



TABLE OF CONTENTS

A.	EXECUTIVE SUMMARY	3
B.	GENERAL QUESTIONS	13
1.	Assessment of the One-Year Goals and Objectives	13
2.	Changes to the Program.....	14
3.	Affirmatively Furthering Fair Housing	14
4.	Obstacles to Meeting Underserved Needs	17
5.	Leveraging Resources.....	17
C.	MANAGING THE PROCESS	20
1.	Actions Taken to Ensure Compliance.....	20
D.	CITIZEN PARTICIPATION	21
1.	Summary of Citizen Comments	21
2.	Distribution of Federal Funds Available	22
E.	INSTITUTIONAL STRUCTURE	24
1.	Improving the Institutional Structure	24
F.	MONITORING	25
1.	Monitoring Activity.....	25
2.	Results of Monitoring	25
3.	Self Evaluation.....	25
G.	LEAD-BASED PAINT	27
1.	Actions Taken to Reduce Lead-Based Paint Hazards.....	27
H.	HOUSING NEEDS	30
1.	Actions Taken To Foster and Maintain Affordable Housing	30
I.	SPECIFIC HOUSING OBJECTIVES.....	32
1.	Meeting Specific Affordable Housing Objectives	32
2.	Section 215 Affordable Housing	33
3.	Addressing “Worst-Case” Housing and Housing for the Disabled.....	33
J.	PUBLIC HOUSING STRATEGY	34
1.	Public Housing and Resident Initiatives.....	34
K.	BARRIERS TO AFFORDABLE HOUSING	35
1.	Elimination of Barriers to Affordable Housing	35
L.	HOME / AMERICAN DREAM DOWN PAYMENT INITIATIVE (ADDI).....	37
1.	Assessment of Goals and Objectives	37
2.	HOME Match Report	39
3.	HOME MBE and WBE Report	40



4.	Assessments	40
M.	HOMELESS NEEDS	42
1.	Addressing the Needs of Homeless Persons	42
2.	Transition to Permanent Housing	43
3.	New Federal Resources Obtained.....	43
N.	SPECIFIC HOMELESS PREVENTION HOMELESSNESS.....	44
1.	Actions Taken to Prevent Homelessness	44
O.	EMERGENCY SHELTER GRANTS (ESG).....	46
1.	Emergency Shelter and Transitional Housing	46
2.	Assessment of Goals and Objectives	47
3.	Matching Resources	47
4.	State Method of Distribution	47
5.	Activity and Beneficiary Data	47
P.	COMMUNITY DEVELOPMENT	48
1.	Assessment of Goals and Objectives	48
2.	Changes in Program Objectives	49
3.	Carrying Out Planned Actions	49
4.	Funds Not Used for National Objectives.....	49
5.	Anti-displacement and Relocation	50
6.	Low/Mod Job Activities	50
7.	Low/Mod Limited Clientele Activities	50
8.	Program Income Received	51
9.	Prior Period Adjustments.....	51
10.	Loans and Other Receivables	51
11.	Lump Sum Agreements	51
12.	Housing Rehabilitation.....	52
13.	Neighborhood Revitalization Strategies.....	52
Q.	ANTIPOVERTY STRATEGY.....	53
1.	Persons Living Below Poverty Level.....	53
R.	NON-HOMELESS SPECIAL NEEDS.....	54
1.	Actions to Address Non-Homeless Special Needs.....	54
S.	SPECIFIC HOPWA OBJECTIVES.....	55
1.	Overall Assessment.....	55
2.	HOPWA Executive Summary	55
T.	SECTION 3 REPORTS	56
U.	IDIS REPORTS	57



A. EXECUTIVE SUMMARY

In accordance with the Federal regulations found in 24 CFR Part 570, the City of Martinsburg, West Virginia has prepared this Consolidated Annual Performance and Evaluation Report (CAPER) for the period of July 1, 2010 to June 30, 2011. The CAPER describes the activities undertaken during this time period for funding from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program (HOME). The projects/activities and accomplishments described in this CAPER principally benefit low- and moderate-income persons and the funding has been targeted to neighborhoods where there is the highest percentage of low- and moderate-income residents in the City of Martinsburg. The City of Martinsburg is the Participating Jurisdiction (PJ) for the Eastern Panhandle HOME Consortium. The following cities and counties are members of the Eastern Panhandle HOME Consortium: Martinsburg, Berkeley County (Hedgesville), Jefferson County (Charles Town, Ranson, and Shepherdstown), and Morgan County (Paw Paw). The following is the overall program narrative based on the Five Year Consolidated Plan and Annual Action Plans. This is the second CAPER for the FY 2009-2013 Five Year Consolidated Plan.

Funds Received –

The City of Martinsburg has received the following funds during the time period of July 1, 2010 through June 30, 2011:

	CDBG	HOME	Total
Entitlement Grants	\$ 420,025	\$ 572,939	\$ 992,964
Program Income	\$ 0	\$ 0	\$ 0
Total Funds Received	\$ 420,025	\$ 572,939	\$ 992,964

This chart only includes funds received during July 1, 2010 through June 30, 2011. Any previous program year funds that were not spent or which might have been spent during this time period are not included.

Funds Expended –

The funds shown in the following chart are funds that were expended during the time period of July 1, 2010 through June 30, 2011. These expenditures consist of previous program year funds that were not drawn down until this time period and also include any reprogrammed funds from previous years.



Funding Sources	Total Funds Expended
Community Development Block Grant (CDBG)	\$ 893,161.67
HOME Investment Partnership Grant (HOME)	\$ 358,448.07
American Dream Downpayment Initiative (ADDI)	\$ 0
Emergency Shelter Grant (ESG)	\$ 0
Housing Opportunity for Persons with AIDS (HOPWA)	\$ 0
Total	\$ 1,251,609.74

Regulatory Caps –

Program Administration Expense Cap:

The City of Martinsburg’s program administration expenditures were within the regulatory cap. This is shown in the chart below:

	CDBG	HOME
FY 2010 Entitlement Grant	\$ 420,025.00	\$ 572,939.00
FY 2010 Program Income	\$ 0	\$ 0
Administrative Cap Allowance	20%	10%
Maximum Allowable Expenditures	\$ 84,005.00	\$ 57,293.90
Total Administration Funds Actually Expended	\$ 47,073.54	\$ 47,812.38
Administrative Percentage	11.21%	8.35%

The City of Martinsburg’s CDBG program administrative expenditure was \$47,073.54, which is 11.21%, well below the 20% cap on CDBG administrative expenditures. The City of Martinsburg’s HOME program administrative expenditure was \$47,812.38, which is 8.35%, well below the 10% cap on HOME administrative expenditures.



CDBG Public Service Activity Cap:

	CDBG
FY 2010 Entitlement Grant	\$ 420,025.00
FY 2009 Program Income	\$ 0
Public Service Cap Allowable	15%
Maximum Allowable Expenditures	\$ 63,003.75
Total Public Services Funds Actually Expended	\$ 34,200.00
Public Service Percentage	8.14%

The City of Martinsburg expended \$34,200.00 in funds for public services, which was 8.14% of the allowable expenditures and under the 15% cap on public services.

CHDO Set – Aside:

	CHDO Set-Aside
FY 2010 Entitlement Grant	\$ 572,939.00
CHDO Set-Aside Minimum CAP	15%
Minimum Allowable Set-Aside	\$ 85,940.85
Actual CHDO Programmed Set – Aside	\$ 85,941.00

The City of Martinsburg and the Eastern Panhandle HOME Consortium programmed \$85,941 in funds for CHDO Set-Aside which was 15% of the allocation. During this CAPER period the City expended \$65,000 in previous allocations of CHDO funds.

