

STATE OF WEST VIRGINIA
CITIZEN PARTICIPATION PLAN
FISCAL YEAR 2019

DRAFT



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The State of West Virginia's 2019 Action Plan is part of the Five-Year Consolidated Plan covering 2015-2019. The Consolidated Plan and Annual Action Plan are required by the U.S. Department of Housing and Urban Development (HUD) as a prerequisite to receive funding through the following programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Trust Fund (HTF), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). Pursuant to the authority by the State of West Virginia's Governor, Jim Justice, the West Virginia Development Office (WVDO) and West Virginia Housing Development Fund (WVHDF) will administer the above referenced federal funds on behalf of the State. The CDBG, ESG and HOPWA programs are administered by the WVDO. The WVHDF administers HOME and HTF funded programs. The WVDO serves as the lead agency for the State's Consolidated and Annual Action Plan. These State agencies have collaborated in the preparation of the annual Action Plan for program year 2019, beginning July 1, 2019 through June 30, 2020.

As guided by 24 CFR Part 91, the Annual Action Plan contains all required sections, priorities, and general strategies to allow for the implementation of the programs contained in this plan. It establishes goals for meeting priority needs over the next program year and reflects past performance. Additional documents related to the Annual Action Plan are submitted under the Grantee's Unique Appendices as required. These documents include the Update to the Analysis of Fair Housing Impediments and all supporting material, as well as documents related to public input derived through the Citizen Participation Plan.

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2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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The State of West Virginia will continue to follow previously implemented performance measurements prescribed by HUD. All activities funded will address one of these three primary objectives which will provide an outcome of availability/accessibility, affordability and/or sustainability:

1. Provide decent affordable housing
2. Create economic opportunities
3. Create suitable living environments

Similarly, all funded activities will achieve one of the following:

1. Increase the supply of affordable rental housing: HOME Program approximately 74 units; and HTF Program approximately 50 units.
2. Support homeownership opportunities for low to moderate income first-time homebuyers: HOME Program - approximately 10 units.
3. Increase affordable, accessible housing opportunities for special needs populations: HOPWA and ESG Program - 175 individuals.
4. Support local efforts to assure that households in a housing crisis are able to obtain and/or maintain housing stability: HOPWA and ESG Program - 2800 individuals.
5. Support job creation or retention efforts: CDBG Program - 0 jobs.
6. Support local community development efforts to assist low- and moderate-income citizens to achieve an improved quality of life by supporting locally developed strategies to protect, maintain, and expand access to facilities, and services and to revitalize deteriorating downtown and residential neighborhood areas: CDBG Program - 0 facilities.
7. Support local government efforts to provide affordable infrastructure systems to strengthen the foundations for economic growth and alleviate conditions that affect environmental quality, public health, or welfare: CDBG Program – 5,972 low- and moderate-income persons will benefit from new and

improved infrastructure systems, to include water and wastewater and broadband. Broadband Planning Grants will benefit 10 counties within the State of West Virginia.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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For FY 2018 program year, 7-1-18 through 6-30-19, the State achieved the following outcomes:

1. Increase the supply of affordable rental housing:

- HOME CHDO: Construction of 15 Single Family housing units and 9 rental units.
- HOME Rental: 149 rental units.
- HOME CHDO Operating Assistance Grants: 9 CHDOs.

2. Supporting homeownership opportunities for low to moderate income first-time homebuyers:

NewHOME Program: Acquisition of 3 new units and acquisition of 8 existing units.

3. Increase affordable, accessible housing opportunities for special needs populations:

- HOPWA and ESG Program:
- During the last program year, 6,500 people were assisted through the ESG program.
- Total HOPWA housing subsidy assistance 172 households.

4. Enhance the quality of housing for low to moderate income homeowners:

- HOME Program: One single family owner occupied rehabilitation loan in response to the 6-23-16 Flood.

5. Support local efforts to assure that households in a housing crisis are able to obtain and/or maintain housing stability:

- ESG Programs: 1,719 individuals were able to obtain housing stability.

6. Support job creation or retention efforts:

- CDBG Program: No projects were awarded in 2018.

7. Support local community development efforts to assist low-and moderate-income citizens to achieve an improved quality of life by supporting locally developed strategies to protect, maintain, and expand access to facilities, and services and to revitalize deteriorating downtown and residential neighborhood areas:

- Each infrastructure project that received CDBG funding assisted low-to moderate-income citizens in achieving an improved quality of life through the development of clean, reliable water, wastewater and broadband.
- The CDBG projects either improved the current infrastructure or extended services to previously unserved areas, and this continues to be a critical need in many areas of West Virginia.
- During the last program year, seven CDBG Infrastructure projects were completed through the state.

8. Support local government efforts to provide affordable infrastructure systems to strengthen the foundations for economic growth and alleviate conditions that affect environmental quality, public health, or welfare:

- CDBG Program: Invested \$13,084,044 in 20 public infrastructure projects (9 water and sewer and 11 broadband development), serving approximately 5,972 (low-to-moderate income) persons. Broadband Planning grants benefited approximately 10 counties in the State of West Virginia.

Additional text for Evaluation of past performance

In addition to the above outcomes, the CDBG program implemented the following with plans to continue to build upon such activities:

- CDBG Implementation Meetings: Mandatory implementation meetings were conducted with each new grantee, in which WVDO staff reviewed the goals and objectives of the CDBG program, and specific requirements concerning environmental review, labor compliance, Section 3, Fair Housing, procurement, citizen participation and other rules and regulations.
- Fair Housing: The WVDO and the WVHDF conducted an interim update to the Analysis of Impediments to Fair Housing in 2018. Additionally, the WVDO Compliance Unit monitors all Grantee's Fair Housing activities annually to ensure compliance.

Environmental Review: The WVDO continues to administer procedures to ensure that all projects fully comply with the environmental review requirements under 24 CFR Part 58.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In developing the annual Action Plan, the WVDO and WVHDF followed the State's Citizen Participation Plan and consulted with a broad range of local, regional and state organizations, including local units of government, continuums of cares (CoC's) and other interested parties through outreach efforts. This draft plan was published on the West Virginia Department of Commerce website and was widely distributed via email and in hard copies as outlined in the plan upon request. The State encouraged all citizens to participate in the planning process. Accommodations were made for non-English speaking persons and persons with mobility, visual, or hearing impairments as needed.

Three public hearings were publicized at least 14 days in advance in six major newspapers across the State and by website postings, distribution through email, and available within State offices. A copy of the draft plan was emailed to each of the State's Regional Planning and Development Councils. The first hearing was conducted on April 10, 2019 to obtain citizens' views about housing, homelessness, public facilities and services and non-housing community development needs in the State as directed by the citizen participation plan. The second hearing was held on April 16th and the third on April 25th in different locations across the state. The public was invited to submit written comments to the plan within a comment period which began on April 1st and concluded on May 1st, 2019.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

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The State received a variety of comments regarding the various programs during the public hearings as well as submitted during the comment period. Wherever possible, public hearings were structured to incorporate discussion of specific local needs.

Please refer to Citizen Participation Outreach chart in section AP-12 for an overview of all comments, including the verbal comments and written comments submitted by citizens during the public meeting process. All comments were considered as the Action Plan was developed and finalized.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were considered in the development of the plan. Comments or views were gathered through direct participation at the public hearing as well as written comments provided during the

public comment periods.

7. Summary

WVDO and WVHDF will administer the previously referenced federal programs on behalf of the State of West Virginia, with the WVDO acting as the lead agency for the State's Consolidated and Annual Action Plan.

All activities funded will address one of the three primary objectives of providing decent affordable housing, creating economic opportunities, and/or creating suitable living environments, which will provide an outcome of availability/accessibility, affordability, and/or sustainability.

In developing the Action Plan, the WVDO and WVHDF followed the State's Citizen Participation Plan and consulted with a broad range of local, regional and state organizations, including local units of government, continuums of cares (CoCs) and other interested parties through outreach efforts. The draft plan was available on the West Virginia Department of Commerce's website, circulated via email, and three public hearings were held in different regions of the State to foster public participation. Written comments were received during this process and all consultations have been considered during the development of the Annual Action Plan.

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WEST VIRGINIA	West Virginia Development Office
HOPWA Administrator	WEST VIRGINIA	West Virginia Development Office
HOME Administrator	WEST VIRGINIA	West Virginia Housing Development Fund
ESG Administrator	WEST VIRGINIA	West Virginia Development Office
	WEST VIRGINIA	West Virginia Housing Development Fund

Table 1 – Responsible Agencies

Narrative

The HOME Investment Partnerships and Housing Trust Fund will be administered by the WVHDF.

Consolidated Plan Public Contact Information

Two separate agencies -- the West Virginia Development Office and the West Virginia Housing Development Fund -- administer the five key programs included in the HUD Consolidated and Annual Action Plan. Each agency organized and implemented planning activities to include key contacts in the development of the plan. The West Virginia Department of Commerce, West Virginia Development Office is the lead agency and administers the CDBG, ESG and HOPWA programs as detailed in the Consolidated Plan. The HOME Investment Partnerships and Housing Trust Fund will be administered by the West Virginia Housing Development Fund.

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AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

The State of West Virginia works annually with a variety of individuals and organizations to identify gaps in services and identify solutions to such gaps. To supplement this ongoing stakeholder engagement, the State conducted three public hearings and made the draft 2019 Annual Action Plan available for comment as guided by the Citizen Participation Plan. The draft plan was also posted to the West Virginia Development Office website for comment.

As required by the Citizen Participation Plan, the partner agencies (WVDO and WVHDF) distributed information about the planning process and sought to engage involvement from a wide constituency, including participation from low and moderate-income persons, organizations that serve vulnerable segments of the population, related constituent groups, individuals living in slum and blighted areas, and in areas where CDBG, HOME, HTF, ESG and HOPWA funds are used. In addition, the State provided a copy of the draft plan to the 11 Regional Planning and Development Councils. The Regional Councils represent the cities and counties within a specific geographic area and encourage a regional approach to community and economic development initiatives. Realizing that many issues transcend city and county boundaries, the Regional Councils are comprised of representatives from each unit of local government. Additionally, the draft was distributed throughout the state through the four continuums of care to reach nonprofit homeless service providers.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

In the last several years, affordable housing providers and representatives of health, mental health, housing and public service agencies have substantially strengthened their networking and coordination activities. The State has actively encouraged and participated in these efforts and will continue to do so. In consultation with the 4 CoCs in the state, the WVDO acts as a conduit for leading the process of identifying barriers and strategies to address the needs of those experiencing homelessness and those at risk of becoming homeless.

The State of West Virginia works with the following agencies to enhance coordination:

- Social service agencies: The State provides funds to improve services to low and moderate income persons
- Housing providers: The State provides funds to improve the quality of emergency shelters
- Private industry, business and developers: to streamline efforts in efficiently and effectively utilize all available resources

Each year as part of the homeless programs application process, local agencies and organizations are invited to submit proposals for funding for eligible activities. These groups participate in the planning process by attending public hearings, informational meetings and completing reports as necessary.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The State of West Virginia supports all 4 CoCs: (Northern Panhandle CoC (NPC), Balance of State CoC (BOS), Kanawha Valley Collective CoC (KVC) and Cabell-Huntington Wayne CoC (CHW)) in efforts to address the needs of the homeless in the community. WVDO requires that all recipients of ESG funds participate in the annual Point in Time (PIT) count and Housing Inventory County (HIC) Shelter count. All recipients of ESG funding are required to be active members in the CoC which covers the providers service area and to participate in that CoCs coordinated assessment process.

