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B. EXECUTIVE SUMMARY:

The City of Martinsburg has prepared a Five Year Consolidated Plan (CP) in order to strategically implement Federal programs that fund housing, community and economic development activities within the City. Through a collaborative planning process, involving a broad spectrum of public and private agencies, the City has developed a single, consolidated planning, document for the use of Federal Entitlement funds through the Community Development Block Grant (CDBG) Program, the HOME Investment Partnership (HOME) Program, and ADDI Program. The City of Martinsburg prepared its Five Year Consolidated Plan in June 16, 2004. The City has been notified by the HUD-Pittsburgh office that it has to reformat its Five Year Plan into the new HUD CPMP Tool Format. The City has prepared this revised document for submission to the U.S. Department of Housing & Urban Development (HUD) for review and approval along with its FY 2007 Annual Action Plan. The Five Year Consolidated Plan covers the Fiscal Years 2004- 2008 (August 1, 2004 – June 31, 2009). In addition, the City has joined together with the Counties of Berkeley, Jefferson, and Morgan to form the Eastern Panhandle HOME Consortium, which has received approval from HUD and anticipates receipt of a HOME grant under FY 2007.

1. VISION –

The Five Year Consolidated Plan will serve the following functions for the City:

- ◆ **A Planning Document**
A planning document that builds on citizen participation;
- ◆ **An Application Document**
An application for CDBG, HOME, and ADDI funds under HUD's formula grant programs;
- ◆ **A Strategic Planning Document**
A strategic plan to be followed by the City in carrying out Federal programs; and
- ◆ **An Action Plan Document**
An action plan that provides a basis for assessing performance for carrying out CDBG and HOME funded projects.



2. FUNDING REQUIREMENTS –

The City of Martinsburg must have a HUD-approved Five Year Consolidated Plan in place as a prerequisite to receiving funds under the following Federal programs:

- ◆ Low Income Housing Preservation
- ◆ Section 202 - Supportive Housing for the Elderly
- ◆ Section 811 - Supportive Housing for Persons with Disabilities
- ◆ Supportive Housing Program (SHP)
- ◆ Section 8 Moderate Rehabilitation - Single Room Occupancy (SRO) Housing
- ◆ Shelter Plus Care
- ◆ HOPE VI - Revitalization of Severely Distressed Public Housing
- ◆ Youthbuild - Hope for Youth
- ◆ Lead-Based Paint Hazard Reduction
- ◆ Regulatory Barrier Removal Strategies and Implementation
- ◆ Competitive HOPWA grants.

In addition, the Martinsburg Housing Authority (MHA) is required to obtain a letter of consistency with the City's Five Year Consolidated Plan as part of its annual plan submissions to HUD. Although not required to be consistent with an approved CP, HUD funding for the Section 8 Housing Choice Voucher Program is structured such that it enables the City to carry out its CP Action Plan.

3. GOALS AND OBJECTIVES –

The overall goal of the housing, community development, and planning programs covered by the Five Year Consolidated Plan is to strengthen partnerships with other jurisdictions and to develop partnerships among all levels of government and the private sector. This partnership resulted in the formation of the Eastern Panhandle HOME Consortium with Berkeley, Jefferson, and Morgan Counties. This also includes for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and extend economic opportunities for every resident.

The Five Year Consolidated Plan process requires the City to state in a single document its plan to pursue these goals for all housing, community development, and planning programs. HUD will evaluate the City's performance under the Five Year Consolidated Plan against these goals.

Incorporated in the City's Five Year Consolidated Plan are specific goals and objectives that will be met to address the needs of the residents of the City of Martinsburg:



- ◆ **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.

- ◆ **Homeless Strategy – HA:**
 - HA-1. Assist housing for the homeless
 - HA-2. Promote support services for the homeless
 - HA-3. Promote housing choice vouchers

- ◆ **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

- ◆ **Economic Development Strategy – ED:**
 - ED-1. Promote new commercial/industrial development
 - ED-2. Promote the development of a one – stop center for economic development
 - ED-3. Assist in the creation of new job opportunities

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

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



C. STRATEGIC PLAN:

1. MISSION STATEMENT –

The Strategic Plan establishes the City of Martinsburg’s general housing and community development priorities, objectives, and strategies that will be pursued over the next five years. This Five-Year Strategic Plan has been developed based on an analysis of the needs and problems experienced by the City of Martinsburg and its residents. This strategy is the result of a logical progression from the city’s housing and homeless needs assessment, and housing market analysis, to a determination of the City’s priorities based on those needs.

2. STRATEGIC INITIATIVES –

The Strategic Plan outlines how the City will address the community’s housing and community development needs over the next five years. The priority needs, goals, and objectives were determined by city staff with input from meetings, questionnaires, and discussions with area housing and social service provider agencies.

The goals, objectives, and programs are designed to assist those households with incomes less than 80 percent of the area median income (AMI). This group is referred to as the “target income” group. Areas with 51 percent or more of households with incomes less than 80 percent AMI are designated as C.D.B.G. Target Areas.

Consolidated Plan Principles:

The goals and objectives in the Martinsburg 2004-2008 Consolidated Plan are built upon the following set of overall guiding principles, which provided a framework for the development of the Consolidated Plan.

- ◆ **Assist:** Develop comprehensive strategies to support and assist those in need in the community.
- ◆ **Involve:** Involve the community and provide opportunities for citizen participation in the Consolidated Plan process and the preparation of the documents.
- ◆ **Collaborate:** Encourage collaboration with and between public, private, and non-profit agencies in order to ensure the efficient and effective provision of services.



- ◆ **Leverage:** Leverage C.D.B.G. funds and local resources to maximize the effectiveness of programs and services.

Priority Needs Determination:

The priority needs were determined primarily from existing data on community needs and through consultation with City staff, attendees at workshops, and local social service providers. Key factors affecting the determination of the five-year priorities included: 1) the types of target income households with greatest need for assistance; 2) those activities that will best address their needs; and 3) the limited amount of funding available to meet those needs.

The priority ranking system for housing and community development needs is as follows:

- ◆ **High Priority:** Activities assigned high priority are expected to be funded during the five-year period.
- ◆ **Medium Priority:** As funds are available, activities that are medium priority are expected to be funded.
- ◆ **Low Priority:** Activities assigned low priority are not expected to be funded during the five-year period. The city may support applications for public assistance by other agencies if those activities conform to the Consolidated Plan.
- ◆ **No Such Need:** The city has determined that there is no need for these activities in the community. Funding will not be provided and applications by other agencies will not be supported.

The table below shows the results of the citizen questionnaire. From a wide range of activities, participants identified their top priorities. Although the City received tremendous response to the questionnaires, it was not a scientific survey and may not necessarily be representative of the City’s needs.

Citizen Questionnaire Results

Priority Needs	Percentage Agreeing
Housing Problems	52%
Storm Sewer Problems	46%

For the five-year Consolidated Plan period, HUD Tables 2A and 2B in the original Five Year Consolidated Plan in Appendix 1 of the Strategic Plan identify the priorities assigned to the housing and community development activities anticipated to occur during the Consolidated Plan period.

While priorities have been assigned to housing and community development needs, these represent estimates. To a large extent, the specific type and level of need in the community is not completely known at this time. The city will be



undertaking an update of the specific nature of needs in Martinsburg in the coming years.

Listed below are the Strategic Initiatives which include the goals and objectives for the next five years.

◆ **Housing Strategy – HS: *Improve the housing conditions for all residents***

- 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

◆ **Homeless Strategy – HA: *Address the housing needs of the homeless***

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

◆ **Community Development Strategy – CD: *Improve the quality of life for residents***

- 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

◆ **Economic Development Strategy – ED: *Improve economic development conditions in the city***

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



- ◆ **Anti-poverty Strategy – AP: *Reduce the number of people living in poverty***
 - AP-1. Assist in workforce development
 - AP-2. Promote supportive services

- ◆ **Administration & Management – AM: *Provide efficient and quality administration and management of Federal funds***
 - AM-1. Program administration
 - AM-2. Planning and management



D. 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 to 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 1700's and 1800's 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.

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:

City of Martinsburg:

- ◆ 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).



Eastern Panhandle HOME Consortium:

- ◆ Members of the Home Consortium population are as follows:
 - Berkeley County.....75,905
 - Jefferson County.....42,190
 - Morgan County.....14,943

b. Age:

City of Martinsburg:

- ◆ 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%.

Eastern Panhandle HOME Consortium:

- ◆ Median age of the Consortium Members are:
 - Berkeley County.....36
 - Jefferson County.....37
 - Morgan County.....41
- ◆ Youth (under age 18) account for the following percent of the members population
 - Berkeley County.....25.7%
 - Jefferson County.....23.9%
 - Morgan County.....22.4%
- ◆ The following percent are seniors (age 62 or over):
 - Berkeley County.....13.5%
 - Jefferson County.....13.5%
 - Morgan County.....19.9%
- ◆ Largest segment of the population of the Home Consortium Members are 25 through 54 years old



c. Race/Ethnicity:

City of Martinsburg:

- ♦ 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%

Eastern Panhandle HOME Consortium:

- ♦ Racial/ethnic composition of Berkeley County in the 2000 Census:
 - White.....92.7%
 - African American.....4.7%
 - Two or more races.....1.3%
 - Other race.....0.6%
 - Asian.....0.5%
 - Native American.....0.2%
- ♦ Racial/ethnic composition of Jefferson County in the 2000 Census:
 - White.....91%
 - African American.....6.1%
 - Two or more races.....1.4%
 - Other race.....0.6%
 - Asian.....0.6%
 - Native American.....0.3%
- ♦ Racial/ethnic composition of Morgan County in the 2000 Census:
 - White.....98.3%
 - African American.....0.6%
 - Two or more races.....0.6%
 - Other race.....0.2%
 - Asian.....0.1%
 - Native American.....0.2%



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%+

Residents or households within the City of Martinsburg having a gross annual income of less than 80 percent of the area median income (AMI) fall within the Target Income for purposes of the goals, policies, and programs of the Consolidated Plan.

In addition, census block groups where 51 percent or more of all households having incomes of less than 80 percent AMI are referred to as Target Areas for the purposes of the C.D.B.G. program.

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.
- ◆ 47 percent of all children live in poverty.

The following are summary income statistics for Berkeley County:

- ◆ Median income in 1999 for Berkeley County (\$38,763).
- ◆ 25 percent of households with earnings, received Social Security income.
- ◆ 3 percent of households with earnings, received public assistance.



- ◆ 19 percent of households with earnings, received retirement income.
- ◆ 12 percent of residents live in poverty.
- ◆ 30 percent of female-headed households live in poverty
- ◆ 40 percent of all children live in poverty.

The following are summary income statistics for Jefferson County:

- ◆ Median income in 1999 for Jefferson County (\$44,374).
- ◆ 24 percent of households with earnings, received Social Security income.
- ◆ 2 percent of households with earnings, received public assistance.
- ◆ 18 percent of households with earnings, received retirement income.
- ◆ 10 percent of residents live in poverty.
- ◆ 22 percent of female-headed households live in poverty
- ◆ 29 percent of all children live in poverty.

The following are summary income statistics for Morgan County:

- ◆ Median income in 1999 for Morgan County (\$35,016).
- ◆ 32 percent of households with earnings, received Social Security income.
- ◆ 2 percent of households with earnings, received public assistance.
- ◆ 23 percent of households with earnings, received retirement income.
- ◆ 10 percent of residents live in poverty.
- ◆ 27 percent of female-headed households live in poverty
- ◆ 35 percent of all children live in poverty.

f. **Low/Mod Income Profile –**

City of Martinsburg:

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%

Berkeley County:

The Berkeley County has a low- and moderate-income percentage of 35.59%. 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 County of Berkeley County.



BERKELEY COUNTY, WEST VIRGINIA LOW/MOD NUMBERS

TRACT	BLKGRP	POP100	HU100	LOWMOD	LOWMODUNIV	LOWMODPCT
971300	2	0	0	0	0	0.0
971400	3	11	5	0	45	0.0
971500	2	10	3	32	32	100.0
971500	4	0	0	0	0	0.0
971600	1	0	0	0	0	0.0
971600	2	0	0	0	0	0.0
971600	3	0	0	0	0	0.0
971700	4	16	8	0	0	0.0
971700	6	22	10	10	74	13.5
971700	7	198	92	61	251	24.3
971900	1	36	20	0	38	0.0
971900	1	352	154	126	256	49.2
971900	3	32	13	7	29	24.1
971200	2	240	99	100	258	38.8
971200	2	554	229	137	512	26.8
971200	5	0	0	0	0	0.0
971200	6	2,329	888	253	2,347	10.8
971200	6	28	10	0	52	0.0
971300	2	93	51	19	63	30.2
971300	2	564	239	261	578	45.2
971600	2	3	3	0	0	0.0
971800	1	0	0	0	0	0.0
971900	2	672	245	225	604	37.3
971900	2	65	30	6	34	17.6
971100	3	2,812	1,081	1,040	2,742	37.9
971100	4	30	39	0	28	0.0
971100	5	434	188	158	500	31.6
971100	1	1,532	686	729	1,580	46.1
971100	2	1,351	501	287	1,446	19.8
971100	3	1,006	457	221	1,070	20.7
971100	4	1,310	601	474	1,182	40.1
971100	5	643	254	200	657	30.4
971300	1	1	2	0	0	0.0
971300	2	355	140	99	459	21.6
971300	1	212	78	71	118	60.2
971300	2	1,818	845	920	1,498	61.4
972100	2	16	6	0	0	0.0



972100	3	448	183	99	493	20.1
972100	4	21	7	0	0	0.0
972100	2	1,450	593	575	1,468	39.2
972100	3	57	21	13	42	31.0
972100	4	92	39	28	66	42.4
971900	4	192	87	80	201	39.8
971900	3	0	0	0	0	0.0
971900	4	1,492	573	570	1,498	38.1
972000	3	1,843	761	707	1,976	35.8
972000	3	268	96	24	181	13.3
972100	1	505	204	174	396	43.9
972100	2	48	23	28	45	62.2
972100	3	1,204	440	214	1,162	18.4
972100	4	1,216	495	639	1,244	51.4
972100	5	997	344	561	1,185	47.3
972100	1	1,763	686	672	1,890	35.6
972100	2	690	289	203	562	36.1
972100	3	126	49	88	259	34.0
972100	4	278	119	65	282	23.0
972100	5	990	389	291	816	35.7
971500	2	0	0	0	0	0.0
971300	1	483	192	149	460	32.4
971300	1	2,506	1,026	1,177	2,633	44.7
971300	2	20	9	22	48	45.8
971400	1	1,226	507	264	1,167	22.6
971400	4	1,421	559	422	1,489	28.3
971400	2	1,727	727	790	1,702	46.4
971400	3	1,553	612	460	1,523	30.2
971400	4	24	13	0	27	0.0
971500	2	33	12	13	22	59.1
971500	3	0	0	0	0	0.0
971500	4	70	38	33	71	46.5
971900	1	6	3	0	0	0.0
971900	1	104	41	74	194	38.1
972000	1	2,265	780	670	1,761	38.0
972000	2	200	102	89	155	57.4
972000	3	4	1	0	0	0.0
972000	1	269	123	32	233	13.7
972000	2	2,065	680	1,039	1,775	58.5
971100	2	199	168	61	106	57.5



971200	1	649	299	155	697	22.2
971200	2	433	190	135	420	32.1
971200	3	1,406	593	505	1,407	35.9
971200	4	1,974	1,656	650	1,957	33.2
971200	5	1,528	619	547	1,516	36.1
971200	6	889	396	380	854	44.5
971800	1	2,048	817	838	2,063	40.6
971800	2	2,716	1,115	893	2,741	32.6
971800	3	1,734	624	648	1,678	38.6
971900	2	918	346	353	954	37.0
971900	3	299	135	76	256	29.7
971900	4	202	88	71	220	32.3
971900	2	309	113	177	428	41.4
971900	3	950	400	98	960	10.2
971900	4	269	119	49	214	22.9
972100	3	9	3	0	0	0.0
Berkeley County Total:				21,337	59,950	35.6%

Jefferson County:

The Jefferson County has a low- and moderate-income percentage of 39.5%. 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 County of Berkeley County.

