizations with low-income eligible clients in the City.

The proposed activities under the FY 2020 CDBG Program Year are located in areas with the highest percentages of low- and moderate-income persons and those block groups with a percentage of minority persons above the average for the City of Martinsburg. The following census tracts have over 51% low- and moderate-income residents: C.T. 9713, B.G.2 and B.G. 4; C.T. 9714, B.G. 5; C.T. 9715, B.G. 1, B.G. 2, B.G.3, and B.G.4; C.T. 9716, B.G. 1, B.G.2, B.G.4, and B.G.5; C.T. 9717, B.G.2, B.G.3, B.G.4, B.G.5, and B.G.6; CT 9720, B.G. 1.

The HOME funds will be used for administration and for housing projects. The HOME Consortium funds will be allocated to income-eligible households to purchase an affordable home. All of the funds will principally benefit low- and moderate-income persons (100%).

The total amount of FY 2020 CDBG funds is \$358,028, of which 20% (\$71,606) is for administration and 80% (\$286,422) is allocated for project activities. Approximately 15% (\$54,704) of FY 2020 CDBG funds are allocated for public service activities, at the maximum 15% allocation. All of the funds (\$286,422) for project activities principally benefit low- and moderate-income persons (100%).

AP-38 Project Summary

Project Summary Information

Table 8 – Project Summary

1.	Project Name	CDBG General Administration & Planning
	Target Area	Citywide
	Goals Supported	AM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Strategy
	Funding	CDBG: \$71,606.00
	Description	General administrative costs, staff salaries and benefits, advertising, preparation of FY 2019 Annual Action Plan, Five-Year Consolidated Plan, ERR, CAPER, Analysis of Impediments to Fair Housing Choice, and fair housing initiatives.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	17,687 people
	Location Description	Community wide.
	Planned Activities	The project matrix code is 21A, General Program Administration 570.206.
2.	Project Name	Community Networks, Inc. - Hope Living/Learning Center
	Target Area	Citywide
	Goals Supported	CD-1 Community Facilities
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$10,000.00
	Description	Funding to upgrade heating unit for the HOPE Living/Learning Center which is a 11 units transitional housing facility for women exiting the shelter.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 Public Facility
	Location Description	City-wide

	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 03E Neighborhood Facilities.
3.	Project Name	City of Martinsburg - Street Paving/ADA Curbs
	Target Area	Citywide
	Goals Supported	CD-2 Infrastructure
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$222,718.00
	Description	Funds to be used for street reconstruction of City streets and to make ADA curb improvements.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 Public Facility
	Location Description	Citywide
	Planned Activities	The national objective is Low/Mod Income Area Benefit (LMA). The matrix code is 03K, Street Improvements.
4.	Project Name	C-CAP - Emergency Rental Assistance
	Target Area	Citywide
	Goals Supported	HO-2 Operation/Support
	Needs Addressed	Homeless Strategy
	Funding	CDBG: \$7,000.00
	Description	Emergency rental assistance provided on a one-time basis to low-income persons facing eviction.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	50 households
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05Q, Subsistence Payments.
5.	Project Name	Court Appointed Special Advocates (CASA) - Volunteer Support & Training for Advocacy

	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$6,000.00
	Description	Provide case management services to abused and neglected children living in foster homes. Support of volunteer recruitment, training, and related expenses
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	50 Children
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05N, Services for Abused and Neglected Children.
6.	Project Name	Safe Haven Child Advocacy Center
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$6,000
	Description	Provide funds for coordination of support services to abused children during the criminal investigation process through efforts of police, prosecutors, mental health, medical, and child protection services.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	35 People
	Location Description	Community wide
Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05N, Services for Abused and Neglected Children.	
7.	Project Name	Berkeley County - Meals on Wheels, Inc.
	Target Area	Citywide

	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$7,000
	Description	Provide meals at reduced or no cost to elderly persons unable to pay standard cost.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	50 people
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05A, Senior Services.
8.	Project Name	Boys & Girls Club - Memberships for Low/Mod Income Persons
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$10,000
	Description	CDBG funds to be used to provide free memberships for 20 low- and moderate-income City households.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	20 Children
	Location Description	105 W John St, Martinsburg, WV 25401
Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05D, Youth Services.	
9.	Project Name	Eastern Panhandle Empowerment Center – Rental Assistance
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$6,000

	Description	CDBG funding for rental assistance for survivors of domestic violence and sexual assault.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	50 people
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05G, Services for Battered and Abused Spouses.
10.	Project Name	Berkeley Senior Services - In-home Respite Care
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$6,000
	Description	CDBG funds used for in-home respite care for the low-income elderly.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	40 people
	Location Description	Citywide
Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05A, Senior Services.	
11.	Project Name	Community Networks, Inc. - Case Management
	Target Area	Citywide
	Goals Supported	HO-2 Operation/Support
	Needs Addressed	Homeless Strategy
	Funding	CDBG: \$5,704.00
	Description	Case management services at Bethany House for homeless women and children.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	1 organization
	Location Description	Citywide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC), Low/Mod Income Housing. The matrix code is 05, Other Public Services.
12.	Project Name	Martinsburg-Berkley County Parks & Recreation – 251 East Burke Street
	Target Area	Citywide
	Goals Supported	CD-1 Community Facilities
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$35,000
	Description	CDBG-CV funding to replace the matching funds the Martinsburg-Berkley County Parks & Recreation lost because of COVID-19. The funds will be used to develop a neighborhood park at 251 E. Burke Street.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 Public Facility
	Location Description	Low- and moderate-income eligible area.
	Planned Activities	The national objective is Low/Mod Income Area Benefit (LMA). The matrix code is 03F Parks, Recreational Facilities.
13.	Project Name	Congregational Cooperative Action Project, Inc. (C-CAP)
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$7,000.00
	Description	CDBG-CV funding for emergency rental assistance provided on a one-time basis to low-income persons facing eviction.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	70 households
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05Q, Subsistence Payments.
14.	Project Name	Berkeley County Meals on Wheels, Inc.
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$22,000.00
	Description	CDBG-CV funds will help to offset the rising cost of food during the COVID crisis and help to provide meals at a reduced or no cost to elderly persons unable to pay standard cost.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	90 persons
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05A, Senior Services.
15.	Project Name	Eastern Panhandle Empowerment Center
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$21,500.00
	Description	CDBG-CV funding for hotel room costs, COVID-19 testing, and PPE and sanitization supplies.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	35 persons
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05G, Services for Battered and Abused Spouses.
16.	Project Name	CASA of the Eastern Panhandle, Inc.
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$20,666.00
	Description	CDBG-CV funds will be used to provide support of volunteer recruitment, training, and related expenses through online platform subscriptions costs, educational videos production services, PPE, and 50% cost coverage of a new CASA position focused on finding next of kin families to assist with emergency placements.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	300 Children
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05N, Services for Abused and Neglected Children.
17.	Project Name	Boys and Girls Club
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$21,755.00
	Description	CDBG-CV funds for PPE supplies, cleaning, and improvements to meet CDC requirements.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	20 Children
	Location Description	105 W John St, Martinsburg, WV 25401
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05D, Youth Services.
18.	Project Name	Community Network, Inc.
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$14,430.00
	Description	CDBG-CV funding for personal protective equipment supplies and additional staffing levels to follow CDC guidelines on social distancing.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	80 persons
	Location Description	216 East John Street, Martinsburg, WV 25401
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The project matrix code is 05Z Other Public Service Not Listed in 30T and 05A-05Y.
19.	Project Name	Community Alternative to Violence (CAV)
	Target Area	Citywide
	Goals Supported	SN-2 Social Service
	Needs Addressed	Other Special Needs Strategy
	Funding	CDBG-CV: \$4,250.00
	Description	CDBG-CV funds will be used to assist Community Alternative to Violence pay their rent. The organization has had a reduction in income due to the COVID-19 and an increase in domestic violence calls.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	143 persons
	Location Description	314 Wilson Street, Martinsburg, WV 25401
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The project matrix code is 05Z Other Public Service Not Listed in 30T and 05A-05Y.
20.	Project Name	Catholic Charities of WV
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Strategy
	Funding	CDBG-CV: \$12,000.00
	Description	CDBG-CV funding for utility and rental assistance to help stabilize City residents.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	65 households
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Clientele Benefit (LMC). The matrix code is 05Q, Subsistence Payments.
21.	Project Name	Small Business Assistance
	Target Area	Citywide
	Goals Supported	ED-1 Employment
	Needs Addressed	Economic Development Strategy
	Funding	CDBG-CV: \$10,000.00
	Description	CDBG-CV funding for small business micro loans or business gift card subsidy.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	5 businesses
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Job (LMJ). The matrix code is 18A Economic Development: Direct Financial Assistance to For-Profit Business
22.	Project Name	HOME General Administration
	Target Area	Consortium Wide
	Goals Supported	AM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Strategy
	Funding	HOME: \$49,930.00
	Description	General administrative costs, staff salaries and benefits, advertising, and administrative support for formation of HOME Consortium and consortium planning.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 organization
	Location Description	Community wide
	Planned Activities	The matrix code is 21A, General Program Administration.
23.	Project Name	CHDO Set-A-Side
	Target Area	Citywide
	Goals Supported	HS-3 Housing Construction
	Needs Addressed	Housing Strategy
	Funding	HOME: \$74,894.00
	Description	Funds will be used for CHDO projects to develop new affordable housing and to develop CHDO capacity.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	1 housing unit
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Housing Benefit (LMH). The matrix code is 12, Construction of Housing.
24.	Project Name	City of Martinsburg - Homebuyer Assistance
	Target Area	Citywide
	Goals Supported	HS-1 Homeownership
	Needs Addressed	Housing Strategy
	Funding	HOME: \$97,363.00
	Description	HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within the City of Martinsburg, West Virginia.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	7 Housing Units
	Location Description	Community wide
	Planned Activities	The national objective is Low/Mod Income Housing Benefit (LMH). The matrix code is 13, Direct Homeownership Assistance.
25.	Project Name	Berkeley County - Homebuyer Assistance
	Target Area	Consortium Wide
	Goals Supported	HS-1 Homeownership
	Needs Addressed	Housing Strategy
	Funding	HOME: \$131,066.00
	Description	HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Berkeley County, West Virginia.