The State of West Virginia has worked to restructure its homeless assistance funding to better align with the State and Federal goals to reduce the number of individuals and families experiencing homelessness, shorten the length of time persons are homeless, and to reduce the number of people returning to homelessness.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The WVDO coordinates with partners in the 4 CoCs and external stakeholders to ensure that the ESG program is part of an integrated, statewide strategy to ending homelessness and improving housing and stability outcomes for families and individuals.

Allocation of ESG funds: Funding availability is announced by the WVDO annually. Applications are emailed to past ESG funding recipients and all CoC leads for information distribution. Applications are also available through the WVDO website for any new applicants wishing to apply. Applications are reviewed based on the proposed implementation of eligible activities and ability to meet performance and compliance objectives. During the review process, all four CoCs are consulted to ensure that applicants are active members of the CoC, that they participate in the Point in Time count and that the policies and practices of the applicants reflect their ability to meet the needs of the population to be served as defined by the CoC. Given the relationship with two of the four CoC's in the State as direct recipients of ESG funding, it is challenging to balance the input of the CoC's. On-going communication and coordination with the CoC's and the national trend have aided the State to determine the percentage of funds that go into each ESG funded activity. Additionally, review of needs across the state voiced by CoC's compared with data drive these determinations. It is the goal of the State to continue

coordination with CoC's through attendance at meetings to continue to understand trends and community needs and adjust the program accordingly.

Policies and procedures for HMIS: The four CoCs in the State of West Virginia identify an HMIS lead which serves on a statewide HMIS steering committee. This steering committee works to develop statewide policies and procedures. WVDO is a member of the statewide HMIS steering committee.

2. Agencies, groups, organizations and others who participated in the process and consultations

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Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Region I Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
2	Agency/Group/Organization	Region II Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
3	Agency/Group/Organization	Region III Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.

4	Agency/Group/Organization	Region IV Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
5	Agency/Group/Organization	Region V Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
6	Agency/Group/Organization	Region VI Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.

7	Agency/Group/Organization	Region VII Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
8	Agency/Group/Organization	Region VIII Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
9	Agency/Group/Organization	Region IX Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.

10	Agency/Group/Organization	Region X Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
11	Agency/Group/Organization	Region XI Planning and Development Council
	Agency/Group/Organization Type	Other government - County Other government - Local Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WVDO works closely with the State's 11 Regional Planning Development Councils in the administration of the CDBG program. Consultations throughout the year included targeted training events, administrative meetings, phone conferences, and frequent communication with project teams, which include units of local government. This cooperative relationship is ongoing and collaborative, resulting in constant feedback for effective program design and administration.
12	Agency/Group/Organization	RELIGIOUS COALITION FOR COMMUNITY RENEWAL
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
13	Agency/Group/Organization	CHANGE, INC.
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.

14	Agency/Group/Organization	NORTH CENTRAL WV COMMUNITY ACTION
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
15	Agency/Group/Organization	Mountain Opportunities Corporation
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
16	Agency/Group/Organization	Community Action of South Eastern WV (CASE)
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
17	Agency/Group/Organization	COALFIELD DEVELOPMENT CORPORATION
	Agency/Group/Organization Type	Housing Services - Housing Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
18	Agency/Group/Organization	FAIRMONT COMMUNITY DEVELOPMENT PARTNERSHIP
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
19	Agency/Group/Organization	MOUNTAIN CAP OF WEST VIRGINIA, INC.
	Agency/Group/Organization Type	Housing Services - Housing Community Action Agency

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
20	Agency/Group/Organization	STOP ABUSIVE FAMILY ENVIRONMENTS
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
21	Agency/Group/Organization	HUNTINGTON HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.

22	Agency/Group/Organization	MINGO COUNTY HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Services - Housing Correspondent Lender
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuous and ongoing consultation with HOME Program participants strengthens the outreach of the WVHDF HOME Department.
23	Agency/Group/Organization	YWCA Charleston
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Service-Fair Housing Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation focused on ways in which the WVDO and WVHDF could partner with the YWCA Charleston and related agencies to affirmatively further Fair Housing. This consultation was requested by the WVDO to explore an issue identified in the State's Analysis of Impediments to Fair Housing, "Unacceptable Levels of Sexual Harassment in Rental Housing." Discussion points included potential partner organizations and opportunities to increase awareness of this issue and subsequently develop action items to address it.

24	Agency/Group/Organization	West Virginia Geological and Economic Survey
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
25	Agency/Group/Organization	West Virginia National Guard
	Agency/Group/Organization Type	Other government - Federal Other government - State
	What section of the Plan was addressed by Consultation?	Military
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
26	Agency/Group/Organization	West Virginia Air National Guard
	Agency/Group/Organization Type	Other government - Federal Other government - State

	What section of the Plan was addressed by Consultation?	Military
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
27	Agency/Group/Organization	West Virginia Broadband Enhancement Council
	Agency/Group/Organization Type	Other government - State Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The State is coordinating and developing broadband projects with the West Virginia Broadband Enhancement Council, the West Virginia Geological and Economic Survey, Office of GIS Coordination, the State's Regional Planning and Development Councils, and other state and federal agencies to facilitate the expansion of this critical infrastructure into unserved and underserved areas of West Virginia.
28	Agency/Group/Organization	WEST VIRGINIA HOUSING DEVELOPMENT FUND
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Housing Finance Agency

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coordination of the State Analysis of Impediments to Fair Housing and the Assessment of Fair Housing. Promotion of events related to Fair Housing.
29	Agency/Group/Organization	WV Human Rights Commission
	Agency/Group/Organization Type	Services - Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Civil Rights Advocate
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coordination of the State Analysis of Impediments to Fair Housing and the Assessment of Fair Housing. Discussion of partnerships for events and training.
30	Agency/Group/Organization	West Virginia Attorney General's Office
	Agency/Group/Organization Type	Services - Victims Other government - State
	What section of the Plan was addressed by Consultation?	Civil Rights and Consumer Protection Agency
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coordination of the State Analysis of Impediments to Fair Housing and the Assessment of Fair Housing.
31	Agency/Group/Organization	WV Childhood Lead Poisoning Prevention Program
	Agency/Group/Organization Type	Services-Children Services-Health Child Welfare Agency Other government - State Grantee Department

What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation provided information concerning the State's strategy for collecting and analyzing information related to lead-based paint in children, 72 months of age or less. The information is derived from the Healthy Homes Lead Poisoning Surveillance System (HHPSS). West Virginia Code, Chapter 16-35-4a, requires systematic blood lead level screening of children, with reporting to the State Health Department.

Identify any Agency Types not consulted and provide rationale for not consulting

No agency types were specifically excluded and all comments and suggestions were considered.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	WV Coalition to End Homelessness	The Strategic Plan and the CoC both strive to reduce an individual's time homeless, reduce recidivism, expedite housing placement via Coordinated Entry, and spearhead the Housing First approach through the State's shelter system.

Table 3 - Other local / regional / federal planning efforts

Narrative

The Huntington Coalition for the Homeless has a partnership with the local health department that informs them of complaints against any unit regarding lead. At this time, that is the only active partnership with state or local health or child welfare agencies that monitor a master list of housing units containing lead. However, subrecipients complete the required lead inspection to assure that families are not being placed in buildings/units with lead. Subrecipients, should they encounter a unit with lead, records such and removes said units from availability within their agency. The State will work with each CoC to coordinate a partnership moving forward that monitors such information.

In addition to the required assessment, record keeping and education, some subrecipients have additional procedures in place regarding lead identification and associated actions. Some subrecipients test students for EBLL when entering the Head Start Program and track within that program. Others work with clients who have reported lead poisoning and their healthcare providers and report incidents of lead poisoning to the WV Bureau of Public Health for tracking.

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AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The State of West Virginia 2019 Action Plan was developed with public input as per the Citizen Participation Plan. The 2019 draft plan was published on the WVDO website on April 1st, 2019 and was distributed via email and provided via paper copy as requested. An executive summary of the draft plan was sent to the State's 11 RPDCs to circulate to the mayors and county commissions in each region. A complete copy of the draft Con Plan was placed in each of the RPDC offices, and a public notice of its availability for review and comment was published in newspapers of general local circulations.

Three public hearings were scheduled to review the plan and provide opportunities for discussion. The WVDO and WVHDF hosted hearings various locations throughout the State during the month of April. In addition, hearings were located at a variety of venues to provide an array of input from individuals and/or agency representatives. These hearings provided an opportunity for in-depth discussion of specific local needs as they relate to each program.

The following public hearings were scheduled to review the PY 2019 Annual Action Plan:

April 10, 2019 (Wednesday)

2:30-4:00 p.m.

WV Housing Development Fund

First Floor Training Room

5710 MacCorkle Ave, S.E. Charleston, WV 25304

April 16, 2019 (Tuesday)

4:00-5:30 p.m.

West Virginia University -- Beckley

Robert C. Byrd Learning Building

3rd Floor, Room 322

Beckley, WV 25801

April 25, 2019 (Thursday) 2:30 - 4:00 p.m. Fairmont-Morgantown Housing Authority

Multi-Purpose Room

103 12th Street

Fairmont, WV 26554

A 30-day public comment period was provided for review and consultation following the availability of the plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community Residents of Public and Assisted Housing	A public hearing was held at West Virginia Housing Development Fund in Charleston, WV on April 10, 2019.			
2	Public Hearing	Non-targeted/broad community Residents of Public and Assisted Housing	A public hearing was held at WV University - Beckley in the Robert C. Byrd Learning Center on April 16, 2019.			
3	Public Hearing	Non-targeted/broad community Residents of Public and Assisted Housing	A public hearing was held at Fairmont-Morgantown Housing Authority on April 25, 2019.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Charleston Gazette on 3/24/2019.			
6	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Dominion Post on 3/24/2019.			
7	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Herald-Dispatch on 3/24/2019/			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Register-Herald on 3/24/2019.			
9	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in The Journal on 3/24/2019.			
10	Newspaper Ad	Non-targeted/broad community	An ad concerning the FY 2019 draft annual action plan and regional public hearings was placed in the Wheeling News Register on 3/24/2019.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
11	Distribution of Draft Plan	Consultation with Regional Planning and Development Councils	The draft plan is provided to each of the State's Regional Planning and Development Council. The State requests that a copy is available in each office for public review as requested. Agency personnel are also asked to review the plan and provide comments and suggestions regarding local needs.			
12	Internet Outreach	Non-targeted/broad community	The 2019 Annual Action Plan draft was available on the WVDO website for public review and comment			http://www.wvcad.org/resources

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

This plan is prepared as a collaborative effort of two agencies: The West Virginia Development Office is responsible for the Community Development Block Grant program, the Emergency Solutions Grant, and Housing Opportunities for Persons with AIDS and the West Virginia Housing Development Fund is responsible for the Home Investment Partnerships Program and Housing Trust Fund programs.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	13,591,796	0	0	13,591,796	3,751,053	The State will continue to invest in critical infrastructure and broadband projects in low- and moderate-income areas.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	5,172,848	2,000,000	0	7,172,848	5,172,848	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	453,725	0	0	453,725	1,054,545	Funds are used to leverage additional resources for housing assistance and supportive services.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	1,518,431	0	0	1,518,431	4,625,538	Funds require 100% matching contributions. Funds are used leverage additional resources for homelessness prevention, rapid re-housing, emergency shelter operations and case management services.
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	0	0	0	0	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Housing Trust Fund	public - federal	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab	3,000,000	0	0	3,000,000	3,000,000	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The State of West Virginia will utilize multiple sources of state, federal, local, and private funds to address the needs identified in this Action Plan.

