

# CITY OF MARTINSBURG

## BERKELEY COUNTY, WEST VIRGINIA

232 North Queen Street, Martinsburg, WV 25401

### **FY 2021 Annual Action Plan - Substantial Amendment - HOME-ARP Allocation Plan**

*For Submission to HUD for the HOME Investment  
Partnership – American Rescue Plan Program*

***March 31, 2023***

#### **Mayor**

Honorable Kevin Knowles

#### **City Council**

Dennis J. Etherington, Ward I

David Haarberg, Ward II

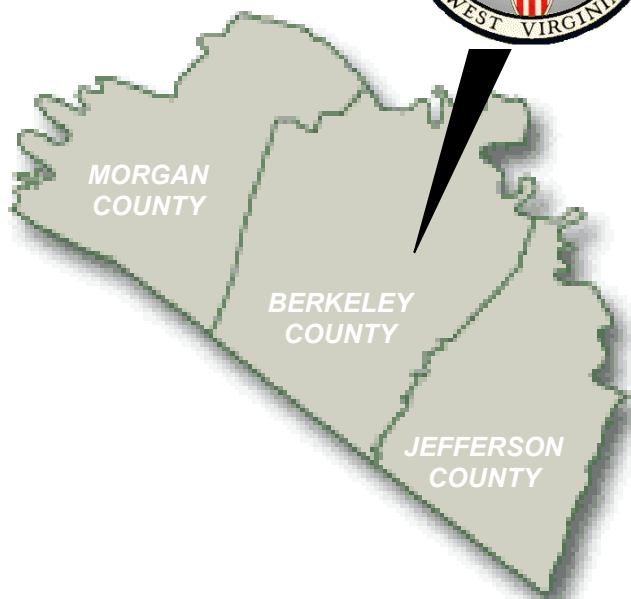
Ken Collinson, Ward III

Kimberly Nelson, Ward IV

Jason Baker, Ward V

Cory Roman, At-Large

Steve Knipe, At-Large



## Table of Contents

Introduction .....	2
Consultation.....	6
Public Participation .....	15
Needs Assessment and Gaps Analysis .....	17
HOME-ARP Activities.....	28
Use of HOME-ARP Funding .....	30
HOME-ARP Production Housing Goals.....	33
Preferences .....	34
Referral Methods .....	35
Limitations in a HOME-ARP rental housing or NCS project .....	37
HOME-ARP Refinancing Guidelines .....	38
Appendix .....	39
HUD SF 424 Form .....	40
HUD SF 424-B Form.....	41
HUD SF 424-D Form .....	42
Certifications .....	43
Resolution .....	44
Citizen Participation .....	45
Public Hearing .....	45
Surveys and Consultations .....	45

## Introduction

The City of Martinsburg, West Virginia is an entitlement community through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) and the HOME Investment Partnership (HOME) Programs. In addition, the City of Martinsburg is the Participating Jurisdiction (PJ) for the Eastern Panhandle HOME Consortium of West Virginia. The Eastern Panhandle HOME Consortium consist of the following members City of Martinsburg, Berkeley County, Hedgesville Town, Jefferson County, Bolivar Town, Charles Town City, Harpers Ferry Town, Ranson, Shepherdstown Town, Morgan County, Bath (Berkeley Springs), and Paw Paw Town.

Congress appropriated \$5 billion in funds under the American Rescue Plan (ARP) Act of 2021. These funds are to be used to assist the homeless and those persons and families who are at risk of becoming homeless. The U.S. Department of Housing and Urban Development (HUD) is administering this program and the City of Martinsburg and the Eastern Panhandle HOME Consortium was allocated \$1,843,081 in HOME-ARP funds.

The City of Martinsburg, Community Development Department, is the lead entity and the administrator for the HOME-ARP funds.

The City of Martinsburg prepared this HOME-ARP Allocation Plan to address its local needs and to establish priorities for the use of HOME-ARP funds. The City must submit its Allocation Plan to HUD by March 31, 2023. In order to determine the City's needs, interviews, video conferences, and agency surveys were held with various housing providers, social service agencies, the Continuum of Care members, advocate agencies, etc. Agencies and organizations that serve all the qualifying populations were contacted and interviewed or asked to complete an agency survey.

West Virginia Coalition to End Homelessness (WVCEH) serves as the HUD Continuum of Care (CoC) lead agency for 44 counties that make up the West Virginia Balance of State. The City of Martinsburg, Berkeley County, Jefferson County, and Morgan County fall under the West Virginia Balance of State CoC. The lead agency is responsible for the oversight of all Continuum of Care policies, procedures, and CoC project funding decisions. WVCEH is the collaborative applicant for the CoC Program Competition, the HMIS lead, and the Coordinated Entry lead agency.

WVCEH cooperatively worked together with the City of Martinsburg and the Eastern Panhandle HOME Consortium in identifying the needs and gaps in the system to end homelessness in the City and the region.

**HOME-ARP Eligible Projects/Activities:**

The following projects/activities are eligible with the HOME-ARP funds:

**1. Production or Preservation of Affordable Rental Housing**

- Acquisition, construction of affordable rental housing for individuals and families that are part of the Qualifying Populations.
- May include single family or multifamily housing, transitional or permanent housing, group homes, single room occupancy (SRO) units, and manufactured housing.

**2. Tenant Based Rental Assistance**

- Providing payments to a tenant to cover housing and housing-related costs, including rental assistance, security deposit assistance, utility deposits, and utility payments to households that are part of the Qualifying Populations.

**3. Supportive Services**

- Providing supportive services to members of the Qualifying Populations under three categories:
  - McKinney-Vento Supportive Services
  - Homelessness Prevention Services
  - Housing Counseling Services

**4. Purchase and Development of Non-Congregate Shelter**

- Acquisition, construction, or rehabilitation of non-congregate shelter units to service individuals and families that are part of the Qualifying populations.

**HOME-ARP Qualifying Populations:**

The HOME-ARP Program has the following four (4) Qualifying Populations:

**1. Homeless**

- An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for

- by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
- An individual or family who will imminently lose their primary nighttime residence, provided that:
  - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - ii. No subsequent residence has been identified; and
  - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing
- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment

**2. At Risk of Homelessness**

- An individual or family who is extremely low income (<30% AMI), does not have support networks, and meets at least one of the conditions for homelessness (24 CFR 91.5).

**3. Fleeing, or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking****4. Other populations who do not qualify under any of the populations above but meet one of the following criteria:**

- Those who are currently housed due to temporary or emergency assistance or need additional assistance or services to avoid a return to homelessness.
- Populations at Greatest Risk of Housing Instability.
  - Households whose income is <30% AMI and are experiencing severe cost burden.
  - Households whose income is <50% AMI and meet one of the criteria for being At Risk of Homelessness.

In compliance with the HUD regulations, the City of Martinsburg has prepared a substantial amendment to its FY 2021 Annual Action Plan in order to submit the HOME-ARP Allocation Plan in IDIS.

A “draft” of the FY 2021 Annual Action Plan - Substantial Amendment - HOME-ARP Allocation Plan was placed on public display on the City’s website at <https://www.cityofmartinsburg.org> and at the following locations: Martinsburg City Annex - 208 Viking Way; Berkeley County Court House - 100 West King Street; and Martinsburg Public Library - King and Queen Streets. The display period started on Wednesday, March 8, 2023 through Wednesday, March 22, 2023 for a 15-day display period. A Public Hearing was held on Tuesday, March 21, 2023 at 3:00 PM in the Second Floor Conference Room, Martinsburg Public Library, 101 West King Street, Martinsburg, WV 25401 to present the proposed HOME-ARP Allocation Plan and solicit resident comments. Upon completion of the 15-day comment period and approval by City Counsel, the City of Martinsburg submitted the FY 2021 Annual Action Plan - Substantial Amendment - HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development through IDIS on Friday, March 31, 2023.

## Consultation

### *Describe the consultation process including methods used and dates of consultation:*

During the consultation process, the City of Martinsburg staff consulted with stakeholders, agencies/organizations, and housing providers that are part of the following categories:

- The CoC serving the City and the Consortium’s geographic area,
- homeless service providers,
- domestic violence service providers,
- veterans’ groups,
- public housing agencies (PHAs),
- public agencies that address the needs of the qualifying populations,
- public or private organizations that address fair housing and civil rights, and
- public or private organizations that address the needs of persons with disabilities.

The HOME-ARP Consultation Milestones are the following:

HOME-ARP Consultation Milestones	
<b>Consultation</b>	January 2023 through March 2023
<b>Newspaper Notice</b>	March 7, 2023
<b>On Display</b>	March 8, 2023
<b>Public Hearing</b>	March 21, 2023, at 3:00 PM
<b>Off Display</b>	March 22, 2023
<b>City Council Approval</b>	March 23, 2023

The City of Martinsburg held virtual stakeholders meetings, sent out surveys, and emailed questions to agencies/organizations between January 2023 through March 2023.

The City ran a newspaper notice in the “The Journal” on Tuesday, March 7, 2023. In the notice it states that the “Draft” HOME-ARP Allocation Plan was on public display for fifteen (15) days on the City’s website at: <https://www.cityofmartinsburg.org> and at the following locations: Martinsburg City Annex - 208 Viking Way; Berkeley County Court House - 100 West King Street; and Martinsburg Public Library - King and Queen Streets.

The Public Hearing was held on Tuesday, March 21, 2023 at 3:00 PM to discuss the proposed HOME-ARP Allocation Plan and solicit resident comments on the Plan.

City Council approved the HOME-ARP Allocation Plan at its City Council meeting on Thursday, March 23, 2023.

The chart below references the four (4) Qualifying Population that each agency/organization that was consulted with serves. The following are the Qualifying Populations:

- **QP 1** - Homeless
- **QP 2** - At Risk of Homelessness
- **QP 3** - Fleeing, or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
- **QP 4** - Other populations who do not qualify under any of the populations above but meet one of the following criteria

**List the organizations consulted:**

<b>Agency/Organization Consulted</b>	<b>Type of Agency/Organization</b>	<b>Qualifying Population's Served</b>	<b>Method of Consultation</b>	<b>Feedback</b>
<b>City of Martinsburg</b>	Government	QP1/QP2/QP3/QP4	Virtual Meetings	The City of Martinsburg was involved in all meetings and was responsible for gathering a list of contacts and participated in asking questions and communicating with local stakeholders. In addition, the City sent out agency surveys and followed up on them.
<b>Listening Session No. 1 Martinsburg/Berkeley County</b>	Service Providers: - Mountaineer Behavioral Health - EPEC - HHSC/HWG - Telamon - FRN - EPEC – Head Start	QP1/QP2/QP3/QP4	Advertised Public Meeting February 21, 2023 @ 3:00 p.m.	Identified the following needs: <ul style="list-style-type: none"> <li>• Need for affordable rental housing</li> <li>• Rent and Utility Assistance</li> <li>• Need for back-end services</li> <li>• No Non-Profit Developers</li> <li>• Funding for staff salaries</li> <li>• More shelter for victims of DV</li> <li>• Substance abuse and mental health issues and services</li> <li>• Kinship becoming an issue</li> </ul>
<b>Listening Session No. 2 Morgan County</b>	Service Providers: - Sugar Maple Property Ventures - Morgan County Homeless Coalition - Morgan County Commission - Paw Paw Council	QP1/QP2/QP3/QP4	Advertised Public Meeting March 1, 2023 @ 3:00 p.m.	Identified the following needs: <ul style="list-style-type: none"> <li>• There is a severe shortage of housing for single women, women with children, and unaccompanied youth</li> <li>• Currently 76% of the homeless population is experiencing it for the first time.</li> </ul>
<b>Listening Session No. 3 Jefferson County</b>	Service Providers: - Catholic Charities	QP1/QP2/QP3/QP4	Advertised Public Meeting	Identified the following needs: <ul style="list-style-type: none"> <li>• Family Shelter</li> </ul>

	<ul style="list-style-type: none"> <li>- JCCM</li> <li>- Complex PTSD</li> <li>- FCCH</li> <li>- Telamon</li> <li>- Voices Against Domestic Violence</li> <li>- City of Ranson Staff</li> <li>- City of Ranson City Council</li> <li>- City of Charles Town Staff</li> </ul>		March 2, 2023 @ 3:00 p.m.	<ul style="list-style-type: none"> <li>• Lack of affordable housing</li> <li>• Need for TBRA and Supportive Services</li> <li>• Security Deposit Assistance</li> <li>• Aging population in need of services, more becoming homeless</li> <li>• Regulations of government assisted housing</li> <li>• There is a need for case management and support services</li> <li>• Poverty, addiction, mental health needs are the biggest factors contributing to homelessness</li> </ul>
<b>Public Hearing</b>	Service Providers: <ul style="list-style-type: none"> <li>- Community Networks, Inc.</li> <li>- C-CAP Loaves and Fishes</li> </ul>	QP1/QP2/QP3/QP4	Advertised Public Hearing March 21, 2023 @ 3:30 p.m.	Identified the following needs: <ul style="list-style-type: none"> <li>• Rental relief - rent is too expensive</li> <li>• Mental health assistance</li> <li>• Landlord outreach to get them to work with Section 8 vouchers</li> </ul>
<b>Community Networks, Inc. (CNI)</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3/QP4	Virtual meeting, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Lack of available and affordable housing stock</li> <li>• More Shelter space including ADA rooms</li> <li>• Mental Health Services</li> <li>• More Funding</li> <li>• Rent and Utility Assistance - TBRA</li> </ul>
<b>Eastern Panhandle Transit Authority</b>	Public Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3/QP4	Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Lack of knowledge of the transit</li> </ul>

<b>Faith Community coalition for the Homeless</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP3	Phone meeting, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• There is a need for family shelter</li> <li>• Lack of affordable housing</li> <li>• Gaps in services</li> </ul>
<b>Good Samaritan Free Clinic</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3	In-person meeting, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Lack of affordable housing</li> <li>• Employment opportunities</li> <li>• Transportation</li> </ul>
<b>Morgan County Homeless Coalition</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP3	In-person meeting, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Need for affordable housing</li> <li>• Access to food, employment and transportation</li> </ul>
<b>Telemon Corporation</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3/QP4	Survey, in-person meetings, attended listening sessions	Identified the following needs: <ul style="list-style-type: none"> <li>• Lack of affordable housing</li> <li>• Funds to move into apartments</li> <li>• Client Financial Management</li> <li>• Lack of income</li> <li>• ADA Housing</li> <li>• Better partnerships</li> <li>• Supportive Services</li> </ul>
<b>Voices Against Domestic Violence</b>	Homeless and Domestic Violence Service Providers	QP3	Listening Session Discussion, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Lack of Family Shelter</li> <li>• Affordable housing</li> <li>• More domestic violence shelter capacity</li> <li>• Sustainable support to maintain stable housing</li> </ul>

<b>Complex PTSD</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3/QP4	Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Lack of Trauma Informed Housing</li> <li>• Supportive Services for Complex PTSD</li> </ul>
<b>Martinsburg Housing Authority</b>	Public Housing Agencies (PHAs)	QP1/QP2/QP3/QP4	In-person meetings, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Not enough affordable housing</li> </ul>
<b>Habitat for Humanity of the Eastern Panhandle</b>	Housing Providers	QP2/QP4	Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Adequate Income</li> <li>• Family Shelter</li> <li>• Transitional Housing</li> <li>• Educational opportunities</li> </ul>
<b>Faith Community Coalition for the Homeless, Inc.</b>	Homeless and Domestic Violence Service Providers	QP1/QP3	Listening Session Discussion February 28, 2023	Identified the following needs: <ul style="list-style-type: none"> <li>• More rental assistance because agencies have been flooded with requests.</li> <li>• Case management</li> </ul>
<b>Catholic Charities of West Virginia</b>	Homeless and Domestic Violence Service Providers	QP1/QP2/QP3/QP4	Listening Session Discussion, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Emergency assistance</li> <li>• Support for individuals reentering society from incarceration</li> <li>• Enforcement of housing standards for landlords</li> </ul>
<b>WV Family Resource Network of the Panhandle</b>	Private Agencies that Address the Needs of the	QP1/QP2/QP3/QP4	Policy Report	Identified the following needs: <ul style="list-style-type: none"> <li>• More community support for housing projects</li> </ul>

	Qualifying Populations			<ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Incentives for landlords</li> <li>• Financial assistance and housing vouchers</li> </ul>
<b>Morgan Partnership</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP2/QP4	Email Consultation, Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Substance use disorder support programs</li> <li>• Child welfare workers - none currently in county</li> <li>• Mental health treatment</li> </ul>
<b>Morgan County Family Support Center - Starting Points</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3/QP4	Meeting	Identified the following needs: <ul style="list-style-type: none"> <li>• More services for couch surfers</li> <li>• Transportation assistance</li> </ul>
<b>C-CAP/Loaves &amp; Fishes</b>	Homeless and Domestic Violence Service Providers  Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3/QP4	Survey	Identified the following needs: <ul style="list-style-type: none"> <li>• Cold weather shelter - can fill gap while other plans are put in place</li> <li>• Feeding program open to all</li> <li>• Low cost multi-occupancy housing</li> <li>• Assistance with finding affordable housing</li> </ul>
<b>Rescue Mission</b>	Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2	Meeting	Identified the following needs: <ul style="list-style-type: none"> <li>• Health services</li> <li>• Family shelter</li> </ul>

<b>Salvation Army</b>	Homeless and Domestic Violence Service Providers  Private Agencies that Address the Needs of the Qualifying Populations	QP1/QP2/QP3/QP4	Meeting	Identified the following needs: <ul style="list-style-type: none"><li>• Homeless do not want to go to shelters</li><li>• Accessible and affordable housing for the elderly</li><li>• Funeral cost assistance</li></ul>
-----------------------	---	-----------------	---------	--

***Summarize feedback received and results of upfront consultation with these entities:***

During the HOME-ARP Consultation, the following priority needs for the qualifying populations were stressed:

- Need for more affordable rental housing
- Need for supportive services such as counseling, life skills training, case management, childcare, mental health services, transportation, legal services, job training, etc.
- Need for rental and utility assistance
- Need for transitional housing
- Need for more shelter beds
- Need for a family shelter
- Need for funds to rehabilitate emergency shelters, SRO's, transitional and permanent housing
- Need for non-congregate shelter to supplement existing shelter facilities
- Need for ADA accessibility rehabilitation for housing and shelters

## Public Participation

***Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:***

- ***Date(s) of public notice:*** 3/7/2023
- ***Public comment period:*** start date – 3/8/2023 end date - 3/22/2023
- ***Date(s) of public hearing:*** 3/21/2023

***Describe the public participation process:***

The City of Martinsburg held one (1) public hearing for consultation with City residents, non-profit agencies and/or organizations, public housing authority, housing providers, Continuum of Care members, etc. on the “Draft” HOME-ARP Allocation Plan. During the public hearing, the City staff discussed the process followed in the development of the HOME-ARP Allocation Plan. This included interviews, virtual conferences, agency/organization surveys, and comments made.

The public hearing notice for the City of Martinsburg HOME-ARP Allocation Plan was published in the “The Journal” on Tuesday, March 7, 2023.

The fifteen (15) day public comment period on the “Draft” HOME-ARP Allocation Plan was from Wednesday, March 8, 2023 through Wednesday, March 22, 2023. The City of Martinsburg placed the “Draft” HOME-ARP Allocation Plan on the City’s website: <https://www.cityofmartinsburg.org> and at the following locations: Martinsburg City Annex - 208 Viking Way; Berkeley County Court House - 100 West King Street; and Martinsburg Public Library - King and Queen Streets.

The public was able to provide additional comments, via email to Ms. Nancy Strine, CDBG and HOME Administrator at: [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org) or via phone at (304) 264-2131 ext. 278 or via 711 for the hearing impaired. Written comments were to be addressed to the City of Martinsburg, attention Ms. Nancy Strine, CDBG and HOME Administrator, 206-208 Viking Way, Martinsburg, WV 25401.

***Describe efforts to broaden public participation:***

To broaden public participation, the City of Martinsburg sent out an email blast to all agencies, organizations, and individuals on its list of non-profit agencies, housing providers, advocates, and interested parties, that the “Draft” HOME-ARP Allocation Plan was on public display and date, time, and place of the public hearing. This list consists of email addresses of names and

organizations that have previously submitted funding requests or requested to be added to this list so they can be notified of future emails on funding options, proposed plans, and public hearings.