Summary of Priority Goals and Expenditures:

The City of Martinsburg's FY 2009-2013 Five Year Consolidated Plan established seven (7) strategic initiatives to be addressed using CDBG and HOME funds. The following table outlines the goals and objectives:



Housing Strategy – HS		
	<i>Objective</i>	<i>Priority</i>
HS-1	Promote homeownership opportunities	High
HS-2	Provide rehabilitation assistance for owner occupants	Medium
HS-3	Provide assistance for emergency repairs	Medium
HS-4	Inspect rental housing units	Medium
HS-5	Promote fair housing opportunities	Medium
HS-6	Assist in the development of affordable housing	Medium
HS-7	Promote accessible units for the disabled	Medium
HS-8	Provide rental assistance to tenants	Low
HS-9	Promote mixed income neighborhoods and deconcentrate low/mod areas	Medium
HS-10	Reduce blight and deterioration in residential neighborhoods	Medium
Homeless Strategy – HA		
	<i>Objective</i>	<i>Priority</i>
HA-1	Promote housing opportunities for the homeless	Medium
HA-2	Promote supportive services for the homeless	Medium
HA-3	Assist in the development of permanent housing for the homeless	Medium
Other Special Needs Strategy – SN		
	<i>Objective</i>	<i>Priority</i>
SN-1	Promote housing opportunities for the elderly	High
SN-2	Promote housing opportunities for persons with disabilities.	Medium
SN-3	Assist in developing housing opportunities for persons with alcohol/drug addictions	Medium
SN-4	Assist in developing housing opportunities for persons with HIV/AIDS	Medium
Community Development Strategy – CD		
	<i>Objective</i>	<i>Priority</i>
CD-1	Improve the city's infrastructure	High
CD-2	Promote programs for the youth	High
CD-3	Promote programs for the elderly	High
CD-4	Promote programs for the special needs population	Medium
CD-5	Improve community facilities	Medium



CD-6	Remove vacant dilapidated structures	Medium
CD-7	Improve the existing environment	Medium
CD-8	Provide code enforcement	Medium
CD-9	Provide matching funds for public service providers	Medium
CD-10	Make public facilities accessible	Medium
CD-11	Promote crime prevention and community policing	Medium

Economic Development Strategy – ED

Objective *Priority*

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

Anti-poverty Strategy – AP

Objective *Priority*

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

Administration & Management – AM

Objective *Priority*

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

The following CDBG and HOME activities undertaken during the 2010 program year that addressed the needs identified in the FY 2009-2013 Consolidated Plan List of Strategic Initiative Goals and Objectives are as followed:

Housing Strategy – HS

Objective *Priority*

HS-1	Promote homeownership opportunities	High
	<ul style="list-style-type: none"> ▪ CHDO Set-A-Side Project ▪ City of Martinsburg – Homebuyer Assistance ▪ Berkeley County – Homebuyer Assistance ▪ Morgan County – Homebuyer Assistance ▪ Jefferson County – Homebuyer Assistance ▪ Jefferson County – Partnership for Affordable Housing 	



HS-5	Promote fair housing opportunities <ul style="list-style-type: none"> Administration & Planning for the CDBG Program 	Medium
HS-8	Provide rental assistance to tenants <ul style="list-style-type: none"> Congregational Community Assistance Program (C-CAP) Morgan County – Tenant Assistance Program 	Medium

Homeless Strategy – HA

<i>Objective</i>	<i>Priority</i>
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HA-1	Promote housing opportunities for the homeless <ul style="list-style-type: none"> Community Network, Inc. 	Medium
HA-2	Promote support services for the homeless <ul style="list-style-type: none"> Shenandoah Women’s Center – Case Management 	Medium

Community Development Strategy – CD

<i>Objective</i>	<i>Priority</i>
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CD-1	Improve the City’s infrastructure <ul style="list-style-type: none"> Stormwater Diversion Project Street Repaving/Repair/ADA Ramps 	High
CD-2	Promote programs for the youth <ul style="list-style-type: none"> Court Appointed Special Advocates (CASA) Children’s Home Society - Safe Haven Boys & Girls Club – Free Memberships 	High
CD-3	Promote programs for the elderly <ul style="list-style-type: none"> Berkeley County – Meals on Wheels Berkeley Senior Services Program – In-home Care Services 	High
CD-4	Promote programs for the special needs population <ul style="list-style-type: none"> Shenandoah Women’s Center – Case Management 	Medium

Administration & Management – AM

<i>Objective</i>	<i>Priority</i>
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AM-1	Provide overall program administration and oversight <ul style="list-style-type: none"> Administration & Planning for the CDBG Program General Administration for the HOME Program 	High
AM-2	Provide planning and management services <ul style="list-style-type: none"> Administration & Planning for the CDBG Program - Preparation of the Analysis of Impediments to Fair Housing Choice 	Medium



The following chart illustrates the CDBG and HOME expenditures by strategy for the FY 2010 Annual Action Plan:

Goals	2010 CDBG and HOME Budget	2010 CDBG and HOME Expenditures
Housing Strategy – HS	\$ 520,939.00	\$ 233,775.99
Homeless Strategy – HA	\$ 1,200.00	\$ 0
Other Special Needs Strategy – SN	\$ 0	\$ 0
Community Development Strategy – CD	\$ 329,820.45	\$ 232,693.67
Economic Development Strategy – ED	\$ 0	\$ 0
Anti-poverty Strategy – AP	\$ 0	\$ 0
Administration & Management – AM	\$ 141,299.00	\$ 0
Total:	\$ 992,964.00	\$ 466,469.66

The chart below lists the 2010 CDBG activities that were funded:

Project ID Number	Project Title/Description	2010 CDBG Budget	2010 CDBG Expenditures
CD-10-01	Administration & Planning	\$ 84,005	\$ 0
CD-10-02	Storm water Replacement Project for Church Street to Maple Avenue	CANCELED	CANCELED
CD-10-03	Street Repaving/Repair/ADA Ramps	\$ 210,401	\$ 210,401.00
CD-10-04	Congregational Community Assistance Program (C-CAP) – Emergency Rental Assistance for Eviction Prevention	\$ 5,000	\$ 4,493.00
CD-10-05	Court Appointed Special Advocates (CASA) – volunteer support & training for advocacy for foster children	\$ 5,000	\$ 3,701.37



CD-10-06	Children's Home Society – Safe Haven Children Advocacy Center Services for Abused Children	\$ 5,000	\$ 3,750.00
CD-10-07	Berkeley County – Meals on Wheels – Feeding Program	\$ 3,000	\$ 2,341.30
CD-10-08	Boys & Girls Club – Free Memberships	\$ 5,000	\$ 5,000.00
CD-10-09	Shenandoah Women's Center – Case Management	\$ 5,000	\$ 3,750.00
CD-10-10	Berkeley Senior Services Program – In-home Care Services	\$ 5,000	\$ 3,750.00
CD-10-11	Community Network, Inc. – funds to be used in conjunction with HPRP funds	\$ 1,200	\$ 0
CD-10-20	South Valley Street Reconstruction and Storm Water Rehabilitation	\$ 91,419	\$ 0
TOTALS:		\$ 328,606	\$ 237,186.67

The City spent \$237,182.12 of its \$420,025 FY 2010 CDBG allocation, which is 56.5% of the allocation.

The chart below lists the 2010 HOME activities that were funded:

Project ID Number	Project Title/Description	2010 HOME Budget	2010 HOME Expenditures
HOME-10-12	General Administration for the HOME Program	\$ 57,294.00	\$ 0
HOME-10-13	CHDO Set-A-Side Projects	\$ 85,941.00	\$ 0
HOME-10-14	Martinsburg – Homebuyer Assistance	\$ 63,467.00	\$ 12,500.00
HOME-10-15	Berkeley County – Homebuyer Assistance	\$182,496.00	\$151,591.41
HOME-10-16	Morgan County – Homebuyer Assistance	\$ 40,000.00	\$ 29,500.00



HOME-10-17	Morgan County – Tenant Assistance Program	\$ 5,033.00	\$ 0
HOME-10-18	Jefferson County – Homebuyer Assistance	\$ 78,708.00	\$ 35,691.58
HOME-10-19	Jefferson County – Partnership for Affordable Housing	\$ 60,000.00	\$ 0
TOTALS:		\$ 572,939	\$ 229,282.99

The City and the HOME Consortium spent \$277,095.37 of its \$572,939 FY 2010 HOME allocation, which is 48.4% of the allocation.

Housing Performance Measurements:

The chart below list the objectives and outcomes that the City accomplished through the CDBG activities during this CAPER period:

Objectives	Outcomes						Total by Objective	
	Availability/Accessibility		Affordability		Sustainability			
	Units	\$	Units	\$	Units	\$	Units	\$
Suitable Living	0	\$0	0	\$0	0	\$0	1	\$0
Decent Housing	0	\$0	2	\$10,904.65	0	\$0	1	\$10,904.65
Economic Opportunity	0	\$0	0	\$0	0	\$0	0	\$0
Total by Outcome	0	\$0.00	2	\$10,904.65	0	\$0	2	\$10,904.65



The chart below lists the objectives and outcomes that the Eastern Panhandle HOME Consortium accomplished through the HOME activities during this CAPER period:

Objectives	Outcomes						Total by Objective	
	Availability/ Accessibility		Affordability		Sustainability			
	Units	\$	Units	\$	Units	\$	Units	\$
Suitable Living	0	\$0	0	\$0	0	\$0	0	\$0
Decent Housing	0	\$0	18	\$300,260.01	0	\$0	18	\$300,260.01
Economic Opportunity	0	\$0	0	\$0	0	\$0	0	0
Total by Outcome	0	\$0	18	\$300,260.01	0	\$0	18	\$300,260.01

Summary of Accomplishments:

The CPMP Tool charts are included after this section.