CDBG:

The CDBG Program does not require a match (apart from Planning Grants, which require a 10% cash match); however, credit is given for leveraged funds during the review process. Sources of leveraged funding frequently include:

- Infrastructure and Jobs Development Council (IJDC) Grants and Loans
- Drinking Water Revolving Loan Funds (DWTRF)
- Clean Water Revolving Loan Funds (CWSRF)
- West Virginia Water Development Authority
- Local Lending Institutions

- Local Funds
- Private Resources
- State Resources
- U.S. Department of Agriculture - Rural Development
- Appalachian Regional Commission
- U.S. Economic Development Authority
- U.S. Army Corps of Engineers

HOME:

Any HOME Program match obligation incurred by the State during FY 2019 may be met through eligible State affordable housing activities, including, but not limited to, the following:

- Mortgage Revenue Bond Program
- LAMP Program
- Payment of HOME Originator fees from the general funds of the WVHDF
- Down payment/Closing Cost Assistance Program
- Development Financing Program (eligible multi-family project financing)
- Affordable Housing Fund

The State may use additional sources of match to meet any match obligation if it determines that additional sources are necessary and eligible.

In addition, HOME Rental and HTF funds will be leveraged with Low-Income Housing Tax Credits. As a result developers will increase the supply of safe, rental housing for households at or below 30%, 40% AMI, 50% AMI, and 60% AMI.

ESG:

The ESG Program requires a dollar-for-dollar match in non-ESG funds from the State for their allocated amount. To meet this requirement, the

State requires that applicants for State ESG funding provide a dollar-for-dollar match for their program costs. The matching requirement can be met with either cash or non-cash contributions of in-kind or donated resources as guided by federal regulation.

HOPWA:

HOPWA subrecipients report on all sources of leveraging utilized to assist households in the HOPWA program. The leveraging information gives the state an idea of the community collaborations subrecipients are undertaking, whether subrecipients can reach their leveraging goals set out in their annual action plans, and if they are utilizing a variety of available resources to serve HOPWA eligible households.

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If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

To facilitate the development of adequate infrastructure systems, the State has identified as a priority of the CDBG program, local governments may utilize publicly owned land for planned infrastructure improvements. These improvements benefit the entire community. Examples may include existing or acquired property that will serve as the location of public improvement facility, such as a water treatment facility or wastewater treatment facility. In certain circumstances, new installations for water, wastewater or broadband may be constructed in existing rights of way or through an existing easement. Local governments may also acquire property as needed for the provision of adequate water, wastewater and broadband facilities and distribution systems.

CDBG funds may be used to pay for the cost of identifying the property to be acquired, appraisals, the preparation of legal documents, and other costs associated with acquisition required to complete a CDBG project. Such expenses qualify under the area benefit category for infrastructure projects that serve a primarily residential area consisting of residents who are at least 51% low- and moderate-income persons.

Discussion

The WVHDF HOME Program anticipates the use of the HUD HOME award, estimated Program Income, and leveraged funds to successfully implement all aspects of the HOME Program.

The WVHDF HTF Program anticipated the use of the HTF award, and estimated Program Income, and leveraged funds to successfully implement all aspects of the HTF Program.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Development of Public Infrastructure	2015	2016	Non-Housing Community Development		CDBG Priority 1 (Infrastructure Development)	CDBG: \$13,591,796	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3281 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 2310 Households Assisted
2	Increase affordable, accessible housing	2015	2016	Affordable Housing		HOME Priority 2 (HOME Leverage Loan Program) HOME Priority 4 (HOMErent Program) HOME Priority 5 (CHDO Program) HOME Priority 6 (CHDO Oper Exp Grant Program) Housing Trust Fund (HTF)	HOME: \$6,600,000 Housing Trust Fund: \$3,000,010	Rental units constructed: 59 Household Housing Unit Rental units rehabilitated: 65 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted Other: 4 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Job creation and retention	2015	2016	Non-Housing Community Development		CDBG Priority 3 (Job Creation)		
4	ESG Shelter Goal 2	2015	2019	Affordable Housing Homeless Non-Homeless Special Needs		ESG need 2	ESG: \$642,652	Homeless Person Overnight Shelter: 1700 Persons Assisted
5	ESG ReHousing and Prevention Goal 1	2015	2019	Homeless Non-Homeless Special Needs		ESG Need 1	ESG: \$875,779	Tenant-based rental assistance / Rapid Rehousing: 300 Households Assisted Homelessness Prevention: 100 Persons Assisted
6	Provide Suitable Living Environment HOPWA	2015	2019	Non-Homeless Special Needs			HOPWA: \$453,725	Homelessness Prevention: 240 Persons Assisted HIV/AIDS Housing Operations: 7 Household Housing Unit
7	Increase the supply of affordable housing	2015	2016	Affordable Housing		CDBG Priority 1 (Infrastructure Development)	CDBG: \$149,875,000	Rental units rehabilitated: 300 Household Housing Unit Homeowner Housing Rehabilitated: 1000 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Development of Public Infrastructure
	Goal Description	<p>CDBG Water and Sewer Infrastructure: Grant funding may be provided to local governments in the development of water and sewer infrastructure projects. Estimated number of persons to be assisted is 7,477.</p> <p>CDBG Technology and Innovation: Grant funding may be provided to local governments in the development of broadband infrastructure projects or for Planning Only projects for feasibility studies that support future infrastructure development. The total estimated number of persons to be assisted under this category in FY 2019 is 1,000.</p> <p>CDBG Disaster Resilience and Recovery: Grant funding may be provided to local governments for Disaster Recovery and Resilience projects. For 2019 the State is not allocating a specific amount for this activity but will utilize any available funds on an as needed basis. This is based on the lack of applications received for this activity in the previous year.</p>
2	Goal Name	Increase affordable, accessible housing
	Goal Description	
3	Goal Name	Job creation and retention
	Goal Description	
4	Goal Name	ESG Shelter Goal 2
	Goal Description	ESG program funds will be used to provide overnight emergency shelter to individuals and families experiencing homelessness. This goal will address the need to reduce the number of individuals and families experiencing homelessness, shorten the length of homelessness to less than 30 days, and reduce the homelessness recidivism rate
5	Goal Name	ESG ReHousing and Prevention Goal 1
	Goal Description	ESG Program funds will be used to provide Rapid Rehousing and Homelessness Prevention activities to low and very low income individuals and families. This goal will address the need to increase flexibility of funding to prevent homelessness and support Rapid Rehousing for individuals and families.

6	Goal Name	Provide Suitable Living Environment HOPWA
	Goal Description	HOPWA program funds will be used to provide operations, short term rent assistance, mortgage assistance, utility assistance, tenant-based rental assistance, permanent housing placement and supportive services to low-income individuals with HIV/AIDS and their families.
7	Goal Name	Increase the supply of affordable housing
	Goal Description	<p>The State of West Virginia was awarded \$149,875,000 in CDBG-DR funds due to the flooding in June 2016. The budget is as follows:</p> <ul style="list-style-type: none"> • Housing Restoration Program - \$64,378,950 • Rental Assistance Program - \$16,000,000 • Hazard Mitigation Grant Program Match - \$12,440,000 • Bridge HOME Program - \$2,080,000 • Restore Riverview Project - \$5,712,000 • Slum and Blight Removal Program - \$5,875,000 • Multifamily Rental Housing Program - \$5,875,000 • Economic Development Program - \$20,020,300 • Planning - \$10,000,000 • State Administration - \$7,493,750 • The CDBG-DR Plan may be viewed at http://wvloodrecovery.com/useful-resources/ .

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AP-25 Allocation Priorities – 91.320(d)

Introduction:

The table assigns a percentage for each State HUD Funded Program under each goal. These funds are expected to be made available to address the housing-related needs and non-housing community development needs described in the strategies, priority needs, and objectives section of the Consolidated Plan.

Funding Allocation Priorities

	Development of Public Infrastructure (%)	Increase affordable, accessible housing (%)	Job creation and retention (%)	ESG Shelter Goal 2 (%)	ESG ReHousing and Prevention Goal 1 (%)	Provide Suitable Living Environment HOPWA (%)	Increase the supply of affordable housing (%)	Total (%)
CDBG	100	0	0	0	0	0	0	100
HOME	0	0	0	0	0	0	100	100
HOPWA	0	0	0	0	0	100	0	100
ESG	0	0	0	70	30	0	0	100
HTF	0	0	0	0	0	0	0	0
Housing Trust Fund	0	0	0	0	0	0	100	100

Table 7 – Funding Allocation Priorities

Reason for Allocation Priorities

The allocation priorities are based upon needs identified through the citizen participation and consultation process. These funding levels are established to support the goals identified in the Consolidated Plan.

The development of public infrastructure continues to be the priority need for the CDBG funding. Realizing that reliable infrastructure forms the

foundation for other opportunities, the State will invest 100 percent of the CDBG funding to develop suitable living conditions and create an environment conducive to future community and economic development.

Recognizing the need to narrow the digital divide in low- and moderate-income communities, West Virginia will provide resources to further the development of broadband infrastructure by dedicating a portion of its FY 2019 CDBG allocation to broadband development. The State recognizes that enabling the connectivity of its communities empowers residents with resources, such as job training, education, and economic opportunity, particularly among vulnerable populations. The WVDO will coordinate projects with the West Virginia Broadband Enhancement Council and the West Virginia Geological and Economic Survey, Office of GIS Coordination. Initial applications will be due September 30, 2019. A second funding cycle may be added in Spring 2020, upon notification to local governments and other stakeholders. The use of CDBG funding for this purpose will enable the State to:

- Assist planning, analysis, and assessment activities that further the strategic deployment of broadband across the State.
- Make investments that leverage other federal, state, and local funding in the deployment of broadband infrastructure.
- Provide funding for broadband pilot and demonstration projects that provide for the innovative deployment and installment of broadband facilities and infrastructure.

HOME: The estimated \$4,600,000 will be allocated to the State and estimated \$2,000,000 of 2019 Program Income are allocated 100% to increasing the supply of affordable housing.

HTF: The 2019 \$3,000,000 and estimated \$10 Program Income are allocated 100% to increasing the supply of affordable housing.

ESG: The WVDO allocates ESG funds annually through a competitive application process. Eligible applicants include local units of government and nonprofit organizations. Priority is given to those applicants not serving entitlement areas.