	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	9 Households
	Location Description	community wide
	Planned Activities	The national objective is Low/Mod Income Housing Benefit (LMH). The matrix code is 13, Direct Homeownership Assistance.
26.	Project Name	Jefferson County - Homebuyer Assistance
	Target Area	Consortium Wide
	Goals Supported	HS-1 Homeownership
	Needs Addressed	Housing Strategy
	Funding	HOME: \$116,087.00
	Description	HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Jefferson County, West Virginia.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	8 households
	Location Description	community wide
	Planned Activities	The national objective is Low/Mod Income Housing Benefit (LMH). The matrix code is 13, Direct Homeownership Assistance.
27.	Project Name	Morgan County - Homebuyer Assistance
	Target Area	Consortium Wide
	Goals Supported	HS-1 Homeownership
	Needs Addressed	Housing Strategy
	Funding	HOME: \$29,958.00
	Description	HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Morgan County, West Virginia

	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	2 households
	Location Description	community wide
	Planned Activities	The national objective is Low/Mod Income Housing Benefit (LMH). The matrix code is 13, Direct Homeownership Assistance.

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The following information provides a profile of the population, age, and racial/ethnic composition of the City of Martinsburg. This information was obtained from the U.S. Census Bureau American Factfinder website, <http://factfinder.census.gov>. The 2013-2017 American Community Survey 5-Year Estimates were used to analyze the social, economic, housing, and general demographic characteristics of the City of Martinsburg. The 5-year estimates are the most recent data available for the City.

Population:

Key points are:

- Between 1980 and 2000, the population increased by approximately 15%
- The City population was 14,972 in the 2000 Census
- The 2013-2017 ACS Data reports the City's population is now 17,451

Age:

Key points are:

- Median age in Martinsburg is 34.6 years old
- Youth under age 18 account for 24.8% of the population
- Seniors age 62 or over are 17.9% of the population

Race/Ethnicity:

Composition from 2010 U.S. Census:

- 13.9% are Black or African American
- 79.1% are White
- 4.5% are Two or More Races

Income Profile:

The Median Income for a family of four (4) in the Martinsburg, West Virginia HMFA is \$46,690 for 2017. The following is a summary of income statistics for the City of Martinsburg:

- At the time of the 2013-2017 American Community Survey, median household income in the City of Martinsburg was \$40,450 which was higher than Berkeley County (\$39,695) and the State of

West Virginia (\$44,061).

- 31.9% of households have earnings received from Social Security income.
- 2.2% of households have earnings received from public assistance.
- 23.3% of households have earnings, received retirement income.
- 45.2% of female headed households were living in poverty.
- 39.6% of all youth under 18 years of age were living in poverty.

Low/Mod Income Profile:

The low- and moderate-income profile for City of Martinsburg is a measurement of the area's needs. The City of Martinsburg has an overall low- and moderate-income percentage of 57.97%.

Economic Profile:

The following illustrates the economic profile for the City of Martinsburg as of the 2013-2017 American Community Survey:

- 32.8% of the employed civilian population had occupations classified as management, professional, or related.
- 27.7% of the employed civilian population had occupations classified as sales and office.
- 22.6% were in the service sector.
- The education, health, and social service industry represented 21.3% of those employed.
- 20.9% of workers were considered in the government class.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	67%
Consortium Wide	33%

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Martinsburg has allocated its CDBG and HOME funds to those geographic areas whose populations are over 51% low and moderate income. At least 70% of all the City’s CDBG and HOME funds that are budgeted for activities will principally benefit low- and moderate-income persons. The following guidelines for allocating CDBG and HOME funds will be used by the City for the FY 2020 Program Year:

- The Public Facilities Improvements activities are either located in a low- and moderate-income census area or have a low- and moderate-income service area benefit or clientele over 51% low and moderate income.
- The Homebuyer Assistance Program has an income eligibility criterion; therefore, the income

requirement restricts funds to low- and moderate-income households throughout the Eastern Panhandle HOME Consortium.

- The Public Services activities are for social service organizations with low income clients in the City.

The proposed activities under the FY 2020 CDBG Program Year are located in areas with the highest percentages of low- and moderate-income persons and those block groups with a percentage of minority persons above the average for the City of Martinsburg. The following census tracts have over 51% low- and moderate-income residents: C.T. 9713, B.G.2 and B.G. 4; C.T. 9714, B.G. 5; C.T. 9715, B.G. 1, B.G. 2, B.G.3, and B.G.4; C.T. 9716, B.G. 1, B.G.2, B.G.4, and B.G.5; C.T. 9717, B.G.2, B.G.3, B.G.4, B.G.5, and B.G.6; CT 9720, B.G. 1.

The HOME funds will be used for administration and for housing projects. The HOME Consortium funds will be allocated to income eligible households to purchase an affordable house. All of the funds will principally benefit low- and moderate-income persons (100%).

The total amount of FY 2020 CDBG funds is \$358,028, of which 20% (\$71,606) is for administration and 80% (\$286,422) is allocated for project activities. Approximately 15% (\$54,704) of FY 2020 CDBG funds are allocated for public service activities, at the maximum 15% allocation. All of the funds (\$286,422) for project activities principally benefit low- and moderate-income persons (100%).

Discussion

The public benefit for the FY 2020 CDBG and HOME Activities/Projects are as follows:

- **CD-20-01 - General Administration and Planning** – Citywide
- **CD-20-02 - Community Networks, Inc. - Hope Living/Learning Center** - Citywide; Low/Mod Clientele (LMC)
- **CD-20-03 - City of Martinsburg - Street Paving/ADA Curbs** - Low/Mod Income Area Benefit (LMA)
- **CD-20-04 - Congregational Cooperative Action Project (C-CAP) - Emergency Rental Assistance** – Citywide, Low/Mod Clientele (LMC)
- **CD-20-05 - Court Appointed Special Advocates (CASA) - Outreach, Training, and Support** - Citywide; Low/Mod Clientele (LMC)
- **CD-20-06 - Children’s Home Society - Safe Haven Child Advocacy Center** - Citywide; Low/Mod Clientele (LMC)
- **CD-20-07 - Berkeley County Meals on Wheels, Inc. - Dine with Dignity** - Citywide; Low/Mod Clientele (LMC)
- **CD-20-08 - Boys and Girls Club - Memberships for Low/Moderate Income Persons** - Citywide; Low/Mod Clientele (LMC)
- **CD-20-09 - Eastern Panhandle Empowerment Center - Rental and Housing Assistance for Survivors** - Citywide; Low/Mod Housing (LMH)
- **CD-20-10 - Berkeley Senior Services In-Home Care** - Citywide; Low/Mod Clientele (LMC)

- **CD-20-11 - Community Networks, Inc. - Bethany House Emergency Shelter** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-12 - Martinsburg Parks and Recreation** – 251 East Burke Street \$35,000.00
- **CDBG-CV-20-13 – Congregational Cooperative Action Project, Inc. (C-CAP)** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-14 - Berkeley County Meals on Wheels, Inc** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-15 - East Panhandle Empowerment Center** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-16 - CASA of the Eastern Panhandle, Inc** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-17 - Boys and Girls Club** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-18 - Community Networks, Inc.** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-19 - Community Alternative to Violence (CAV)** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-20 - Catholic Charities of WV** - Citywide; Low/Mod Clientele (LMC)
- **CDBG-CV-20-21 - Small Business Assistance** - Citywide; Low/Mod Jobs (LMJ)
- **CDBG-CV-20-22 - CDBG-CV Administration** - Citywide
- **HOME-20-23 - HOME General Administration** - Countywide
- **HOME-20-24 - CHDO Set Aside** - Countywide; Low/Mod Income Housing (LMH)
- **HOME-20-25 - City of Martinsburg - Homebuyer Assistance** - Citywide; Low/Mod Income Housing (LMH)
- **HOME-20-26 - Berkeley County - Homebuyer Assistance** - Countywide; Low/Mod Income Housing (LMH)
- **HOME-20-27 - Jefferson County - Homebuyer Assistance** - Countywide; Low/Mod Income Housing (LMH)
- **HOME-20-28 - Morgan County - Homebuyer Assistance** - Countywide; Low/Mod Income Housing (LMH)