- Housing Needs Table
- Continuum of Care Homeless Population and Subpopulations Chart
- Non-Homeless Special Needs Including HOPWA Chart
- Housing and Community Development Activities Chart
- HOPWA Performance Chart – Not Applicable
- Section 108 Loan Guarantee Accomplishment Report – Not Applicable
- Summary of Specific Annual Objectives



B. GENERAL QUESTIONS

1. ASSESSMENT OF THE ONE-YEAR GOALS AND OBJECTIVES

The City of Martinsburg and the Eastern Panhandle HOME Consortium prepared a Five Year Consolidated Plan for FY 2009-2013. The Plan outlined the specific goals and objectives to meet the various needs of the City of Martinsburg and the HOME Consortium. The following outlines the goals and indicates those objectives that the City of Martinsburg and the HOME Consortium have addressed during the FY 2010 CAPER period.

Housing Strategy – HS		
	<i>Objective</i>	<i>Priority</i>
HS-1	Promote homeownership opportunities <ul style="list-style-type: none"> ▪ CHDO Set-A-Side Project ▪ City of Martinsburg – Homebuyer Assistance ▪ Berkeley County – Homebuyer Assistance ▪ Morgan County – Homebuyer Assistance ▪ Jefferson County – Homebuyer Assistance ▪ Jefferson County – Partnership for Affordable Housing 	High
HS-5	Promote fair housing opportunities <ul style="list-style-type: none"> ▪ Administration & Planning for the CDBG Program 	Medium
HS-8	Provide rental assistance to tenants <ul style="list-style-type: none"> ▪ Congregational Community Assistance Program (C-CAP) ▪ Morgan County – Tenant Assistance Program 	Medium
Homeless Strategy – HA		
	<i>Objective</i>	<i>Priority</i>
HA-1	Promote housing opportunities for the homeless <ul style="list-style-type: none"> ▪ Community Network, Inc. 	Medium
HA-2	Promote support services for the homeless <ul style="list-style-type: none"> ▪ Shenandoah Women’s Center – Case Management 	Medium
Community Development Strategy – CD		
	<i>Objective</i>	<i>Priority</i>
CD-1	Improve the City’s infrastructure <ul style="list-style-type: none"> ▪ Stormwater Diversion Project ▪ Street Repaving/Repair/ADA Ramps 	High
CD-2	Promote programs for the youth	High



	<ul style="list-style-type: none"> ▪ Court Appointed Special Advocates (CASA) ▪ Children’s Home Society - Safe Haven ▪ Boys & Girls Club – Free Memberships 	
CD-3	Promote programs for the elderly	High
	<ul style="list-style-type: none"> ▪ Berkeley County – Meals on Wheels ▪ Berkeley Senior Services Program – In-home Care Services 	
CD-4	Promote programs for the special needs population	Medium
	<ul style="list-style-type: none"> ▪ Shenandoah Women’s Center – Case Management 	

Administration & Management – AM		
	<i>Objective</i>	<i>Priority</i>
AM-1	Provide overall program administration and oversight <ul style="list-style-type: none"> ▪ Administration & Planning for the CDBG Program ▪ General Administration for the HOME Program 	High
AM-2	Provide planning and management services <ul style="list-style-type: none"> ▪ Administration & Planning for the CDBG Program - Preparation of the Analysis of Impediments to Fair Housing Choice 	Medium

2. CHANGES TO THE PROGRAM

This is the second year CAPER for the FY 2009-2013 Five Year Consolidated Plan. The City of Martinsburg has not made any changes to the program during the FY 2010 CAPER period.

3. AFFIRMATIVELY FURTHERING FAIR HOUSING

The City of Martinsburg updated its Analysis of Impediments to Fair Housing Choice in June 2010 and submitted it to the HUD Pittsburgh Regional Office. The FY 2010 Update to the City’s Analysis of Impediments to Fair Housing Choice has identified the following impediments, along with the goals and strategies to address those impediments.

- ◆ **IMPEDIMENT No. 1: ECONOMIC OPPORTUNITIES** – There is a lack of economic opportunities and jobs in the City of Martinsburg, making it difficult for low-income households to maintain or improve their living conditions.

GOAL – Increase job opportunities to increase household income, allowing for more housing choices.



ACTION – During this CAPER period no activity was funded.

- ◆ **IMPEDIMENT No. 2: HOUSING ACCESSIBILITY** – The supply of accessible, affordable housing that is decent, safe, and sound does not meet the demand, resulting in limited housing options for persons who are physically challenged.

GOAL – Increase the supply of decent, safe, and sound housing that is both affordable and accessible to low- and moderate-income households who are physically challenged and/or the frail elderly.

ACTION – The Community Development Office continued to have a booth at the local Home Show and developed informational material to passout to the public.

- ◆ **IMPEDIMENT No. 3: HOUSING AFFORDABILITY** – There is a lack of affordable housing that is decent, safe, and sound, limiting the housing choices for low- and moderate-income households.

GOAL – To increase the availability of housing units for low- and moderate-income renter and owner households that is affordable, decent, and safe.

ACTION – During this CAPER period one owner-occupied unit was developed through the CHDO Set-A-Side Project. The HOME Consortium assisted 19 first time homebuyers through the HOME program and the City assisted one first time homebuyer with CDBG funds.

- ◆ **IMPEDIMENT No. 4: FAIR HOUSING EDUCATION, ADVOCACY, MONITORING, AND ENFORCEMENT** – There is a need for increased awareness of an individual's rights under the Fair Housing Act and a need for continued monitoring and enforcement of the Fair Housing Act.

GOAL – Increase awareness of tenant rights, landlord responsibilities, and work to eliminate any discriminatory practices in the sale or rental of houses through education, advocacy, monitoring, and enforcement to provide fair housing options to all individuals and families.

ACTION – The Community Development Office continued to examine and find ways it could improve its fair housing educational programs.



- ◆ **IMPEDIMENT No. 5: CONCENTRATION OF LOW-INCOME AND MINORITY GROUPS** – There are concentrations of low-income and minority households in certain areas of the City.

GOAL – Promote new affordable housing choices outside areas of low-income and minority concentration in order to lessen concentrations in impacted areas.

ACTION – During this CAPER period, the Eastern Panhandle HOME Consortium funded the CHDO Set-A-Side, the Homebuyer Assistance Program for the City of Martinsburg, Berkeley, Morgan, Jefferson Counties, the Morgan County Tenant Assistance Program, and the Jefferson County Partnership for Affordable Housing. Through the HOME Program 19 first time homebuyers were assisted and 1 new housing unit was built.

- ◆ **IMPEDIMENT No. 6: COST OVERBURDEN** – There is a high percentage of renter and owner occupied households whose housing costs exceed 30% of their total household income.

GOAL – Reduce the number of households whose housing costs exceed 30% of their total household income.

ACTION – During this CAPER period, the City funded Congregational Community Assistance Program (C-CAP) with CDBG funds, which assisted 35 people. The Eastern Panhandle HOME Consortium funded the CHDO Set-A-Side, the Homebuyer Assistance Program for the City of Martinsburg, Berkeley, Morgan, Jefferson Counties, the Morgan County Tenant Assistance Program, and the Jefferson County Partnership for Affordable Housing. Through the HOME Program 19 first time homebuyers were assisted and 1 new housing unit was built.

- ◆ **IMPEDIMENT No. 7: PUBLIC POLICIES** – The City of Martinsburg regulates land use through its Zoning Ordinance, Building Codes, and Code Enforcement program. Some of these policies may be too restrictive as they are currently written.

GOAL – Update the City’s policies and procedures to comply with the Fair Housing Act.

ACTION – The Community Development Office reviewing the City’s is working with the Planning Commission and Code Enforcement on Public Policies.



4. OBSTACLES TO MEETING UNDERSERVED NEEDS

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

- ◆ Rapid 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

The City of Martinsburg, under its FY 2010 CDBG Program, addressed the needs of its elderly population by providing funds for:

- ◆ Emergency Housing Assistance through C-CAP (\$5,000)
- ◆ Berkeley County - Meals on Wheels, Inc. (\$3,000)
- ◆ Berkeley Senior Services – In-home Care Services (\$5,000)

The City is also addressing the high cost of housing by providing funds through the HOME Program for first time homebuyers and CDBG funds for emergency housing rental assistance/eviction prevention. The emergency housing rental assistance/eviction prevention program helped to enable very low-income persons to remain in their houses.

Under the FY 2010 CDBG Program, the City of Martinsburg received a grant in the amount of \$420,025. The City expended \$47,073.54 for general administration. The remaining balance of the CDBG expenditures was allocated to activities which principally benefit low- and moderate-income persons.