By allocating through a competitive process, subrecipients determine needs that are supported through community needs assessments in coordination with their CoC's. Most recipients identify rapid rehousing as a priority need in their service area. The WVDO places a focus on rapid rehousing and prevention programs as a critical piece in ending homelessness for those clients who receive the services. As research shows the effectiveness of these programs the WVDO has placed an allocation of 70% toward those types of programs while the remaining 30% is placed in the critical intervention of emergency shelters.

HOPWA: The WVDO allocates HOPWA funds annually through a competitive application process. Eligible applicants include local units of government and nonprofit organizations. Through this application process, the WVDO ensures that funds are allocated to applicants that: Clearly state the need for the services in their area and provide data to support the need (such as HMIS data on outcomes, numbers served in the past year within a similar program, wait list data, and unmet need). Provide housing assistance and appropriate support services to enable low-income individuals with HIV/AIDS to remain in their homes and to reduce their risks of homelessness. Improve access to health care and other supportive services for individuals with HIV/AIDS.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

CDBG: Because the annual demand for funding far exceeds the amount of funding available on an annual basis, it is not uncommon to receive the same water and wastewater infrastructure project applications for several consecutive years. Most infrastructure projects address serious health or environmental concerns in eligible areas. Each investment of CDBG funding improves this situation; however, many residents continue to struggle with inadequate and/or unsafe water and wastewater systems. This is particularly a hardship in low- and moderate-income areas in which residents do not have the available resources needed to adequately support infrastructure investment. Because the development of water and wastewater systems continues to be a critical need, a majority of CDBG funding is used for this purpose.

The State proposes to support the development of broadband infrastructure through the dedication of a portion from its annual allocation. Broadband development is categorized as Technology and Innovation for infrastructure development and planning purposes. The State developed this program through the execution of a Substantial Amendment to the FY 2017 Action Plan. Public comments at that time detailed the lack of broadband internet service and its implications regarding business development, tourism, education, as well as the correlating negative impact on economic opportunities for vulnerable populations.

ESG and HOPWA: By using a highly competitive application process for all ESG and HOPWA funds the WVDO assures the funds are used to continue serving those most at need. The overall goal of the ESG program is to end homelessness. By streamlining resources in such a way to serve those hardest to serve, those chronically homeless individuals and families, and quickly stabilizing their housing, these goals can be met. Shelters are funded with the understanding that the maximum shelter stay for their residents be no more than 30 days. This is not used as a way to move clients back onto the streets but rather quickly rehouse them.

HOME: In order to increase the supply of affordable housing in the State, HOME employs several programs. HOME Leverage Loan aids qualified

homebuyers in the purchase of houses. HOME Rental and CHDO aid developers in the new construction and rehabilitation of residential rental units. CHDO Operating Expense Grant provides funds for certified CHDOs so that a portion of a CHDO's operating expenses can be reimbursed. Each commitment of HOME funds increases the supply of safe, decent, sanitary, and affordable housing in the State.

HTF: In order to increase the supply of affordable housing in the State, HTF funds will be used to aid developers in the new construction and rehabilitation of multifamily residential rental units.

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AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

The methods of distribution identify the process each State HUD-funded program will follow to distribute funds. The CDBG funds development of communities within the State’s strategy is based upon the consolidated plan, and the identification of local priorities for investments that are consistent with the objectives of the program. The method of distribution is designed to permit flexibility in the utilization of other sources of funding and timing of investment decisions.

In 2016, HUD directed that States evaluate the availability of broadband access through its rule entitled, "Modernizing the HUD Consolidated Planning Process to Narrow the Digital Divide and Increase Resilience to Natural Disasters." As communities and economies become more connected, broadband infrastructure is an increasing concern, particularly among rural areas of West Virginia and areas in which low- and moderate-income individuals do not have access to this technology. To support this initiative, and to assess the availability of broadband in West Virginia, the State will dedicate funds to support planning for broadband development and broadband infrastructure projects.

A proposed 2019 CDBG program budget is provided with this document. The State will adjust allocation amounts as necessary within each category to align with demonstrated needs and to ensure that all CDBG funding is allocated in an efficient and effective manner. Funds more than demonstrated needs at the end of each CDBG funding cycle, and/or recaptured funds, will be returned to an “available status” and may be used to fund applications in eligible categories.

Distribution Methods

Table 8 - Distribution Methods by State Program

1	State Program Name:	CDBG
	Funding Sources:	CDBG

Describe the state program addressed by the Method of Distribution.

An activity may be funded in whole or in part with CDBG funds only if all the following criteria are met:

1. Each activity must be eligible under Section 105 of the Act as summarized in 24 CFR 570: Title 24 - Housing and Urban Development, Part 570 Community Development Block Grants.
2. Each activity must fulfill one of the three national objectives.
3. Each activity must meet environmental review and clearance procedures. A notice of the CDBG grant application period is provided, on an annual basis, to all units of local government and the State's 11 Regional Planning and Development Councils. All application guidelines and documents are posted to the WVDO website and provided upon request.

All units of local government in non-entitlement areas of the State may apply for CDBG funding. All applications determined to be eligible and to meet a national objective shall advance and be reviewed for funding. The purpose of the review is to screen applications for competitiveness in relation to the amount of funds available. To the extent applicable, criteria to be considered during the review will include:

1. The relationship to a national objective and number of low- and moderate-income persons served.
2. The relationship to CDBG program design objectives.
3. The public health, environmental, and economic development benefits of the project.
4. The degree to which the project will correct identified deficiencies or achieve compliance with required standards.
5. The cost effectiveness of the project.
6. The availability of other sources of funding for the project.
7. The degree to which the project achieves state, regional, and local planning goals,
8. The readiness of the project to proceed, if funded, and
9. Other CDBG considerations, such as existing open grants, other requests from the same area, applicant's capacity to administer and operate the project and grant, if approved, fair housing initiatives proposed, impact upon minority areas, and the geographical distribution of funds.

The addition of funding categories for Broadband Community Development, including program guidelines for planning and infrastructure projects; are detailed in complete Program Design document which is included as an attachment to this Annual Action Plan.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

In addition to the criteria stated in the Method of Distribution, the following criteria will be emphasized during the review process: 1). Existing open grants that are not proceeding according to the timeframe established in the grant agreement; 2). Readiness of the project to proceed; and 3). Commitment of all other funding sources. For example, an application for a project from a community that has no threshold restrictions, is fully funded, and has completed all design work necessary to proceed to construction will receive priority consideration for funding if the project meets all other review criteria.

Coordination and Review by the Infrastructure and Jobs Development Council (IJDC) for Water, Wastewater, and Economic Development: The WVDO will conduct a technical evaluation and review to include consultation with local, regional, state, and federal agencies, including those of the IJDC, to assess and clarify statements of community development and housing needs and needs of low- and moderate-income persons; assess performance in meeting citizen participation requirements; determine project eligibility in accordance with Section 105 of the Act; determine relationship to one or more of the three national objectives in accordance with 24 CFR Part 570.483; and verify consistency of the application to the recommendation of the IJDC, if applicable. Applications deemed not eligible or not to fulfill a national objective shall be removed from consideration and the applicant so notified. No action shall be taken inconsistent with the recommendations of the IJDC. The WVDO reserves the right to petition the IJDC for reconsideration of any decision that runs counter to the provisions of 24 CFR Part 570 and/or any HUD policy or regulation regarding program eligibility.

Coordination with and Review by the West Virginia Broadband Enhancement Council (WVBEC) for Broadband Projects: The WVDO will conduct a technical evaluation to include consultation with local, regional, state, and federal agencies, including those of the WVBEC and the Office of GIS Coordination. The review is to assess and clarify statements of community development needs and needs of low- and moderate-income persons as well as low- and moderate-income areas; assess applicant's performance in meeting citizen participation requirements; determine eligibility in accordance with Section 105 of the Act; determine relationship to one or more of the three national objectives in accordance with 24 CFR Part 570.483; and verify consistency of the application to the recommendation of the WVBEC, if applicable. Applications deemed not eligible or not to fulfill a national objective shall be removed from consideration and the applicant so notified. No action shall be taken inconsistent with the recommendations of the WVBEC. The WVDO reserves the right to petition the WVBEC for reconsideration of any decision that runs counter to the provisions of 24 CFR Part 570 and/or any HUD policy or regulation regarding program eligibility.

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>The current CDBG application and instruction forms are available on the WVDO website. The application and instruction forms provide a comprehensive review of program requirements, application procedures, criteria for eligibility, applicable federal and state regulations, and details regarding the CDBG program design. Recipients may also contact the office for a copy. The WVDO also provides a Policies and Procedures Manual, the purpose of which is:</p> <ul style="list-style-type: none"> • To assist grant recipients in the administration of CDBG projects; • To provide practical information concerning legal, financial and program requirements; and • To establish a comprehensive approach to grant approval, documentation, implementation, project management, audit and closeout of CDBG projects. <p>The manual is intended as a guide, not as a substitute for a thorough knowledge of state and Federal laws and regulations. Though not all inclusive, the manual covers the major areas of CDBG administration, provides required and suggested forms and instructions, and provides references for applicable laws and regulations. The manual was updated in 2015 and will be used in several different program years. As new federal or state requirements are implemented, the WVDO may issue supplemental policy notifications. In all cases, the current and applicable federal or state regulation will apply.</p> <p>For project and activity eligibility and program updates, the current program year CDBG Program Description and Application Guidelines should be consulted. Revisions and/or additions to this manual will be updated and made available on the (WVDO) website at http://www.wvcad.org/.</p>
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<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

<p>Describe how resources will be allocated among funding categories.</p>	<p>Application categories, ceilings and deadlines are provided for each of the following eligible uses of CDBG funding:</p> <ol style="list-style-type: none"> 1. <u>Water and Wastewater Projects</u>: Applications must be postmarked by July 31, 2019. No application for water or wastewater may be submitted without an IJDC determination letter. An IJDC Technical Review letter must be submitted to WVDO with an applicant’s project application to be considered for 2019 funding. The Director reserves the right to partially fund a project. Projects may be selected for a Design and Administration award of up to \$200,000, not to exceed 80 percent of total design costs. 2. <u>Community Development Projects; such as Planning Projects and General Community Development</u>: Applications must be postmarked by July 31, 2019. Planning Projects shall be limited to \$100,000, with a 10 percent local cash match. Joint planning projects shall be limited to \$120,000 regardless of the number of jurisdictions in the joint application, with a 10 percent local cash match. General Community Development Projects include eligible projects other than water, wastewater, or job creation/retention. This category may include land development or revolving loan fund proposals. The Director reserves the right to partially fund a project. 3. <u>Job Creation Projects</u>: Applications must be postmarked by October 30, 2019. Funds granted to Job Creation Projects are subject to the public benefit standards established by HUD. No more than \$35,000 per net new job may be awarded. For Development Projects (Water, Wastewater, Site Development), the limit per project is \$1,250,000. 4. <u>Technology and Innovation-Broadband</u>: The State dedicated a portion of its CDBG allocation towards broadband development in one or more funding cycles with the first application deadline of September 30, 2018. Additional funding cycles may be added in Spring 2020, upon notification to local governments and other stakeholders. Infrastructure projects are limited to \$1,250,000. Planning grants shall be limited to a range of \$30,000 to \$50,000 per municipality; \$50,000 to \$75,000 per county; and \$75,000 to \$125,000 per regional applicant. Pilot and/or Demonstration projects shall be limited to \$500,000. Matching funds are not required. The Director reserves the right to partially fund a project.
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Describe threshold factors and grant size limits.

