



**FY 2007 ANNUAL ACTION PLAN –
CITY OF MARTINSBURG, WV**

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B. HUD-SF 424 FORM:

Attached is the Standard Form – 424, as required by HUD, in support of the City of Martinsburg’s Community Development Block Grant, HOME, and ADDI Applications for FY 2007.



C. EXECUTIVE SUMMARY:

In 2002, the U.S. Census Bureau declared that Berkeley County was part of the Hagerstown, Maryland – Martinsburg, West Virginia Metropolitan Statistical Area. With this designation, the City of Martinsburg has become an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and ADDI programs. To receive these annual allocations, the City is required by U.S. Department of Housing and Urban Development (HUD) to prepare an annual action plan each year which describes how they will spend funds from the Community Development Block Grant Program (CDBG), HOME Investment Partnership (HOME), and ADDI funds to meet the goals and objectives of the FY 2004-2008 Five-Year Consolidated Plan. The goal of the Five-Year Consolidated Plan is to provide a five year strategy and annual numerical goals to serve as a working guide for the use of federal, state, and local resources to address local housing needs, improve the quality of life, and to address the local economic development needs. A strategic plan sets forth goals, objectives, and performance benchmarks for measuring progress. This is the City's fourth annual plan of the five-year period which begins July 1, 2007 and goes through to June 30, 2008. During this time period, the City through its projects and activities will be striving to meet the goals and objectives of the Five-Year Consolidated Plan. These projects and activities are meant to principally benefit low- to moderate-income residents throughout the City of Martinsburg.

The FY 2007 Annual Action Plan was developed in accordance with the City's approved Citizen Participation Plan. Social service agencies and housing providers were notified in December 2007 of the availability of funds and requests for proposals for funding were due in February 2007. On January 11, 2007 the City of Martinsburg held a public hearing on the needs of the City and requested input from the residents of Martinsburg. A "draft" of the FY 2007 Annual Action Plan was placed on display in three (3) locations in the City on April 9, 2007 for a 30 day period. A summary of the proposed activities was also published. A second public hearing was held on April 12, 2007 to discuss the proposed activities and solicit additional citizen participation. There were no comments received on the use of funds. After the 30 day comment period, City Council approved the FY 2007 Annual Action Plan at its meeting of May 10, 2007.

The City's previous performance under the CDBG Program was discussed at the Public Hearings. The City of Martinsburg is in compliance with HUD Regulations on the timeliness of expenditures and there are no outstanding monitoring or audit findings against the City.

The City of Martinsburg has utilized the HUD CPMP Tool Format to prepare its FY 2007 Annual Action Plan.



The City of Martinsburg was notified by HUD that it might be eligible to receive an allocation under the HOME Program if it formed a HOME Consortium in the Eastern Panhandle. The City held a meeting with representatives from the three (3) counties and the incorporated areas in the Eastern Panhandle. There was a general consensus to form a HOME Consortium and the City submitted to HUD for the establishment of the Eastern Panhandle HOME Consortium. The Consortium consists of the City of Martinsburg as the Representative Member, along with the Counties of Berkeley, Jefferson, and Morgan. Under the FY 2007 HUD Budget the HOME Consortium will receive an allocation of \$533,722. This is below the \$750,000 threshold amount required by participation in the HOME Investment Partnership Program. The balance needed of \$216,278 will be provided by a 50/50 split between the State of West Virginia and the local HOME Consortium members. The State will provide \$108,139 and the local members will provide an additional \$108,139.

1. AVAILABLE FUNDS –

The following financial resources are presented for the FY 2007 Annual Action Plan which are anticipated to be received to address the priority needs and specific objectives identified in the City of Martinsburg’s Five Year Consolidated Plan and Strategy.

a. Federal Resources:

During the FY 2007 Program Year, the City of Martinsburg, WV anticipates the following Federal Financial resources:

Entitlement Funds:

◆	CDBG Funds	\$ 408,470
◆	HOME Funds	\$ 533,722
◆	WV HOME Funds	\$ 108,139
◆	Local Share	\$ 108,139
◆	ADDI Funds	\$ 8,501
◆	ESG Funds	\$ -0-
◆	HOPWA Funds	\$ -0-

Total = \$1,166,971

Public Housing:

The Housing Authority of the City of Martinsburg will receive \$394,752 as a HUD Capital Fund Grant for FY 2007. These funds will be used for the following activities:

◆	Operations	\$ 55,002
◆	Management Improvements	\$ 12,000
◆	Fees and Costs	\$ 10,000



◆ Site Improvements	\$ 78,750
◆ Dwelling Improvements	\$ 159,000
◆ Dwelling Equipment – Nonexpendable	\$ 0
◆ Non-dwelling Equipment	\$ 80,000
Total =	\$ 394,752

The Housing Authority of the City of Martinsburg administers 285 Section 8 Housing Choice Vouchers in the three (3) county area that it serves (Berkeley, Jefferson, and Morgan Counties).

SuperNOFA:

Agencies may be applying for funding under the HUD SuperNOFA for FY 2007 for supportive housing services, the Continuum of Care, and new housing for the homeless and very low-income population. Applications will be submitted in late spring and early summer 2007. The City of Martinsburg is supportive of applications under the SuperNOFA for FY 2007.

b. Other Resources:

The following public (non-federal) and private financial resources are anticipated to be available to the City of Martinsburg to address the needs identified in the Five Year Consolidated Plan.

State of West Virginia:

The Eastern Panhandle HOME Consortium will receive the following grant from the State of West Virginia:

◆ WV HOME Funds	\$ 108,139	(Included under Federal Resources)
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Other Funds:

The Telamon Corporation has received the following commitment of funds which it will use for its housing and social service programs in FY 2007:

◆ CSBG	\$ 315,734
◆ Farmworker Job Program	\$ 186,426
◆ Transitional Veterans Housing	\$ 110,171
◆ HOME	\$ 180,000 *
◆ USDA/RD	\$ 224,100
◆ SHP Transitional Housing for families	\$ 210,627
◆ CoC Permanent Housing	\$ 28,071



- ◆ CoC Permanent Housing for the Chronic Homeless \$ 287,326

Note:

- * *HOME Leveraged funds for 9 Self-help families at \$20,000 each matching their \$100,000 USDA Section 502 Self Help Loan.*

Shalom Resource Center has received a commitment for a Community Service Block Grant (CSBG) through the WV Mental Health Consumer's Association. Shalom Resource Center offers counseling and support to homeless, the very low-income mental health consumers, and Veterans. This is a joint project of the WVMHCA and the Martinsburg-Berkeley County Coalition for the Homeless.

The Community Networks has received a commitment for the following funds:

- ◆ CDBG – Steps/sidewalk at Bethany House \$ 11,000
- ◆ ESG Funds for Bethany House \$ 20,000
- ◆ Hope Living/Learning Center \$ 9,000
- ◆ HIV/AIDS Program \$ 7,000
- ◆ Support Housing Program Grant \$ 74,240
- ◆ HOPWA \$182,160

USDA/Rural Development recently approved funds for rental assistance in the City of Martinsburg. Also, the USDA Rural Development Section 502 Rural Housing Loans and the Guaranteed Loan Program are eligible for use within the city limits of Martinsburg.

2. STRATEGIC AND OBJECTIVES –

During the FY 2007 CDBG Program Year, the City of Martinsburg proposes to address the following goals and specific objectives from its Five Year Strategic Initiatives:

- **HOUSING STRATEGY – HS:**
 - ◆ **HS-1 Provide assistance for homeownership**
 - Martinsburg – Homebuyer Assistance
 - Berkeley County – Homebuyer Assistance
 - Morgan County – Homebuyer Assistance
 - ADDI Funds for Homeownership downpayment.
 - ◆ **HS-7 Assist in the development of affordable housing**
 - CHDO Set-A-Side
 - Jefferson County – New Affordable Housing



- ◆ **HS-9 Provide rental assistance to tenants**
 - Morgan County – Tenant Based Rental Assistance

- **COMMUNITY DEVELOPMENT STRATEGY – CD:**
 - ◆ **CD-1 Improve city’s infrastructure**
 - Street, sidewalks, bridge, street paving, ADA ramps in CDBG areas.
 - ◆ **CD-2 Assist target income persons**
 - Emergency housing assistance/eviction prevention to increase emergency housing funds for 100 households.
 - ◆ **CD-3 Assist programs for youth**
 - Installation of a new fire alarm system in the Boys & Girls Club.
 - Provide coordination of investigative services to abused children under the Children’s Home Society.
 - Provide case management services for 5 children in foster care under CASA.
 - ◆ **CD-4 Assist programs for the elderly**
 - Provide funds to Meals on Wheels to serve meals for 20 to 25 additional elderly persons who are unable to pay.
 - ◆ **CD-6 Improve community facilities**
 - Improvements to Leeland Park, which includes existing facility improvements to the kiosk, benches, and grills.

- **ADMINISTRATION & MANAGEMENT – AM:**
 - ◆ **AM-1 Program administration**
 - Administration, general oversight, planning and management.