***Summarize the comments and recommendations received through the public participation process either in writing, or orally at a public hearing:***

The City of Martinsburg received the following comments at its Public Hearing on March 21, 2023:

- **Cathy Rue**, from C-CAP claimed that rents are too high in the area and that she is working with someone who has \$1,000 per month in benefits but has to pay \$1,400 for rent.
- **Teresa Shumate**, the Executive Director of C-CAP, said that the Fair Market Rent that HUD allows is still too expensive for those living in the region.
- **Phil Steptoe**, the current President of C-CAP, said there is a huge need for mental health assistance and assistance for those with behavioral issues.
- **Doug Montgomery**, a board member of C-CAP, asked if HOME-ARP funds can be used for contractors to convert existing houses into affordable housing.
  - **Response:** *Yes, that is an eligible HOME activity. Presently the HOME Consortium of the Eastern Panhandle puts the majority of their HOME funds into the Housing Assistance Program, first time homebuyer program, and CHDO funds. However, there is still a need for more affordable housing.*
- **Theresa Shumate** said that Community Networks, Inc. would still like to make one of their units into a handicapped accessible unit and wanted to know if they could use these funds to do so.
- The representatives from C-CAP also said that there are landlords who refuse to work with some of the HUD programs like Section 8 Vouchers. It's important to get the landlords to understand better that it is a benefit for them too.

***Summarize any comments or recommendations not accepted and state the reasons why:***

The City of Martinsburg accepted all comments received, no comments were not accepted.

## Needs Assessment and Gaps Analysis

*In accordance with Section V.C.1 of the Notice (page 14), a PJ must evaluate the size and demographic composition of **all four** of the qualifying populations within its boundaries and assess the unmet needs of each of those populations. If the PJ does not evaluate the needs of one of the qualifying populations, then the PJ has not completed their Needs Assessment and Gaps Analysis. In addition, a PJ must identify any gaps within its current shelter and housing inventory as well as the service delivery system. A PJ should use current data, including point in time count, housing inventory count, or other data available through CoCs, and consultations with service providers to quantify the individuals and families in the qualifying populations and their need for additional housing, shelter, or services.*

**OPTIONAL Homeless Needs Inventory and Gap Analysis Table**

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	39	10	65	65	0								
Transitional Housing	0	0	28	28	18								
Permanent Supportive Housing	36	11	132	132	100								
Other Permanent Housing	2	1	6	6	6								
Sheltered Homeless						3	67	20	20				
Unsheltered Homeless						1	47	5	5				
<b>Current Gap</b>										0	0	49	49

**Data Sources:** 1. 2022 Point-In-Time Count (PIT); 2. 2022 Continuum of Care Housing Inventory Count (HIC); 3. Consultation

**OPTIONAL Housing Needs Inventory and Gap Analysis Table**

<b>Non-Homeless</b>			
	<b>Current Inventory</b>	<b>Level of Need</b>	<b>Gap Analysis</b>
	<b># of Units</b>	<b># of Households</b>	<b># of Households</b>
Total Rental Units	3,715		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	1,095		
Rental Units Affordable to HH at 50% AMI (Other Populations)	1,660		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		855	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		475	
<b>Current Gaps</b>			1,330

**Data Sources:** 1. 2017-2021 American Community Survey (ACS); 2. 2015-2019 Comprehensive Housing Affordability Strategy (CHAS)

**Describe the size and demographic composition of qualifying populations within the PJ's boundaries:**

***Homeless as defined in 24 CFR 91.5***

Based on the 2022 Point-In-Time Count, there were 137 homeless individuals identified in Berkeley, Jefferson, and Morgan Counties. Of those people experiencing homelessness, 116 (84.6%) were white, 18 (13.1%) were black, and the remaining 2.9% were American Indian or Alaska Native (1), Native Hawaiian or Other Pacific Islander (1), and 2 identified as having multiple races. Additionally, 127(92.7%) were Non-Hispanic/Non-Latino and 10 (7.3%) were Hispanic/Latino.

Among the population of those experiencing homelessness, there was a large portion that were identified as severely mentally ill (42 individuals, or 30.6% of the surveyed population) or having chronic substance abuse issues (26 individuals or 18.9% of the surveyed population).

***At Risk of Homelessness as defined in 24 CFR 91.5***

24 CFR 91.5 defines At Risk of Homelessness as an individual or family that has an annual income below 30% of the HUD area median family income, does not have sufficient resources or support networks and meets one of several other conditions. According to the most recently available CHAS data, 1,455 households (or 20.3% of the total households) live at 30% or below the HUD Area Median Income and of those 1,455 households: 1,205 have one or more housing problems, which includes either incomplete kitchen facilities, incomplete plumbing facilities, more than one person per room, or have a cost burden greater than 30% of their income.

The Martinsburg Housing Authority only has 327 public housing units available to low-income residents. In 2022, the Martinsburg Housing Authority issued 95 Section 8 vouchers but only 35 voucher recipients found housing. From September 2022 through February 2023, 6% of vouchers were returned because the household could not find a unit. There are also currently 176 households on the public housing waiting list and 143 households on the Section 8 Housing Choice Vouchers waiting list. Both waiting lists are still open.

***Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice***

During the 2022 Point-In-Time Count, there were 25 homeless individuals who were identified as victims of domestic violence in Berkeley, Jefferson, and Morgan Counties. Additionally, according to 2022 data from the Homeless Management Information System (HMIS), there were 90 people fleeing domestic violence, of which 19 of those people were in households with children.

Based on the consultation with the staff of Voices Against Domestic Violence (a local Survivors of Domestic Violence or Sexual Assault transitional housing provider) there is limited shelter availability for women and families; limited shelter space; limited safe and affordable housing to assist moving toward self-sufficiency. There is also a need for more case management and support services to assist in overcoming barriers to securing and/or maintaining employment.

The 2021 Federal Human Trafficking Report for the State of West Virginia indicated there were three (3) active human trafficking-related criminal cases in West Virginia. One (1) of which were in the northern portion of the state.

***Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability, as defined by HUD in the Notice***

Those with disabilities are at greatest risk of housing instability. According to the most recent American Community Survey (ACS) data from 2021, there were 3,238 residents (17.6% of the total civilian non-institutionalized population) of the City of Martinsburg who have a disability. This shows that a significant portion of the City's population is at a high risk of housing instability.

Among others who are at greatest risk of housing instability, those who are at or below 30% of the HUD Area Median Income (AMI) are burdened by their monthly housing costs and are at a higher risk of becoming homeless. According to the most recent CHAS data, 1,455 (20.3%) households in the City have incomes at or below 30% of the HUD AMI. 2,705 (37.7%) households in the City have a housing cost burden of greater than 30% of their income.

For persons and households requiring services or housing assistance to prevent homelessness, there were 88 households assisted in rapid re-housing, and 40 households assisted in homeless prevention services in 2022 according to the Homeless Management Information System (HMIS).

The City of Martinsburg also has a significant population of ALICE families. ALICE is an acronym for Asset Limited, Income Constrained, and Employed. This represents families who are employed and earn more than the Federal Poverty Level but cannot otherwise keep up with the basic costs of living. According to the most recent ALICE Report data for Martinsburg from 2018, 23% of households in Berkeley County have incomes that fall below the ALICE threshold, but above the Federal Poverty Level. According to more recent state-level data from 2021, 28% of all households in West Virginia are below the ALICE threshold. These trends affect senior households disproportionately, with 52% of senior households in 2019 living in poverty or below the ALICE threshold.

In the most recent data available for 2022, there were 176 households on the public housing waiting list, and 143 households on the Section 8 Housing Choice Vouchers waiting list according to the Martinsburg Housing Authority.

***Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing (Optional):***

The City of Martinsburg has a variety of resources to assist households experiencing homelessness and at-risk of becoming homeless through Federal, State, and local programs.

These programs range from emergency shelters for households experiencing homelessness, through the development of affordable rental housing for extremely low-income and low-income households. Below is a summary of the resources available through the City of Martinsburg:

- **Community Development Block Grant (CDBG) Program:**

The City of Martinsburg is a federal entitlement grantee. In FY 2022 the City received \$351,008 of Community Development Block Grant (CDBG) funds. These funds are used for administration, public service activities, and infrastructure improvements activities. Funding is provided to agencies for services to the homeless and those who are at-risk of becoming homeless. The projects/activities are the following: Eastern Panhandle Empowerment Center, Berkeley County Senior Services, Community Networks, Inc. - Bethany House, C-CAP.

HUD has released the FY 2023 allocations and the City of Martinsburg will receive \$330,540 in CDBG funds.

- **HOME Investment Partnership (HOME) Program:**

The City of Martinsburg as a federal entitlement grantee, received \$561,091 in FY 2022 of HOME Investment Partnership (HOME) funds. These funds are used for HOME Administration, CHDO Set Aside, and Homebuyer Assistance.

HUD has released the FY 2023 allocations and the City of Martinsburg will receive \$541,663 in HOME funds.

- **Housing Inventory Count (HIC):**

The chart below is the Continuum of Care Housing Inventory Count (HIC) for 2022.

	Family Units	Family Beds	Adult Only Beds	Child Only Beds	Total Year Round Beds	Seasonal	Overflow/ Vouchers	Subset of Total Bed Inventory		
								Chronic Beds	Veteran Beds	Youth Beds
<b>Emergency, Safe Haven and Transitional Housing:</b>	<b>10</b>	<b>39</b>	<b>93</b>	<b>0</b>	<b>132</b>	<b>16</b>	<b>0</b>	<b>N/A</b>	<b>18</b>	<b>0</b>
<b>Emergency Shelter</b>	10	39	65	0	104	16	0	N/A	0	0
<b>Transitional Housing</b>	0	0	28	0	28	N/A	N/A	N/A	18	0
<b>Permanent Housing:</b>	<b>14</b>	<b>44</b>	<b>141</b>	<b>0</b>	<b>185</b>	<b>N/A</b>	<b>N/A</b>	<b>44</b>	<b>106</b>	<b>0</b>

<b>Permanent Supportive Housing</b>	11	36	132	0	168	N/A	N/A	44	100	0
<b>Rapid Re-Housing</b>	2	6	3	0	9	N/A	N/A	N/A	0	0
<b>Other Permanent Housing</b>	1	2	6	0	8	N/A	N/A	N/A	6	0
<b>Grand Total:</b>	<b>24</b>	<b>83</b>	<b>234</b>	<b>0</b>	<b>317</b>	<b>16</b>	<b>0</b>	<b>44</b>	<b>124</b>	<b>0</b>

Berkeley, Jefferson, and Morgan Counties have a total 132 year-round emergency, safe haven, and transitional housing beds and 185 units of permanent housing. Of those number of units, the CoC has 18 beds for veterans and no beds for youth under emergency, safe haven, and transitional housing. The CoC has 106 permanent housing beds for veterans, 0 for youth, and 44 permanent supportive housing beds are for the chronic homeless.

Based off the 2022 Continuum of Care Housing Inventory Count (HIC), there are 104 year-round, emergency shelter beds; 28 year-round, transitional housing beds; 185 year-round permanent housing beds; and 9 year-round, rapid re-housing beds. These resources and supportive services are as follows:

- **Emergency Shelter:**
  - **Community Networks, Inc. - Bethany House** - 32 beds
  - **Jefferson County Community Ministries - JCCM Cold Weather Shelter** - 16 beds
  - **Jefferson County Community Ministries - JCCM Hotel/Motel Vouchers** - 16 beds
  - **Eastern Panhandle Empowerment Center - Eastern Panhandle Empowerment Center** - 16 beds
  - **Martinsburg Union Mission - Martinsburg Union Mission Berkeley L3** - 40 beds
- **Transitional Housing:**
  - **Telamon Corporation - Co-Occurring Transitional** - 10 beds
  - **Telamon Corporation - Victory House GPD Bridge** - 4 beds
  - **Telamon Corporation - Victory House GPD Service Int.** - 14 beds
- **Other Permanent Housing:**
  - **Telamon Corporation - VA Transition in Place** - 8 beds
- **Permanent Supportive Housing:**
  - **Clarksburg-Harrison Regional Housing Authority - Clarksburg VAMC VASH Harrison** - 47 beds
  - **Community Networks, Inc. - CNI HOPWA (Permanent Housing TBRA)** - 4 beds
  - **Keyser Housing Authority - Martinsburg VAMC-VASH Grant** - 10 beds
  - **Keyser Housing Authority - Martinsburg VAMC-VASH Mineral** - 23 beds
  - **Keyser Housing Authority - Martinsburg VAMC-VASH Berkeley** - 35 beds
  - **Telamon Corporation - Permanent Supportive Housing** - 49 beds

- **Rapid Re-Housing:**
  - **Community Networks, Inc. - ESG Rapid Rehousing** - 3 beds
  - **Community Networks, Inc. - ESG Rapid Rehousing (CV)** - 31 beds
  - **Eastern Panhandle Empowerment Center - EPEC CoC RRH** - 8 beds
  - **West Virginia Community Action Partnership - SSVF-RRH** - 16 beds

***Describe the unmet housing and service needs of qualifying populations:***

***Homeless as defined in 24 CFR 91.5***

Based on the 2022 Point-In-Time Count there were 137 people that were experiencing homelessness, of which 81 households were sheltered and 56 people were unsheltered. The unmet housing need for this qualified population is to increase the number of shelter beds and permanent supportive housing units. Based on consultations with homeless providers, the greatest need is a place for persons who are staying in shelters to move on to permanent housing. This creates a “bottle neck” in the system. Therefore, agencies are requesting the need for the development of non-congregate shelter units and more permanent supportive housing units.

The supportive services which are needed, include the following: childcare, educational services, employment assistance and job training, food, housing searches and counseling services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation, case management, mediation, credit repair, services for special populations, and financial assistance. Supportive services are crucial to keeping this qualifying population housed.

***At Risk of Homelessness as defined in 24 CFR 91.5***

The primary unmet housing needs of those at risk of becoming homeless is the lack of affordable housing units in the City. At risk of homelessness refers to that qualifying population who live at 30% or below the HUD Area Median Income and have one or more housing problems. This qualifying population needs both short- and long-term rental and utility assistance, along with affordable permanent housing options. Developing affordable permanent supportive housing units will keep households that are cost burden from becoming homeless.

The supportive services which are needed include the following: childcare, educational services, employment assistance and job training, food, housing searches, counseling

services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation, case management, mediation, credit repair, landlord/tenant liaison, services for special populations, and financial assistance. Supportive services are crucial to keeping this qualifying population housed.

***Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice***

Based on the 2022 Point-In-Time Count, there were 25 homeless individuals who were identified as victims of domestic violence. Additionally, according to 2022 data from the Homeless Management Information System (HMIS), there were 90 people fleeing domestic violence, of which 19 of those people were in households with children.

Based on the consultation with the staff of Voices Against Domestic Violence (a local Survivors of Domestic Violence or Sexual Assault transitional housing provider) there is limited shelter availability for women and families; limited shelter space; limited safe and affordable housing to assist moving toward self-sufficiency. There is also a need for more housing options, case management, and support services to assist in overcoming barriers to securing and/or maintaining employment.

The supportive services which are needed, include the following: childcare, education services, employment assistance and job training, food, housing searches, counseling services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation, case management, mediation, credit repair, landlord/tenant liaison, services for special populations, and financial assistance. Supportive services are crucial to keeping this qualifying population housed.

***Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability as defined by HUD in the Notice***

The unmet housing and service needs for other populations who are at greatest risk of housing instability's supportive services to help decrease their risk of housing instability by providing wrap-around services. These individuals may have a substance abuse, mental health issues, and physical disabilities. To prevent housing instability, they need both short- and long-term rental and utility assistance. In addition, they need permanent housing assistance with case management and wrap-around support services.

Another population that is experiencing instability is the physically disabled and the developmentally challenge. There is a need for long-term permanent housing that is accessible for these persons with disabilities. Developing affordable permanent supportive housing, will help households that are at the greatest risk of housing instability from becoming homeless.

The supportive services which are needed include the following: childcare, education services, employment assistance and job training, food, housing searches, counseling services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation, case management, mediation, credit repair, landlord/tenant liaison, services for special populations, and financial assistance. Supportive services are crucial to keeping this qualifying population housed.

***Identify any gaps within the current shelter and housing inventory as well as the service delivery system:***

Based on the 2022 Point-In-Time Count (PIT), there were 56 unsheltered homeless persons and 81 sheltered homeless. With the emergency shelter beds at capacity, this leaves 49 homeless adults without children living on the streets and waiting to access shelter beds. In addition, the CoC members report that their permanent supportive housing units are fully occupied. The largest gap in the system is the lack of shelter beds available to meet the needs of the unsheltered homeless.

In addition, the City of Martinsburg and the Eastern Panhandle HOME Consortium have limited supply of affordable housing. This gap is much larger than the available resources that the City and the HOME Consortium have.

The Martinsburg Housing Authority has 327 units of public housing and a waiting list of 176 persons. Between September 2022 and February 2023, the Martinsburg Housing Authority issued 62 vouchers, but only 17 voucher holders found housing. The Section 8 Housing Choice Voucher waiting list has 143 persons on it. Section 8 Housing Choice Voucher holders have found that it is likely that they will not be able to use the vouchers because of the lack of affordable quality housing in the City.

***Under Section IV.4.2.ii.G of the HOME-ARP Notice, a PJ may provide additional characteristics associated with instability and increased risk of homelessness in their HOME-ARP allocation plan. These characteristics will further refine the definition of “other populations” that are “At Greatest Risk of Housing Instability,” as established in the HOME-ARP Notice. If including these characteristics, identify them here:***

The City of Martinsburg and the Eastern Panhandle HOME Consortium is not providing any additional characteristics associated with instability and increase risk of homelessness in the HOME-ARP Allocation Plan.

***Identify priority needs for qualifying populations:***

During the HOME-ARP Consultation, the following priority needs for the qualifying populations were stressed:

- Need for more affordable rental housing
- Need for supportive services such as counseling, life skills training, case management, childcare, mental health services, transportation, legal services, job training, etc.
- Need for rental and utility assistance
- Need for transitional housing
- Need for more shelter beds
- Need for a family shelter
- Need for funds to rehabilitate emergency shelters, SRO's, transitional and permanent housing
- Need for non-congregate shelter to supplement existing shelter facilities
- Need for ADA accessibility rehabilitation for housing and shelters

***Explain how the PJ determined the level of need and gaps in the PJ's shelter and housing inventory and service delivery systems based on the data presented in the plan:***

City of Martinsburg and the Eastern Panhandle HOME Consortium determined the level of need and gaps in the shelter inventory, housing inventory, and service delivery system from the following sources:

- Stakeholders' Consultations
- Agency/Organization Surveys

- 2022 Point-In-Time Count (PIT)
- 2022 Housing Inventory Count (HIC)
- Homeless Management Information System (HMIS)
- 2017-2021 American Community Survey Data (ACS Data)
- 2015-2019 Comprehensive Housing Affordability Strategy (CHAS)
- 2021 ALICE in West Virginia: A Financial Hardship Study (ALICE)
- Martinsburg Housing Authority - Statistics
- 2021 Federal Human Trafficking Report - Statistics
- White Paper on Solving the West Virginia's Eastern Panhandle Affordable, Accessible, Safe, Healthy Housing and Rental Unit Crisis - WV Family Resource Network of the Panhandle

Based on the above sources the City of Martinsburg and the Eastern Panhandle HOME Consortium determined the level of need and gaps in its shelter inventory, housing inventory, and service delivery systems.

## HOME-ARP Activities

***Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors:***

The City of Martinsburg proposes to solicit HOME-ARP applications from non-profit and for-profit housing providers, private developers and/or social service providers to undertake eligible HOME-ARP projects/activities. The City will release a Notice of the Funding Available under the HOME-ARP Program in “The Journal.” Potential applicants will be forward to the City of Martinsburg, Community Development Department website (<https://www.cityofmartinsburg.org/residents/community-development>) to find the HOME-ARP Application. The City’s CDBG and HOME Administrator will send out an email to its list of organizations that have previously submitted funding requests or requested to be added to this list. This will notify agencies, organizations, and interested parties of the availability of the HOME-ARP funds.

Post on the City of Martinsburg’s Community Development website, potential applicants will be directed to the HOME-ARP Program to complete a Funding Application. In addition, the site will have links to the HOME-ARP Guidelines, Application Review Process, and instructions on how to complete the application.

The City will review the HOME-ARP Applications and rank them to see which applications address the needs identified in the HOME-ARP Allocation Plan. The City will evaluate if the applicant will leverage the HOME-ARP funds with private and other public funding sources.

***Describe whether the PJ will administer eligible activities directly:***

The City of Martinsburg, Community Development Department will manage the HOME-ARP program’s administration, monitoring, and planning components. The projects/activities will be carried out by subrecipients which are awarded the HOME-ARP funds.