JEFFERSON COUNTY, WEST VIRGINIA LOW/MOD NUMBERS

TRACT	BLKGRP	POP100	HU100	LOWMOD	LOWMODUNIV	LOWMODPCT
972400	3	2	2	0	0	0.0
972400	5	83	33	24	124	19.4
972500	2	2	1	0	0	0.0
972500	6	0	0	0	0	0.0
972500	7	14	6	10	15	66.7
972500	1	0	0	0	0	0.0
972500	2	29	14	53	77	68.8
972500	3	1,026	456	647	1,056	61.3
972500	4	579	286	414	606	68.3
972500	5	930	444	224	913	24.5
972500	6	40	18	10	54	18.5



972500	7	173	119	108	143	75.5
972400	1	0	0	0	0	0.0
972400	1	443	186	242	481	50.3
972400	2	340	126	312	383	81.5
972400	3	677	290	520	719	72.3
972400	4	647	265	410	555	73.9
972400	5	844	412	550	819	67.2
972500	2	0	0	0	0	0.0
972500	1	0	0	0	0	0.0
972500	3	0	0	0	0	0.0
972400	1	3	1	0	0	0.0
972400	1	89	48	59	69	85.5
972500	1	0	0	0	0	0.0
972500	1	1,504	637	725	1,458	49.7
972500	3	0	0	0	0	0.0
972500	5	0	0	0	0	0.0
972600	2	0	0	0	0	0.0
972600	3	1,039	515	439	1,054	41.7
972600	4	6	4	2	7	28.6
972500	6	1	1	0	0	0.0
972500	5	0	0	0	0	0.0
972500	6	0	4	0	0	0.0
972400	1	0	0	0	0	0.0
972600	2	8	2	0	21	0.0
972600	3	299	187	82	294	27.9
972600	4	0	0	0	0	0.0
972700	1	0	0	0	0	0.0
972200	2	651	239	251	659	38.1
972200	4	135	32	15	72	20.8
972400	1	277	100	85	273	31.1
972400	1	0	0	0	0	0.0
972500	1	114	39	18	133	13.5
972500	6	736	280	292	607	48.1
972500	5	218	106	163	189	86.2
972500	6	437	220	293	428	68.5
972600	1	132	45	20	123	16.3
972600	2	1,108	419	347	1,084	32.0
972600	3	62	30	27	74	36.5
972600	4	671	295	275	648	42.4
972700	1	1,285	539	464	1,360	34.1



972700	2	983	443	294	895	32.8
972700	3	665	279	379	682	55.6
972500	2	0	0	0	0	0.0
972500	7	1	1	0	0	0.0
972500	2	6	3	0	0	0.0
972500	5	10	5	21	21	100.0
972500	7	11	3	27	27	100.0
972500	2	745	289	174	748	23.3
972500	7	605	258	103	620	16.6
972500	2	1,317	562	259	1,257	20.6
972500	5	3	2	0	0	0.0
972500	7	278	93	154	295	52.2
972700	4	1,570	668	473	1,580	29.9
972700	5	934	451	362	913	39.6
972700	6	944	426	526	951	55.3
972800	1	1,489	606	410	1,487	27.6
972800	2	2,160	832	778	2,181	35.7
972200	2	29	13	0	34	0.0
972300	1	397	168	103	452	22.8
972300	2	1,776	668	761	1,696	44.9
972300	3	1,572	608	673	1,639	41.1
972400	1	220	99	137	247	55.5
972400	2	991	397	332	1,020	32.5
972400	1	226	97	151	221	68.3
972400	2	440	188	220	371	59.3
972400	4	148	54	65	160	40.6
972500	2	8	4	7	26	26.9
972500	3	6	3	0	0	0.0
972800	2	167	66	84	152	55.3
972800	3	1,197	498	542	1,193	45.4
972600	2	0	0	0	0	0.0
972200	1	2	1	0	0	0.0
972200	1	73	42	27	62	43.5
972200	2	49	25	17	41	41.5
972200	3	587	330	203	594	34.2
972200	4	92	56	66	99	66.7
972200	1	1,721	707	539	1,838	29.3
972200	2	775	311	103	718	14.3
972200	4	1,750	809	458	1,816	25.2
972200	1	1,905	410	267	773	34.5



972200	2	239	116	81	284	28.5
972200	3	0	0	0	0	0.0
972200	4	27	9	12	18	66.7
972300	1	275	108	67	233	28.8
972400	2	34	14	19	19	100.0
972600	1	1,025	459	241	1,063	22.7
972600	2	134	41	0	116	0.0
Jefferson County Totals:				16,216	41,040	39.5%

Morgan County:

The Morgan County has a low- and moderate-income percentage of 35.7%. 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 County of Berkeley County.

MORGAN COUNTY, WEST VIRGINIA LOW/MOD NUMBERS

TRACT	BLKGRP	POP100	HU100	LOWMOD	LOWMODUNIV	LOWMODPCT
970900	2	6	4	1	1	100.0
970900	3	518	245	257	491	52.3
970800	2	765	391	310	747	41.5
970900	1	562	537	319	563	56.7
970900	2	920	849	306	950	32.2
970900	3	247	108	55	244	22.5
971000	2	140	100	83	155	53.5
970700	3	306	141	84	336	25.0
970800	3	46	16	6	23	26.1
970800	4	770	384	243	760	32.0
971000	1	74	36	18	66	27.3
971000	2	1,404	701	503	1,355	37.1
971000	3	906	531	342	856	40.0
970700	1	1,597	793	511	1,567	32.6
970700	3	1,471	629	329	1,326	24.8
971000	1	945	514	361	963	37.5
971000	2	108	69	29	114	25.4
971000	3	442	259	155	510	30.4
970800	1	0	0	0	0	0.0
970800	2	96	48	48	81	59.3



970800	3	513	293	269	526	51.1
970800	4	54	38	26	55	47.3
970700	1	367	172	91	351	25.9
970700	2	1,581	714	546	1,598	34.2
970800	1	1,013	461	329	1,034	31.8
970800	2	12	9	0	16	0.0
970800	3	55	22	37	53	69.8
970800	4	25	12	8	30	26.7
Morgan County Totals:				5,266	14,771	35.7%

g. Education and Economic Profile -

Education level and economic opportunities play a critical role in determining the income level of a household.

Education:

City of Martinsburg:

- ◆ 20 percent of residents have attended some college or have a college degree.
- ◆ 15 percent have a bachelor's degree or higher.
- ◆ 61 percent have a high school education or less.
- ◆ 5 percent have a graduate or professional degree.

Eastern Panhandle HOME Consortium:

- ◆ Percent of residents have attended some college or have a college degree are as follows:
 - Berkeley County.....14%
 - Jefferson County.....23%
 - Morgan County.....8%
- ◆ Percent have a bachelor's degree or higher are as follows:
 - Berkeley County.....11%
 - Jefferson County.....22%
 - Morgan County.....11%
- ◆ Percent have a high school education or less are as follows:
 - Berkeley County.....63%
 - Jefferson County.....56%
 - Morgan County.....70%



- ◆ Percent have a graduate or professional degree are as follows:
 - Berkeley County.....6%
 - Jefferson County.....9%
 - Morgan County.....5%

Economic:

City of Martinsburg:

- ◆ 28 percent of the employed civilian population had occupations classified as management, professional, or related.
- ◆ 17 percent were in the service sector, which often pays less than other occupations.
- ◆ The education, health, and social service industry represented 18 percent of those employed.
- ◆ The manufacturing industry represented 16 percent.
- ◆ The retail trade industry represented 14 percent.
- ◆ Unemployment for 2000 was 3.6 percent.
- ◆ 16 percent of workers were considered in the government class.
- ◆ Female workers earned a median of \$22,212 while males earned \$29,697.

Eastern Panhandle HOME Consortium:

- ◆ Percent of the employed civilian population had occupations classified as management, professional, or related are as follows:
 - Berkeley County.....26%
 - Jefferson County.....33%
 - Morgan County.....21%
- ◆ Percent were in the service sector, which often pays less than other occupations are as follows:
 - Berkeley County.....14%
 - Jefferson County.....17%
 - Morgan County.....17%
- ◆ Percent were in the education, health, and social service industry are as follows:
 - Berkeley County.....19%
 - Jefferson County.....17%



- Morgan County.....18%
- ◆ Percent were in the manufacturing industry are as follows:
 - Berkeley County.....19%
 - Jefferson County.....11%
 - Morgan County.....21%
- ◆ Percent were in the retail trade industry are as follows:
 - Berkeley County.....13%
 - Jefferson County.....12%
 - Morgan County.....10%
- ◆ Percent were in the unemployment are as follows:
 - Berkeley County.....3%
 - Jefferson County.....3%
 - Morgan County.....2%
- ◆ Percent of workers were considered in the government class are as follows:
 - Berkeley County.....17%
 - Jefferson County.....21%
 - Morgan County.....16%
- ◆ Female workers earned a median of \$23,351 while males earned \$32,010 for Berkeley County.
- ◆ Female workers earned a median of \$26,531 while males earned \$35,235 for Jefferson County.
- ◆ Female workers earned a median of \$22,307 while males earned \$29,816 for Morgan County.



h. Maps -

Included in this Five Year Consolidated Plan are the following maps:

- ◆ Population for the City of Martinsburg, West Virginia
- ◆ Population for the County of Berkeley, West Virginia
- ◆ Population for the County of Jefferson, West Virginia
- ◆ Population for the County of Morgan, 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 Berkeley, West Virginia
- ◆ Minority Percentages by Census Tract Map for the County of Jefferson, West Virginia
- ◆ Minority Percentages by Census Tract Map for the County of Morgan, 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 Berkeley, West Virginia
- ◆ Low- and Moderate-Income Census Tracts Map for the County of Jefferson, West Virginia
- ◆ Low- and Moderate-Income Census Tracts Map for the County of Morgan, West Virginia



2. BASIS FOR ALLOCATING INVESTMENTS GEOGRAPHICALLY –

The City of Martinsburg has allocated its CDBG funds to principally benefits low- and moderate-income persons.

- ◆ The Public Facilities 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 Housing activities for the Emergency Home Repair Grants, have 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 proposed Activities/Projects during the next five years CDBG Program funds are located in areas with the highest percentage of low- to moderate-income persons and those block groups with a percentage of minority persons above the average for the City of Martinsburg. The following Census Tracts have over 51% low- and moderate-income:

- | | |
|-----------------------|-----------------------|
| ◆ C.T. 971300, B.G. 2 | ◆ C.T. 971600, B.G. 5 |
| ◆ C.T. 971400, B.G. 3 | ◆ C.T. 971700, B.G. 1 |
| ◆ C.T. 971500, B.G. 2 | ◆ C.T. 971700, B.G. 2 |
| ◆ C.T. 971500, B.G. 3 | ◆ C.T. 971700, B.G. 5 |
| ◆ C.T. 971600, B.G. 4 | ◆ C.T. 971700, B.G. 6 |

3. OBSTACLES TO 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
- ◆ High cost of housing
- ◆ Tight rental housing market
- ◆ Aging population
- ◆ Low wages in the service and retail sector
- ◆ Decrease in the amount of Federal financial assistance



E. MANAGING THE PROCESS [91.200(b)]

1. LEAD AGENCY –

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 Community Development Department will also be the lead administrator of the Eastern Panhandle HOME Program.

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 each Annual Action Plan starts with a mailed solicitation to community organizations and non-profits requesting proposals by January of the Program Year.

Citizen Participation Process –

The next step of the Annual Action Plan is promoting citizen participation. The City holds two (2) Public Hearings. Notices are published in The Martinsburg Journal. The Public Hearings are held in the J. Oakley Seibert Council Chambers in City Hall. At the first Public Hearing, the citizens gave their input and ideas on how the funds should be spent to help the low- and moderate-income population.

The City publishes a second Notice in The Martinsburg Journal for the second Public Hearing. The Public Hearing is held in the J. Oakley Seibert Council Chambers in City Hall. In this stage, the citizens gave their input on the draft version of the Annual Action Plan before City Council approved the Annual Action Plan at its schedule meeting in May.



3. CONSULTATIONS –

Along with City staff and department heads, a number of housing, community, and social service providers and public agencies were consulted for the preparation of the Consolidated Plan. A housing and service provider meeting was held on March 22, 2004. Invited agencies included:

- ◆ Eastern Panhandle Board of Realtors
- ◆ The Housing Authority of the City of Martinsburg
- ◆ WV Housing Development Fund
- ◆ Telamon Corporation
- ◆ Union Rescue Mission
- ◆ Shenandoah Women’s Center
- ◆ East Ridge Health Systems
- ◆ Community Networks, Inc.
- ◆ AIDS Network
- ◆ Kings Daughters Court
- ◆ Homeless Coalition of the Eastern Panhandle
- ◆ Habitat for Humanity

According to those present at the meeting, the key needs of low and moderate income persons and areas in Martinsburg were:

- ◆ Increase in family homeless shelter beds and the development of a cold weather shelter with day programs.
- ◆ Affordable rental housing for all incomes.
- ◆ Fair housing education.
- ◆ Increase capacity and make facility improvements of existing domestic violence shelters.
- ◆ Additional Section 8 Vouchers.
- ◆ Financial assistance to a number of agencies in need of accessibility improvements.
- ◆ Increase in the number of one-story accessible housing units that serve the community’s aging population.