3. ACTIVITIES TO BE UNDERTAKEN –

The City of Martinsburg, WV proposes to undertake the following activities and projects with the FY 2007 CDBG, HOME, ADDI funds. These activities and projects were identified in the needs analysis addressed in the Five Year Consolidated Plan.

a. CDBG Funds:

The following projects and activities will be funded with CDBG funds:

□	PROGRAM ADMINISTRATION –	
♦	General Administration & Planning	\$ 81,694
	Sub-total =	\$ 81,694
□	PUBLIC FACILITY IMPROVEMENTS –	
♦	Street, sidewalks, bridge, street paving, ADA ramps in low/mod income areas	\$ 205,033
♦	Boys & Girls Club of Martinsburg, Inc. – Fire alarm system	\$ 55,000
♦	Leeland Park – Improvements to existing facility	\$ 34,000
	Sub-total =	\$ 294,033
□	HOUSING –	
♦	Homebuyer Assistance Grants (Multi-year)	\$ 14,743
	Sub-total =	\$ 14,743
□	PUBLIC SERVICES –	
♦	C-CAP/Loaves & Fishes – Emergency Housing Assistance/Eviction Prevention: increase emergency housing funds for 100 households.	\$ 5,000
♦	Court Appointed Special Advocates (CASA) – Provide case management services for 5 children in foster care.	\$ 5,000
♦	Children’s Home Society-Safe Haven Child Advocacy Center – Provide coordination of investigative services to abused children.	\$ 5,000
♦	Meals on Wheels – Serve meals to 20 to 25 additional elderly persons unable to pay the fee.	\$ 3,000
	Sub-total =	\$ 18,000

TOTAL = \$ 408,470



b. HOME Funds:

The following projects and activities are proposed for HOME funds:

□	PROGRAM ADMINISTRATION –	
◆	General Administration	\$ 53,372
	Sub-total =	\$ 53,372
□	CHDO SET-A-SIDE –	
◆	CHDO Set-A-Side (HOME Grant)	\$ 80,058
◆	CHDO Set-A-Side (State Grant)	\$ 16,221
	Sub-total =	\$ 96,279
□	PROJECTS –	
◆	Martinsburg – Homebuyer Assistance	\$ 88,731
◆	Berkeley County – Homebuyer Assistance	\$ 170,004
◆	Berkeley County – Uncommitted	\$ 84,965
◆	Jefferson County – New Affordable Housing	\$ 129,174
◆	Jefferson County – Uncommitted	\$ 64,558
◆	Morgan County – Homebuyer Assistance	\$ 53,284
◆	Morgan County – Tenant Based Rental Assistance	\$ 9,633
	Sub-total =	\$ 600,349

TOTAL = \$ 750,000

c. ADD Funds:

The following projects and activities are proposed for ADDI funds:

□	ADDI –	
◆	Downpayment Assistance	\$ 8,501
	Sub-total =	\$ 8,501

TOTAL = \$ 8,501

The following are the total funding sources:

◆	HOME Grant	\$ 533,722
◆	State HOME Grant	\$ 108,139
◆	Local Share	\$ 108,139
◆	ADDI Grant	\$ 8,501

Total = \$ 758,501



D. SUMMARY OF PRIORITIES, GOALS, BUDGETS, AND ANTICIPATED ACCOMPLISHMENTS:

Outlined below is the List of Strategic Initiatives which sets the goals and objectives for the next five years.

1. FY 2005-2009 STRATEGIC INITIATIVES WITH GOALS AND OBJECTIVES –

a. Housing Strategy – HS:

- HS-1. Provide assistance for homeownership
- HS-2. Provide rehabilitation assistance for owner occupants
- HS-3. Provide emergency repair assistance
- HS-4. Perform a housing conditions survey
- HS-5. Inspect rental housing units
- HS-6. Promote fair housing opportunities
- HS-7. Assist in the development of affordable housing
- HS-8. Provide accessibility for the handicapped
- HS-9. Provide rental assistance to tenants

b. Homeless Strategy – HA:

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

c. Community Development Strategy – CD:

- CD-1. Improve city's infrastructure
- CD-2. Assist target income persons
- CD-3. Assist programs for youth
- CD-4. Assist programs for the elderly
- CD-5. Assist the special needs population
- CD-6. Improve community facilities
- CD-7. Remove slum & blighting conditions
- CD-8. Improve the environment
- CD-9. Provide code enforcement
- CD-10. Provide matching funds for public service providers

d. Economic Development Strategy – ED:

- ED-1. Promote new commercial/industrial development
- ED-2. Promote the development of a one – stop center for E.D.
- ED-3. Assist in the creation of new job opportunities



- e. **Anti-poverty Strategy – AP:**
 - AP-1. Assist in workforce development
 - AP-2. Promote supportive services

- f. **Administration & Management – AM:**
 - AM-1. Program administration
 - AM-2. Planning and management

2. FIVE YEAR STRATEGIC INITIATIVES THAT WILL BE ADDRESSED IN FY 2007 –

During the FY 2007 CDBG Program Year, the City of Martinsburg proposes to address the following goals and specific objectives from the above list:

- **HOUSING STRATEGY – HS:**
 - ◆ **HS-1 Provide assistance for homeownership**
 - First Time Homebuyer Assistance
 - ADDI Funds for Homeownership downpayment.
 - ◆ **HS-7 Assist in the development of affordable housing**
 - CHDO Set-A-Side

- **COMMUNITY DEVELOPMENT STRATEGY – CD:**
 - ◆ **CD-1 Improve city’s infrastructure**
 - Street, sidewalks, bridge, street paving, ADA ramps in CDBG areas.
 - ◆ **CD-2 Assist target income persons**
 - Emergency housing assistance/eviction prevention to increase emergency housing funds for 100 households.
 - ◆ **CD-3 Assist programs for youth**
 - Installation of a new fire alarm system in the Boys & Girls Club.
 - Provide coordination of investigative services to abused children under the Children’s Home Society.
 - Provide case management services for 5 children in foster care under CASA.
 - ◆ **CD-4 Assist programs for the elderly**
 - Provide funds to Meals on Wheels to serve meals for 20 to 25 additional elderly persons who are unable to pay.
 - ◆ **CD-6 Improve community facilities**
 - Improvements to Leeland Park, which includes existing facility improvements to the kiosk, benches, and grills.

- **ADMINISTRATION & MANAGEMENT – AM:**
 - ◆ **AM-1 Program administration**
 - Administration, general oversight, planning and management



3. ACTIVITIES TO BE UNDERTAKEN IN FY 2007 –

The City of Martinsburg, WV proposes to undertake the following activities and projects with the FY 2007 CDBG, HOME, ADDI funds. These activities and projects were identified in the needs analysis addressed in the Five Year Consolidated Plan.

a. CDBG Funds:

The following projects and activities will be funded with CDBG funds:

- **PROGRAM ADMINISTRATION –**
 - ♦ General Administration & Planning \$ 81,694
 - Sub-total = \$ 81,694**

- **PUBLIC FACILITY IMPROVEMENTS –**
 - ♦ Street, sidewalks, bridge, street paving,
ADA ramps in low/mod income areas \$ 205,033
 - ♦ Boys & Girls Club of Martinsburg, Inc. –
Fire alarm system \$ 55,000
 - ♦ Leeland Park – Improvements to
existing facility \$ 34,000
 - Sub-total = \$ 294,033**

- **HOUSING –**
 - ♦ Homebuyer Assistance Grants (Multi-year) \$ 14,743
 - Sub-total = \$ 14,743**

- **PUBLIC SERVICES –**
 - ♦ C-CAP/Loaves & Fishes – Emergency
Housing Assistance/Eviction Prevention:
increase emergency housing funds for
100 households. \$ 5,000
 - ♦ Court Appointed Special Advocates (CASA) –
Provide case management services for
5 children in foster care. \$ 5,000
 - ♦ Children’s Home Society-Safe Haven Child
Advocacy Center – Provide coordination of
investigative services to abused children. \$ 5,000
 - ♦ Meals on Wheels – Serve meals
to 20 to 25 additional elderly persons
unable to pay the fee. \$ 3,000
 - Sub-total = \$ 18,000**

TOTAL = \$ 408,470



b. HOME Funds:

The following projects and activities are proposed for HOME funds:

□	PROGRAM ADMINISTRATION –	
◆	General Administration	\$ 53,372
		Sub-total = \$ 53,372
□	CHDO SET-A-SIDE –	
◆	CHDO Set-A-Side (HOME Grant)	\$ 80,058
◆	CHDO Set-A-Side (State Grant)	\$ 16,221
		Sub-total = \$ 96,279
□	PROJECTS –	
◆	Local Capital Projects (HOME Grant)	\$ 400,292
◆	Local Capital Projects (State Grant)	\$ 91,918
◆	Local Capital Projects (Local Share)	\$ 108,139
		Sub-total = \$ 600,349
<hr/> <hr/>		
TOTAL = \$ 750,000		

c. ADD Funds:

The following projects and activities are proposed for ADDI funds:

□	ADDI –	
◆	Downpayment Assistance	\$ 8,501
		Sub-total = \$ 8,501
<hr/> <hr/>		
TOTAL = \$ 8,501		

The following are the total funding sources:

◆	HOME Grant	\$ 533,722
◆	State HOME Grant	\$ 108,139
◆	Local Share	\$ 108,139
◆	ADDI Grant	\$ 8,501
<hr/> <hr/>		
Total = \$ 758,501		