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Martinsburg will utilize its CDBG, CDBG-CV, and HOME funds to support the construction of new affordable housing and for downpayment assistance. The one year goals for affordable housing in the City of Martinsburg for FY 2020 are as follows:

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	212
Special-Needs	0
Total	212

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	185
The Production of New Units	1
Rehab of Existing Units	0
Acquisition of Existing Units	26
Total	212

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

The City of Martinsburg will fund the following projects with the FY 2020 CDBG, CDBG-CV, and HOME funds:

- **CD-20-04 Congregational Cooperative Action Project (C-CAP) – Emergency Rental Assistance** – Emergency rental assistance provided on a one-time basis to low-income persons facing eviction. (50 households)
- **CDBG-CV-20-13 – Congregational Cooperative Action Project, Inc. (C-CAP)** – CDBG-CV funds for emergency rental assistance provided on a one-time basis to low-income persons facing eviction. (70 households)
- **CDBG-CV-20-20 - Catholic Charities of WV** – CDBG-CV funding for utility and rental assistance to help stabilize City residents. (65 households)
- **HOME-20-24 CHDO Set-A-Side** – funds will be used for CHDO projects to develop a new single-family affordable house. (1 household)
- **HOME-20-25 City of Martinsburg – Homebuyer Assistance** – Funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and

closing cost assistance toward the purchase of their home and who wish to buy a house located within the City. (7 households)

- **HOME-20-26 Berkeley County – Homebuyer Assistance** – Funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within the County. (9 households)
- **HOME-20-27 Jefferson County – Homebuyer Assistance** – Funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within the County. (8 households)
- **HOME-20-28 Morgan County – Homebuyer Assistance** – Funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down-payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within the County. (2 households)

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AP-60 Public Housing – 91.220(h)

Introduction

The City Council appoints the Commissioners to the Board of the City of Martinsburg Housing Authority. The Housing Authority and the City staff work in conjunction on affordable housing projects and continue to cooperate in addressing the housing needs for low-income residents.

Actions planned during the next year to address the needs to public housing

The Housing Authority is using its Capital Funds to improve the conditions of the public housing units and to provide a more suitable living environment. The Housing Authority's proposed FY 2020 Capital Fund allocation is \$371,573.00. In the FY 2019 Capital Budget, the Housing Authority has proposed the following activities:

- **Management Improvements:** \$37,500.00
- **Fees and Costs:** \$30,000.00
- **Site Improvements:** \$16,000.00
- **Dwelling Improvement:** \$228,498
- **Non-dwelling Equipment:** \$59,575.00
- **Total:** \$371,573.00

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

The Martinsburg Housing Authority encourages residents of its public housing communities to organize community groups to become more involved in housing management. Neighborhood crime watch groups are encouraged and assistance is needed to ensure the safety of residents. Additionally, the PHA schedules regular meetings at public housing sites to discuss needs and concerns. Voucher holders are also encouraged to participate in regular PHA meetings.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Martinsburg Housing Authority is classified as a "High Performer" by HUD and is performing satisfactorily according to HUD guidelines and standards.

Discussion

The City of Martinsburg has identified that there is a need for housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The Housing Authority is an

important part of the City of Martinsburg's housing strategy. The PHA is the primary assisted housing provider of housing for extremely low income, very low income, and lower income residents of the City of Martinsburg.

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The WV Coalition to End Homelessness is the state agency administering the State Continuum of Care programs. In FY 2019 the following organizations/projects in the Eastern Panhandle are receiving funding:

- **Telamon Corporation – Potomac Highlands:** \$173,840
- **Telamon Corporation – Reliable Housing:** \$168,013
- **Telamon Corporation – Hearthstone Housing:** \$172,392
- **Community Network – Berkeley County Leasing Project (BCLP):** \$81,456

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness:

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

The City of Martinsburg, through its Community Development Administrator, will continue to participate in the regularly scheduled meetings of the Eastern Panhandle CoC.

The City of Martinsburg will fund the following projects with FY 2020 CDBG, CDBG-CV and HOME funds:

- **CD-20-09 Eastern Panhandle Empowerment Center - Rental and Housing Assistance for Survivors** – CDBG funding for rental and housing assistance for victims of domestic violence and sexual assault.
- **CD-20-11 Community Networks, Inc. – Bethany House Emergency Shelter** – Case management services at Bethany House for homeless women and children.
- **CDBG-CV-20-15 - East Panhandle Empowerment Center** – CDBG-CV funding for hotel room costs and COVID-19 testing.
- **CDBG-CV-20-18 - Community Networks, Inc.** – CDBG-CV funding for personal protective equipment supplies and additional staffing levels to follow CDC guidelines on social distancing.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Eastern Panhandle CoC and its member agencies have been trying to expand their permanent supportive housing resources and programs. This will free up beds in emergency shelters and transitional housing facilities. The Community Networks, Inc. - HOPE Living/Learning Center has four (4) tenants.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The member agencies of the Eastern Panhandle CoC provide supportive services to homeless persons to prepare them to make the transition from homelessness to permanent housing. The CoC, through the WV Coalition to End Homelessness, is developing a process that requires supportive services, every step of the way, including monitoring and following-up after permanent housing is achieved. The WV Coalition to End Homelessness has found that the first year after moving into permanent housing is the most critical in the program to end homelessness. It is imperative that supportive services be provided on an intensive case management basis to ensure the success of permanent housing.

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

The WV Department of Health and Human Services (DHHS) provides referral services and case management to persons being discharged from publicly funded intuitions and systems of care, such as state mental institutions, health care facilities, foster care and correctional facilities. Cases are also referred to local social service agencies for follow-up and additional services available in the community.

Discussion

The WV Coalition to End Homelessness is the state agency administering the State Continuum of Care programs. In FY 2019 the following organizations/projects in the Eastern Panhandle receiving funding:

- **Telamon Corporation – Potomac Highlands:** \$173,840
- **Telamon Corporation – Reliable Housing:** \$168,013
- **Telamon Corporation – Hearthstone Housing:** \$172,392
- **Community Network – Berkeley County Leasing Project (BCLP):** \$81,456

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Martinsburg's FY 2019-2023 Analysis of Impediments to Fair Housing Choice has identified the following impediments, along with the goals and strategies to address those impediments.

Impediment 1: Lack of Fair Housing Awareness

- There is a continuing need to educate individuals, families, and members of the protected classes regarding their rights under the Fair Housing Act (FHA) and to raise community awareness to affirmatively further fair housing, especially for low-income residents, minorities and the disabled population.

Impediment 2: Continuing Need for Affordable Rental Housing

- The City of Martinsburg has the largest amount of rental housing in the Eastern Panhandle Region. However, the monthly cost of rent for apartments has steadily increased. The majority of renter households in Martinsburg with incomes less than 50% of the area median income are considered cost overburdened.

Impediment 3: Continuing Need for Affordable Housing for Sale

- The median value and cost to purchase and maintain a single family home in Martinsburg that is decent, safe, and sound, has increased significantly over the last ten years, which limits the choice of affordable housing for lower income households.

Impediment 4: Continuing Need for Accessible Housing Units That Are For-Sale or Rent

- As an older built-up urban environment, there is a lack of accessible housing units and developable sites in the City of Martinsburg, since 55.8% of the City's housing units were built prior to 1960, and do not have accessibility features, and 17.8% of the City's population is classified as disabled.

Impediment 5: Continue to Improve Private Lending and Insurance Practices

- The HMDA data suggests that there may be a disparity between the approval rates of home mortgage loans originated from Whites and those originated from minority applicants.

Impediment 6: Economic Issues Affect Housing Choice

- There is a lack of economic opportunities in the City which prevents low-income households from

improving their income and thus improve their choices of housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City's previous Analysis of Impediments identified certain changes that were needed to the City's Zoning Ordinance. The City addressed those recommendations and there are no potential or identifiable public policies that serve as a barrier to affordable housing in the City.

No further actions are needed to address public policies since the City is in compliance with the Fair Housing Act.