Threshold Requirements--Performance Standards: The following jurisdictions may not apply for funds unless a waiver is obtained. (1) Jurisdictions having active grants from the FY 2015 or earlier program years that have not received an interim closeout. (2) Jurisdictions having active grants from the FY 2016 program year that have not initiated sufficient construction activity to bring the project to completion until activity is at least 75 percent complete. (3) Jurisdictions holding a FY 2019 "Letter of Intent" may not apply for funds for another project in the same category. For example, if the jurisdiction has a "Letter of Intent" for a water/wastewater project, they can still apply for a general community development, planning, and economic development project IF they meet the above threshold requirements. A waiver request may be submitted; however, significant progress must have been made on the project holding the "Letter of Intent." This will be an extremely difficult waiver to obtain.

Threshold Requirements—Recapture Schedule: In addition to the above standards that prohibit the application of CDBG funds for the FY 2019 program, be advised that letters will be mailed in September 2019 indicating that projects funded in FY 2015 or earlier that have not entered into construction contracts by December 31, 2019, may have all funds recaptured as of January 15, 2020.

Grant size limits: Infrastructure: Water and Wastewater projects are capped at \$1,500,000; Economic Development- Job Creation projects are capped at \$1,250,000; General Community Development projects are capped at \$500,000; Planning Projects are capped at \$100,000 or \$120,000 for a Joint Planning Project; Technology and Innovation-Broadband Planning projects must range between \$30,000 to \$125,000; Broadband Infrastructure projects are capped at \$1,250,000; and Pilot and/or Demonstration projects are capped at \$500,000. In all categories, the Director reserves the right to partially fund a project. The Director of the Community Development Division will consider requests for a waiver of the above thresholds if the applicant can show that the circumstances surrounding the failure to meet the performance standard were due to circumstances beyond the control of the applicant. If a waiver is granted, the applicant must commit to a strategy to resolve the problem, against which future performance will be measured. Failure to meet this performance standard and subsequent closeout of the project will prohibit future waivers from being considered – job creation or retention excepted. In any case, the Director may grant a waiver for a job creation or retention project if the problematic project was based upon job creation or retention, the director agrees that adequate efforts are being made and as a result of those efforts it is reasonable to assume that jobs will be created, a waiver may be granted.

	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The State shall amend its action plan if the method of distribution contained in the action plan submitted to HUD is to be changed. The State shall determine the necessary changes; prepare the proposed amendment; provide citizens and units of general local government with reasonable notice of, and an opportunity to comment on, the proposed amendment; consider comments received; make the action plan available to the public at the time it is submitted to HUD; and submit the amended action plan to HUD before the state may implement changes embodied in the amendment.</p> <p>The method of distribution will support the State’s goals as outlined previously. The State expects to support local government efforts to provide affordable infrastructure systems to strengthen the foundations for economic growth and alleviate conditions that affect environmental quality, public health or welfare. This is estimated to affect a total of 5,972 LMI individuals.</p>
2	<p>State Program Name:</p>	<p>ESG</p>
	<p>Funding Sources:</p>	<p>ESG</p>

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The WVDO administers the ESG program in West Virginia as a grantee of HUD, and in compliance with the HEARTH Act and other federal requirements. To facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, the HEARTH Act mandates area-wide systems coordination including: Consultation with Continuums of Care; Coordination with other programs targeted to people experiencing homelessness; Systems and program coordination with mainstream resources (health, employment, education etc.); Centralized or coordinated assessment; Written standards for providing ESG assistance; and Participation in HMIS, or in the case of victim service providers, a comparable system. WVDO allocates ESG funds through a competitive application process.</p> <p>As a threshold consideration, all applicants must demonstrate how their housing or service projects directly serve persons who are homeless as defined by HUD and demonstrate how the housing and services provided will improve housing stability for those persons. Applicants must describe homeless verification methods, and how they will track outputs and outcomes (stable housing) for persons served. Both HUD-funded and State Housing Trust Fund for the Homeless (HTF)-funded ESG funds are available to nonprofit organizations (including community and faith-based organizations) and local government entities. Agencies must demonstrate collaboration with local mainstream service providers and local provider groups that are dedicated to housing and service interventions that serve persons experiencing homelessness. Agencies must also participate in HUD-mandated continuum of care planning appropriate to the jurisdiction where their activities are located.</p> <p>Funding decisions will be based on a number of factors, including but not limited to, population to be served; the eligibility of described activities; minimum criteria for organizational capacity, community or service area need; past or projected project performance; responsiveness to timeliness and information requested; and HMIS performance.</p>
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>All applications must be submitted before the deadline to be considered for review. Any application received after the deadline will not be reviewed. If all applicable sections of the application are not completed, the application will not be scored. All applications that meet the standards outlined in 1 and 2 above will be scored and evaluated by a review team comprised of WVDO staff. Each question in the narrative is worth 10 total points and will be scored by component. Each appendix is worth 5 points. Budget/Outcome forms are worth 50 points each. One point will be given to all applicants from non-entitlement areas in accordance with the WV consolidated plan. Points may be deducted for compliance issues for applicants who have had the grant in the previous years.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>The WVDO receives the ESG allocation directly through the US Department of Housing and Urban Development from annual awards. HUD will notify each ESG-eligible State, metropolitan city, urban county, and territory of the amount of its allocation.</p> <p>The State prepares a competitive grant application that is distributed to all interested parties, CoC's and currently funded ESG recipients, and posted on the WVOEO/WVDO website. Training and technical assistance calls are held to guide potential applicants through the application process. At the end of the application period, all complete eligible applications are reviewed by a team of WVDO staff and a risk assessment is performed for each applicant. The risk assessment results are taken into consideration when determining funding decisions and applying possible additional conditions on an award.</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>The State has determined based upon local needs to allocate no more than 40 percent of ESG funds to operations and essential services related to shelter and street outreach. Of the funds that are awarded for rapid rehousing and prevention services, no more than 20% may go toward prevention services and no less than 80% to rapid rehousing services. No more than 30% of a subrecipient's budget may be dedicated to HMIS activities.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>The WVDO does not assign threshold factors for ESG. Grants are awarded based upon previous year's spending, a documented need supported by data, and the applicants ability to meet objectives prescribed in federal regulations and funding availability.</p>

	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The method of distribution ensures that subrecipients possess the financial and organizational capacity to address the needs of those experiencing homelessness and at risk of becoming homeless in their service areas. These needs will be addressed through providing quality emergency shelter, rapid rehousing and prevention services and street outreach to those currently experiences homelessness. The ultimate goal of ESG is to prevent homelessness and assist families and individuals experiencing homelessness to find housing as quickly as possible. ESG will aim to assist approximately 1200 individuals through ESG activities – rapid rehousing, prevention and emergency overnight shelter.</p>
3	<p>State Program Name:</p>	HOME
	<p>Funding Sources:</p>	HOME
	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The projected use of funds reflects the strategy of the State for the use of HOME funds in order to increase the supply of decent, safe, sanitary, and affordable housing. This strategy is based upon the consolidated plan, the identification of local priorities, and making commitments that are consistent with the objectives of the HOME Program. The method of distribution is designed so that the supply of decent, safe, sanitary, and affordable housing is increased providing funds that will enable families at or below 80% AMI to purchase houses; allow for the acquisition construction and/or rehabilitation of rental units; provide operating expense grants to CHDOs; and allow the State to administer the HOME Program for the entire State.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p><u>HOME Leverage Loan Program:</u> The criteria to be considered during the review will include, but are not limited to: (1) the total family income; (2) front-end and back-end ratios; (3) mortgage and lending underwriting; and (4) the ability to sustain the home.</p> <p><u>HOME Rental and CHDO Programs:</u> The criteria to be considered during the review will include, but is not limited to: Developer capacity, Fiscal soundness of developer(s), Continuous site control in the name of the ownership entity, Identification and commitment of other funding sources, Project feasibility, Examination of market conditions to ensure an adequate need, Number of assisted units, and Subsidy layering of federal funds. The final selection criteria will be detailed in the RFP.</p> <p><u>CHDO Operating Expense Grant Funds:</u> The criteria to be considered during the review will include: Need for Grant Program; Feasibility of the proposed HOME-assisted CHDO set-aside project; Capacity to complete HOME CHDO project(s) in a timely manner; Experience and qualifications of paid employees; Timeliness and accuracy of past draw submissions; and Utilization rate of previous operating expense awards.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>The estimated \$4,600,000 HOME award will be approximately allocated as: CHDO no less than 15% of award, CHDO Operating no greater than 5% of award, HOME Rental 67% of award, Leverage 3% of award, and Admin 10% of award. The estimated \$2,000,000 Program Income will be approximately allocated as HOME Rental 90% of PI and Admin no greater that 10% of PI.</p>

<p>Describe threshold factors and grant size limits.</p>	<p><u>HOME Leverage Loan Program</u>: funding per award is limited to \$14,999.</p> <p><u>HOME Rental and CHDO Programs</u>: funding is limited to \$800,000 per project, unless WVHDF underwriting determines otherwise, and the HUD maximum per unit subsidy limit for all HOME-assisted units in the project.</p> <p><u>CHDO Operating Expense Grant</u>: funding is limited to no greater than 5% of the annual HUD HOME allocation.</p> <p><u>Administration</u>: funding is limited to 10% of the annual HUD HOME allocation that the State receives and 10% of annual Program Income.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>HOME Leverage Loan Program: as a result of the method of distribution, the outcome measure is providing funds to leverage additional funds for the purchase 10 single family houses.</p> <p>HOME Rental Program: as a result of the method of distribution, the outcome measure is 70 rental units.</p> <p>CHDO Program: as a result of the method of distribution, the outcome measure is 4 rental units.</p> <p>CHDO Operating Expense Grant Program: as a result of the method of distribution, the outcome measure is anticipated to provide operating expense grants to 4 CHDOs.</p> <p>Administration: as a result of the method of distribution, the outcome measure is to provide the state with the funds necessary to operating the HOME Program.</p>
<p>4 State Program Name:</p>	<p>HOPWA</p>
<p>Funding Sources:</p>	<p>HOPWA</p>