**FY 2007 ANNUAL ACTION PLAN
LIST OF PROPOSED ACTIVITIES/PROJECTS**

Project ID Number	Project Title/Description	Project Amounts	Other Funds	Goals/ Objectives
CD-07-01	Administration & Planning	\$81,694	-0-	AM-1
CD-07-02	Street, Sidewalks, Bridge, Street Paving, ADA ramps in CDBG area.	\$205,033	-0-	CD-1
CD-07-03	Homebuyer Assistance (Multi-year)	\$14,743	-0-	HS-1
CD-07-04	Leeland Park – Improvements to an existing facility: kiosk, benches and grills.	\$34,000	-0-	CD-6
CD-07-05	Boys & Girls Club – Fire Alarm System	\$55,000	-0-	CD-3
CD-07-06	Congregational Community Assistance Program (C-CAP) – Emergency Rent Assistance/Eviction Prevention	\$5,000	-0-	CD-2
CD-07-07	Court Appointed Special Advocates Case Management Services (CASA) - to abused children in foster placement	\$5,000	-0-	CD-3
CD-07-08	Children's Home Society of West Virginia – Safe Haven Children Advocacy Center	\$5,000	-0-	CD-3
CD-07-09	Meals on Wheels, Inc. – Feeding Program	\$3,000	-0-	CD-4
HOME-07-10	General Administration for the HOME Program.	\$53,372	-0-	AM-1
HOME-07-11	CHDO Set-A-Side Projects	\$96,279	-0-	HS-1
HOME-07-12	Martinsburg – Homebuyer Assistance	\$72,748	\$15,983 Local Funds	HS-1
HOME-07-13	Berkeley County – Homebuyer Assistance	\$170,004	-0-	HS-1
HOME-07-14	Berkeley County – Uncommitted	\$39,038	\$45,927 Local Funds	-



HOME-07-15	Jefferson County – New Affordable Housing	\$129,174	-0-	HS-7
HOME-07-16	Jefferson County – Uncommitted	\$29,662	\$34,896 Local Funds	-
HOME-07-17	Morgan County – Homebuyer Assistance	\$41,951	\$11,333 Local Funds	HS-1
HOME-07-18	Morgan County – Tenant Based Rental Assistance	\$9,633	-0-	HS-9
ADDI-07-19	ADDI Program – Downpayment Assistance	\$8,501	-0-	HS-1
TOTALS:		\$1,058,832	\$108,139	-

4. NUMBER OF PERSONS BENEFITING –

Attached are the Project Activity Description forms for the following FY 2007 Activities:

Project ID Number	Project Title/Description	Number of Persons Benefiting	Project Amount
CD-07-01	Administration & Planning	14,972	\$81,694
CD-07-02	Street, Sidewalks, Bridge, Street Paving, ADA ramps in CDBG area.	7,424	\$205,033
CD-07-03	Homebuyer Assistance (Multi-year)	1	\$14,743
CD-07-04	Leeland Park – Improvements to an existing facility: kiosk, benches and grills.	100	\$34,000
CD-07-05	Boys & Girls Club – Fire Alarm System	500	\$55,000
CD-07-06	Congregational Community Assistance Program (C-CAP) – Emergency Rent Assistance/Eviction Prevention	150	\$5,000
CD-07-07	Court Appointed Special Advocates Case Management Services (CASA) - to abused children in foster placement	5	\$5,000



CD-07-08	Children's Home Society of West Virginia – Safe Haven Children Advocacy Center	60	\$5,000
CD-07-09	Meals on Wheels, Inc. – Feeding Program	30	\$3,000
HOME-07-10	General Administration for the HOME Program.	N/A	\$53,372
HOME-07-11	CHDO Set-A-Side Projects	TBD	\$96,279
HOME-07-12	Martinsburg – Homebuyer Assistance	4	\$88,731
HOME-07-13	Berkeley County – Homebuyer Assistance	17	\$170,004
HOME-07-14	Berkeley County – Uncommitted	TBD	\$84,965
HOME-07-15	Jefferson County – New Affordable Housing	3	\$129,174
HOME-07-16	Jefferson County – Uncommitted	TBD	\$64,558
HOME-07-17	Morgan County – Homebuyer Assistance	4	\$53,284
HOME-07-18	Morgan County – Tenant Based Rental Assistance	3	\$9,633
ADDI-07-19	ADDI Program – Downpayment Assistance	5	\$8,501



E. GENERAL QUESTIONS:

1. GEOGRAPHIC AREAS OF THE JURISDICTION –

The City of Martinsburg, known as the "*Gateway to the Shenandoah Valley*", is located in the Eastern Panhandle region of West Virginia. The city is located in the center of Berkeley County which is bounded on the north by the Potomac River and Washington County, Maryland; on the east by Jefferson County, West Virginia; on the south by Frederick County, Virginia; and, on the west by Morgan County, West Virginia.

Martinsburg is the county seat and long-standing commercial and cultural hub of the county and the Eastern Panhandle. It is the state's fastest growing municipality among those with a population of 10,000 or more.

The community is situated along the Old Cumberland Trail which was a major route during the 1700s and 1800s to points west and changed hands several times during the Civil War. Martinsburg is abundant with old-world charm, a bustling downtown and numerous historically significant structures.

In 2002, the U.S. Census Bureau declared that Berkeley County was part of the Hagerstown, Maryland – Martinsburg, West Virginia Metropolitan Statistical Area. It is the proximity to the Washington, DC metropolitan area that is the driving force behind the economic and population growth experienced by the Eastern Panhandle and the City of Martinsburg. Martinsburg and its leaders strive to ensure that the community's serenity of small town living remains unwavering during these exciting times of sustained growth.

In 2006, the City of Martinsburg joined together with Berkeley County, Jefferson County and Morgan County to form the Eastern Panhandle HOME Consortium. Under the FY 2007 HUD Budget, the Eastern Panhandle HOME Consortium received an allocation of \$533,722 in HOME funds.

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 website, <http://factfinder.census.gov>.

a. Population:

- ◆ As of 2000, the City's population was 14,972.
- ◆ Between 1980 and 2000, population increased by approximately 15%.



- ♦ Population is expected to grow to 16,515 by 2010 (Comprehensive Plan projection).

b. Age:

- ♦ Median age in Martinsburg is 37 years compared to 36 for Berkeley County and 39 for West Virginia.
- ♦ Youth (under age 18) account for 23 percent of the population.
- ♦ Nineteen percent are seniors (age 62 or over).
- ♦ Largest segment is middle age adults – 29%.

c. Race/Ethnicity:

- ♦ Racial/ethnic composition of Martinsburg in the 2000 Census:
 - White 83.9%
 - African American 11.6%
 - Two or more races 2.2%
 - Other race 1.3%
 - Asian 0.6%
 - Native American 0.4%

d. Income Profile:

Income is the most important factor affecting a household’s access to housing and services. For purposes of the Consolidated Plan, HUD defines income levels, which are based on the area median household income, as shown below:

Consolidated Plan Income Levels

Income Level	% AMI
Extremely Low	0-30%
Very Low	31-51%
Moderate	51-80%
Middle	81-95%
Upper	95%+

The following are summary income statistics for Martinsburg:

- ♦ Median income in 1999 for Martinsburg (\$29,495) was 24 percent less than Berkeley County (\$38,763).
- ♦ 34 percent of households with earnings, received Social Security income.
- ♦ 4 percent of households with earnings, received public assistance.



- ◆ 21 percent of households with earnings, received retirement income.
- ◆ 20 percent of residents live in poverty.
- ◆ 35 percent of female-headed households live in poverty.
- ◆ 17 percent of all children live in poverty.

e. Low/Mod Income Profile:

The City of Martinsburg has a low- and moderate-income percentage of 50.37%. These low- and moderate-income statistics were obtained from the U.S. Department of Housing and Urban Development's website, www.hud.gov. Below is the low- and moderate-income chart that lists the low/mod percentages by Census Tract and Block Group for the City of Martinsburg.

CITY OF MARTINSBURG, WEST VIRGINIA LOW/MOD NUMBERS

TRACT	BLKGRP	POP100	HU100	LOWMOD	LOWMODUNIV	LOWMODPCT
971300	2	108	132	85	146	58.2
971400	2	254	119	107	294	36.4
971400	3	45	21	40	46	87.0
971500	1	946	441	418	885	47.2
971500	2	1097	471	688	1135	60.6
971500	3	744	373	473	737	64.2
971500	4	760	413	301	690	43.6
971600	1	943	455	455	923	49.3
971600	2	1351	621	405	1292	31.3
971600	3	727	336	247	832	29.7
971600	4	874	367	410	793	51.7
971600	5	603	404	408	599	68.1
971700	1	536	360	341	544	62.7
971700	2	591	318	361	511	70.6
971700	3	729	342	316	755	41.9
971700	4	1258	682	554	1303	42.5
971700	5	830	395	412	763	54.0
971700	6	626	315	324	634	51.1
971700	7	378	217	169	334	50.6
972000	2	38	18	0	29	0.0
971300	2	1041	370	698	982	71.1
971400	2	340	185	135	307	44.0



971500	3	0	0	0	0	0.0
971500	4	30	16	6	34	17.6
972000	2	123	61	71	172	41.3
City of Martinsburg Totals:				7,424	14,740	50.37%

f. Geographic Locations:

The geographic locations for the FY 2007 Activities/Project are:

CDBG Program Administration –

- ◆ General Administration & Planning – is citywide.

Public Facility Improvements –

- ◆ Street, Sidewalks, Bridge, Street Paving, ADA Ramps in the following low/mod census tracts and block groups:
C.T. 9715, B.G. 3
C.T. 9715, B.G. 4
C.T. 9716, B.G. 5
C.T. 9717, B.G. 1
- ◆ Boys & Girl Club – Fire Alarm System – is located in the follow Census tract and block group:
C.T. 9716, B.G. 5
- ◆ Leeland Park – is located in the follow Census tract and block group:
C.T. 9716, B.G. 5

Housing –

- ◆ Homebuyer Assistance Program – is citywide.