5. LEVERAGING RESOURCES

In addition to its CDBG funds, the following other public resources have been received by agencies in the City of Martinsburg:

- ◆ \$105,000 in operating funds from the VA for Telamon Corporation's new Victory House, a transitional housing facility for homeless veterans.
- ◆ \$20,543.39 for STEPS from the State of West Virginia CSBG.
- ◆ \$4,707.31 for Reliable Housing from the State of West Virginia CSBG. (Reliable Housing now includes Chronic Housing)



- ◆ \$44,000 in state ESG funds for Community Networks, Inc. for the following shelters: Bethany House, Hope Living/Learning Center, and Moses House.
- ◆ \$106,223.76 in HOPWA funds were award from 2008-2011 for Community Networks, Inc. This grant was fully expended in by April 30, 2011.
- ◆ \$5,000 in Emergency Food and Shelter Program for Community Networks.
- ◆ \$76,756 in Supportive Housing Program for Community Networks.
- ◆ \$689,851 in Homelessness Prevention and Rapid Re-housing Program (HPRP) funding for a 3 year period. Community Networks is using the funds to offer a housing stabilization program that provides short and medium term Tenant Based Rental Assistance.
- ◆ Telamon's STEPS Transitional Housing received \$70,209 as a one year renewal.
- ◆ Telamon's permanent supportive housing received \$138,457 as a one year renewal.
- ◆ The Shenandoah Women's Center received a two year grant of \$83,980 in October 2009 through September 30, 2011 from the Violence Against Women Grant.
- ◆ \$4,000 from the ESG FEMA for the Shenandoah Women's Center.
- ◆ \$60,832 from the Victims of Crime Assistance Grant funding for the Shenandoah Women's Center.
- ◆ \$11,573 from the Foundation for Rape Information services for Prevention Health & Rape Prevention for the Shenandoah Women's Center.
- ◆ \$9,000 from the Foundation for Rape Information Services for Prevention Education for the Shenandoah Women's Center.
- ◆ \$34,304 from the WV DHHR Arrest Grant for the Shenandoah Women's Center.
- ◆ \$66,064 from the Family Violence Prevention and Services Act for the Shenandoah Women's Center.
- ◆ \$71,989 from the U.S. Department of Justice through a COPS Grant.
- ◆ \$5,529 from the U.S. Department of Justice through a Bulletproof Vest Grant.



- ♦ \$72,258 from the U.S. Department of Justice through a Safe Streets Task Force Grant.
- ♦ \$298,900 from the U.S. Department of Transportation through a Community Traffic Safety Program Grant.
- ♦ \$107,012 from the U.S. Department of Homeland Security through a Staffing for Adequate Fire and Emergency Response Grant.
- ♦ The City received \$ 77,100 for the Energy Efficiency Grant.
- ♦ Eastern Panhandle HOME Consortium had \$76,710.01 in HOME Match funds during this CAPER period and has a total carryover of \$213,142.25 in excess HOME Match Funds.

DRAFT



C. MANAGING THE PROCESS

1. ACTIONS TAKEN TO ENSURE COMPLIANCE

The City of Martinsburg ensures compliance by having one (1) full time staff member and a planning consulting firm to help assist with the oversight and compliance for the CDBG and HOME programs. The project selection process for FY 2010 was consistent with the selection process as outlined in the Five Year Consolidated Plan. The activities were evaluated first by the Community Development Director and the City Manager for consistency with the Five Year goals and objectives and compliance with the CDBG National Objectives. Then the activities were submitted to City Council for approval. The City staff monitors these activities throughout the year to ensure compliance with CDBG program guidelines.

Sub-recipients are monitored on an annual basis for compliance, or as needed.

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D. CITIZEN PARTICIPATION

1. SUMMARY OF CITIZEN COMMENTS

The City of Martinsburg placed the CAPER document on public display for a period of 15 days beginning on Wednesday, August 31, 2011 through Wednesday, September 14, 2011. A copy of the Public Notice is attached.

The FY 2010 CAPER was on display at the following locations in the City of Martinsburg:

- ◆ **Martinsburg City Hall**
232 North Queen Street
Martinsburg, WV 25401
- ◆ **Berkeley County Court House**
100 West King Street
Martinsburg, WV 25401
- ◆ **Martinsburg Public Library**
King and Queen Streets
Martinsburg, WV 25401

Attached is the Public Hearing Notice that was published in "The Journal" the local newspaper, on August 30, 2011. The Public Hearing was held on Wednesday, September 14, 2011 at 11:00 A.M., in the J. Oakley Seibert Council Chambers located on the second floor of the City Hall. Attached are the sign-in sheet and the minutes from the meeting.



2. DISTRIBUTION OF FEDERAL FUNDS AVAILABLE

The City of Martinsburg has allocated its CDBG funds for FY 2010 based on which activities will principally benefit low- and moderate-income persons.

- ◆ 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.
- ◆ The Homebuyer Assistance Program has an income eligibility criterion; therefore the income requirement restricts funds to low- and moderate-income households throughout the City.
- ◆ The Public Services activities are for social service organizations with low-income clients.

The geographic locations for the FY 2010 Activities/Project are:

Activities/Project	Location
General Administration & Planning	Citywide
Stormwater Replacement Project for Church Street to Maple Avenue	Project was canceled.
Street Repaving/Repair/ADA Ramps	Located in low and moderate income areas
C-CAP – Emergency Rental Assistance	Citywide; with income eligibility criterion.
Court Appointed Special Advocates (CASA)	Citywide; with income eligibility criterion.
CHS – Safe Haven Child Advocacy Center	Citywide; with income eligibility criterion.
Berkeley County – Meals on Wheels – Feeding Program	Citywide; with income eligibility criterion.
Boys & Girls Club – Free Memberships	Citywide; with income eligibility criterion.



Shenandoah Women’s Center – Case Management	Citywide; with income eligibility criterion.
Berkeley Senior Services – In-home Care service	Citywide; with income eligibility criterion.
Community Network, Inc. –	Citywide; with income eligibility criterion.

The chart below is for this CAPER period on the progress of each of the programs:

Funds	Grant Amount	Program Income	Amount Committed	Amount Expended
CDBG Program	\$ 420,025	\$ 0	\$ 41,418.55	\$ 893,161.67
HOME Program	\$ 572,939	\$ 0	\$ 0	\$ 358,448.07

Of the total amount of CDBG funds expended \$893,161.67, \$47,073.54 was expended for planning and administration. The City spent \$837,576.71 of its funds to principally benefit low/mod income persons (100%). These funds were expended in the low/mod income areas and activities identified in the City’s Five year Consolidated Plan. The \$41,418.55 are funds that are not committed because these funds were previously committed to Street Repaving/Repair/ADA Ramps, however construction the bid came in lower than budgeted. The funds are being reallocated to a new activity. In addition to these funds, funds from the Storm Water Replacement Project for Church Street to Maple Avenue are being canceled. Both of these activity funds are being moved to a new activity entitled South Valley Street Reconstruction and Storm Water Rehabilitation.



E. INSTITUTIONAL STRUCTURE

1. IMPROVING THE INSTITUTIONAL STRUCTURE

The City of Martinsburg's CDBG Program funds are administered by the City of Martinsburg's Community Development Office. The Community Development Office ensures compliance with the program guidelines through monitoring of the sub-recipients. The City coordinates with the agencies to ensure that they perform in the time frame that is stated in their application. The Community Development Office meets regularly with these agencies to promote coordination among these agencies.

Historically, the largest gap in the institutional structure was the lack of communication. This has been overcome through regular meetings and involvement and support by the City's staff in the Continuum of Care Organization. This has proven to be a forum for the exchange of ideas and for problem solving.

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F. MONITORING

1. MONITORING ACTIVITY

The City's staff regularly monitors the construction contracts and the work in progress for the various public facility improvements funded with CDBG funds. In some cases, bi-weekly progress meetings are held with the contractors. The certified payrolls are reviewed for Davis-Bacon Wage Rate compliance and on-site employee interviews are conducted for labor compliance. Based on monitoring and site inspections, progress payments are made.

The sub-recipients are also monitored on a regular basis for contract compliance for both public facility improvements and operational costs under the public services activities.

The CHDO's are monitored on a regular basis or as necessary for compliance with their sub-recipient agreements.

2. RESULTS OF MONITORING

Potential problems have been avoided and disputes resolved as a result of regular monitoring visits. Projects and activities are kept on schedule and change orders are issued as unforeseen additional work is needed. For the public facilities projects, interviews of workers assure that the proper wages were paid as reported.