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The WVDO manages the HOPWA program for the State of West Virginia. The WVDO ensures project sponsors will provide affordable housing and prevent homelessness among persons living with HIV/AIDS and their families. HOPWA funding provides housing assistance and related supportive services to develop community-wide strategies and form partnerships with non-profit agencies across the state. HOPWA funds can be used for a wide range of housing and essential services costs.</p> <p>As a threshold consideration, all applicants must demonstrate how their housing or service projects directly serve persons who are homeless as defined by HUD and demonstrate how the housing and services provided will improve housing stability for those persons. Applicants must describe homeless verification methods, and how they will track outputs and outcomes (stable housing) for persons served. HUD ESG funds are available to nonprofit organizations (including community and faith-based organizations). Agencies must demonstrate collaboration with local mainstream service providers and local provider groups that are dedicated to housing and service interventions that serve persons experiencing homelessness. Agencies must also participate in HUD-mandated continuum of care planning appropriate to the jurisdiction where their activities are located.</p> <p>Funding decisions will be based on several factors, including but not limited to, population to be served; the eligibility of described activities; minimum criteria for organizational capacity, community or service area need; past or projected project performance; responsiveness to timeliness and information requested; and HMIS performance.</p>
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<ol style="list-style-type: none"> 1. All applications must be submitted before the deadline to be considered for review. Any application received after the deadline will not be reviewed. 2. If all applicable sections of the application are not completed, the application will not be scored. 3. All applications that meet the standards outlined above will be scored and evaluated by a review team comprised of WVDO staff. 4. Each question in the narrative is worth 10 total points and will be scored by component. 5. Each appendix is worth 5 points. 6. Budget/Outcome forms are worth 50 points each. 7. Points may be deducted for compliance issues for applicants who have had the grant in the previous years.
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>The WVDO will facilitate a request for proposals (applications) advertised through the CoC network and posted online for HIV/AIDS service providers. The RFP will gather information on the number of persons/households they plan to serve, housing plans, housing services, organizational capacity, performance goals, supportive services, and their proposed budget. At the end of the application period, all complete eligible applications are reviewed by a team of WVDO staff and a risk assessment is performed for each eligible applicant. The risk assessment results are taken into consideration when determining funding decisions and applying possible additional conditions on an award.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>WVDO remains committed to housing concerns for the targeted population of these funds. With this, housing is a critical component and at least 60 percent of all HOPWA funding is dedicated to housing activities.</p>

<p>Describe threshold factors and grant size limits.</p>	<p>The WVDO does not assign threshold factors for HOPWA. Grants are awarded based upon previous year's spending, a documented need supported by data, and applicants ability to meet objectives prescribed in federal regulations and funding availability.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The method of distribution ensures that subrecipients possess the financial and organizational capacity to address the needs of those experiencing homelessness and at risk of becoming homeless in their service areas. These needs will be addressed through providing a suitable living environment for those living with HIV/AIDS. At least 80 percent of households assisted with HOPWA funding are to remain stably housed after a year.</p>
<p>5</p> <p>State Program Name:</p> <p>Funding Sources:</p> <p>Describe the state program addressed by the Method of Distribution.</p>	<p>Housing Trust Fund</p> <p>Housing Trust Fund</p> <p>The projected use of funds reflects the strategy of the State for the use of HTF funds in order to increase the supply of decent, safe, sanitary, and affordable housing for extremely low income and very low income populations. This strategy is based upon the consolidated plan, the identification of local priorities, and making commitments that are consistent with the objectives of the HTF Program. The method of distribution is designed so that the supply of decent, safe, sanitary, and affordable housing is increased by providing funds that will allow for the construction, acquisition, and rehabilitation of rental units for extremely low income and very low income populations in the State.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p><u>HTF Program</u>: The criteria to be considered during the review will include, but is not limited to: Developer capacity; Fiscal soundness of developer(s); The extent to which to project has Federal, State or local project-based rental assistance so rents are affordable to extremely low income and very low income populations in the State; Continuous site control in the name of the ownership entity; Identification and commitment of other funding sources; Project feasibility; Examination of market conditions to ensure an adequate need; Number of assisted units; and Subsidy layering of federal funds. The final selection criteria will be detailed in the RFP.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p><u>HTF Rental Program</u>: will provide funds for nonprofit and for profit developers for the development (new construction, acquisition, and/or rehabilitation) of rental housing opportunities for extremely low income and very low income populations in the State. Up to 90% of the grant award (up to \$2,700,000) and program income will be allocated to this funding category.</p> <p><u>Administration</u>: will be used by the West Virginia Housing Development Fund in the administration of the HTF Program for the State. 10% of the grant award (\$300,000) and program income will be allocated to this funding category.</p>
<p>Describe threshold factors and grant size limits.</p>	<p><u>HTF Rental Program</u>: funding per award is limited to \$1,300,000, unless WVHDF underwriting determines otherwise, and must comply with the HUD maximum per unit subsidy limit.</p>

<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p><u>HTF Rental Program</u>: as a result of the method of distribution, the outcome measure is 50 rental units.</p>
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Discussion:

Additional administrative requirements for CDBG program are described below:

Cost Overruns:

Requests for cost overruns may be submitted at any time during the year and considered without competition. Cost overruns cannot include an increase in the scope of the approved project unless it is clearly demonstrated that the new scope is required by regulatory agencies. In addition, cost overruns cannot bring a project's total above the funding ceiling established for the project type. The Director of the Community Development Division has the authority to approve cost overruns less than \$100,000. All others must obtain IJDC approval (for water and sewer projects only) and must be approved by the Governor's Office.

Cost Underruns:

The WVDO reserves the right to recapture all unexpended funds remaining upon project completion. If the total amount of the awarded project contract (or contracts) is less than the approved budget cost for construction, excess CDBG funds cannot be used to add items or activities or change the scope of the project unless additives were used in the bid document. All requests must have prior approval from the WVDO. Grant funds that remain available following a cost underrun or bid underrun is subject to recapture and may be prorated with other funding agencies.

Grant Anticipation Notes (GANS):

Due to the WVDO's efforts to improve its expenditure rate, a new program is being initiated to allow grantees that have a full split year commitment to borrow funds in anticipation of a future CDBG allocation. This will allow projects to move forward in a timely manner and not wait for the formal commitment of CDBG funds. The application forms have been altered to include a line item for all costs associated with the GANS. If project has potential to be considered for a GANS, a \$50,000-line item is recommended to ensure that all soft costs associated with this interim financing program are covered.

Minimize Displacement:

Section 104(d) of Title I of the Housing and Community Development Act of 1974 contains requirements for a residential anti-displacement and relocation assistance plan. Each State recipient must adopt, make public, and certify to the State that it is following a "residential anti-displacement and relocation assistance plan." The Federal Register at 24 CFR, Part 570.488, sets forth relocation, displacement, replacement housing, and real property acquisition policies and requirements applicable to the State CDBG program.

Land Acquisition Requirements Prior to Bidding

The Grantee must obtain all land, rights-of-ways and easements necessary for carrying out the project prior to bidding the project. The provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 are applicable to the purchase of real property and all permanent easements. Please see HUD Handbook 1378: Tenant Assistance Relocation and Real Property Acquisition for additional information. See Chapter 10: Property Acquisition for additional details.

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AP-35 Projects – (Optional)

Introduction:

CDBG: The State has no planned projects for 2019 that will carry over from 2018. All 2019 CDBG funded projects will be selected through a competitive review process.

HOME: The HOME Program does not identify specific projects requiring HOME funds. However, the WVHDF issues RFPs for developers to request HOME funds to develop a project.

HTF: The HTF Program does not identify specific projects requiring HTF funds. However, the WVHDF issues RFPs for developers to request HTF to develop a project.

The ESG and HOPWA programs do not identify specific projects to be funded. Funding for ESG and HOPWA projects will not be determined until program-specific applications are received and evaluated, and the grant agreement has been executed. The WVDO uses an application process for nonprofit agencies for both ESG and HOPWA and funds those projects that best meet the needs of their CoC and communities.

#	Project Name
1	CDBG Administration
2	State Technical Assistance

Table 9 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Funding priorities and categories are slightly modified within the CDBG program, with the addition of broadband planning and infrastructure last program year. However, the development of water and sewer infrastructure remains a high priority. While federal funding exists to address critical needs, West Virginia communities will continue to struggle with inadequate water systems, creating more need than available funding. Each investment of CDBG funding will improve these circumstances; however, many residents will continue to struggle with inadequate and/or unsafe water and wastewater systems.

Realizing that infrastructure development forms the basic foundation for other opportunities, the WVDO will continue to invest in viable projects to develop suitable living conditions and create an environment conducive to community and economic development in low- to moderate-income areas. Similarly, broadband development projects will be reviewed to ensure consistency with the State's Consolidated Plan.

In addition to the challenges associated with infrastructure development, as described above, specific obstacles to meeting underserved housing needs include:

- West Virginia housing costs exceed household income
- Significant quantity of substandard housing
- Absence of state resources for affordable housing
- Increased federal priority on community integration for disabled persons has highlighted a severe shortage in subsidized, affordable, and accessible housing
- Serious market decrease in the demand for tax exempt bonds has limited leveraging opportunities
- Rural challenges to providing homeless services

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Administration
	Target Area	
	Goals Supported	Development of Public Infrastructure Job creation and retention Increase the supply of affordable housing
	Needs Addressed	CDBG Priority 1 (Infrastructure Development) CDBG Priority 2 (Facilities and Services) CDBG Priority 3 (Job Creation)
	Funding	CDBG: \$371,835
	Description	State Administration allocation \$371,835 -- Projected.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	State Administration Allocation to assist in the completion of all funded projects and to administer the State CDBG Program. State Administration allocation \$371,835.00 -- Projected State Administration Allocation to assist in the completion of all funded projects and to administer the State CDBG Program.

2	Project Name	State Technical Assistance
	Target Area	
	Goals Supported	Development of Public Infrastructure Job creation and retention Increase the supply of affordable housing
	Needs Addressed	CDBG Priority 1 (Infrastructure Development) CDBG Priority 2 (Facilities and Services) CDBG Priority 3 (Job Creation)
	Funding	CDBG: \$135,917
	Description	State allocation for Technical Assistance
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	State Allocation to assist with Technical Assistance required to assist communities with community and economic development activities.

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

Yes

Available Grant Amounts

No commitment to guarantee shall be made if the total outstanding notes or obligations guaranteed under the Section 108 program exceed \$7,000,000. The amount any one project may receive shall be limited to not more than \$3,000,000 or less than \$100,000. It should be noted that Section 108 funds may not be used for administrative costs.

Acceptance process of applications

Project application documentation shall be evaluated for meeting basic HUD eligibility requirements. Projects must attract private investment and be financially feasible. No funds may be used for the refinancing of existing debt. The quality of the jobs to be created; the relationship of the project to State economic development initiatives or plans; and standard credit considerations that include the assessment of risk, the terms of the loan, and the availability of accepted collateral will be considered.

Review analysis will include, but will not be limited to:

1. Types of jobs to be created or retained, benefits provided, opportunity for longevity.
2. Historical and projected financial statements prepared in accordance with generally accepted accounting principles.
3. Personal financial statements of stockholders in the "for-profit" business being assisted.
4. Appraisals, environmental assessments, historical reviews, surveys, and feasibility studies.
5. Resumes of the management team of the "for-profit" being assisted.
6. Product description and analysis.
7. Market analysis of the project or service.
8. Loan commitments, option agreements, leases, and/or borrowing agreements, as appropriate.

Complete Section 108 applications will be accepted on a continuing basis. Applications determined to

be eligible and fulfilling all HUD requirements will be reviewed. The State reserves the right to request and require any additional information or impose additional requirements it determines necessary to make a responsible decision regarding the loan. After having evaluated the proposed application, the final decision as to whether to forward the application to HUD will be at the sole discretion of the West Virginia Economic Development Authority.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

Yes

State’s Process and Criteria for approving local government revitalization strategies

Community Advancement and Development Program Priority: The State will not refuse to award funds based on the activity selected by a local unit of government. However, grant awards will emphasize the State’s commitment toward the objectives stated within this plan.