Discussion:

To promote Fair Housing, the City Council has proclaimed April as "Fair Housing Month" in 2020 and will continue this practice in the coming years. The City will continue to monitor and review public policies for discriminatory practices and/or impacts on housing availability during this program year. In addition to the proclamation, the City has completed the following activities to promote fair housing:

- Distributed pamphlets on Tenant's Rights and Fair Housing to: City Hall, the Libraries, social service organizations, charitable organizations, and code enforcement officers to handout during inspections.
- Displayed the Fair Housing Poster "It's Not an Option – It's the Law."
- Provided fair housing information to landlords.
- Fair Housing Proclamation from City Council.
- Fair Housing display at the Martinsburg Library.
- Conduct a Landlord Tenant Workshop sponsored by the City, with invitations sent to local landlords, realtors, City staff, Eastern Panhandle HOME Consortium of West Virginia members, and other housing organizations. The Landlord Tenant Workshop will be held annually or biannually. The booklets and brochures from the Workshop are continuously on display in the City's Planning Office and Community Development Office.
- City's Grants Administrator regularly attends the Eastern Panhandle Continuum of Care meetings.
- The City's Housing Counselor distributed flyers on the Housing Assistance Program (HAP) at this event.

The City is fostering and maintaining affordable housing through the HOME Program - First Time Homebuyer Program and the CHDO Set-Aside Program. Through its ongoing code enforcement program,

the City will ensure that decent, safe and sanitary housing will be available for all income residents.

The City's efforts to remove barriers to affordable housing and to promote fair housing recognize that the members of the community most likely to experience illegal housing discrimination, are those who are least able to obtain decent, safe and affordable housing.

DRAFT

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Martinsburg has developed the following actions which addresses obstacles to meeting underserved needs, fosters affordable housing, reduces lead-based hazards, reduces the number of poverty families living in, develops institutional structures, and enhances coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

Despite City and service provider efforts, there remains a significant number of obstacles to meeting underserved needs. The following are obstacles to meeting these needs in Martinsburg.

- Continued population growth creating a housing shortage
- High cost to purchase a home
- Tight rental housing market and escalating rental rates
- Aging in-place population
- Low wages in the service and retail sector job market

The City of Martinsburg will work to address these obstacles through the agencies and programs to be funded in FY 2020. Some of the activities to address these obstacles include:

- **CD-20-04 Congregational Cooperative Action Project (C-CAP) - Emergency Rental Assistance** - Emergency rental assistance provided on a one-time basis to low-income persons facing eviction.
- **CD-20-09 Eastern Panhandle Empowerment Center - Rental and Housing Assistance for Survivors** - CDBG funding for rental and housing assistance for victims of domestic violence and sexual assault.
- **CD-20-11 Community Networks, Inc. - Bethany House Emergency Shelter** - Case management services at Bethany House for homeless women and children.
- **CDBG-CV-20-13 - Congregational Cooperative Action Project, Inc. (C-CAP)** - Emergency rental assistance provided on a one-time basis to low-income persons facing eviction.
- **CDBG-CV-20-15 - Eastern Panhandle Empowerment Center** - CDBG-CV funding for hotel room costs, COVID-19 testing, and PPE and sanitization supplies.
- **CDBG-CV-20-18 - Community Networks, Inc.** - CDBG-CV funding for personal protective equipment supplies and additional staffing levels to follow CDC guidelines on social distancing.
- **CDBG-CV-20-20 - Catholic Charities of WV** - CDBG-CV funding for utility and rental assistance to help stabilize City residents.
- **CDBG-CV-20-21 - Small Business Assistance** - CDBG-CV funding for small business micro loans or business gift card subsidy.

- **HOME-20-24 CHDO Set-Aside** – Funds will be used for CHDO projects to develop new affordable housing and to develop CHDO capacity.
- **HOME-20-25 City of Martinsburg – First Time Homebuyer Program** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within the City of Martinsburg, West Virginia.
- **HOME-20-26 Berkeley County – Homebuyer Assistance** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Berkeley County, West Virginia.
- **HOME-20-27 Jefferson County – Homebuyer Assistance** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Jefferson County, West Virginia.
- **HOME-20-28 Morgan County – Homebuyer Assistance** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Morgan County, West Virginia.

Actions planned to foster and maintain affordable housing

To foster and maintain affordable housing, the City of Martinsburg proposes to carry out the following activities:

- HS-1 Assist low- and moderate-income homebuyers to purchase homes through down payment/closing cost assistance and associated housing counseling.
- HS-2 Provide rental assistance for low- and moderate-income renters.
- HS-3 Increase the number of affordable housing units in the community for owners and renters.
- HS-4 Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the community by addressing code violations, emergency repairs and handicap accessibility.
- HS-5 Promote fair housing choice through education and outreach.

The City of Martinsburg will fund the following affordable housing projects with FY 2020 CDBG and HOME funds:

- **HOME-20-24 CHDO Set-Aside** – Funds will be used for CHDO projects to develop new affordable housing and to develop CHDO capacity.
- **HOME-20-25 City of Martinsburg – First Time Homebuyer Program** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a

house located within the City of Martinsburg, West Virginia.

- **HOME-20-26 Berkeley County – Homebuyer Assistance** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Berkeley County, West Virginia.
- **HOME-20-27 Jefferson County – Homebuyer Assistance** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Jefferson County, West Virginia.
- **HOME-20-28 Morgan County – Homebuyer Assistance** – HOME funds will be used to provide deferred, forgivable loans to qualified, first-time homebuyers who require down payment and closing cost assistance toward the purchase of their home and who wish to buy a house located within Morgan County, West Virginia.

Actions planned to reduce lead-based paint hazards

In order to meet the requirements of the lead- based paint regulations, the City will undertake the following actions:

- Applicants for future rehab funding will receive the required lead- based paint information.
- Staff will determine if the rehab work requires abatement
- Qualified personnel will perform risk management, paint testing, lead hazard reduction, and clearance services
- Required lead hazard reduction work and protective measures will be incorporated into the project specs
- Applicants for homeowner will receive the required information about lead based paint requirements
- Staff will determine if the lead-based paint requirements apply
- The homebuyer will receive the required lead-based paint pamphlet and notices before purchasing the property

Actions planned to reduce the number of poverty-level families

According to the 2013-2017 American Community Survey, approximately 27.4% of Martinsburg residents live in poverty. Female-headed households with children are particularly affected by poverty at 45.2%, and 59.4% of all youth under the age of 18 were living in poverty. This information is taken from the U.S. Census "2013-2017" ACS Five Year Estimates. The City's goal of reducing the extent of poverty is 5%, based

on actions the City has control over, or actions in which the City will cooperate with outside agencies.

The City's anti-poverty strategy is based on attracting a range of businesses and supporting workforce development, including job-training services for low income residents. In addition, the City's strategy is to provide supportive services for target income residents.

Planned economic development and anti-poverty programs include:

- Job-training services
- Development of new commercial/industrial facilities
- Homeless prevention services
- Use of the one-stop job center
- Childcare assistance
- Promotion of new job opportunities

The City of Martinsburg will fund the following anti-poverty projects with FY 2020 CDBG, CDBG-CV, and HOME funds:

- **CD-20-04 Congregational Cooperative Action Project (C-CAP) - Emergency Rental Assistance** - Emergency rental assistance provided on a one-time basis to low-income persons facing eviction.
- **CD-20-09 Eastern Panhandle Empowerment Center - Rental and Housing Assistance for Survivors** - CDBG funding for rental and housing assistance for victims of domestic violence and sexual assault.
- **CD-20-11 Community Networks, Inc. - Bethany House Emergency Shelter** - Case management services at Bethany House for homeless women and children.
- **CDBG-CV-20-13 - Congregational Cooperative Action Project, Inc. (C-CAP)** - Emergency rental assistance provided on a one-time basis to low-income persons facing eviction.
- **CDBG-CV-20-15 - Eastern Panhandle Empowerment Center** - CDBG-CV funding for hotel room costs, COVID-19 testing, and PPE and sanitization supplies.
- **CDBG-CV-20-18 - Community Networks, Inc.** - CDBG-CV funding for personal protective equipment supplies and additional staffing levels to follow CDC guidelines on social distancing.
- **CDBG-CV-20-20 - Catholic Charities of WV** - CDBG-CV funding for utility and rental assistance to help stabilize City residents.
- **CDBG-CV-20-21 - Small Business Assistance** - CDBG-CV funding for small business micro loans or business gift card subsidy.

During the 2020 program year, the City will continue to support the local CoC agencies in their applications for funds under the FY 2020 SuperNOFA. In applying for such funding, organizations submit the application in ESNAPS for the WV Coalition of Homelessness to review; if and when approved, the submissions are forwarded to HUD. The City's Community Development Administrator will continue to be a member of

the Continuum of Care of Berkeley and Jefferson Counties.

Actions planned to develop institutional structure

The City's Community Development Department will coordinate activities among the public and private agencies and organizations in the area. This will ensure that the goals and objectives of the Five-Year Consolidated Plan will be addressed by more than one agency. The Community Development Department will facilitate and coordinate the linkages between these public-private partnerships and develop new partnership opportunities.

