



First Program Year Action Plan

The CPMP First Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input checked="" type="checkbox"/> Non Construction
Applicant Information			
Jurisdiction		WV540264 CHARLESTON	
105 McFarland Street		06-812-8198	
0		0	
Charleston	West Virginia	Mayor's Office of Economic and Community Development	
25301	Country U.S.A.	0	
Employer Identification Number (EIN):		Kanawha	
55-6000160		7/1	
Applicant Type:		Specify Other Type if necessary:	
Local Government: City		Specify Other Type	
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles Consolidated Plan submission for the PY 2005 Community Development Grant Program		Description of Areas Affected by CDBG Project(s) City of Charleston	
\$CDBG Grant Amount 2,141,484	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income 25,000		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) \$2,166,484			

Jurisdiction

Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles Consolidated Plan submission for the PY 2005 HOME/ADDI Entitlement Program		Description of Areas Affected by HOME Project(s) City of Charleston	
\$HOME Grant Amount 1,096,756	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe) ADDI \$34,425	
Total Funds Leveraged for HOME-based Project(s) \$1,130,756			
Housing Opportunities for People with AIDS		14.241 HOPWA	
HOPWA Project Titles N/A		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
Emergency Shelter Grants Program		14.231 ESG	
ESG Project Titles Consolidated Plan submission for the PY 2005 Emergency Shelter Gran Program		Description of Areas Affected by ESG Project(s) City of Charleston	
\$ESG Grant Amount 83,066	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s) \$83,066			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts Second	Project Districts Second		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input checked="" type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Janet	Y	Mathews, CEcD
Director	(304) 348-8035, X220	(304) 348-0704
Janet.Mathews@CityofCharleston.org	www.CityofCharleston.org	Other Contact
Signature of Authorized Representative		Date Signed

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is optional, but encouraged. If you choose to complete it, please provide a brief overview that includes major initiatives and highlights that are proposed during the next year.

Program Year 1 Action Plan Executive Summary:

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

Program Year 1 Action Plan General Questions response:

1. Community Development Block Grant funds will be directed to program-eligible areas throughout the city. In order to qualify an area for the Community Development Block Grant program, at least 51 percent of the households in that area must have incomes at 80 percent or less of the area median income, a figure provided annually by the U. S. Department of Housing and Urban Development. Generally speaking, the program-eligible areas in Charleston include the flat areas north of the Kanawha River, the Chandler Drive area north of downtown Charleston, and the South Park and 44th to 54th Street areas south of MacCorkle Avenue in Kanawha City. These areas include all or part of the following Census Tracts: 1, 2, 5, 6, 7, 8, 9, 11, 12, 13, 17, 18, 21, 110, and 130.

HOME funds will be used throughout the city and will be based on the eligibility of the clients receiving the funds, such as first-time homebuyers and/or the tenants of rental housing. The use of these HOME funds is not restricted to the Community Development Block Grant-eligible areas.

The same is true for the Emergency Shelter Grant program funds. The city will continue using these funds to support the operations of emergency shelters including Covenant House, Daymark, Religious Coalition for Community Renewal, Roark-Sullivan Lifeway Center, YWCA-Resolve Family Abuse Program, and YWCA-Sojourner's. These agencies operate facilities located in Census Tracts 1, 2, 3, 9, 12 and 13.

Please refer to the project map in Appendix 1 for additional information on the location of activities targeted for assistance.

2. Throughout the five-year period covered by the Consolidated Plan, the city will allocate investments as equitably as possible among the eligible areas based on the needs identified and priorities assigned. Given the limited financial resources received and the costs associated with implementing certain types of projects or a large number of projects, the funding distribution to eligible areas may be greater/lesser in any one year, but the city will attempt to balance the allocation of funds over the next five years.

In the coming year, the city will receive \$2,141,484 in Community Development Block Grant funds. In accordance with Community Development Block Grant regulations, approximately 15 percent, or \$318,100, will be allocated to public services and nearly 20 percent, or \$425,000, will be used in program administration. This leaves almost \$1.4 million dollars remaining to allocate to "bricks and mortar" type activities, including housing rehabilitation.

