

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Activities undertaken in the 2016 program year by the City of Parkersburg and the Parkersburg/Wood County HOME Consortium continue to meet the goals and objectives in the City's 5 year Strategic Plan (2015-2019). The City of Parkersburg continues to pursue economic development objectives that create job opportunities for low to moderate income persons in the jurisdiction. The Wood County HOME Consortium also continues to provide affordable housing opportunities for citizens throughout Wood County.

- Assisted three (3) families obtain home ownership using the City's First-time Homebuyer program (Single-Family Homeownership Opportunity Program). \$71,140 was provided as direct financial assistance to homebuyers.
- Continued to administer the City's Owner-Occupied Rehabilitation Program. The City completed three (3) rehab projects on homes owned by low-moderate income households. An investment of \$41,190 into low and moderate income communities.
- Continued work with Habitat for Humanity of the Mid-Ohio Valley, a Community Housing Development Organization (CHDO), to build affordable housing units for low income families. During the 2016 program year, the city provided HOME Funds to build one (1) new single-family homes. As a result, Low-Income Households will move into safe and affordable housing.
- Continued funding for critical public services, which includes assistance to the City's COPE Police Program and CODE Enforcement Division. These services benefit exclusively LMI Census Tract/Block Groups throughout the city with a program that would not exist without such funding.
- Continued to administer the City's Emergency Housing Program, to assist very low income individuals with emergency repairs to their home. The city completed four (4) emergency repairs during the year. An investment of \$14,016.20 into low and moderate income housing.
- Continued to administer the City's Minor Home Repair Program. The City completed nineteen (19) minor repairs on homes owned by Low-Income families. An investment of \$172,586.81 into low and moderate income housing.
- Provided assistance to a local business, Uptown Lodging, which opened a new hotel in Downtown Parkersburg. The CDBG funding helped spur economic incentives and created 16 full-time equivalent positions, all impacting low and moderate income individuals. 9 of which were unemployed prior to their position with the hotel.
- Provided ADA upgrades to both the City Park Pool and Southwood Park Pool and corresponding change rooms. Each project included

several upgrades to ADA accessibility throughout the pool area and change rooms. This included a new lift for handicapped swimmers to gain access to the pool, as well as shower stalls complete with railings, foldable seats and movable wand shower heads. It is estimated that approximately 500 individuals will have access to a service they did not have before the improvements were made.

- Provided assistance to a local business by funding the construction of ADA accessible ramps on the front and side entrance of the Union Trust Building (701 Market Street) as well as a new bulb-out feature which intends to calm traffic and reduce the width of the pedestrian crossing at 7th and Market Streets.
- Provided funding for enhancements to a public park in a lower income neighborhood. Enhancements included a new steel fence, landscaping elements, playground mulch, lighting to increase visibility and safety, as well as public artwork.
- Continued making payments on a Section 108 loan to repay the redevelopment of Point Park. \$541,000 has been approved for repayment in the 2016 FY.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

| Goal | Category | Source / Amount | Indicator | Unit of Measure | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|---|-----------------------------------|-----------------|-----------------------|---------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| 2015 Goal - Create a Business Incubator | Non-Housing Community Development | | Jobs created/retained | Jobs | 25 | 0 | 0.00% | | | |
| 2015 Goal - Create a Business Incubator | Non-Housing Community Development | | Businesses assisted | Businesses Assisted | 10 | 0 | 0.00% | | | |

| | | | | | | | | | | |
|--|---|--|---|------------------------|----|---|--------|---|---|--|
| 2015 Goal - Create Opportunities for residents to Age in Place | Affordable Housing Non-Homeless Special Needs | | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted | 15 | 0 | 0.00% | | | |
| 2015 Goal - Create Opportunities for residents to Age in Place | Affordable Housing Non-Homeless Special Needs | | Rental units constructed | Household Housing Unit | 2 | 0 | 0.00% | | | |
| 2015 Goal - Create Opportunities for residents to Age in Place | Affordable Housing Non-Homeless Special Needs | | Homeowner Housing Rehabilitated | Household Housing Unit | 10 | 6 | 60.00% | 0 | 1 | |
| 2015 Goal - Enhance Assistance for Special-Needs Residents | Non-Homeless Special Needs | | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 50 | 0 | 0.00% | | | |
| 2015 Goal - Enhance Assistance for Special-Needs Residents | Non-Homeless Special Needs | | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Households Assisted | 30 | 8 | 26.67% | | | |

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|--|-----------------------------------|--|---|---------------------|------|------|---------|--|--|--|
| 2015 Goal - Enhance Assistance for Special-Needs Residents | Non-Homeless Special Needs | | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 30 | 0 | 0.00% | | | |
| 2015 Goal - Enhance Assistance for Special-Needs Residents | Non-Homeless Special Needs | | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted | 30 | 44 | 146.67% | | | |
| 2015 Goal - Enhance Assistance for Special-Needs Residents | Non-Homeless Special Needs | | Homelessness Prevention | Persons Assisted | 0 | 5 | | | | |
| 2015 Goal - Enhance Community Service Opportunities | Non-Housing Community Development | | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 500 | 500 | 100.00% | | | |
| 2015 Goal - Ensure area Neighborhoods are Safe and Vibrant | Non-Housing Community Development | | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 5000 | 5000 | 100.00% | | | |
| 2015 Goal - Ensure area Neighborhoods are Safe and Vibrant | Non-Housing Community Development | | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 4000 | 4000 | 100.00% | | | |

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|---|---|--|---|------------------------------|-----|-----|---------|--|--|--|
| 2015 Goal - Ensure area Neighborhoods are Safe and Vibrant | Non-Housing Community Development | | Buildings Demolished | Buildings | 30 | 13 | 43.33% | | | |
| 2015 Goal - Ensure area Neighborhoods are Safe and Vibrant | Non-Housing Community Development | | Housing Code Enforcement/Foreclosed Property Care | Household Housing Unit | 700 | 700 | 100.00% | | | |
| 2015 Goal - Establish a Community Tool Shed | Affordable Housing | | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted | 150 | 0 | 0.00% | | | |
| 2015 Goal - Facilitate Brownfield Redevelopment Opportunities | Non-Housing Community Development | | Brownfield acres remediated | Acre | 4 | 0 | 0.00% | | | |
| 2015 Goal - Facilitate Brownfield Redevelopment Opportunities | Non-Housing Community Development | | Jobs created/retained | Jobs | 20 | 0 | 0.00% | | | |
| 2015 Goal - Increase Business Activity in LMI Neighborhoods | Non-Housing Community Development | | Facade treatment/business building rehabilitation | Business | 5 | 0 | 0.00% | | | |