Effective implementation of the Annual Action Plan involves a variety of agencies both in the community and in the region. Coordination and collaboration between agencies is important to ensuring that the needs in the community are addressed. The key agencies that are involved in the implementation of the Plan, as well as additional resources that may be available, are described below.

Public Sector:

- City of Martinsburg - Community Development Department
- City of Martinsburg - Economic Development Department
- City of Martinsburg - Engineering & Planning Department
- City of Martinsburg - Code Enforcement Department
- City of Martinsburg - Public Works
- City of Martinsburg - Police Department
- City of Martinsburg - Fire Department
- City of Martinsburg - Water Department
- City of Martinsburg - Sewer Department
- Berkeley County Health Department
- Martinsburg Housing Authority
- Martinsburg - Berkeley County Parks & Recreation Board
- Berkeley County Development Authority
- Berkeley County Board of Education
- Berkeley County Senior Services
- WV Bureau of Employment Programs
- Main Street Martinsburg, Inc.

Non-Profit Agencies:

There are several non-profit agencies that serve target income households in the City of Martinsburg and the Eastern Panhandle. The City will collaborate with these essential service providers. Some of them include:

- Telamon Corporation

- Union Rescue Mission
- Eastern Panhandle Empowerment Center formerly Shenandoah Women's Center
- Community Networks
- AIDS Network
- Kings Daughters Court
- Health and Human Services Collaborative of the Eastern Panhandle
- Homeless Coalition of Eastern Panhandle
- Habitat for Humanity of the Eastern Panhandle
- East Ridge Health Systems
- Boys & Girls Club
- Children's Home Society
- Court Appointed Special Advocates (CASA)
- Congregational Community Assistance Program (C-CAP)
- Meals on Wheels, Inc.
- WV Housing Development Fund

Private Sector:

The private sector is an important collaborator in the services and programs associated with the Annual Action Plan. The private sector brings additional resources and expertise that can be used to supplement existing services or fill gaps in the system. Lenders, affordable housing developers, business and economic development organizations, and private service providers offer a variety of assistance to residents such as health care, small business assistance, home loan programs, and assisted housing, among others. The City will collaborate with the following private sector organizations:

- Small Business Development Center
- Federal Home Loan Bank (FHLB)
- Local financial institutions
- Private housing developers
- Local realtors

Actions planned to enhance coordination between public and private housing and social service agencies

The primary responsibility for the administration of the Annual Action Plan is assigned to the Department of Community Development in the City of Martinsburg. This Department will coordinate activities among the public and private organizations, in their efforts to implement different elements and to realize the prioritized goals of the Annual Action Plan. The City is committed to continuing its participation and coordination with public, housing, and social service organizations. The City solicits applications for CDBG and HOME funds. In addition, the City sends out applications to a list of agencies, organizations, and housing providers that have previously submitted an application, or which have expressed an interest in submitting an application. The application is reviewed by the Department of Community Development

staff and they discuss any questions with the applicant.

Discussion:

Monitoring:

The City of Martinsburg's Department of Community Development has the primary responsibility for monitoring the City's Five Year Consolidated Plan and Annual Action Plan. It maintains records on the progress towards meeting the goals and the statutory and regulatory compliance of each activity. Service area documentation is maintained along with income surveys. Timeliness of expenditures is achieved through scheduling activities, drawdown of funds, and maintenance of budget spread sheets that indicate the dates of expenditures. Program modifications are considered if project activities are not able to be completed within the allowable time limits of the grant. The Community Development Department is also responsible for the on-going monitoring of any sub-recipients for similar compliance.

The City of Martinsburg's Department of Community Development has developed a "monitoring checklist" that is utilized when programs and activities are reviewed. This checklist was developed in accordance with Sub-Part J of 24 CFR, Part 85 "Uniform Administrative Requirement for Grants and Cooperative Agreements of State and Local Governments" and the HUD Community Planning and Development Monitoring Handbook (HUD 6509.2).

CDBG and HOME funded activities are monitored periodically, during the construction phase, and a final inspection is performed that details the cost benefit and benefit to low- and moderate-income persons; the on-site inspections ensure compliance with the local building and housing codes. The City also reviews all affordable housing projects it has funded to ensure compliance with all HOME Program requirements.

Copies of financial statements and audit reports are required and kept on file. For those activities that trigger Davis-Bacon Wage Rates, employee payrolls are required prior to payments and on-site employee interviews will be held. These monitoring standards are required for all City administered projects and sub-recipient activities.

For each activity authorized under the National Affordable Housing Act, the Community Development Department has established fiscal and management procedures that will ensure program compliance and fund accountability. Additionally, the Department will ensure that the reports to the U.S. Department of Housing and Urban Development (HUD) are complete and accurate.

For projects, other than CDBG funded activities, a similar reporting format will be used to monitor the Five Year Consolidated Plan progress. The monitoring process is not a "one-time" event. The process is an on-going system of planning, implementation, communication and following-up.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The City of Martinsburg receives an annual allocation of CDBG and HOME funds. Since the City receives these federal allocations the questions below have been completed, as they are applicable.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0.00
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0.00
3. The amount of surplus funds from urban renewal settlements	\$0.00
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0.00
5. The amount of income from float-funded activities	\$0.00
Total Program Income:	\$0.00

Other CDBG Requirements

1. The amount of urgent need activities	\$0.00
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The Eastern Panhandle HOME Consortium does not intend to use any other forms of investment other than those described in 24 CFR 92.205(b).

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

See attachments

- 3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

No units will be acquired with HOME funds by the HOME Consortium.

- 4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

The Eastern Panhandle HOME Consortium does not intend to refinance any existing debt for multifamily housing that will be rehabilitated with HOME Funds.

Discussion:

The City of Martinsburg was designated a "Participating Jurisdiction" under the HOME Investment Partnership Program by forming the Eastern Panhandle HOME Consortium. The HOME Consortium consists of the City of Martinsburg, Berkeley County (Hedgesville), Jefferson County (Charles Town, Ranson, Shepherdstown, Bolivar, and Harpers Ferry), and Morgan County (Paw Paw and Bath).

The City solicits applications for CDBG and HOME funds; applications are sent out to a list of agencies, organizations, and housing providers that have previously submitted an application or which have expressed an interest in submitting an application. The application is reviewed by the Community Development Office staff and any questions are discussed with the applicant.

The Eastern Panhandle HOME Consortium does not limit beneficiaries or provide preference to any segment of the low/mod income population.

Information on the First-Time Homebuyer program is available on the City's website, which is continuously updated. Applications are available and are accepted on a first-come first-served basis. Furthermore, City staff provides information throughout the HOME Consortium area. This includes information pamphlets and workshops with realtors, mortgage lenders, and potential applicants.

HOME Match Requirements:

The Eastern Panhandle HOME Consortium has an excess of HOME Match requirements. The Eastern Panhandle HOME Consortium's excess carried over to next Federal fiscal year is \$371,988.76. All matching funds are reported on HUD Form 40107A which is included in the annual CAPER.

HOME Program Income:

- The City of Martinsburg does not anticipate it will receive any HOME Program Income during this program year.

CHDO Organizations:

- The City of Martinsburg has one (1) certified CHDO organization, which is Habitat for Humanity of the Eastern Panhandle.

CDBG Program Income:

- The City of Martinsburg does not anticipate it will receive any Program Income during this program year.

CDBG Percentages:

- Administrative Percentage: 20.0%
- Public Service Percentage: 15.0%
- Low and Moderate-Income Percentage: 100%
- No Slum and Blight Activities.

HOME Percentages:

- Administrative Percentage: 10.0%
- CHDO Set-Aside: 15.0%



RESOLUTION

**RESOLUTION OF THE COUNCIL OF THE CITY OF MARTINSBURG
APPROVING THE FY 2020 ANNUAL ACTION PLAN AND
AUTHORIZING THE FILING OF APPLICATION WITH HUD**

WHEREAS, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development (HUD) is authorized to extend financial assistance to communities in the prevention or elimination of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs; and

WHEREAS, the City is eligible to receive Federal entitlement funds under the HUD Community Development Block Grant Program (CDBG); and

WHEREAS, under the HOME Program created by the National Affordable Housing Act of 1990, as amended, the HUD Secretary is authorized to extend financial assistance to participating jurisdictions to expand the supply of decent, safe, sanitary, and affordable housing; and

WHEREAS, the City as the Representative Jurisdiction, has formed the Eastern Panhandle HOME Consortium with Berkeley County, Jefferson County, Morgan County, and the incorporated areas there in; and

WHEREAS, the City anticipates that it will receive an entitlement grant for FY 2020 under the CDBG Program in the amount of \$358,028; a CDBG-CV Program in the amount of \$210,613, and a HOME Investment Partnerships Program (HOME) grant in the amount of \$499,298; and

WHEREAS, the City of Martinsburg's Department of Community Development has prepared the FY 2020 Annual Action Plan, which proposes how the entitlement grants will be expended to address the housing and community development needs identified in the City's Five Year Consolidated Plan; and

WHEREAS, a draft of the FY 2020 Annual Action Plan was on public display from June 24, 2020 through July 2, 2020 and the City held a series of public meetings and hearings on said Plan and the comments of various agencies, groups, and residents were taken into consideration in the preparation of the final documents.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARTINSBURG, BERKELEY COUNTY, WEST VIRGINIA, AS FOLLOWS:

SECTION 1. That the Annual Action Plan for the Fiscal Year 2020 CDBG, CDBG-CV, and HOME Programs are hereby in all respects APPROVED and the City Recorder is hereby directed to file a copy of said Fiscal Year 2020 Annual Action Plan with the Official Minutes of the Regular Meeting of this Council.

