

The Consolidated Annual Performance Evaluation Report (CAPER) is a one-year plan which describes the eligible projects, programs and activities that were undertaken with CDBG, and HOME funds during the 2017 program year (July 1, 2017 – June 30 2018) and their relationship to priority housing, community and economic development needs in the City of Parkersburg and Wood County. The CAPER assesses the City’s activities and accomplishments in relation to the 2015-2019 Consolidated Plan (Con Plan) and the 2017 Annual Action Plan. The purpose of the CAPER is to show how the City has carried out its HUD-funded activities in accordance with the applicable regulations and priorities identified in the Con Plan.

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 2017 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.

- Continued to administer the City’s Minor Home Repair Program. The City completed seventeen (17) minor repairs on homes owned by low-income families. This was an investment of \$138,659 into low and moderate income housing stock.
- Continued to administer the City’s Owner-Occupied Rehabilitation Program. The City completed four (4) rehab projects on homes owned by low-moderate income households throughout Wood County. This was an investment of \$51,462 into low and moderate income homes.
- Continued to administer the City’s Emergency Home Repair Program, to assist low and very-low income households with emergency repairs that pose an immediate health and safety concern. The City completed eleven (11) emergency repairs during the program year. An investment of \$49,004 was made to ensure low income homeowner could remain in their home.
- Assisted five (5) families obtain home ownership using the City’s Down Payment Assistance Program (DPAP). \$48,607 was provided as direct financial assistance to homebuyers. This was the first program year the program was offered.

- Provided assistance to a local business, SW Resources, which expanded their warehouse in Downtown Parkersburg. CDBG funding will help spur economic development and created upwards of 250 additional positions. Positions created are offered to individuals with intellectual and developmental disabilities.
- Continued work with Habitat for Humanity of the Mid-Ohio Valley, a Community Housing Development Organization (CHDO), to build affordable housing for low income families. During the 2017 program year, the City provided HOME Funds to build one (1) new single-family home. As a result, Low-Income Households will move into safe, decent and affordable housing.
- Continued funding for critical public services, which includes assistance to the City’s COPE Police Program and the CODE Enforcement Division. These services are provided exclusively in low and moderate income census tracts throughout the City with a program that would not exist without CDBG funding.
- Demolished a blighted property at 806 Quincy St. Parkersburg, WV.
- Provided financial assistance to the Family Crisis Intervention Center to administer a rental assistance program. This organization will provide first month’s rent and security deposits to individuals that are victims of domestic and sexual assault to provide them with a path to self-sufficiency and independence.
- Provided financial assistance to the Family Crisis Intervention Center to make an immediate repair to the building and grounds to correct longstanding water leaks. Repairs are necessary to continue providing life-saving emergency services to victims/survivors of domestic and sexual violence.
- Provided Financial Assistance to the Children’s Home Society to administer a tenant based rental assistance (TBRA) program. This program is intended to provide continuing housing assistance over 6-18 months in the form of rent to at risk and homeless youth aged 18-24. Participants will have a plan of action to attain self-sufficiency through the course of this program.
- Continued making payments on a Section 108 loan to repay the redevelopment of Point Park. \$76,855 was allocated to be made in the 2017 PY

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.

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Enhance Assistance for Special-Needs Residents	Affordable Housing Non-Homeless Special Needs	CDBG: \$149,709 HOME: \$70,000	Homeowner Housing Rehabilitated	Household Housing Unit				28	28	100%
Enhance Assistance for Special-Needs Residents	Affordable Housing Non-Homeless Special Needs	CDBG: \$149,709 HOME: \$70,000	Housing Assistance to low income tenants	Persons Assisted				154	100	64.94%
Ensure area Neighborhoods are Safe and Vibrant	Non-Housing Community Development	CDBG: \$294,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted				6900	64000	92.75%
Increase Business Activity in LMI Neighborhoods	Non-Housing Community Development	CDBG: \$75,000	Businesses assisted	Businesses Assisted				3	1	33.33%
Increase Business Activity in LMI Neighborhoods	Non-Housing Community Development	CDBG: \$75,000	Jobs created/retained: 20 Jobs	Jobs Created				50	8	16.00%
Increase Home Ownership Rates	Affordable Housing	HOME: \$235,000	Homeowner Housing Added	Household Housing Unit				1	0	0.00%
Increase Home Ownership Rates	Affordable Housing	HOME: \$235,000	Direct Financial Assistance to Homebuyers	Household Housing Unit				13	12	93.30%
Increase Recreational Opportunities	Non-Housing Community Development	CDBG: \$77,855	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted				6850	6850	100.00%