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|---|---|--|---|------------------------------|----|----|--------|--|--|--|
| 2015 Goal - Increase Business Activity in LMI Neighborhoods | Non-Housing Community Development | | Jobs created/retained | Jobs | 30 | 16 | 53.33% | | | |
| 2015 Goal - Increase Business Activity in LMI Neighborhoods | Non-Housing Community Development | | Businesses assisted | Businesses Assisted | 30 | 1 | 3.33% | | | |
| 2015 Goal - Increase Diversity of Affordable Housing Options | Affordable Housing | | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Households Assisted | 10 | 0 | 0.00% | | | |
| 2015 Goal - Increase Diversity of Affordable Housing Options | Affordable Housing | | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted | 10 | 0 | 0.00% | | | |
| 2015 Goal - Increase Diversity of Affordable Housing Options | Affordable Housing | | Rental units constructed | Household Housing Unit | 3 | 0 | 0.00% | | | |

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|--|-----------------------------------|--|---|------------------------|----|----|---------|--|--|--|
| 2015 Goal - Increase Diversity of Affordable Housing Options | Affordable Housing | | Rental units rehabilitated | Household Housing Unit | 2 | 0 | 0.00% | | | |
| 2015 Goal - Increase Diversity of Affordable Housing Options | Affordable Housing | | Homeowner Housing Rehabilitated | Household Housing Unit | 10 | 26 | 260.00% | | | |
| 2015 Goal - Increase Diversity of Affordable Housing Options | Affordable Housing | | Tenant-based rental assistance / Rapid Rehousing | Households Assisted | 10 | 0 | 0.00% | | | |
| 2015 Goal - Increase Diversity of Affordable Housing Options | Affordable Housing | | Housing for Homeless added | Household Housing Unit | 15 | 0 | 0.00% | | | |
| 2015 Goal - Increase Employment Opportunities for LMI Resident | Non-Housing Community Development | | Facade treatment/business building rehabilitation | Business | 5 | 0 | 0.00% | | | |

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|--|-----------------------------------|--|---|------------------------|------|------|---------|---|---|--|
| 2015 Goal - Increase Employment Opportunities for LMI Resident | Non-Housing Community Development | | Jobs created/retained | Jobs | 70 | 30 | 42.86% | | | |
| 2015 Goal - Increase Employment Opportunities for LMI Resident | Non-Housing Community Development | | Businesses assisted | Businesses Assisted | 8 | 0 | 0.00% | | | |
| 2015 Goal - Increase Home Ownership Rates | Affordable Housing | | Homeowner Housing Added | Household Housing Unit | 50 | 5 | 10.00% | 0 | 1 | |
| 2015 Goal - Increase Home Ownership Rates | Affordable Housing | | Direct Financial Assistance to Homebuyers | Households Assisted | 30 | 5 | 16.67% | | | |
| 2015 Goal - Increase Recreational Opportunities | Non-Housing Community Development | | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 5000 | 5000 | 100.00% | | | |
| 2015 Goal - Promote Civic Engagement | Non-Housing Community Development | | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 100 | 100 | 100.00% | | | |

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|---|---|--------------------------------------|---|------------------------|------|----|--------|-------|-------|---------|
| 2015 Goal - Strengthen Community Network of Social Services | Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development | | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 3000 | 0 | 0.00% | | | |
| 2015 Goal - Support efforts to end Chronic Homelessness | Affordable Housing Homeless | | Homelessness Prevention | Persons Assisted | 30 | 5 | 16.67% | | | |
| Enhance Assistance for Special-Needs Residents | Affordable Housing Non-Homeless Special Needs | CDBG: \$147277.82 / HOME: \$50000 | Homeowner Housing Rehabilitated | Household Housing Unit | 0 | 26 | | 23 | 26 | 113.04% |
| Ensure area Neighborhoods are Safe and Vibrant | | CDBG: \$258000 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 0 | 0 | | 13003 | 13003 | 100.00% |

| | | | | | | | | | | |
|---|-----------------------------------|-------------------|---|------------------------|------|------|---------|------|------|---------|
| Improve Affordable Housing Options | Affordable Housing | | Homeowner Housing Added | Household Housing Unit | 0 | 1 | | 1 | 1 | 100.00% |
| Improve Affordable Housing Options | Affordable Housing | | Homeowner Housing Rehabilitated | Household Housing Unit | 0 | 26 | | 0 | 26 | |
| Increase Business Activity in LMI Neighborhoods | Non-Housing Community Development | CDBG: \$50000 | Jobs created/retained | Jobs | 15 | 16 | 106.67% | 15 | 16 | 106.67% |
| Increase Business Activity in LMI Neighborhoods | Non-Housing Community Development | CDBG: \$50000 | Businesses assisted | Businesses Assisted | 1 | 1 | 100.00% | 1 | 1 | 100.00% |
| Increase Home Ownership Rates | Affordable Housing | HOME: \$191773.46 | Homeowner Housing Added | Household Housing Unit | 1 | 1 | 100.00% | 1 | 1 | 100.00% |
| Increase Home Ownership Rates | Affordable Housing | HOME: \$191773.46 | Direct Financial Assistance to Homebuyers | Households Assisted | 8 | 3 | 37.50% | 8 | 3 | 37.50% |
| Increase Recreational Opportunities | Non-Housing Community Development | CDBG: \$180000 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 6000 | 6000 | 100.00% | 6000 | 6000 | 100.00% |

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During the 2016 PY the City of Parkersburg continued implementing the priority needs established in the 2015-2019 Consolidated Plan. Many needs identified in the plan have received funding from the CDBG and HOME programs. With the exception of the Community tool shed and business incubator, the City has allocated \$5,000 in FY 2017's budget to conduct an implementation plan for a Downtown Business Incubator. Funding should be allocated for a Community Tool Shed in FY 2018, before the conclusion of the Consolidated Plan.