The Community Advancement and Development Division Director reserves the right to work with any eligible unit of local government on a new type of application based on community needs. This may be a pilot project to establish guidelines for a future type of application to be included in the program design. These projects must have a documented inability to compete under the categories listed below and assist the State's commitment toward objectives stated within this plan. The application ceiling will be \$500,000. The funds will be allocated based upon availability of funds at the time of application.

Self-Help Water: The applications meet the above criteria. Applications will be solicited through the Regional Planning and Development Councils. Self-Help Water applications will be accepted year-round, based upon the availability of funds. The Director reserves the right to establish the application deadline based on the specific needs of the project.

Local financial participation will lend value to the consideration of any proposal. A project may address a single need or address a substantial portion of the identified community development and housing needs. Activities serving different geographic areas must be qualified separately.

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

Funds for the programs described within this plan are not distributed based upon geographic factors. The competitive application process allows for the justification of needs to locally-driven projects that address priority needs. Therefore, the 2019 Action Plan aims to serve any geographic area of the State of West Virginia that expresses need.

Investing across a large and diverse area is challenging; however, WVDO and WVHDF continue to evaluate its methods of distribution to assure that funds for these critical programs (CDBG, ESG, HOME, HTF, HOPWA) meet the priority needs within West Virginia. Each program varies in its methods for fund distribution, but as a rule WVDO gives priority to non-entitlement areas within the state. Each specific program is tailored to meet federal and program specific regulations and to best meet the needs specific to each target population.

As per AP-65, for the ESG Program, WVDO requires each subrecipient to prioritize funds based on those individuals with the greatest need and highest barriers to housing. The subrecipients must identify a process determining what qualifies as the highest need which many times involves the utilization of the scores derived from the coordinated assessment.

For CDBG funding, the WVDO works with the State Data Center to complete two assessments of data, in addition to the HUD Low- and Moderate-Income Statistical Data (LMISD). The State's Distressed Index Analysis and a Per Capita Investment Analysis are also considered during the funding application process. The Distressed Index provides a variety of population data with corresponding scores and rankings.

The Distressed Index Analysis includes, but is not limited to: income, employment, poverty and housing data. Higher distressed rate equals higher rank and score. The Per Capita Investment Analysis provides a historical list of all CDBG investment by county including per capita investment with a corresponding rank. A lower per capita investment equals higher rank.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

CDBG: Funding supports projects and activities in non-CDBG entitlement areas.

HOME: Funding supports projects and activities in the State.

HTF: Funding supports projects and activities in the State.

ESG: Funding is not allocated based on a geographic distribution method. Allocation is determined based on data supported identification of need. An extra point is given during the application process to all applicants that are proposing to serve non-entitlement areas.

HOPWA: Funding is not allocated based on a geographic distribution method. Allocation is determined based on data supported identification of need. An extra point is given during the application process to all applicants that are proposing to serve non-entitlement areas.

Discussion

No further discussion necessary.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

The State will focus its HOME Program resources on three areas:

1. HOMEownership Opportunities (HO) with the HOME Leverage Loan Program (HLLP).

The State's HOME Program (Program) is operated as a direct program. The WVHDF, the State-designated HOME Program administrator, issues a permanent financing commitment for a project when all Program conditions are met, and the State retains full control of the quality of the loans. In most instances, HLLP loans are closed in the name of the WVHDF as an instrumentality of the State. Nonprofit Housing Providers, approved lenders, or government entities will be responsible for the submission of compliance documents before closing. Closing agents will be responsible for any compliance documents to be prepared or delivered at, or immediately following, the loan closing.

The Fund may offer leveraging opportunities during FY 2019. Leveraging will be offered to families with incomes at or below 80 percent area median income. The adoption of the leveraging plan will simultaneously include the implementation of procedures sufficient to ensure full compliance with all necessary regulations.

2. Community Housing Development Organizations (CHDOs) - At least fifteen percent (15 percent) of the State's allocation will be set aside for CHDO.

3. HOME Rental with loans to promote the improvement and creation of rental housing opportunities for low- and very low-income families.

The HOME Program offers loans to CHDO, nonprofit, and for-profit developers for the acquisition, new construction, and/or rehabilitation of affordable projects. Specific application information is available in the annual RFP and RFP Guidelines on the WVHDF website.

The State will focus its HTF Program resources on: HTF Program with loans to promote the new construction, acquisition, and/or rehabilitation of rental housing units for extremely low- and very low-income populations. The State's HTF Program is operated as a direct program.

The WVHDF, the State-designated HTF Program administrator, issues a permanent financing commitment for a project when all Program conditions are met, and the State retains full control of the quality of the loans.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	134
Special-Needs	0
Total	134

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	59
Rehab of Existing Units	65
Acquisition of Existing Units	10
Total	134

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

With the limited HOME and HTF resources awarded by HUD to the State of West Virginia, on its own, is not enough to significantly address the affordable housing needs in the State. The number of affordable housing units is dependent on the collaborative partnerships with other groups (nonprofits, community action agencies, continuum of cares, housing authorities, community development agencies, for profit developers) and investments to expand the supply of affordable housing in the State.

In addition, the WVHDF has participated in the Housing Policy Group to forward goals and efforts to facilitate affordable housing the State of West Virginia. This group included representatives of major housing advocates and stakeholders in the development, administration and management of affordable housing resources. The collaboration was designed to develop a comprehensive plan for affordable housing and responds to specific initiatives outlined therein. The WVHDF will continue to accomplish goals consistent with the 2015-2019 Consolidated Plan and the housing framework created to achieve the same result.

The WVHDF maintains email list serves to communicate with housing partners. In addition the WVHDF conducted conference calls to discuss and explain the RFP application with prospective developers.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

Public housing authorities (PHAs) are an important component of the state affordable rental housing delivery system. The public housing authorities provide subsidized rental housing units and tenant based rental assistance (certificates/vouchers) for low and moderate income households throughout the state. However, since local housing authorities are established by units of local government subject to state enabling legislation, neither the State nor the WVHDF have direct oversight of the operations of local public housing authorities.

The WVHDF frequently communicates with the public housing authorities located in the State regarding HLLP, HOME Rental and HTF.

Actions planned during the next year to address the needs to public housing

While the WVDO does not have jurisdiction over public housing agencies, several public housing authorities and other housing and community development agencies that use federal funds are required to obtain a certification that their program plans are consistent with the Consolidated Plan for their jurisdiction. The State Consolidated Plan serves the majority of the state since only a few local jurisdictions develop Consolidated Plan documents.

Planned Actions:

- Serve as the lead agency for reviewing housing plans for consistency with the housing component of the State Consolidated Plan. Applicants for federal funds must submit their requests for a Certification of Consistency with the Consolidated Plan to the WVDO prior to submitting their applications to the appropriate federal agency.

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

Most often, lack of understanding about the home buying process poses a barrier to affordable housing. A lack of knowledge regarding the options, requirements, and variables inherent in the home buying process can place a potential home buyer at risk for entering into a purchase that does not truly fit their individual budget or circumstances. Positive educational efforts can provide potential home buyers with the base of knowledge they need to make informed decisions and place them in a home that they can afford.

As the largest public housing authority in the State, the Charleston-Kanawha Housing Authority (CKHA) models programs that support residential involvement and leadership. Of CKHA's 12 sites, approximately six maintain strong, active councils. CKHA management meets with these councils on a quarterly basis to discuss management practices and policies, resident concerns, complaints, and activities. These resident councils act as the overall Resident Advisory Board (RAB) for CKHA. The CKHA is governed by a five-member board appointed by the Mayor of the City of Charleston, with two of those members recommended by the Kanawha County Commission. One of the five board members *must* be a resident of CKHA. This needs to be updated.

The CKHA offers a Family Self-Sufficiency (FSS) Program for residents of both public housing and Section 8. The objective of the FSS program is to help motivated families move toward self-sufficiency. In a similar initiative, CKHA's Housing Choice Voucher Homeownership Program is designed to promote and support homeownership by first time buyers through the use of HUD's Housing Choice Voucher program. Instead of using their voucher assistance to support a monthly rental payment, the homeownership program will permit qualified families to achieve the dream of homeownership and still only have to pay thirty percent (30%) of their monthly-adjusted income toward their mortgage, escrow, and utilities.

The Homeownership program is made possible through various partnerships. Under the Housing Counseling and Homeownership Religious Coalition for Community Renewal (RCCR), 268 families received counseling, 24 families attended the Homebuyer Education class and 31 families became first time home owners during the period 7-1-17 and 6-30-18. This needs to be updated.

The CKHA has had 22 successful Section 8 Homeownership purchases and the program is a great testimony to the collaborative efforts of Federal, State, and local agencies as well as private and non-profit groups.

Planned Actions:

- Support the homebuyer education program by providing information about HLLP. In the homeownership education class, instructors take participants through each step of the home buying process, from budgeting to loan closing
- PHAs also assist residents with a number of programs designed to help motivated families work toward personal, financial and residential goals
- The partner agencies will continue to increase collaboration with the PHAs and plan to conduct public hearings at PHA sites
- The WVHDF is willing to partner with PHAs to finance opportunities for participating families

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Local housing authorities are established by units of local government subject to state enabling legislation, neither the State nor the WVHDF have direct oversight of the operations of local public housing authorities.

Overall, housing authorities in West Virginia continue to serve the public in a satisfactory manner, according to HUD measurement standards. Currently, there is one “troubled” PHA in the State of West Virginia – Weirton PHA. The WVDO will continue to share information that may be of benefit to Weirton PHA or any public housing authorities, for the continuous improvement of performance.

Discussion:

The WVDO will work closely with the Charleston HUD office Public Housing staff to keep track of the status of PHAs. WVDO will work with the Charleston HUD office to identify opportunities to engage any PHAs that are identified as “troubled,” and develop information and support to assist in areas of deficiency. With this partnership with Charleston HUD, there will be regular communication developed with “troubled” PHAs to assist in the identification of corrective action steps to address deficiencies. WVDO will also look for opportunities for face-to-face engagement such as attending PHA meetings to share information and problem solve. The WVDO will encourage PHA attendance of training events held by the WVDO and will work to participate in training events held by PHAs. This collaborative effort will assist in developing and maintaining positive working relationships with PHAs to increase the effectiveness of housing and homelessness initiatives. Although the State does not have direct oversight or jurisdiction of PHAs, the WVDO can seek to work with any other State agency who may provide funding to PHAs, in order to facilitate corrective actions for those with a “troubled” status. Creating such a relationship with other state agencies, if applicable, as well as a strong partnership with Charleston HUD will allow for greater overall oversight of PHAs within West Virginia.

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The State will continue working to reduce and end homelessness with all four continuum of cares. The WVDO will continue to award funds to subrecipients at the local level to deliver housing and non-housing homeless services to persons in need.