3. SELF EVALUATION

During FY 2010 CAPER period the City of Martinsburg used its CDBG and HOME funds to address the following strategic initiatives under its Five Year Goals and Objectives:

Housing Strategy – HS		
	<i>Objective</i>	<i>Priority</i>
HS-1	Promote homeownership opportunities <ul style="list-style-type: none"> ▪ CHDO Set-A-Side Project ▪ City of Martinsburg – Homebuyer Assistance ▪ Berkeley County – Homebuyer Assistance ▪ Morgan County – Homebuyer Assistance ▪ Jefferson County – Homebuyer Assistance 	High



	<ul style="list-style-type: none"> Jefferson County – Partnership for Affordable Housing 	
HS-5	Promote fair housing opportunities <ul style="list-style-type: none"> Administration & Planning for the CDBG Program 	Medium
HS-8	Provide rental assistance to tenants <ul style="list-style-type: none"> Congregational Community Assistance Program (C-CAP) Morgan County – Tenant Assistance Program 	Medium

Homeless Strategy – HA		
	<i>Objective</i>	<i>Priority</i>

HA-1	Promote housing opportunities for the homeless <ul style="list-style-type: none"> Community Network, Inc. 	Medium
HA-2	Promote support services for the homeless <ul style="list-style-type: none"> Shenandoah Women’s Center – Case Management 	Medium

Community Development Strategy – CD		
	<i>Objective</i>	<i>Priority</i>

CD-1	Improve the City’s infrastructure <ul style="list-style-type: none"> Storm Water Diversion Project Street Repaving/Repair/ADA Ramps 	High
CD-2	Promote programs for the youth <ul style="list-style-type: none"> Court Appointed Special Advocates (CASA) Children’s Home Society - Safe Haven Boys & Girls Club – Free Memberships 	High
CD-3	Promote programs for the elderly <ul style="list-style-type: none"> Berkeley County – Meals on Wheels Berkeley Senior Services Program – In-home Care Services 	High
CD-4	Promote programs for the special needs population <ul style="list-style-type: none"> Shenandoah Women’s Center – Case Management 	Medium

Administration & Management – AM		
	<i>Objective</i>	<i>Priority</i>

AM-1	Provide overall program administration and oversight <ul style="list-style-type: none"> Administration & Planning for the CDBG Program General Administration for the HOME Program 	High
AM-2	Provide planning and management services <ul style="list-style-type: none"> Administration & Planning for the CDBG Program - Preparation of the Analysis of Impediments to Fair Housing Choice 	Medium



G. LEAD-BASED PAINT

1. ACTIONS TAKEN TO REDUCE LEAD-BASED PAINT HAZARDS

According to the 2000 Census, much of the housing stock in the City of Martinsburg was built prior to 1940. This makes the possible incidence and associated hazards of lead-based paint extremely high. Although reported cases of childhood lead poisoning are low, state health department representatives emphasized that the number of unreported/undetected cases of childhood lead poisoning is unknown, and the low number of reported cases should not be misconstrued as evidence that lead poisoning is not more widespread.

The revised federal lead-based paint regulations published on September 15, 1999 (24 CFR Part 35) have had a significant impact on many activities – rehabilitation, tenant based rental assistance, and property acquisition – supported by the CDBG Program. The City of Martinsburg complies with Title 24 Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures (Current Rule).

In order to meet the requirements of the new lead-based paint regulations, the City of Martinsburg took the following actions regarding rehabilitation, tenant based rental assistance, homeownership, and homeless/special needs housing:

a. Rehabilitation Programs:

The City of Martinsburg adopted a new program procedures to ensure that:

- ◆ Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities
- ◆ Staff properly determines whether proposed projects are exempt from some or all lead-based paint requirements
- ◆ The level of federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined
- ◆ Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required
- ◆ Required lead hazard reduction work and protective measures are incorporated into project rehabilitation specifications



- ◆ Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable standards established in 24 CFR Part 35, Subpart R
- ◆ Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented
- ◆ Program documents establish the rental property owner's responsibility to perform and document ongoing lead-based paint maintenance activities, when applicable
- ◆ Program staff monitors owner compliance with ongoing lead-based paint maintenance activities

b. Homeownership Programs:

The City of Martinsburg adopted the new program procedures to ensure that:

- ◆ Applicants for homeownership assistance receive adequate information about lead-based paint requirements
- ◆ Staff properly determines whether proposed projects are exempt from some or all lead based paint requirements
- ◆ A proper visual assessment is performed to identify deteriorated paint in the dwelling unit, any common areas servicing the unit, and exterior surfaces of the building
- ◆ Prior to occupancy, properly qualified personnel perform paint stabilization and the dwelling passes a clearance exam in accordance with the standards established in 24 CFR Part 35, Subpart R
- ◆ The home purchaser receives the required lead-based paint pamphlet and notices

Lead reduction involves the implementation of a lead-based paint treatment program which will be carried out in conjunction with the City of Martinsburg's CDBG and HOME funded housing activities. The goal of the lead based paint treatment program is the reduction of lead paint hazards.

The lead-based paint treatment program will include the following responsibilities:

- ◆ financial management and recordkeeping of all funds
- ◆ qualification of households
- ◆ inspection and treatment of non-lead aspects of the projects



- ◆ procurement of third-party service contractors
- ◆ relocation of households where required
- ◆ implementation of the bidding process
- ◆ awarding of contracts
- ◆ monitoring of ongoing projects
- ◆ preparation of progress and final payments to contractors
- ◆ overall responsibility for program compliance with HUD 24 CFR Parts 905, 941, 965, and 968

The work tasks of third-party service contractors shall include:

- ◆ initial lead risk assessments
- ◆ testing of all painted surfaces in structures which include testing by approved XRF and Spectrum Analyzers and, where required, laboratory analysis (TCLP)
- ◆ testing reports
- ◆ preparation of specifications for lead treatment
- ◆ monitoring of the treatment process
- ◆ disposal of hazardous materials to approved landfill facilities
- ◆ medical examinations where necessary
- ◆ post treatment testing
- ◆ certifications

During this CAPER period no housing units were abated for lead based paint.



H. HOUSING NEEDS

1. ACTIONS TAKEN TO FOSTER AND MAINTAIN AFFORDABLE HOUSING

The City of Martinsburg is using its limited CDBG and HOME funds to address its numerous housing and community development needs. The City of Martinsburg has been working in cooperation with the non-profit housing providers to address the City's affordable housing needs through the use of CDBG funds, HOME funds, and funds provided through the WV Housing Development Fund.

The City of Martinsburg is the Participating Jurisdiction (PJ) for the Eastern Panhandle HOME Consortium. The following cities and counties are members of the Eastern Panhandle HOME Consortium: Martinsburg, Berkeley County (Hedgesville), Jefferson County (Charles Town, Ranson, and Shepherdstown), and Morgan County (Paw Paw). The members of the Eastern Panhandle HOME Consortium Council are representatives from the local participating governments and they meet regularly with their local elected officials and the non-profit housing provider agencies throughout the year to determine housing needs and how best to allocate HOME funds. The HOME funds the Consortium received during this CAPER period were used to assist low-income families through its homebuyer assistance program.

The City of Martinsburg provided CDBG and HOME funds that were used to develop or rehabilitate housing in the City. The results are from the activities funded in FY 2010 CAPER period as required in HUD Table 2-A:

Items	Actual 2009 Units	Actual 2010 Units	Actual 2011 Units	Actual 2012 Units	Actual 2013 Units	5-Yr. Total Units
Housing Units Demolished (Not CDBG)	0	3	-	-	-	3
Housing Units Inspected for Code Compliance		798	-	-	-	
Rental Housing Units Inspected		1,430	-	-	-	
Acquisition of existing rental units	0	0	-	-	-	0
Production of new rental units	0	0	-	-	-	0



Rehabilitation of existing rental units	0	0	-	-	-	0
Rental Assistance	3	3	-	-	-	6
Acquisition of existing owner units	0	1	-	-	-	1
Production of new owner units	1	1	-	-	-	2
Rehabilitation of existing owner units	1	0	-	-	-	1
First Time Homebuyer Assisted	37	19	-	-	-	56
Fair Housing Education	83	58	-	-	-	141
Homebuyer Training		62	-	-	-	
Housing Units Abated for Lead Based Paint	0	0	-	-	-	0

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I. SPECIFIC HOUSING OBJECTIVES

1. MEETING SPECIFIC AFFORDABLE HOUSING OBJECTIVES

Below is Table 3B – Annual Affordable Housing Completion Goals. The City of Martinsburg and the Eastern Panhandle HOME Consortium utilize CDBG and HOME funds to complete its goals on the Annual Affordable Housing Completion Goal Chart during this CAPER period.