Comments from the meeting are included in the original Five Year Consolidated Plan in Appendix 2, Section 3.



F. CITIZEN PARTICIPATION [91.200(b)]

1. CITIZEN PARTICIPATION PROCESS –

The Consolidated Plan serves as an application to HUD for the CDBG and HOME entitlement funds. The Consolidated Plan must be submitted to HUD 45 days prior to the start of the City’s fiscal year, which begins on July 1st of each year.

In addition to the Consolidated Plan, the City must prepare an Annual Action Plan, which describes how funds will be spent each year to address the needs identified in the Consolidated Plan. The Annual Action Plan must also be submitted to HUD 45 days prior to the start of the City’s program year.

The City also provides an accounting of how it spends its entitlement funds each year in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is submitted to HUD 90 days after the conclusion of each fiscal year (refer to table below).

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

The following schedule is used in the preparation of the Annual Action Plans:

Consolidated Plan Documents

HUD Document	Due Date
Consolidated Plan	May 15 th – annually
Action Plan	May 15 th – annually
CAPER	Sept. 30 th – annually

The City conducted a public hearing on April 14th, 2004 at 7:00 p.m. at City Hall to solicit input from residents and social service providers on the



needs in Martinsburg. The workshop was reported in *The Journal*, as well as covered on local television and radio.

There were ten residents and municipal officials in attendance. According to those present at the meeting(s), the key needs of low and moderate income persons and target areas in Martinsburg were:

- ◆ Supportive services and temporary housing for veterans.
- ◆ Increase supply of affordable rental housing for the working poor.
- ◆ Housing rehabilitation in the form of a revolving loan program.
- ◆ The development of a linear park along the Tuscarora Creek.
- ◆ Installation of new sidewalks and curbs along High Street.
- ◆ Traffic calming provisions along High Street.
- ◆ Improvements to the Boys & Girls Club facility.
- ◆ Supportive services, shelters, and transitional housing for the homeless.
- ◆ Development of a year round aquatic facility.
- ◆ Increased code enforcement in Wards 4 and 5.
- ◆ Sidewalks and curb repair assistance to low income households.

Summary of the minutes from the meeting are included in the original Five Year Consolidated Plan in Appendix 2, Section 3.

As a part of the consolidated planning process, the City of Martinsburg distributed a Citizen Questionnaire. Over 500 questionnaires were distributed in low/mod target areas and 2,500 attached to a newspaper supplement. There were 188 (6%) questionnaires completed and returned. Some of the notable needs identified by respondents included:

- ◆ 44 percent – low to moderate-income
- ◆ 48 percent – retired
- ◆ 26 percent – one person households
- ◆ 48 percent – two person household
- ◆ 52 percent – housing problems or issues existed or their street or neighborhood.
- ◆ 46 percent – have problems with the storm sewer system
- ◆ 77 percent – do not use available social service programs



The questionnaire instrument and complete survey tabulation is included in the original Five Year Consolidated Plan in Section 2, Appendix 2.

Opportunities for public input on the Consolidated Plan are available during the public review and comment period from May 10th to June 10th, 2004. The City Council also held a public hearing prior to adoption of the Consolidated Plan on May 24th, 2004. A summary of the meeting is included in the original Five Year Consolidated Plan in Appendix 2, Section 4.

2. SUMMARY OF CITIZEN COMMENTS –

Attached in Appendix A of the original Five Year Plan are the public comments:

- ◆ Sign-In Sheets for First Public Hearing Meeting at Homewood Senior Center - August 16, 2004
- ◆ Summary Minutes of First Public Hearing Meeting at Homewood Senior Center - August 16, 2004
- ◆ Sign-In Sheets for First Public Hearing Meeting at John P. Robin Civic Building - August 17, 2004
- ◆ Summary Minutes of First Public Hearing Meeting at John P. Robin Civic Building - August 17, 2004
- ◆ Sign-In Sheets for First Public Hearing Meeting at Mt. Washington Senior Community Center - August 19, 2004
- ◆ Summary Minutes of First Public Hearing Meeting at Mt. Washington Senior Community Center - August 19, 2004



- ◆ Sign-In Sheets of Second Public Hearing - February 2, 2005
- ◆ Summary Minutes of Second Public Hearing - February 2, 2005

Also, attached are the following from the Public Hearing held for the FY 2007 Consolidated Annual Action and the reformatted and revised Five Year Consolidated Plan for FY 2004 – FY 2008.

- ◆ Sign-In Sheets for First Public Hearing Meeting at Mt. Washington Senior Community Center - August 29, 2006
- ◆ Summary Minutes of First Public Hearing Meeting at Mt. Washington Senior Community Center - August 29, 2006
- ◆ Sign-In Sheets for First Public Hearing Meeting at Brighton Heights Senior Community Center - August 30, 2006
- ◆ Summary Minutes of First Public Hearing Meeting at Brighton Heights Senior Community Center - August 30, 2006
- ◆ Sign-In Sheets of Second Public Hearing - February 7, 2007
- ◆ Summary Minutes of Second Public Hearing - February 7, 2007



3. SUMMARY OF EFFORTS TO BROADEN PARTICIPATION –

The City of Martinsburg's Department of Community Development has been making efforts to broaden citizen participation during the planning process, including:

- ◆ Beginning in January of each year, the City holds needs hearings on the City's needs for the upcoming coming CDBG, HOME, and ADDI Program applications.
- ◆ The City advertises in the "The Journal," a newspaper of general circulation throughout the region.
- ◆ Notices are sent out to community groups and non-profit agencies informing them of the public hearings.
- ◆ The City puts its budget and Annual Action Plan on public display and advertises in the same local newspapers that the plan is on display and the time, date and place for another round of public hearings.
- ◆ The City staff, meets with neighborhood residents and interested groups and encourages their attendance at public hearings and they solicit comments for inclusion of activities and programs in the budget.
- ◆ The City through its district council persons also receive comments and requests for funding under the entitlement programs which are passed on to the staff of the Department of Community Development.

4. COMMENTS NOT ACCEPTED –

All of the comments were accepted and the requests for funding were either incorporated into the individual program budgets for CDBG, and HOME.

In the original Five Year Consolidated Plan in Section 4, Appendix 2, are the letters and testimony at the Public Hearing.



G. INSTITUTIONAL STRUCTURE [91.215(i)]

1. INSTITUTIONAL STRUCTURE –

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

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

Effective implementation of the 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.

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.

a. Public Sector –

City of Martinsburg:

The City's Community Development Department will be responsible for the administration of the City's community development 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 and HOME fund administration.



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 one of the primary owners of affordable housing in the community. The Housing Authority administers the Housing Choice (Section 8) Voucher Program. The City Council, as the appointing authority of the Board 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 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 Berkeley County Board of Education is responsible for the public education system in the City and County. 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 social service and program provider to Martinsburg's elderly population. The City will continue to work in close consultation with this agency to address and meet the organization's 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 these essential service providers. Some of them include:

- ◆ Telamon Corporation
- ◆ Union Rescue Mission
- ◆ Shenandoah Women's Center
- ◆ Community Networks
- ◆ AIDS Network
- ◆ Kings Daughters Court
- ◆ Homeless Coalition of Eastern Panhandle
- ◆ Habitat for Humanity
- ◆ East Ridge Health Systems

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 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.



- ◆ Federal Home Loan Bank
- ◆ Local Financial Institutions
- ◆ Local Housing Developers
- ◆ Local Realtors

2. STRENGTHS AND GAPS IN THE DELIVERY SYSTEM –

The primary gaps in the delivery system relate to the undersupply of services for target income households in Martinsburg based on the lack of funds. The Consolidated Plan is designed to address these gaps by first identifying appropriate programs and services to be provided in the City, then providing local services, facilities, and programs over time to assist target income residents.

3. PUBLIC HOUSING DELIVERY SYSTEM –

The City of Martinsburg and the Martinsburg Housing Authority have a strong working relationship. The City Council appoints the Commissioners (Board Members) to the public housing authority. The City's Community Development Director meets regularly with the staff of the Public Housing Agencies. The Housing Authority and the City work together on sharing resources and programs. The City provides police and fire protection to the public housing units. The City also provides garbage, water, and sewage services. There is no proposed demolition of any public housing units in the City. The public housing units are in good condition and the City inspects the units for code deficiencies. The only gap in the system is the lack of Section 8 Housing Choice Vouchers. The demand is greater than the supply. The City of Martinsburg has some input in the review of proposed sites for the development of public and assisted housing. Specifically, in order to implement any development, the housing authority must receive approval from the City's Department of Planning and City Council must approve all housing development proposals.

The City Council of Martinsburg appoints the Commissioners to the Board of the Housing Authority of the City of Martinsburg in accordance with WV State Law. The City and the Housing Authority have a good working relationship in which they promote affordable housing opportunities in the City, and jointly plan for public housing improvements and new housing initiatives for public housing residents.

The Housing Authority is responsible for its own hiring, contracting and procurement. The City provides police and fire protection, as well as garbage collection, sewer, street cleaning and snow removal. The



Housing Authority provides the City with a copy of its 5 Year CFP and Annual Plan for review. The City and the Housing Authority review and discuss the authority's capital improvements, and new developments. Should the Housing Authority propose any demolition or disposition of public housing units, it will consult with the City.

The Martinsburg Housing Authority submits its Five Year Plan and Annual Comprehensive Grant Plan to the City for review and coordination with the City's Five Year Consolidated Plan and the issuance of a Certificate of Consistency.



H. MONITORING [91.230]

1. STANDARDS AND PROCEDURES USED TO MONITOR –

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.

The Department of Community Development has a "monitoring process" that is directed to the following:

- ◆ Program Performance
- ◆ Financial Performance
- ◆ Regulatory Compliance

CDBG and HOME 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 and HOME 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.

The City monitors its performance with meeting its goals and objectives with its Five Year Consolidated Plan. It reviews its goals on an annual basis in the preparation of its C.A.P.E.R. and make adjustments to its goals as needed.

In the expenditure of CDBG and HOME funds for housing construction or project improvements, the City's inspectors make periodic on-site inspections to insure compliance with the local housing codes. The City also requires submittal of architectural drawings, site plan, and work specifications for this work. These are reviewed prior to issuance of building permits and the distribution of CDBG funds or HOME funds.



I. PRIORITY NEEDS ANALYSIS AND STRATEGIES [91.215(a)]

1. BASIS FOR ASSIGNING PRIORITY –

The priority needs were determined primarily from data present in Section 2 – Community Needs of the original Five Year Consolidated Plan, and through consultation with City staff, attendees at workshops, and local service providers. Key factors affecting the determination of the five-year priorities included: 1) the types of target income households with greatest need for assistance; 2) those activities that will best address their needs; and 3) the limited amount of funding available to meet those needs.

The priority ranking system for housing and community development needs is as follows:

- ◆ **High Priority:** Activities assigned high priority are expected to be funded during the five-year period.
- ◆ **Medium Priority:** As funds are available, activities that are medium priority are expected to be funded.
- ◆ **Low Priority:** Activities assigned low priority are not expected to be funded during the five-year period. The city may support applications for public assistance by other agencies if those activities conform to the Consolidated Plan.
- ◆ **No Such Need:** The city has determined that there is no need for these activities in the community. Funding will not be provided and applications by other agencies will not be supported.

2. OBSTACLES TO MEETING UNDERSERVED NEEDS –

The following obstacles exist which must be addressed in order to serve the housing needs of the low-income households in the City.

a. Rental Assistance:

- ◆ Limited supply of Section 8 Housing Choice Vouchers
- ◆ Lack of standard affordable rental units that are available to rent.



- ◆ The demand for tenant based rental assistance for the disabled.

b. Owner-Occupied Housing Rehabilitation:

- ◆ The demand for housing rehabilitation exceeds the availability of funds.
- ◆ The cost of lead based paint hazard reduction increases costs per house, which means less houses can be rehabilitated.
- ◆ Additional improvements over and above HQS are needed for ADA modifications for the elderly and disabled.

c. Rental Housing Rehabilitation:

- ◆ The demand for rental rehabilitation exceeds the availability of funds.
- ◆ Vacant housing units become vandalized and stripped of mechanicals which increase costs.
- ◆ The cost of lead based paint hazard reduction increases the cost per unit, which means less units can be rehabilitated.
- ◆ Additional improvements over and above HQS are needed for ADA modifications for the elderly and disabled.



J. LEAD-BASED PAINT [91.215(g)]

1. PREVALENCE OF LEAD-BASED PAINT HAZARDS –

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.



2. EVALUATION AND REDUCTION OF 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 goal of the database system initiated by the Center for Disease Control (CDC) in conjunction with the West Virginia Department of Health and the Berkeley County Health Department, will be to address this issue and to obtain more accurate numbers of childhood lead-based paint poisoning in order to make proactive policy decisions.

In order to reduce the risk of lead-based paint poisoning, the City of Martinsburg will develop a plan of action with specific objectives. These objectives will be included in all housing rehabilitation program guidelines.

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 will comply 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 will take the following actions regarding rehabilitation, tenant based rental assistance, homeownership, and homeless/special needs housing:

a. Rehabilitation Programs:

The City of Martinsburg will adopt 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 will adopt 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 City of Martinsburg will receive applications for rehabilitation assistance. The applications will be processed in the order in which they are received. 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



K. HOUSING NEEDS [91.205]

1. ESTIMATED HOUSING NEEDS ASSESSMENT –

a. Current Estimates and Five-year Projections:

The City of Martinsburg has used HUD's CHAS Table 1C, which provides information on housing needs. In the tables provided in this section is the data for the City of Martinsburg and the three other members of the HOME Consortium: Berkeley County, Jefferson County, and Morgan County. This information was obtained from the CHAS data book, which was prepared by HUD and based on the 2000 Census. This data is the most current information on which to base the five year needs assessment.

HUD CHAS data Table 1C categorizes families in need as follows:

- ◆ Extremely low income (0% to 30% of median family income)
- ◆ Very low income (31% to 50% of median family income)
- ◆ Low income (51% to 80% of median family income)
- ◆ Moderate income (81% to 95% of median family income)

The CHAS data also provides a summary of the **number** of households in each income category by tenure and household type and the **percent** of such households that had a housing problem. The **needs** of various households, by household type within each income category, are described below. The extent to which the households within each group are cost burdened and severely cost burdened, and/or living in substandard housing, is examined. Also, the extent to which such problems impact minority households is reviewed.