The City is continuing to make payments for a Section 108 Loan, which was used for the expansion and revitalization of Riverfront Park. The City sets aside \$180,000 a year, from its CDBG Entitlement, to make the payment. This new facility has expanded recreational opportunities in the surrounding area, which includes downtown and the LMI Neighborhood the park is located in. A previously HUD approved substantial amendment was made this year to make a one-time defeasance payment towards the Section 108 loan. By closing out several smaller projects that were either complete with small budget amounts remaining, or projects that never materialized, the City of Parkersburg was able to prepay an additional \$361,000 towards the Section 108 loan, ultimately reducing the lifespan of the loan.

The City of Parkersburg was able to complete Uptowner Hotel redeveloped project. With CDBG incentives to purchase furniture, the Hotel was able to create sixteen (16) full-time employment positions, which were all offered to LMI Individuals.

Unfortunately, not all accomplishments were realized this PY. Reasons for this vary, however, the City feels that with the official launch of the Down Payment Assistance Program (DPAP) will increase outcomes related to direct financial assistance to homebuyers, where the Consortium fell short this past year.

Additionally, part of the Section 106 substantial amendment, was also reallocating money away from the Downtown Façade Improvement Program. This is a program geared toward business owners in the central downtown business district to make exterior improvements to the buildings where they operate their businesses. The program is funded with CDBG Entitlement Funds, where the City matches up to \$20,000 (per address) for exterior repairs. Unfortunately, due to Historic Preservation statutory regulations and guidelines, this program is often slower to materialize than one would like, and has not been effectively utilized in recent years. Over the past year, the City has doubled the matching portion from \$10,000 to \$20,000 to further incentivize downtown business owners to rehabilitate their storefronts.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

| | CDBG | HOME |
|---|-------------|-------------|
| White | 41 | 7 |
| Black or African American | 4 | 0 |
| Asian | 0 | 0 |
| American Indian or American Native | 0 | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 |
| Total | 45 | 7 |
| Hispanic | 0 | 0 |
| Not Hispanic | 44 | 7 |

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

| Source of Funds | Source | Resources Made Available | Amount Expended During Program Year |
|-----------------|--------|--------------------------|-------------------------------------|
| CDBG | CDBG | 772,172 | 915,312 |
| HOME | HOME | 267,153 | 336,411 |
| HOPWA | HOPWA | | |
| ESG | ESG | | |
| Other | Other | | |

Table 3 - Resources Made Available

Narrative

During the 2016 PY, the City of Parkersburg and Parkersburg/Wood County HOME Consortium had a combined \$1,039,325 in HUD funds. The Community Development Block Grant (CDBG) allocation was \$772,172. The HOME allocation was \$267,153. The City of Parkersburg and Parkersburg/Wood County HOME Consortium expended \$1,251,723 in CDBG and HOME funds in the previous program year, which includes prior year funding. As the PR 26 documents, 100% of the investments made benefit low and moderate income individuals.

The city has and continues to work on a network of bike and walking trails in the community. The system is designed to connect area neighborhoods to major destinations, including schools, shopping centers and recreational areas. While the City would prefer to build off-road trails, funds have been limited. The trails that share a road are clearly marked, and many have established bike lanes. Furthermore, the MOV Transit Authority has installed bike racks on their buses, to allow easier biking access. The Development office, in conjunction with the Engineering Division has recently completed design plans to continue the Little Kanawha Bike Route, Phase three of the project will extend a walking and bike path approximately 600' along Staunton Avenue, in a low-income neighborhood.

The City also maintains a database of vacant land owned by the Parkersburg Urban Renewal Authority (PURA). These properties have either been donated to PURA by the property or condemned and acquired through the Eminent Domain process, because they pose a risk to human health, safety and wellbeing. These properties are marketed on the City's website (www.parkresburgcity.com) and can be purchased for a nominal fee, provided they are maintained by adjacent land owners or repurpose for new housing projects. Unfortunately, many of the lots are too small for new housing project and they tend to be located in economically distressed neighborhoods.

Identify the geographic distribution and location of investments

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|-------------|----------------------------------|---------------------------------|-----------------------|
| | | | |

Table 4 – Identify the geographic distribution and location of investments

Narrative

In the Development of the City’s 2016 Annual Action Plan, all planned activities were located within and targeted to residents of the City’s low and moderate income census tracts. Compared to the City as a whole, LMI census tracts general have an older housing stock, higher percentages of renter occupied housing, and much higher vacancy rates. The areas LMI CT/BG’s have a higher identified need, but also a larger opportunity for rehabilitation, and reinvestment.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City utilized CDBG and HOME funding to leverage other private and public resources to help address the need for affordable housing with programs in the following categories: Home Ownership, and Home rehabilitation. Housing programs are affirmatively marketed through outreach and awareness to ensure programming is available and accessible to all individuals, regardless of special needs.

Leveraging, or Match contributions are required in the HOME program. These contributions must occur from non-federal resources, and can be obtained by many different forms, including: cash, waived taxes, fees, donated property, infrastructure, site preparation, donated labor, materials or equipment and bond financing. The City of Parkersburg had a match liability requirement of \$71,383 in 2016 per the PR 33 report.

The SHOP home buyer program is specifically designed to leverage local lender funds. For each loan, the city provides up to 40% of the purchase price of the home protected with a 2nd mortgage, while a local lender provides a loan for the remaining 60% of the purchase (with a maximum interest rate of 6% to the participant).

The City's most consistent form of match comes from the Consortium's Community Housing Development Organization (CHDO), Habitat for Humanity of the Mid-Ohio Valley. This CHDO utilizes private equity for lot acquisitions, tree removal services, lawn maintenance as well as significant volunteer hours and requires sweat equity hours that the home buyer puts in to helping build their new home.

| Fiscal Year Summary – HOME Match | |
|--|-----------|
| 1. Excess match from prior Federal fiscal year | 2,830,451 |
| 2. Match contributed during current Federal fiscal year | 272,484 |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2) | 3,102,935 |
| 4. Match liability for current Federal fiscal year | 71,383 |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | 3,031,552 |