In Action Plan Year 1, 55 percent, or \$771,000, of the city's Community Development Block Grant allocation will be used on non-public service activities throughout the city. This will include housing rehabilitation; code enforcement; vacant, dilapidated housing demolition; curb cuts and sidewalk reconstruction; as well as recreation facility improvements. Forty-seven (47) percent, or \$149,950, of the public service funds will be used throughout the city. Community- and faith-based organizations will be providing a variety of services including health services, after-school programs, daycare for children, services to the homeless (including food and shelter), and neighborhood center support to name just a few.

Add info here about the funds being spent vs. the need of target Census Tracts.

HOME Investment Partnership and Emergency Shelter Grant funds will be spent throughout the city, as these expenditures are based on the clientele being served and not necessarily the Census Tract in which the home is located or the service is offered.

Priorities have been assigned based on input from residents of the eligible areas, stakeholder agencies (public and private, non- and for-profit), and public officials regarding the most pressing needs in the community. Input used to determine the priorities was solicited through a variety of means including existing plans and a number of meetings: large, public meetings; neighborhood planning meetings; and smaller, more focused group consultations. Additionally, the prioritized housing needs are supported by Comprehensive Housing Affordability Strategy data.

3. The city has identified the following primary obstacles to meeting underserved needs:

- a lack of affordable housing suitable for a variety of households;
- an increasing population needing assistance;
- a current lack of federal funding across a number of program areas and further cuts and/or program elimination is being proposed by the President;
- federal regulations that increase project costs;
- a lack of certified lead-based paint contractors needed for rehabilitation projects;
- a lack of licensed contractors interested in participating in small (less than \$20,000) government, funded projects;
- poor credit ratings of individuals/households often preclude homeownership;
- a lack of awareness/understanding of the needs and programs;
- NIMBY attitudes.

While overcoming several of these obstacles are beyond the control of the city, the Mayor's Office of Economic and Community Development can be effective in accessing and maintaining an affordable housing stock, addressing the lack of qualified and certified lead contractors, assisting with training on the importance of good credit, and raising the awareness of the community's needs and programs.

Using prior year funding, the city will be investing in the development of affordable rental housing (and thus increasing the supply) at the former Spring Hill Apartments complex. A private developer has secured Low Income Housing Tax Credits and private financing to renovate the entire property. All of the units will receive Section 8 rental subsidy and all of the HOME-designated units will be occupied by households with incomes at or below 50 percent of the Area Median Family Income. Redeveloping the complex will increase occupancy by approximately 45 percent, or 100 units, because the majority of its existing 429 units are not currently occupied, in part due to its deteriorated condition and its reputation as a high crime neighborhood.

Throughout the Spring Hill renovation process, the city will be working with the developer and the Charleston Housing Authority to build 62 low-income rental replacement units. Additionally, the city will continue working with community- and faith-based organizations to address the need for transitional housing and the continuum to move homeless individuals to permanent housing.

The city will continue to make home purchases affordable to low- and moderate-income first-time homebuyers by providing mortgage subsidies through the HOME program. The Mayor's Office of Economic and Community Development will continue its partnerships with local lenders and private funding sources to leverage existing federal grant funds and these same collaborative requirements will be extended to the for- and non-profit developers receiving city-allocated dollars.

Recognizing the importance of maintaining its existing housing stock, the city will continue to assist owners by making affordable housing rehabilitation loans. The Mayor's Office of Economic and Community Development will continue its outreach activities to secure qualified contractors, and rehabilitation projects will be packaged to include more units in a single bid, increasing the total dollar amount to attract more contractors. Additionally, the city will, when possible, provide training to contractors interested in accepting rehabilitation projects involving lead-based paint. This training will be offered at no charge or at a nominal fee in an attempt to encourage and train as many contractors as possible.

The staff of the Mayor's Office of Economic and Community Development will continue to streamline the HOME and rehabilitation programs to provide the maximum benefit to more people.

In the past year, the Mayor's Office of Economic and Community Development participated in a number of homebuyer fairs throughout the city, providing information about the city's HOME program to first-time homebuyers interested in securing their part of the American Dream. It became apparent that access to the HOME program or other financial resources was not their primary obstacle: a lack of good credit was. The Mayor's Office of Economic and Community Development teamed with the Charleston Housing Authority to provide a credit counseling fair. The city will continue to participate in such events and will support agencies in their credit counseling efforts. (Community Housing Development Organization funding may be used for credit counseling and the city provides technical support directly to clients, when applicable.)