Table 2 - 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 2017 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 a 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 has also been budgeted for a Community Tool Shed in FY 2018 for \$30,000.

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.

The City of Parkersburg was able to provide assistance to a local business, SW Resources, which expanded their warehouse in Downtown Parkersburg. The CDBG funding will help spur economic development and created upwards of 250 additional positions, all impacting low and moderate income individuals. All positions created are offered to individuals with intellectual and developmental disabilities.

Not all accomplishments were realized this PY. Reasons for this vary, however, the City feels that with the implementation of the Down Payment Assistance Program (DPAP), a significant increase in outcomes related to direct financial assistance to homebuyers will be realized. The 2018 HOME budget saw a dramatic increase in funding to provide funding for new construction or rehab of a multi family residence in a targeted neighborhood. \$430,546 was allocated for this project, far more than any other single project receiving HOME funding.

The City of Parkersburg continues to work more closely with local non-profit, social service agencies in the area. By providing subrecipient agreements to several organizations, we are better equipped to coordinate efforts in addressing the needs and reducing barriers to low and moderate income residents in our community. Partners this past year include; the Family Crisis Intervention Center to provide rental assistance to individuals that have been subjected to domestic and sexual violence, The Circles Campaign of the Mid-Ohio Valley to provide community based initiatives to assist families in poverty achieve their goals of self-sufficiency, and the Children’s Home Society administer a tenant-based

rental assistance program, a first for the HOME Consortium.

The City utilized CDBG funds to demolish a blighted property at 806 Quincy St. Parkersburg, WV. This home was a long vacant, a burnt out structure, and utilized by vagrants periodically. The demolition will keep the immediate community safe and potentially increase property values to neighboring property owners.

In the 2017 program year, the St. Marys/Dudley Avenue streetscape project had been allocated \$150,000 and subsequently an additional \$130,000 in 2018. The City's Development Department is awaiting word on additional grant funding from the Department of Transportation of approximately \$220,000. If granted, the City intends to replace deteriorated sidewalks, curb cuts and truncated domes along St. Marys Avenue from 13th Street to 16th Street. By starting this streetscape project, the City hopes to enhance the economic and social vitality of the major corridor as a commercial district with an active street that is safe and pedestrian-friendly.

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

CR 05 -Table 1

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	375	9
Black or African American	14	0
American Indian or American Native	1	0
Black/African American & White	8	0
Other multi-racial	1	
Total	399	9
Hispanic	1	0
Not Hispanic	398	9

Table 3 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The City assisted far more residents than the Racial and Ethnic Composition chart would suggest. Primarily because many projects that are qualified based on area, do not capture these characteristics. One respondent under the CDBG Program selected the 'prefer not to disclose' ethnicity component of their application. The Section 108 Riverfront Park project, COPE Police, Code Enforcement and SW Resources are some of the examples. Racial and Ethnic Composition is pulled primarily from Housing projects. Racial demographic data that is representative of the City's overall demographic characteristics.