Table 5 – Fiscal Year Summary - HOME Match Report

| Match Contribution for the Federal Fiscal Year | | | | | | | | |
|--|----------------------|----------------------------|-------------------------------|------------------------------|-------------------------|---|----------------|-------------|
| Project No. or Other ID | Date of Contribution | Cash (non-Federal sources) | Foregone Taxes, Fees, Charges | Appraised Land/Real Property | Required Infrastructure | Site Preparation, Construction Materials, Donated labor | Bond Financing | Total Match |
| 1706 26th St. (#996) | 10/28/2016 | 76,000 | 0 | 0 | 0 | 0 | 0 | 76,000 |
| 2402 7th Ave. (#988) | 05/03/2017 | 0 | 0 | 0 | 0 | 17,115 | 0 | 17,115 |
| 2404 7th Ave. (#988) | 05/03/2017 | 0 | 0 | 0 | 0 | 13,404 | 0 | 13,404 |
| 3506 36th St. (#1001) | 11/23/2016 | 70,700 | 0 | 0 | 0 | 0 | 0 | 70,700 |
| 704 Thomas St. (#986) | 05/03/2017 | 0 | 0 | 0 | 0 | 17,115 | 0 | 17,115 |
| 817 17th St. (#990) | 10/19/2016 | 78,150 | 0 | 0 | 0 | 0 | 0 | 78,150 |

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

| Program Income – Enter the program amounts for the reporting period | | | | |
|---|---|---|--------------------------|--|
| Balance on hand at beginning of reporting period | Amount received during reporting period | Total amount expended during reporting period | Amount expended for TBRA | Balance on hand at end of reporting period |
| \$ | \$ | \$ | \$ | \$ |
| 3,289 | 226,823 | 119,999 | 0 | 106,823 |

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

| | Total | Minority Business Enterprises | | | | White Non-Hispanic |
|----------------------|-------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Contracts | | | | | | |
| Dollar Amount | 0 | 0 | 0 | 0 | 0 | 0 |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Contracts | | | | | | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Dollar Amount | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | Women Business Enterprises | Male | | | |
| Contracts | | | | | | |
| Dollar Amount | 0 | 0 | 0 | | | |
| Number | 0 | 0 | 0 | | | |
| Sub-Contracts | | | | | | |
| Number | 0 | 0 | 0 | | | |
| Dollar Amount | 0 | 0 | 0 | | | |

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

| | Total | Minority Property Owners | | | | White Non-Hispanic |
|---------------|-------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Dollar Amount | 0 | 0 | 0 | 0 | 0 | 0 |

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

| Parcels Acquired | | 0 | 0 | | | |
|---|-------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
| Businesses Displaced | | 0 | 0 | | | |
| Nonprofit Organizations Displaced | | 0 | 0 | | | |
| Households Temporarily Relocated, not Displaced | | 0 | 0 | | | |
| Households Displaced | Total | Minority Property Enterprises | | | | White Non-Hispanic |
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Cost | 0 | 0 | 0 | 0 | 0 | 0 |

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

| | One-Year Goal | Actual |
|--|---------------|-----------|
| Number of Homeless households to be provided affordable housing units | 3 | 4 |
| Number of Non-Homeless households to be provided affordable housing units | 31 | 30 |
| Number of Special-Needs households to be provided affordable housing units | 20 | 0 |
| Total | 54 | 34 |

Table 11 – Number of Households

| | One-Year Goal | Actual |
|--|---------------|-----------|
| Number of households supported through Rental Assistance | 0 | 0 |
| Number of households supported through The Production of New Units | 1 | 1 |
| Number of households supported through Rehab of Existing Units | 22 | 26 |
| Number of households supported through Acquisition of Existing Units | 0 | 3 |
| Total | 23 | 30 |

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

This program year saw gains in the rehab of existing units, primarily due to increases in the minor home repair program. With staff becoming certified as a lead based paint risk assessor, this enabled more units to be inspected and work to commence much smoother. As per the Cooperative agreement between the City of Parkersburg and Westbrook Health Services, the sub recipient (Westbrook) is responsible for administering their PATH permanent housing program. The city estimates projected

outcomes based on Westbrook's permanent housing plan, thus, having small variances between projected vs. actual outcomes will exist.

Homeownership is the foundation of security and prosperity for families and an enduring symbol of American Freedom. The City of Parkersburg is committed to creating long-term neighborhood stability and household wealth. To give more people of modest means an opportunity to own their own home, the Parkersburg-Wood County HOME Consortium is pleased to launch the Downpayment Assistance Program (DPAP). In partnership with local banking institutions, the City of Parkersburg Development Department will now start accepting loan applications for downpayment assistance and/or loan closing costs, up to \$10,000. The Consortium's loan will be forgiven if the qualified applicant resides in the property for at least five years. The program was established to help qualified, first-time homebuyers defray some upfront costs associated with homeownership.

The First Time Home Buyer Program (Single-family Housing Opportunities Program) is designed to eliminate the financial barriers of affordable housing by providing a second mortgage of 40% of the purchase price. The City's loan payments begin only after the first 20 year mortgage is paid off, and at a low 3% interest. This allows the family to have a lower housing payment, eliminating some of the cost burden on low income families. This program is offered to extremely low income individuals, low income individuals as well as moderate income individuals. This program is not offered to middle income individuals. This program does seem to have a higher success rate with individuals who fall in the 60% to 80% range as they tend to have a higher incomes and qualifying credit score to participate in the program.

The City administers a Minor Home Repair Program, to assist home owners (in Parkersburg) with minor repairs. Many LMI households may not have the financial resources to manage a large loan through a traditional lender. Furthermore, the Minor Rehabilitation Program is a grant for home owners at or below 60% median income (extremely low income, low income).

In addition to our regular housing programs, the City also administers an Emergency Repair Program, funded by CDBG. The program is available to homeowners, in the City, and with an annual income at or below 60% median income (extremely low income, low income). Homeowners who experience unforeseen, health hazardous conditions, to their home, can apply for the program. Such conditions include roof repair from weather or tree/debris falling, water pipe replacements from a cracked water lines, heater or air conditioner malfunction in winter or summer respectively, etc.

Discuss how these outcomes will impact future annual action plans.