TABLE 3B ANNUAL HOUSING COMPLETION GOALS						
ANNUAL AFFORDABLE RENTAL HOUSING GOALS (SEC. 215)	Annual Proposed Number Completed	Annual Number Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
Acquisition of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	10	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Rental Goals	10	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)						
Acquisition of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	0	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rehabilitation of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	21	19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Owner Goals	21	20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL AFFORDABLE HOUSING GOALS (SEC. 215)						
Homeless	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Homeless	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Needs	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Affordable Housing	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



ANNUAL HOUSING GOALS						
Annual Rental Housing Goal	10	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	21	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Annual Housing Goal	31	23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For the purpose of identification of annual goals, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds.						

2. SECTION 215 AFFORDABLE HOUSING

The City and the Eastern Panhandle HOME Consortium assisted Habitat for Humanity through HOME CHDO funds to construct one (1) new house during this CAPER period.

3. ADDRESSING “WORST-CASE” HOUSING AND HOUSING FOR THE DISABLED

The City did not provided any funds for “Worst-Case” Housing and Housing for the Disabled, but the City continued to assist local agencies and nonprofit providers in the development of housing to serve these needs.

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J. PUBLIC HOUSING STRATEGY

1. PUBLIC HOUSING AND RESIDENT INITIATIVES

The Martinsburg Housing Authority (MHA) received a Capital Fund Grant in the amount of \$446,850 for its FY 2010 allocation, and \$375,063 for its FY 2011 allocation. The Housing Authority did not receive VA Housing Vouchers during this CAPER period. MHA has 285 Section 8 Housing Choice Vouchers and has 217 families on the waiting list which has been closed since September 16, 2009. The Martinsburg Housing Authority has a 98% overall occupancy rate. At this time the Martinsburg Housing Authority has no plans to initiate a HOPE VI type project. The Housing Authority has a Tenant Council and one of the members of the Tenant Council is a commissioner on the Martinsburg Housing Authority Board.

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K. BARRIERS TO AFFORDABLE HOUSING

1. ELIMINATION OF BARRIERS TO AFFORDABLE HOUSING

The City monitored and reviewed public policies for discriminatory practices and/or impacts on housing availability. During this CAPER period, the City did update its Analysis of Impediments to Fair Housing Choice and submitted it to HUD in June 2010.

To promote fair housing, the City Council has proclaimed April as Fair Housing Month in 2010 and will continue this practice in the coming years. Attached is a copy of that Proclamation from the March 10, 2011 City Council meeting.



In FY 2010, the City took the following actions to address and identify barriers to fair housing:

Activities	Time Table
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.	Ongoing Activity
Display Fair Housing Poster "It's Not an Option – It's the Law."	Ongoing Activity
Provided fair housing information inserts in City utility bills.	Annual Activity
Fair Housing Proclamation from City Council.	March 10, 2011
Fair Housing Display and Literature at the Home Builders Home Show at Martinsburg Mall, in cooperation with Home Builders and REALTORS.	March 11-13, 2011
Conducted a Landlords Workshop at Berkeley County Commission offices. Attended by 58 local landlords and REALTORS. Co-sponsored by the City of Martinsburg, Berkeley County Commission, Eastern Panhandle Assn. of REALTORS, Home Builders Assn. of the Eastern Panhandle.	April 12, 2011
Fair Housing Billboard on display on Winchester Avenue	April thru May 2011



Attached is a copy of the City of Martinsburg's Fair Housing Goals and Strategies for FY 2010 and fair housing materials.

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L. HOME / AMERICAN DREAM DOWN PAYMENT INITIATIVE (ADDI)

The City of Martinsburg is the Participating Jurisdiction (PJ) for the Eastern Panhandle HOME Consortium. The following cities and counties are members of the Eastern Panhandle HOME Consortium: Martinsburg, Berkeley County (Hedgesville), Jefferson County (Charles Town, Ranson, and Shepherdstown), and Morgan County (Paw Paw). The members of the Eastern Panhandle HOME Consortium Council are representatives from the local participating governments and they meet regularly with their local elected officials and the non-profit housing provider agencies throughout the year to determine housing needs and how best to allocate HOME funds.

1. ASSESSMENT OF GOALS AND OBJECTIVES

During the FY 2010 Program Year the members of the Eastern Panhandle HOME Consortium accomplished the following:

Community	HOME Funds Expended	Number of First Time Homebuyer
City of Martinsburg	\$ 25,295.00	2
Berkeley County	\$ 151,731.22	11
Jefferson County	\$ 35,691.58	3
Morgan County	\$ 30,000.00	2
Charles Town	\$ 2,400.00	1
Total:	\$ 245,117.80	19

A total of nineteen (19) first time homebuyers were assisted under the FY 2010 HOME Program Year. One (1) first time homebuyer was assisted in the City of Martinsburg with CDBG and HOME funds. This housing unit was counted under the CDBG activity.



The chart below illustrates the activities that received funds during the FY 2010 CAPER period with HOME funds.

FY 2010 HOME Funded Activities

Project Title/Description	Amount Expended	Proposed Accomplishments	Actual Accomplishment
General Administration for the HOME Program	\$0	1 Organization	1 Organization
CHDO Set-A-Side Projects	\$0	1 Organization	-
Martinsburg - Homebuyer Assistance	\$12,500.00	3 Households	1 Household
Berkeley County - Homebuyer Assistance	\$151,591.41	9 Households	11 Households
Morgan County - Homebuyer Assistance	\$29,500.00	2 Households	2 Households
Morgan County – Tenant Assistance Program	\$0	5 households	-
Jefferson County – Homebuyer Assistance	\$35,691.58	4 Households	3 Households
Jefferson County – Partnership for Affordable Housing	\$0	3 households	-

First Time Homebuyer Participants

The Chart below illustrates the breakdown of First Time Homebuyers:

Income Level (% of Area Median Income)									
	0-30%		31-50%		51-60%		61-80%		Total Households
	White	Minority	White	Minority	White	Minority	White	Minority	
Number of Households	1	0	4	0	6	0	8	0	19



First Time Homebuyers program assisted nineteen (19) households during this CAPER period using HOME funds. The percentage breakdown by race of the households is 100%. The percentage break down by income is 5.3% of the income level of 0-30%, 21.1% of the income level of 31-50%, 31.6% of the income level of 51-60%, and 42.1% of the income level of 61-80%.

ADDI Funds:

The Eastern Panhandle HOME Consortium did not receive any ADDI funds in its FY 2010 allocation. The previous allocations of ADDI funds were completely expended during the FY 2008 CAPER.

HOME Program Income:

The City of Martinsburg and the Eastern Panhandle HOME Consortium did not receive any HOME Program income during this CAPER period.

Prior Period Adjustments:

During this CAPER period no prior period adjustments were made.

Annual Performance Report for the HOME Program:

Attached is the Annual Performance Report for the HOME Program, Form HUD – 40107.

2. HOME MATCH REPORT

The Eastern Panhandle HOME Consortium had an excess of matching funds in amount of \$265,996.25 for the HOME Program at the end of June 2010. This year, an additional \$23,856.01 in match funding was generated. All matching funds are reported on HUD Form 40107A which is included in this document. Total matching funds required for FY 2010 is \$76,710.01, which means the City will have surplus match of \$213,142.26 to carry over for future years. Attached is the HOME Match Report, Form HUD - 40107A.

Excess Match from Prior Federal Fiscal Year	2010 Match	2010 Liability	Excess Funds to Carry Over to 2010
\$ 265,996.25	\$ 23,856.01	\$ 76,710.01	\$ 213,142.26



3. HOME MBE AND WBE REPORT

The Eastern Panhandle HOME Consortium did not contract or sub-contract with any Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE) in FY 2010. All funds were provided directly to first time homebuyers and tenant based rental assistance. Therefore, Part III of HUD Form 40107 is not applicable.

4. ASSESSMENTS

The City of Martinsburg, as the PJ for the HOME Program, provides the over-all monitoring of the HOME Program. All funds are monitored for each of the member jurisdictions of the Eastern Panhandle HOME Consortium. All requests for funds from the member jurisdictions are reviewed for compliance and completeness prior to the City of Martinsburg drawing down the funds.

The City staff meets periodically with each of the program coordinators for the member jurisdictions to monitor progress and to provide technical assistance.

The Eastern Panhandle HOME Consortium has completed the following items during this period to promote MBE and WBE participation:

- ◆ It is the policy of the City of Martinsburg to promote the opportunity for full participation by minority owned businesses, women owned enterprises, and all other socially and economically disadvantaged persons.
- ◆ The City makes an estimate of the amount of work that it will make available for minority and women owned enterprises in each year of its CDBG and HOME Programs.
- ◆ The City advertises in a newspaper of general circulation in the area to attract minority and female owned enterprises. The ads for bids and proposals indicate that the proposed contractors utilize to the greatest extent feasible minority and female owned enterprises.
- ◆ The City notifies interested organizations such as the Martinsburg Area Chamber of Commerce, local minority organizations, etc. prior to advertising for bids and proposals.
- ◆ The City will always give consideration to minority firms in non-competitive bid procurement, such as emergency repairs, maintenance services and other services for which contracts are less than \$1,000.