2. DISPROPORTIONATE HOUSING NEEDS –

In order for the City of Martinsburg to properly plan for its CDBG Program it must determine the extent to which any racial group has a greater need in comparison to overall need. Data detailing information by racial group and Hispanic origin has been compiled from the CHAS Databook and from the 2000 Census. Disproportionate need is defined as a group having at least 10 percentage points higher than the percentage of persons as a whole. The following tables highlight disproportionate need in the City of Martinsburg.

a. Households by Racial/Ethnic Status and Income Group:

The following table provides an overview on households by racial/ethnic status and income group between 0 and 80% of MFI:

**Households by Racial/Ethnic Status and Income Group (0-80% MFI) – 2000
Black, Non-Hispanic Households**

	Total Hshds	Extremely Low (0-30%)	% with hsg. Problem	Very Low (31-50%)	% with hsg. Problem	Low (51-80%)	% with hsg. Problem
Elderly Rental Hshds	55	30	33.3%	25	60%	0	N/A
Family Rental Hshds	203	94	62.8%	45	100%	64	84.4%
All Other Renter Hshds	157	74	73%	54	81.5%	29	65.5%
Total Renters	415	198	62.1%	124	83.9%	93	78.5%
Elderly Owners Hshds	12	8	50%	0	N/A	4	100%
Family Owner Hshds	20	4	100%	8	100%	8	50%
All Other Hshds	22	8	100%	4	100%	10	0%
Total Owners	54	20	80%	12	100%	22	36.4%
Total Hshds	469	218	63.8%	136	85.3%	115	70.4%

Source: 2000 SOCDs CHAS Data

Summary of Housing Problems for Black, Non-Hispanic Households:

- ◆ 49% of all Black, Non-Hispanic households reported “any housing problems”
- ◆ 85% of >30 to <=50% MFI, Black, Non-Hispanic households reported “any housing problems”
- ◆ 70% of >50 to <=80% MFI, Black, Non-Hispanic households reported “any housing problems”



- ◆ 64% of $\leq 30\%$ MFI, Black, Non-Hispanic households reported “any housing problems”

While none of the racial/ethnic groups have a disproportionately high percentage rate of very low-income households compared to the total households between 0 – 80% MFI, the following have above average rates:

- ◆ Black (Non-Hispanic)

Numerically, White (Non-Hispanic) and Black (Non-Hispanic) households have the highest number of extremely low-income households.

The following racial/ethnic group has a disproportionately higher percentage rate of low-income households compared to the total households between 0 – 80% MFI:

- ◆ Black (Non-Hispanic)

3. POPULATIONS WITH SPECIAL NEEDS (OTHER THAN HOMELESS) –

Supportive housing is defined as living units that provide a planned services component with access to a range of services identified as necessary for the residents to achieve personal goals. Various populations with special needs require supportive housing. The needs of these subpopulations are described below.

a. Elderly and Frail Elderly:

A frail elderly person is defined as one who has one or more limitations of activities of daily living (ADL), and one who may need assistance to perform ADL. ADL is defined as routine activities carried out for personal hygiene and health (including bathing, dressing, feeding) and for operating a household. Elderly persons may need housing assistance for two reasons – financial and supportive. Supportive housing is needed when an elderly person is both frail and low income, since the housing assistance offers services to compensate for the frailty in addition to financial assistance. By this definition of need, there are no elderly that require supportive housing, only frail elderly.

An estimate of the number of frail elderly requiring supportive services can be obtained by applying the national prevalence statistics of 14.4% for the proportion of elderly



that required assistance with ADL to the number of elderly in the City of Martinsburg.

The 2000 Census reported that there were 2,452 persons age 65 and older in the City of Martinsburg representing 16.4 percent of the population. There were a total of 1,098 low-income senior households according to the 2000 CHAS data. Applying the 14.4% national prevalence standard to the total number of low-income senior households results in an estimated 158 frail elderly households who may require supportive housing in the City of Martinsburg.

The following Table outlines the elderly households in the City of Martinsburg with mobility and self-care disabilities. As defined by CHAS Data 2000, mobility and self-care limitations are 1) a long-lasting condition that substantially limits one or more basic physical activity, such as walking, climbing stairs, reaching lifting, or carrying; and/or 2) a physical, mental or emotional condition lasting more than six months that creates difficulty with dressing, bathing, or getting around inside the home. CHAS Data 2000 provides the information by income category and reports on those with a housing problem. The data distinguishes by age, identifying elderly and extra elderly as follows:

- ◆ Elderly are one or two member households, where either person is 62 to 74 years.
- ◆ Extra elderly are one or two member households with either person being 75 years or older.

Elderly Households with Mobility and Self-Care Limitations – 2000

	Total Elderly Households	Households with Mobility and Self-Care Limitation				
		62 to 74 years	75 and Over (Extra Elderly)	Total	With Any Housing Problem	
					Total Households with a Limitation	% of Households with a Limitation
Renter Households						
Low Income (0-80% MFI)	566	129	178	307	53	17.3%
Above 80% MFI	88	0	25	25	0	0
Total Renters	654	129	203	332	53	16%



Owner Households						
Low Income (0-80% MFI)	532	27	53	80	50	62.5%
Above 80% MFI	635	103	104	207	25	12.1%
Total Owners	1,167	130	232	362	75	20.7%
Total All Elderly Households						
Total All Households	1,821	259	435	694	128	18.4%

Source: U.S. Census Bureau

- ◆ Of the 1,821 elderly households, over 18 percent (128) have a mobility and self-care limitation. 435, or more than one-half, are age 75 and over.
- ◆ 694 (38.1 percent) of the households with a mobility and self-care limitation have a housing problem.
- ◆ 56% of the households with a housing problem have income at or below 80 percent of MFI.
- ◆ 2,452 persons were age 65 or over in 2000.
- ◆ Seniors represent 16 percent of the population.
- ◆ Elderly households represent 28 percent of all households in Martinsburg.
- ◆ 357 seniors are below the poverty rate.
- ◆ 36 percent of elderly households rent and 36 percent of which experience housing problems.
- ◆ 64 percent of elderly households own and 16 percent of which experience housing problems.
- ◆ 10 licensed residential care facilities provide a total of 284 beds for the elderly and frail elderly in Martinsburg.

b. Persons with Disabilities:

The majority of people with psychiatric or developmental disabilities experience housing problems or have housing needs in some form: cost prohibition or rent over burden; overcrowding; substandard housing; inability to move out of an institutional or residential treatment setting beyond the period of need; and homelessness.

- ◆ 27 percent of the population has a disability.



- ◆ 15 percent of the population age 5 to 20 years has a disability.
- ◆ 30 percent of the population age 21 to 64 years has a disability.
- ◆ 45 percent of the population age 65 and older has a disability.
- ◆ No data for Martinsburg is available on mental illness; however, about one percent of the population nationwide suffers from severe mental illness.

c. Large Households:

- ◆ 7 percent of the households were considered large (5 or more persons).
- ◆ 51 percent of large households rent – 57 percent of which experienced housing problems.
- ◆ 49 percent of large households own – 41 percent of which experienced housing problems.
- ◆ Although there does not appear to be a shortage of adequately sized-units, affordability is an issue for target income large households.

d. Female Headed Households:

- ◆ 14 percent of total households in 2000 were headed by a female.
- ◆ 8 percent of total households were headed by a female with children under 18 years of age.
- ◆ 35 percent of female headed households were below poverty.
- ◆ 47 percent of female headed households with children under 18 years of age were below poverty.
- ◆ 58 percent of female headed households with children under 5 years of age were below poverty.
- ◆ 9 percent of females age 15 years and older are no longer married.
- ◆ 9 percent of females age 15 years and older were widowed.



e. Persons with Alcohol and Other Addictions:

Alcohol or other drug abuse is defined as an excessive and impairing use of alcohol or other drugs, including addiction. Persons who are classified with alcohol or other addictions may have a history of inpatient treatment (detox), be identified by current symptoms or by an assessment of current intake, and by some combination of these approaches. The National Institute of Alcohol Abuse and Alcoholism estimates the number of men with drinking problems at 14% to 16%, and the number of women with similar problems at 6%. No similar statistics exist for abuse of other drugs. However, the National Institute of Alcohol Abuse and Alcoholism estimates that one-third or more of the clients in publicly funded residential group programs are homeless most of the year before entering treatment. Since this group is without housing and medical insurance, it is assumed that they are low income and in need of supportive housing.

There is no source of data to determine the extent of this sub-population in the City of Martinsburg. If the national estimated percentages of men and women with alcohol addictions are applied to the 2000 population, approximately 999 men and 470 women in the City of Martinsburg may have alcohol addiction.

f. Persons Diagnosed with HIV/AIDS and Related Diseases:

The Berkeley County Health Department and the AIDS Network are the primary HIV/AIDS service providers within the community. According to the WV HIV/AIDS Housing Plan, Eastern Panhandle Report, Berkeley County, along with eight other panhandle counties comprises the Public Health District 8.

- ◆ Since the beginning of statistical monitoring of the AIDS/HIV epidemic, a total of 134 AIDS cases and 76 HIV infection cases (without an AIDS diagnosis) have been diagnosed in Berkeley and Jefferson Counties.
- ◆ In 2001, there were 62 people living with AIDS and 72 people living with HIV (without an AIDS diagnosis) who had been reported in Berkeley and Jefferson – these represented 12 percent of people living with AIDS in West Virginia and 13 percent of people living with HIV.
- ◆ Of the cumulative AIDS/HIV cases in Berkeley and Jefferson Counties as of December 31, 2001:
 - 57 percent were white.
 - 40 percent were African-American.



- 81 percent were male.
- 54 percent were between the ages of 20 and 39
- 22 percent were between the ages of 40 and 49

According to the U.S. Department of Health and Human Services, Health Resources and Services Administration, the following trends characterize West Virginia clients receiving services funded by Ryan White Care Act Title II Programs in 2001:

- ◆ 71 percent of clients are white.
- ◆ 71 percent of clients were male.
- ◆ 82 percent of clients were between 22 and 40 years of age.

Data Limitations:

One of the major drawbacks in presenting information on persons with HIV/AIDS is data limitation. These limitations are present in several respects:

- ◆ There is a lack of data on the number of persons living with HIV, especially at the local level. Only AIDS cases are reportable in the state of West Virginia.
- ◆ The lack of data at the local level necessitates deriving some local estimates from national or state data. This practice often significantly limits the number and type of conclusions that can be based on the data derived.
- ◆ Available data is often limited and conclusions based on this data must therefore be limited. For example, all of the empirical data on the AIDS population is based on reported cases rather than actual cases. The proportion of reported cases to actual cases must be estimated. Since HIV is not reportable in West Virginia, data on persons with HIV is estimated.
- ◆ Due to the confidentiality practiced in the treatment of and care for persons with HIV/AIDS, some of the available data may contain overlaps, i.e., the same persons being counted in a category by more than one data collecting agency. Although this possibility is another factor to consider in drawing conclusions from data, it is not believed that this possibility produces severely flawed or skewed data.



g. Victims of Domestic Violence:

The Shenandoah Women's Center is the leading service provider for victims of domestic violence within the region.

Although information specific to Martinsburg was not available, there has been a significant increase in domestic related 911 calls. The City, with the assistance of U.S. Department of Justice funding, is developing a strategy to address this trend. According to the West Virginia Coalition Against Domestic Violence:

- ◆ In fiscal year 2000-2001, licensed domestic violence programs directly served 18,201 West Virginians.
- ◆ During 1998, an average of two domestic homicides occurred in West Virginia each month.
- ◆ West Virginia law enforcement agencies reported a total of 10,397 complaints of domestic violence in 1998, a 4.1% increase over the 1997 figure.
- ◆ Since 1989, domestic violence complaints to West Virginia law enforcement agencies have increased by 400%.
- ◆ Between 1990 and 1997, the number of domestic violence petitions processed in West Virginia by magistrate courts tripled.

h. Public Housing Residents:

Persons living in public or assisted housing may want to leave public housing if their living situation stabilized or if affordable homeownership opportunities were available. Family self-sufficiency programs and homeownership programs provide such opportunities. As of June 2004, the Housing Authority of the City of Martinsburg (MHA) reported 200 applicants on the waiting list for available public housing units.

- ◆ The Section 8 waiting list was closed. When the waiting list will reopened in 2004, some potential applicants will have been waiting for over a year to apply for Section 8 vouchers.
- ◆ The increase in the MHA waiting list is largely concentrated in 1-bedroom, non-elderly units of which relatively few are available.



L. PRIORITY HOUSING NEEDS [91.215(b)]

1. HOUSING NEEDS AND ACTIVITIES –

The City's housing strategy is based on the priority needs and goals. HUD Table 2A found in Appendix 1 of the Strategic Plan of the original Five Year Consolidated Plan summarizes the housing priorities and objectives for the Consolidated Plan period. Those housing activities that are expected to be funded with C.D.B.G. monies are described in this section.

Summary of City's Housing Needs:

Given the high cost of housing and the growing number of families in Martinsburg, high-priority housing needs include affordable rental housing for target income families as well as senior who are often on fixed incomes. With respect to ownership housing, rehabilitation, and emergency repair assistance for target income homeowners is a high priority.

Housing Goals:

The primary housing goal of the Consolidated Plan is:

- HS-1** Foster the development and maintenance of housing affordable to target income households as well as those with special needs.

The goal is based on the following elements:

- ◆ Identify and assist in acquiring sites for affordable housing.
- ◆ Assist in the development and provision of housing for target income households and special needs groups.
- ◆ Identify, and where appropriate, remove governmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and special needs groups.
- ◆ Promote the conservation and improvement in the condition of existing affordable housing stock.
- ◆ Promote equal housing opportunities.
- ◆ Assisting in preserving assisted housing developments for target income households.



The City will use a variety of resources, programs, and policies to facilitate the accomplishment of these goals. Those programs primarily using federal and state funds are identified below.

Consolidated Plan Housing Programs:

The City will study the feasibility and design standards for developing the following programs. Similar initiatives in comparable communities have enhanced the effectiveness of attaining similar housing goals for target income residents.

Homeownership Assistance Program:

The City will evaluate the feasibility and benefits of establishing a homeownership assistance program to assist with the purchase, by income eligible residents, of a home. The program design will include low-interest loans or grants to assist with downpayment and closing costs.

Objective: Provide homeownership assistance to target income households.

Responsibility: Comm. Dev. Dept.

Funding: HOME funds & CDBG Funds

Owner-Occupied Rehabilitation Program:

In order to maintain and ensure the safety of the housing stock, the City will promote the rehabilitation of housing for target income homeowners. A program is needed to provide for general, regular maintenance of the dwelling, in addition to repairs that are not economically feasible to the homeowner due to the high cost of the repair or economic situation of the homeowner.

Objective: Provide housing rehabilitation service to target income homeowners.

Responsibility: Comm. Dev. Dept.

Funding: State & HOME Funds

Emergency Repair Program:

The City will develop a program to assist those target income elderly and disabled homeowners, who may be unable to make critical repairs or keep their homes safe and habitable.