The Mayor's Office of Economic and Community Development will try a new approach in the coming year to increase the awareness of the community's needs and problems when it hosts half-day Saturday neighborhood planning sessions, in lieu of its traditional open-forum public meetings. The planning meetings will be well publicized, attempting to attract as many participants as possible. Additionally, the agency will review and revise its webpage to be more informative, by making the Consolidated Plan and Annual Action Plan available, by adding data about the community and programs offered, as well as links to stakeholder webpages serving low- and moderate-income residents.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 1 Action Plan Managing the Process response:

1. The lead agency is the Mayor's Office of Economic and Community Development. The agency is the entity responsible for overseeing the development of the Consolidated Plan, as well as for administering each of the programs – Community Development Block Grant, HOME Investment Partnership, American Dream Downpayment Initiative, Emergency Shelter Grant – covered by the Plan.

2. Significant aspects of Plan development included holding two public meetings to describe the program, solicit input, and report on progress of the current and past program year; consulting with individuals, neighborhood associations, stakeholder groups, public officials and various agencies; meeting with current CDBG subrecipients; reviewing existing plans that identify housing, community and economic development needs; researching Census and Comprehensive Housing Affordability Strategy data; collaborating with The Greater Kanawha Valley Foundation and the United Way of Central West Virginia to develop a common application to streamline the Community Development Block Grant application process for subrecipients; and accepting applications for Community Development Block Grant funds from stakeholder agencies that serve eligible areas and/or clientele.

In addition to the two public meetings held to describe the program and solicit input, two additional meetings were held during the ConPlan development process. The first was held to introduce and explain, in detail, the new, common grant application used by potential subrecipients in requesting Community Development Block Grant funds. This meeting was conducted in partnership with the Greater Kanawha Valley Foundation and the United Way of Central West Virginia. A fourth public meeting was held on March 22 to provide another opportunity to the public to make comments on the program. See Appendix 2 for sign-in sheets documenting the attendance of agencies, groups, organizations, and other interested stakeholders at each of the public meetings.

Staff of the Mayor's Office of Economic and Community Development consulted with housing and social service agencies including, but not limited to, the Charleston/Kanawha County HOME Consortium, the local Community Housing Development Organizations (CHDOs), the Kanawha Valley Collective, the Substance Abuse/Mental Health Committee of the Kanawha Valley Collective, the Charleston Housing Authority, the YWCA, Religious Coalition for Community Renewal, Covenant House, Daymark, Roark-Sullivan Lifeway Center, East End Family Resource Center, New Covenant Community Center, Manna Meal, United Way Learn and Play, Children's Therapy Clinic, Bob Burdette Center, Schoenbaum Family Enrichment Center, Women's Health Center, West Virginia State University. The focus of the consultations revolved around the following three questions:

- Describe positive aspects of existing programs and the needs being met;
- Describe negative aspects of existing programs and unmet needs;
- Share ideas to overcome obstacles to meet the underserved needs.

Some of the comments and concerns discussed at the meetings are as follows:

- Lack of funding to provide adequate services to meet the increasing needs;
- Expand programming and activities at existing neighborhood centers;
- Health outreach programs are working well, needs expanding;
- The high cost of medications are a concern;
- Need more health services for mental health/substance abuse programs;

- Need an education campaign on the effects of substance abuse/mental health on the community;
- Need transportation to doctor and counseling appointments, etc.;
- Need assisted, single-bedroom housing for individuals dealing with mental illness and/or substance abuse;
- While there is an increasing awareness of the need for affordable housing, housing counseling/education needs more attention;
- Need decent, affordable housing for youth (ages 16-24) and more opportunities for them to be productive;
- Need for more youthbuild-type projects;
- Need decent, affordable rental housing.

Input from each of these consultations has been carefully considered in the development of the Action Plan Year 1.

3. The Mayor's Office of Economic and Community Development will continue working to improve coordination among housing, health, and social service agencies. Leading by example, the city partnered in the past year with the Greater Kanawha Valley Foundation and the United Way of Central West Virginia to create a single, common grant application form that each agency now uses for requests for funds. At this writing, the collaboration appears to have been successful, so this same process will be used in the coming year, adjusting as necessary to make it efficient and effective for all organizations (including the grantees) involved.