The City will continue to work with its partners to administer and reach as many low and moderate income individuals as possible. With new promotional material, and an official launch date of the HOME Consortium's newest housing program, the Down Payment Assistance Program (DPAP), including press coverage, and several informational meetings throughout the Consortium region, will increase actual outcomes in subsequent program years in acquisition of existing unit's goals. Additionally, with the

implementation of a new program in the next program year, the City anticipated increased outcomes from the Tenant Based Rental Assistance Program (TBRA) specifically increasing the Rental Assistance goals.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

| Number of Households Served | CDBG Actual | HOME Actual |
|-----------------------------|-------------|-------------|
| Extremely Low-income | 18 | 2 |
| Low-income | 5 | 3 |
| Moderate-income | 0 | 2 |
| Total | 23 | 7 |

Table 13 – Number of Households Served

Narrative Information

Extremely low income households were primarily served by the Home rehab programs, however some were between 50%-60% of the area median income (Low-Income). A fairly equal range was seen in the HOME funded activities in the 2016 PY. Generally, Moderate income individuals are stronger applicants for the SHOP program. Requirements for that program include the homes that are purchase are up to local building code standards. At times, homes are unable to meet these requirements at lower purchase price points.

The City has attempted to reach underserved and hard to target populations in the area regarding the available housing programs through various means. The City reaches out to social service agencies with its program information for case workers to refer our services as appropriate. The City also advertises with the local newspaper regarding our housing programs, which has also generated interest. Furthermore, the City/Consortium has all of their housing programs listed on the city’s website, with descriptions and the application process.

Staff strive to educate other community groups on the availability of City Programs, while of the services that other organizations provide. In maintaining such relationships, a network of referrals has been built, which helps direct people who are in need of critical services. However, financial barriers remain the greatest obstacle in meeting underserved needs.

The Development Projects Administrator attends some Continuum of Care meetings. The Mid-Ohio Valley Continuum of Care Committee is composed of several social service agencies including the City of Parkersburg, the Wood County Family Resource Network, Worthington Care Center, Warming Hearts & Hands, DHHR, Consumer Credit Services, Salvation Army, Peer Support, Inc., Westbrook Health Services,

Latrobe Street Mission of Hope, and various religious establishments. The Committee meets monthly to assess the need of the homeless and share information.

The City also supports efforts to establish substance abuse rehab facilities in the community. While these facility do not provide permanent housing, they do provide shelter for addicts during the rehab process. If sufficient funds are obtained from grants and other sources, Recovery Point (regional non-profit) recently opened a 100 bed facility on Emerson Avenue next year. Recovery Point currently operates two successful facility in Huntington and Charleston, West Virginia.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Mid-Ohio Valley Continuum of Care is composed of several social service agencies including the City of Parkersburg, the Wood County Family Resource Network, DHHR, Consumer Credit Services, Salvation Army, Peer Support, Inc., and Westbrook Health Services, Latrobe Street Mission, SW Community Action and various religious establishments. The Committee meets monthly to assess the need and current state of the homeless and share information.

The City's Development Projects Administrator attends Continuum of Care meetings and remains apprised to developments through shared information. Bi-annually, The Continuum organizes homeless counts referred to as a Point-In-Time (PIT) count where the data is submitted to HUD for information disbursements and funding purposes. Part of the homeless count includes giving necessity bags to homeless individuals discovered during the count taking refuge in local shelters and make-shift shelters. The necessity bags include items such as; soap, hand sanitizer, gloves, deodorant, nail clippers, tooth paste, bottled water and non-perishable food items.

The Development Projects Administrator sees attendance at such meetings as an asset to the City (to stay apprised to the current trends and issues affected the communities most vulnerable) while also providing valuable information on services and programs offered by the City to interested parties in attendance. Additionally, several homeless issue focus groups have been held over the past several months, bringing together almost 30 non-profit, for-profit and faith-based groups to discuss, coordinate and collaborate on current issues facing our homeless population. All in attendance have a vested interest in seeing homelessness issues addressed.

Addressing the emergency shelter and transitional housing needs of homeless persons

In previous program years the City of Parkersburg has provided grant opportunities and funding to Westbrook Health services and The Family Crisis Intervention Center. Westbrook has operated successful programs that have served hundreds of homeless and at-risk homeless individuals within the City. Westbrook has maintained transitional housing for several years through HUD funding as well as Permanent Housing in Wood County and has a long history of other transitional living programs and services for the homeless. In the upcoming program year, the City has conditionally approved projects to address emergency shelter and traditional housing needs in the community. Funding the Family Crisis Intervention Center we provide rental assistance to victims of domestic violence. Additionally, the Childrens Home Society will begin administering a Tenant Based Rental Assisatcne Program to at-risk youth. Both programs will address these concerns.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Westbrooks Permanent Supportive Housing program seeks to serve the most vulnerable among the local homeless and at risk of becoming homeless population. Westbrook utilizes a coordinated assessment tool, in collaboration with the Balance of State CoC and other local agencies to identify who is most in need of assistance. This program admits the individuals and families with the most acute needs known in the area at the time when program openings become available. Due to the caliber of their issues, clients might not be eligible for other housing assistance, or would be very likely to lose their housing opportunities due to non-compliance.

Additionally, the City feels that many of the housing rehabilitation programs is an opportunity to assist low-income individuals and families avoid homelessness. Many families that own their residence cannot afford large rehab projects like a furnace or roof, so often times they either go without, or vacate the property in search of warm or dry habitation. If the City can assist in keeping homeowners in their home we are likely avoiding becoming those individuals from becoming homeless.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Parkersburg has joined the Housing Coordination Committee (HCC) which is comprised of representatives from Mid-Ohio Valley agencies providing services to the homeless, marginally housed and transiently housed in the region. Such agencies and providers include: The Family Crisis Intervention Center, MOV to Zero, Community Recovery Center (Courage to Change), Latrobe Street Mission, House to Home, the Salvation Army, WV Division of Rehabilitation Services, WV DHHR/APS, Westbrook Health Services, City of Parkersburg, Parkersburg Housing Authority, Integrated Behavioral Health, FRNs from various counties, faith-based representatives, Children's Home Society and any other entity providing services to this client group who elect to participate. The HCC is a community-based committee tasked with creating/designing/planning/ and implementing a framework and plan for managing and delivering homeless assistance resources and services in the most effective and efficient manner in order to end homelessness in the Mid-Ohio Valley.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Parkersburg Housing Authority is independently managed from the city. However, the agency has a collaborative relationship with the City of Parkersburg. While HOME and CDBG funds were not used in 2016 to directly assist any public housing units, the City of Parkersburg has assisted a small number of residents to purchase a home through our First Time Homebuyer (SHOP) Program. The City and the Housing Authority collaborate on promoting awareness of each organization's affordable housing initiatives. Development staff meets on occasion with PHA staff members to discuss each other's new and revised programs and guidelines. The City feels confident that the two organizations will continue working well together. Furthermore, the City has begun attending a newly formed Housing Coordination Committee (HCC), which is also attended by, and located in the PHA offices. The HCC seeks to ensure that individuals and families within Wood County receives services needed to enable them to return to stable and permanent housing in a manner that is efficient and non-duplicative and considers the circumstances and needs of the clients.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The PHA buys homes on a regular basis, performs needed rehabilitations, and then resells the homes at an affordable price and payment plan. These homes are promoted to households that are living in the public housing community, but any family meeting income requirements can purchase the available homes. The PHA has once again purchased and rehabilitated two homes during the 16 PY. These programs are intended to encourage public housing residents to become more involved in management and participation in homeownership opportunities.