***If any portion of the PJ's HOME-ARP administrative funds are provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ's HOME-ARP program:***

Not Applicable. The City of Martinsburg has not provided any HOME-ARP funds to subrecipient(s) or contractors prior to HUD's acceptance of the HOME-ARP Allocation Plan.

## Use of HOME-ARP Funding

*In accordance with Section V.C.2. of the Notice (page 4), PJs must indicate the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type and demonstrate that any planned funding for nonprofit organization operating assistance, nonprofit capacity building, and administrative costs is within HOME-ARP limits.*

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 200,000.00		
Acquisition and Development of Non-Congregate Shelters	\$ 800,000.00		
Tenant Based Rental Assistance (TBRA)	\$ 250,000.00		
Development of Affordable Rental Housing	\$ 393,000.00		
Non-Profit Operating	\$ 0.00	0%	5%
Non-Profit Capacity Building	\$ 0.00	0%	5%
Administration and Planning	\$ 200,081.00	11%	15%
<b>Total HOME ARP Allocation:</b>	<b>\$ 1,843,081.00</b>		

***Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis:***

The City of Martinsburg developed the HOME-ARP Budget based on the identified needs from consultation with community stakeholders, agency surveys, the assessment of the data obtained from the Point-In-Time Count (PIT), Continuum of Care Housing Inventory Count (HIC), American Community Survey Data (ACS), HUD Comprehensive Housing Affordability Strategy (CHAS), and other statistical data provide from the CoC.

The City of Martinsburg will allocate 11% of the funds for Supportive Services, 43% of the funds for the Acquisition and Development of Non-Congregate Shelters, 14% of the funds for Tenant Based Rental Assistance (TBRA), 21% of the funds for the Development of Affordable Rental Housing, and 11% of the funds for Administration and Planning.

The following is a breakdown of what each category covers:

- **Supportive Services** - may include some of the following eligible services: childcare, education services, employment assistance and job training, food, housing search and counseling services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation,

case management, mediation, credit repair, landlord/tenant liaison, services for special populations, and financial assistance.

- **Acquisition and Development of Non-Congregate Shelters** - is for the development of private units or rooms for temporary shelter for persons and/or households that meet one or more of the definitions of qualifying populations. Funds can be used for the acquisition, new construction, rehabilitation of an existing structure, development costs, and replacement reserves.
- **Tenant Based Rental Assistance (TBRA)** - is to assist qualifying populations to pay the rent, security deposits, utility payments, and utility deposits.
- **Development of Affordable Rental Housing** - is for the acquisition, construction, rehabilitation, development costs, relocation, and operating cost assistance/reserves.
- **Administration and Planning** - will set aside 11% of the allocation to cover the cost to administer the HOME-ARP program by the City of Martinsburg.

These allocations were derived from the data analysis and the key points that were articulated in the community stakeholders' meetings, surveys, and interviews.

The City and the HOME Consortium is not allocating HOME-ARP funds to Non-Profit Operating, and Non-Profit Capacity Building based on its analysis of the needs for the City and the Eastern Panhandle HOME Consortium.

***Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:***

The 2022 Point-In-Time Count reported 127 persons living in Emergency Shelters/Transitional Housing and 43 persons who were unsheltered. The City and the HOME Consortium see the need for the development of non-congregate shelter units to help house the homeless persons who are unsheltered.

In addition, the City of Martinsburg and the Eastern Panhandle HOME Consortium's housing market is seeing housing options being reduced because of the increase in the sales prices of houses, an increase in monthly rents, low vacancy rates, increases in utility costs, and inflation. These trends are leading to the lack of affordable housing options and the increase in housing costs. That is why the development and preservation of affordable housing and tenant based

rental assistance is so important to help assist with the increase of households becoming cost burdened. In addition, providing funds for supportive services will help the homeless and the persons at-risk of becoming homeless to be able to stay in their present housing.

The HOME-ARP funds will be used to assist the extremely low-income and the most at risk of homelessness.

## HOME-ARP Production Housing Goals

***Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:***

The City of Martinsburg estimates it will assist in the development of two (2) new affordable housing units using the HOME-ARP funds. This number was developed by the City, based off an estimated cost of \$200,000 per unit, which would cover the acquisition, construction, rehabilitation, development costs, relocation, and operating cost assistance/reserves. Additional units can be developed if applicants are able to leverage other funds as part of the HOME-ARP Application. The City in its application process will encourage applicants to leverage other funds as part of their application.

The City estimates it will assist twenty-five (25) households through the tenant-based rental assistance program (TBRA). This is based off a yearly assistance of up to \$10,000 per household.

In addition, the City will set aside funds for the development of non-congregate shelter beds. The City is estimating that sixteen (16) new shelter beds will be developed based off a cost of \$50,000 per bed.

These new beds, units, and rental assistance and utility assistance will be available to all HOME-ARP qualifying populations because the needs of all four (4) qualifying populations are greater than the amount of HOME-ARP funds allocated to the City and the Eastern Panhandle HOME Consortium.

***Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how the production goal will address the PJ's priority needs:***

The City of Martinsburg is looking to leverage the HOME-ARP funds with other Federal, State, local, and private funding sources. The goal is to use these other funding sources to develop more than sixteen (16) non-congregate shelter beds, two (2) new affordable rental housing units, and to assist twenty-five (25) households with rent and utility assistance. If other funds are not available, the City will only be able to fund projects with HOME-ARP funds.

## Preferences

***Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:***

Not Applicable. The City of Martinsburg and the Eastern Panhandle HOME Consortium does not intend to give preference to one qualifying population versus another because there is a need for aid among all four (4) qualifying populations. The needs for all four (4) qualifying populations are greater than the amount of HOME-ARP funds the City and the Eastern Panhandle HOME Consortium have been allocated.

***If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:***

Not Applicable.

## Referral Methods

***Identify the referral methods that the PJ intends to use for its HOME-ARP projects and activities. PJ's may use multiple referral methods in its HOME-ARP program. (Optional):***

The City of Martinsburg and the Eastern Panhandle HOME Consortium intends to use the Coordinated Entry System (CES) and other referrals for its HOME-ARP projects and activities. Coordinated Entry enables CoC providers and homeless assistance staff to make consistent decisions from available information, and to efficiently and effectively connect people in crisis to intervention that will rapidly end their homelessness. Each participating agency, with its respective projects, will be an active member of the CoC Coordinated Entry System. The four (4) access “entry” points for the WV BoS CoC CES are Emergency Shelter (including hotel/motel paid for by a charitable organization), Street Outreach, CES Intake Line, and Supportive Services for Veteran Families (SSVF) providers. Some areas throughout the BoS also have Transitional Housing resources funded through other federal partners and resources, and it is recommended that these providers communicate directly with CES staff to ensure these households are connected with appropriate housing resources.

The City of Martinsburg and the Eastern Panhandle HOME Consortium realizes that the CES does not accept all of the HOME-ARP Qualifying Populations. Therefore, in addition to the CES, the City, intends to use other forms of referrals from outside organizations. These may include 211, waiting lists from shelter providers, as well as other entities which serve the various Qualifying Populations. The multiple referral method will be finalized in the implementation process as part of the Policies and Procedures Manual for the administration of the HOME-ARP activities.

***If the PJ intends to use the coordinated entry (CE) process established by the CoC, describe whether all qualifying populations eligible for a project or activity will be included in the CE process, or the method by which all qualifying populations eligible for the project or activity will be covered. (Optional):***

All qualifying populations that are eligible for a project or activity may not be included in the CoC Coordinated Entry (CE) process. Therefore, the City and the HOME Consortium will be using additional referrals from outside agencies such as 211, waiting lists from shelter providers, and other entities so all of the Qualifying Populations are considered. All households seeking service are provided fair and equal access regardless of their location or method by which they access the system. The services will be provided on a “first come, first served” basis.

The program will utilize the Individual and Family VI-SPDATs in ServicePoint HMIS for all clients, thereby populating a housing prioritization guide per CoC region by acuity, showing clients who most likely need:

1. Housing First/Permanent Supportive Housing
2. Rapid Re-housing
3. Diversion (no or very little housing supports, and connection to other mainstream housing resources)

***If the PJ intends to use the CE process established by the CoC, describe the method of prioritization to be used by the CE. (Optional):***

The City of Martinsburg and the Eastern Panhandle HOME Consortium will be using multiple sources for referrals, not just the CES. Since the CES does not cover all of the Qualifying Populations, the City and the HOME Consortium will use the data from 211, street outreach, waiting lists from shelter providers, etc. This will be a “first come, first served” basis.

***If the PJ intends to use both a CE process established by the CoC and another referral method for a project or activity, describe any method of prioritization between the two referral methods, if any. (Optional):***

The City and the HOME Consortium will be using referrals through the CES, as well as 211, street outreach, waiting lists from shelter providers, etc. Preference and prioritization are included in the referral process. There will be a “first come, first served” approach. The City’s Policy and Procedures Manual will detail this entire referral process.

## Limitations in a HOME-ARP rental housing or NCS project

***Describe whether the PJ intends to limit eligibility for a HOME-ARP rental housing or NCS project to a particular qualifying population or specific subpopulation of a qualifying population identified in section IV.A of the Notice:***

The City of Martinsburg and the Eastern Panhandle HOME Consortium is not intending to limit eligibility for a HOME-ARP non-congregate shelters, rental housing or TBRA to a particular qualifying population or specific subpopulation. The need for these types of HOME-ARP projects have been identified for all qualifying populations. The City will solicit proposals for these types of HOME-ARP projects for all qualifying populations. Evaluations of applications will be made, and selection will be based on the best proposal submitted.

***If a PJ intends to implement a limitation, explain why the use of a limitation is necessary to address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:***

Not Applicable. The City of Martinsburg and the Eastern Panhandle HOME Consortium does not intend to implement a limitation on the HOME-ARP Program.

***If a limitation was identified, describe how the PJ will address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the limitation through the use of HOME-ARP funds (i.e., through another of the PJ's HOME-ARP projects or activities):***

Not Applicable.

## HOME-ARP Refinancing Guidelines

The City of Martinsburg and the Eastern Panhandle HOME Consortium does not intend to use HOME-ARP funds to refinance existing debt secured by multifamily rental housing that is being rehabilitated with HOME-ARP funds. Not Applicable.

- ***Establish a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity***

Not Applicable.

- ***Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified populations for the minimum compliance period can be demonstrated.***

Not Applicable.

- ***State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.***

Not Applicable.

- ***Specify the required compliance period, whether it is the minimum 15 years or longer.***

Not Applicable.

- ***State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.***

Not Applicable.

- ***Other requirements in the PJ's guidelines, if applicable:***

Not Applicable.

## Appendix

Attached are the following items:

- SF 424 Form
- SF 424-B Form
- SF 424-D Form
- Certifications
- Resolution
- Citizen Participation Documentation



# HUD SF 424 Form

## Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

M-21-DP-54-0206

State Use Only:

6. Date Received by State:

7. State Application Identifier:

### 8. APPLICANT INFORMATION:

\* a. Legal Name:

City of Martinsburg, WV

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

55-6000206

\* c. UEI:

WJHLWLDRD83N7

### d. Address:

\* Street1:

232 North Queen Street

Street2:

City Hall

\* City:

Martinsburg

County/Parish:

Beckley County

\* State:

WV: West Virginia

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

25401-3314

### e. Organizational Unit:

Department Name:

Division Name:

### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

\* First Name:

Nancy

Middle Name:

\* Last Name:

Strine

Suffix:

Title:

CDBG & HOME Administrator

Organizational Affiliation:

\* Telephone Number:

(304) 264-2131 Ext: 278

Fax Number:

(304) 264-2136

\* Email:

nstrine@cityofmartinsburg.org

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

U.S Department of Housing and Community Development

### 11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Investment Partnership - American Rescue Plan (HOME-ARP) Program

### \* 12. Funding Opportunity Number:

Not Applicable.

\* Title:

Not Applicable.

### 13. Competition Identification Number:

Not Applicable.

Title:

Not Applicable.

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

HOME-ARP Allocation Plan

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

2nd

\* b. Program/Project

2nd

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

09/20/2021

\* b. End Date:

09/30/2030

**18. Estimated Funding (\$):**

\* a. Federal

1,843,081.00

\* b. Applicant

0.00

\* c. State

0.00

\* d. Local

0.00

\* e. Other

0.00

\* f. Program Income

0.00

\* g. TOTAL

1,843,081.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐

a. This application was made available to the State under the Executive Order 12372 Process for review on

☐

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐

Yes

☒

No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Mr.

\* First Name:

Kevin

Middle Name:

\* Last Name:

Knowles

Suffix:

\* Title:

Mayor

\* Telephone Number:

(304) 264-2131

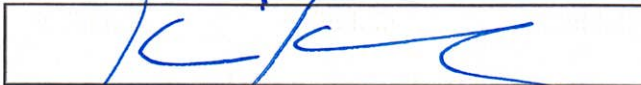
Fax Number:

(304) 264-2136

\* Email:

kknowles@cityofmartinsburg.org

\* Signature of Authorized Representative:



\* Date Signed:

03/23/2023



# HUD SF 424-B Form

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

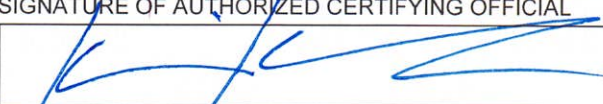
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Martinsburg, WV	DATE SUBMITTED 03/23/2023



# HUD SF 424-D Form

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Martinsburg, WV	DATE SUBMITTED 03/23/2023



# Certifications

## HOME-ARP CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the participating jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing pursuant to 24 CFR 5.151 and 5.152.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** --It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It will comply with the acquisition and relocation requirements contained in the HOME-ARP Notice, including the revised one-for-one replacement requirements. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42, which incorporates the requirements of the HOME-ARP Notice. It will follow its residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the HOME-ARP program.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and program requirements.

**Section 3** --It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

**HOME-ARP Certification** --It will use HOME-ARP funds consistent with Section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) and the CPD Notice: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program*, as may be amended by HUD, for eligible activities and costs, including the HOME-ARP Notice requirements that activities are consistent with its accepted HOME-ARP allocation plan and that HOME-ARP funds will not be used for prohibited activities or costs, as described in the HOME-ARP Notice.

  
\_\_\_\_\_  
Signature of Authorized Official

03/23/2023  
Date

\_\_\_\_\_  
Mayor  
Title



# Resolution

**RESOLUTION OF THE COUNCIL OF THE CITY OF MARTINSBURG  
APPROVING THE FY 2021 ANNUAL ACTION PLAN - SUBSTANTIAL  
AMENDMENT FOR THE HOME - ARP ALLOCATION PLAN AND  
AUTHORIZING THE FILING OF SAID APPLICATION WITH HUD**

**WHEREAS**, Congress appropriated \$5 billion in funds under the American Rescue Plan (ARP) Act of 2021; and

**WHEREAS**, these funds are to be used to assist the homeless and those persons and families who are at risk of becoming homeless; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) is administering this program and the City of Martinsburg was allocated \$1,843,081 in HOME-ARP funds; and

**WHEREAS**, the City as the Representative Jurisdiction, has formed the Eastern Panhandle HOME Consortium with Berkeley County, Jefferson County, Morgan County, and the incorporated areas therein; and

**WHEREAS**, the City of Martinsburg prepared a HOME-ARP Allocation Plan which is included as a Substantial Amendment to the FY 2021 Annual Action Plan; and

**WHEREAS**, a draft of the FY 2021 Annual Action Plan - Substantial Amendment containing the HOME-ARP Allocation Plan was on public display from March 8, 2023 through March 22, 2023 and the City held a public hearing on March 21, 2023 concerning said amendment, and the comments of various agencies, groups, and citizens were taken into consideration in the preparation of the final document.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARTINSBURG, BERKELEY COUNTY, WEST VIRGINIA, AS FOLLOWS:**

**SECTION 1.** That the FY 2021 Annual Action Plan – Substantial Amendment which includes the HOME-ARP Allocation Plan is hereby in all respects APPROVED and the City Recorder is hereby directed to file a copy of said Annual Action Plan – Substantial Amendment for Fiscal Year 2021 with the Official Minutes of the Special Meeting of this Council.

**SECTION 2.** That the City is COGNIZANT of the conditions that are imposed in the undertaking and carrying out of the HOME Investment Partnership – American Rescue Plan (HOME-ARP) Program with Federal financial assistance, including those relating to (a) the relocation of site occupants, (b) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin, and (c) other assurances as set forth under the certifications.

**SECTION 3.** That the Mayor, on behalf of the City of Martinsburg, West Virginia, is AUTHORIZED to file an Application for financial assistance with the U.S. Department of

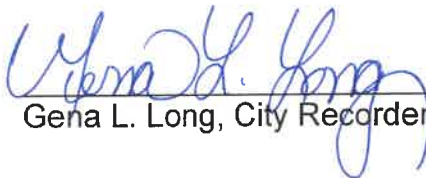
Housing and Urban Development which has indicated its willingness to make available funds to carry out the HOME-ARP Program; and is further AUTHORIZED to act as the authorized representative of the City of Martinsburg to sign any and all documents in regard to these programs.

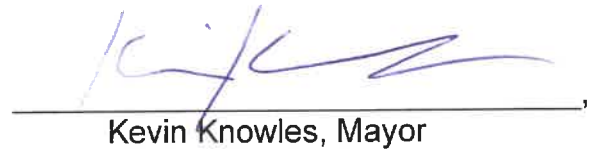
**SECTION 4.** That the Mayor, on behalf the City of Martinsburg, West Virginia, is AUTHORIZED to provide the assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended; the National Affordable Housing Act of 1990, as amended; and any other supplemental or revised data which the U.S. Department of Housing and Urban Development may request in review of the City's Application.

**ADOPTED INTO A RESOLUTION THIS 23<sup>RD</sup> DAY OF MARCH 2023 BY THE CITY COUNCIL OF THE CITY OF MARTINSBURG, WEST VIRGINIA.**

**ATTEST:**

**CITY OF MARTINSBURG, WV**

  
Gena L. Long, City Recorder

  
Kevin Knowles, Mayor



# Citizen Participation Documentation



# Public Hearing

Tuesday, March 7, 2023

# The Journal

## Legal Notices

**CITY OF MARTINSBURG, WV  
NOTICE OF PUBLIC HEARING  
THE HOME-ARP ALLOCATION  
PLAN  
FOR HOME-AMERICAN RESCUE  
PLAN PROGRAM  
FY 2021 ANNUAL ACTION PLAN –  
SUBSTANTIAL AMENDMENT**

The notice is hereby given by the City of Martinsburg, Berkeley County, West Virginia, that a public hearing will be held on **Tuesday, March 21, 2023 at 3:00 PM**, prevailing time, in the Second Floor Conference Room, Martinsburg Public Library, 101 West King Street, Martinsburg, WV 25401. The Conference Room is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate any persons with a disability in order for them to participate in the public hearing, including translation services, please call 24 hours in advance, Ms. Nancy Strine, CDBG and HOME Administrator, City of Martinsburg, at (304) 264-2131, ext. 278 to make those arrangements, or for persons who may have a hearing impairment, please contact 711 for the TTY/TTD relay.

The propose of the public hearing is to present the City's Substantial Amendment to its FY 2021 Annual Action Plan to include the HOME-ARP Allocation Plan for the HOME-American Rescue Plan funds. The City intends to submit its HOME-ARP Allocation Plan in the amount of \$1,843,081 to the U.S. Department of Housing and Urban Development (HUD) on or before Friday, March 31, 2023.

The HOME-ARP Allocation Plan is required by HUD in order for the City of Martinsburg to receive federal HOME-ARP grant funds. The HOME-ARP Allocation Plan is a strategic plan detailing the process the City will use to allocate funds to assist individuals or households who are experiencing homelessness, at risk of becoming homeless, and other vulnerable populations, by providing affordable housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability.

In order to obtain the views of residents, public agencies, and other interested parties, the City of Martinsburg has placed its FY 2021 Annual Action Plan – Substantial Amendment - HOME-ARP Allocation Plan on public display starting Wednesday, March 8, 2023 and ending on Wednesday, March 22, 2023, at which time the Substantial Amendment will be presented to City Council for approval at its meeting scheduled on Thursday, March 23, 2023. The Draft FY 2021 Annual Action Plan – Substantial Amendment - HOME-ARP Allocation Plan may be examined at the City's website <https://www.cityofmartinsburg.org> and at the following locations:

**Martinsburg City Annex -**  
208 Viking Way  
**Berkeley County Court House -**  
100 West King Street  
**Martinsburg Public Library -**  
King and Queen Streets

All interested residents are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the draft FY 2021 Annual Action Plan – Substantial Amendment - HOME-ARP Allocation Plan. Written and oral comments may be made until Wednesday, March 22, 2023 and can be addressed to the attention of Ms. Nancy Strine, CDBG and HOME

Administrator, City of Martinsburg, 206-208 Viking Way, Martinsburg, WV 25401, or via email at [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org); or via phone at (304) 264-2131 ext. 278; or via 711 for the hearing impaired.