SECTION 2. That the City is COGNIZANT of the conditions that are imposed in the undertaking and carrying out of the Community Development Block Grant Program and HOME Investment Partnership Program with Federal financial assistance, including those relating to (a) the relocation of site occupants, (b) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin, and (c) other assurances as set forth under the certifications.

SECTION 3. That the Mayor, on behalf of the City of Martinsburg, West Virginia, is AUTHORIZED to file an Application for financial assistance with the U.S. Department of Housing and Urban Development which has indicated its willingness to make available funds to carry out the CDBG Program and the HOME Program; and is further AUTHORIZED to act as the authorized representative of the City of Martinsburg to sign any and all documents in regard to these programs.

SECTION 4. That the Mayor, on behalf the City of Martinsburg, West Virginia, is AUTHORIZED to provide assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended; and any other supplemental or revised data which the U.S. Department of Housing and Urban Development may request in review of the City's Application.

ADOPTED INTO A RESOLUTION THIS 9th DAY OF JULY 2020 BY THE CITY COUNCIL OF THE CITY OF MARTINSBURG, WEST VIRGINIA.

ATTEST:

CITY OF MARTINSBURG, WV

Gena Long, City Recorder

George Karos, Mayor



RECAPTURE GUIDELINES

THE HOME RECAPTURE POLICY FOR THE EASTERN PANHANDLE HOME CONSORTIUM'S HOME INVESTMENT PARTNERSHIP PROGRAM

The City of Martinsburg has prepared the following policy which addresses the issues of sale or transfer of ownership of property financed with HOME assisted funding. This policy is in accordance with the HUD Regulations found in 24 CFR Part 92. The issue of recapture arises when a homeowner that received homebuyer assistance under the HOME Program decides to sell the property. If the property is sold after the period of affordability has expired, there are no restrictions in terms of recapture of HOME funds that apply to such a transaction. However, if the sale occurs before the period of affordability has expired, certain regulatory limitations apply.

The regulations at 24 CFR 92.254(a)(5) give the participating jurisdiction two broad options relative to the treatment of properties that are sold before the period of affordability has expired:

- The owner that received HOME assistance must sell the home to a low income family that will use the property as their principal residence; or
- The participating jurisdiction must recapture some or all of the HOME investment that was initially extended to the homebuyer.

It is the policy of the Consortium, wherever possible to recapture the appropriate amount of the HOME investment rather than restricting the sale to a qualified low income family that will use the property as its principal residence. The guidelines for recapture for the homebuyer programs that the members of the Consortium have adopted are as follows:

1. Sale of Property Before the End of the Period of Affordability - The Eastern Panhandle HOME Consortium guidelines for recapture are:

- The Consortium will place a mortgage on the property in its favor for the full amount of the HOME investment.
- Upon sale of the home by the HOME assisted household before the period of affordability expires, the Consortium will recapture its pro rata share of the HOME investment from the net proceeds of the sale.
- The Consortium will determine the net proceeds by subtracting loan repayments and closing costs from the gross sale price of the home.
- The Consortium will enable the homeowner to recover the amount of the homeowner's down payment, principal payments, and any capital improvement investment from the net proceeds.
- After calculating the amounts above, if the net proceeds are not sufficient to recapture the full HOME investment, the HOME investment amount may be reduced and prorated based on the time the homeowner has owned and occupied the unit, measured against the required affordability period (5 or 10 years).

- If the net proceeds are not sufficient to recapture the full HOME investment, the homeowner may not recover more than the amount of the homeowner's down payment, principal payments, and any capital improvement investment.
- The Consortium will use HOME funds that are recaptured to assist other income eligible homebuyers.

The Recapture Policy is in effect for all HOME assisted properties whether it is a CHDO, a subrecipient, or a direct subsidy by the Consortium to a homebuyer.

In the event the mortgaged property is sold or otherwise transferred prior to the expiration period of affordability as established by the amount of HOME assistance received, from the date of the initial sale, then the pro rata share of the net proceeds from the sale or transfer shall be paid to the City of Martinsburg.

The HOME Consortium may reduce the amount of the direct HOME subsidy on a pro rata basis for the time the homebuyer has owned and occupied the house, measured against the required affordability period. The resulting ratio would be used to determine how much of the direct HOME subsidy the consortium would recapture. The pro rata amount recaptured by the Consortium cannot exceed what is available from net proceeds.

$$\frac{\text{Number of Years Homebuyer Occupied the Home}}{\text{Number of Years Period of Affordability}} \times \text{Total Direct HOME Subsidy} = \text{Recapture Amount}$$

The total amount payable by borrower under the preceding paragraphs shall never exceed the face amount of the note.

To the extent that the net proceeds are less than the outstanding principal balance of the note, the remainder shall be forgiven.

If the net proceeds are not sufficient to recapture the full HOME investment [or a reduced amount as provided for in CFR Sub-Part 92.254 (a)(5)(ii)(A)(2)] and enable the homeowner to recover the amount of his/her down payment and any capital improvement investment made by the owner since the purchase, the City may share the net proceeds. The net proceeds are the sales price minus loan repayment (other than HOME funds) and closing costs. The net proceeds may be divided proportionally as set forth in the following mathematical formulas:

$$\frac{\text{Direct HOME Subsidy Amount}}{\text{HOME Subsidy} + \text{Homeowner Investment}} \times \text{Net Proceeds} = \text{HOME Recapture Amount}$$

$$\frac{\text{Homeowner's Amount of Investment}}{\text{HOME Subsidy} + \text{Homeowner Investment}} \times \text{Net Proceeds} = \text{Amount to Homeowner}$$



CITIZEN PARTICIPATION



FIRST PUBLIC HEARING

City of Martinsburg, West Virginia
 Public Hearing for FY 2020 Annual Plan
 for Community Development and HOME Investment Partnership Programs
 February 13, 2020 6:35pm J. Oakley Seibert Council Room City Hall

			Will Testify	
Name	Address	Organization	Yes	NO
Teresa Shumbe Lanmy Shaw Stack-Rohn Pete Dufoury	208 East John St. Martinsburg 210 E John St Martinsburg 105 W John St Martinsburg	Community Development Inc Community Initiative Director @ bgp.wv.gov	✓	✓
MARY LEWIS CAROLINE LUMBERG DIANNE WOODRUM Wendie Sussler	518 W. BURKE ST. 116 E King St Mtg. 358 S. Queen St.	MAIN ST. MARTINSBURG CMTF meals on wheels CASA - #P	✓	✓
BEVERLY VAN METRE Nancy Strine	336 S QUEEN ST City of Martinsburg	CCAP/Recovery Teams HOMES CDBG Administration	✓	✓

7. Public Hearing to present a substantial amendment to the City of Martinsburg's FY 2018 Annual Action Plan for use of Community Development Block Grant Funds

Nancy Strine, CDBG and HOME Administrator, welcomed everyone to the first public hearing to discuss a substantial amendment to transfer a portion of the 2018 CDBG funds from the City's Streets/ADA \$130,854 project to the Martinsburg-Berkeley County Parks and Recreation Board's Oak Street Bathroom Project. Currently, there is \$80,000 budgeted for this project. As previously discussed in the December 2019 Council meeting, Parks and Rec submitted a letter requesting more money to be able to complete this project. The bids came in at \$183,000 and \$186,000. Because this is federal funds, prevailing wage rates apply and that is the reason for the increase in bids.

This is considered a substantial amendment in accordance with the City's Citizen Participation Plan since the scope, purpose and location of the project activity have changed. This amendment has been on display for a month and I have received no comments.

The City has determined that it is necessary to amend the approved CDBG 2018 program year.

The Resolution in your agenda approves the transfer of \$83,000 from the City's Streets/ADA curb line item, reducing it to \$47,854 to Martinsburg-Berkeley County Parks and Rec to install new bathrooms at Oak Street Park, increasing their line item from \$80,000 to \$163,000.