Public Services –

- ◆ CCAP – Emergency Rent Assistance/Eviction – is citywide.
- ◆ Children’s Home Society – Safe Haven Child – is citywide.
- ◆ Court Appointed Special Advocates Case Management Services – is citywide.
- ◆ Meals on Wheels, Inc. – Feeding Program – is citywide.



g. Maps:

Included in this annual action plan for FY 2007 are the following maps:

- ◆ Population for the City of Martinsburg, West Virginia
- ◆ Population for the County of Morgan, West Virginia
- ◆ Population for the County of Berkeley, West Virginia
- ◆ Population for the County of Jefferson, West Virginia
- ◆ Minority Percentages by Census Tract Map for the City of Martinsburg, West Virginia
- ◆ Minority Percentages by Census Tract Map for the County of Morgan, West Virginia
- ◆ Minority Percentages by Census Tract Map for the County of Berkeley, West Virginia
- ◆ Minority Percentages by Census Tract Map for the County of Jefferson, West Virginia
- ◆ Low- and Moderate-Income Census Tracts Map for the City of Martinsburg, West Virginia
- ◆ Low- and Moderate-Income Census Tracts Map for the County of Morgan, West Virginia
- ◆ Low- and Moderate-Income Census Tracts Map for the County of Berkeley, West Virginia
- ◆ Low- and Moderate-Income Census Tracts Map for the County of Jefferson, West Virginia
- ◆ FY 2007 Annual Action Plan Activity/Project Map



2. BASIS FOR ALLOCATION OF FUNDING –

The City of Martinsburg has allocated its CDBG funds for FY 2007 based on which principally benefiting 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 criteria, 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 limited populations, which are very low-income.

The total amount of CDBG funds is \$408,470, of which 20% is for administration and 80% is allocated for project activities. All of the funds (\$326,776) for project activities, principally benefit low- and moderate-income persons (100%).

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%).

3. MEETING UNDERSERVED NEEDS –

Despite City and service provider efforts, there remains a number of significant numbers 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 2007 Program proposes to address the needs of its elderly population by providing funds for:

- ◆ Emergency Housing Assistance through C-CAP
- ◆ Meals on Wheels, Inc. – Feeding Program



The City is also addressing the high cost of housing by providing funds for housing assistance for low-income families to purchase a house that they can afford. C-CAP will also be provided with funds to assist low-income households from being evicted.

Through the Eastern Panhandle HOME Consortium, the City of Martinsburg will be budgeting its HOME allocating to homebuyer assistance to low-income households. These funds will be used in conjunction with \$14,743 in FY 2006 CDBG funds and \$47,257 in reprogrammed FY 2006 CDBG funds.

4. RESOURCES EXPECTED TO BE MADE AVAILABLE –

The following financial resources are presented for the FY 2007 Annual Action Plan which is anticipated to be received to address the priority needs and specific objectives identified in the City's Five Year Consolidated Plan and Strategy.

a. Federal Resources:

During the FY 2007 Program Year, the City of Martinsburg, WV anticipates the following Federal Financial resources:

Entitlement Funds:

♦	CDBG Funds	\$ 408,470
♦	HOME Funds	\$ 533,722
♦	WV HOME Funds	\$ 108,139
♦	Local Share	\$ 108,139
♦	ADDI Funds	\$ 8,501
♦	ESG Funds	\$ -0-
♦	HOPWA Funds	\$ -0-

Total = \$1,166,971

Public Housing:

The Housing Authority of the City of Martinsburg will receive \$394,752 as a HUD Capital Fund Grant for FY 2007. These funds will be used for the following activities:

♦	Operations	\$ 55,002
♦	Management Improvements	\$ 12,000
♦	Fees and Costs	\$ 10,000
♦	Site Improvements	\$ 78,750
♦	Dwelling Improvements	\$ 159,000
♦	Dwelling Equipment – Nonexpendable	\$ 0



♦ Non-dwelling Equipment	\$ 80,000
Total =	\$ 394,752

b. Other Resources:

The following public (non-federal) and private financial resources are anticipated to be available to the City of Martinsburg to address the needs identified in the Five Year Consolidated Plan.

State of West Virginia:

The Eastern Panhandle HOME Consortium will receive the following grant from the State of West Virginia:

♦ WV HOME Funds	\$ 108,139	(Included under Federal Resources)
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The State of West Virginia under its Community Partnership Funds Program and Legislative Digest Funds has not allocated any grants this year. Some state funds are anticipated, but the type of grants and the amounts are unknown at this time.

Other Funds:

The Telamon Corporation has received the following commitment of funds which it will use for its housing and social service programs in FY 2007:

♦ CSBG	\$ 315,734
♦ Farmworker Job Program	\$ 186,426
♦ Transitional Veterans Housing	\$ 110,171
♦ HOME	\$ 180,000 *
♦ USDA/RD	\$ 224,100
♦ SHP Transitional Housing for families	\$ 210,627
♦ CoC Permanent Housing	\$ 28,071
♦ CoC Permanent Housing for the Chronic Homeless	\$ 287,326

Note:

* *HOME Leveraged funds for 9 Self-help families at \$20,000 each matching their \$100,000 USDA Section 502 Self Help Loan.*

Shalom Resource Center has received a commitment for a Community Service Block Grant (CSBG) through the WV Mental Health Consumer's Association. Shalom Resource Center offers counseling and support to



homeless, the very low-income mental health consumers, and Veterans. This is a joint project of the WVMHCA and the Martinsburg-Berkeley County Coalition for the Homeless.

The Community Networks has received a commitment for the following funds:

◆	CDBG – Steps/sidewalk at Bethany House	\$ 11,000
◆	ESG Funds for Bethany House	\$ 20,000
◆	Hope Living/Learning Center	\$ 9,000
◆	HIV/AIDS Program	\$ 7,000
◆	Support Housing Program Grant	\$ 74,240
◆	HOPWA	\$182,160

USDA/Rural Development recently approved funds for rental assistance in the City of Martinsburg. Also, the USDA Rural Development Section 502 Rural Housing Loans and the Guaranteed Loan Program are eligible for use within the city limits of Martinsburg.



F. MANAGING THE PROCESS:

1. AGENCIES ADMINISTERING PROGRAMS –

The administering agency is the City of Martinsburg's Community Development Department. Its responsibility will be to administer the CDBG funds and monitor the sub-recipients. The City of Martinsburg is the Representative Member of the Eastern Panhandle HOME Consortium and will be responsible for administrating the HOME funds through its Community Development Department.

2. PLAN DEVELOPMENT PROCESS –

There are many components that make-up the Annual Action Plan. These include: request for proposals for Funding (RFP's) from organizations; citizen participation; and the development of the annual action plan. Each component of this plan helps serve the low- and moderate-income population in the community.

Request for Proposal (RFP) –

The first step of the planning process for the FY 2007 Annual Action Plan started with a mailed solicitations on December 4, 2006 to community organizations and non-profits by requesting proposals by 4:00 P.M. on Thursday, January 11, 2007.

Citizen Participation Process –

The next step of the FY 2007 Annual Action Plan is promoting citizen participation. On January 4, 2007 the City had the first of two (2) Public Hearing Notices published in The Journal. The Public Hearing was held on Thursday, January 11, 2007 at 6:30 P.M. in the J. Oakley Seibert Council Chambers in City Hall. In this stage, the citizens gave their input and ideas on how the funds should be spent to help the low- and moderate-income population.

On March 29, 2007 the City published in The Journal the last of the two (2) Public Hearing Notices. The Public Hearing was held on Thursday, April 12, 2007 at 6:30 P.M. in the J. Oakley Seibert Council Chambers in City Hall. In this stage, the citizens were given the opportunity to comment on the draft version of the FY 2007 Annual Action Plan before City Council approved the FY 2007 Annual Action Plan on Thursday, May 10, 2007.



The Eastern Panhandle HOME Consortium members also followed the citizen participation process. Public hearings were held by each of the participating jurisdictions:

- ◆ City of Martinsburg on December 12, 2006
- ◆ Berkeley County on December 12 , 2006
- ◆ Jefferson County on February 8, 2007
- ◆ Morgan County on December 8, 2006

The following schedule was used in the preparation of the FY 2007 Annual Action Plan:

Extensive citizen, provider, and stakeholder consultation	December 4, 2006 through April 12, 2007
Public Hearing on Housing & Community Development Needs	January 11, 2007
Publish Consolidated Annual Plan and Amended Five Year Consolidated Plan in newspaper	March 29, 2007
Put the FY 2007 Annual Action Plan & Amended Five Year Consolidated Plan on display; begin 30 day public comment period	April 9, 2007
Second Public Hearing	April 12, 2007
End 30 day public comment period	May 10, 2007
City Council Approval of the Plan and the Amended Five Year Consolidated Plan	May 11, 2007
Submission of Annual Plan to HUD	May 15, 2007
Program year begins	July 1, 2007

3. ENHANCING COORDINATION AMONG AGENCIES –

The City of Martinsburg works closely throughout the year with the social service providers, housing providers, and healthcare agencies to develop the Annual Action Plan and assist in obtaining other funds. The City will also continue its active involvement with the Continuum of Care Organization.

The City is the lead agency in establishing the Eastern Panhandle HOME Consortium. This is a consortium of the city and the three (3) counties and the incorporated communities in the Eastern Panhandle of WV except for Bolivar, Harpers Ferry, and Bath. This is a cooperative venture of the local governments and the non-profit housing provider agencies which support the Consortium concept.