The Mayor's Office of Economic and Community Development actively participates in the Kanawha Valley Collective, an organization dedicated to meeting the needs of homeless individuals and families, and on the Charleston Area Alliance's (formerly the Charleston Renaissance Corporation) Housing Task Force, a collaboration of housing service providers. These community-wide partnerships help increase the awareness of opportunities and concerns, reduce duplication of efforts and form a stronger basis from which to resolve challenges. In the coming year, the Mayor's Office of Economic and Community Development will seek similar opportunities among housing, health and social service agencies.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 Action Plan Citizen Participation response:

1. At a minimum, the city holds two public meetings each year. One meeting is held at the beginning of the planning process to explain the programs (Community Development Block Grant, HOME Investment Partnership, American Dream Downpayment Initiative, and Emergency Shelter Grant) and report on the progress of the immediate past and current program year activities. A second public meeting is held after projects are recommended for funding, but before they're approved. (While two is the minimum number of meetings the city holds during the process, it should be noted that for the last three years, the city has held three public meetings during each program year. Additionally, a new approach to public meetings will be tried next year, and this process is briefly described in item 3 below.)

In addition to making comments at public meetings, residents may participate in the program by expressing their views and ideas by writing or eMailing the Mayor's Office of Economic and Community Development; by speaking publicly at any City Council meeting (held the first and third Mondays of each month), and/or they may contact their city council representative. This information is provided in the program newsletter, revised each year to include the most up-to-date information.

Additionally, the Mayor's Office of Economic and Community Development staff is available throughout the year to discuss the programs and to provide technical assistance to organizations that request it.

A copy of the city's Citizen Participation Plan is included in Appendix 3.

2. Any comments received will be summarized and included prior to the May 2 City Council approval of the Consolidated Plan and Annual Action Plan.
3. The Mayor's Office of Economic and Community Development has attempted to broaden citizen participation by increasing the number of public meetings (from two to three) and the agency staff attends meetings of social service, housing, and neighborhood groups to gain more insight into their needs, and to further explain the Consolidated Plan process – in effect, taking the process to the people. Additionally, the display ad announcing public meetings was redesigned to be more attractive and eye-catching in an attempt to increase awareness of the process and entice more people to participate. The Mayor's Office of Economic and Community Development created a colorful, reader-friendly, information-packed newsletter about the program, attempting to make the process more easily understood, in hopes that a better understanding would entice more participation. The newsletter is widely distributed and available on the city's website, www.CityofCharleston.org. Attempting to notify as many individual/organizations as possible, the Mayor's Office of Economic and Community Development also emails notices of the public meetings and other important program milestones to interested stakeholders with the request that they forward the information to others that may have an interest.

In the coming year, the Mayor's Office of Economic and Community Development will try a new approach to public meetings. Three Saturday morning sessions are planned for Community Development Block Grant-eligible neighborhoods (West Side, East End, and Kanawha City) to broaden public participation. These extended, facilitated planning meetings will allow more time for focused work groups to identify neighborhood needs and share ideas on how best to address them. The agency will publicize each planning session in the local, general circulation newspaper and email notices to stakeholders, attempting to attract as many residents and organizations as possible.

4. Written comments, if any, will be included before the draft Consolidated Plan and Annual Action Plan are approved by City Council on May 2.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 1 Action Plan Institutional Structure response:

In the coming year, the Mayor's Office of Economic and Community Development will improve its communications with city Departments and subrecipients that receive Community Development Block Grant funds. We will meet with city departments to assess service delivery, identifying opportunities to become more efficient and to better serve the public. We will continue notifying non-profit stakeholders of capacity-building workshops sponsored by the Greater Kanawha Valley Foundation and other organizations that can help strengthen their organizations and improve operations.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 1 Action Plan Monitoring response:

With respect to individual projects identified annually in the Action Plan Year 1, the Mayor's Office of Economic and Community Development will continue using HUD's "Guidebook for Grantees on Subrecipient Oversight, Managing CDBG" to monitor its Community Development Block Grant-funded housing and community development projects. The Mayor's Office of Economic and Community Development will continue scheduling on-site monitoring consultations with each of its subrecipients at the beginning of the program year to review and evaluate their progress and program compliance. Additionally, the city will continue requiring from its subrecipients quarterly progress reports, which serve as a first warning of potential problems. When the city deems it necessary or when a subrecipient requests it, the Mayor's Office of Economic and Community Development will provide technical assistance to ensure progress and program compliance.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

Program Year 1 Action Plan Lead-based Paint response:

Currently, all housing projects (first-time homebuyer and rehabilitation) are being evaluated for lead-based paint hazards in compliance with 24 CFR part 35. Based on the total cost of anticipated repairs, these homes are either tested in specific areas or the entire property is being risk assessed.