**Kevin Knowles, Mayor**  
City of Martinsburg

**Column**  
**AFFIDAVIT OF PUBLICATION**

Journal (Martinsburg)  
207 W. King St  
(304) 263-8931

I, Carol Bush, of lawful age, being duly sworn upon oath, deposes and says that I am the Notary Public of Journal (Martinsburg), a publication that is a "legal newspaper" as that phrase is defined for the city of Martinsburg, for the County of Berkeley, in the state of West Virginia, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

**PUBLICATION DATES:**  
7 Mar 2023

**Notice ID:** hvmTfuSFLCHq0SuNcGh7  
**Notice Name:** FY 2021 Sub Amend HOME ARP PO 210630

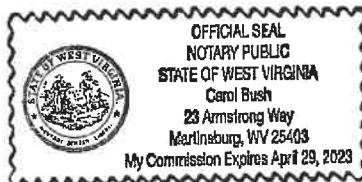
**PUBLICATION FEE:** \$95.48

**VERIFICATION**  
STATE OF WEST VIRGINIA  
COUNTY OF BERKELEY

Signed or attested before me on this

10<sup>th</sup> day of March, A.D. 2023.

Carol Bush



**CITY OF MARTINSBURG, WV  
NOTICE OF PUBLIC HEARING  
THE HOME-ARP ALLOCATION  
PLAN  
FOR HOME-AMERICAN RESCUE  
PLAN PROGRAM  
FY 2021 ANNUAL ACTION PLAN -  
SUBSTANTIAL AMENDMENT**

The notice is hereby given by the City of Martinsburg, Berkeley County, West Virginia, that a public hearing will be held on Tuesday, March 21, 2023 at 3:00 PM, prevailing time, in the Second Floor Conference Room, Martinsburg Public Library, 101 West King Street, Martinsburg, WV 25401. The Conference Room is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate any persons with a disability in order for them to participate in the public hearing, including translation services, please call 24 hours in advance, Ms. Nancy Surine, CDBG and HOME Administrator, City of Martinsburg, at (304) 264-2131, ext. 278 to make those arrangements, or for persons who may have a hearing impediment, please contact 711 for the TTY/TDD relay.

The purpose of the public hearing is to present the City's Substantial Amendment to its FY 2021 Annual Action Plan to include the HOME-ARP Allocation Plan for the HOME-American Rescue Plan funds. The City intends to submit its HOME-ARP Allocation Plan in the amount of \$1,843,081 to the U.S. Department of Housing and Urban Development (HUD) on or before Friday, March 31, 2023.

The HOME-ARP Allocation Plan is required by HUD in order for the City of Martinsburg to receive federal HOME-ARP grant funds. The HOME-ARP Allocation Plan is a strategic plan detailing the process the City will use to allocate funds to assist individuals or households who are experiencing homelessness, at risk of becoming homeless, and other vulnerable populations, by providing affordable housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability.

In order to obtain the views of residents, public agencies, and other interested parties, the City of Martinsburg has placed its FY 2021 Annual Action Plan - Substantial Amendment - HOME-ARP Allocation Plan on public display starting Wednesday, March 8, 2023 and ending on Wednesday, March 22, 2023, at which time the Substantial Amendment will be presented to City Council for approval at its meeting scheduled on Thursday, March 23, 2023. The Draft FY 2021 Annual Action Plan - Substantial Amendment - HOME-ARP Allocation Plan may be examined at the City's website <https://www.cityofmartinsburg.org> and at the following locations:

Martinsburg City Annex -  
208 Viking Way  
Berkeley County Court House -  
100 West King Street  
Martinsburg Public Library -  
King and Queen Streets

All interested residents are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the draft FY 2021 Annual Action Plan - Substantial Amendment - HOME-ARP Allocation Plan. Written and oral comments may be made until Wednesday, March 22, 2023 and can be addressed to the attention of Ms. Nancy Strine, CDBG and HOME Administrator, City of Martinsburg, 206-208 Viking Way, Martinsburg, WV 25401, or via email at [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org); or via phone at (304) 264-2131 ext. 278; or via 711 for the hearing impaired.

Kevin Knowles, Mayor  
City of Martinsburg

**CITY OF MARTINSBURG, WV  
NOTICE OF PUBLIC HEARING  
THE HOME-ARP ALLOCATION PLAN  
FOR HOME-AMERICAN RESCUE PLAN PROGRAM  
FY 2021 ANNUAL ACTION PLAN – SUBSTANTIAL AMENDMENT**

The notice is hereby given by the City of Martinsburg, Berkeley County, West Virginia, that a public hearing will be held on **Tuesday, March 21, 2023 at 3:00 PM**, prevailing time, in the Second Floor Conference Room, Martinsburg Public Library, 101 West King Street, Martinsburg, WV 25401. The Conference Room is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate any persons with a disability in order for them to participate in the public hearing, including translation services, please call 24 hours in advance, Ms. Nancy Strine, CDBG and HOME Administrator, City of Martinsburg, at (304) 264-2131, ext. 278 to make those arrangements, or for persons who may have a hearing impediment, please contact 711 for the TTY/TTD relay.

The propose of the public hearing is to present the City's Substantial Amendment to its FY 2021 Annual Action Plan to include the HOME-ARP Allocation Plan for the HOME-American Rescue Plan funds. The City intends to submit its HOME-ARP Allocation Plan in the amount of \$1,843,081 to the U.S. Department of Housing and Urban Development (HUD) on or before Friday, March 31, 2023.

The HOME-ARP Allocation Plan is required by HUD in order for the City of Martinsburg to receive federal HOME-ARP grant funds. The HOME-ARP Allocation Plan is a strategic plan detailing the process the City will use to allocate funds to assist individuals or households who are experiencing homelessness, at risk of becoming homeless, and other vulnerable populations, by providing affordable housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability.

In order to obtain the views of residents, public agencies, and other interested parties, the City of Martinsburg has placed its FY 2021 Annual Action Plan – Substantial Amendment - HOME-ARP Allocation Plan on public display starting Wednesday, March 8, 2023 and ending on Wednesday, March 22, 2023, at which time the Substantial Amendment will be presented to City Council for approval at its meeting scheduled on Thursday, March 23, 2023. The Draft FY 2021 Annual Action Plan – Substantial Amendment - HOME-ARP Allocation Plan may be examined at the City's website <https://www.cityofmartinsburg.org> and at the following locations:

**Martinsburg City Annex - 208 Viking Way  
Berkeley County Court House - 100 West King Street  
Martinsburg Public Library - King and Queen Streets**

All interested residents are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the draft FY 2021

Annual Action Plan – Substantial Amendment - HOME-ARP Allocation Plan. Written and oral comments may be made until Wednesday, March 22, 2023 and can be addressed to the attention of Ms. Nancy Strine, CDBG and HOME Administrator, City of Martinsburg, 206-208 Viking Way, Martinsburg, WV 25401, or via email at [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org); or via phone at (304) 264-2131 ext. 278; or via 711 for the hearing impaired.

Kevin Knowles, Mayor  
City of Martinsburg

City of Martinsburg, West Virginia		
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE PLAN (ARP)		
Allocation Plan		
FY 2021 Annual Action Plan - Substantial Amendment		
March 21, 2023 3:00pm Martinsburg Public Library Second Floor Conference Room		
Name	Address	Organization
Teresa Shumaker	208 East 3rd St. Martinsburg	Community Networks Inc.
Doug Montgomery		C-CAP Coates & Fisher
Cathy Guley		CCRP/CCPF
Michelle Steptoe		CCPF LFF
NANCY STONE	City of Martinsburg	

Started at 3:05pm + ended at 3:55pm

**City of Martinsburg, Public Hearing, March 21, 2023 HOME ARP**  
**Allocation Plan for Home-American Rescue Plan Program FY 2021**  
**Annual Action Plan-Substantial Amendment**

Community Networks, Inc was in attendance, Teresa Shumate, Executive Director. C-CAP loaves and Fishes had 3 people in attendance. Phil Steptoe, the current President, Doug Montgomery, a board member, and Cathy Rule who works at C-CAP.

Nancy Strine, CDBG and HOME Administrator, opened the public hearing up at 3:05pm reviewing the HOME ARP program and the planning process we have gone through since December 2022 receiving community input into the Allocation Plan to address our local needs dealing with the homeless and near homeless community.

I reviewed the qualifying populations and all the eligible activities. Then I reviewed the input we have received from all 3-listening session throughout the Eastern Panhandle. In the first listening session in the city of Martinsburg the attendees said there is a hug need for affordable rental housing; rent and utility assistance; need for back-end services; there are no non-profit developers in the area and the ones we have do not all have the financial and administrative capacity to develop a new housing project; funding for staff salaries; more shelter for victims of domestic violence- EPEC has a large waiting list; substance abuse and mental health issues and services, kinship has become an issue dealing with a lot of grandparents who are adopting their grandchildren due to their children on drugs and or just taking care of them while their child gets rehabilitation help. The second listening session in Morgan County involved a local developer who wants to convert some older houses into affordable housing and wants to know the criteria; there is a severe shortage for housing for senior housing and also women and women and children. Morgan County Homeless Coalition is opening up a shelter but they could definitely use the supportive services. Some of their homeless population is the first time.

The Councilman from Paw Paw said there is some homeless in Paw Paw but no where to go. There is a vacant fire hall, he does not know what they are going to do with it but some talk about a community center.

The listening session in Jefferson County found a great need for a family shelter; lack of affordable housing; need for TBRA and supportive services, security deposit assistance, aging population in need of services and more seniors becoming homeless, case management, JCCM is going to build a new shelter and definitely could use some of the funds, they also do all the wrap around services and the Jefferson County Commissioners just hired a Homeless Coordinator and they will be working out of the JCCM's offices. So, any and all funds for the homeless providers would be appreciated. Voices against Domestic Violence wants to build a shelter in Jefferson County for about 8-10 beds.

Told them that the city of Martinsburg the Mayor and I have had several meetings with the Martinsburg Housing Authority and encouraging them to consider some of the HOME ARP program funds. They are not going to build anything new but could consider some TBRA vouchers. The Mayor really wants them to expand their services since we are the

fastest growing area of West Virginia. He will keep encouraging them and working with them.

Cathy Rule from C-CAP said the rents are just too high in our area. She is working with someone that gets \$1,000.00 a month in benefits but has to pay \$1,400 for rent. So how does that work. Teresa said the Fair Market Rent that HUD allows is \$875.00 for a one bedroom. So how in the world do these people afford rent when they are only suppose to use 30% of their income on housing. Phil Steptoe said they paying 200,00-300.00 for past due rent that C-CAP does not always put a dent into the need to keep them from becoming homeless. So that is something that they will be reviewing at their April board meeting.

Phil also said that there is a huge need for mental health assistance and behavioral issues. East Ridge has a waiting list.

Doug Montgomery asked if there was any federal funds that contractors could convert some of the present houses into affordable housing. I told him it was an eligible HOME activity. Presently the HOME Consortium of the Eastern Panhandle puts the majority of their HOME funds into the HAP program Housing Assistance Program for the first time homebuyer program and then CHDO funds for Habitat for Humanity. However, there is such a need for affordable housing that we need to look at that. There are affordable housing working groups in Jefferson County and Morgan County and I just received a request to start one for Berkeley County last week.

Doug said that after the 2005 Census, that when Berkeley County became part of the Washington Metropolitan Census area, we should have more available funding for affordable housing projects. Back in the 80's we he was a realtor, he worked with the city and WVHDF to help renovate 4 different houses. They used historic renovation tax credits a HUD UDAG grant. The loans came back to the City with interest and the principle was sent to HUD.

IT was decided we need more developers who can build affordable housing and to help find all the different programs available to assist them whether federal, state, tax credits, etc.

CNI would still like to make one of their units into a handicapped accessible unit and wanted to know if they could use these funds to do so.

Lastly there was discussion about some of the current landlords who refuse to work with some of the HUD programs like Section 8 vouchers. Need to get the landlords to understand better that it is a benefit for them too.

The meeting was closed at 3: 55pm.



# Surveys and Consultations

## CITY OF MARTINSBURG HOME-ARP PROGRAM NEEDS SURVEY

---

Name of Agency/Provider/Advocate: Voices Against Domestic Violence

Address: P.O. Box 1126, Charles Town, WV 25414

Contact Person: Patricia Greenley Title: Founding Director

Phone: 304-839-9649 Email: vadv.wv365@gmail.com

---

Please describe the size and demographics of the clients you serve.

Size: 80% - Jefferson County 15% - Berkeley County 5% - Other

Demographics: - 40% - White 45% - African American 15% - Hispanic  
- All Females

Please describe the range of programs and services you provide.

- Transitional housing for victims of domestic violence
- Basic Living Needs to include food, clothes, hygiene products, furniture
- Clinical Counseling, Life Coaching, Financial Coaching, Career Readiness

What are the unmet housing and service needs of the clients you serve:

- **Sheltered and Unsheltered Homeless Persons:**

Victims of domestic violence left homeless due to the lack of affordable housing in our service area.

- **Households who are at Risk of Homelessness:**

Victims of domestic violence at risk of homelessness due to limited income and homes being in the ownership of their abusers.

- **Other persons requiring services or housing assistance to Prevent Homelessness:**

- **Persons who are at greatest risk of Housing Instability:**

Victims of domestic violence who cannot find affordable housing options

- **Persons living in Unsuitable Housing Situations:**

Victims of domestic violence forced to live in unsafe, unsuitable housing situations with their abusers or abusive family members.

- Any other Populations:

Do you know of any gaps in the current shelter system?

Domestic violence victims have been turned away due to unavailable space in local shelters. Current shelters in the Eastern Panhandle only have a capacity for 15 residents at one time.

Are there gaps in the current housing inventory?

Domestic violence victims have found that there is very limited affordable housing options. Most victims cannot afford current rental rates.

Are there gaps in the current service delivery system?

- Domestic violence victims are unable to find affordable housing after escaping violence and abuse
- Rental housing options are few and long waiting periods hinder them from getting into housing.

What factors would contribute to households becoming homeless?

- Domestic Violence
- Low to no income
- Lack of sustainable resources

What is the level of priority for each population listed below?

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Victims of domestic violence
At Risk of Homelessness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Victims of domestic violence
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Victims of domestic violence left homeless and cannot afford housing
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness B. Those At Greatest Risk of Housing Instability				
--	--	--	--	--

Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.

VADV Transition Support Home

- Maximum Capacity : 8 residents

Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.

- Domestic violence victims are most likely to be forced out of their homes by their abusers leaving them homeless with limited financial resources to find affordable housing.

Please identify priority needs for qualifying populations.

- Permanent housing (affordable housing) after leaving VADV's Transition Support Home

- Sustainable support to maintain stable housing

Other Comments/Suggestions:

# CITY OF MARTINSBURG

## HOME-ARP PROGRAM NEEDS SURVEY

Name of Agency/Provider/Advocate: Community Networks, Inc. Teresa Shumato  
Address: 216 East John St. Martinsburg WV 25402  
Contact Person: Teresa Shumato Title: Executive Director  
Phone: 304-263-3510 Email: tsphcchi@yahoo.com

Please describe the size and demographics of the clients you serve.

Community Networks works with the Homeless population & low income.

Please describe the range of programs and services you provide.

Bethany House - Emergency Homeless Shelter  
Transitional Housing for Women  
Rapid Re-housing  
HOPWA Program.

What are the unmet housing and service needs of the clients your serve:

- Sheltered and Unsheltered Homeless Persons:
  - More affordable housing
  - Long Waiting List for low income apartments & Section 8
  - more TBRA Programs
  - More Rapid Re-Housing. Need help with Security deposit & First months rent.
- Households who are at Risk of Homelessness:
  - Income very low or fall below poverty level
  - Households that do not qualify for rental or utility assistance
  - Rent & Utility increases.
  - Cost of living increasing & pay does not increase. Unexpected bills.
- Other persons requiring services or housing assistance to Prevent Homelessness:
  - Rental & Utility Assistance
- Persons who are at greatest risk of Housing Instability:
  - low income
  - one income household
  - mental health
  - loss of job or hours cut.
  - Single Parents
  - Seasonal work
  - addiction
- Persons living in Unsuitable Housing Situations:
  - living in cars
  - Streets
  - abandoned building.
  - living space too small or living with multiple people / family member

- Any other Populations:

homeless / low income

Do you know of any gaps in the current shelter system?

Not enough shelter space, sometimes clients / households have to wait for a bed space.

Are there gaps in the current housing inventory?

yes, Very hard to find affordable housing

Are there gaps in the current service delivery system?

yes, long waiting list for Section 8 & low income apartments.

What factors would contribute to households becoming homeless?

loss of jobs / hours cut  
one income family  
low pay jobs  
cost of living has increased.

What is the level of priority for each population listed below?

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<del>Referral</del> Referral to Eastern Panhandle Empowerment Center
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness				
B. Those At Greatest Risk of Housing Instability				

Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.

Bethany House  
 CPIC (Eastern Panhandle Empowerment Center)  
 Union Rescue Mission  
 Telamon

Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.

Mental Health  
 Drug addiction

Please identify priority needs for qualifying populations.

More programs to assist with Rent & Utility  
 more shelter space  
 more apartments for elderly or handi-cap / disabled.  
 more Rapid Re-Housing / TBRA Programs

Other Comments/Suggestions:

- Description of programs/services your agency provides?  
**Emergency Homeless Shelter, Rapid Re-Housing, Transitional Housing, HOPWA Program**
- What are the needs within the current shelter and housing inventory system?  
**More shelter space, to include more ADA rooms, our agency currently only has one, more bedrooms, play area for the children and more bathrooms.**
- What are the needs within the current support services system?  
**More mental health services, more affordable housing, hiring paying jobs**
- What are the unmet housing and support service needs of the population listed below?
  - Sheltered and unsheltered homeless population?  
**Affordable Housing, more public transportation, food security**
  - Currently housed populations at risk of homelessness?  
**Loss of jobs, low paying jobs, rent and utility increases, cost of living has increase**
  - Other families requiring services or housing assistance or to prevent homelessness?  
**More funding for rental and utility assistance, long waiting list for section 8**
  - Those at greatest risk of housing instability or in unstable housing situations?  
**One income family, low income jobs and Low SSDI payments.**
- What factors contribute to households becoming homeless?  
**Unexpected bills that may arise, mental health, addiction, low paying jobs**
- Priority Needs of the following population listed below?
  - Sheltered and unsheltered homeless population?  
**Bigger shelter space, more funding, affordable housing, more mental health shelter**
  - Currently housed populations at risk of homelessness?  
**Below poverty level, higher utility bills, landlords raising rents, sub-par living conditions**
  - Other families requiring services or housing assistance or to prevent homelessness?  
**Need rental or utility assistance**
  - Those at greatest risk of housing instability or in unstable housing situations?

**Very low income, do not qualify for food stamps, utility or rental assistance, or child care assistance.**

- Any barriers in the Eastern Panhandle Consortium's housing market using rental assistance?

**Landlords requesting double security deposits first and last months rent. Not enough funding to help with rental or utility expenses when people fall behind due to an unexpected bill**

- Request the following items:

- Any other statistic they have for just the Eastern Panhandle COC

- Any Plans they have for improving services, etc.