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	757,064	517,209
HOME	HOME	242,510	221,234
HOPWA	HOPWA	0	0
ESG	ESG	0	0
Other	Other	0	0

Table 4 - Resources Made Available

Narrative

During the 2017 PY, the City of Parkersburg and Parkersburg/Wood County HOME Consortium had a combined \$999,574 in HUD funds. The Community Development Block Grant (CDBG) allocation was \$757,064. The HOME allocation was \$242,510. The City of Parkersburg and Parkersburg/Wood County HOME Consortium expended \$738,443 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 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 owner 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
City of Parkersburg WV and Wood County WV	80	100	Entitlement Community

Table 5 – Identify the geographic distribution and location of investments

Narrative

In the Development of the City's 2017 Annual Action Plan, all planned activities were located within and/or targeted to low and moderate income residents. Compared to the City as a whole, LMI census

tracts generally have an older housing stock, higher percentages of renter occupied housing, higher vacancy rates, and are generally severely burdened with housing costs. 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.

HUD encourages CDBG and HOME grant recipients to use funds to attract or leverage other funds for projects and programs. The City must report other funding for programs and projects in the year-end report as well as provide an estimate of the potential for leveraging funds in the Annual Action Plan. Sub-recipients are required to provide this

information with their year-end report. The City regularly utilizes 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 programing 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 \$34,194.49 in 2017 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 DPAP provides up to \$10,000 in down payment or closing cost assistance to first-time homebuyers. The remaining funds are generally secured through private lending institutions.

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	3,031,552
2. Match contributed during current Federal fiscal year	222,263
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	3,253,815
4. Match liability for current Federal fiscal year	34,194
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	3,219,621

Table 6 – 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
1708 36th St.	12/07/2016	70,700	0	0	0	0	0	70,700
3506 Emerson Ct.	11/23/2016	76,000	0	0	0	0	0	76,000
817 17th St. Vienna	10/28/2016	75,563	0	0	0	0	0	75,563

Table 7 – 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 \$
119,299	226,326	140,324	6,290	205,300

Table 8 – 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 9 - 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 10 – 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 11 – 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	35	7
Number of Non-Homeless households to be provided affordable housing units	35	37
Number of Special-Needs households to be provided affordable housing units	0	0
Total	70	44

Table 12 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	35	7
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	21	32
Number of households supported through Acquisition of Existing Units	13	5
Total	70	44

Table 13 – Number of Households Supported

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

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 Down Payment Assistance Program (DPAP). In partnership with local banking institutions, the City of Parkersburg Development Department accepts loan applications for down payment 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. To help promote this new program, City staff hosted several informational meetings throughout Wood County for 2 months. The meetings outlined all of housing programs, guidelines and benefits available to residents in the City of Parkersburg and/or Wood County. However, the Down Payment Assistance Program was the primary topic discussed for interested citizens.

Due to gains the previous year, one-year goals (and expectations) were raised significantly over the 2016 program year. This was done in response to a more concerted effort to fund and administer both the minor home repair program as well as the emergency home repair program. 2017 was the first year the Down-Payment Assistance Program saw recipients as well. Because of these efforts, the number of non-homeless households to be provided affordable housing units and the number of households supported through the rehab of existing units has increased. The Down Payment Assistance Program is still being administered and had several successful applicants move into their first home, but just after the program year ended. These numbers, and several more will be reported in the next CAPER. 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 Westbrooks permanent housing plan, thus, having small variances between projected vs. actual outcomes will exist. Furthermore, Family Crisis Intervention center and the Children's Home Society help the City to administer and offer affordable housing programs to low and moderate income individuals. These cooperative agreements were not executed until March 2018 so they are still early on in their programming. Our office anticipates higher outputs as each subrecipient moves further along in their program.

In recent months it came to our attention that a HOME assisted activity located at 2404 7th Avenue, Parkersburg, WV was ineligible and not in compliance with Federal regulations. Due to this ineligible activity, the project must be cancelled in IDIS and all funding drawn from this activity will be returned to the Consortium from the CHDO. This was why the Consortium did not meet the number of households supported through the production of new units of 1.

Discuss how these outcomes will impact future annual action plans.