Additionally, the Mayor's Office of Economic and Community Development is arranging lead-based paint hazard training for contractor supervisors to increase the number of contracting firms qualified to accept such projects.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

1. The Mayor's Office of Economic and Community Development will assist 35 renters become homeowners, and will organize housing rehabilitation projects for 40 homeowners.
2. A number of resources, identified in Appendix 7, may be sought after to meet specific housing objectives. Provided financial resources are available and the city administration approves filling the position, the Mayor's Office of Economic and Community Development will employ an individual to help the city and its community- and faith-based non-profit organization partners seek additional and alternative financial resources to help meet a variety of housing needs. Additionally, the city will work with developers, the Charleston Housing Authority, and the West Virginia Housing Development Fund to leverage Low Income Housing Tax Credit dollars for developments within the HOME jurisdiction (Charleston and Kanawha County).

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 1 Action Plan Public Housing Strategy response:

1. The city will continue working with the Charleston Housing Authority to address the needs of its residents. In previous years, the city awarded Community Development Block Grant funds to the Charleston Housing Authority to make improvements to its developments, such as improvements to an after-school area at Washington Manor and buying new playground equipment at South Park Village. The city will entertain similar proposals in the coming year.

Additionally, the Mayor's Office of Economic and Community Development will continue co-sponsoring and/or participating in credit counseling and homeownership workshops for the residents of Charleston Housing Authority developments to help them become homeowners.

2. Not applicable.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 1 Action Plan Barriers to Affordable Housing response:

Using the Questionnaire for HUD's Initiative on Removal of Regulatory Barriers, the city has identified the following policies as potential barriers to developing affordable housing:

- Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?
- Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?

- Does your jurisdiction give “as-of-right” density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, “as of right” means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units).
- Does your jurisdiction allow “accessory apartments” either as: a) a special exception or conditional use in all single-family residential zones or, b) “as of right” in a majority of residential districts otherwise zoned for single-family housing?
- Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?
The Mayor’s Office of Economic and Community Development will coordinate a meeting(s) with each of the city departments responsible for resolving issues related to those listed above to determine if they are, in fact, barriers to developing affordable housing and what actions, if any, may be taken to remove them.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 1 Action Plan HOME/ADDI response:

1. Other forms of investment include HOME Consortium matching funds, including waived fees and taxes, donated land and building materials; private lending sources; and program income.
2. The city will enforce a recapture requirement for the affordability period set forth in 92.254 of the HOME rule. This agreement will allow the city to share in net proceeds and except repayment of the balance of HOME funds after other debt secured by the property is has been satisfied.
3. The city will not use HOME funds to refinance existing debt secured by Multi family housing.
4. ADDI funds will be used in combination with the existing HOME funds set aside. The existing HOME Blend program is designed to assist qualified home buyers with down payment and closing cost. This cost will be paid with a combination of HOME and ADDI funds. Both programs will not exceed required limits and be monitored for recapture.

The city will continue its combined efforts with the Charleston Housing Authority to screen, qualify and fund the public housing tenants. The effort is a focus to move potential renters to homeownership. This will create needed room for new public housing tenants.

All qualified applicants are provided with homeownership training prior to the purchase of a home. This training consists of the Fannie Mae approved training combined with specifics to HOME funding. Each applicant is provided with a completion certificate that is valid for one year. After a year has passed the training must be repeated.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 1 Action Plan Special Needs response:

1. The city expects to receive Community Development Block Grant, Emergency Shelter Grant, and Supportive Housing Program funds to address homeless needs and the prevention of homeless needs to the extent possible.

Community Development Block Grant funds will be allocated to the following organizations for programs serving the homeless: Covenant House, Daymark, Manna Meal, Religious Coalition for Community Renewal, Roark-Sullivan Lifeway Center, and YWCA Resolve Family Abuse Program.

Emergency Shelter Grant and Supportive Housing funds will be distributed among six homeless shelters for utilities and outreach services, respectively: Covenant House, Daymark, Religious Coalition for Community Renewal Samaritan Inn, Roark-Sullivan Lifeway Center, and two programs of the YWCA, Resolve Family Abuse Program and Sojourners.