A HOME Consortium Council has been appointed by the four (4) jurisdictions forming the HOME Consortium. Each jurisdiction has appointed three (3) members and consist of non-profit agency members, bankers, realtors, planners, community development staff, etc. The director of the local regional planning agency is the chairperson of the Consortium Council.



G. CITIZEN PARTICIPATION:

1. CITIZEN PARTICIPATION –

Through the deliberate consultation with its citizens, agencies, neighborhood organizations and institutions, the City has developed this Annual Action Plan to improve the quality of life for all residents of Martinsburg, West Virginia.

The City of Martinsburg has an approved Citizen Participation Plan, as required by HUD, for the City’s Community Development Block Grant Program for FY 2007. The City of Martinsburg adopted the Citizens Participation Plan on April 20, 2004, which was submitted to and approved by HUD. The City has abided by its Citizen Participation Plan in the preparation and development of this FY 2007 Annual Action Plan.

The following schedule was used in the preparation of the FY 2007 Annual Action Plan:

Extensive citizen, provider, and stakeholder consultation	December 4, 2006 through April 12, 2007
Public Hearing on Housing & Community Development Needs	January 11, 2007
Publish Consolidated Annual Plan and Amended Five Year Consolidated Plan in newspaper	March 29, 2007
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Submission of Annual Plan to HUD	May 15, 2007
Program year begins	July 1, 2007



The FY 2007 Annual Action Plan was on display beginning April 9, 2007 at the following locations in the City of Martinsburg:

- ◆ Martinsburg City Hall
232 North Queen Street
Martinsburg, WV 25401

- ◆ Berkeley County Court House
West King Street
Martinsburg, WV 25401

- ◆ Martinsburg Public Library
King and Queen Streets
Martinsburg, WV 25401



2. PUBLIC NOTIFICATION AND PRINT MEDIA COVERAGE –

Attached are the following:

- ◆ Notice for Request for Funding Proposals for the CDBG Program - December 4, 2006
- ◆ Notice of First Public Hearing - January 4, 2007
- ◆ Notice of Second Public Hearing - March 29, 2007
- ◆ Newspaper Articles -

Attached are the following items for the Eastern Panhandle HOME Consortium:

- ◆ Notice of Public Hearing for Berkeley County - December 12, 2006
- ◆ Notice of Public Hearing for Jefferson County - December 12, 2006
- ◆ Notice of Public Hearing for Morgan County - December 8, 2006



3. SUMMARY OF PUBLIC COMMENTS –

Attached are the following:

- ♦ Sign-In Sheet for First Public Hearing - January 11, 2007
- ♦ Summary Minutes of First Public Hearing - January 11, 2007
- ♦ Sign-in Sheet for Second Public Hearing - April 12, 2007
- ♦ Summary Minutes of Second Public Hearing - April 12, 2007

Attached are the following items for the Eastern Panhandle HOME Consortium:

- ♦ Sign-In Sheet for Berkeley County Public Hearing - December 12, 2006
- ♦ Summary Minutes for Berkeley County Public Hearing - December 12, 2006
- ♦ Sign-In Sheet for Jefferson County Public Hearing - January 12, 2006
- ♦ Summary Minutes for Jefferson County Public Hearing - January 12, 2006
- ♦ Sign-In Sheet for Morgan County Public Hearing - February 8, 2007
- ♦ Summary Minutes for Morgan County Public Hearing - February 8, 2007

There were not written comments received on the FY 2007 Annual Action Plan.



H. INSTITUTIONAL STRUCTURE:

1. INSTITUTIONAL STRUCTURE –

The Annual Action Plan will be administered by the City of Martinsburg's Community Development Department. Its responsibility will to administer the CDBG funds, monitoring the sub-recipients, and to work with these agencies to benefit the low- and moderate-income persons.

The City's Community Development Department will coordinate activities among the public and private agencies and social service 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 Consolidated 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.

a. **Public Sector:**

City of Martinsburg

The City's Community Development Department will be responsible for the administration of the City's community development and HOME programs, including some of the local programs that assist target income residents. The Department's responsibilities will include managing and implementation of the City's affordable housing policies, including the Consolidated Plan and related documents.

Several other City Departments will also be involved, including: Engineering & Planning; Code Enforcement; Public Works; Police; Fire; Water and Sewer.

Berkeley County Health Department

The Berkeley County Health Department offers a variety of services to City and County residents, including:

- ◆ Alcohol and Drug Services



- ◆ Children's Services
- ◆ Family Assistance
- ◆ Mental Health Services
- ◆ Public Health Services
- ◆ Senior Services
- ◆ Emergency Services

The Housing Authority of the City of Martinsburg

The Housing Authority of the City of Martinsburg is the major owner of affordable housing in the community. The Housing Authority administers the Housing Choice (Section 8) Voucher Program the City, Berkeley County and Jefferson County, and Morgan County. The City Council, as the appointing authority of the Board Members of the Housing Authority, will continue to work in close consultation with the Housing Authority regarding affordable housing issues in Martinsburg.

Martinsburg – Berkeley County Parks & Recreation Board

The Parks & Recreation Board is a principal provider of the recreational services for City and County residents. The City will continue to work in close consultation with the Board to improve and expand recreational facilities and programs.

Berkeley County Development Authority

The Development Authority manages several economic development initiatives within the City and across the County. The City of Martinsburg will continue to support and partner with the Authority in meeting its organizational objectives.

Berkeley County Board of Education

The City will continue to support and collaborate with the Board of Education in meeting their education, vocational, extra-curricular, and workforce development objectives.

Berkeley County Senior Services

Berkeley County Senior Services is the primary service and program provider to Martinsburg's elderly population. The City will continue to work in close consultation with the address to meet their organizational objectives.



WV Bureau of Employment Programs

The Bureau is the primary employment service provider within the community. The City will continue to support and assist in meeting the Bureau's employment and workforce development objectives.

b. Non-Profit Agencies –

There are several non-profit agencies that serve target income households in the greater Martinsburg area. The City will collaborate with service providers, including:

- ◆ The Telamon Corporation
- ◆ Union Rescue Mission
- ◆ Shenandoah Women's Center
- ◆ Community Networks, Inc.
- ◆ AIDS Network
- ◆ Kings Daughters Court
- ◆ Health and Human Services Collaborative of the Eastern Panhandle
- ◆ Habitat for Humanity of the Eastern Panhandle
- ◆ East Ridge Health Systems
- ◆ Shalom Resource Center
- ◆ Boys & Girls Club
- ◆ Court Appointed Special Advocates (CASA)
- ◆ Children's Home Society
- ◆ Congregational – Community Assistance Program (C-CAP)
- ◆ Meals on Wheels, Inc.

c. Private Sector –

The private sector is an important collaborator in the services and programs associated with the Consolidated Plan. The private sector brings additional resources and expertise that can be used to supplement existing services or fill in the 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.



d. Coordination –

The City is committed to continuing its participation and coordination with federal, state, county, and local agencies, as well as with the private and non-profit sectors, to serve the needs of target income individuals and families in the community.

This coordination was evidenced by the City's leadership role in forming the Eastern Panhandle HOME Consortium and the City's involvement in the Eastern Panhandle Continuum of Care Organization.



I. MONITORING:

1. MONITORING –

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

CDBG funded activities will be monitored periodically during the construction phase and a final inspection will be performed which will detail the cost benefit and benefit to low- and moderate-income persons. During the on-site inspections, compliance with the local building and housing codes will be reviewed. Copies of financial statements and audit reports will be required and kept on file for those activities which trigger Davis-Bacon Wage Rates, employee payrolls will be required prior to payments and on-site employee interviews will be held. These monitoring standards will be 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 & Urban Development (HUD) are complete and accurate.

For projects, other than CDBG funded activities, a similar reporting format will be used to monitor the Consolidated Plan progress.

The City of Martinsburg will provide citizens with reasonable notice of, and the opportunity to comment on its Annual Action Plan, its performance under previously funded CDBG Program Years, and substantial amendments to the Five Year Consolidated Plan and Annual Action Plans. The City of Martinsburg will respond within 15 days in writing to any written complaints or inquiries from citizens in regard to the CDBG Program, its housing strategy, or its C.A.P.E.R. This is enumerated in its Citizen Participation Plan.



J. LEAD-BASED PAINT:

1. LEAD-BASED PAINT –

Lead-based paint in residential units can pose severe health risks for children. HUD provides a general formula to estimate the potential presence of lead-based paint (LBP) in housing units built prior to 1979, before this type of paint was banned. These estimates for Martinsburg are shown in the table below.

Estimate of Units with Lead-Based Paint

Year Unit Built	Number of Units	Est. % of Units with LBP	Est. No. of Units with LBP
Pre-1940	2,884	90%	2,596
1940-59	1,314	80%	1,051
1960-79	1,244	62%	771
Total	5,442	--	4,418

- ◆ The Berkeley County Health Dept does not maintain records on elevated lead blood levels, however the WV Office of Maternal, Child & Family Health maintains these records on a geographical basis. According to the WVCLPPP surveillance information, 33 cases of elevated blood lead levels were identified in Martinsburg for the period of January 1, 1999 through December 31, 2003. Most of these cases were children, aged 6 years or less.
- ◆ The City of Martinsburg Code Enforcement office handles lead-based paint abatement for the City.
- ◆ The City is utilizing lead-based paint abatement procedures, in accordance with the Residential Lead-Based Paint Hazard Reduction Act (Title X) and the new regulations adopted in 1999, as a part of its emergency housing rehabilitation program.