**Our agency hopes to expand our shelter, ADA rooms and more living space if funding was ever available for this expansion.**

# CITY OF MARTINSBURG

## HOME-ARP PROGRAM NEEDS SURVEY

---

**Name of Agency/Provider/Advocate:** [Habitat for Humanity of the Eastern Panhandle](#)

**Address:** [630 W. Race St. Martinsburg, WV 25401](#)

**Contact Person:** [Robin F. Kees](#)

**Title:** [Executive Director](#)

**Phone:** [304-263-3154](#)

**Email:** [rkees@habitatep.org](mailto:rkees@habitatep.org)

---

**Please describe the size and demographics of the clients you serve.**

[HFHEP clients are low to moderate income with most at 60% of the median income or below. They live in substandard housing with a great risk of housing instability.](#)

**Please describe the range of programs and services you provide.**

- [1. Homeownership opportunities for the low income living in substandard housing which includes in disrepair, overcrowded, health concerns \(mold, bad wiring, etc.\), subsidized housing, and others.](#)
- [2. Repairs for low income homeowners without the means to make the repairs on their own due to financial or physical reasons.](#)

**What are the unmet housing and service needs of the clients your serve:**

- **Sheltered and Unsheltered Homeless Persons:**

[Homeless persons are referred to local agencies that provide emergency shelter or permanent/transitional housing for homeless individuals and families.](#)

[Sheltered homeless: permanent housing, budget and credit counseling, employment assistance](#)

- **Households who are at Risk of Homelessness:**

[Safe, affordable housing](#)

[Adequate income to pay their bills](#)

[Financial education](#)

- **Other persons requiring services or housing assistance to Prevent Homelessness:**

[We normally do not see these persons in our office but if we do they are referred to local agencies providing the services they require, i.e. RRC, WV211, Faith Community Coalition, etc. Financial education.](#)

- **Persons who are at greatest risk of Housing Instability:**

[Most clients we see who are at risk of housing instability need safe housing which they can afford, money for security deposits and first months rent, landlords to make repairs to the rental properties, repair services for homeowners; financial education.](#)

- **Persons living in Unsuitable Housing Situations:**

[Safe, affordable housing. Increase in income. Money for security deposits and first months rent so they can move, affordable homeownership opportunities, financial education](#)

- **Any other Populations:**  
Financial education  
Affordable housing  
homeownership opportunities  
Repair services

**Do you know of any gaps in the current shelter system?**

There is a need for more family shelters/transitional housing

**Are there gaps in the current housing inventory?**

Yes, safe affordable rental and homeownership opportunities for the working poor

**Are there gaps in the current service delivery system?**

Need for low cost or free educational opportunities so one can be eligible for local jobs.  
Income limits need to be adjusted as there are some people working hard to stabilize their families but they make \$100 too much for the assistance that could help them become more self-sufficient.

**What factors would contribute to households becoming homeless?**

Loss of income  
poor money management  
health issues  
eviction  
moving out of unsafe living environments

I answered this ? based on how I see these needs currently prioritized in our community.

**What is the level of priority for each population listed below?**

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Housing Assistance to Prevent Homelessness  B. Those At Greatest Risk of Housing Instability				
--	--	--	--	--

**Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.**

Regional Resource Connection	EPIC
WV 211	Faith Community Coalition
WV Coalition to end Homelessness	Catholic Charities
Telamon Corporation	DHHR
Rescue Mission	Habitat for Humanity of the EP
Community Networks	

**Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.**

- Overpriced
- Unsafe due to needed repairs
- In bad neighborhoods
- High cost of utilities

**Please identify priority needs for qualifying populations.**

- Safe, affordable housing
- Financial education to help them become more self-sufficient
- Case management or services to assist in building stability and self-esteem

**Other Comments/Suggestions:**

# City of Martinsburg

## HOME-ARP Program Needs Survey

---

**Name of Agency/Provider/Advocate:** Catholic Charities West Virginia, Inc.

**Address:** 224 South Queen Street Martinsburg, WV 25401

**Contact Person:** Jeremy Wanless

**Title:** Eastern Regional Director

**Phone:** 304-636-4875

**E-Mail:** jwanless@ccwva.org

### **Describe the size and demographics of the clients you serve:**

Between January 1, 2022, and December 31, 2022, Catholic Charities West Virginia distributed \$28,069.79 in basic needs/emergency assistance to 170 households with incomes at/near federal poverty line in Martinsburg. Thirty-three of the 170 households received rental assistance, which can be an indicator of housing insecurity as households present notice of eviction to receive rental assistance.

### **Describe the range of programs and services you provide:**

Guided by God's love, Catholic Charities West Virginia (CCWVa) collaborates with community partners, parishes and families to provide caring and compassionate services to people in need and work toward lasting and meaningful change. Since its founding in 1931, CCWVa has become the largest private provider of social and human services in West Virginia, serving thousands of people each year with outreach programs and services in rural and urban communities across the state. CCWVa serves and employs people regardless of faith, family or background. Caring for the most vulnerable – children, the elderly, and the marginalized – is interwoven into all our programming. CCWVa envisions a West Virginia where all people can access the services they need to be happy, healthy and reach their full potential.

CCWVa's Eastern Region is composed of eleven counties, including Berkeley County. Available services through CCWVa's Martinsburg office include basic needs/emergency assistance, immigration and refugee services, Supplemental Nutrition Assistance Program (SNAP) eligibility screening and enrollment assistance, a personal care closet that provides hygiene and cleaning supplies households cannot purchase with SNAP benefits, shower, laundry, and locker facilities for individuals who are unsheltered, and information & referral services. Volunteer Income Tax Assistance (VITA) is available as well.

### **What are the unmet housing and service needs of the clients you serve:**

- **Sheltered and unsheltered homeless persons:**

Availability of affordable housing

- **Households who are at risk of homelessness.**

Adequate emergency assistance available.

Between January 1, 2022, and December 31, 2022, CCWVa provided 33 Martinsburg households rental assistance, which can be an indicator of housing insecurity as households present notice of eviction to receive rental assistance.

- **Other persons requiring services or housing assistance to prevent homelessness.**

Clients reentering society from incarceration and clients in recovery

- **Persons who are at greatest risk of housing instability**

Addicts, Veterans, Low income earners

- **Persons living in unsuitable housing situations.**

Enforcement of housing standards for landlords.

- **Any other Populations**

**Do you know of any gaps in the current shelter system?**

Housing for couples with children

**Are there gaps in the current housing inventory?**

There is no housing inventory currently available

**Are there gaps in the current service delivery system?**

Just everyone working as quickly as possible to fill immediate needs.

**What factors would contribute to households becoming homeless?**

Job loss, Death of a spouse or other family member.

**What is the level of priority for each population listed below?**

	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	X			
At Risk of Homelessness	X			
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	X			
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or Housing Assistance to Prevent Homelessness B. Those At Greatest Risk of Housing Instability		X		

**Identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.**

DHHR, RRC, St. Vincent de Paul, Catholic Charities, Telemon, Men's Union Mission, Bethany House

**Identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness:**

Low Income  
Job Instability  
Lack of Education

**Identify priority needs for qualifying populations:**

Housing  
Food  
Clothing  
Employment

**Other Comments/Suggestions:**

# CITY OF MARTINSBURG

## HOME-ARP PROGRAM NEEDS SURVEY

---

**Name of Agency/Provider/Advocate:** Eastern Panhandle Transit Authority (EPTA)

**Address:** 446 Novak Drive, MARTinsburg WV 25405

**Contact Person:** Elaine Bartoldson

**Title:** Executive Director

**Phone:** 304-263-0876 ext. 8455

**Email:** ebartoldson@eptawv.com

---

**Please describe the size and demographics of the clients you serve.**

Post COVID, EPTA ridership is approximate 125,000 passengers. We transit riders consist of the elderly, the disabled, homeless, workforce and all others who need transportation.

**Please describe the range of programs and services you provide.**

EPTA has the following programs available: Half-Fare Cards for anyone 62 and over or who have a verifiable disability for EPTA Route service, Monthly Pass Program, Mobile Ticketing, Passio Go (real-time bus locators), Non-emergency medical transportation, Demand Response, Re-entry Pilot Program for individuals seeking recovery or return after being incarcerated.

**What are the unmet housing and service needs of the clients you serve:**

- **Sheltered and Unsheltered Homeless Persons:**
- **Households who are at Risk of Homelessness:**
- **Other persons requiring services or housing assistance to Prevent Homelessness:**
- **Persons who are at greatest risk of Housing Instability:**
- **Persons living in Unsuitable Housing Situations:**

- **Any other Populations:**

**Do you know of any gaps in the current shelter system?**

Lack of knowledge for what transportation services that can be offered. All our programs can be found on our website at [eptawv.com](http://eptawv.com) under "rider resources"

**Are there gaps in the current housing inventory?**

**Are there gaps in the current service delivery system?**

Organizations have the ability to partner with EPTA for discounted bus passes. Organizations also have the ability to log onto [Tokentransit.com](http://Tokentransit.com) and chose EPTA as the transit provider and send passes to an individuals phone.

**What factors would contribute to households becoming homeless?**

**What is the level of priority for each population listed below?**

<b>HOME-ARP Qualifying Populations</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Any specific sub-population that needs more assistance?</b>
Homeless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness B. Those At Greatest Risk of Housing Instability				
--	--	--	--	--

**Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.**

**Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.**

**Please identify priority needs for qualifying populations.**

**Other Comments/Suggestions:**

EPTA is willing to partner and create oppurtunities for transportation, EPTA wants to be part of the solution, for providing safe reliable transportation to all residents of Berkeley and Jefferson County. Please let us know if you have comments, questions or ideas to make transit more available to the population for this survey.

## **CITY OF MARTINSBURG HOME-ARP PROGRAM NEEDS SURVEY**

---

**Name of Agency/Provider/Advocate:** Faith Community Coalition for the Homeless

**Address:** P.O Box 523 Martinsburg WV, 25402

**Contact Person:** Cynthia Jamison

**Title:** Board Chair

**Phone:** 304-886-1959 personal

**Email:** WVFCCH@Gmail.com

---

**Please describe the size and demographics of the clients you serve.**

We serve all individuals and families that are homeless or at risk of being homeless.

**Please describe the range of programs and services you provide.**

We provide emergency shelter for up to three night at a local hotel, when no other shelter is available. We also contribute funds for rental assistance/ eviction prevention facilitated by partner organizations in a limited capacity.

**What are the unmet housing and service needs of the clients your serve:**

- **Sheltered and Unsheltered Homeless Persons:**

There is no family shelter, at this time, and the shelters often fill up resulting in no place to turn for shelter.

- **Households who are at Risk of Homelessness:**

The households that are at risk, are those of low income due to the lack of affordable housing.

- **Other persons requiring services or housing assistance to Prevent Homelessness:**

There is a major gap in services when it comes to rental assistance. Most individuals that are homeless or have become displaced and are living in hotels as a result of lack of affordable housing for the growth in in population.

- **Persons who are at greatest risk of Housing Instability:**

Individuals that are on a fix or low income are at the highest risk of becoming homeless. Individuals and families that are working at minimum wage and or living paycheck to paycheck are at a high risk of becoming homeless.

- **Persons living in Unsuitable Housing Situations:**

The individuals living in unsuitable housing/ apartments are faced with having to choose between becoming completely homeless or stay at the only location they can afford.

- **Any other Populations:**

We service all homeless individual/ families, and those at risk of becoming homeless.

**Do you know of any gaps in the current shelter system?**

There is not enough affordable housing programs, and or lack of affordable housing. The shelters are often at their max capacity, and there is currently no family shelter. Families and disabled individuals often have barriers preventing them from staying at the shelters.

**Are there gaps in the current housing inventory?**

There is a major gap in affordable/ income based housing in the surrounding area, due to a lack of housing.

**Are there gaps in the current service delivery system?**

Yes, there is a gap in the available services that aid a individual in locating affordable housing, the fair market rent value does not match the existing cost for housing in this region.

**What factors would contribute to households becoming homeless?**

Living on a fixed income, living pay check to pay check, lack of affordable housing, and lack of child care for low income families. As well as, poor mental health and lack access to psychiatric services.

**What is the level of priority for each population listed below?**

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness				
B. Those At Greatest Risk of Housing Instability				

**Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.**

The resources that we refer individuals/ families to: West Virginia Coalition to End Homelessness, Bethany House, the Mission, EPIC, DHHR, 211, Telamon Corporation RRC, JCCM, and Starting points.

**Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.**

Lack of affordable housing for low income individuals/ families, lack of mental health services, and many factors can cause a individual to become homeless.

**Please identify priority needs for qualifying populations.**

#### **Other Comments/Suggestions:**

Our organization is composed of all volunteers and our services are limited due to the size of our organization. We service all homeless individuals as long as they meet our requirements for placement.

**CITY OF MARTINSBURG**  
**HOME-ARP PROGRAM NEEDS SURVEY**

---

Name of Agency/Provider/Advocate: Good Samaritan Free Clinic

Address: 601 S. Raleigh St

Contact Person: Karen Newell

Title:

Phone: 304-264-4049

Email: KarenNewell@goodsamaritanfreeclinic.org

Please describe the size and demographics of the clients you serve.

We serve a diverse, uninsured, underinsured, and homeless population

Please describe the range of programs and services you provide.

medical and spiritual care, medications and diagnostics

What are the unmet housing and service needs of the clients you serve:

- Sheltered and Unsheltered Homeless Persons:

Some are homeless, struggling to pay rent and some live at the mission

- Households who are at Risk of Homelessness:

- Other persons requiring services or housing assistance to Prevent Homelessness:

those struggling to pay rent we refer to telemon and 211

- Persons who are at greatest risk of Housing Instability:

- Persons living in Unsuitable Housing Situations: 2 of all clients live on the street

- Any other Populations:

Do you know of any gaps in the current shelter system?

no place to house those that are sick

Are there gaps in the current housing inventory?

not enough affordable housing

Are there gaps in the current service delivery system?

What factors would contribute to households becoming homeless?

economic situation of rising cost for food, medical care,

What is the level of priority for each population listed below?

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness				
B. Those At Greatest Risk of Housing Instability				

Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.

telamon services  
211 - referral  
Homeless Coalition

Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.

low paying job  
↑ cost of food, ~~medication~~

Please identify priority needs for qualifying populations.

affordable housing

Other Comments/Suggestions:

## **SUMMARY OF THE HOME ARP PROGRAM BACKGROUND:**

Congress appropriated \$5 billion in funds under the American Rescue Plan (ARP) Act of 2021. These funds are to be used to assist the homeless and those persons and families who are at risk of becoming homeless. The U.S. Department of Housing and Urban Development administers this program, and the City of Martinsburg was allocated \$1.8 million in HOME ARP funds.

The City of Martinsburg is in the process of preparing its Allocation Plan to address its local needs and to establish priorities. The City must submit its plan to HUD by March 31, 2023. In order to determine the City's needs, interviews and video conferences are being held with various housing providers, social service agencies, the Continuum of Care members, advocate agencies, etc. Qualifying populations for these funds include households who are at-risk of homelessness and households with the greatest risk of housing instability.

### **Discussion Topics:**

- 1. The range of housing and service activities that your agency provides to qualifying populations.**

JCCM provides a homeless shelter for up to 16 clients at any one given time. This is provided 7 days a week from 6pm at night until 8am the following day. It has historically been open from the end of October until the end of March but will possibly continue year-round beginning this year. JCCM can provide motel stays with select motel partners on a case-by-case basis after intake and/or case management evaluation. JCCM can also assist with a client's security deposit/first month rent after intake and/or case management evaluation. JCCM attempts to get clients into section 8 housing after intake and/or case management evaluation. JCCM can assist with a client's partial rent payment after intake and/or case management evaluation.

JCCM can provide food to a client after intake and/or case management evaluation. JCCM can provide clothing to a client after intake and/or case management evaluation. JCCM can provide access to our Job Improvement Program (JIP) after intake and/or case management evaluation and senior management approval. JCCM can provide heating or transportation fuel to a client after intake and/or case management evaluation. JCCM can assist a client with utilities relief after intake and/or case management evaluation.

JCCM assists clients with showers 3 days a week by providing access to a nearby covenant member's services. As available, JCCM assists clients with storage of small items in a locker. As available, JCCM can assist a client with clothes washing. JCCM assists clients with medical services once a week. JCCM provides case management 5 days a week. JCCM can provide access to a therapist on a case-by-case basis after intake and/or case management evaluation. JCCM provides structured activities (such as fishing) during the day for clients looking to find more wholesome activities. JCCM can provide access to literacy education after intake and/or case management evaluation. JCCM can provide access to budgeting education after intake and/or case management evaluation.

**2. Size and demographics information for the qualifying population you serve.**

JCCM serves all persons in Jefferson County WV regardless of age, gender, race, religion, marital status, or any other segmentation criteria. We place children (under 18) with parents into motels. However, once our new facility is built, we will be able to house all client demographics without needing to outsource to motels.

**3. What are the unmet housing and service needs of your clients?**

All clients that we assist with housing have an unmet housing need. Refer to the first paragraph in question #1. We have no way to quantify the number of people in Jefferson County that have housing needs, but don't bring it to our attention.

**4. What are the gaps within the current housing inventory and the service delivery system?**

There is a current need for more affordable housing in Jefferson & Berkley Counties. The new homes being built off Highway 340 between S. George Street and Washington High School start at \$360K. This makes a typical mortgage payment around \$2K; which is unobtainable by the client demographic we serve. This income/housing inventory gap could possibly be solved by building more apartments that charge no more than \$1K/month.

**5. What are the priority needs your staff has identified for the clients you serve?**

The priority needs of the clients we serve are first, affordable housing. Second, receiving a livable wage for their employment. Last, wraparound services (physical/mental/spiritual) for themselves and their dependents.

**6. Is there any statistical numbers on the needs of your clients?**

Yes, refer to the Excel document titled, "JCCM Total Impact for Calendar Year 2022 Final".

**7. Do you have any reports or references that would be useful in determining specific needs of your clients?**

Yes, refer to the Excel document titled, "JCCM Total Impact for Calendar Year 2022 Final".

**8. Has your agency recently been experiencing any fair housing issues or concerns?**

There was one issue that comes to mind at Charles Towers where one of our clients on their waiting list was being passed over for an apartment unit. Our case management department head sorted that oversight out with HUD leadership and he is now housed. Other than that, section 8 housing is so backlogged that it takes 6 months (or more) on a waiting list for our clients to be matched with housing.

**Eligible Activities:**

**1. Production or Preservation of Affordable Rental Housing**

- Acquisition, construction of affordable rental housing for individuals and families that are part of the Qualifying Populations
- Can include single family or multifamily housing, transitional or permanent housing, group homes, single room occupancy (SRO) units, and manufactured housing.

We currently provide 16 open beds for homeless clients in our shelter. When our new facility is built, we will be able to provide single/family bed space for approximately 4 times that amount.

## **2. Tenant Based Rental Assistance**

- **Providing payments to a tenant to cover housing and housing-related costs, including rental assistance, security deposit assistance, utility deposits, and utility payments to households that are part of the Qualifying Populations**

JCCM provided payments for housing and housing-related costs 2,115 times for 155 unique clients.

## **3. Supportive Services**

- **Providing supportive services to members of the Qualifying Populations under three categories:**
  - **McKinney-Vento Supportive Services**
  - **Homelessness Prevention Services**
  - **Housing Counseling Services**

We have partnered with Jefferson County School Board in an attempt to synchronize our services for homeless youth.

## **4. Purchase and Development of Non-Congregate Shelter**

- **Acquisition, construction, or rehabilitation of non-congregate shelter units to service individuals and families that are part of the Qualifying populations**

None – but we are attempting to by developing our new facility in Ranson.

## **Qualifying Populations:**

1. Homeless
2. At Risk of Homelessness
  - An individual or family who is extremely low income (<30% AMI), does not have support networks, and meets at least one of the conditions for homelessness (24 CFR 91.5)
3. Fleeing, or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
4. Other populations who do not qualify under any of the populations above but meet one of the following criteria:

- Those who are currently housed due to temporary or emergency assistance or need additional assistance or services to avoid a return to homelessness
- Populations at Greatest Risk of Housing Instability
  - Households whose income is <30% AMI and are experiencing severe cost burden
  - Households whose income is <50% AMI and meet one of the criteria for being At Risk of Homelessness

Thank you for your assistance.



## **Briefing on Berkeley County Residents Served At JCCM**

### **Shelter**

#### *Berkeley Med*

A minimum of four times per season patients from Berkeley Med are transported to the JCCM Shelter (generally after hours when the MRM will not accept clients)

Vulnerable residents of Berkeley County who come to JCCM (F. Stedman) have been housed by JCCM while the situation is worked through.

#### *Mission and Bethany House*

Both the Mission, and Bethany house refer clients to JCCM's shelter when those agencies cannot accept them.

#### *Families*

When children are involved, Berkeley residents who come to JCCM are temporarily put up in a motel while more permanent resources are found. This occurs a minimum of three times annually.

### **Intake**

#### *Food and Resources*

Consistently; with a minimum of five times monthly, the intake office receives walk in clients who are residents of Berkeley County requesting food or shelter. They are never sent away empty handed all are provided food, and information on resources available in Berkeley

#### *Bus passes*

Berkeley residents are provided bus passes to return home as needed.