- 2,3,4. Supporting shelter and housing opportunities for the homeless is a priority need identified by the city. As such, the Mayor's Office of Economic and Community Development will remain an active member of the Kanawha Valley Collective and will assist with the Continuum of Care and other financial application processes, as needed. The city will continue providing entitlement funds in direct support of programs serving the homeless.

As a city-wide entity with working relationships with a number of economic and community development, community- and faith-based organizations, the Mayor's Office of Economic and Community Development is in a unique position to identify gaps and unnecessary duplicative services provided by Kanawha Valley Collective members, as well as those that are provided or proposed to be offered by other, non-member organizations.

A lack of funding is the only potential obstacle in achieving these actions. At this writing, several programs are threatened to be eliminated or severely reduced, which may affect the operations of the Mayor's Office of Economic and Community Development and the city's ability to provide assistance, financial or otherwise, to organizations serving the homeless.

The city will rely on the expertise of the Kanawha Valley Collective and its goals, strategies and objectives for eliminating chronic homelessness. This strategy is included in Appendix 8.

5. The city supports the discharge planning policy proposed by the Kanawha Valley Collective. As an active member of the Kanawha Valley Collective, the city will continue its assistance in researching "best practices" and leveraging funds appropriately. Refer to Appendix 8 for a more thorough description of the Discharge Coordination Policy.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 1 Action Plan ESG response:
Not applicable.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.

2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 1 Action Plan Community Development response:

1. The non-housing community and economic development priority needs are listed on page 22 of the Consolidated Plan, which is part of this document.
2. The city will focus its Community Development Block Grant, HOME Investment Partnership, and Emergency Shelter Grant funds on revitalizing its low- to moderate-income neighborhoods. This will be accomplished by concentrating its funding on improving housing, providing essential services to the residents, upgrading public facilities, and maintaining infrastructure.

Housing. The city's long-term objective is to provide code-compliant housing for every resident. To this end, the city will continue its code enforcement and housing rehabilitation programs. Based on a successful first year code enforcement program with one inspector, the city has doubled its force and now employs two inspectors to systematically, block-by-block inspect houses in low-mod income neighborhoods. When violations are discovered, the resident is provided information on the city's housing rehabilitation programs and advised to contact the Mayor's Office of Economic and Community Development. If for some reason the resident is not eligible for one of the city's programs, they are referred to another agency with alternate resources, such as a private lender or the West Virginia Housing Development Fund.

Community Development Block Grant funds will continue to be used in the city's housing rehabilitation programs ... it's "regular" rehab program and volunteer programs, including Christmas in April and World Changers. Provided the city's allocation of Community Development Block Grant funds remains constant and the priority need does not change, the Mayor's Office of Economic and Community Development expects to rehab approximately 175 homes over the course of the five-year plan.

(While not a community development component, the city's HOME Investment Partnership funds will be used to increase homeownership in low-mod income areas of the city, which existing residents believe to be a neighborhood stabilizing force.)

The city recognizes the needs of all its citizens, including those experiencing the misfortune of not having a place to call home. Until the city reaches its goal of ending chronic homelessness, it will continue to provide financial support, as needed and based on priority, to maintain homeless shelters and provide public service funds to community- and faith-based organizations offering support services to these individuals and families.

An overarching goal within housing is supporting and enforcing fair housing activities. The city will continue allocating a portion of its Community Development Block Grant funds to the Charleston Human Rights Commission to ensure that everyone's fair housing rights are protected.

Public Services. The city will continue to allocate the maximum funding allowed by HUD (15 percent of the total Community Development Block Grant allocation) to provide priority services. First and foremost, a healthy neighborhood includes healthy residents, thus the city will continue to award funding to community- and faith-based organizations that provide basic needs and health services to low-mod income clientele.

Nurturing youth, tomorrow's leaders, is of utmost importance. As such, the city will continue funding organizations that provide priority services, such as daycare, after-school programs, mentoring and tutoring, education enrichment, training, and counseling services.

Additional public services considered a "high" priority over the course of the five-year Consolidated Plan period include: senior services, handicapped services, transportation services, substance abuse services, battered and abused spouse services, tenant/landlord counseling services, abused and neglected children services, and mental health services. While each of these services and those listed above are considered "high" priorities, the city does not receive enough monies to fund each request.

