

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
HOME INVESTMENT PARTNERSHIP PROGRAM  
Application Information and Process**

The City of Martinsburg will hold a public hearing on Thursday, February 10, 2022 at **6:30 PM** prevailing time in the J. Oakley Seibert Council Chambers in City Hall, 232 North Queen Street, Martinsburg, WV. **The purpose of this public hearing is to gather information for the City's Annual Action Plan for FY 2022**, which the City must submit to the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) Entitlement Funds and the HOME Investment Partnership Program. Community Development needs will include requests from nonprofit organizations for FY 2022 Community Development Block Grant (CDBG) funds as well as HOME funds allocated to the City under the Eastern Panhandle HOME Consortium of West Virginia.

FY 2022 CDBG and HOME Funding amounts are unknown at this time. However, based on the City's CDBG funding in FY 2021 it was \$348,527 and the FY 2021 HOME funding was \$508,352.

A CDBG Funding Request Form is enclosed. **CDBG Funding Request forms should be returned to the CDBG and HOME Administrator no later than Wednesday, March 2, 2022 by 3:00pm. HOME funding applications will be accepted Thursday, March 10, 2022 by Noon. If you would like a copy of the HOME Application, email [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)**

Written comments on the 2022 Community Development and Housing needs, including project recommendations and requests, should be submitted by Thursday, March 10, 2022 to Nancy Strine, Community Development and HOME Administrator [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org) or calling at (304) 254-2131, ext. 278.

All programs and services of the City of Martinsburg are available without regard to race, color, religion, sex, handicap or disability, familial status or national origin.

Enclosures

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

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

The City of Martinsburg has been a CDBG Entitlement community since 2004 and we have received over \$ 6.3 million in funds. The **primary objective** of the CDBG program is to provide housing, community and economic development for low-and-moderate income persons (70 % of the expenditures of the grant) by providing decent housing; a suitable living environment; and expand economic opportunities. This past year, we SPENT 100% of our CDBG expenditures serving low and moderate-income persons.

**The primary objective of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of low- and moderate-income.**

Funds must be used to carry out activities for one of the three broad National Objectives:

- benefit low and moderate-income persons;
- aid in the prevention or elimination of slum and blight; or
- meet other community development needs of particular urgency.

The CDBG program includes several restrictions and requirements on annual expenditures:

- 20% cap on administration and planning costs
- 15% cap on public services
- 70% of all expenditures must benefit low and moderate- income persons or neighborhoods
- CDBG expenditures must be made in a "timely" fashion – no more than 1.5 times the annual allocation must be unexpended 30 days prior to the end of the program's fiscal year.

**HOME** is the largest Federal block grant to state and local governments designed exclusively to create **affordable housing for low-income** households. The City of Martinsburg has been participating with the HOME Program since 2007. The City of Martinsburg has received \$6.6 million for housing assistance for the City of Martinsburg; Berkeley County; Jefferson County; and Morgan County, the majority of which goes to support the Eastern Panhandle HOME Consortium of West Virginia Homebuyer Assistance Program Consortium to assist first time homebuyers with gap financing to purchase their first home. We have assisted 327 first time homebuyers as of January 2022.

## CITIZEN PARTICIPATION

The City of Martinsburg encourages interested persons; groups; and/or organizations to participate in the public participation process of the CDBG and HOME programs.

## PROGRAM YEAR

The City of Martinsburg's fiscal program year runs on a twelve-month period from July 1 to June 30<sup>th</sup> of each year. The HUD Program year follows the federal fiscal year calendar from October 1<sup>st</sup> to September 30<sup>th</sup>. The reporting data requirements of the HUD CDBG and HOME programs follows the federal calendar. The receiving of federal funds to the City of Martinsburg follows the federal fiscal calendar year.

**HOME** is the largest Federal block grant to state and local governments designed exclusively to create **affordable housing for low-income** households. The City of Martinsburg has been participating with the HOME Program since 2007. We have received \$6.6 million for housing assistance for the City of Martinsburg; Berkeley County; Jefferson County; and Morgan County.

The HOME Housing Assistance Program (HAP) Program assists first time homebuyers with gap financing to purchase their first-time home in the City of Martinsburg; Berkeley; Jefferson; and Morgan County. The program this past year has assisted 22 first time home buyers 12 in Berkeley County; 6 in the City of Martinsburg; 4 In Jefferson County; and 0 in Morgan County. Historically we have assisted 327 First time homebuyers in the Eastern Panhandle. **Our 4.5 million of HAP loans have leveraged 43 Million in home sales and 39 million in the first mortgage loans.**

### 1. Activity eligibility must meet at least one of the Five Year Consolidated Goals

*Select the strategy that best fits the proposed project.*

#### Housing Strategy

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

#### Homelessness Strategy

HO-1 **Housing** - Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, and permanent supportive housing, and other permanent housing opportunities.

HO-2 **Operations/Support** Assist providers in the operation of housing and support services for the homeless and persons or families at-risk of becoming homeless.

**Other Special Needs Strategy**

SN-1 **Housing** – Increase the supply of affordable, accessible, decent, safe, and sanitary housing for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through rehabilitation of existing buildings and new construction.

SN-2 **Social Services** – Support Social Service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

SN-3 **Transportation.** Support the expansion of public transportation and ACCESS Service to assist the elderly, persons with disabilities, and persons with other special needs to have transportation for medical appointments and other essential needs.

**Community Development Strategy**

CD-1 **Community Facilities** Improve parks, recreational facilities, and trails including accessibility improvements to public buildings and all community facilities in the City.

CD-2 **Infrastructure** - Improve the public infrastructure through rehabilitation, reconstruction, and new construction, of streets, sidewalks, bridges, curbs, walkways, water, storm water, sanitary sewer, handicap accessibility improvements/removal of architectural barriers, etc.

CD-3 **Public Services** - Improve and increase public safety, programs for youth, the elderly, and disabled, and general social/welfare public service programs for low0 and moderate-income persons.

CD-4 **Public Safety** – Improve public safety facilities, equipment, crime prevention, community policing, and ability to respond to emergency situations.

CD 5 **Clearance/Demolition** – Remove and eliminate slum and blighted conditions through demolition of vacant, abandoned, and dilapidated structures.

**Economic Development Strategy**

ED-1 **Employment** – Support and encourage job creation, job retention, and job training opportunities.

ED-2 **Development** – Support business and commercial growth through expansion and new development Support business and commercial growth through expansion and new development.

**ED-3 Redevelopment** - Plan and promote the development, redevelopment and rehabilitation of vacant commercial and industrial sites.

**ED- 4 Financial Assistance** – Support and encourage new economic development through local, state, and Federal tax incentives and programs such as Tax Incremental Financing (TIF), tax abatements (LERTA), Enterprise Zones/Entitlement Communities, Section 108 Loan Guarantees, Economic development Initiative (EDI) funds, Opportunity Zones, etc.

**ED 5 Access to Transportation** – Support the expansion of public transportation and access to bus and automobile service to assist residents to get to work or training opportunities.

**Income Limits as of June 2021**

Martinsburg, WV HUD Metro FMR Area	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
<b>80% Low Income</b>	\$41,550	\$47,450	\$53,400	\$59,300	\$64,050	\$68,800	\$73,550	\$78,300

If you have any questions or need additional information about eligible CDBG activities, please contact the City of Martinsburg **CDBG and HOME Department** at (304) 264-2131, ext. 278 or [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org).