Actions taken to provide assistance to troubled PHAs

The Parkersburg Housing Authority is not designated as a troubled agency.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The cost of housing and incentive to develop, maintain and improve affordable housing are all affected by public policy. Certain policies can, in certain instances contribute to increased housing costs, and barriers to affordable housing. The City of Parkersburg continues to promote private public partnerships with for-profit and non-profit housing developers, as well as financial institutions to create, maintain and remove barriers to affordable housing. The 2020 City Master Plan proposes several recommendations to remove negative effects and barriers to affordable housing, primarily in the Housing Plan. Specifically, to expand housing diversity, the City attempts to review and update its zoning ordinance and subdivision ordinance to ensure that there are no barriers to increasing the mix of housing available in Parkersburg. Multifamily housing is currently being built in South Parkersburg in a B2 zone, and plans are underway to construct an addition 40 unit building in an R3 zone. While both of these units are going to be offered exclusively to low income residents, the Master Plan also encourages updating the City's codes to encourage the development of affordable housing units for sale and or rent to accommodate a mix of tenants with different incomes in both new and redevelopment units. Also, the City has implemented a vacant home registry that imposes penalties on homeowners that allow their residence to sit vacant for more than one year, or do not meet minimum property standards. This policy has resulted in numerous homeowners rehabbing or demolishing their residence.

It should also be noted that Wood County does provide exemptions from real estate taxes for low/moderate income seniors, or homeowners with a documented disability. The City and Municipal Planning Commission has recently approved a new senior high rise building that is deemed affordable through low income housing tax credits.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Parkersburg continues to support local non-profit organizations, the Parkersburg Housing Authority, homeless providers, and special-needs groups in their goal to meet underserved persons in the community. The Development department continues to attempt and reach a larger audience, the City will be better prepared to listen and understand the underserved needs of the community. The City will continue to review ongoing community needs to determine if there are projects that can be funded which meet those underserved needs. The primary barrier in meeting underserved needs of low and moderate income individuals is an availability of funding. Numerous organizations serving these populations have experienced year over year reductions to budgets and staffing. Like numerous entitlement communities, in the previous 5 years, Parkersburg has had a reduction in nearly 20% of its authorized CDBG allocation. HOME funding has been reduced 44% since the 2011 PY. Additionally, the Development Office attends the Community Service council, a collection of non-profits that gather to

network and share ideas, news and announcements all for the common good of the community.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City evaluates and eliminates lead based paint hazards in the Owner Occupied and Minor Repair Programs. The City's Code enforcement officer/ housing Inspector has recently obtained certification as a lead based paint inspector as well as risk assessor. The Code Officer provides a visual inspection for the SHOP Program per 24.35 Subpart B, K, R. Risk assessments are conducted on home rehabilitation work that costs in excess of \$5,000. Per 24.35 Subpart B, J, R. Safe work practices as well as interim controls are put in place as long as rehab work conducted falls under \$25,000. If it is over, full abatement of LBP is conducted.

As part of each rehabilitation project, the City of Parkersburg provides the household with a printed brochure alerting the households to the potential of the existence of lead-based paint and hazards it may pose, particularly to children under six years of age. The City and the Consortium have implemented all requirements for notification, evaluation and reduction of lead-based paint hazards as they relate to housing rehab and non-rehab acquisition assistance.

Under the first time homebuyer program, the City will pay for lead based paint testing if there is chipping and peeling paint in units that are built before 1978. All applicants receive brochures on the hazards of lead based paint. If the owner is required to correct any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified lead-based paint risk assessor, or certified lead-based paint inspector, the City must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received by the City within the time period stated by the City. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all lead-based paint requirements have been met and no re-inspection by the City is required.

In addition to the City's policies, the Mid-Ohio Valley Board of Health does evaluations to identify sources of lead when a doctor or hospital has identified a patient with lead poisoning. The Health Department also provides literature to persons explaining the hazards of lead. When lead paint is believed to be the cause of lead poisoning, the Department of Health is contacted to test paint chips with special equipment as well.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The state of West Virginia has not formally adopted a statewide anti-poverty strategy. However, the strategy and goals of the City's five-year consolidated plan and the annual action plan directly address the issues of individuals who are living in poverty. Fortunately, there is a strong network of governmental and non-profit agencies with a common purpose: providing services to low income people across the City of Parkersburg, county of Wood West Virginia and beyond. Many of these programs operate in the City of Parkersburg to reduce dependency and poverty among the City's

Residents. Primary among those agencies is the Department of Health and Human Resources (DHHR), which offers a wide array of educational and training programs to assist TANF recipients in acquiring the training, education and skills needed to obtain and maintain employment opportunities.

The City of Parkersburg employs multiple strategies to reduce the number of persons living at or below the poverty level. Examples of this is don't through the Continuum of Care. By actively participating in the CoC, City staff ensure representation and the availability of programs and services to Parkersburg and Wood County residents in need. In PY 2016, the City funded \$25,000 to the Wood County Senior Citizens Center to replace a damaged roof. This will allow the facility serving low and moderate income seniors remain in the building and participate in programs and nutrition programs. Additionally, the City funded \$8,000 to construct a pocket park for the Boys and Girls Club so its children can enjoy their outdoor space. The City of Parkersburg realizes it cannot, on its own, eradicate poverty. The City can and does help address some outward signs and underlying causes of poverty through rehabilitation of housing to lower housing costs. The City assists in the provisions of public services in areas which will induce a prolonged attack on the incidence of poverty; and by helping to create economic opportunities through innovation and coordination, leveraging of other funds, improvements to physical infrastructure and development, direct or indirect, of land and commercial activities.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Parkersburg's Development Department is responsible for the delivery of the CDBG and HOME Programs. The city is the lead agency for the Parkersburg/Wood County HOME Consortium, which is responsible for carrying out the HOME Funded Projects within the county.