Public Facilities. Community centers are becoming the hub of neighborhoods, providing a safe and nurturing place for all the residents - young and old alike. These centers offer a multitude of programs from daycare to senior care and everything in between. While a number of modern community center facilities exist, the city and several community- and faith-based organizations have reclaimed abandoned school buildings and have adapted them to meet the needs of smaller neighborhoods. Over the course of the five-year period covered by the Consolidated Plan, the city will allocate funds as available and on an as needed basis to support the physical facilities, as well as the programming at these centers.

In addition to maintaining existing community centers and giving new life to old ones, the city will, when a need is demonstrated and funds are available, allocate Community Development Block Grant funds to other public facilities, including fire stations, senior centers, and centers for childcare and abused/neglected children in eligible low-mod income neighborhoods.

Infrastructure. Infrastructure was identified as a "high" priority. As such, the city will continue to use its Community Development Block Grant funds to maintain infrastructure including, but not limited to: reconstructing sidewalks, installing accessible curb cuts, flood drain improvements, street paving, and retaining walls.

In the coming year, the city will attempt to address many of the long-term needs identified above. For a complete, detailed list of proposed activities to be funded, see the Projects section of this Plan.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 1 Action Plan Antipoverty Strategy response:

The city's first-time homebuyer program will have the greatest impact on moving people out of poverty. Owning a home creates wealth. In addition to providing mortgage subsidies to qualified poverty-level families, the Mayor's Office of Economic and Community Development will continue working with the Charleston Housing Authority in its efforts to educate its residents on how to improve their credit scores, and the city will continue working with community- and faith-based organizations offering credit counseling services to prepare families to be homeowners, enabling them to take advantage of the HOME Blend program.

Additional activities to reduce the number of poverty-level families will center around strengthening existing collaborations and seeking new ways to partner with agencies and organizations that work directly with poverty-level households to provide intervention and assistance services. The Mayor's Office of Economic and Community Development will continue notifying these agencies of grant opportunities that may allow them to continue offering and/or expanding much needed services.

The city will continue to notify such agencies of funding opportunities to enable them to continue providing and/or expand their support services. The Mayor's Office of Economic and Community Development will work with the West Virginia Welfare Reform Coalition to promote the use of the Earned Income Tax Credit to ensure that working families take full advantage of this opportunity.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

1. Individuals with special needs include: the elderly, frail elderly, those with severe mental illness, the developmentally disabled, physically disabled, persons with alcohol and other drug addictions, and persons with HIV/AIDS. The special needs of these subpopulations are typically identified and reported to the city by its community- and faith-based non-profit organization partners. The needs identified generally pertain to home

improvements/modifications and/or supportive services to enable these individuals to live as independently as possible.

The city uses its Community Development Block Grant funds in its housing rehabilitation program and provides funding to local community- and faith-based non-profit organizations that offer supportive service programs that benefit many of these groups for the period covered by the Annual Action Plan, Year 1. The housing rehabilitation and public service programs are considered "High" priorities and the city will continue to allocate funding to help meet identified needs.

2. A number of resources, identified in Appendix 6, may be sought after to meet the special needs of non-homeless persons. Provided financial resources are available and the city administration approves filling the position, the Mayor's Office of Economic and Community Development will employ an individual to help the city and its community- and faith-based non-profit organization partners seek additional and alternative financial resources to help meet the special needs of non-homeless persons.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on the accomplishments under the annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response

to barriers, and recommendations for program improvement.

8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 1 Action Plan HOPWA response:

The city is not a recipient of HOPWA funds, therefore, this section does not apply.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 1 Specific HOPWA Objectives response:

Covenant House, a non-profit agency located within the city, receives funding directly from the U. S. Department of Housing and Urban Development to address Housing Opportunities for People with AIDS (HOPWA).

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

The city has committed \$1,000,000 in HOME funds and \$200,000 in Community Development Block Grant funds to the redevelopment of the Spring Hill Apartment complex. The proposed project will reduce the total number of occupiable units from approximately 386 to 333, or a difference of 53. In doing so, the city must replace these "lost" units. The city is working with the U. S. Department of Housing and Urban Development (HUD) to determine the exact number of units and the composition of bedrooms to be replaced. The details related to the replacement housing will be addressed in this section, as soon as an agreement is reached with HUD.