



CITY OF MARTINSBURG
WEST VIRGINIA

232 NORTH QUEEN STREET
P.O. BOX 828
MARTINSBURG, WEST VIRGINIA 25402
(304) 264-2131
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December 1, 2011

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIPS PROGRAM
Application Information**

The City of Martinsburg will hold a public hearing on Thursday, December 8, 2011 at 6:30 PM prevailing time in the J. Oakley Seibert Council Chambers in City Hall, 232 North Queen Street, Martinsburg, WV. The purpose of this hearing is to obtain the views and comments of individuals and organizations concerning the City's housing and community development needs, including project recommendations. Community Development needs will include requests from nonprofit organizations for FY 2012-2013 Community Development Block Grant (CDBG) funds as well as HOME funds allocated to the City under the Eastern Panhandle HOME Consortium of West Virginia.

FY 2012 CDBG and HOME Funding amounts are unknown at this time. The City's FY 2011 funding for CDBG was \$351,094. FY 2011 Funding for the Eastern Panhandle HOME Consortium was \$506,805. We expect to receive lower amounts of funding for FY 2012.

A CDBG Funding Request Form is enclosed. CDBG Funding Request forms should be returned to the Community Development Office no later than 4:00 P.M. on Tuesday, January 31, 2012. HOME funding applications are accepted on an open basis and are available by contacting the Community Development Department as indicated below.

Written comments on community development and housing needs, including project recommendations and requests, should be submitted by Tuesday, January 31, 2012 to the:

Community Development Department
City Hall - 232 North Queen Street
P.O Box 828
Martinsburg, WV 25402

CDBG and HOME Funding request forms are available at www.cityofmartinsburg.org, click Community Development or via email by contacting Patricia McMillan, Community Development Director, at (304) 254-2131, ext. 278 or by E-mail at pmcmillan@cityofmartinsburg.org. Please feel free to contact her with any questions you have. All programs and services of the City of Martinsburg are available without regard to race, color, religion, sex, handicap or disability, familial status or national origin.

Enclosures



City of Martinsburg
West Virginia

232 N. Queen Street
Martinsburg, WV 25401
304-264-2131
Fax: 304-264-2136

FUNDING REQUEST
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2012-2013 (JULY 1, 2012 - JUNE 30, 2013)

Attachments: CDBG Program Information packet including information about Eligible Activities, National Objectives and Outcomes, Performance Measures and 2000 Low/Moderate Income Areas Map.

Organization Name: _____

Mailing Address: _____

Physical Address: _____

Contact Person/Title: _____

Tel: _____ Fax: _____ E-mail: _____

Is this organization registered as a charitable organization under Section 501(c) (3) of the Internal Revenue Code? No Yes

Federal Tax ID Number: _____ D-U-N-S Number _____

Year incorporated as a West Virginia Nonprofit: _____

Name of Project/Program for which CDBG funds are requested:

Project/Program Location (include street address, neighborhood or area served):

Amount of CDBG Funds Requested: _____ Total Project _____

Project Start Date: _____ Completion Date: _____

2. PROJECT BUDGET AND FUNDING:

Project/Program costs will be funded with the following sources (Source and Amount):

ADD ADDITIONAL LINES IN BUDGET IF NEEDED

<u>Source</u>	<u>Committed Yes/No</u>	<u>Amount</u>
1. <u>CDBG Funds</u>		
2. _____		
3. _____		
4. _____		
TOTAL Project Budget		_____

Annual Organization Operating Budget: _____

ATTACH WORK WRITE UP AND COST ESTIMATES FOR PUBLIC FACILITY IMPROVEMENTS

3. PROJECT OBJECTIVES AND OUTCOMES

This project or activity is: (Select only one)

- Public service for low income persons (more than 51% of clients are low income)
- Improvement of a public facility that serves low income persons or special needs populations
- Providing housing improvements or handicapped accessibility for low income persons
- Promote housing opportunities or supportive services for the homeless
- Promote housing to address special needs populations
- Economic Development/New Job Creation
- Promote workforce development or create new job opportunities for the unemployed/underemployed
- Infrastructure improvements

Number of low and moderate income people served annually by this project: _____

Describe the Project/Program and the Beneficiaries served (number of persons served, income level, service area, etc.): Attach not more than one additional page if more space is required.

4. Organization and Service/Program Description

Organization Legal Name:

1. Organization Mission Statement or Purpose:

2. Describe the services/programs provided by your organization:

3. Describe how your organization reaches its clients/consumers. How do clients access your services and programs?

4. Demographic and economic characteristics of clients/population served:

5. What records are maintained about client intake, client characteristics, services provided?

6. How do you use volunteers (if any) in your organization? What training is provided to them?

7. What are your days and hours of operation?

8. What are the responsibilities of the Board of Directors?

The undersigned certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is a request and there is no guarantee, expressed or implied, that funds will be provided to the applicant. All organizations awarded federal funds will be subject to federal and local regulatory compliance.

Submitted by

Typed/Printed Name

Title

Signature

Date Signed

Attach a copy of the following items:

- Organization Budget for current year showing sources of funds and types of expenses.
- Commitment letters from non-CDBG sources or evidence of application for funds, if available
- Most recent financial audit or statement, including balance sheet and income statement
- Most recent IRS Form 990 submittal (or tax return)
- Most recent annual report
- Current Officer and Board Member list
- List of Staff and/or volunteers working on this project
- Articles of Incorporation (if not CDBG funded in last 3 years)
- IRS Determination Letter (if not CDBG funded in last 3 years)
- Any other appropriate information about your project or organization (annual reports, maps, brochures, newsletters, news articles, etc.)