The City of Parkersburg's Development Department staff includes a Development Director who is involved in all aspects of Community and Economic Development. There are three additional staff members involved with the execution of CDBG and HOME Program Projects: The Development Projects Administrator coordinates all CDBG and HOME projects and ensures that all CDBG and HOME Compliance measures are being met, additionally ensuring that each project reaches a successful completion and the intended purpose is served. The Financial Compliance Officer (FCO) oversees all financial transactions involved with the spending of CDBG and HOME Funds. The FCO monitors all department financial transactions throughout the year, including the proper spending of Administration CDBG and HOME Funds. They report all department transactions to the State Auditor for annual audits. A Code Enforcement Officer also works part time as the Municipal Housing Inspector which is responsible for inspecting all homes and buildings involved with CDBG or HOME Activities. The Development Projects Administrator along with the Municipal Housing Inspector ensures that all CDBG and HOME Regulations are being met that are involved with the construction/rehabilitation process.

The department has made efforts to cross train individuals and to have a staff that is well versed in all aspects of the CDBG and HOME Program Process. It's the goal of the department to provide each staff member with complete knowledge of all aspects involved with both the CDBG and HOME Programs. This gives each staff member a clear picture of how the HUD Programs fully operate, and

ensures continuity of service during staff vacations or absences. This type of cross training is a continual process within the department. This has been stressed over the past year and will continue to be addressed moving forward. The Development Projects Administrator, Financial Compliance Officer, and Municipal Housing Inspector are all in their first year of service with the City of Parkersburg's Development Department.

Generally, all staff members attend a variety of HUD Trainings that will help them effectively manage CDBG and HOME Program Funds. Over the past several years, department staff has participated in a variety of trainings, which include CDBG, HOME, Environmental, Grant Writing, IDIS, Section 3, Section 106, Fair Housing, Financial Compliance, Code Enforcement, and the like. Because of recent staff turnover many of these trainings will be a first for new staff members whom are excited for the opportunity to learn and grow.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Parkersburg encourages non-profit and private developers, as well as capital and financial institutions to increase new residential developments to be located in close proximity to social service agencies, as well as public transit, grocery stores, pharmacies, and medical facilities.

The City's Development Department is linked with strong community serving organizations whose familiarity with and commitment to the betterment of the community will go a long way in ensuring projects are completed in a timely, efficient and passionate manner.

Additionally, The City's Development Department works closely with several other City Departments/Divisions including; Public Works, Engineering, Buildings and Grounds, Code Enforcement, Police, Fire, and Finance in an attempt to effectively coordinate efforts on community and development needs, primarily in low-income neighborhoods.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Parkersburg continues to build its activities aimed at furthering fair housing. The following are identified impediments to fair housing choice as shown by the most recently completed Analysis of Impediments to Fair Housing Choice.

Impediment: There is a correspondence of areas with higher rates of low income households, substandard housing units and members of the protected classes, particularly minorities and female headed households, indicating that the lack of affordable housing has a disproportionate impact on members of the protected classes making their affordability problem a fair housing concern.

- The City works closely with the Parkersburg Housing Authority in promoting one another's housing programs and continuing to further Fair Housing Rights to the local (Wood County) residents. Furthermore, the city works with the PHA on a variety of rehabilitation projects their agency conducts to their public housing. The city conducts Environmental Reviews for the PHA on all projects that require a review.

Additionally, the Development Projects Administrator, who is the designated Fair Housing Officer, promotes Fair Housing in a variety of ways each year. The Department follows guidelines to affirmatively further fair housing. This set of guidelines is used to operate the CDBG and HOME Programs, using the following policies and procedures

1. The City posts, in a conspicuous location all CDBG and HOME project sites, a sign displaying prominently the HUD approved Equal Housing Opportunity logo.
2. The City declared April, 2017 as Fair Housing Month in the form of a resolution.
3. The City declared June 2017 as National Homeownership month in the form of a resolution.
4. Provided links with additional information on the official City website.
5. The Department, in marketing the programs, continued to inform all potential participants in the application packet that they must conform to affirmatively further fair housing and equal opportunity.
6. Continued to use the Equal Housing Opportunity symbol in all general publications.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Parkersburg's Development Department staff have the primary responsibility for monitoring the CDBG and HOME projects. The department keeps records on the progress toward meeting the Strategic Plan goals and on the statutory and regulatory compliance of each activity.

The City monitors all CDBG and HOME projects on a regular basis, including the enforcement of Davis Bacon, Section 3 requirements, Environmental Review processes and other federal requirements.

Per the newly revised Policy and Procedures manual, The City of Parkersburg monitors all Sub-recipients at least once each year. The City will ensure the following:

- All expenditures of Federal funds are eligible under the CDBG and HOME Programs Regulations.
- All purchase orders and contracts are in the files and in accordance with Federal guidelines.
- Proper files are maintained and in place.
- An internal control system is in place and working properly.
- Accounting records are available and accurate.
- Periodic financial reports are maintained and available.
- All financial procedures are designed to avoid or eliminate waste, fraud, or abuse of grant funds.
- There is a written agency policies and procedures manual in place.
- There are written accounting procedures in place that include approving and recording transactions and regular reconciliation of records to check for completeness and accuracy.
- The personnel are capable of performing their responsibilities.
- Procurement of goods and services are in keeping with the Federal requirements.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The CDBG Program requires that Federal Entitlements adopt a Citizen Participation Plan which outlines the roles of citizens, public agencies and other interested parties in the development and review of

plans and performance reports for the Community Development Block Grant and HOME programs. Furthermore, the Citizen Participation Plan provides public access to certain records and technical assistance.