The City has begun working with new and additional partners to assist in the administration and execution of providing affordable housing opportunities to low and moderate income individuals. The City and HOME Consortium will see increased outcomes in subsequent program years in acquisition of existing unit's goals, due to increased funding and press coverage of the Down-Payment Assistance Program. Additionally, with the implementation of a new program this past program year, the Consortium has already seen increased outcomes from the Tenant Based Rental Assistance Program (TBRA) specifically increasing the Rental Assistance goals. Continuing to partner with subrecipient like the Family Crisis Intervention Center and others, goals will increase in addressing affordable housing. Several new requirements have been implemented for the TBRA program, which is intended to comply with Title II of the Cranston Gonzales National Affordable Housing Act (Section 215 Qualification as Affordable Housing). The HOME TBRA program offers households great flexibility in selecting a housing

unit. Households must be free to select the unit of their choice (anywhere in Wood County). Subrecipients, like The Children’s Home Society must disapprove a lease on behalf of the tenant if the subrecipient determines the rent is not reasonable, based on rents that are charged for comparable unassisted rental units. Also, Section 8 Housing Quality Standards (HQS) must be used for all HOME TBRA activities. Inspection to verify compliance with HQS and occupancy standards should be made both at initial move-in and annually during the term of the TBRA assistance. Subrecipient must ensure that the property complies with standards and requirements for as long as the unit is occupied by a TBRA recipient. The tenant’s lease must comply with the requirements in §92.253(a) and (b). To ensure compliance with the tenant protections, the TBRA administrator must review the owner’s lease to ensure that it does not include any of the prohibited lease provisions. The City of Parkersburg and the Parkersburg/Wood County HOME Consortium feels these assurances will protect low-income renters and the viability of the program for future annual action plans.

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	14	4
Low-income	14	5
Moderate-income	0	4
Total	28	13

Table 14 – Number of Households Served

Narrative Information

Extremely low income households were primarily served by housing 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 2017 PY. Generally, moderate income individuals are stronger applicants for the SHOP, Owner-Occupied Rehab and DPAP programs. Requirements for that program include the homes that are purchased are up to local building code standards. At times, homes are unable to meet these requirements at lower purchase price points. The Owner-Occupied Rehabilitation program is only offered to individuals with an adequate debt-to-income ratio, with a proven ability to repay a loan, which can be more challenging for lower income households. Previously mentioned, the number of individuals experiencing homelessness was lower than originally anticipated. Family Crisis Intervention center and the Children’s Home Society help the City/Consortium to administer and offer affordable housing programs to low and moderate income individuals. These cooperative agreements were not executed until March 2018 so they are still early on in their programming. Our office anticipates higher outputs as each subrecipient moves further along in their program. Both subrecipients offer assistance to low-income individuals, and because of the types of assistance provided, these individuals are provided with affordable housing through rental programs, as opposed to homeownership programs.

The City has helped over the past year to fund the Family Crisis Intervention Center. FCIC will administer a rental assistance program by providing first month’s rent and security deposits to individuals that are

victims of domestic and sexual assault to provide them with a path to self-sufficiency and independence. In many instances, this program is intended to address worst-case needs. Worst-case needs are defined as low-income renter households who pay more than half of their income for rent, live in seriously substandard housing, which includes homeless people, or have been involuntarily displaced. Furthermore, the City does not provide distinctions to substandard and seriously substandard housing. The City does monitor whether individuals in this program are moving into an apartment after previously being homeless. 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 and radio station, and social media account regarding our housing programs, which has generated modest 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 already in critical need of other services.

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

The Development Projects Administrator serves on the Emergency Food and Shelter (EFSP) Program Board of Directors. The EFSP was established in 1983 and chaired by the Federal Emergency Management Agency (FEMA) which would ultimately consist of several organizations, including; the American Red Cross, Catholic Charities, National Council of the Churches of Christ, the Jewish Federation, the Salvation Army and the United Way. The EFSP board is tasked with decision making to place special emphasis on identification of and assistance to the elderly, families with children, Native Americans, and veterans. The authorization also requires that homeless, or formerly homeless persons serve on the board as well. This board is tasked with setting funding priorities, with resources available in the community, the emergency food and shelter needs in the community, gaps in services and focus resources to best address those needs.