- ◆ The City maintains and makes available to contractors and individual homeowners, a list of minority, female owned and disadvantaged businesses in the area for housing rehabilitation, etc.

The HOME Consortium has designated one (1) CHDO. No CHDO's were certified during this CAPER period. When a CHDO requests funding during a Program Year, the HOME Consortium Council reviews the CHDO's updated documentation and recertifies the CHDO. The following CHDO has been designed to date:

- ◆ Habitat for Humanity of Eastern Panhandle

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M. HOMELESS NEEDS

1. ADDRESSING THE NEEDS OF HOMELESS PERSONS

City of Martinsburg participates in the local Continuum of Care (CoC) and is working with organizations to identify the needs of the homeless population and to seek funding to meet those needs. The Community Development Director chairs the Housing Work Group as part of the Continuum of Care. The Housing Work Group's mission is education and awareness of housing issues, homeless needs, and affordable housing needs.

The Community Networks, Inc. did a fundraiser for Bethany House Shelter on Friday, November 19, 2011 entitled "A Simple Supper."

The "Street Guide" to homeless and social support services was continued and distributed by the CoC members through the Health and Human Services Collaborative during this CAPER period.

The Continuum of Care performed the "Point In Time" count of homeless persons which was conducted on Friday, January 28, 2011 for Berkeley, and Jefferson and Morgan Counties. There were 170 homeless persons counted and 43 at-risk of homeless counted.

The Housing Work Group in November 2010 contributed articles for the local newspaper on housing and homelessness for a series on community solutions to community problems. In June 2011, the Housing Work Group contributed newspaper articles on homeownership issues.

The Continuum of Care did a press release in May 2011 on the Point In Time Survey results for Berkeley, Jefferson, and Morgan Counties.

The City of Martinsburg participated in the local Continuum of Care by working with organizations to identify the needs of the homeless population and to seek funding to meet those needs. The City continued its support through letters of support for the following funding:

- ◆ Telamon's STEPS Transitional Housing received \$70,209 as a one year renewal.
- ◆ Telamon's permanent supportive housing received \$138,457 as a one year renewal.
- ◆ \$44,000 in state ESG funds for Community Networks, Inc. for the following Shelters: \$23,500 for Bethany House,



\$12,500 for Hope Living/Learning Center, and \$8,000 for Moses House.

In addition, Community Networks received \$689,851 in Homelessness Prevention and Rapid Re-housing Program (HPRP) funding for a 3 year period. Funds will be used for short and medium term Tenant Based Rental Assistance. During this CAPER period \$321,038.09 in HPRP funds were expended.

2. TRANSITION TO PERMANENT HOUSING

Community Networks, Inc. provides 11 SRO units and support services for homeless women and children through HOPE Living/Learning Center to assist them to move into permanent housing and independent living. SHP funding is used to support the HOPE Living/Learning Center.

Community Networks, Inc. utilized HOPWA funding to provide permanent housing to four (4) persons in residential facilities and four (4) households consisting of eight (8) persons through Tenant Based Rental Assistance in Berkeley County. An additional five (5) households consisting of nine (9) persons received rental subsidy through Tenant Based Rental Assistance in Jefferson County.

Telamon Corporation continues to operate a six (6) unit transitional housing building for families and an eleven (11) bed transitional facility for male veterans. These programs are geared to increase the family/individuals self-sufficiency and assist them in moving to permanent housing and independent living. In addition, Telamon provides Permanent supportive housing to ten (10) individuals and one (1) family through the Reliable Housing program for the chronically homeless.

3. NEW FEDERAL RESOURCES OBTAINED

The following Federal Resources were obtained from the FY 2010 SuperNOFA:

- ◆ \$76,756 in Supportive Housing Program for Community Networks.
- ◆ Telamon's STEPS Transitional Housing received \$70,209 as a one year renewal.
- ◆ Telamon's permanent supportive housing received \$138,457 as a one year renewal.



N. SPECIFIC HOMELESS PREVENTION HOMELESSNESS

1. ACTIONS TAKEN TO PREVENT HOMELESSNESS

The City of Martinsburg in its FY 2010 Annual Action Plan funded Congregational Community Assistance Program (CCAP). CCAP is an organization that helps with emergency housing assistance and eviction prevention. The City provided \$5,000 to help 35 low-income households receive supplemental rental assistance to prevent eviction from rental housing.

During this CAPER period the Regional Resource Connection continued to help people in emergencies and crisis. They acted as a clearing house through information and referral services.

There was a “Point In Time” count of homeless persons conducted on Friday, January 28, 2011 for Berkeley, Jefferson, and Morgan Counties. There were 170 homeless persons counted and 43 at-risk of homeless counted.

Homeless Population	Number of Individuals	Percentage of Total Homeless Population
Adult Males	111	65.3%
Adult Females	41	24.1%
Gender Not Reported	18	10.6%
Children	22	12.9%
Race and Ethnicity of All Surveyed		
White	126	59.2%
African American	71	33.3%
American Indian	2	0.9%
Multi-Racial	5	2.3%
Don't Know	1	0.5%
No Answer	8	3.8%



Hispanic/Latino	3	1.4%
Non – Hispanic/Latino	112	52.3%
No Answered/Refused	98	46.0%

Of those counted: 111 were adult males, 41 adult females and 22 children. Adult males make up 65.3% of the population, females were 24.1%, and children were 12.9%. Of the 213 persons counted 59.2% were White, 33.3% were African American, and 1.4% were Hispanic/Latino.

	2010 Number of Individuals	2011 Number of Individuals
Total Number of Homeless	362	170
Total Sheltered	319	152
Emergency	112	24
Transitional	207	128
Total Unsheltered	52	12
Veterans	197	117
Chronic Homeless	119	64
At Risk of Homelessness	73	43

The chart above illustrates an overall decrease of homeless persons from the previous “Point In Time” homeless count for the Eastern Panhandle. The count shows the percentage of homeless persons using shelters decreased from previous levels and is a smaller percent then previously reported. In addition, 128 individuals were accommodated in Transitional Housing and 24 individuals were accommodated in Emergency Housing. In 2011, there was a 77% decrease in unsheltered persons. In addition there has been a decrease from 2010 to 2011 in the number of homeless veterans in the Eastern Panhandle. However, the percentage of veterans has remained constant at 54% of the total homeless population.



O. EMERGENCY SHELTER GRANTS (ESG)

1. EMERGENCY SHELTER AND TRANSITIONAL HOUSING

The City of Martinsburg does not receive an Emergency Shelter entitlement grant. Agencies apply to the State of West Virginia for ESG funds.

The following shelters operate within the City of Martinsburg:

Shelters	Number of Beds
Shenandoah Women's Center	15 beds
Union Rescue Mission	50 regular beds and 30 transient beds
Community Networks/Bethany House Emergency Shelter	32 beds
Victory House	11 beds under transitional housing
STEPS	6 beds under transitional housing

The Union Rescue Mission is under construction. The new mission will be 18,449 square feet located at 608 West King Street. It will have 78 beds (up from 50), shower rooms, office space, kitchen, meeting space, chapel, and common spaces.

In FY 2010, the State of West Virginia disbursed ESG funds to the following organizations:

Shelters	ESG Funds Received
Bethany House	\$ 23,500.00
Hope Living/Learning Center	\$ 12,500.00
Moses House	\$ 8,000.00



2. ASSESSMENT OF GOALS AND OBJECTIVES

Not applicable.

3. MATCHING RESOURCES

Not applicable.

4. STATE METHOD OF DISTRIBUTION

Not applicable.

5. ACTIVITY AND BENEFICIARY DATA

Not applicable.