The Citizen Participation Plan will encourage:

- Citizens, public agencies and other interested parties to participate in the development and review of the Consolidated Plan, Annual Action Plans, Environmental Review Records (ERRs), substantial amendments, the Consolidated Annual Performance and Evaluation Report (CAPER), and the Assessment of Fair Housing (AFH).
- Participation by low- and moderate-income persons living in slum and blighted areas and in areas where CDBG and HOME funds are proposed to be used and residents of predominantly low- and moderate-income neighborhoods.
- Participation of all residents of the City, including minorities and non-English speaking persons, as well as persons with disabilities.

Key elements of the plan include:

- Conduct public hearings on the needs of the City, for its residents and interested parties to comment on at the beginning of the planning process for the City's Program Year.
- A public hearing will be held prior to the adoption and/or submission of any substantial plan amendment, the Five Year Consolidated Plan, the Annual Action Plan, the CAPER, and the Assessment of Fair Housing (AFH).
- The City will notify the public that the documents are on public display and are available for review and comment. The place, location, and hours to view the document are published in the local newspaper.

Objections shall include identification and documentation of requirements not met and where data is objected to, and new data shall be offered in its place.

Objections to a particular project or activity should be submitted within thirty (30) days of the publication of the Combined Notice of Release of Funds and Finding of No Significant Impact.

Technical Assistance Shall Be Offered to Facilitate Citizen Participation:

- Requests for assistance shall be made, in writing, to the City's Development Department, specifying the type of assistance required and the reasons for assistance.

The City will provide the Consolidated Plans, as adopted, substantial amendments, and the performance reports to the public, including the availability of materials in a form accessible to persons with disabilities, and to non-English speaking residents, upon request, where practical.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Parkersburg proposed a substantial amendment to its Annual Action Plans for PY 2016, 2015, 2014, 2013, 2011, and 2008. All of which were approved by HUD.

All proposed and approved amendments were necessary due to changes in projects and funding.

An amendment to the City's One-Year Action Plan is considered to be substantial because the budget of one activity (Section 108 Loan Defeasance) exceeds the original line item budget by more than 25%. Additionally, to fund this program from \$180,000 to \$361,000 two other programs were removed from the Annual Action Plan 2016 PY includes: Economic Development Incentive Program \$50,000 and Downtown Facade Program \$37,000. The 2015 PY includes: Planning and Administration \$50,000, City Park Pool Upgrades \$40,000, St. Mary Ave. / Dudley Streetscape \$100,000, South Parkersburg Sidewalk \$30,000. The 2014 PY includes: Fire Pumper Truck Lease \$3,116.63, City Park \$16,354.97, Southwood Park \$16,354.97. The 2013 PY includes: 13th St. Sidewalk \$34.33. The 2011 PY includes: Demolition \$12,817.52, Riverfront- Bike Path \$1,448.98. The 2008 PY includes: Demolition \$108.25, Fire Dept. Pumper \$4,450.35.

The City proposed the following budget revision (substantial amendment) for the 2016 CDBG Program to address a potential 1.5 time timeliness test.

Per the City of Parkersburg's Citizen Plan, The City and The Parkersburg/Wood County Home Consortium is committed to providing the citizens of the City with the opportunity to comment and make suggestions on the utilization of Community Development Block Grant and HOME Investment Partnership funds, to the greatest extent feasible.

The City has notified citizens of the proposed substantial changes to the Annual Action Plan by publishing a statement of the changes in the local newspaper of general circulation (The Parkersburg News and Sentinel) as well as the City's Website, www.parkersburgcity.com. The statement contained a listing of the proposed changes, and procedures to follow to make comments or register complaints about such changes. Said notice provided a period of 15 days for citizen comments. No such comments were received during that timeframe. If received, the City would consider any such comments, and if appropriate, modify the proposed changes. Any such comment shall be included as part of the City's submission of the amendment to HUD and the Integrated Disbursement & Information System (IDIS). The substantial amendment was presented to CITY council on February 28, 2017 and Parkersburg City council approved the presented resolution.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI)

grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The City does not traditionally inspect rental housing; however, Westbrook Health Services and the Parkersburg Housing Authority perform monthly on-site inspections for all of their residents involved in their permanent housing program. To accomplish goals of providing safe, decent and affordable housing to low income families, program regulations set basic housing quality standards, which all units must meet before assistance can be paid on behalf of a family and must also be monitored annually throughout the term of the assisted tenancy.

In this Program year, and for the remainder of the projects affordability period The City of Parkersburg's Development Projects Administrator is responsible for monitoring the IDIS Activity 936 *Senior Residence*. This activity provided funding for 4 garden style, two-bedroom units within a 36 unit apartment complex to be rented to LMI tenants. Year two of a twenty year affordability period was conducted on March 6, 2016 and found to be in compliance with the Cooperative Agreement between the City of Parkersburg and Parkersburg Senior Residence LLC. 4 units are occupied by individuals below 60% of the area median income.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City continued Fair Housing Activities to promote Fair Housing Choice in Wood County. Staff continued to promote Fair Housing Month, as reflected in an official proclamation by the Mayor of Parkersburg and the Parkersburg City Council approving a resolution proclaiming April to be Fair Housing Month. The city has additionally promoted affirmative marketing actions through our many partners.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Program Income (PI) generated in the 2016 program year totaled \$226,822.53. This PI came from several different projects, including Owner Occupied Rehabilitation Projects. \$119,999.32 was expended during the PY. The City has anticipated accruing PI for one PY and allocating the whole sum in the next PY Annual Action Plan. \$120,000 was estimated in the 2017 AAP.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES

**ONLY: Including the coordination of LIHTC with the development of affordable housing).
91.320(j)**

The Parkersburg/Wood County HOME Consortium set forth the following priorities in providing affordable housing in its Consolidated Plan: rehabilitation, homebuyer assistance, and construction of new affordable housing.

The City's partnership with Habitat for Humanity also increases the number of affordable housing units in the housing inventory. Habitat generally builds one new home a year in cooperation with The Parkersburg/Wood County Consortium, and provides them for sale to low-moderate income individuals. Through Habitat for Humanity, the City further eliminates financial barriers. Due to the volunteer labor, the cost to build a Habitat single-family home is much lower than those incurred by conventional methods. Therefore, mortgages on these homes are much lower, which provides LMI Households the opportunity to purchase a new single-family home.

Additionally, \$71,140 was provided as direct financial assistance to three homebuyers to purchase their first home. \$41,190 was spent on three owner-occupied rehabilitation projects for low income households.