## **Food**

On a regular basis; four to five times monthly, after hours (9-12) walk in requests for food from Berkeley County residents. Walking food provided as well as similar resources in Berkeley County

## **Aligned Agencies we work with in Martinsburg**

Martinsburg Rescue Mission

Bethany House

Emanuel House

EPEC

Oxford House

Boys and Girls Club of Berkeley County

Telemon

Jefferson County Community Ministries - The Neighbor Project: Building a New Regional Community Services Center			
Resource	Unique Client Visits/Families	Total Impact	
<b>Service 1: Total Housing Assistance</b>	<b>155 unique clients/135 unique families</b>	<b>2,115 housing nights</b>	
A. Emergency	30 clients/families	350 shelter nights	
B. Short Term	100 clients/families	1,724 hotel nights	
C. Long Term	25 clients families	31 instances of long term assistance	
<b>Service 2: Total Utility Assistance</b>	<b>66 unique clients/families</b>	<b>160 times utility assistance was provided</b>	
<b>Service 3: Total Transportation Assistance</b>	<b>143 unique clients/families</b>	<b>291 times transportation assistance provided</b>	
<b>Service 4: Total Day Programs - Classes</b>	<b>26 unique clients</b>	<b>60 total activities/classes provided</b>	
<b>Service 5: Total Case Management Assistance</b>	<b>192 clients/families</b>	<b>871 total services provided</b>	
A. Case Management Clients	96 Clients/families	533 Total CM services provided	
B. Medical Assistance	76 clients/families	267 medical services provided	
C. Hygiene Assistance	20 clients	71 services provided	
<b>Service 6: Total Food and Hygiene Assistance</b>	<b>1,217 unique clients</b>	<b>8,803</b>	
A. Food Assistance	628 clients/families	6,906 times food was provided	
B. Hygiene Items	480 clients/families	1,672 times hygiene items were provided	
C. Baby Items	109 clients/families	203 baby supplies were provided	
<b>Service 7: Total Clothing Assistance</b>	<b>414 clients/families</b>	<b>3,646 pieces of clothing</b>	
<b>Total Collective Impact in Calendar Year 2022</b>	<b>2,055 total unique clients/families served</b>	<b>Total Impact 17,178</b>	

# CITY OF MARTINSBURG

## HOME-ARP PROGRAM NEEDS SURVEY

---

**Name of Agency/Provider/Advocate:** Jay Mansfield

**Address:** 74 Brierly Court, Shepherdstown, WV 25443

**Contact Person:** Jay Mansfield

**Title:** Director

**Phone:** (240) 409-9451

**Email:** exergy@frontier.com

---

**Please describe the size and demographics of the clients you serve.**

Only serving 3 now with personal funds. Complex PTSD is known to be 80% female and 3.5% of the general population (estimated CPTSD Prevalence for Eastern Panhandle = 7,058). Significant underreporting of case counts is expected to be proven.

County	CPTSD Pop
Morgan	603
Jefferson	2,043
Berkeley	4,412
Total for EP	7,058

**Please describe the range of programs and services you provide.**

The primary program is a residence that feels safe for residents. Transient housing is not an option. The neighbors must be long term and trusted. It must be quiet and provide multiple levels of security (CCTV, Security Fencing, Fire suppression systems, Panic Room). This level of Trauma-Informed Housing will provide the necessary peaceful setting for trauma therapy.

**What are the unmet housing and service needs of the clients your serve:**

- **Sheltered and Unsheltered Homeless Persons:**

Women with CPTSD are pathologically distrustful and cannot tolerate the level of noise or discord present in common shelters. They will avoid homeless shelters, homeless people and any organized group of people. It is important for their emotional well-being that they have separate detached housing for each resident – each with distinct security access. They would rather live homeless and alone in the woods than with noise or near persons they do not know well.

- **Households who are at Risk of Homelessness:**

County	CPTSD Households
Morgan	243
Jefferson	741
Berkeley	1,639
Total for EP	2,623

- **Other persons requiring services or housing assistance to Prevent Homelessness:**

N/A

- **Persons who are at greatest risk of Housing Instability:**

Women with untreated CPTSD –

“Homeless because nowhere seems safer than anywhere”

- **Persons living in Unsuitable Housing Situations:**

County	CPTSD Pop
Morgan	603
Jefferson	2,043
Berkeley	4,412
Total for EP	7,058

- **Any other Populations:**

### **Do you know of any gaps in the current shelter system?**

There is no adequate and appropriate shelter for women with CPTSD. There is a complete lack of Trauma-Informed Housing for this at-risk population.

### **Are there gaps in the current housing inventory?**

Proper housing for the CPTSD cohort is not at all available in the entire Eastern Panhandle.

### **Are there gaps in the current service delivery system?**

Yes – CPTSD sufferers avoid treatment because treatment requires comingling. Comingling is avoided by CPTSD sufferers.

**What factors would contribute to households becoming homeless?**

Housing with noise. Housing with no CCTV cameras for security. Housing where men reside.

**What is the level of priority for each population listed below?**

<b>HOME-ARP Qualifying Populations</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Any specific sub-population that needs more assistance?</b>
Homeless	X	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	X	<input type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	X	<input type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing Assistance to Prevent Homelessness B. Those At Greatest Risk of Housing Instability				

**Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.**

None Available.

**Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.**

Any housing or general environment that feels unsafe for residents. Transient housing is not an option because there are new people entering daily. The neighbors must be long term and trusted. It must be quiet and provide multiple levels of security (CCTV, Security Fencing, Fire suppression systems, Panic Room). This level of Trauma-Informed Housing will provide the necessary peaceful setting for trauma therapy.

**Please identify priority needs for qualifying populations.**

Safety

Peace

Solitude

Transportation to and from medical appointments and grocery stores.

Space for practicing Art (Drawing, Painting, Sculpture). Art has been proven as an effective method for the afflicted to express their feelings.

**Other Comments/Suggestions:**

Even though the presented assumption of 3.5% CPTSD prevalence exists, I have no indication that the number is not closer to 20% prevalence as some practitioners have hinted. CPTSD is a relatively new malady with no DSM 5 characterization. We know it exists and we know it causes great morbidity. But, the lack of accurate reporting requires it not be listed in the DSM 5. With no DSM listing, there will be no government support. That is why the population is completely underserved.

CPTSD is at least a syndrome complete with the following:

Behavioral difficulties (e.g. impulsivity, aggressiveness, sexual acting out, alcohol/drug misuse and self-destructive behavior)

Emotional difficulties (e.g. affect lability, rage, depression and panic)

Cognitive difficulties (e.g. dissociation and pathological changes in personal identity)

Interpersonal difficulties (e.g. chaotic personal relationships)

Somatization (resulting in many visits to medical practitioners)

# CITY OF MARTINSBURG

## HOME-ARP PROGRAM NEEDS SURVEY

---

**Name of Agency/Provider/Advocate:** Trina Bartlett, Boys & Girls Club of the Eastern Panhandle

**Address:** P.O. Box 1184 Martinsburg, WV 25402

**Contact Person:** Trina Bartlett

**Title:** Director of Resource Development & Marketing

**Phone:** 304-550-3171

**Email:** tbartlett@bgcepwv.org

---

**Please describe the size and demographics of the clients you serve.** The Boys & Girls Club of the Eastern Panhandle serves approximately 300 children and youth ages 6 - 18 in our three clubs in Berkeley, Jefferson and Morgan counties. Of those served, 83% are eligible for free and reduced lunch at their respective schools.

**Please describe the range of programs and services you provide.** The Boys & Girls Club of the Eastern Panhandle provides youth development activities after school and during the summer to provide a safe place for young people to learn and grow. The Club also provides Camp Mariposa, a program for youth and their families impacted by substance use disorder.

### What are the unmet housing and service needs of the clients your serve:

- **Sheltered and Unsheltered Homeless Persons:** Sometimes, the youth we serve are living in a shelter or are moving from place to place (family friend or relative) because their immediate family doesn't have their own home.
- **Households who are at Risk of Homelessness:** The majority of youth that the Boys & Girls Club of the Eastern Panhandle serves are from low-income families that struggle just to pay the \$15.00 per month membership fee. Many are struggling with issues such as unemployment and underemployment, which puts them at risk for homelessness. Additionally, some of our members are in foster care, and youth leaving foster care often struggle with housing issues.
- **Other persons requiring services or housing assistance to Prevent Homelessness:**
- **Persons who are at greatest risk of Housing Instability:** Youth who are in foster care are our population at greatest risk for housing insecurity.
- **Persons living in Unsuitable Housing Situations:** As stated earlier, some of the youth we serve move from place to place to live with relatives or friends because their family doesn't have its own home. We also have members who have lived or are living at Bethany House.

- **Any other Populations:**

**Do you know of any gaps in the current shelter system?** Although efforts are underway to establish family shelter, there currently is none in the Eastern Panhandle. Additionally, the men's shelter in Martinsburg won't take government funds so they can practice religious activities. We have encountered men who won't go to the shelter because they are required to participate in religious activities. Additionally, it has been reported that they sometimes don't allow currently employed individuals if that means they can't participate in mandated activities.

**Are there gaps in the current housing inventory?** Absolutely. There is extremely limited rental opportunities for low to income households. Often, lower rent housing is located in rural areas where personal transportation is required.

**Are there gaps in the current service delivery system?** Lack of staffing or staff turnover affect the ability for agencies to deliver services. Additionally, many of the individuals facing homelessness are often dealing with serious mental health issues. Even with supportive services, they have a difficult time with independent living. The lack of assisted living facilities for these individuals leaves them on the street where their medication and behavior can't be monitored.

**What factors would contribute to households becoming homeless?** Lack of affordable housing and lack of a living wage; substance use disorder, mental health issues; domestic violence; aging out of foster care; criminal record; lack of identification; bad credit

**What is the level of priority for each population listed below?**

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness  B. Those At Greatest Risk of Housing Instability				
--	--	--	--	--

**Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.** Telamon, Community Networks, JCCM, Faith Community Coalition for the Homeless Rescue Mission, DHHR, St. Vincent DePaul Society;

**Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.** I'm not sure what this question is asking, but I refer to my previous answers.

**Please identify priority needs for qualifying populations.** Youth aging out of foster care, family shelter, people experiencing mental illness

**Other Comments/Suggestions:**

## CITY OF MARTINSBURG HOME-ARP PROGRAM NEEDS SURVEY

---

**Name of Agency/Provider/Advocate:** Morgan County Homeless Coalition

**Address:** 47 Union Street, Berkeley Springs, WV 25411

**Contact Person:** Terri Bliziotis

**Title:** Volunteer Development Coordinator

**Phone:** 304-616-0468

**Email:** Cacapon2015@gmail.com

---

**Please describe the size and demographics of the clients you serve.**

We serve any person or family who is in need of shelter as a result of violence, homelessness, or threat of either. Our population is about 60% male and 40% female, and 70% are over the age of 55. The population is largely caucasian. About 30% are employed and need assistance with transportation and/or financial management. Nearly 50% suffer from some form of mental illness, including substance abuse.

**Please describe the range of programs and services you provide.**

Currently, we provide shelter and some assistance with coordination of services. We rely heavily on community partners such as Starting Points, Martinsburg Union Mission, and the Empowerment centers to wrap needed services around the client in the most efficient and effective way possible.

**What are the unmet housing and service needs of the clients your serve:**

- **Sheltered and Unsheltered Homeless Persons:**  
We have limited or no access to affordable housing. Churches and other agencies help us to meet basic needs such as food sources, transportation, and assistance finding jobs.
- **Households who are at Risk of Homelessness:** We provide some assistance at times to keep people in thier homes (financial). We refer to other agencies for this help.
- **Other persons requiring services or housing assistance to Prevent Homelessness:**  
Elderly who lose a partner and a social security income -- we have no resources but we try to find affordable options for living. One person took over 4 months to find a place she could stay -- she lived with a board member for that time.
- **Persons who are at greatest risk of Housing Instability:**  
  
Young couples and families who are poor financial managers.
- **Persons living in Unsuitable Housing Situations:**  
  
We have a few tent encampments which we would like to end. These individuals have serious substance abuse problems and are subject to violence.

- **Any other Populations:**

We have a growing high school and youth population - Ferel Kids --parents do not take responsibility.

**Do you know of any gaps in the current shelter system?**

The services needed are fragmented and based on grants which are underfunded or sporadic. There should be one coordinating agency in each locality with the resource capacity to meet the needs. There should be resources to help volunteers be reimbursed for personal cost outlays - much like child care credits.

**Are there gaps in the current housing inventory?**

Absolutely. The average rent in Morgan county is 1200.00/month. A person needing housing needs to have 3600.00 in cash to enter a rental relationship. Most housing is HIGH BARRIOR - no pets, no smoking, no gardens, no, no, no.

**Are there gaps in the current service delivery system?**

Yes...but organization and funding are the major contributing to the gaps

**What factors would contribute to households becoming homeless?**

Low paying jobs, lack of reliable transportation, financial irresponsibility, high cost of living.

**What is the level of priority for each population listed below?**

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness B. Those At Greatest Risk of Housing Instability				
--	--	--	--	--

Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing. Catawba Apartments, Harrison Avenue Apartments

Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness. Shared Couchs, many are in the elements. We had one lady that was sleeping in a tree house for 6 months.

Please identify priority needs for qualifying populations.

Affordable housing, monitoring of progress and assistance with learning new pathway for life.

**Other Comments/Suggestions:**

Many of these people need life coaching....and structure and direction. It goes beyond just providing for basic needs. Many need serious emotional support and direction on a consistent basis.

Represented by  
Holly Hartman

## CITY OF MARTINSBURG HOME-ARP PROGRAM NEEDS SURVEY

Name of Agency/Provider/Advocate: Telamon Corporation

Address: 67 Aikens Center

Contact Person: Jennie Shriner

Title: Director of Community Relations

Phone: 304-263-0916

Email: JShriner@telamon.org

Please describe the size and demographics of the clients you serve.

Low to moderate income - Eastern Panhandle, WV

Please describe the range of programs and services you provide.

Permanent Supportive Housing, Veteran programs, Regional resource connection, Housing and Financial Empowerment

What are the unmet housing and service needs of the clients you serve:

- Sheltered and Unsheltered Homeless Persons:

No funds to move in + lack of affordable housing

- Households who are at Risk of Homelessness:

lack of financial management

- Other persons requiring services or housing assistance to Prevent Homelessness:

loss of income + reliable transportation

- Persons who are at greatest risk of Housing Instability:

Mentally ill + substance abuse issues

- Persons living in Unsuitable Housing Situations:

lack of income, no housing options, etc.

- Any other Populations:

Veterans, low income, no income,  
anyone interested in financial management/rescue

Do you know of any gaps in the current shelter system?

Affordable housing & ADA compliant housing

Are there gaps in the current housing inventory?

yes! cost of housing

Are there gaps in the current service delivery system?

We need better partnering w/ community agency

What factors would contribute to households becoming homeless?

Sickness, covid, job turnover,  
lack of transportation, mental health,  
Substance abuse, relative caretaker funding

What is the level of priority for each population listed below?

HOME-ARP Qualifying Populations	High	Medium	Low	Any specific sub-population that needs more assistance?
Homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At Risk of Homelessness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other populations who do not qualify under any of the populations above but meet one of the following criteria: A. Other Families Requiring Services or	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Housing Assistance to Prevent Homelessness				
B. Those At Greatest Risk of Housing Instability				

Please identify current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA and affordable and permanent supportive rental housing.

Telamon offers financial classes, homebuyer education, pre/post purchase classes, supportive services, veteran services, HAF program, job support services

Please identify the characteristics of housing associated with instability and any which may contribute to the risk of homelessness.

Lack of Supportive Services

Please identify priority needs for qualifying populations.

Rental & utility assistance!

Other Comments/Suggestions:

**CITY OF MARTINSBURG, WEST  
VIRGINIA  
HOME INVESTMENT PARTNER-  
SHIP PROGRAM (HOME) -AMERI-  
CAN RESCUE PLAN (ARP)  
for the EASTERN PANHANDLE  
HOME CONSORTIUM of WEST  
VIRGINIA**

**NOTICE OF  
LISTENING SESSION**

**FY 2021 HOME-ARP PROGRAM**

The City will hold a listening session on Tuesday, February 21, 2023 at 3:00pm prevailing time in the second floor conference room, Martinsburg Public Library, 101 West King Street, Martinsburg, WV 25401. The conference room at the library is accessible to persons with disabilities. If special arrangements are needed, please call Ms. Nancy Strine, CDBG & HOME Administrator, City of Martinsburg, at (304) 264-2131, ext 278, or email at, or dial 7-1-1 for the hearing impaired.

The purpose of the listening session will be to solicit input from stakeholders and agencies that address local needs in serving the homeless community; the at risk of homelessness community, the citizens that are fleeing or attempting to flee violence; and the populations at greatest risk of housing instability.

The City of Martinsburg intends to submit the FY 2021 HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development on or before March 31, 2023.

Attendees to the listening session will be receiving a HOME-ARP Program Needs Survey. If you cannot attend and would still like to participate in the allocation plan needs assessment, you can get a copy from the City of Martinsburg website at <https://cityofmartinsburg.org/residents/community-development> or email [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

Eligible activities of the HOME-ARP grant include production or preservation of affordable rental housing; tenant based rental assistance; supportive services to members of the qualifying homeless populations; and development of a non-congregate shelter.

From this consultation, we can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.

Kevin Knowles, Mayor  
City of Martinsburg

**CITY OF MARTINSBURG, WEST VIRGINIA  
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE PLAN (ARP)  
for the EASTERN PANHANDLE HOME CONSORTIUM of WEST VIRGINIA**

**NOTICE OF  
LISTENING SESSION**

**FY 2021 HOME-ARP PROGRAM**

The City will hold a listening session on Tuesday, February, 21, 2023 at 3:00pm prevailing time in the second floor conference room, Martinsburg Public Library, 101 West King Street, Martinsburg, WV 25401. The conference room at the library is accessible to persons with disabilities. If special arrangements are needed, please call Ms. Nancy Strine, CDBG & HOME Administrator, City of Martinsburg, at (304) 264-2131, ext. 278, or email at, or dial 7-1-1 for the hearing impaired.

The purpose of the listening session will be to solicit input from stakeholders and agencies that address local needs in serving the homeless community; the at risk of homelessness community; the citizens that are fleeing or attempting to flee violence; and the populations at greatest risk of housing instability.

The City of Martinsburg intends to submit the FY 2021 HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development on or before March 31, 2023.

Attendees to the listening session will be receiving a HOME-ARP Program Needs Survey. If you cannot attend and would still like to participate in the allocation plan needs assessment, you can get a copy from the City of Martinsburg website at <https://cityofmartinsburg.org/residents/community-development> or email [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

Eligible activities of the HOME-ARP grant include production or preservation of affordable rental housing; tenant based rental assistance; supportive services to members of the qualifying homeless populations; and development of a non-congregate shelter.

From this consultation, we can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.

Kevin Knowles, Mayor  
City of Martinsburg

**CITY OF MARTINSBURG, WEST  
VIRGINIA  
HOME INVESTMENT PARTNER-  
SHIP PROGRAM (HOME) -AMERI-  
CAN RESCUE PLAN (ARP)  
for the EASTERN PANHANDLE  
HOME CONSORTIUM of WEST  
VIRGINIA**

**NOTICE OF  
LISTENING SESSION**

**FY 2021 HOME-ARP PROGRAM**

The City will hold a listening session on Tuesday, February, 21, 2023 at 3:00pm prevailing time in the second floor conference room, Martinsburg Public Library, 101 West King Street, Martinsburg, WV 25401. The conference room at the library is accessible to persons with disabilities. If special arrangements are needed, please call Ms. Nancy Strine, CDBG & HOME Administrator, City of Martinsburg, at (304) 264-2131, ext. 278, or email at, or dial 7-1-1 for the hearing impaired.

The purpose of the listening session will be to solicit input from stakeholders and agencies that address local needs in serving the homeless community; the at risk of homelessness community; the citizens that are fleeing or attempting to flee violence; and the populations at greatest risk of housing instability.

The City of Martinsburg intends to submit the FY 2021 HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development on or before March 31, 2023.

Attendees to the listening session will be receiving a HOME-ARP Program Needs Survey. If you cannot attend and would still like to participate in the allocation plan needs assessment, you can get a copy from the City of Martinsburg website at [https://cityofmartinsburg.org/residents/community-development\\_or\\_email\\_nstrine@cityofmartinsburg.org](https://cityofmartinsburg.org/residents/community-development_or_email_nstrine@cityofmartinsburg.org)

Eligible activities of the HOME-ARP grant include production or preservation of affordable rental housing; tenant based rental assistance; supportive services to members of the qualifying homeless populations; and development of a non-congregate shelter.

From this consultation, we can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.

Kevin Knowles, Mayor  
City of Martinsburg

**HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE  
PLAN (ARP)  
for the EASTERN PANHANDLE HOME CONSORTIUM of WEST VIRGINIA**

**NOTICE OF MORGAN COUNTY  
LISTENING SESSION**

**FY 2021 HOME-ARP PROGRAM**

The HOME Consortium of the Eastern Panhandle will hold a listening session on Wednesday, March 1, 2023 at 3:00pm prevailing time in the Morgan County Commission Chambers located at 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411. The Commission Chambers are accessible to persons with disabilities. If special arrangements are needed, please call Stephanie Allemong, County Administrator, at 304-867-3131.