Objective: Provide emergency repair grants to target income homeowners.

Responsibility: Comm. Dev. Dept.

Funding: State & CDBG Funds



Bi-Annual Housing Conditions Survey:

Perform a bi-annual review of City neighborhoods to identify areas that appear to be in decline and provide information on available housing rehabilitation programs to neighborhood residents.

- Objective:* Perform a bi-annual review of neighborhoods.
- Responsibility:* Comm. Dev. Dept. & Planning/Engineering Dept.
- Funding:* C.D.B.G.

Rental Housing Inspection Program:

In order to ensure the maintenance of the rental housing stock, the City will continue its rental housing inspection program.

- Objective:* Investigate feasibility of rental inspection program.
- Responsibility:* Planning/Engineering Dept.
- Funding:* City

Fair Housing Services:

In order to ensure equal access and opportunity in housing, fair housing services will be provided to Martinsburg residents. These may include casework, discrimination complaint investigation, education, outreach, through the Human Relations Commission and other social service agencies. Additionally, the City will prepare an Analysis of Impediments to Fair Housing Choice (AI). The City of Martinsburg will be completing this assessment process and compiling the report during the initial C.D.B.G. program year.

- Objective:* Promote fair housing services to residents
- Responsibility:* Comm. Dev. Dept.
- Funding:* C.D.B.G.

2. CHARACTERISTICS OF THE HOUSING MARKET –

- ◆ Increase the supply of entry-level affordable housing units.
- ◆ Encourage a variety of housing types.
- ◆ Provide owner and renter-occupied housing rehabilitation assistance.
- ◆ Provide first-time homebuyer assistance.



- ◆ Conversion of 2nd and 3rd floors in downtown district to residential use.
- ◆ Improve connections from core downtown district to nearby neighborhoods.

3. BASIS FOR ASSIGNING PRIORITY –

a. **Extremely Low-, Very Low-, and Low-Income Renter Households Needing Rental Assistance:**

The need for rental assistance is demonstrated in the Housing and Homeless Needs Assessment of this plan.

- ◆ Between 70% and 80% of each type of extremely low-income (0%-30% MFI) renter household (i.e., elderly, small family, large family, and other) is cost burdened. In addition, between 50% and 60% of these households is severely cost burdened.
- ◆ Between 65% and 70% of each type of very low-income (31%-50% MFI) renter households is cost burdened.
- ◆ Between 30% and 50% of each type of low-income (51%-80% MFI) renter household is cost burdened.

b. **Extremely Low-, Very Low-, and Low-Income Owner-Occupied Households Needing Rehabilitation:**

The age threshold commonly used to signal a potential structural conditions deficiency is approximately 50 years. About 72% of the city's housing was constructed prior to 1960. Preservation of owner-occupied housing protects the investment of low-income homeowners and may promote historic preservation.

CHAS Data 2000 identified 2,201 low-income (0%-80% MFI) homeowners in the city.

- ◆ About 7% had a housing problem. Numerically, elderly owner households have the largest number of housing problems, but proportionately, All Other owner households have the greatest rate of housing problems.
- ◆ About 17% of low-income elderly owner households with a mobility and self-care limitation have a housing problem.
- ◆ About 14% of low-income non-elderly owner households with a mobility and self-care limitation have a housing problem.



- ◆ There are about 19% owner units with potential lead-based paint hazards that are affordable to low-income households.

Maintenance of the housing stock through rehabilitation is the primary means available to the City to ensure safe and decent housing in the community to owner households. While there are units that are not feasible for rehabilitation, much of the housing stock can be maintained and made habitable through rehabilitation.

Rehabilitation allows long-time residents to remain in the community and supports their efforts to improve the city's living environment. Housing rehabilitation stabilizes neighborhoods, eliminates blighting influences, and preserves the City's tax base. Maintaining the housing stock supports the recycling of units from older households that are downsizing to smaller units to younger households who want to settle and grow in the community. Expanding the working age population supports economic development.

c. Extremely Low-, Very Low-, and Low-Income Renter households Need Rehabilitation:

The age threshold commonly used to signal a potential structural conditions deficiency is approximately 50 years. About ___% of the city's housing was constructed prior to 1960. Preservation of the renter-occupied housing ensures that low-income renters have safe, decent, affordable housing, improves neighborhood character by eliminating blight, and may promote historic preservation.

CHAS Data 2000 identified 2,108 low-income renter households in the city.

- ◆ About 58% had a housing problem. Numerically, All Other households have the largest number of housing problems, but proportionately, large renter households have the greatest rate of housing problems.
- ◆ About 34% of low-income elderly renter households with a mobility and self-care limitation have a housing problem.
- ◆ About 22% of low-income non-elderly renter households with a mobility and self-care limitation have a housing problem.
- ◆ The rental units are affordable to low-income households, have lead-based paint problems.



- ◆ The Martinsburg Housing Authority has 132 applicants on its waiting list for public housing units.
- ◆ There are 155 families on the waiting list for Section 8 assistance. Rehabilitation assistance for landlords, including reduction of lead-based paint hazards, will expand the pool of units available to Section 8 households with children under age six.

Maintaining the housing stock through rehabilitation or creation of new rental housing is the primary means available to the City of Martinsburg to ensure safe and decent housing in the community to existing renter households. While there are units that are not feasible for rehabilitation, much of the rental housing stock can be maintained and made habitable through rehabilitation.

Rehabilitation and creation of new rental housing allows long-time residents to remain in the community and supports their efforts to improve the city's living environment. A decent and safe rental housing stock encourages new young households to settle in the community. As their incomes and families grow, they will remain in the community due to their positive experience. Housing rehabilitation and creation of new housing stabilizes neighborhoods, eliminates blighting influences, and preserves the city's tax base. Rehabilitated and new rental housing provides housing opportunities for aging owners to find decent housing in their community, and supports the recycling of their owner units to younger households that want to settle and grow in the community. Expanding the working age population supports economic development.

d. Homeownership Opportunities for Extremely Low-, Very Low-, and Low-Income Renter Households:

Increasing homeownership will establish permanence, foster a sense of pride, and expand investment in the community to counteract market forces leading to conversion of the housing stock to rental housing.

Of the vacant for-sale units in the City of Martinsburg identified by CHAS Data 2000:

- ◆ None of the units are affordable to households with income between 0% and 50% MFI; and
- ◆ Less than 1% of the units are affordable to households with income above 50% of median.



However, all of these units are likely to need significant rehabilitation to make them habitable. Thus, the cost of major rehabilitation renders many vacant for-sale units unaffordable to low-income households.

In addition, low-income renter households have difficulty saving for downpayments and closing costs when faced with rental obligations and other economic factors.

To expand homeownership opportunities for low-income renter households, there continues to be a need for assistance with downpayments, closing costs, and costs for improvements. The creation of new housing, either through construction or substantial rehabilitation, is expensive. Creation of new housing to accommodate low-income households will continue to require deep subsidies.

Homeownership will provide relief from overcrowding for larger renter households. The majority of the affordable for-sale units contain three or more bedrooms.

4. OBSTACLES TO MEETING UNDERSERVED NEEDS –

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

- ◆ Rapid population growth
- ◆ High cost of housing
- ◆ Tight rental housing market
- ◆ Aging population
- ◆ Low wages in the service and retail sector



M. HOUSING MARKET ANALYSIS [91.210]

1. HOUSING MARKET CHARACTERISTICS –

a. Household Profile:

The type, size, and composition of a household can affect the type of housing and service that are needed. In Martinsburg, 55 percent of the households consist of families.

- ◆ In 2000, Martinsburg had 6,684 households.
- ◆ Average household size for Martinsburg was 2.2 persons in 2000 compared to 2.5 for Berkeley County.
- ◆ 37 percent of Martinsburg households were married, compared to 55 percent for Berkeley County.
- ◆ 28 percent of all households had children under age 18.
- ◆ 28 percent of all households had a member whose age was 65 or older.

This information suggests a need for housing and social services designed to serve Martinsburg's senior population.

b. Special Needs Population:

Certain groups may have more difficulty finding housing and may require specialized services or assistance. Due to their special circumstances, they are more likely to have low or moderate incomes. These groups include: the elderly, frail elderly, persons with disabilities, large households, female-headed households, persons with substance abuse problems, the homeless, victims of domestic violence, and persons with HIV/AIDS.

HUD Tables 1B and 1C in original Five Year Consolidated Plan in Appendix 1 of the Strategic Plan Section illustrate the priority goals and objectives for special needs subpopulations.

Elderly and Frail Elderly

- ◆ 2,452 persons were age 65 or over in 2000.
- ◆ Seniors represent 16 percent of the population.
- ◆ Elderly households represent 28 percent of all households in Martinsburg.



- ◆ 357 seniors are below the poverty rate.
- ◆ 36 percent of elderly households rent and 36 percent of which experience housing problems.
- ◆ 64 percent of elderly households own and 16 percent of which experience housing problems.
- ◆ 10 licensed residential care facilities provide a total of 284 beds for the elderly and frail elderly in Martinsburg.

Persons with Disabilities

- ◆ 27 percent of the population has a disability.
- ◆ 15 percent of the population age 5 to 20 years has a disability.
- ◆ 30 percent of the population age 21 to 64 years has a disability.
- ◆ 45 percent of the population age 65 and older has a disability.
- ◆ No data for Martinsburg is available on mental illness; however, about one percent of the population nationwide suffers from severe mental illness.

Large Households

- ◆ 7 percent of the households were considered large (5 or more persons).
- ◆ 51 percent of large households rent – 57 percent of which experienced housing problems.
- ◆ 49 percent of large households own – 41 percent of which experienced housing problems.
- ◆ Although there does not appear to be a shortage of adequately sized-units, affordability is an issue for target income large households.

Female-Headed Households

- ◆ 14 percent of total households in 2000 were headed by a female.
- ◆ 8 percent of total households were headed by a female with children under 18 years of age.
- ◆ 35 percent of female headed households were below poverty.



- ◆ 47 percent of female headed households with children under 18 years of age were below poverty.
- ◆ 58 percent of female headed households with children under 5 years of age were below poverty.
- ◆ 9 percent of females age 15 years and older are no longer married.
- ◆ 9 percent of females age 15 years and older were widowed.

Alcohol/Other Drug Abuse

The Community Prevention Partnership is one of the community's leading entities in coordinating educational and related services to prevent and reduce substance abuse.

No information was available specifically for Martinsburg. National and regional information was used to address this issue.

- ◆ 20 percent of Americans abuse alcohol.
- ◆ 7 percent of Americans use illegal drugs.
- ◆ Alcohol is the most used and abused substance in the region.
- ◆ Methamphetamine use is an increasing problem within the State.
- ◆ Marijuana is the most problematic illegal substance among youth.
- ◆ Prevention and treatment services are insufficient to address needs within the region.

Persons with HIV/AIDS

The Berkeley County Health Department and the AIDS Network are the primary HIV/AIDS service providers within the community. According to the WV HIV/AIDS Housing Plan, Eastern Panhandle Report, Berkeley County, along with eight other panhandle counties comprises the Public Health District 8.

- ◆ Since the beginning of statistical monitoring of the AIDS/HIV epidemic, a total of 134 AIDS cases and 76 HIV infection cases (without an AIDS diagnosis) have been diagnosed in Berkeley and Jefferson Counties.
- ◆ In 2001, there were 62 people living with AIDS and 72 people living with HIV (without an AIDS diagnosis) who had been reported in Berkeley and Jefferson –



these represented 12 percent of people living with AIDS in West Virginia and 13 percent of people living with HIV.

- ◆ Of the cumulative AIDS/HIV cases in Berkeley and Jefferson Counties as of December 31, 2001:
 - 57 percent were white.
 - 40 percent were African-American.
 - 81 percent were male.
 - 54 percent were between the ages of 20 and 39.
 - 22 percent were between the ages of 40 and 49.

According to the U.S. Department of Health and Human Services, Health Resources and Services Administration, the following trends characterize West Virginia clients receiving services funded by Ryan White Care Act Title II Programs in 2001:

- ◆ 71 percent of clients are white.
- ◆ 71 percent of clients were male.
- ◆ 82 percent of clients were between 22 and 40 years of age.

Victims of Domestic Violence

The Shenandoah Women's Center is the leading service provider for victims of domestic violence within the region.

Although information specific to Martinsburg was not available, there has been a significant increase in domestic related 911 calls. The City, with the assistance of U.S. Department of Justice funding, is developing a strategy to address this trend. According to the West Virginia Coalition Against Domestic Violence:

- ◆ In fiscal year 2000-2001, licensed domestic violence programs directly served 18,201 West Virginians.
- ◆ During 1998, an average of two domestic homicides occurred in West Virginia each month.
- ◆ West Virginia law enforcement agencies reported a total of 10,397 complaints of domestic violence in 1998, a 4.1% increase over the 1997 figure.
- ◆ Since 1989, domestic violence complaints to West Virginia law enforcement agencies have increased by 400%.



- ◆ Between 1990 and 1997, the number of domestic violence petitions processed in West Virginia by magistrate courts tripled.

c. Housing Market Profile:

Housing Growth

- ◆ In 2000, Martinsburg had 7,423 housing units.
- ◆ By March 2004, an additional 53 housing units had been built or permitted.
- ◆ Projected number of housing units to be built between 2004 and 2008 is approx. 150 units per year.

Housing Type, Tenure, and Vacancy Rate

- ◆ 50 percent of units are owner-occupied.
- ◆ 50 percent of units are renter-occupied.
- ◆ Housing types in Martinsburg:
 - Single-family detach. 52%
 - Single-family attach. 10%
 - Multi-family units 30%
 - Duplexes 7%
 - Mobile homes 1%
- ◆ Vacancy rate in 2000 was:
 - Owner-occupied units 3.7%
 - Renter-occupied units 8.3%

Age and Condition

- ◆ 27 percent were built from 1980 to March 2000.
- ◆ 35 percent were built from 1940 to 1979.
- ◆ 39 percent were built in 1930 or earlier.
- ◆ 0.4 percent (27 h.u.'s) lack complete plumbing facilities.
- ◆ 0.5 percent (32 h.u.'s) lack complete kitchen facilities.

The City's Code Enforcement Office estimates that approximately 22% of all housing units are code deficient.



2. NUMBER AND TARGETING OF ASSISTED HOUSING –

Public and Assisted Housing:

- ◆ The Housing Authority of the City of Martinsburg owns and operates five developments within the community:
 - Adams Stephens Homes
47 family units
 - Horatio Gates Village
51 family units
 - Leeland Apartments
20 family units
 - Ambrose Towers
104 family units
 - Stonewall Haven
105 elderly units
- ◆ The Housing Authority does not allocate Section 8 project-based assistance.
- ◆ Within the City, there are 80 Section 202 elderly housing units, 0 Section 811 units for persons with disabilities, and three low-income housing tax credit housing developments with 65 units.
- ◆ Average between 25 and 40 families on public housing waiting list.
- ◆ There are currently no vacancies in public housing.