Mayor Karos opened the public hearing at 6:35 PM. As no one came forward, the public hearing was closed at 6:35 PM.

a. Approve/deny Resolution 2020-02 Amending the FY 2018 CDBG Program Budget and Annual Action Plan

Motion made by Councilman Etherington, seconded by Councilman Collinson, to approve Resolution 2020-02. Motion carried unanimously.

8. Public Hearing to discuss the City's FY 2020 Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME) Entitlement funds through the Eastern Panhandle HOME Consortium and the housing and community development and economic development needs of the City of Martinsburg, WV

Mayor Karos opened the public hearing at 6:37 PM.

CDBG/HOME Administrator Nancy Strine made the following comments:

Welcome to our first public hearing to receive comments for our FY 2020 Community Development Block Grant (CDBG) and HOME Annual Action Plan public hearing. We begin the process to prepare our one-year annual plan for the use of these funds and to receive public input.

The City of Martinsburg has been a CDBG Entitlement Community since 2004 and we have received over \$5.6M in funds. The primary objective of the CDBG program is to provide housing and community and economic development for low and moderate income persons (70% of the expenditures of the grant) by providing decent housing, a suitable living environment and expanding economic opportunities. This past year, we spent 100% of our CDBG expenditures serving low and moderate income persons.

In 2019, the City budgeted 15% for public services (15% required cap), for 8 different non-profit groups providing services in the City of Martinsburg; 65% on public facilities and improvements including funds to Martinsburg-Berkeley County Parks and Rec to develop a park at 251 E. Burke Street and to support the

Boys and Girls Club with renovations for the bathrooms, making them ADA accessible, install a fence along the sidewalk and repair the curb and sidewalk on John and Queen Streets. Several of these social service groups are here tonight and will be speaking.

HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low income households. The City of Martinsburg has been participating with the HOME Program since 2007. We have received \$5.5M for housing assistance for the City of Martinsburg, Berkeley County, Jefferson County, and Morgan County.

The HOME Housing Assistance Program (HAP) assists first time homebuyers with gap financing to purchase their first home in the City of Martinsburg, Berkeley, Jefferson and Morgan Counties. The program this past year assisted 29 first time homebuyers, 13 in Berkeley County, 6 in the City of Martinsburg, 5 in Jefferson County and 5 in Morgan County.

Historically, we have assisted 291 first time homebuyers in the Eastern Panhandle. Our \$4M of HAP loans have leveraged \$38M in home sales and \$35M in the first mortgage loans.

With the HOME Program, we are required to set aside 15% of our annual allocation to be used by Community Housing Development Organizations (CHDO). The only currently eligible CHDO in the Eastern Panhandle is the Eastern Panhandle Habitat for Humanity. We continue to support them as they build the homes in the Auburndale Subdivision in the City.

Now, I will turn it over to the public for comments.

Ms. Teresa Shumate, Community Networks, Inc., read the following statement:

My name is Theresa Shumate and I am the Executive Director of Community Networks, Inc. Thank you for the Community Development Block Grant and the extra money that the agency was awarded. The funds are utilized for our Bethany House Emergency Shelter. The Bethany House is a 32-bed homeless shelter for single women and women with children right here in downtown Martinsburg. The shelter has remained full for the past two years. Last fiscal year, the Bethany House served 297 women and 98 children, for a total of 395 clients, that stayed in our shelter. The total number of shelter nights last year was 11,707 and 14,500 meals were served to the women and their children. Thank you again for the Community Development Block Grant and the agency will be applying for the grant again this year.

Ms. Staci Rohn, Boys and Girls Club, recognized Steve Catlett for his service to the community and the organization. Ms. Rohn went on to say that the funds are used at the Boys and Girls Club for enhancements and improvements and allowed for them to start the ADA bathroom project for the children. The goal of the Club is to provide a safer space for the boys and girls. She also was thankful for the funds that allow for scholarships for ten children. The next project is an elevator, and she does not yet have cost estimates for this. She would also like to remove the balconies on the exterior, if approval can be granted from the State and City historic review boards.

Councilman Wachtel asked if the City could bid for the elevator project to attempt to get a better rate. City Manager Mark Baldwin stated that Nancy Strine will help with that process.

Ms. Beverly Van Meter, CCAP Loaves and Fishes, delivered the following statement.

CDBG Funding of \$7,000 was awarded for FY 2019-2020.

CCAP/L&F provides rental assistance to low income households to prevent eviction when a notice of arrears is presented. Payment in the form of a voucher is provided to the billing entity after verification that our voucher will be accepted for this debt. This assistance can be received once in five years.

In 2019, CCAP/L&F rental assistance as provided to 245 unique households for a total of \$130,700. The average amount of assistance was \$533. Rent is our largest expenditure in direct financial assistance.

CCAP /L&F was chartered in 1982 and has grown its services steadily since that time. The organization enjoys a reputation for stewardship of resources and compassionate assistance to the neediest of our citizens.

The members of the CCAP/Loaves and Fishes Board of Directors wish to express their appreciation for the financial support of our efforts to prevent families from eviction and homelessness provided by the Martinsburg City Council.

Ms. Mary Lewis, Main Street Martinsburg, delivered the following statement:

Good evening Mayor, City Manager, City Council and CDBG Administrator,

As many of you realize, the arts can play an important role in a City's economic development and growth strategy.

We all want our City to be a vibrant community.

Public art, namely murals, can provide the necessary catalyst for community growth.

Main Street Martinsburg was instrumental in coordinating funding for and execution of the Market House mural many years ago. Main Street is currently working on a public art mural in the 200 block of W. Burke Street and researching other funding opportunities for additional murals. It has occurred to Main Street that the CDBG funds could prove the necessary vehicle to spearhead the addition of other murals in our City and leverage additional funding.

In 2017, the National League of Cities published its State of the Cities, in which the arts and culture played a major sub-topic of economic development.

Issues addressed in relation to arts and culture were public safety, infrastructure, housing, education, and health, to name a few.

Please be on the lookout for Main Street Martinsburg's CDBG grant application where we plan to address the mural project in depth.

Thank you for listening and for your continued support of Main Street Martinsburg.

Michelle Sudduth, CASA, addressed Council. She stated that 600 children came before the Court system the previous year. The grant funds help recruit and train volunteer advocates. CASA kids spend less time in the system, do better in school and are less likely to return to the system. There were a 100 cases of abused children this past year in the City of Martinsburg.

Dianne Waldron, Berkeley County Meals on Wheels, delivered the following statement:

Berkeley County Meal on Wheels wishes to thank the City of Martinsburg for the \$6,000 grant awarded to our program last fiscal year. From January-December 2019, our program provided 2,765 meals to City residents. Meals on Wheels had to subsidize \$6,536 in order for these hot, nutritious, home-delivered meals to be delivered daily. It's plain to see every cent of the City block grant was used to help sustain our program.

Many of these homebound seniors are isolated and live alone. Twenty percent are World War II, Korean, and Vietnam veterans. Your grant directly impacts their lives.

Because these folks rely on our service, we are once again applying in 2020/2021 for the City block grant.

On behalf of these recipients, thank you for the privilege of allowing them to stay independent in their own home and maintain a safety net through the daily well check our volunteer drivers provide.

Simply put, you save lives.

Mr. Steve Catlett, Martinsburg-Berkeley County Parks and Recreation, thanked the City and Mayor for passing the resolution to transfer the funds needed for the Oak Street Park bathroom project. He stated that historically the City has invested half a million dollars in CDBG funds throughout the City such as the Martin Luther King Park, Leeland Park, Ambrose Park, Oak Street Park, and now the new park to be built at 251 East Burke Street. He will be submitting a new CDBG application for funds to continue the new park on 251 Burke Street

Ms. Strine stated that she has written comments from the following:

- Children's Home Society;
- Berkeley Senior Services;
- Eastern Panhandle Empowerment Center

As no one else came forward, the public hearing closed at 6:57 PM.

Berkeley Senior Services

217 North High Street
Martinsburg, WV 25404

Phone: (304)263-8873

Fax: (304)596-2254

www.berkeley seniorservices.org



February 10, 2020

Attention: City Council Members

Dear Members of Martinsburg City Council:

On behalf of the seniors, staff, and volunteers at Berkeley Senior Services, thank you for your continued support!

In 2019, the following services were provided for seniors throughout Berkeley County:

- 12,003 meals were provided to seniors at the Senior Center and North Site locations
- 18,352 meals were delivered to homebound seniors
- 23,017 hours of relief (respite) care was provided to caregivers caring for a loved one with an Alzheimer's or Dementia diagnosis
- 11,907 seniors participated in 2,349 hours of activities/educational workshops at the Senior Center
- 13,849 one way transportation trips were supplied for seniors to come to the Senior Center, run necessary errands (grocery shopping, banking, etc.) and to doctor's appointments
- 43,773 hours of In Home Care services were provided

The CBDG helps to fill funding gaps allowing seniors throughout the city of Martinsburg to receive In Home Care services. Because of the strong support from community leaders such as yourself, our seniors are able to remain in their own homes where they are most comfortable!