The purpose of the listening session will be to solicit input from stakeholders and agencies that address local needs in serving the homeless community; the at risk of homelessness community; the citizens that are fleeing or attempting to flee violence; and the populations at greatest risk of housing instability.

The HOME Consortium of the Eastern Panhandle through the City of Martinsburg intends to submit the FY 2021 HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development on or before March 31, 2023.

Attendees to the listening session will be receiving a HOME-ARP Program Needs Survey. If you cannot attend and would still like to participate in the allocation plan needs assessment, you can get a copy from the City of Martinsburg website at <https://cityofmartinsburg.org/residents/community-development> or email [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

Eligible activities of the HOME-ARP grant include production or preservation of affordable rental housing; tenant based rental assistance; supportive services to members of the qualifying homeless populations; and development of a non-congregate shelter.

From this consultation, we can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.

Nancy Strine, HOME Administrator  
City of Martinsburg

**HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)  
AMERICAN RESCUE PLAN (ARP)  
for the EASTERN PANHANDLE HOME CONSORTIUM  
of WEST VIRGINIA**

**NOTICE OF MORGAN COUNTY  
LISTENING SESSION**

**FY 2021 HOME-ARP PROGRAM**

The HOME Consortium of the Eastern Panhandle will hold a listening session on Wednesday, March 1, 2023 at 3:00 p.m. prevailing time in the Morgan County Commission Chambers located at 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411. The Commission Chambers are accessible to persons with disabilities. If special arrangements are needed, please call Stephanie Allemong, County Administrator at 304-867-3131.

The purpose of the listening session will be to solicit input from stakeholders and agencies that address local needs in serving the homeless community; the at risk of homelessness community; the citizens that are fleeing or attempting to flee violence and the populations at greatest risk of housing instability.

The HOME Consortium of the Eastern Panhandle through the City of Martinsburg intends to submit the FY 2021 HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development on or before March 31, 2023.

Attendees to the listening session will be receiving a HOME-ARP Program Needs Survey. If you cannot attend and would still like to participate in the allocation plan needs assessment, you can get a copy from the City of Martinsburg website at: <https://cityofmartinsburg.org/residents/community-development> or email: [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org).

Eligible activities of the HOME-ARP grant include production or preservation of affordable rental housing; tenant based rental assistance; supportive services to members of the qualifying homeless populations and development of a non-congregate shelter.

From this consultation, we can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.

**Nancy Strine, HOME Administrator**  
City of Martinsburg

**HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE PLAN (ARP)  
for the EASTERN PANHANDLE HOME CONSORTIUM of WEST VIRGINIA**

**NOTICE OF JEFFERSON COUNTY  
LISTENING SESSION**

**FY 2021 HOME-ARP PROGRAM**

The HOME Consortium of the Eastern Panhandle will hold a listening session on Thursday, March 2, 2023 at 3:00pm prevailing time in the City of Ranson's Council Chamber, on the first floor, located at 312 S. Mildred Street, Ranson, WV 25438. The council chamber is accessible to persons with disabilities. If special arrangements are needed, please call Ms. Darla Armstrong, Ranson City Clerk, at (304) 725-1010 -2131, email [darlstrong@ransonwv.us](mailto:darlstrong@ransonwv.us)

The purpose of the listening session will be to solicit input from stakeholders and agencies that address local needs in serving the homeless community; the at risk of homelessness community; the citizens that are fleeing or attempting to flee violence; and the populations at greatest risk of housing instability.

The HOME Consortium of the Eastern Panhandle through the City of Martinsburg intends to submit the FY 2021 HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development on or before March 31, 2023.

Attendees to the listening session will be receiving a HOME-ARP Program Needs Survey. If you cannot attend and would still like to participate in the allocation plan needs assessment, you can get a copy from the City of Martinsburg website at <https://cityofmartinsburg.org/residents/community-development> or email [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

Eligible activities of the HOME-ARP grant include production or preservation of affordable rental housing; tenant based rental assistance; supportive services to members of the qualifying homeless populations; and development of a non-congregate shelter.

From this consultation, we can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.

Nancy Strine, HOME Administrator  
City of Martinsburg

[illegible]

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE PLAN (ARP)			
LISTENING SESSION in Martinsburg			
February 21, 2023 3:00pm Martinsburg Public Library Second Floor Conference Room			
Name	Address	Organization	
Charles Abner	Mountainview,	SEMPER LIBERI / M.B.H.	
Kate Spriggs	230 W. MAIN ST MARTINSBURG, WV	EPIC	
DOUG ANDERSON	3567 PLYMOUTH ROAD	HHS / HUL	
Holly Hampton	67 Aikens Center, UT 84303	Talamon	
Raf Hayedon	625 Hidden Hollow Dr	FRN	
Silvia Zelenka	409 Bertelli Ct.	EPIC - Head Start / Early H.S.	
Kevin Knowles		City of Martinsburg	
NANCY STINEKE		City of Martinsburg	
Emily Jordan		W.D.U.	

LISTENING SESSION in Martinsburg			
February 21, 2023 3:00pm Martinsburg Public Library Second Floor Conference Room			
Name	Address	Behavioral	Organization
Charles Abner	Mountainview	death	SEMPER LIBERI / M.B.H.
Katie Springs	230 W. MAIN ST MARTINSBURG, WV		EPIC
DOUG ANDERSON	3567 PHYLLIS FORD RD		HHS / HUG
Holly Hampton	67 Aikens Center, UT 84303		Talamon
Kat Heyerdahl	625 Hidden Hollow Dr		EPN
Silvia Hernandez	409 Bertulli Ct.		EPIC - Head Start / Early H.S.
Kevin Kowalski			CITY OF MARTINSBURG
NANCY STINE			CITY OF MARTINSBURG
Emily Jordan			UDIV

February 21, 2023 3:00pm Martinsburg Public Library Second Floor Conference Room			
Name	Address	Organization	
Charles Abner	Mountainview	Samuel Liberi / M.B.H.	
Katie Spragg	230 W. Martinsburg, WV	EPDC	
Doug Anderson	3567 Physics Road	HHS / HUG	
Holly Hartman	67 Aikens Center, Utz	Telamon	
Kat Heyerd	625 Hidden Hollow Dr	PKN	
Silvia Celestion	409 Bertini Ct.	EPIC - Head Start / Early H.S.	
Kevin Kowles		City of Martinsburg	
Nancy Strickland		City of Martinsburg	
		UDV	

Name	Address	Behavioral Health	Organization
Charles Abner	Mountain View		SEMPER LIBERI / MCH
Katie Spriggs	230 W. Main St. Martinsburg, WV		EPIC
Doug Anderson	3567 Parkway Ford Rd		HHS / HUD
Holly Hartman	67 Aikens Center, Utica		Talamon
Raf Hayedon	625 Hidden Hollow Dr		FRN
Sikha Zulu	409 Bertini Ct.		EPIC - Head Start / Early H.S.
Kevin Kowles			City of Martinsburg
Nancy Stixner			City of Martinsburg / W.D.

Name	Address	Organization
Charles Abner	Mountainview	Samper Liberi / M.B.H.
Kate Spragg	230 W. Main St. Martinsburg, W.V.	EPIC
Doug Anderson	3567 Physics Road	H.F.S.E. / HULG
Holly Hartman	67 Fikens Center, Utah	Telamon
Kat Hagedorn	625 Hidden Hollow Dr.	FRN
Silvia Zelenka	409 Bertini Ct.	EPIC - Headstart / Early H.S.
Kevin Kewels		City of Martinsburg
Nancy Strick		City of Martinsburg
Nancy Strick		UDC

<p>Kate Springs Doug Anderson Holly Hartman Kat Heyed Sikriaff Zelen Kevin Knevels Nancy Stine Pamela Jordan</p>	<p>230 W. Main St Martinsburg, WV 3567 PAWING FORD RD 67 Aikens Center, UT 84303 625 Hidden Hollow Dr 409 Bertini Ct.</p>	<p>EPIC - Head Start / Early H.S. City of Martinsburg City of Martinsburg W.D.</p>
--	---	--

[illegible]

**HOME INVESTMENT PARTNERSHIP PROGRAM – AMERICAN RESCUE PLAN**  
**Listening Session – City of Martinsburg, West Virginia**  
**Martinsburg Public Library Second Floor Conference Room**  
**101 W King St, Martinsburg, WV 25401**  
**Tuesday, February 21, 2023 – 3:00 p.m.**

**In attendance:**

Nancy Strine	City of Martinsburg CDBG & HOME Administrator
Dave Jordan	City's CDBG & HOME Consultant, Urban Design Ventures, LLC
Charles Abner	Mountaineer Behavioral Health
Katie Spriggs	EPIC
Doug Anderson	HHSC/HWG
Holly Hartman	Telamon
Kat Hagedorn	FRN
Silvia Zeledon	EPIC
Kevin Knowles	Mayor, City of Martinsburg

**Summary of Hearing:**

Ms. Strine opened the meeting at 3:10 PM. She provided a brief overview of the HOME-ARP program and opened the floor for comments.

Katie – started the conversation saying there is a need for affordable rental housing.

Charles – discussed the development of affordable housing the need to do so with project-based vouchers.

Doug – provided statistics (attached) on the various developments in the Panhandle related to the number of affordable projects which have been developed over the years.

Holly – mentioned the number of referrals that come from WV DHHR and the issue of how many people are in need due to rental and utility assistance no longer being available (funds issued due to pandemic). She also mentioned Catholic Charities is not currently assisting a lot of clients likely due staff turnover.

Doug – brought up the issue of need for back-end services after clients have been stabilized. Once services have ended due to stabilization, clients have a tendency to relapse.

Charles – brought up the need for funds for staff salaries and planning.

Kat – there is a need for a non-profit developer for housing, particularly affordable housing communities. Need definition for affordable housing, budget friendly, second chance housing. Many of the referrals from DHHR tend to be over-income for DHHR services. Need better understanding of what resources are available.

Doug – need for cross-functional taskforce to study the needs across the City and Counties in the Consortium.

Sylvia- brought up again the need for affordable housing.

Holley – the domestic violence shelter has been full since 2017, 45 on the waiting list. Shelter is the largest need before housing currently have 16 beds. There is no time limit for stay and do not have room given all the needs they serve.

Charles – working on a 40-bed shelter project comprised of 2 buildings with 20 units each one for women and one for men. New \$2.5 to \$3.5.

Mayor Knowles – expressed his willingness to assist as needed as is available to provide support where needed.

Kat – kinship is becoming an issue related to relatives as parents.

Katie – equitable housing issues and in particular discrimination.

Charles – USDA fund vs SBA funds, 30-year amortization vs 10-year amortization is difficult to contend with when doing development particularly when USDA are more for training rather than actual construction.

Holly – substance abuse and mental health are other problematic issues.

JCCM in Jefferson County is doing a lot of work related to these issues.

Provision of service for Frequent Flyers.

Charles – need for LIHTC for development but accessibility is a major issue.

Nancy thanked everyone in attendance and conclude the meeting at approximately 4:45 p.m.

Eastern Panhandle HOME Consortium of West Virginia			
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE PLAN (ARP)			
LISTENING SESSION in Morgan County, WV			
March 1, 2023 3:00pm Morgan County Commission Chambers, 77 Fairfax Street, Berkeley Springs, WV			
NAME	ADDRESS	ORGANIZATION	
Greg Schene	167 Wilkes St, 25411	Morgan County Property Ventures LLC	
Tami Bliziotis	1569 Orleans Rd 60-25422	Morgan County Homeless Coal.	
Ginger Johnson	77 Fairfax St BSW	Morgan County Commission	
Bill Clark	77 Fairfax St BSW	Morgan County Commissioner	
Councilman John Richard	Paw Paw or phone		
Nancy Strine	City of Machaburg		

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE PLAN (ARP)			
LISTENING SESSION in Morgan County, WV			
NAME	ADDRESS	ORGANIZATION	
Greg Schene	167 Wilkes St, 25411	Sugar Maple Property Ventures LLC	
Terri Bliziotis	1549 Orleans Rd W.C. 25422	Morgan County Homeless Coal.	
Ginger Johnson	77 Fairfax St BSWV	Morgan County Commission	
Bill Clark	77 Fairfax St BSWV	Morgan County Commissioner	
Councilman John Prochard	Paw Paw or phone		
Nancy Strine	City of Machabersburg		

NAME	ADDRESS	PHONE ORGANIZATION
Greg Schene	167 Wilkes St, 25411	Sugar Maple Property Ventures LLC
Tami Bliziotis	1369 Orleans Rd W.C. 25422	Morgan County Homeless Coal.
Ginger Johnson	77 Fairfax St BSW	Morgan County Commission
Bill Clark	77 Fairfax St BSW	Morgan County Commissioner
Councilman John Prichard	Paw Paw on phone	
Nancy Spive	City of Martinsburg	

NAME	ADDRESS	ORGANIZATION
Greg Schene	167 Wilkes St, 25411	Morgan Property Ventures LLC
Terrill Bliziotis	1569 Orleans Rd 6025422	Morgan County Homelss CAC
Ginger Johnson	77 Fairfax St BSW	Morgan County Commission
Bill Clark	77 Fairfax St BSW	Morgan County Commissioner
Councilman John Richard	Paw Paw or phone	
Nancy Stone	City of Maconburg	

NAME	ADDRESS	ORGANIZATION
Greg Schene	167 Wilkes St, 25411	Sugar Maple Property Ventures LLC
Tami Bliziotis	1369 Orleans Rd 602-25422	Morgan County Homeless Coal.
Ginger Johnson	77 Fairfax St BSW	Morgan County Commission
Bill Clark	77 Fairfax St BSW	Morgan County Commissioner
Councilman John Prichard	Paw Paw on phone	
Nancy Stone	City of Maconburg	

greg.schene@gmail.com

# **City of Martinsburg, West Virginia**

## **HOME - ARP Allocation Plan Meeting Minutes**

### **Morgan County Listing Sessions**

---

Terri Blizote is from the Morgan County Homeless Coalition. She said the individuals who are homeless need a lot of assistance and help. They are building a group home off the street, a safe environment, for the homeless. Right now they have a cold weather shelter. So they are in transition to open the 5-6 unit homeless shelter. She said supportive services are critical.

Currently rent in Morgan County is 1200 a month so it makes rental affordability tough. Yes they could use some vouchers too since MHA is suppose to cover Morgan County. The Morgan County Homeless shelter has housed up to 25 people at the Super 8 in Hancock , MD. They have received over a 100 calls for assistance. They have handled it or one of the local churches assists them. They started in 2017 with 9 or 10 homeless, it has grown. Some of them are first time homelessness but the majority are not and have made it their life style so that is why they need other assistance, job skills , life skills.

Greg Schene, the real estate developer, wants to renovate some of the delapidated homes in the town of Bath for affordable housing, 4 to 6 units. He wants to know what would be required. I told him if he wanted to build affordable housing for the homeless , at least 70% of the units have to go for the homeless. Bill Clark suggested we talk to him about all the HOME funding that we have a surplus of. We will have to check to see if it would be eligible Nancy Strine said. I also told him about the Section 8 vouchers and he would be interested in learning more about them.

Councilman Prichard, from City of Paw Paw, said they have a few homeless in Paw Paw. There is an old fire department building that is sitting idle that could possibly be converted into a homeless shelter or some non profit to use the building. IT is beside the new fire hall and just sitting empty. He agrees with Terri that they all need some supportive service funds to help teach the homeless life skills.

County Commissioner Bill Clark said that there is the Senior Center and there is a Senior Housing project, they want to build a new place.

**HOME INVESTMENT  
PARTNERSHIP PROGRAM  
(HOME) -AMERICAN  
RESCUE PLAN (ARP)  
FOR THE EASTERN  
PANHANDLE HOME  
CONSORTIUM OF  
WEST VIRGINIA  
NOTICE OF  
JEFFERSON COUNTY  
LISTENING SESSION  
FY 2021 HOME-ARP  
PROGRAM**

The HOME Consortium of the Eastern Panhandle will hold a listening session on Thursday, March 2, 2023 at 3:00pm prevailing time in the City of Ranson's Council Chamber, on the first floor, located at 312 S. Mildred Street, Ranson, WV 25438. The council chamber is accessible to persons with disabilities. If special arrangements are needed, please call Ms. Darla Armstrong, Ranson City Clerk, at (304) 725-1010 -2131, email [darlarmstrong@ransonwv.us](mailto:darlarmstrong@ransonwv.us)

The purpose of the listening session will be to solicit input from stakeholders and agencies that address local needs in serving the homeless community; the at risk of homelessness community; the citizens that are fleeing or attempting to flee violence; and the populations at greatest risk of housing instability.

The HOME Consortium of the Eastern Panhandle through the City of Martinsburg intends to submit the FY 2021 HOME-ARP Allocation Plan to the U.S. Department of Housing and Urban Development on or before March 31 2023.

Attendees to the listening session will be receiving a HOME-ARP Program Needs Survey. If you cannot attend and would still like to participate in the allocation plan needs assessment, you can get a copy from the City of Martinsburg website at <https://cityofmartinsburg.org/residents/community-development> or email [nstrine@cityofmartinsburg.org](mailto:nstrine@cityofmartinsburg.org)

Eligible activities of the HOME-ARP grant include production or preservation of affordable rental housing; tenant based rental assistance; supportive services to members of the qualifying homeless populations; and development of a non-congregate shelter.

From this consultation, we can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.

Nancy Strine,  
HOME Administrator  
City of Martinsburg

3/1/23

# HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) -AMERICAN RESCUE PLAN (ARP)

LISTENING SESSION in Jefferson County, WV

March 2, 2023 3:00pm City of Ranson Council Chamber, 312 S. Mildred Street, Ranson, WV.

NAME	ADDRESS	ORGANIZATION
LAILA BRIGANTY	224 S. QUINN ST.	MARTINSBURG, WV 25401 CATHOLIC CHARITIES
BED ARDERSON	312 SPRINGFIELD AVE	CITY OF RAISON
DONALD STONE	PO BOX 1000 RAINES	JACKSON COUNTY COMMUNITY M.
KEITH LOWERY	238 W. WASHINGTON ST.	JACKSON COUNTY COMMUNITY M.
EAY MANFIELD	74 BRIERLY COURT	SHEPHERDS TOWN COMPLEX PTSD
PATRICIA McHILLAN	113 SHREWSBURY DR	MARTINSBURG 25405 FACH
DARR JORDAN	WVU	
Alissa Meeks	101 E. Washington St.	Charles Town City of Charles Town
Maggie Garcia-Cortes	67 Airker's Cir.	Alstoy Telamon Corp.
Johnifer Verdugo	238 W. Washington St.	UECM.
Patricia Greenlee	P.O. Box 1126	Charles Town Voices Against Domestic Violence
NANCY STINEZ	208 Viking Way	Martinsburg City of Martinsburg

# City of Martinsburg, West Virginia

## HOME - ARP Allocation Plan Meeting Minutes

---

### West Virginia Coalition to End Homelessness – 1/10/23 at 1:00 p.m.

- Accessible housing is a need.
- Affordable housing is a need.
- Support services are a need.
- Shelter is not an anchor point; they do it their way
- Need to add de-escalation training in shelters to assist shelter staff.
- Their mission is to provide housing and shelter to the homeless male-only population.
- Transgender persons have issues finding options.
- Bethany Christian Services – is a shelter for women with children under 18.
- No family shelters (have used vouchers and private donations through hotel vouchers)
- Rescue Mission population is not always correct because, after 90 days, they are no longer homeless.
- Seeing a growing population that is 50+.
- Need a deeper level of support with rent subsidy.
- Need Street Outreach staff.
- Need Case Management staff.
- Seeing staff burnout.
- Drug House Ordinance is affecting them to get new tenants. Landlords do not want to take chances with tenants.
- Staffing levels are an issue for support services agencies.
- In-home care is a gap in the support services.
- Employment specialist is a gap.
- Transportation or reliable transportation is a problem.
- Multi-generational households are an issue when someone passes away, and the family no longer has their income.
- The cases of substance abuse and the level of drugs.
- Landlord recruitment has been difficult.
- They have lost some landlords with larger units.
- Housing Authority does not have a homeless preference.
- If you do not call in every month, you go to the bottom of the list.
- The Coalition is interested in doing housing development.
- Though based out of Bridgeport do have 2 staff persons in the Eastern Panhandle (Martinsburg).
- Agree there is a bottleneck with Shelter filling up and no place for clients to move to when ready for the next step.