Applications are due by 4:00 P.M. on Tuesday, January 31, 2012.

Provide one (1) original and one (1) copy of application and attachments NOT STAPLED or BOUND. Applications and attachments should be in an 8-1/2" x 11" format. Applications may be submitted electronically at pmcmillan@citymartinsburg.org.

City of Martinsburg, West Virginia CDBG PROGRAM FUNDAMENTALS AND ELIGIBLE PROJECTS

As an entitlement community, The City of Martinsburg receives a Community Development Block Grant (CDBG) grant annually from the US Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. The City of Martinsburg develops its own programs and funding priorities and ensures that they meet HUD's guidelines for eligibility and that they meet at least one of HUD's national objectives.

HUD's **National Objectives** include:

- At least 70% of program expenditures must benefit low and moderate income persons
- A maximum of 30% of program expenditures can aid in the prevention or elimination of blight
- Other community development needs certified by the City as having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community and other financial resources are not available to meet such needs.

CDBG Eligible Activities include, but are not limited to:

- **Acquisition** and disposition of real property (includes homebuyer assistance)
- **Relocation and demolition, code enforcement**
- **Rehabilitation** of residential and non-residential structures
- **Construction of public facilities and improvements** such as neighborhood facilities (e.g., recreational facilities, parks, playgrounds), removal of architectural barriers to accessibility, **infrastructure improvements** (e.g., flood and drainage improvements), parking lots, aesthetic amenities on public property, and **facilities for persons with special needs**;
- **Public services** such as education and recreation programs, public safety services, fair housing activities, services for senior citizens and homeless persons, child and health care, job training, and homebuyer downpayment assistance (15% cap on expenditures)
- Activities relating to **energy conservation**;
- Providing assistance to profit-motivated businesses to carry out **economic development and job creation and retention activities**.
- **Administration and Planning for CDBG program** (20% cap on expenditures)

HUD Performance Measurements:

HUD has implemented **performance measures** to quantify the impact of the Community Development Block Grant program and other HUD programs, including HOME Investment Partnerships. **All activities funded with the City's CDBG funding must meet one of the following HUD objectives and outcomes:**

HUD OBJECTIVES

- **Creating Suitable Living Environment** - addressing physical or social issues
- **Providing Decent Housing** - housing activities to meet individual or community housing needs
- **Creating Economic Opportunities** - economic development, job creation, commercial revitalization

HUD OUTCOMES

- **Improve Availability/Accessibility:** Makes basics of daily living available and accessible to low and moderate income persons where they live.
- **Improve Affordability:** Makes and activity more affordable by lowering cost, improving quality or increasing affordability of a product or service for benefit of low and moderate income persons.
- **Improve Sustainability:** Using resources in a targeted area to improve communities or neighborhoods, helping make them more livable or viable by benefiting low and moderate income persons.

Income Limits as of June 2011

Median Family Income = \$63,000

Hagerstown Martinsburg MSA	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
30%	15,050	17,200	19,350	21,500	23,250	24,950	26,700	28,400
50% Very Low	25,100	28,650	32,250	35,800	38,700	41,550	44,400	47,300
60%	30,120	34,380	38,700	42,960	46,440	49,860	53,280	56,760
80% Low Income	40,150	45,850	51,600	57,300	61,900	66,500	71,100	75,650

If you have any questions or need additional information about eligible CDBG activities, please contact the City of Martinsburg **Community Development Department** at (304) 264-2131, ext. 278 or Pmcmillan@cityofmartinsburg.org.

**City of Martinsburg CDBG Funding Priorities
Five Year Consolidated Plan FY 2009-2013**

The City's Strategic Initiatives for the Five Year Consolidated Plan are:

Housing

- HS-1 Promote homeownership opportunities
- HS-2 Provide rehabilitation assistance for owner-occupants
- HS-3 Provide assistance for emergency repairs
- HS-4 Inspect rental housing units
- HS-5 Promote fair housing opportunities
- HS-6 Assist in development of affordable housing
- HS-7 Promote accessible units for the disabled
- HS-8 Provide rental assistance to tenants
- HS-9 Promote mixed income neighborhoods and
deconcentrate low/mod areas
- HS-10 Reduce blight and deterioration in residential neighborhoods

Homeless

- HA-1 Promote housing opportunities for the homeless
- HA-2 Promote support services for the homeless
- HA-3 Promote housing choice vouchers

Other Special Needs

- SN-1 Promote housing opportunities for the elderly
- SN-2 Promote housing opportunities for persons with disabilities
- SN-3 Assist in developing housing for persons with
alcohol/drug additions
- SN-4 Assist in developing housing opportunities for persons
with HIV/AIDS

Community Development

- CD-1 Improve City's infrastructure
- CD-2 Promote programs for the youth
- CD-3 Promote programs for the elderly
- CD-4 Promote programs for the special needs population
- CD-5 Improve community facilities
- CD-6 Remove vacant dilapidated structures
- CD-7 Improve the existing environment
- CD-8 Provide code enforcement
- CD-9 Provide matching funds for public service providers
- CD-10 Make public facilities accessible
- CD-11 Promote crime prevention and community policing

Economic Development

- ED-1 Promote new commercial/industrial development
- ED-2 Assist in the creation of new job opportunities
- ED-3 Revitalize economically distressed areas in the City

Anti-Poverty

- AP-1 Promote workforce development
- AP-2 Promote support services for new employees
- AP-3 Create new job opportunities for the unemployed and the underemployed

Administrative & Management

- AM-1 Provide overall program administration and oversight
- AM-2 Provide planning and management services