K. SPECIFIC HOUSING OBJECTIVES:

1. SPECIFIC HOUSING OBJECTIVES –

a. Housing Strategy:

The primary elements of the City's housing strategy over the five years are to support the development of new housing opportunities, maintain and conserve the community's affordable housing stock and neighborhoods, expand homeownership opportunities, and address housing needs of lower income persons including the homeless and special needs populations.

The City of Martinsburg set forth the priority activities to be followed in the five year plan as follows:

Priority based on household need:

- ◆ Very Low and Low Income Owner Households
- ◆ Very Low and Low Income Renter Household
- ◆ Homeless Families and Individuals
- ◆ Non-Homeless Special Needs Persons

Priority based on activity:

- ◆ Homeownership Assistance
- ◆ Owner-occupied Rehabilitation
- ◆ Emergency Repair
- ◆ Rental Housing Inspections
- ◆ Fair Housing Services
- ◆ Support Facilities and Public Services
- ◆ Homeless Persons, Individuals, and Families Assistance

The Consolidated Plan includes a narrative describing the housing needs of target income families, homeless families, and others with special needs that require supportive services. The Plan includes a one year budget for applying available resources to the identified needs.



Listed below are the Housing Strategy Goals and Objectives and the priorities for the City of Martinsburg outlined in the five year consolidated plan.

HS Code	Activity	Priority	Fund Source
HS-1.	Provide assistance for homeownership	High	HOME Funds
HS-2.	Provide rehabilitation assistance for owner occupants	Medium	CDBG, State, Other Federal Funds
HS-3.	Provide emergency repair assistance	High	CDBG, Other Federal Funds
HS-4.	Perform a housing conditions survey	High	CDBG Funds
HS-5.	Inspect rental housing units	Medium	City Funds
HS-6.	Promote fair housing opportunities	High	CDBG, City Funds
HS-7.	Assist in the development of affordable housing	Medium	CDBG, HOME, City, Other Federal Funds
HS-8.	Provide accessibility for the handicapped	Medium	CDBG, City, Other Federal Funds
HS-9.	Provide rental assistance to tenants.	Low	HOME, Other Funds
HA-1	Assist in developing housing for the homeless	High	HOME, Other Federal Funds
HA-2	Promote support services for the homeless	Medium	CoC, CSBG, Other Federal Funds
HA-3	Promote housing vouchers	Medium	Section 8, HACM

2. USE OF AVAILABLE RESOURCES –

During the FY 2007 CDBG Program Year, the City of Martinsburg proposes to address the following Housing goals and specific objectives:

HOUSING STRATEGY – HS:

- ♦ **HS-1 Provide assistance for homeownership**
 - Utilize the Eastern Panhandle HOME Consortium to obtain an annual entitlement grant for home ownership opportunities.
 - Use of CDBG funds for first time homebuyer assistance.



- ◆ **HS-7 Assist in the development of affordable housing**
 - Use of the HOME funds to reduce the sales price of housing to make it affordable to lower income homebuyers.

- ◆ **HS-9 Provide rental assistance to tenants**
 - Use of the HOME funds to reduce the rent of an apartment to make it affordable to lower income homebuyers.



L. NEEDS OF PUBLIC HOUSING:

1. NEEDS OF PUBLIC HOUSING –

The City Council appoints the Commissioners to the Board of the Housing Authority of the City of Martinsburg. 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.

The following activities and programs will be undertaken during the FY 2007 Program Year that will address the needs of Public Housing residents:

a. Capital Fund Program:

For FY 2007, the Housing Authority of the City of Martinsburg will receive \$394,752 in a grant under the Capital Fund Program. Funds will be used for:

♦	Operations	\$ 55,002
♦	Management Improvements	\$ 12,000
♦	Fees and Costs	\$ 10,000
♦	Site Improvements	
-	Adam Stephens Homes – Landscaping	\$ 2,000
-	Horatio Gates Village - Landscaping	\$ 2,000
-	Leeland Apartments - Landscaping	\$ 1,500
-	Ambrose Towers - Landscaping	\$ 1,500
-	Ambrose Towers - Outdoor pavilion	\$ 20,000
-	Stone Haven - Landscaping	\$ 1,750
-	Stone Haven - Expand parking lot	\$ 30,000
-	Stone Haven - Outdoor pavilion	\$ 20,000
♦	Dwelling Improvements	
♦	Adams Stephens Homes -	\$ 5,000
	Replace window glass	
-	Horatio Gates Village - Key card system	\$ 7,000
-	Horatio Gates Village -	\$ 5,000
	Replace window glass	
-	Leeland Apartments -	\$ 2,000
	Replace window glass	
-	Ambrose Towers - Commodes	\$ 57,500
-	Ambrose Towers - Floor tile	\$ 10,000
-	Ambrose Towers -	\$ 2,500
	Replace window glass	
-	Stonewall Haven - Commodes	\$ 57,500
-	Stonewall Haven - Floor tile	\$ 10,000



-	Stonewall Haven - Replace window glass	\$ 2,500
♦	Non-dwelling equipment	\$ 80,000
		\$394,752

b. Voucher Program:

The Housing Authority presently administers 285 Section 8 vouchers in the three (3) counties of the Eastern Panhandle of West Virginia. The Housing Authority has been losing Section 8 vouchers and the number of low-income families on the Housing Authority’s waiting list is increasing. With the formation of the HOME Consortium, funds could be made available for tenant based rental assistance.

c. Condition of Public Housing Units:

The Housing Authority of the City of Martinsburg maintains its existing public housing in good condition. The annual capital improvements are for modernization and upgrades to their housing projects. A more complete description is presented in the Housing Authority’s Five (5) Year CFP.

d. Section 504 Needs Assessment:

The Housing Authority has prepared a Section 504 Needs Assessment of its public housing projects. This is on file at the HUD offices and on file at the Housing Authority’s offices located at 703 Porter Avenue, Martinsburg, WV 25401. This assessment is incorporated in this report by reference.

2. HOUSING AUTHORITY PERFORMANCE –

The Martinsburg Housing Authority is not classified as “troubled” by HUD and is performing satisfactorily according to HUD guidelines and standards.



M. BARRIERS TO AFFORDABLE HOUSING

1. REMOVAL OF BARRIERS TO AFFORDABLE HOUSING –

The City will monitor and review public policies for discriminatory practices and/or impacts on housing availability. The City has completed its Analysis of Impediments to Fair Housing Choice.

To promote Fair Housing, the City Council has proclaimed April as Fair Housing Month in 2004, 2005, 2006, and 2007 and will continue this practice in the coming years. Attached is a copy of the 2007 proclamation.

In FY 2006, the City took the following actions to address identified barriers to fair housing:

Impediment: Lack of knowledge and awareness about housing discrimination and housing resources:

Actions:

Action	Time Table
Distributed pamphlets on Tenant’s Rights and Fair Housing to: City Hall, the Libraries, Social service organizations, charitable organizations, Code enforcement officers to handout during inspections.	Ongoing activity
Display Fair Housing Poster “Its Not an Option – It’s the Law”	Ongoing 2007
Provided fair housing information inserts in City utility bills	Ongoing 2007
Fair Housing Proclamation from City Council	March 8, 2007
Fair Housing Display and Literature Home Builders Home Show at Martinsburg Mall, in cooperation with Home Builders and REALTORS	March 2-4, 2007
Conducted Landlords Workshop at Mountain State University. Attended by 50 local landlords and REALTORS. Co-sponsored by the City of Martinsburg, Eastern Panhandle Assn. of REALTORS, Home Builders Assn. of the Eastern Panhandle.	April 17, 2007

The City is fostering and maintaining affordable housing through development an emergency housing repair program. The City is providing funds for emergency home repairs and handicapped accessibility to be used in conjunction with the WVHDF HELP program which is administered by the Telamon Corporation for lower income households. 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.

Attached is a copy of the City of Martinsburg's Fair Housing Goals and Strategies for FY 2007.



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

The City of Martinsburg has recently been designed a federal entitlement community 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, and Shepherdstown), and Morgan County (Paw Paw). The HUD office in Pittsburgh has been notified that the City of Martinsburg is the Representative Member of the consortium.

1. FORMS OF INVESTMENT OUTSIDE 24 CFR 92.205(b) –

The Eastern Panhandle HOME Consortium does not anticipate the receipt of any additional program income funds prior to July 1, 2007 that it has not yet programmed. There are no surplus funds from urban renewal settlements nor from float-funded activities.

The State of West Virginia has agreed to provide \$108,130 of its HOME funds so the Consortium will be able to reach the \$750,000 threshold. The balance of \$108,139 will be provided by the member jurisdiction in the HOME Consortium.

2. GUIDELINES FOR RESALE/RECAPTURE –

Resale and Recapture:

- ◆ The Consortium has adopted the HOME Program Resale/Recapture Policy for Homeownership Activities. The policy is based on the HOME Program rules found in 24 CFR Part 92.
- ◆ The issue of resale/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 resale or 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 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:



1. 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
 2. 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 resale or recapture for the homebuyer programs that the members of the Consortium have established are as follows:
1. The Consortium will require that a mortgage be placed on the property in its favor for the full amount of the HOME investment.
 2. Upon sale of the home by the HOME assisted household, the Consortium will recapture the full HOME investment from the net proceeds of the sale.
 3. The Consortium will determine the net proceeds by subtracting loan repayments and closing costs from the gross sale price of the home.
 4. 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.
 5. 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 prorated based on the time the homeowner has owned and occupied the unit measured against the required affordability period (5, 10, or 15 years).
 6. 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.
 7. The Consortium will use HOME funds that are recaptured to assist other income eligible homebuyers.