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P. COMMUNITY DEVELOPMENT

1. ASSESSMENT OF GOALS AND OBJECTIVES

The following CDBG activities undertaken during the FY 2010 program year addressed the needs identified in the FY 2009-2013 Consolidated Plan List of Strategic Initiative Goals and Objectives:

Housing Strategy – HS		
	<i>Objective</i>	<i>Priority</i>
HS-1	Promote homeownership opportunities <ul style="list-style-type: none"> ▪ CHDO Set-A-Side Project ▪ City of Martinsburg – Homebuyer Assistance ▪ Berkeley County – Homebuyer Assistance ▪ Morgan County – Homebuyer Assistance ▪ Jefferson County – Homebuyer Assistance ▪ Jefferson County – Partnership for Affordable Housing 	High
HS-5	Promote fair housing opportunities <ul style="list-style-type: none"> ▪ Administration & Planning for the CDBG Program 	Medium
HS-8	Provide rental assistance to tenants <ul style="list-style-type: none"> ▪ Congregational Community Assistance Program (C-CAP) ▪ Morgan County – Tenant Assistance Program 	Medium
Homeless Strategy – HA		
	<i>Objective</i>	<i>Priority</i>
HA-1	Promote housing opportunities for the homeless <ul style="list-style-type: none"> ▪ Community Network, Inc. 	Medium
HA-2	Promote support services for the homeless <ul style="list-style-type: none"> ▪ Shenandoah Women’s Center – Case Management 	Medium
Community Development Strategy – CD		
	<i>Objective</i>	<i>Priority</i>
CD-1	Improve the City’s infrastructure <ul style="list-style-type: none"> ▪ Storm Water Diversion Project ▪ Street Repaving/Repair/ADA Ramps 	High
CD-2	Promote programs for the youth <ul style="list-style-type: none"> ▪ Court Appointed Special Advocates (CASA) ▪ Children’s Home Society - Safe Haven ▪ Boys & Girls Club – Free Memberships 	High



CD-3	Promote programs for the elderly <ul style="list-style-type: none"> ▪ Berkeley County – Meals on Wheels ▪ Berkeley Senior Services Program – In-home Care Services 	High
CD-4	Promote programs for the special needs population <ul style="list-style-type: none"> ▪ Shenandoah Women’s Center – Case Management 	Medium

Administration & Management – AM		
	<i>Objective</i>	<i>Priority</i>

AM-1	Provide overall program administration and oversight <ul style="list-style-type: none"> ▪ Administration & Planning for the CDBG Program ▪ General Administration for the HOME Program 	High
AM-2	Provide planning and management services <ul style="list-style-type: none"> ▪ Administration & Planning for the CDBG Program - Preparation of the Analysis of Impediments to Fair Housing Choice 	Medium

2. CHANGES IN PROGRAM OBJECTIVES

The City of Martinsburg did not make any changes to its program objectives during the FY 2010 CAPER period.

3. CARRYING OUT PLANNED ACTIONS

The City of Martinsburg is following its current Five Year Consolidated Plan.

- ◆ The City has pursued all resources that it indicated it would pursue in its Five Year Consolidated Plan.
- ◆ The City provided certificates of consistency to all agencies that requested certificates for funding that was consistent with the Five Year Consolidated Plan.
- ◆ The City did not hinder the implementation of the Consolidated Plan by any action or willful inaction.

4. FUNDS NOT USED FOR NATIONAL OBJECTIVES

There were no funds used that did not meet National Objectives projects. The City of Martinsburg used all its FY 2010 CDBG funds to principally benefit low- and moderate-income persons.



5. ANTI-DISPLACEMENT AND RELOCATION

The City of Martinsburg had no activities during this CAPER Period that caused displacement and relocation of families, individual or businesses. Not Applicable.

6. LOW/MOD JOB ACTIVITIES

The City of Martinsburg did not fund any low/mod job activities during this CAPER period. Not Applicable.

7. LOW/MOD LIMITED CLIENTELE ACTIVITIES

The chart below lists the CDBG Low/Mod Limited Clientele Activities that were funded under the FY 2010 CAPER reporting period:

Activity	FY 2010 Budgeted	FY 2010 Expenditures	Proposed Accomplishments	Actual Accomplishments
Congregational Community Assistance Program (C-CAP) – Emergency Rent Assistance for Eviction Prevention	\$5,000	\$4,493.00	50 People	35 People
Court Appointed Special Advocates (CASA) – volunteer support & training for advocacy for foster children	\$5,000	\$3,701.37	50 People	112 People
Children’s Home Society – Safe Haven Children Advocacy Center services for abused children	\$5,000	\$3,750.00	60 People	27 People
Berkeley County – Meals on Wheels – Feeding Program	\$3,000	\$2,341.30	30 People	35 People



Boys & Girls Club – Free Membership	\$5,000	\$5,000	10 People	10 People
Shenandoah Women’s Center – Case Management	\$5,000	\$3,750.00	50 People	88 People
Berkeley Senior Services Program – In-home Care Services	\$5,000	\$3,750.00	45 People	48 People
Community Networks, Inc - HPRP	\$1,200	\$0	10 People	-

The City of Martinsburg requires all sub-recipients serving low- and moderate-income clientele to complete a form with the clientele’s income information required by HUD.

8. PROGRAM INCOME RECEIVED

The City of Martinsburg did not receive any program income during this time period of the CAPER.

9. PRIOR PERIOD ADJUSTMENTS

No prior period adjustments were made.

10. LOANS AND OTHER RECEIVABLES

The City did not make any loans during this CAPER period. Not Applicable.

11. LUMP SUM AGREEMENTS

The City did not do any lump sum agreements during this CAPER period. Not Applicable.



12. HOUSING REHABILITATION

The City of Martinsburg did not do any housing rehabilitation from previous year CDBG funds during this CAPER period.

13. NEIGHBORHOOD REVITALIZATION STRATEGIES

The City of Martinsburg does not have a Neighborhood Revitalization Strategy Area. Not Applicable.

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Q. ANTIPOVERTY STRATEGY

1. PERSONS LIVING BELOW POVERTY LEVEL

During the City's FY 2010 CDBG Program, the City continued to develop a working relationship with the various social service agencies in the area. The City continued to support these agencies in their applications for funds under the FY 2010 SuperNOFA. The City's Community Development Director has joined the Continuum of Care of Berkeley and Jefferson County and is currently working with other CoC member agencies to address the needs of the homeless population. The Community Development Director is a member of the steering committee for Health and Human Services Collaborative of the Eastern Panhandle and chairs the Housing Work Group for the Health and Human Services Collaborative of the Eastern Panhandle. Also, the City has supported the Berkeley County Development Authority in establishing a "One-Stop Center" for work force development, job training, career planning/counseling, and services to local businesses. This will help to provide new job opportunities for the unemployed in the City, which is a priority in the FY 2009-2013 Five Year Consolidated Plan. Through the C-CAP Emergency Rental Assistance/Eviction Prevention activity, the City provided funds to assist 35 people in FY 2010.

The "One-Stop Center" opened in March 2007. The "One-stop Center" houses: the Employment Bureau, Mt. Heart Child Locator Services, Telamon Counseling Services, Job Corporation, and the Division of Rehab Services. The residential construction market has not improved since the crash of the housing construction market.



R. NON-HOMELESS SPECIAL NEEDS

1. ACTIONS TO ADDRESS NON-HOMELESS SPECIAL NEEDS

The following activities were implemented during the FY 2010 program year to address non-homeless special needs:

- ♦ Elderly & Frail Elderly Housing (35 people served)
 - C-CAP Emergency Rental Assistance for Eviction Prevention

- ♦ Elderly & Frail Elderly Supportive Service (83 persons served)
 - Berkeley County Meals on Wheels, Inc. – Feeding Program
 - Berkeley Senior Services Program – In-home Care Service

- ♦ Disabled Supportive Services (0 persons served)
 - No projects in 2010.

- ♦ Alcohol and/or Drug Addicted Services (0 persons served)
 - No projects in 2010.

- ♦ Persons with HIV/AIDS (0 persons served)
 - No projects in 2010.



S. SPECIFIC HOPWA OBJECTIVES

The City of Martinsburg does not receive a Housing Opportunities for People with AIDS (HOPWA) Grant as an entitlement community.

The City of Martinsburg has two (2) facilities that serve persons with HIV/AIDS in Berkeley County. One is Faith Haven, which is a 3 bed single family house and the other facility is an AIDS drop-in center. These agencies apply to the State of West Virginia for funds.

1. OVERALL ASSESSMENT

Not Applicable

2. HOPWA EXECUTIVE SUMMARY

Not Applicable

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T. SECTION 3 REPORTS

Attached is the Section 3 Summary Report HUD 60002 for the CDBG and HOME Program for the City of Martinsburg.

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U. IDIS REPORTS

Attached are the following U.S. Department of Housing and Urban Development (HUD) Reports from IDIS for FY 2010 for the period between July 1, 2010 through June 30, 2011.

The following reports are:

- ◆ IDIS Report PR26 - CDBG Financial Summary
- ◆ IDIS Report PR01 - HUD Grants and Program Income
- ◆ IDIS Report PR02 - List of Activities
- ◆ IDIS Report PR03 - CDBG Activity Summary
- ◆ IDIS Report PR06 - Summary of Consolidated Plan Projects
- ◆ IDIS Report PR23 - Summary of Accomplishments
- ◆ IDIS Report PR83 - CDBG Performance Measures Report
- ◆ IDIS Report PR85 - CDBG Housing Performance Report
- ◆ IDIS Report PR85 - HOME Housing Performance Report