Tenant-Based Housing (Section 8) Assistance:

- ◆ Housing Choice (Section 8) Voucher Program provides portable vouchers that assist low income households with housing costs.
- ◆ 285 households in Berkeley, Jefferson, and Morgan Counties participate in the Housing Choice (Section 8) Voucher Program.
- ◆ 200 households on the Section 8 waiting list.
- ◆ The Housing Authority of the City of Martinsburg does not currently manage a Family Self-Sufficiency Program.



3. MARKET INFLUENCE ON USE OF AVAILABLE FUNDS –

Housing Costs:

- ◆ Current average home price in Berkeley County is \$200,000.
- ◆ Fair Market Rents by bedroom size for Martinsburg in 2004 is:
 - Efficiency \$ 485
 - One-bedroom \$ 518
 - Two-bedroom \$ 609
 - Three-bedroom \$ 762
 - Four-bedroom \$ 856
- ◆ Countywide, home prices increased by an average of 25 percent between 2002 and 2003.

Affordability:

- ◆ Single-family home prices are not affordable to target income households.
- ◆ A moderate income (51-80% AMI) household of four can afford approximately \$125,000.
- ◆ Average home sales price in Berkeley County for a new three-bedroom home is \$200,000.
- ◆ The availability of minimally sized building lots has diminished rapidly causing lot prices to jump sharply over the last two years.
- ◆ The majority of rental rates are not affordable to lower income households.
- ◆ A low income household of four can afford a rent of \$625
- ◆ Some moderate income households can afford rents in Martinsburg.
- ◆ Low income and many moderate income households may need assistance in order to afford housing in the community.

Overpayment:

According to HUD, a household that pays more than 30 percent of its income on housing is defined as having a housing cost burden (overpayment). Overpayment is a concern for target income households since they may be forced to double up or cut other necessary expenditures such as health care in order to afford housing.



- ◆ 21.2 percent of owners paid more than 30 percent of income on housing and 48.2 percent paid more than 50 percent.
- ◆ 12.2 percent of renters paid more than 30 percent of income on housing and 52.9 percent paid more than 50 percent.

Lack of affordable entry-level housing is one factor that may contribute to high housing cost burden among target income households. Another factor is the increased population growth from the Washington D.C. area which has risen housing prices due to demand.

Overcrowding:

Overcrowding is defined by the Census as more than one person per room excluding kitchen, porches, bathrooms, and hallways. According to the 2000 Census there were 125 h.u.'s or 1.9% of all h.u.'s that were overcrowded.

Barriers to Affordable Housing:

Some of the primary barriers to affordable housing identified among providers include:

- ◆ Availability of sites for multi-family housing.
- ◆ Availability of funding for affordable housing.
- ◆ High cost of housing



N. SPECIFIC HOUSING OBJECTIVES

1. SPECIFIC HOUSING OBJECTIVES –

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



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



O. NEEDS OF PUBLIC HOUSING [91.210(b)]

1. NEEDS OF PUBLIC HOUSING –

The needs of public housing are addressed in the Martinsburg Housing Authority’s PHA Plans. A summary of those needs are illustrated on the following table. The chart below rates the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.”

Housing Needs of Families in the Jurisdiction By Family Type

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <=30% of AMI	554	5	5	5	5	5	5
Income >30% but <=50% of AMI	323	4	4	4	4	4	4
Income >50% but <80% of AMI	314	3	3	3	3	3	3
Elderly	234	4	4	4	4	2	3
Families with Disabilities	414	4	4	4	5	2	3
Race/Ethnicity White	844	3	3	3	3	3	3
Race/Ethnicity Black	305	3	3	3	3	3	3
Race Ethnicity Hispanic	54	3	3	3	3	3	3

Housing Needs of Families on the Public Housing Waiting List

	# of families	% of total families	Annual Turnover
Waiting List Total	132		78
Extremely low income <=30% AMI	17	12.9%	
Very Low Income (>30% but <=50% AMI)	111	84.1%	
Low Income (>50% but <80% AMI)	4	3.0%	
Families with children	51	38.6%	
Elderly families	20	15.2%	
Families with Disabilities	14	10.6%	
White	114	84.4%	
Black	18	13.6%	
Other	0	0.0%	



Characteristics by Bedroom Size (Public Housing Only)	-	-	-
1 Bedroom	66	50.0%	51
2 Bedroom	57	43.2%	19
3 Bedroom	8	6.1%	6
4 Bedroom	1	0.7%	2
5 Bedroom	0	0.0%	0

**Housing Needs of Families on the Section 8
Tenant-Based Assistance Waiting List**

	# of families	% of total families	Annual Turnover
Waiting List Total	155		N/A
Extremely low income <=30% AMI	21	13.5%	
Very Low Income (>30% but <=50% AMI)	125	80.7%	
Low Income (>50% but <80% AMI)	9	5.8%	
Families with children	63	40.6%	
Elderly families	17	11.0%	
Families with Disabilities	11	7.1%	
White	113	72.9%	
Black	42	27.1%	
Other	0	0.0%	
Characteristics by Bedroom Size (Public Housing Only)			
1 Bedroom	N/A	N/A	N/A
2 Bedroom	N/A	N/A	N/A
3 Bedroom	N/A	N/A	N/A
4 Bedroom	N/A	N/A	N/A
5 Bedroom	N/A	N/A	N/A

2. SUMMARY OF PUBLIC HOUSING UNITS –

The Housing Authority of the City of Martinsburg owns and operates five developments within the community:

- Adams Stephens Homes
47 family units
- Horatio Gates Village
51 family units
- Leeland Apartments
20 family units
- Ambrose Towers
104 family units



- Stonewall Haven
105 elderly units

3. PHYSICAL CONDITION OF PUBLIC HOUSING –

The physical condition of the above public housing units varies from site to site: from fair to good conditions. The Martinsburg Housing Authority is constantly maintaining and upgrading the units under its maintenance and modernization program.

4. RESTORATION AND REVITALIZATION NEEDS –

The Martinsburg Housing Authority is committed to providing decent, safe, and sanitary housing to low-income residents of the City of Martinsburg. The MHA continues to modernize its housing units using its annual capital grant funds. Each year the MHA expends between 85 to 95% of its grant funds on capital improvements. Attached to its annual CFP application is a listing of proposed improvements each year.

5. OTHER FACTORS –

The Executive Director, the Commissioners, and staff continue to strive to complete and exceed all health and safety requirements to keep the housing units in excellent conditions. The MHA maintains an ongoing preventative maintenance schedule for buildings and units. With the use of the Capital Fund Program, the MHA is able to replace appliances, repair interior and exterior hardware; and landscaping the grounds to keep the complexes looking desirable and well maintained.

The Housing Authority strives to keep up to date on new programs and requirements to improve its services and complexes. The MHA keeps in contact with local agencies to refer applicants and residents to other organizations where they can get needed assistance. The MHA advertises and notifies these other service organizations of any changes in the status of the waiting lists.

The Housing Authority encourages communication with residents. It asks that they notify the MHA of their housing needs and suggestions for improvement. Resident councils are encouraged to help wherever possible. A well informed resident is one of their best assets.



P. PUBLIC HOUSING STRATEGY [91.210]

1. PUBLIC HOUSING STRATEGY –

The Martinsburg Housing Authority has established in conjunction with HUD the following strategic goals and objectives:

- Increase the availability of decent, safe and affordable housing.**
 - ◆ Apply for additional rental vouchers
 - ◆ Reduce public housing vacancies
 - ◆ Leverage private or other public funds to create additional housing opportunities
 - ◆ Acquire or build units or developments

- Improve the quality of assisted housing.**
 - ◆ Improve public housing management (PHAS Score)
 - ◆ Improve voucher management (SEMAP Score)
 - ◆ Increase customer satisfaction
 - ◆ Concentrate on efforts to improve specific management functions
 - ◆ Renovate or modernize public housing units
 - ◆ Demolish or dispose of obsolete public housing
 - ◆ Provide replacement public housing
 - ◆ Provide replacement vouchers

- Increase assisted housing choices.**
 - ◆ Provide vouchers mobility counseling
 - ◆ Conduct outreach efforts to potential vouchers landlords
 - ◆ Increase vouchers payment standards
 - ◆ Implement vouchers homeownership program
 - ◆ Implement public housing or other homeownership programs



- ◆ Implement public housing site-based waiting lists
- **Provide an improved living environment.**
 - ◆ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
 - ◆ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments
 - ◆ Implement public housing security improvements
 - ◆ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- **Promote self-sufficiency and asset development of assisted households.**
 - ◆ Increase the number and percentage of employed persons in assisted families
 - ◆ Provide or attract supportive services to improve assistance recipients' employability
 - ◆ Provide or attract support services to increase independence for the elderly or families with disabilities
- **Ensure equal opportunity and affirmatively further fair housing.**
 - ◆ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability
 - ◆ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
 - ◆ Undertake affirmative measures to ensure accessible housing to persons with all variety of disabilities regardless of unit size required



2. MANNER IN WHICH PLAN WILL ADDRESS NEEDS –

The City of Martinsburg and the Martinsburg Housing Authority will undertake the following activities to address the needs:

- **Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities**
 - ◆ The Executive Director will continue to work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.
 - ◆ As an ongoing process, the Martinsburg Housing Authority and the City will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to the Housing Authority's facilities and reduce duplicative costs.

- **The Martinsburg Housing Authority will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan**
 - ◆ The Executive Director will provide a work force with a professional image by conducting and participating in community efforts, including contracting maintenance services as necessary, to promote the benefits and beautification of the City and County.

- **The Martinsburg Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families**
 - ◆ The Martinsburg Housing Authority will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes seasonal flower planting and creating attractive and consistent signage for the properties.



- ◆ The Housing Authority and the City will work together to improve neighborhood parks by public housing sites.
 - ◆ As an ongoing process, the Executive Director and the staff of Martinsburg Housing Authority will develop methods of enforcing model neighbor standards, marketing strategies and plans for future success.
- **The Martinsburg Housing Authority shall strive to achieve its potential as an organization**
- ◆ The Martinsburg Housing Authority will develop a communication process that will improve the timely sharing of information concerning any future programs, plans and budgets with the City.

3. PERFORMANCE OF PUBLIC HOUSING AGENCY –

The Martinsburg Housing Authority is not considered “troubled” by HUD and is not otherwise performing poorly. Therefore, no assistance is needed to improve operations by the City of Martinsburg.



Q. BARRIERS TO AFFORDABLE HOUSING [91.210(e) & 91.215(f)]

1. BARRIERS OF AFFORDABLE HOUSING –

The City is committed to removing or reducing barriers to affordable housing whenever possible. A variety of actions include, among others:

- ◆ Incentives for development of affordable housing
- ◆ Restructuring fees
- ◆ Modifying development standards
- ◆ Rezoning of sites for multi-family development
- ◆ Reuse of the 2nd and 3rd floors in downtown district to residential use

2. STRATEGY TO AMELIORATE NEGATIVE EFFECTS OF PUBLIC POLICIES –

Fair housing is crucial to ensuring that persons of like income levels have equal access to housing. HUD requires that jurisdictions receiving federal funds commit to affirmatively further fair housing. A key part of achieving this goal is the preparation of an Analysis of Impediments to Fair Housing Choice (AI). The City of Martinsburg will be completing this assessment process and compiling the report during the initial C.D.B.G. program year.

Areas of immediate concern include:

- ◆ The need for additional affordable multi-family units; and,
- ◆ The removal of physical barriers and constraints to housing for persons with disabilities.
- ◆ The need to increase public awareness of fair housing choice and rights.

Further analysis of the feasibility of reducing these impediments should include rezoning of sites to higher density, the use of density and/or affordability bonuses to encourage the increase of affordable housing units, and a community awareness and education strategy. Each April, the City adopts a Proclamation declaring April as “Fair Housing Month.”



R. HOMELESS NEEDS [91.205(b) & 91.215(c)]

1. HOMELESSNESS NEEDS –

Individuals or families that are homeless have a variety of special needs including emergency shelter, counseling, job training, transitional housing, and permanent supportive housing, among others.

Though detailed information specific to the homeless population in Martinsburg is not available, the Priority Homeless Needs Table in Section 3, Appendix 1 provides Point in Time Study conducted by the Homeless Coalition on May 28, 2003 that demonstrates the homeless population and gaps in homeless services and facilities for Berkeley and Jefferson Counties. This information was used to determine the priorities in Table 1A.

Several factors appear to be contributing to an increase in the homeless population with the community. They include, among other influences, Martinsburg's geographic proximity to the Washington, D.C./Baltimore, Maryland metro area, rising housing costs, and the increase in clients served by the Veteran's Administration Hospital

- ◆ The Continuum of Care of Berkeley & Jefferson Counties, comprised of over 30 partners, provides a full listing of available shelters, housing, and services for the region.
- ◆ In 2000, 20 percent of Martinsburg residents were living below the poverty line and thus were at risk of being homeless.
- ◆ According to the Continuum of Care Supportive Housing Program application under the 2003 SuperNOFA, the following projects were ranked within the community's Continuum of Care system:
 - Telamon Corp.'s STEPS Transitional Housing Program.
 - Community Networks' HOPE Living Learning Center.
 - Telamon Corp.'s Permanent Housing for Veterans.
 - Community Networks' Rental Assistance Program.



- Community Networks' Moses House Drop-In Center
- The Imani Foundation's "DESTINATIONS," a transportation program.

With high housing costs throughout the region, affordable housing is a major need for target (0-80% AMI) income households. The following discussion identifies housing characteristics, trends, and needs in Martinsburg.



S. PRIORITY HOMELESS NEEDS

1. HOMELESS PREVENTION PRIORITIES –

A raise in rent, the loss of a job, an eviction, or domestic violence can easily lead to homelessness for many low income individuals and families. Because the City is experiencing an increase in the homeless population, local homeless providers are collaborating to strengthen service networks.

Priority Homeless Needs:

Homelessness is a regional issue and is best addressed through the efforts of local jurisdictions and non-profits in Berkeley and Jefferson Counties. The Continuum of Care of Berkeley & Jefferson Counties identifies facilities and services available within the region, as well as unmet needs. Strategies have been implemented to address the priority needs illustrated in HUD Table 1A in Appendix 1 of the Strategic Plan. Relative priority was established through the Continuum of Care and an analysis of the needs from the single Point-In-Time Survey.

With a focus on homeless prevention, the city and local service providers have identified the provision of direct assistance (e.g., food and clothing) as well as supportive services to help those potentially at-risk of becoming homeless as the key priorities for homeless assistance and prevention over the five-year period.