The City of Parkersburg partners and provides financial support to Westbrook Health Services, Children's Home Society, and The Family Crisis Intervention Center. Westbrook has operated 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. Additional activities are now underway for the Family Crisis Intervention Center to administer a rental assistance program to individuals residing at their shelter and whom are victims of domestic and sexual violence. The Children's Home Society administers a Tenant Based Rental Assistance Program to homeless or individuals at serious risk of becoming homeless. Recently, the City of Parkersburg has provided conditional approval to the Latrobe St. Mission to purchase security lockers on their facility to enable residents of the shelter to safely secure their belongings during the day while they are out looking for housing and employment opportunities.

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

The Circles Campaign of the Mid-Ohio Valley is a new partnering agency, and activity for PY 17. The Circles Campaign is a community based initiative that assists families in poverty to achieve their goals to become self-sufficient through education and supportive friendships. Project funding provides administrative supports for a children's instructor as well as specific classroom materials. Participants in this program are often extremely low-income, and potentially likely to become homeless if not connected with extensive supportive services.

Additionally, the City feels that many of the housing rehabilitation programs is an opportunity to assist low and extremely 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 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 has provided conditional approval for the Mid-Ohio Valley Fellowship home to make an

emergency upgrade to the facilities HVAC system. This will allow the two story unit to be warm during the winter months. The MOV Fellowship Home is a residential recovery program for adults with or without their dependent children, who are most often homeless with chronic substance abuse. Currently, five homes are utilized where they teach life skills, which assist in developing a personal program of recovery and a plan for sober re-entry into the community, work and family. 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 (PHA) 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 2017 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. Additionally, the City hopes to offer down-payment assistance to residents in the PHA. 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 complex. 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 17 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 incentives 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 with 40 units is currently being built in South Parkersburg in a R3 zone (Parkersburg Elderly Housing). While 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. Additionally, opportunity zones are a new community development program established by Congress in the Tax Cuts and Jobs Act of 2017 to encourage long-term investments in low-income urban and rural communities nationwide. The Opportunity Zones program provides a tax incentive for investors to re-invest their unrealized capital gains into Opportunity Funds that are dedicated to investing into Opportunity Zones. Two such zones were approved by the United States Treasury Department, census tract 110 and census tract 7.01. The next item to consider is to develop a tract assessment of key marketable properties and locations for potential invested to consider. The City is excited to have additional resources to offer to private capital and spur economic development in our distressed communities. Finally, 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 (Murdoch Apartments).

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,

therefore 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. Additionally, the Development Department 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. Additionally, all homebuyer programs receive a lead visual assessment to determine the presence of chipping and/or peeling paint in homes built before 1978. The City's Code Enforcement Officer/Housing Inspector is certified as a Lead-Based Paint Inspector as well as Risk Assessor. The 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 done 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. 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.

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.

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 affirmatively furthering fair housing. The following identified impediment 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, 2018 as Fair Housing Month in the form of a Council resolution.
3. Published a full page ad in the Ohio Valley Real Estate Magazine, a local real estate resource for residential, commercial, lots, acreage and rental properties in West Virginia and Ohio. The ad celebrated the 50th Anniversary of the Fair Housing Act as well provided information realtors can use to determine how to navigate the law for potential renters and homebuyers.
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.

In accordance with the departmental policy and procedures manual, The Development Department 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 and HOME programs require 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 a publication for a Combined Notice of Finding of No Significant Impact (FONSI) and Notice Of Intent to Request Release of Funds (NOI-RROF).

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.

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.

An amendment to the City's One-Year Action Plan will be considered to be substantial if one of the following criteria is met:

- Funds are to be used for an activity/project not identified in the plan;
- An activity/project originally identified in the plan is not to be carried out;
- The purpose, location or beneficiaries of a project/activity changes from the originally stated purpose, location or beneficiaries; OR the scope of the project/activity changes substantially;
- The budget of a particular activity/project exceeds the original line item budget for such project/activity by more than 25 percent.