3. GUIDELINES FOR REFINANCING DEBT –

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

4. ADDI –

The ADDI funds will be used for down payment and closing costs assistance grants to families who earn no more than 80% of the area median income and who are first time homebuyers.



O. SPECIFIC HOMELESS PREVENTION ELEMENTS:

The Berkeley, Jefferson and Morgan Continuum of Care have joined the State of West Virginia Continuum of Care. West Virginia now has three (3) geographically-distinct Continuum of Care. The WVBOSCOC does incorporate local Continuum of Care planning efforts or regional homeless initiatives that have joined the balance of the State. Leaders of these local homeless initiatives are active participants in WVBOSCOC planning process. The following information has been obtained from the State of West Virginia Continuum of Care Application.

1. SOURCES OF FUNDS –

The Continuum of Care anticipates that it will receive the following funds in 2007:

♦ WV HELP	\$ 50,000
♦ ESGP - State	\$ 29,000
♦ SHP - State	\$ 74,420
♦ HOPWA - State	\$ 189,502

2. HOMELESSNESS –

Four major obstacles remain to achieve the goals of ending homelessness by 2010:

- a. There is not enough transitional housing or permanent supportive housing in the region.
- b. Chronic homeless people are difficult to reach, to keep engaged and keep reenrolled in services.
- c. Chronic homelessness also affects families and there are no remedies in place for this population. (Also, not all chronically homeless fit HUD’s definition of disabled.)
- d. An extensive, tightly-woven system of support services is needed to keep chronically homeless people successful housed. This support system has gaps in availability and capacity

The current Homelessness Strategy involves adopting a “housing first” approach to deal with people who are homeless, which is an essential first step to implement an effective strategy for ending homelessness. Once the individual’s housing is stabilized, then they can be connected with services required to meet



the other needs that led to the housing crisis in the first place. In addition, the nature and characteristics of homelessness must be widely understood. Case managers at emergency shelters will be trained to identify individuals who are at-risk of chronic homelessness – those who have a disabling condition, have experienced multiple episodes of homelessness, and have had difficulty maintaining housing and participating in supportive services, and work closely with the individual's service providers to keep each individual who is at risk of homelessness engaged in housing and services, particular treatment for mental illness and substance abuse.

Community Networks, Inc. operates shelter with intensive case management services for single females with children. Classes are provided in budgeting, parenting, and nutrition through case management staff, Department of Health and Human Services, and the Extension Service. Telamon Corporation and Community Networks, Inc. both provide transitional housing, which also emphasizes case management and self-sufficiency for women and families. Case Management sessions occur at one-on-one and in group meetings.

Telamon Corporation's Reliable Housing – Telamon will enter into lease agreements with private sector landlords for 18 apartments. Ten (10) of the units will be one bedroom units to meet the needs of homeless and small families. Five (5) will be two bedroom and three (3) will be three bedroom units in order to accommodate the housing needs of larger homeless families. Some of the supportive services which will be provided include: case management, basic life skills training, and mental health services and counseling. Approximately 30 families and 30 individuals will be served by this project in the Eastern Panhandle.

HOPE Living/Learning Center – The HOPE Living/Learning Center offers transitional housing for single females exiting emergency shelters that are unable to access affordable permanent housing. The site offers 11 efficiency units and is available to the person for up to 24 months. During this time, each participant meets with a mentor, who will help the participant develop an action plan outlining goals they wish to accomplish, ways to increase income, provide linkages to available community resources, complete routine budget reviews, and work on housekeeping items.

3. CHRONIC HOMELESSNESS –

In the Eastern Panhandle, persons identified to be living on the streets are approached by staff of Community Networks, Inc. often in conjunction with EastRidge Mental Health. In the past year the Charles Town Race Track demolished the stables workers had been occupying as last resort housing. The Race Track Chaplaincy continues to maintain regular contract with the workers in an effort to link them with housing, health care and other basic life services. An



affordable housing partnership in Jefferson County is exploring the development of single room occupancy housing for the race track workers.

4. HOMELESSNESS PREVENTION –

Rental Mortgage Assistance in the Eastern Panhandle is provided by: Community Networks, Inc./HIV/AIDS Program, Department of Health and Human Services, Telamon Corporation, Jefferson County Community Ministries, Congregational-Cooperative Action Program (C-CAP), and the AIDS Network.

Telamon Corporation and Community Networks, Inc., in the Eastern Panhandle, work closely with the City of Martinsburg's Building Inspector's office to identify those families that are living in housing that is unfit for human habitation. Telamon Corporation has outreach staff in their farmworker program that inform the Transitional Case Manager of any suspected homeless persons.

Transportation in the Eastern Panhandle region is provided by Community Networks, Inc., Red Cross, the AIDS Network, Telamon Corporation, Veterans Administration, Pan Tran Bus Service, and Wheels to Work.

5. DISCHARGE COORDINATION POLICY –

To ensure that discharges of persons from publicly-funded institutions or systems of care do not immediately result in homelessness. The following actions/steps need to be taken:

- ◆ Establish a Continuum of Care Discharge Planning Subcommittee, inclusive of representatives from publicly-funded institutions and systems of care.
- ◆ Develop a Memorandum of Understanding with agencies that commit to discharge planning that prevents homelessness and promote cooperation in developing housing plans prior to discharge from public institutions.
- ◆ Form cross-disciplinary "case review teams" to ensure that all services and follow-up are occurring according to discharged clients needs.
- ◆ Provide half day training on resources, HUD rules, and goals for direct line staff of the public institutions, as well as offer visits to area programs.



6. TRANSITIONAL HOUSING –

The following transitional housing facilities are located within the City of Martinsburg:

- ◆ STEPS – 6 units
- ◆ Victory House – 11 units
- ◆ HOPE Living/Learning Center – 11 units

7. PERMANENT SUPPORTIVE HOUSING –

There are several supportive housing facilities in the City of Martinsburg, including:

- ◆ Stepping Stones Cottages – mentally disabled
- ◆ East Ridge Health Systems – scattered apts. for behavioral health and developmentally disabled.

8. OTHER SPECIAL NEEDS HOUSING –

The City of Martinsburg under previous CDBG Program years has supported the housing needs of the elderly and persons with disabilities. The City provides funds in conjunction with the WVHDF HELP Program which provides funds for emergency repairs for homeowners and the installation of improvements for handicap accessibility for the physically disabled.



P. EMERGENCY SHELTER GRANTS (ESG):

1. EMERGENCY SHELTER GRANTS (ESG) –

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

The following shelters operate within the City of Martinsburg:

- ◆ Shenandoah Women's Center – 15 beds
- ◆ Union Rescue Mission – 50 regular beds and 30 transient beds
- ◆ Community Networks/Bethany House Emergency Shelter – 32 beds

Bethany House Emergency Shelter is receiving \$20,000 for FY 2007 under the State of West Virginia ESG funds.



Q. COMMUNITY DEVELOPMENT:

The primary elements of the City’s community development strategy over these five years are to improve the quality of life for its residents and strengthen the delivery of public services.

The City of Martinsburg set forth the priority activities to be followed in the five year plan as follows:

- ◆ Senior center improvements
- ◆ Youth, park, and recreational facilities
- ◆ Linear park development
- ◆ Infrastructure improvements
- ◆ Economic development initiatives
- ◆ Code enforcement
- ◆ Planning and administration

1. PRIORITY COMMUNITY DEVELOPMENT NEEDS –

Listed below are the Community Development Goals and Objectives and there priorities for the City of Martinsburg for the five year consolidated plan.

CD Code	Activity	Priority	Fund Source
CD-1.	Improve city’s infrastructure	High	CDBG, City Funds
CD-2.	Assist target income persons	High	CDBG, Other Federal Funds
CD-3.	Assist programs for youth	Medium	CDBG, Other Federal Funds
CD-4.	Assist programs for the elderly	Medium	CDBG, Other Federal Funds
CD-5.	Assist the special needs population	Medium	CDBG, Other Federal Funds
CD-6.	Improve community facilities	High	CDBG, City, Other Federal Funds
CD-7.	Remove slum & blighting conditions	High	CDBG, City Funds
CD-8.	Improve the environment	Medium	CDBG, City, other Federal Funds



CD-9.	Provide code enforcement	Medium	CDBG, City Funds
CD-10.	Provide matching funds for public service providers	Medium	CDBG, Other Federal Funds

Priority Community Development Needs and Objectives – CDBG

Priority Needs	Priority	Amount
<i>Housing</i>		
Rehabilitation Program (project & policy dev.)	H	\$50,000
Emergency Repair Program (grants)	H	\$55,000
Handicap Accessibility (A.D.A. compliance)	H	\$25,000
<i>Public & Community Facility</i>		
Senior Center Improvements	H	\$20,000
Youth, Park & Recreation Facilities	H	\$105,000
Linear Park Development	H	\$75,000
<i>Infrastructure</i>		
Street, Sidewalk, Bridge, and other Improvements	H	\$500,000
Stormwater & Sanitary Sewer	H	\$500,000
Accessibility Improvements	H	\$50,000
Waterline Improvements	M	\$50,000
<i>Public Services</i>		
Matching funds for capital improvements to public service providers	M	\$200,000
<i>Economic Development</i>		
Commercial/Industrial New Development	M	\$100,000
Business Assistance Program	M	\$100,000
<i>Other Activities</i>		
Code Enforcement	H	\$100,000
Demolition/Clearance	M	\$50,000
<i>Planning</i>		
Planning and Administration	H	\$495,000
<i>Total:</i>		\$2,475,000

Sources of Funds:

Federal: CDBG, HOME, Section 202, Section 811, L.I.H.T.C., HUD SuperNOFA, Section 108, etc.