In Attendance:

- Zachary Brown – Coalition Staff
- Ellie Johnson – Coalition Staff
- Alicia White – Coalition Staff
- Nancy Strine – City of Martinsburg
- Karl Haglund –UDV
- Dave Jordan – UDV

**New Street United Methodist Church - 2/26/2023:**

Nancy Strine explained the HOME ARP program. That these funds are to be used to assist the homeless and those persons and families who are at risk of becoming homeless. The City is required to reach out to our HOME Consortium area of Jefferson, Berkeley, and Morgan counties to identify needs and gaps in providing assistance to the homeless or near homeless community. One lady came over after church and asked me questions and recommend that we make sure we solicit Habitat of the Eastern Panhandle's assistance and participation.

**Bethany House – Community Networks, INC. – 2/27/23 at 1:05 p.m.**

- Bethany House Emergency Shelter
  - 32 Bed Facility
  - 197 Adult Women
  - 251 Homeless Children
- Hope Living Center - Transitional Housing - Single Resident Occupancy
  - 9 units – Currently closed because of flood.
  - 1 woman + 1 child under age of 5 units.
  - 2-year program until Resident gets an apartment.
- Would like to scatter the units out.
- Single Room Occupancy is a need.
- Case Management is a need
- Life Skill Programs is a need
- Would like to develop Family Permanent Supportive Housing. Don't want to separate the families between shelters.
- Could build units on current property.
- Eastern Panhandle Empowerment Center – Services for Domestic Violence and Human Trafficking.
- What services are needed?
  - Rapid Re-Housing Funds
    - Helps get families out of shelter and off the streets.
    - (TBRA) Tenant-Based Rental Assistance funds are needed.
  - Prevention Services are needed.
    - Short term rent

- Utilities
  - Unexpected bill puts people in financial disaster.
  - Rents keep going up.
  - Seeing more elderly persons.
  - Need ADA units.
  - Seeing increase of children being dropped off at elderly grandparents.
  - Seeing increase women over 75
  - Seeing a growing population of transgender being kicked out of their housing.
  - Mountaineer Rental Assistance Program – was very helpful
    - Telamon Transition Resources Corp. managed this for the region.
    - Mountaineer Rental Assistance Program closed in August or September of 2022
  - Hard to find jobs
  - Community Networks Inc. has not received CoC funds.
  - Do referrals to the men's shelter - Union Rescue Mission
  - See more need to deal with individuals in recovery.
    - Need Life Skill classes
    - Need Job training
    - Need Supportive Services and Case Management
  - Need help to deal with crisis
  - Seeing a growing need for mental health treatment and co-occurring issues.
  - Need more ADA units for the growing elderly population.
  - Seeing Families moving in with other families and then they get evicted.

In Attendance:

- Teresa Shumate – Community Networks, INC.
- Nancy Strine – City of Martinsburg
- Karl Haglund –UDV
- Dave Jordan – UDV

**Morgan County Listening Session - 3/1/2023:**

Terri Blizote is from the Morgan County Homeless Coalition. She said the individuals who are homeless need a lot of assistance and help. They are building a group home off the street, a safe environment, for the homeless. Right now they have a cold weather shelter. So they are in transition to open the 5-6 unit homeless shelter. She said supportive services are critical.

Currently rent in Morgan County is 1200 a month so it makes rental affordability tough. Yes they could use some vouchers too since MHA is suppose to cover Morgan County. The Morgan County Homeless shelter has housed up to 25 people at the Super 8 in Hancock, MD. They have received over a 100 calls for assistance. They have handled it or one of the local churches assists them. They started in 2017 with 9 or 10 homeless, it has grown. Some of them are first-time homelessness but the majority are not and have made it their life style so that is why they need other assistance, job skills, life skills.

Greg Schene, the real estate developer, wants to renovate some of the delapidated homes in the town of Bath for affordable housing, 4 to 6 units. He wants to know what would be required. I told him if he wanted to build affordable housing for the homeless, at least 70% of the units have to go for the homeless. Bill Clark suggested we talk to him about all the HOME funding that we have a surplus of. We will have to check to see if it would be eligible Nancy Strine said. I also told him about the Section 8 vouchers and he would be interested in learning more about them.

Councilman Prichard, from City of Paw Paw, said they have a few homeless in Paw Paw. There is an old fire department building that is sitting idle that could possibly be converted into a homeless shelter or some nonprofit to use the building. IT is beside the new fire hall and just sitting empty. He agrees with Terri that they all need some supportive service funds to help teach the homeless life skills.

County Commissioner Bill Clark said that there is the Senior Center and there is a Senior Housing project, they want to build a new place.

#### **Martinsburg Housing Authority – August 2022 MHA Meeting and 3/2/2023:**

In Attendance: Mayor Kevin Kevins and Nancy Strine from the City  
Jim Rogers, President of MHA Board and Cathy Dodson, Executive Director

We were introduced by Jim Rogers, President and Cathy Dodson, Executive Director. We listened attentively at the meeting. At the end the Mayor said he is encouraging them to do something and had we described the new HOME ARP program.

Cathy said they do not have any plans for new construction, just to continue doing minor rehab on all the units.

The MHA Authority came over to the City of Martinsburg, Mark Baldwin City Manager, and Andy Blake, Asst. City Manager, and Mayor Kevin Knowles, Nancy Strine, CDBG and HOME Administrator, and Jim Rogers, President of MHA , and Cathy Dodson, Exec Director.

The Mayor said there is no set agenda but housing is the big issue here in the region. Berkeley County has grown by 17% and the city by 9%. Cathy explained the Section 8 program started in the 190s. They have tenant based vouchers in Morgan County; Jefferson County; and Berkeley County as well as subsidized housing in all 3. She said she has 340 vouchers based on income. She has to keep track of the money. Used to have several hundred vouchers. In 2022 there were 95 Section 8 vouchers issued and 35 found housing. Biggest reason was the State Mountain Rental program. With a voucher it can take 60 days to find an unit, this can be extended at least 2 times. Rental Units are not always available. They have 35 VASH vouchers for veterans. They have 327 public housing units.

Their operating budget is 600,000.

They need to move their offices, They have 5 staff people.

The Section 8 program is easier to grow, have to live in the unit for a year.

Cathy said HUD is not encouraging building anything new in PH.

They are currently remodeling their public housing units.

Jason Mansfield, from WV to end homeless, use to attend their meetings, always asking for vouchers for the homeless and/or priority given to some of the homeless.

They said the biggest issue is homeless or working poor.

Rent is based on gross income.

Andy asked if they could use more Section 8 vouchers or more public housing and they answered more section 8.

I said then would they be interested in the rental based housing vouchers that would come with the HOME ARP funds. They did not say no. They said they might be able to use them.

They are not interested in building anything new.

- What percentage of your tenants are behind on their rent? 15%
- Does the Housing Authority have any preferences? No Preferences - Date and Time of Application
  - May be adding a resident preference when updating our administrative policy.
- How many Section 8 Housing Choice Vouchers do you administer? 347
  - Do you have a Section 8 Housing Choice Waiting List? Yes
  - How many are on the waiting list? 143
  - Is it open or closed? If closed, when was it closed? Open
  - How long does it take for a household to find a apartment when they receive a voucher? Varies
  - How many vouchers are returned because the household cannot find a unit? 60%
  - September, 2022 - February 2023 Issued 62 vouchers
  - leased 17 - 28%
- How many Public Housing Units do you have? 327
  - What is your occupancy rate? 100%
  - Do you have a public housing waiting list? Yes
  - How many are on the waiting list? 176
    - 1 BR 95; 2 BR 37; 3 BR 13; 4 BR 5
    - High rises 26
  - Is it open or closed? If closed, when was it closed? Open
- Any Plans they have for improving services, etc.
  - Public Housing - No
  - Section 8 - Requested increase in Payment Standard to 120% of Fair Market Rents

**Faith Community Coalition for the Homeless, Inc. - 3/6/2023:**

They are a 5 person volunteer board, They provide emergency shelter and housing to individuals and families in the Eastern Panhandle when no other feasible option is available. Also eviction prevention and housing assistance.

They put them up at motel stays, a modest rental assistance for 200.00 that will carry them for up to 3 days and they help work with other agencies to get them more assistances. They are the last resort. They need case management, without it the individuals and families are not prepared. WV got into rental assistance with the mountaineer rental assistance program and was having Telamon manage it locally and then they all of sudden stopped it in the fall. Pat said it was terminated abruptly. DHHR is desperate for rental assistance. That is why all the other agencies have been flooded with requests.

Pat thinks that MHA would be the perfect vehicle to manage more vouchers for rental assistance. Their involvement with the WV COC has been opaque.

### **WV Family Resource Network of the Panhandle - 3/13/2023**

Focusing on the most vulnerable populations who need a 2<sup>nd</sup> chance is key to investing in affordable housing or rental units give available opportunities and resources. While I do not understand the Martinsburg Housing Authority's, the challenges are much broader too. I'd like to like the Martinsburg Housing Authority plus their leadership team and other agencies would be playing a key role short and long term wise. I'm also including David Haarberg, City Council Member, Ward 2. He has participated in the Family Resource Network of the Panhandle's housing initiative. Suggest you share this white paper with Kevin Knowles, Mayor of Martinsburg as an initial review too.

Based on our presenters the past 5 months and inputs from agencies so far, building houses or rental units is important, innovative solutions are too for specific populations. For example, temporary transitional housing such as Pallet Shelters provides relief and a send chance for certain populations such as the homeless, released incarcerated individuals, patients released from the crisis stabilization unit, and other categories of mental health who need transitional housing. However, we believe strongly, the support and transition services, administration support (including new leadership) and a one stop website or portal requires attention and investment. The white paper summarizes those needs.

In addition, the Mountaineer Recovery Center gave a great presentation on their efforts and housing shortages. I think there is an opportunity to keep the momentum going here even if it is in increments now and in the future. Individuals who recover are community role models who add to the employability challenges. Again, more transitional, short- and long-term housing is needed. Community leaders and stakeholders need to connect the dots on the impact of lack of housing, affordability, and safer and healthier options. Dr Hartiens is included on the email. Highly recommend you talk further with him and his tram at the earliest.

Again, the white paper provides good structure and insight for a long-term effort. The final will be published in May but thought you could use it as you see fit. Key points and takeaways beginning with KEY QUESTIONS TO ASK from the white paper on solving the lack of affordable, accessible, safe, and healthy housing in the Eastern Panhandle of West Virginia include:

1. Providing a guide and reference for community leaders to solve or improve the housing situation in the region.
2. Summarizes specific vulnerable populations and their unique housing challenges, including recovering or stabilized substance patients, low-income families, the elderly, and individuals with disabilities.

3. Provides solutions to the most vulnerable housing problems are presented, including addressing hazardous conditions found in unsafe housing, overcoming political barriers, addressing funding challenges, and streamlining regulatory processes.
4. Summarizes the most significant barriers and complex chronic housing affordability, accessibility, unsafe conditions, and unhealthy housing conditions in a community, providing system impacts and unintended consequences of these issues.
5. Recommends benchmarking national or nearby state housing coalitions or collaboratives to identify best practices on how to make it easier for vulnerable populations to find suitable housing.
6. Recommends establishing a task force, conducting a needs assessment, developing a strategic plan, and implementing performance measures to address the lack of affordable, accessible, safe, and healthy housing.
7. Provides a valuable guide for policymakers, community leaders, and housing advocates seeking to understand and address the critical lack of affordable, accessible, safe, and healthy housing in Martinsburg, West Virginia, and beyond.

**C-CAP - 3/15/2023:**

- What are the needs within the any current housing inventory system?
  - **Cold weather shelter is an urgent need that would be low-resource to put in place, and would partially fill the gap in shelter while other plans are put in place**
- What are the needs within the current support services system?
  - **A feeding program open to all**
- What are the unmet housing and support service needs of the population listed below?
  - Sheltered and unsheltered homeless population?
    - **Low cost multi-occupancy housing**
  - Currently housed populations at risk of homelessness?
    - **Loss of employment**
    - **Sudden illness not covered by insurance and causing job loss**
    - **Substance abuse**
    - **Domestic violence**
  - Those at greatest risk of housing instability or in unstable housing situations
    - **See above**
- Priority Needs of the following population listed below?
  - Sheltered and unsheltered homeless population?
    - **Cold weather shelter and feeding program**
  - Currently housed populations at risk of homelessness?
    - **Assistance with finding affordable housing and addressing risk factors**
- Any barriers in the Eastern Panhandle Consortium's housing market using rental assistance?
  - **CCAP/Loaves & Fishes is currently the provider of rental assistance to prevent eviction**

There are no other resources that provide eviction prevention financial assistance in Berkeley County in the amount and organized approach provided by CCAP/L&F

Collaboration with the Consortium would be a start. The Consortium may or may not be aware of our services.

**Morgan Partnership - 3/16/2023:**

- Description of programs/services your agency provides?
  - **Violence and Substance Use Prevention for Children and Families**
- What are the needs within the any current housing inventory system?
  - **The cost of living, especially rent is too high. It is difficult for lower income families to find suitable housing.**
- What are the needs within the current support services system?
  - **Substance use Disorder supports, such as treatment and family support. Additionally, we currently have no dedicated Child Welfare Workers from DHHR in our county, creating greater risks to child safety and support.**
- What are the unmet housing and support service needs of the population listed below?
  - Sheltered and unsheltered homeless population?
    - **I know we have at least one organization working towards addressing this issue, but I do not have any direct knowledge related to it.**
  - Currently housed populations at risk of homelessness?
    - **Financial, mental health, and substance use disorder treatments and supports.**
  - Other families requiring services or housing assistance or to prevent homelessness?
    - **Unsure**
  - Those at greatest risk of housing instability or in unstable housing situations?
    - **Those with untreated mental health and substance use disorders**
- What factors contribute to households becoming homeless?
  - **Financial difficulty related to substance use and mental health disorders**
- Priority Needs of the following population listed below?
  - Sheltered and unsheltered homeless population?
    - **Mental health/substance use support**
  - Currently housed populations at risk of homelessness?
    - **Mental health/substance use support**
  - Other families requiring services or housing assistance or to prevent homelessness?
    - **Mental health/substance use support**
  - Those at greatest risk of housing instability or in unstable housing situations?
    - **Mental health/substance use support**
- Any barriers in the Eastern Panhandle Consortium's housing market using rental assistance?
  - **From what I hear there a discrepancies between the amount of financial support offered verses the real costs of the current housing/rental market**

### **Rescue Mission - 3/20/2023:**

They are a 501 3 c organization but they do not take government funding. They work with all the non profit organizations in the HOME Consortium area and help one another but they just do not want our federal funds.

They are presently building a shelter for families – will house up to 6 families. They will have a staff person there 24 hours and also 2 case workers. They are raising the funds to build it and have raised 1.6 million so far.

Their current housing for men is 66-67. They can go up to 85. They are busier in the summer time.

They do not do vouchers for hotel rooms.

They feed 3 meals a day up to 8400 to 8500 a month. The food need has increased significantly since COVID and the loss of SNAP funds.

They were fully operational during covid.

They have 3 different health organizations come in 3 times a week to serve the whole community for low-income persons and their clients.

They work hand in hand with the VA, when someone comes here from out of town for the VA Domiciliary care for homeless veterans , it takes up to 10 days for them to get into the program so they do not want them out on the street, so they take them in for the 10 days until their paperwork is approved. They work with the police departments, day Center, courts probation center, federal parole, the court systems. They do not do home plans.

They have no interaction with WV COC. In fact, COC wanted to drop off their people after keeping them in a hotel for 30 days. And let the rescue mission be responsible for them. However, those individuals want to continue partying and being irresponsible, they need to be accountable at the rescue mission. The rescue mission works with people to strengthen them. They put them in rehab or another service to help them, empower them . They need to be responsible for their actions. They are just not going to give them a shelter over their head and not make them become accountable.

They work with JCCM; Morgan County Homeless Coalition; Community Networks; and other non - profits. They work with the city and Berkeley County. They appreciated me coming over.

### **Starting Points - 3/20/2023:**

Audrey Morris the Exec Director is on our HOME Consortium as a member for Morgan County and she is on the board for Habitat. She helped Pat several years back when we ran the TBRA program, only giving out about 7,500 in assistance.

I met with two of her assistants since she was on a conference call. Met with Rose Jackson and Sharon Abdeleal.

However, Starting points does not really do any housing. They work with the families, they serve meals, and do everything and anything to empower the families. If housing arises they pass them off to the housing providers. If they are homeless they go to Morgan County Homeless Coalition or WV COC, Catholic Charities. They might be able to pay for another night of hotel lodging but that might be it. They try to identify their housing needs and find the right organization to refer them to.

As far as homeless or near homeless, they are seeing the rise of couch surfers. They stay one place for a while and then to go another person's house and sleep on their couch. They go from couch to couch.

They have seen a huge rise in the food needs area. They serve hot meals on Monday, Tuesday, and Friday.

Another bid program is the Morgan County Backpack program. 300-350 backpacks filled with food for families for the weekends.

They do not have bus service up there, just a small transportation effort by the Senior Center. Transit demand but not steady. The Senior Center is looking into how to address all the senior needs one of which is housing so they will probably be searching for funding in the near future.

The VA used to have a representative come up to Morgan County once a month to the American Legion but they did not know if that is still happening.

### **Salvation Army - 3/22/2023:**

Dianna ran a homeless shelter that the Salvation Army owns in Wheeling for 7 years and her son runs the one in Winchester. SO I asked her if they have ever considered doing one in Martinsburg. She said yes but does not have the resources or the property. Right now, they are located at 111 Ellis Street, off the beaten path. Off of 1-45 right as you are coming into Martinsburg, not as close to downtown as their old location on Virginia avenue but they had a fire at their old location. People do find them though, they were busy giving away food and clothing. Weiss Grocery store drops food off every Tuesday for them.

They give out food and personal care items like diapers. Some people come to them with vouchers from individuals they have gotten from Telamon. EPEC sends women there. She also works with Catholic Charities, Goodwill, and get some referrals from WV COC. She told me that Goodwill has 3 townhouses behind their store on Eagle School Road where they house homeless from the 17-24 age group. I did not get a chance to get up but I can if you need me to.

Dianna works with some of the homeless individuals, 90% of her homeless like isolation, they do not want to go in the shelters. They come to her for food and a change of clothing every week and a bathroom to clean up. She works with them. They need tents, sleeping bags, . Dianna gives everyone a trash bag, so they pick up their trash wherever they find. Dianna said the city needs to put out more trash containers throughout the city.

The biggest needs she sees is the elderly. The affordable apartments for the seniors there is a 18 month to 24 month waiting period. She is working with an senior lady that could not go up and down steps so

she left her apartment and rented a room at red roof inn for 400,00 a month . She only gets 1200.00 a month that is just a little more than the income allowable for assistance. So when she runs out of money she has nowhere to go or any money to buy food, etc.

Also people are coming her from other areas, they hear it is a great place for jobs. She is working with someone from Texas, he is a veteran. He cannot afford any of the rents and then cannot get a job since he has nowhere to shower and clean up for work.

Dianna received 4 calls last week but all of them seniors.

The other interesting cost is funeral expenses for families or friends. Social Security only allows up to 250.00 but a funeral expense can be up to 2500.

She has some young homeless that come in every week for new clothes. They also cannot find a job since they cannot sleep well. The homeless steal from one another so they are always keeping one eye open to make sure they are not getting robbed. One individual lost his shoes, he put his shoes outside his tent, when he woke up the next morning they were gone.

#### **Other Consultations:**

Okay I met with Telamon 2 times this fall – October 14th and October 21st. We were planning the Fair Housing workshop, but I also gave them a briefing on the HOME ARP program. They told me they could use supportive services and TBRA and would definitely like to apply.

I met with JCCM twice. The first time was December 6, 2022. It was a meet and greet session. It was Jennifer and Keith, Exec Director. They told me all of what they do and their plans. It was then that I discovered not only do they take care of all the homeless referrals from the county but do all the wrap around services themselves.

Then Andy and I met with JCCM on February 6th. WE met with Keith and several of his staff, his consultant, plus his architect. They gave us a briefing of the proposed shelter/offices/and other services building. Keith had just gotten back from Charleston; WV and it looked good for a potential earmark for this project. Thus, getting his financial plan together. Again, it was very obvious that they have the local buy in and also that they do all the wrap around services themselves. They could use HOME ARP funds in NCS category and supportive services. I sent you the information and survey from them on February 7th so if you do not have it look at your emails. I can resend it to you.

Lastly, I had a really good conversation with Pat from FCCH. I can send you those notes. It is an all-volunteer organization- 5 volunteers.