Homeless Assistance Goals:

The primary goal, established to address the issue of homelessness and homeless prevention, is:

- HA -** Encourage a range of supportive services to help those at risk of becoming homeless and those who are without shelter.

The City will continue to work with The Continuum of Care of Berkeley & Jefferson Counties and its partners to address its goal and the local needs of the homeless.



Homeless Assistance and Prevention:

Homeless Assistance:

Through the Continuum of Care network, the City will promote emergency shelters, transitional housing, and other support services that address the homeless needs of the community.

Objective: Work with agencies to address the needs of the community's homeless and at-risk population.

Responsibility: Comm. Dev. Dept.

Funding: Federal

Homeless Services:

In order to help those who are homeless or at risk of becoming homeless, the City will support services, which may include free food and clothing, counseling, emergency housing assistance, referral, or temporary shelter.

Objective: Support service agencies in the delivery of services to the homeless or those at risk of becoming homeless within the community.

Responsibility: Comm. Dev. Dept.

Funding: Federal

Housing Choice Voucher Rental Assistance Program:

The Housing Choice (Section 8) Voucher Rental Assistance Program provides vouchers to very low and extremely low income households that are in need of housing and are potentially at risk of becoming homeless or have special needs such as persons with HIV/AIDS. The City will advise the Public Housing Authority, which administers the program for HUD, on the need for vouchers in the community.

Objective: Provide information and referral to the Housing Choice Voucher Program.

Responsibility: Martinsburg Public Housing Authority

Funding: Federal Section 8 and TBRA under HOME



2. CHRONIC HOMELESSNESS –

Under the Continuum of Care, the City of Martinsburg supports the following goals and objectives to address the problem of chronic homelessness:

- ◆ Establish additional beds under a Harm Reduction Program.
- ◆ Establish a Housing First model for chronically street homeless.
- ◆ Assist in the Point In Time Survey of the chronic homeless.
- ◆ Review and implementation of the HMIS and identify enhancements and adjustments that need to occur.
- ◆ Insure programs are within compliance of regulations and meetings the needs of the consumers.



T. HOMELESS INVENTORY [91.210(c)]

1. SUMMARY OF EXISTING FACILITIES & SERVICES –

The following are the existing facilities & services in the City of Martinsburg:

- ◆ Telamon Corp.'s STEPS Transitional Housing Program.
- ◆ Community Networks' HOPE Living Learning Center
- ◆ Telamon Corp.'s Permanent Housing for Veterans.
- ◆ Community Networks' Rental Assistance Program.
- ◆ Community Networks' Moses House Drop-In Center
- ◆ Imani Foundation's DESTINATIONS transportation program.



U. HOMELESS STRATEGIC PLAN [91.215(c)]

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

1. HOMELESSNESS STRATEGY –

Three 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, engaged and keep reenrolled in services.
- c. An extensive, tightly-women system of support services is needed to keep chronically homeless people successful housed. This support system has gap 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 Telamon Corporation, 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 on one-on-one and in group meetings.

Telamon Corporation Reliable Housing – Telamon will enter into lease agreements with private sector landlords for a stock of 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 five (5) 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.

Permanent Supportive Family Housing Project for People with Disabilities:

HOPE Living/Learning Center – The HOPE Living/Learning Center will offer transitional housing for single females exiting emergency shelters that are unable to access affordable permanent housing. The site will offer 11 efficiency units and is available to the person for up to 24 months. During this time, each participant will meet 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. The project is located in the eastern panhandle.

2. 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. One major group living in an environment unfit for human habitation is 23 single males living at the Charles Town Race Track in the stables. The Racetrack Chaplaincy maintains regular contact with these gentlemen in an effort to link them to health care, and other basic life services.



3. HOMELESSNESS PREVENTION –

Rental Mortgage Assistance in the eastern panhandle is provided by: Community Networks, Inc./HIV/AIDS Program, Department of Human Resources, Telamon Corporation, Jefferson County Community Ministries, Congregational-Cooperative Action Program, and AIDS Network.

Telamon Corporation and Community Network, 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 the 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.

4. INSTITUTIONAL STRUCTURE –

The City of Martinsburg is an active participant in the Continuum of Care Organization. The organization consists of representatives from the broad range of social service organizations in the Eastern Panhandle. The CoC meets regularly and has established sub-committees to assist in Health service delivery, advocate for the homeless and programs, a housing committee, outreach and coordination and supportive services.

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 an MOU 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.



V. EMERGENCY SHELTER GRANT

1. EMERGENCY SHELTER GRANTS –

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



W. COMMUNITY DEVELOPMENT [91.215(e)]

1. PRIORITY NON-HOUSING COMMUNITY DEVELOPMENT NEEDS –

Community development covers such areas as public facilities, infrastructure, and economic development. While these provide the foundation for a successful community, C.D.B.G. Target Areas (low and moderate income areas) often have greater needs than the rest of the community. Community development needs were developed based on consultation with staff. Additional input was provided by residents and service providers.

Economic Development Needs:

- ◆ Workplace development and job training services to benefit both small employers and target income residents.
- ◆ Centralized employment center for job training and workforce development.
- ◆ Street and circulation improvements in C.D.B.G. Target Areas to attract business.
- ◆ Improvements to deteriorating storefronts and businesses in central business district and boarded housing units in target income areas.
- ◆ Redevelopment and reuse of underutilized Roundhouse site.
- ◆ Parking garage in downtown area.
- ◆ Renovation and reuse of the Old Post Office as The Arts Centre.
- ◆ Encourage the renovation of buildings within the core downtown area through façade rehabilitation assistance.
- ◆ Develop a downtown design concept.
- ◆ Improve community gateways.

Public Service and Facility Needs:

- ◆ Housing and supportive services for target income residents.
- ◆ Childcare facilities and services, especially for single-parents.
- ◆ Youth centers and recreational facilities and programs.



- ◆ Senior centers and recreational, educational, and social services.
- ◆ Informational and referral services.
- ◆ Health and mental health services.
- ◆ Transportation services to get residents to services and employment.
- ◆ Affordable housing education and information on choices and resources.
- ◆ Fair housing and tenant counseling services.

Infrastructure Needs:

- ◆ Street and interchange improvements.
- ◆ Sidewalk, curb, and gutter improvements.
- ◆ Upgrade of waterlines in downtown area to enhance reuse of 2nd and 3rd floors to residential occupancy.
- ◆ Increase the supply of parking through the use of shared parking and the development of a parking structure in the downtown district.
- ◆ Develop a downtown district wayfinding and parking sign-system.
- ◆ Improvements to stormwater management system.
- ◆ Improvements to emergency services communications system.

Accessibility Improvements:

- ◆ Accessibility improvements at many public service provider facilities.
- ◆ Curb ramp installation at street corners and intersections.
- ◆ Crosswalk signal accessibility improvements.



2. BASIS FOR ASSIGNING PRIORITIES –

Priority Community Development Needs and Objectives – C.D.B.G.

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



3. OBSTACLES TO ADDRESSING THE PRIORITIES –

The major obstacle to addressing the City's non-housing community development priorities is the limited resources for numerous competing demands. Other constraints include new job creation and the prevailing wage requirement for construction financing.

4. SPECIFIC LONG- AND SHORT-TERM COMMUNITY DEVELOPMENT OBJECTIVES –

The City's community development strategy relates to efforts to provide new or improved existing services, facilities, infrastructure, and economic development opportunities. The City's priority needs and the projected allocation of C.D.B.G. funds over the next five years are illustrated in Appendix 1 of the Strategic Plan in HUD Table 2B.

Summary of Priority Community Development Needs:

Key community development needs identified in the citizen questionnaire and during meetings with City staff in Martinsburg include housing supportive services such as childcare, job training, health care, and fair housing services. City staff has also identified accessibility and infrastructure improvements that are important to ensuring improved access and service to C.D.B.G. Target Areas.

Community Development Goals and Objectives:

The City has established the following community development goals to assist target income households and areas:

- CD-1** Improve the infrastructure and physical environment of Martinsburg's C.D.B.G. Target Areas.
- CD-2** Support economic development and employment opportunities in the City's C.D.B.G. Target Areas.
- CD-3** Encourage the provision of services to assist target income individuals and families, including those with special needs.
- CD-4** Assist in the provision of services for target income young people in the community.
- CD-5** Support services for the elderly, including the frail elderly, in Martinsburg
- CD-6** Promote facilities that serve the City's special needs groups and target income households.



ECONOMIC DEVELOPMENT –

Development of a One-Stop Center:

In order to better serve target income residents as well as local businesses, the City will continue to participate in the development of a One-Stop Center. The One-Stop Center would provide a variety of services, including workforce development, job training, career planning and counseling, and services to local businesses. These services would be funded partially through the programs identified under Community Services.

Objective: Development of a local One-Stop Center.

Responsibility: Berkeley County Development Authority

Funding: Federal, state, & local

Commercial/Industrial New Development:

The program will provide façade improvements and rehabilitation to blighted commercial and industrial buildings in eligible C.D.B.G. areas, particularly in the downtown district.

Objective: Implement the City's Downtown Plan and Parking Management Plan.

Responsibility: Comm. Dev. Dept., Main Street Martinsburg, BCDA

Funding: Federal & state

Business Assistance Program:

This program will offer technical assistance, small loans, and/or grants to help local businesses, including minority and women-owned businesses, which employ target income residents. Technical assistance may include training programs, employment outreach, marketing services, and employment match services.

Objective: Provide assistance to local businesses.

Responsibility: Small Business Center & BCDA

Funding: Federal & state

INFRASTRUCTURE AND AREAS IMPROVEMENTS –

Street/Sidewalk/Bridge Improvements:

The program will provide street and sidewalk improvements in C.D.B.G. Target Areas. Potential projects include sidewalk, curb and gutter improvements, street widening, and intersection and interchange improvements.

Objective: Provide street and sidewalk improvements.



Responsibility: Planning/Engineering Dept.
Funding: Federal, state, & local

Flood, Stormwater, & Sanitary Sewer Improvements:

The City will provide flood and stormwater improvements in C.D.B.G. Target Areas. Potential projects will focus on reducing street flooding, and rehabilitating and upgrading the City’s existing systems. Specifically, the improvements will involve upgrading existing drain inlets, laterals, mainlines, and manholes to reduce street flooding.

Objective: Provide flood, stormwater, & sanitary sewer improvements.

Responsibility: Planning/Engineering Dept.
Funding: Federal, state, & local

Accessibility Improvement Program:

The program will provide accessibility improvements to public facilities as well as improvements to existing infrastructure, such as curb ramps, to ensure that they are accessible to persons with disabilities.

Objective: Provide accessibility improvements to public facilities and existing infrastructure.

Responsibility: Planning/Engineering Dept.
Funding: Federal, state, & local

Waterline Improvements:

The City will provide waterline improvements in C.D.B.G. Target Areas and the downtown district. Potential projects will focus on substandard waterlines in areas that hinder affordable housing expansion.

Objective: Provide waterline improvements in target areas.

Responsibility: Planning/Engineering Dept.
Funding: Federal, state, & local

Community Enhancement:

Community enhancement services are important in terms of preventing blight and ensuring the safety and structural integrity of homes, businesses, and other structures not only throughout the City, but particularly in C.D.B.G. Target Areas through code enforcement. The City will remove unusable or dilapidated housing



and other structures by providing increased funding and part-time staffing to the City's Demolition/Clearance Program.

- Objective:* Provide code enforcement services in C.D.B.G. Target Areas
- Responsibility:* Planning/Engineering Dept.
- Funding:* Federal, state, & local

COMMUNITY FACILITIES –

Youth/Recreation Facilities and Equipment:

Improve recreational facilities and equipment to serve the needs of target income youth in the community.

- Objective:* Provide recreational improvements for youth.
- Responsibility:* Parks & Recreation Board
- Funding:* Federal, state, & local

Senior Center:

Senior Centers provide vital services to elderly and frail elderly persons in Martinsburg. These include meal programs and transportation, among others. In order to meet the growing demand for services, the City will assist in obtaining equipment, capital improvements, and program development.

- Objective:* Assist Senior Centers with capital improvements and expenditures.
- Responsibility:* Berkeley County Senior Services
- Funding:* Federal, state, & local

COMMUNITY SERVICES –

Youth Services:

The City will support a variety of youth services, especially recreation services for the community's target income young people. These include after-school programs, recreation and sports programs, and art and drama activities. Support may include assistance for capital improvements.

- Objective:* Assist with youth services and programs
- Responsibility:* Boys & Girls Club, Parks & Recreation Board, Berkeley County School Board
- Funding:* Federal, state, local, & private



Childcare Services:

The City will support childcare services for target income working families either in conjunction with existing programs or through new childcare facilities.

- Objective:* Support childcare services
- Responsibility:* Berkeley County School Board, WVDHHR, & private
- Funding:* Federal, state, & private

Senior Services:

The City will support senior services to its elderly and frail elderly. Such services may include nutrition programs, home-delivered meal programs, transportation, health services, shared housing programs and other forms of assistance.

- Objective:* Support senior services and programs
- Responsibility:* Berkeley County Senior Services
- Funding:* Federal, state, & local

Disabled Services:

In order to help target income persons with disabilities, the City will assist social services providers with services for persons with disabilities. Services may include recreation programs, advocacy services, home meal/visitation programs, job training, transportation, and health services, among others.

- Objective:* Support the provision of services for the disabled
- Responsibility:* V.A., & WVDHHR
- Funding:* Federal, state, & local

Job-Training Services:

To provide better economic opportunities to target income residents, the City will support the provision of job training and workforce development services.

- Objective:* Provide job-training services
- Responsibility:* One-Stop Center, WV Bureau of Employment Programs
- Funding:* Federal, state, & local

Health Services:

As part of the City's efforts to provide supportive services for target income households, the City support the provision of health services to residents. These



services may include referrals, counseling, screening, education and outreach, health programs, or medical services.

Objective: Promote health services.
Responsibility: Berkeley County Health Dept.
Funding: Federal, state, & local

Anti-Crime Programs:

To help C.D.B.G. Target Areas and assist target income residents with safety information and crime reduction, the Martinsburg Police Department will continue to provide pro-active anti-crime initiatives that are intended to prevent and effectively respond to crime. These initiatives may include education and outreach programs to seniors and youth, workshops in CD.B.G. Target Areas, drug-prevention education, youth safety/gang prevention programs, minority outreach programs, and other related services or programs.

Objective: Provide anti-crime service programs
Responsibility: Martinsburg Police Department
Funding: Federal, state, & local

PLANNING & ADMINISTRATION –

The City has established the following goal for planning and administration of the C.D.B.G. program:

- PA-1** Provide efficient administration and oversight of the C.D.B.G. program and undertake planning efforts to address the needs of target income residents.