The City of Parkersburg proposed a number of substantial amendments to its Annual Action Plans for PY 2017, 2016, 2015, and 2014. All of which were reviewed/approved by HUD in substantial amendments in IDIS.

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

On November 9, 2017 the City of Parkersburg reduced/closed out completed activities for the 7th & Market St. Economic Development, 2015 General Administration budget, and the Boys & Girls Club Pocket Park Project to fund the 806 Quincy St. demolition project.

On February 27, 2018 the City Council voted to increase funding for the Minor Home Repair Program and the Emergency Home Repair Program. An immediate need was observed in the Emergency Repair Program as 2 projects are 'shovel-ready'. The Development Department requested the budget revision to ensure both programs had sufficient funds for the next several months. A majority of funds for the revision were reallocated from the Riverfront Park - Section 108 Loan Payment. Since Parkersburg City Council defeased a portion of the loan payments in 2017, the fund balance for that activity could be reallocated.

The Parkersburg City Council had previously allocated \$15,000 in PY14 Community Development Block Grant (CDBG) funds to the Parkersburg-Wood County Library to assist with ADA improvements during

the construction of the South Parkersburg Branch at 1807 Blizzard Dr. These funds were not utilized. More recently, the Parkersburg-Wood County Library intended to repurpose these funds to assist in the renovations of their library at 3100 Emerson Ave. These funds were intended to make ADA improvements to the building. Again, this project never materialized due to strict construction schedules. Upon completion of the libraries renovations, funding limitations did not allow important improvements to the young adult reading area. On May 3, 2018, City Council reallocated these funds once again to provide technology equipment to the Young Adult Learning Center which will qualify as an eligible activity through the CDBG Program because the library is located in a low-moderate income area.

On June 4, 2018 the Parkersburg City Council approved funding to the Family Crisis Intervention Center, 1 of 14 licensed domestic violence shelters in the state of West Virginia to make necessary repairs to grounds around the building to correct longstanding leaks. Repairs were necessary to continue providing life-saving emergency services to victims/survivors of domestic and sexual violence. Funding was reallocated away from the 2016 General Administration line item for this newly created activity.

During the program year, the City continued to make payments for an existing Section 108 Loan, which was used for the expansion and revitalization of Riverfront Park. The City set aside \$76,855.00 in PY 2017 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 loan defeasance was paid in PY 2016 hence why the City is only making an interest payment in FY 2017. It is estimated that this public facility activity benefits 6,500 LMI individuals each year.

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

As part of the TBRA program, initial and annual inspections of rental units are required to meet all Housing Quality Standards (HQS). 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, in compliance with 92.504(d) 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 three of a twenty year affordability period was conducted on May 25, 2018 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. If deficiencies are observed by the inspector, a follow-up inspection is scheduled to verify that deficiencies are corrected and must be done within 12 months.

The Section 8 Housing Quality Standards (HQS) must be used for HOME TBRA activities. Inspection to verify compliance with HQS and occupancy standards should be made both at initial move-in and annually during the term of the TBRA assistance. Subrecipients are responsible for housing inspections as it relates to TBRA assistance,

- The subrecipient must develop local occupancy standards that specify the number of bedrooms needed by households of various sizes and composition.
- Eligible unit size: The occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible.
- When the household is selected for the HOME TBRA program, the subrecipient should counsel the household about the unit size for which the household is eligible. If the household will be permitted to select a unit that is larger or smaller than the eligible unit size, the subrecipient should explain the impact of this choice on the tenant's payment. The subrecipient may refer the household to appropriate units, but may not require the household to select the referral unit. Subrecipient must ensure that the property complies with standards and requirements for as long as the unit is occupied by a TBRA recipient. The subrecipient must conduct an annual inspection to ensure that the unit still meets HQS. The subrecipient must also ensure that the unit is the appropriate size for the household in order to meet the occupancy standard.