State: Various WVHDF programs, TEA 21, Neighborhood Improvement Program Tax Credits, etc.

Local: City of Martinsburg, Berkeley County, Tax Incremental Financing, etc.

Private: FHLB, foundations, private donations



Economic Development:

Listed below are the Economic Development Goals and Objectives and their priorities for the City of Martinsburg for the five year consolidated plan.

ED Code	Activity	Priority	Fund Source
ED-1.	Promote new commercial/industrial development.	Medium	CDBG, City, Other Federal Funds
ED-2.	Promote the development of a one – stop center for E.D.	High	CDBG, City, Other Federal Funds
ED-3.	Assist in the creation of new job opportunities.	Medium	CDBG, City, Other Federal Funds

2. COMMUNITY DEVELOPMENT OBJECTIVES –

ECONOMIC DEVELOPMENT

- ◆ **Development of a One-Stop Center**
Objective: Development of a local One-Stop Center.
- ◆ **Commercial/Industrial New Development –**
Objective: Implement the City’s Downtown Plan and Parking Management Plan.
- ◆ **Business Assistance Program –**
Objective: Provide assistance to local businesses.

INFRASTRUCTURE AND AREAS IMPROVEMENTS

- ◆ **Street/Sidewalk/Bridge Improvements –**
Objective: Provide street and sidewalk improvements.
- ◆ **Flood, Stormwater, & Sanitary Sewer Improvements –**
Objective: Provide flood, stormwater, & sanitary sewer improvements.
- ◆ **Accessibility Improvement Program –**
Objective: Provide accessibility improvements to public facilities and existing infrastructure.
- ◆ **Waterline Improvements –**
Objective: Provide waterline improvements in target areas.
- ◆ **Community Enhancement**
Objective: Provide code enforcement services in C.D.B.G. Target Areas



COMMUNITY FACILITIES

- ♦ **Youth/Recreation Facilities and Equipment –**
Objective: Provide recreational improvements for youth.
- ♦ **Senior Center –**
Objective: Assist Senior Centers with capital improvements and expenditures.

COMMUNITY SERVICES

- ♦ **Youth Services**
Objective: Assist with youth services and programs
- ♦ **Childcare Services**
Objective: Support childcare services
- ♦ **Senior Services**
Objective: Support senior services and programs
- ♦ **Disabled Services**
Objective: Support the provision of services for the disabled
- ♦ **Job-Training Services**
Objective: Provide job-training services
- ♦ **Health Services**
Objective: Promote health services.
- ♦ **Anti-Crime Programs**
Objective: Provide anti-crime service programs



R. ANTIPOVERTY STRATEGY:

1. ACTIONS TO REDUCE THE NUMBER OF POVERTY LEVEL FAMILIES –

During the City's FY 2007 CDBG Program, the City will continue to develop a working relationship with the various social service agencies in the area. The City is supporting these agencies in their applications for funds under the FY 2007 SuperNOFA. The City's Community Development Director has joined the Continuum of Care of Berkeley and Jefferson County and is currently working with those 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 included in the FY 2004 – 2008 Five Year Consolidated Plan. Through the C-CAP Emergency Housing Assistance/Eviction Prevention activity, the City will be providing funds to assist 10 households in FY 2007.

The following are Antipoverty Strategy Initiatives:

AP-1. Assist in Workforce Development –

The City will support efforts to provide job training and workforce development that support its economic development strategies:

Objectives: Workforce development

AP-2. Promote Supportive Services –

The City will promote supportive services that facilitate its community and economic development strategies.

Objectives: Promote supportive service



S. NON-HOMELESS SPECIAL NEEDS:

1. NON-HOMELESS SPECIAL NEEDS OBJECTIVES –

Objective Number	Specific Objectives	Performance Measure	Expected Units
1	Housing Rehabilitation for Owner-occupied units	Total number of units rehabbed over five-year period that are owned by elderly	10
2	Providing housing assistance and rehabilitation assistance to increase the quality and number of units available to persons with severe mental illness and/or developmental disabilities	Total number of units available over five-year period	10
3	Improve public facilities to ensure accessibility to persons with physical disabilities	Total number of capital projects over five-year period	10
4	Increase the number of units/beds available to victims of domestic violence	Total number of available units over five-year period	20

The City of Martinsburg proposes to undertake the following activities and projects with the FY 2007 CDBG funds to address the Non-Homeless Special Needs Housing that were identified in the needs analysis addressed in the Five Year Consolidated Plan.

Elderly & Frail Elderly Housing:

- ◆ C-CAP Emergency Rental Assistance for Eviction Prevention

Elderly & Frail Elderly Supporting Services:

- ◆ Meals on Wheels, Inc. Feeding Program

Disabled Supportive Services

- ◆ Not Applicable

Alcohol and/or Drug Addicted Services

- ◆ Not Applicable



Persons with HIV/AIDS

- ◆ Not Applicable

2. NON-HOMELESS SPECIAL NEEDS RESOURCES –

The Consolidated Plan resources for specific projects will leverage other state and Federal funds, as well as private donations and foundations. These resources are yet to be determined, however some of them are already identified on the CPMP 2.0 project worksheets.



T. HOUSING OPPORTUNITIES FOR PEOPLE WITH AIDS (HOPWA):

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

1. OVERVIEW OF HOPWA ORGANIZATIONS –

The following housing opportunities are available for persons with HIV/AIDS:

- ◆ Faith Haven – 3 bed, single family house
- ◆ Moses House – drop-in center

These organizations service all of Berkeley County.

2. ACTIONS PLANNED FOR PROGRAM YEAR –

Not Applicable

3. ANTICIPATED HOUSING ACCOMPLISHMENTS –

Not Applicable

4. ANTICIPATED PROGRAM ACCOMPLISHMENTS –

Not Applicable

5. RESOURCES LEVERAGED –

Not Applicable



6. GEORGRAPHIC DISTRIBUTION OF FUNDS –

Not Applicable

7. POTENTIAL BARRIERS –

Not Applicable

8. EXPECTED TRENDS –

Not Applicable

9. EVALUATIONS AND ASSESSMENTS –

Not Applicable



U. SPECIFIC HOPWA OBJECTIVES:

1. HOPWA PROGRAM RESOURCES –

The City of Martinsburg does not receive HOPWA funds.



V. RESOLUTIONS:

The City Council of the City of Martinsburg adopted the attached resolution at its regular council meeting held on Thursday, May 10, 2007.



W. CERTIFICATIONS:

Attached are the required certifications:

- ◆ Certifications (General)
- ◆ Specific CDBG Certifications
- ◆ Optional Certification CDBG – Not Applicable
- ◆ Specific HOME Certifications
- ◆ HOPWA Certifications – Not Applicable
- ◆ ESG Certifications – Not Applicable
- ◆ Appendix To Certifications



X. ACTIVITY/PROJECT WORKSHEETS:

Attached are the FY 2007 Activities/project worksheets using the CPMP 2.0 Version.

Project ID Number	Project Title/Description	CDBG Amount	Outcome Categories	Annual Objective
CD-07-01	Administration & Planning	\$81,694	N/A	N/A
CD-07-02	Street, Sidewalks, Bridge, Street Paving, ADA ramps in CDBG area.	\$205,033	Availability/Accessibility	Suitable Living Environment
CD-07-03	Homebuyer Assistance (Multi-year)	\$14,743	Availability/Accessibility	Decent Housing
CD-07-04	Leeland Park – Improvements to an existing facility: kiosk, benches and grills.	\$34,000	Availability/Accessibility	Suitable Living Environment
CD-07-05	Boys & Girls Club – Fire Alarm System	\$55,000	Availability/Accessibility	Suitable Living Environment
CD-07-06	Congregational Community Assistance Program (C-CAP) – Emergency Rent Assistance/Eviction Prevention	\$5,000	Availability/Accessibility	Decent Housing
CD-07-07	Court Appointed Special Advocates Case Management Services (CASA) - to abused children in foster placement	\$5,000	Availability/Accessibility	Suitable Living Environment
CD-07-08	Children’s Home Society of West Virginia – Safe Haven Children Advocacy Center	\$5,000	Availability/Accessibility	Suitable Living Environment
CD-07-09	Meals on Wheels, Inc. – Feeding Program	\$3,000	Sustainability	Suitable Living Environment
HOME-07-10	General Administration for the HOME Program.	\$53,372	N/A	N/A
HOME-07-11	CHDO Set-A-Side Projects	\$96,279	Availability/Accessibility	Decent Housing
HOME-07-12	Martinsburg – Homebuyer Assistance	\$72,748	Availability/Accessibility	Decent Housing
HOME-07-13	Berkeley County – Homebuyer Assistance	\$170,004	Availability/Accessibility	Decent Housing



HOME-07-14	Berkeley County – Uncommitted	\$39,038	-	-
HOME-07-15	Jefferson County – New Affordable Housing	\$129,174	Availability/ Accessibility	Decent Housing
HOME-07-16	Jefferson County – Uncommitted	\$29,662	-	-
HOME-07-17	Morgan County – Homebuyer Assistance	\$41,951	Availability/ Accessibility	Decent Housing
HOME-07-18	Morgan County – Tenant Based Rental Assistance	\$9,633	Availability/ Accessibility	Decent Housing
HOME-07-19	ADDI Program – Downpayment Assistance	\$8,501	Availability/ Accessibility	Decent Housing