Priority Needs Survey:

The City will conduct studies to determine what types of supportive service can be provided in Martinsburg to assist target income residents, especially those in assisted housing developments.

Objective: Conduct priority needs survey.
Responsibility: Comm. Dev. Dept.
Funding: C.D.B.G.

Analysis of Impediments to Fair Housing Choice:

Refer to Housing Strategy discussion presented earlier.



Bi-Annual Housing Conditions Survey:

Refer to Housing Strategy discussion presented earlier.

Rental Housing Inspection Program:

Refer to Housing Strategy discussion presented earlier.



X. ANTIPOVERTY STRATEGY [91.215(h)]

1. GOALS, PROGRAMS & POLICIES FOR REDUCING POVERTY –

ANTI-POVERTY STRATEGY

Approximately 20 percent of Martinsburg residents live in poverty. Female-headed households with children are particularly affected by poverty. The City's goal of reducing the extent of poverty is 15%, based on actions the City has control over, or actions in which the City will cooperate with outside agencies.

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

Planned economic development and anti-poverty programs include:

- ◆ Job-training services
- ◆ Commercial/Industrial New Development
- ◆ Homeless services
- ◆ Development of a One-Stop Center
- ◆ Childcare assistance

2. EXTENT TO WHICH STRATEGY WILL REDUCE POVERTY RATES –

Based on the public policies and programs for the City of Martinsburg it is anticipated that over the five (5) year period of the Consolidated Plan, the poverty rate will be reduced by 15% based on the following:

- ◆ The City and Berkeley County are pursuing new economic development opportunities to create jobs for the unemployed and under employed.
- ◆ The City is willing to use the Section 108 Loan Guarantee Program to promote economic development.
- ◆ CDBG funds are available for public service programs for job training, education, health and social services to raise the standard of living of families above the poverty level.



Y. LOW INCOME HOUSING TAX CREDIT [91.315(k)]

1. STRATEGY TO COORDINATE LIHTC –

The City of Martinsburg is supportive of the use of LIHTC projects to provide housing that is affordable to lower income households. There are no known projects, proposed or planned, that anticipate the use of LIHTC funds.



Z. SPECIFIC SPECIAL NEEDS OBJECTIVES [91.215]

1. PRIORITY AND SPECIFIC OBJECTIVES –

a. Elderly and Frail Elderly:

- ◆ Develop a variety of housing options for the elderly and frail elderly.
- ◆ Encourage and support the provision of support services for elderly and frail elderly households.

b. Persons with Disabilities:

- ◆ Continue to address the housing gaps for accessible units.
- ◆ Encourage and support programs for supportive services for persons with disabilities.

c. Persons with Alcohol/Drug Addictions:

- ◆ Identify and address the housing and supportive service needs for persons with Alcohol/Drug addictions.

d. Public Housing Residents:

- ◆ Provide homeownership opportunities for public housing residents.
- ◆ Promote the renovation of public housing units to be fully accessible to the disabled.
- ◆ Provide supportive services to meet the needs of public housing residents.

2. PUBLIC AND PRIVATE SECTOR RESOURCES –

a. Public:

- ◆ CDBG Funds
- ◆ HOME Funds
- ◆ USDA
- ◆ W VHDF Bonds
- ◆ FmHA



- ◆ HUD Section 202/811

b. Private:

- ◆ Federal Home Loan Bank
- ◆ Local Financial Institutions
- ◆ Private Developers
- ◆ Foundations/Donations



AA. NON-HOMELESS SPECIAL NEEDS ANALYSIS

1. NON-HOMELESS SPECIAL NEEDS SUB-POPULATION –

The following estimates are provided for the number of persons in various sub-populations that are not homeless, but may require housing or supportive services:

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	25
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 periods	10
4	Increase the number of units/beds available to victims of domestic violence	Total number of available units over five-year period	20

2. PRIORITY HOUSING AND SERVICE NON-HOMELESS NEEDS –

With respect to the housing and supportive service needs of persons who are not homeless, but who require supportive services, the City of Martinsburg has identified various priorities. These priorities are not presented in order of preference, however they are grouped by type of activity and are based on information obtained from housing and supportive service providers and the statistical information provided in the Housing and Homeless Needs Section of this consolidated plan.



a. Elderly and Frail Elderly:

□ Priority #1: Develop a variety of housing options for elderly households.

Through housing programs the City of Martinsburg will continue to address the housing needs of elderly households and will support activities – rehabilitation, new construction, rental assistance, accessibility improvements, etc. – that address these needs. Potential funding sources include CDBG, HOME, HUD Section 202, Section 8, bonds,, and private funds.

□ Priority #2: Encourage the provision of supportive services for elderly households.

The City of Martinsburg will encourage the efforts of social and health service providers who serve the elderly population. Potential funding sources include publicly funded agencies, charitable contributions, and private foundations.

b. Persons with Disabilities:

□ Priority #1: Continue to address gaps in accessible housing.

Both Census data and anecdotal information indicate a need for housing for persons with disabilities. The City of Martinsburg will continue to encourage activities that increase the supply of accessible units. Such activities may include the following:

- ◆ Encourage the Housing Authority to meet the goal of having 5% of all public housing units be handicap accessible units.
- ◆ Promote the availability of accessibility grants and loans through the city's housing improvement and production programs.
- ◆ Continue to work with agencies that serve persons with disabilities to identify and address this population's housing needs.

The City will endorse applications for public funds – federal, state, and local – and private funds to increase the supply of accessible units for persons with disabilities.

Potential funding sources include CDBG, HOME, HUD Section 811, Section 8, bonds, and private funds.



Priority #2: Provide supportive services for persons with disabilities.

The City of Martinsburg will continue to encourage social service agencies to identify and address the supportive service needs of persons with disabilities. The city will endorse applications for public funds – federal, state, and local – and private funds to provide the supportive services needed by persons with disabilities.

c. Persons with Alcohol/Drug Addictions:

Priority #1: Identify and address the housing and supportive service needs of persons with alcohol/drug addictions.

The City of Martinsburg will continue to encourage social service agencies to identify and address the housing and supportive service needs of persons with alcohol/drug addictions. The city will endorse applications for public funds – federal, state, and local – and private funds to provide the housing and supportive service needs of this population.

d. Public Housing Residents:

Priority #1: Provide accessible units to meet the needs of public housing residents.

The Martinsburg Housing Authority needs to undertake a system-wide evaluation to identify how many of its units meet Uniform Federal Accessibility Standards. This evaluation will permit the authority to identify and address the gap between its current supply of accessible units and the number of such units required to meet the needs of its current and future residents. Potential funding sources include the authority's Capital Program.

Priority #2: Provide supportive services to meet the needs of public housing residents.

The Martinsburg Housing Authority will continue to identify and address the supportive services needs of its residents through the following:

- ◆ The authority needs to participate in HUD's "Moving to Work" Program, which provides residents with expanded access to social services, including case management programs.



- ◆ Through its self-sufficiency resident initiatives, the authority hopes to assist residents through access to a variety of services including life skills, job readiness skills, drug and alcohol related services, training and education, child care, employment placement, etc.

3. BASIS FOR ASSIGNING PRIORITIES –

The following are the basis for assigning priorities:

a. Elderly and Frail Elderly:

According to the 2000 U.S. Census, there were 2,452 persons aged 65 and older in the City of Martinsburg. The needs of the elderly are varied and depend on many factors such as health, economic status, housing cost burden, mobility impairments, housing preferences, etc. Of the city's 1,821 elderly households:

- ◆ 43% were very low-income (0%-50% MFI).
- ◆ An estimated 32% were frail elderly households who may require supportive services.
- ◆ Nearly 25% have a mobility and self care limitation.
- ◆ Almost 36% of very low-income (0%-50%MFI) elderly renter households have a housing problem.
- ◆ More than 15% of very low-income (0%-50% MFI) elderly owner households have a housing problem.

b. Persons with Disabilities:

Persons with disabilities include those with physical, mental, and developmental disabilities. The needs of these populations are diverse, but all involve a link between permanent housing opportunities and supportive social services. The primary challenge is finding accessible, affordable housing, which can range from hospital setting and group homes to independent apartments or scattered site single family homes. In addition, there is a need for proper supportive services. A significant portion of this population is low/moderate-income, which also affects their ability to secure housing without some financial subsidy. There are also accessibility barriers to the housing choices available to persons with disabilities.

This consolidated plan contains the following data on housing for persons with disabilities:



- ◆ 17% of public housing households and 20% of Section 8 households have disabled residents, but the units they live in are not necessarily handicap accessible units.
- ◆ Outside of public housing and the Section 8 Program, there are few handicap accessible rental units in the city that are assisted with public funds.
- ◆ In 2000, the Census reported that 13,921 city residents age 5 and older had one or more disabilities, which included sensory, physical, mental, and employment disabilities. However, there is no data available on the number of these individuals who were low/moderate-income and/or required a handicap accessible unit. Even if only 10% of this population required handicap accessible housing, it is obvious that the current inventory of known accessible housing units in the city addresses only a fraction of the need.
- ◆ Of the city's 4,795 non-elderly households, 336 (7%) have a mobility and self care limitation.
- ◆ People with disabilities cannot benefit from Section 8 rental assistance because most accessible units are in newer buildings with rents above fair market rents.

c. Persons with Alcohol/Drug Addictions:

An estimated 14% of men and 6% of women in the City of Martinsburg have alcohol addictions, but there are no similar estimates for the number of City residents that have other drug addictions. There is no data on the housing needs of this population.

d. Public Housing Residents:

The Martinsburg Housing Authority seeks to identify and address the accessibility and supportive services needs of its residents.

4. OBSTACLES TO MEETING UNDERSERVED NEEDS –

Main obstacles to addressing the housing and supportive service needs of the city's non-homeless special needs populations are as follows:

□ Elderly and Frail Elderly:

- ◆ Almost 43% of this population is very low-income (0%-50% MFI), nearly 25% have a mobility and self-care limitation, and many have housing problems.



- ◆ Inadequate funding for elderly housing needs and supportive services.

☐ Persons with Disabilities:

- ◆ Lack of affordable accessible housing
- ◆ A significant portion of this population is low/moderate-income
- ◆ Access to needed supportive services
- ◆ Reluctance of landlords to make accessibility modifications to units

☐ Persons with Alcohol/Drug Addictions:

- ◆ There is a need for better data on the size of this population in the city and its housing and supportive service needs.

☐ Persons with HIV/AIDS and Their Families:

- ◆ There is limited data on the size of this population in the city.
- ◆ There is a critical shortage of affordable housing for persons with HIV/AIDS.
- ◆ 35% are cost-burdened.
- ◆ Inadequate funding for housing needs.

☐ Public Housing Residents:

- ◆ The nature and extent of this population's accessible housing needs are unknown
- ◆ Inadequate funding

5. EXISTING FACILITIES AND SERVICES –

a. Elderly and Frail Elderly:

The City of Martinsburg will continue to identify opportunities to use CDBG, HOME, Section 202, Section 8, bonds, and private funds to develop a variety of housing types to meet the needs of elderly households. Social service and health service providers will continue to use public and private funds to serve these populations



b. Persons with Disabilities:

The Housing Authority will continue to use its Capital Program funds to increase the supply of accessible units in its public housing developments.

The City will use accessibility grants available through its CDBG Program to make improvements to single family homes.

The City will continue to encourage human service agencies to identify and address the supportive service needs of persons with disabilities.

c. Persons with Alcohol/Drug Addictions:

The City will continue to encourage human service agencies to identify and address the housing and supportive service needs of this population.

d. Persons with HIV/AIDS and Their Families:

The City will continue to use support applications for funds to provide rental assistance to persons with HIV/AIDS.

e. Public Housing Residents:

The Martinsburg Housing Authority will continue to use its Capital Program funds to provide accessible units to meet the needs of public housing residents.

6. HOME OR OTHER TENANT-BASED RENTAL ASSISTANCE –

Over the next five years, the City of Martinsburg proposes the following goals for meeting the housing and supportive service needs of the city's none homeless special needs populations.

a. Elderly and Frail Elderly:

- ◆ Provide for accessibility modifications to low-income elderly housing units on an annual basis.
- ◆ Continue to encourage efforts to develop accessible low income elderly housing units through HUD's Section 202 Program or other funding sources. Through such efforts, develop additional units of accessible elderly housing by 2009.
- ◆ Continue to encourage the efforts of social and health service providers who serve the elderly population.



b. Persons with Disabilities:

- ◆ Encourage the Martinsburg Housing Authority to meet the goal of having 5% of all public housing units accessible by 2009.
- ◆ Encourage the Housing Authority to continue to work with partners to provide affordable housing to dually diagnosed mothers who suffer from mental illness and substance abuses.
- ◆ Provide for accessibility modifications to low-income non-elderly housing units, on an annual basis.
- ◆ Continue to encourage efforts to develop accessible low income housing units through HUD's Section 811 Program or other funding sources. Through such efforts, develop additional units of accessible housing for persons with disabilities by 2009.
- ◆ Continue to encourage human service agencies to identify and address the supportive service needs of persons with disabilities.

c. Persons with Alcohol/Drug Addictions:

- ◆ Continue to encourage human service agencies to identify and address the supportive service needs of persons with alcohol/drug addictions.

d. Persons with HIV/AIDS and Their Families:

- ◆ Continue to use support applications for funds to provide tenant-based rental assistance, short-term rent, mortgage and utility assistance, and housing and referral services.

e. Public Housing Residents:

- ◆ Encourage the Martinsburg Housing Authority to do the following to meet the housing and supportive service needs of its residents:
 - Meet the goal of having 5% of all public housing units accessible by 2009.
 - Continue and improve its existing programs and initiatives, such as self-sufficiency resident initiatives, through improved collaboration and cooperation with private and public non-profit and



government agencies that provide supportive service programs.

- Continue to improve and/or expand its homeownership initiatives.



BB. HOUSING OPPORTUNITIES FOR PEOPLE WITH AIDS (HOPWA)

The City of Martinsburg does not receive an entitlement grant of HOPWA funds.

1. PRIORITY UNMET NEED –

Not applicable.

2. ANNUAL HOPWA OUTPUT GOALS –

Not applicable.

3. HOUSING FACILITY PROJECTS –

Not applicable.

4. GEOGRAPHIC ALLOCATION OF FUNDS –

Not applicable.

5. ROLE OF THE LEAD JURISDICTION –

Not applicable.

6. CERTIFICATIONS FOR THE HOPWA PROGRAM –

Not applicable.



CC. SPECIFIC HOPWA OBJECTIVES

1. AVAILABLE PUBLIC AND PRIVATE RESOURCES –

The City of Martinsburg does not receive HOPWA funds.