Additionally, all homebuyer activities, including SHOP and the Down Payment Assistance Program (DPAP) receive a thorough on-site inspection by the Municipal Housing Inspector prior to completing the

activity, or drawing any funds in IDIS. Housing Quality Standards (HQS) forms accompany each project file. This initial inspection is done to ensure the home is code compliant, and that each of the major systems in the home will have a remaining useful life for a minimum of 5 years. The Parkersburg/Wood County HOME Consortium wants to assist first-time homebuyers to purchase not just affordable homes, but homes that are safe, and not to expect major systems to fail within the first few years of ownership. If code deficiencies are identified in the initial inspection, a follow-up visit is scheduled after necessary repairs are made and the consortium remains in compliance with 92.251.

To remain in compliance with 92.252, the Parkersburg/Wood County HOME Consortium mails out a HOME Anniversary letter to past recipients of all housing projects. The purpose of this letter is to ensure continued compliance during the affordability period of the project. This letter requests the homeowner submit a current copy of the utility bill and paid property tax information to the Development Office.

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

The City shall use a variety of public service announcements to inform persons of all genders, races, ages, ethnic groups, and religious orientation, and employment status, sources of income, marital status and sexual orientation of the availability of the housing opportunities made under the HOME Program.

By virtue of the above policy, the City of Parkersburg:

1. Will continue to periodically publish information about programs it is implementing. Such information will include reference to the Affirmative Marketing Policy; Federal, State and local fair housing laws; and contain information on the program and housing units. New programs are introduced in the community through special news releases and as such, call attention and impart information about them.
2. Does include, in its contractual agreement with sub-recipients in the HOME Program, the requirements of an Affirmative Marketing Policy for a period of time equal to their HOME loan term. This policy is to include the following requirements:

a) Inform the Parkersburg Housing Authority and those community organizations offering referral services when a unit becomes available.

b) Maintain a log of all households and applications received for occupancy in vacant units and to assess marketing effectiveness.

c) Use the Equal Housing Opportunity logo, slogan, or statement in all advertising:

Equal Opportunity Logo

Slogan: "Equal Housing Opportunity"

Statement: “We are pledged to the letter and spirit of US policy for achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion or national origin.” This information will be provided individually unless the advertisement appears in publication which carries a blanket Equal Opportunity logo, slogan, or statement.

d) Maintain a nondiscriminatory hiring policy.

e) Display the Equal Housing Opportunity logo (in office or where there is a project sign).

3. Requires that in support of the Affirmative Marketing Policy, the sub-recipient makes every effort to solicit applications from persons not likely to apply for the housing without special outreach.

This shall include in addition to notifying the local housing authorities of occurring vacancies, the Urban League and any other community organizations the City identifies as providing housing referral services.

4. Review sub-recipient efforts to affirmatively market their units on an annual basis and suggest corrective action for sub-recipients who fail to follow the affirmative marketing requirements.

5. Through the Department of Community & Economic Development & Inspections, the City will develop and distribute informative materials through community outlets to aid in the affirmative marketing effort of these units.

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 2017 program year totaled \$226,326. This PI came from several different projects, including Owner Occupied Rehabilitation and SHOP projects. \$140,324 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. \$220,000 was estimated in the 2018 AAP.

More specifically, program income drawn down in the Integrated Disbursement & information System (IDIS) during the 2017 program year is as follows:

- IDIS Activity # 986 - CHDO 704 Thomas St.
- IDIS Activity #987 – CDHO 2404 7th Ave.
- IDIS Activity #990 – SHOP 817 17th Ave.
- IDIS Activity #996 – SHOP 1708 36th St.
- IDIS Activity #1001 – SHOP 3506 Emerson Ct.

The Parkersburg/Wood County HOME Consortium continued work with Habitat for Humanity of the Mid-Ohio Valley, a Community Housing Development Organization (CHDO), to build affordable housing

for low income families. The Consortium provides HOME Funds and program income to build single-family homes. As a result, Low-Income Households will move into safe, decent and affordable housing. Furthermore, 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 Consortium is able to use HOME funds as well as program income when available.

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)