With sincere Thanks,

Amy Orndoff
Executive Director



CFC #98181

Please designate your CFC and United Way donations to Berkeley Senior Services

Nancy Strine

From: Tina Branson <busadmin@swcinc.org>
Sent: Thursday, February 13, 2020 9:58 AM
To: Nancy Strine
Subject: Tonight's Public Hearing

Hi Nancy, I am sorry we won't be able to be at the meeting tonight. Katie is out of town on vacation and I have a second job that I work seasonally and have to be there tonight. Please include the following statement in the record if possible.

Eastern Panhandle Empowerment Center, formerly the Shenandoah Women's Center, would like to thank the City of Martinsburg for assisting us with funds to help survivors of domestic violence. We are thankful for the support we receive from the City of Martinsburg. Lack of financial resources can be a barrier for someone who is trying to leave an abusive relationship. With the funds received from the Community Development Block Grant we are able to assist survivors by providing rental assistance for safe and violence free housing. These funds truly make a difference in our community.

Thank you,

--
Tina Branson
Business Administrator
Eastern Panhandle Empowerment Center
236 West Martin St
Martinsburg, WV 25401
Phone: 304-263-8522
Fax: 3042638559

DRAFT

Nancy Strine

CAS

From: Nancy Strine
Sent: Thursday, February 13, 2020 3:58 PM
To: Nancy Strine
Subject: 2020 Public hearing and CDBG application

From: Victoria Slater-Madert <vslater@childhswv.org>
Sent: Thursday, February 13, 2020 2:10 PM
To: Nancy Strine <NStrine@cityofmartinsburg.org>
Cc: Amanda Shank <ashank@childhswv.org>; Ami Sirbaugh <asirbaugh@childhswv.org>
Subject: RE: 2020 Public hearing and CDBG application

Nancy,

Unfortunately Amanda and I both have child care needs this evening that will prevent us from attending the hearing. We would appreciate if you could let the city council know that we very much appreciate the ongoing support from the CDBG grant.. The grant funds continue to allow us to further the work of the Safe Haven Child Advocacy Center. This program works closely with a great team of officers at the MPD and the impact of the funds allow both child victims and the investigating officers access to specialized services to gather information from children who may be victims of a physical or sexual abuse. We look forward to continuing the partnership we have with CDBG and plan to apply for CDBG funds in the coming fiscal year.

Thanks you,

*Victoria Slater-Madert, MSW, LCSW
Regional Director
Children's Home Society of West Virginia
653 Winchester Ave.
Martinsburg, WV 25401
304-264-0225 (p) 304-264-2084 (f)*

From: Nancy Strine [<mailto:NStrine@cityofmartinsburg.org>]
Sent: Wednesday, February 12, 2020 1:14 PM
To: Victoria Slater-Madert
Subject: RE: 2020 Public hearing and CDBG application

6:35pm

Nancy Strine

CDBG & HOME Administrator
City of Martinsburg
232 North Queen Street
Martinsburg, WV 25401
Tel 304-264-2131 x 278
Fax 304-264-2136



Five decades of service to our community
Berkeley County Meals on Wheels, Inc.
116 E. King Street
Martinsburg, WV 25401
www.berkeleycountymealsonwheels.com
mealsonwheels1@frontier.com
304-263-6622

February 13, 2020

Berkeley County Meals on Wheels wishes to thank the City of Martinsburg for the \$6,000.00 grant awarded our Program last Fiscal year. From January- December 2019 our Program provided 2,765 meals to City residents; Meals on Wheels had to subsidize \$6,536.00 in order for those hot nutritious home delivered meals to be delivered daily. It's plain to see every cent of the City Block grant was used to help sustain our Program.

Many of these home bound seniors are isolated and live alone. Twenty percent are World War II, Korean, and Vietnam Veterans. Your grant directly impacts their lives.

Because these folks rely on our service, we are once again applying in 2020/21 for the City Block Grant.

On behalf of these recipients, thank you for the privilege of allowing them to stay independent in their own home and maintain a safety net through the daily well check our volunteer drivers provide.

Simply put, you save lives.

Respectfully,

**Dianne Waldron
Program Manager**

Proud to be a Partner Agency with United Way of the Eastern Panhandle





SECOND PUBLIC HEARING

**NOTICE OF
PUBLIC HEARING
AND DISPLAY OF THE
FY 2020 ANNUAL
ACTION PLAN AND
CITIZEN
PARTICIPATION
PLAN AMENDMENT
CITY OF
MARTINSBURG,
WEST VIRGINIA**

As a Federal Entitlement, the City of Martinsburg, West Virginia ("City") receives funding from U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (CDBG) and HOME Investment Partnerships Program (HOME). Through the March 27, 2020 passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, the City of Martinsburg will receive an allocation of CDBG-CV funds. The City will receive \$210,613 in Community Development Block Grant - Coronavirus (CDBG-CV) funds. These funds must be used to prevent, prepare for, and respond to the coronavirus (COVID-19).

The purpose of the public hearing is to present the City of Martinsburg's FY 2020 Annual Action Plan for the use of CDBG, CDBG-CV and HOME funds and amendments to the Citizen Participation Plan. The City intends to submit its FY 2020 Annual Action Plan in the amount of \$358,020 for Community Development Block Grant (CDBG) funds, \$210,613 for Community Development Block Grant - Coronavirus (CDBG-CV) funds, and \$499,298 in HOME funds for the Eastern Panhandle HOME Consortium. The FY 2020 Annual Action Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) on or before July 15, 2020.

To expedite the disbursement of the City's FY 2020 CDBG, CDBG-CV, and HOME funds, via 24 CFR 5.110, the CARES Act authorizes HUD to grant waivers to the public notice, public comment, and citizen participation plan requirements found in 24 CFR 91.105(l)(2) and (k), 24 CFR 91.115(2) and (i) and 24 CFR 91.401. In accordance with the City of Martinsburg's Citizen Participation Plan and HUD's regulatory requirement,

waivers are granted which reduces the minimum 30-day public comment period to a 5-day period, a virtual public hearing will be held at 4:00 p.m. on July 1, 2020 to provide an opportunity for residents to comment on proposed FY 2020 Annual Action Plan and Citizen Participation Plan Amendment.

To participate in the virtual Public Hearing:

To join the virtual Public Hearing by a computer, use the following URL: <https://global.gotomeeting.com/join/824074517>

You can also dial in using your phone. United States (Toll Free): 1-866-899-4679 United States: +1 (571) 317-3117

Access Code: 824-074-517

If special arrangements need to be made to accommodate any resident in order for them to participate in the public hearing, including translation services, please call Ms. Nancy Strine, Community Development Administrator, City of Martinsburg, at (304) 264-2131, ext. 278 or by email at nstrine@cityofmartinsburg.org to make those arrangements, or for persons who may have a hearing impediment, please contact 711 for the TTY/TTD relay.

In order to obtain the view of residents, public agencies and other interested parties, the City of Martinsburg will place its FY 2020 Annual Action Plan and Citizen Participation Plan Amendment on public display on Wednesday, June 24, 2020 through Thursday, July 2, 2020, at the following locations:

Martinsburg City Hall

Berkeley County Court House

Martinsburg Public Library
232 North Queen Street
100 West King Street
King and Queen Streets

They will also be posted on the City of Martinsburg's website under Community Development <http://cityofmartinsburg.org/community-development/>.

The FY 2020 CDBG, CDBG-CV, and HOME budgets may be accessed on the City's website.

This document will be available during normal business hours of operation until July 2, 2020. The FY 2020 Annual Action Plan and Citizen Participation Plan Amendment will be submitted to the Martinsburg City Council for approval at its regularly scheduled City Council Meeting on July 9, 2020.

The FY 2020 Annual Action Plan was prepared after conducting an initial public hearing on the housing and community development needs, meetings with the City's Budget and Finance Committee, meetings with City staff, and the Eastern Panhandle HOME Consortium Council of West Virginia.

If the City would undertake an activity that would result in the displacement of families or individuals, then the City would utilize its policy for minimizing such displacement. Furthermore, the City is responsible for replacing all low- and moderate-income housing units that may be demolished or converted as a result of CDBG funds.

All interested residents are encouraged to tune in to this virtual public hearing and they will be given the opportunity to present oral testimony concerning the proposed use of Federal funds under the FY 2020 Annual Action Plan and Citizen Participation Plan Amendment. Written comments may be addressed to Ms. Nancy Strine, CDBG & HOME Administrator, City of Martinsburg, 232 North Queen Street, Martinsburg, WV 25401, or oral comments may be made until July 2, 2020 by calling (304) 264-2131 ext. 278 or email to nstrine@cityofmartinsburg.org, or via 711 for the hearing impaired.

George Karos, Mayor
City of Martinsburg