The Consolidated Planning process identified existing programs and services that assist the State of West Virginia's homeless and other special needs populations as well as gaps in the delivery system. The State has a network of homeless assistance providers including emergency and domestic violence shelters, street outreach workers and community advocates that work together to refer those experiencing homelessness to services that assist them to regain stable housing. The State works diligently to increase the number of providers offering Rapid Rehousing so as to allow shelter beds to be available on an emergency basis.

One Year Action: Encourage through the application process the emphasis of increasing affordable housing for special needs populations given these vulnerable populations can be difficult to reach. The WVDO will aim to provide funding to a network of providers that incorporate rapid rehousing and outreach as a primary function of the homeless programs, with a goal of more than half of the entities funded providing such services.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

The WVDO, through the administration of the ESG grant, requires all subrecipients to participate in the point-in-time count and actively participate in their CoC and coordinated assessment process. Through coordination with CoC's, subrecipients are in contact with Projects for Assistance in Transition from Homelessness (PATH) workers who primarily work to locate and engage unsheltered persons and families. As a result of these efforts, subrecipients regularly reach out to and assess the needs of those experiencing and at risk of homelessness. Funds are available each year for subrecipients to provide street outreach as a way to reach out to individuals and connect them to resources. However, it is expected that there will be less street outreach activities funded in the 2019 program year than previous years due to the number of applications received.

One Year Action: The WVDO recognizes that street outreach is a valuable tool to engage individuals experiencing homelessness into the continuum of services that can begin to assess their individual needs. The ESG Program plans to reach the 1200 individuals served goal by utilizing the activities described above by actively pursuing eligible participants through all allowable avenues and utilizing

partners and a strong referral system internally within organizations, as well as externally, to supplement outreach efforts.

Addressing the emergency shelter and transitional housing needs of homeless persons

Through the State of West Virginia's ESG Program, the State leverages multiple funding sources to meet the needs of individuals and families experiencing homelessness. The WVDO encourages the use of emergency shelters throughout the state as a critical piece of the crisis intervention. In 2018, WVDO awarded ESG funding to 18 subrecipients to meet the emergency shelter needs of residents. The WVDO encourages subrecipients to connect those experiencing homelessness with emergency shelter where they can be linked with mainstream and supportive services. These shelters should strive for a length of stay of 30 days or less.

One Year Action: The WVDO will continue to fund shelter operations next year and will make final determinations once applications are received. The State of West Virginia no longer funds transitional housing. While transitional housing programs still exist and serve a critical access point for those not able to be placed in permanent housing. The State has seen a significant number of transitional housing programs convert to permanent supportive housing and will continue to explore and encourage these changes as appropriate when needs are assessed through the annual Housing Inventory Count (HIC).

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 State places an emphasis on rapid rehousing as an important tool to transition and/or quickly house individuals and families in need. The State's ESG program also encourages shelters to meet the goal so that no one is in shelter for more than 30 days. During the 2018 ESG competitive application round, the State required shelter applicants to either create a rapid rehousing component or to prove community partnership with an existing rapid rehousing program that would provide such services to those in the shelter.

The WVDO requires each subrecipient to prioritize funds based on those individuals with the greatest need and highest barriers to housing. The subrecipients must identify a process of determining what qualifies as the highest need. Many subrecipients utilize the scores derived from the coordinated assessment to determine the highest need.

One Year Action: The WVDO will continue to emphasize the importance of rapid rehousing through the application process so that more sites will provide rapid rehousing services.

One Year Action: The WVDO will continue to emphasize the importance of rapid rehousing through the application process so that more sites will provide rapid rehousing services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The WVDO will work in partnership with the four CoCs to identify and promote planning and policy development that will ensure services and housing is provided in an efficient, cost-effective and productive manner. The WVDO will also work alongside the WV Housing Development Fund to facilitate affordable housing options within the state.

One Year Action: Through the collaboration with the four CoCs, a greater emphasis will be placed on identifying a need to call attention to polices as necessary to address key items.

Discussion

The WVDO and the four CoCs continue to work to address key issues for those experiencing homelessness in our State.

In addition, the WVHDF has participated in Housing Policy Group to forward goals and efforts to facilitate affordable housing the State of West Virginia. This group included representatives of major housing advocates and stakeholders in the development, administration and management of affordable housing resources. The WVHDF will continue to accomplish goals consistent with the 2015-2019 Consolidated Plan and the housing framework created to achieve the same result.

The WVHDF interacts with several active, vibrant CHDOs that openly discuss methods to effectively address and meet the needs of affordable housing for low-income families in various regions within the State.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	80
Tenant-based rental assistance	130
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	210

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

The WVDO and WVHDF and its housing partners will continue efforts to lower the barriers to affordable housing identified in the strategic plan and below. In addition to taking actions to alleviate barriers to affordable housing, the State is also dedicated to ensuring that fair access to housing is not only in affordable units but throughout the entire housing market is addressed.

- Provide a range of educational and technical assistance opportunities for lenders, homebuyers and other housing organizations including comprehensive instruction on promotion of fair housing and compliance to the Fair Housing Act and related Acts;
- Identification of fair housing issues, including those specific to protected classes;
- Continued and expanded involvement with a coalition of homeless service providers on identification of training needs and community needs, as well as policy and strategy development including work with federal, state and local organizations to increase capacity to address public awareness of fair housing;
- Continued usage of programs along with expanded utilization of outreach methods to access hard to reach populations and combat barriers faced by vulnerable populations.

Actions it planned 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

The State intends to take the following specific actions to remove negative effects of public issues that serve as barriers to affordable housing:

Barrier: Predatory Lending

Planned Actions: (a) Meet with lenders operating in the HOME program to raise awareness; (b) Continue to place an emphasis on the topic in homebuyer education courses; and (c) Thoroughly review and discuss re-financing options with current HOME Program mortgage holders as inquiries are received.

Barrier: Homeownership Education

Planned Actions: (a) Require HLLP borrowers utilizing the Program to also attend homebuyer education

Barrier: Community Opposition

Planned Actions: (a) Review policies/procedures to identify issues that have the potential to create

obstacles to the creation/placement of affordable housing; (b) Seek out opportunities to provide training to raise awareness on the facts of affordable housing and to alleviate fears and the benefit it offers

Barrier: Populations with Special Needs

Planned Actions: (a) Address the lack of specific guidance or training which explains the circumstances under which the FHA and ADA may require housing providers to allow applicants and tenants to use service/assistance animals; (b) Enhance work with HOPWA providers and PHAs to develop policies/procedures that allow for those living with HIV/AIDS to receive vouchers through confidential channels.

Barrier: Down payment and Closing Costs

Planned Actions: (a) Utilize HLLP to qualified participants to borrow up to \$14,999 at 0% interest rate with a term of five years; reduced by 20%/year that the homebuyer occupies the housing as principal residence

Barrier: Cost of Affordable Housing

Planned Actions: (a) Review study by WVU that centers on the costs of construction for affordable housing which could be a driver in future policy development; (b) Consult with the homebuilding industry, local governments, and affordable housing advocates in considering the potential impact of state statutes and state/local regulations on the affordability of housing; (c) Evaluate program change effectiveness issues to address affordable housing across the State and identification of additional gaps and actions to combat such gaps; coupled with promotion of supplemental loan programs to assist low-income homebuyers

Barriers: Housing Quality

Planned Actions: (a) Require that all HOME assisted construction projects meet the provisions of the International Building Code (IBC); (b) Emphasize the attainment of public health/safety goals for new construction/maintenance in most cost effective manner

Discussion:

Additional Barriers to those listed in Strategic Plan:

Lack of functional policies that address the State's housing challenges

West Virginia Housing Policy Framework: Developed in 2013 by West Virginia Housing Policy Work Group. CommunityWorks in West Virginia convened a group of stakeholders in the planning process,

under a grant from the Claude Worthington Benedum Foundation. The group established broad goals and policy direction related to housing policy to address the state's housing challenges. The framework includes five major goals, with specific recommendations for each:

- Raise the importance of housing in state governance and promote accountability, effectiveness and consistency in housing policy administration
- Increase resources for housing development, preservation and rehabilitation
- Promote statewide planning, coordination and integration of housing with other state improvement efforts
- Increase the quantity and quality of housing stock
- Ensure that West Virginia can meet the housing needs of its senior, special needs, and homeless populations

A copy of the *West Virginia Housing Policy Framework* is available at the following location:
<https://communityworkswv.org/member-services>

Sexual harassment in rental housing: One of the topics of a new rule from HUD to protect the most vulnerable women from predatory landlords.

Planned Actions: As appropriate and possible, the WVDO will work with the WVHRC to attend landlord meetings to discuss the topic and inquire of reported instances. The State will produce educational information to provide tenants with resource information through nonprofit organizations that serve this vulnerable segment of the State's population.

Discrimination within Housing Brokerage Services

Planned Action: The West Virginia Association of Realtors and the West Virginia Real Estate Commission train real estate professionals in Fair Housing, Cultural Diversity and Ethics. The WVDO and WVDHF continue to stress the importance of Fair Housing to the Association and Commission. At this time, the WVDO and WVHDF are working on plans to conduct a joint training session with the West Virginia Association of Realtors to the format of the Association's existing training for Diversity and Fair Housing as required for real estate professionals.

AP-85 Other Actions – 91.320(j)

Introduction:

In addition to the actions described elsewhere in this plan the following other actions will be pursued.

Actions planned to address obstacles to meeting underserved needs

Despite efforts made by service providers, a significant number of obstacles must be overcome in order to meet underserved needs. Planning and effective use of limited resources is critical to addressing needs. The State works to increase focus on compliance with federal regulations through monitoring and program evaluation in an effort to continue to identify obstacles and solutions and create opportunities for future funding.

Obstacle: Lack of accessible and comprehensive housing statistics and data

Planned Actions:

- WVHDF's website offers a link to the 2014 Statewide Housing Needs Assessment, which offers a comprehensive overview of housing in West Virginia. The 2014 Statewide Housing Needs Assessment is available at the following location: <https://www.wvhdf.com/about-wvhdf>
- The WVHDF is conducting a 2019 Housing Needs Assessment.

Obstacle: Lack of means of communication/inquiries regarding programs for underserved applicants

Planned Actions:

- WVHDF's website has multiple locations in which a user can click to request more information about the HOME program, HTF program, and other applicable programs.

Obstacle: Ability to target projects in locations of greatest need

Planned Actions:

- Developers submitting a HOME or HTF application must submit a market analysis that thoroughly examines neighborhood market conditions and realistically demonstrates need for the project for which HOME and/or HTF funds are being requested.

Obstacle: Increased need for supportive services for no/low income individuals/households

Planned Actions:

- Funding providers that connect participants to mainstream services, such as employment

services, job training programs, housing vouchers, financial literacy classes

Obstacle: Challenges of effective usage of land/property and zoning opportunities

Planned Actions:

- See Discussion Section

Actions planned to foster and maintain affordable housing

The State of West Virginia will take the following actions during the 2019 program year to preserve affordable housing units that may be lost from the assisted housing inventory:

Planned Actions:

- Utilize and expand the Home Repair Component of the Low-Income Home Energy Assistance Program provided through the West Virginia Weatherization Assistance Program carried out by Community Action Agencies
- Utilize the United States Department of Agriculture (USDA) Rural Development Home Repair Program (Section 504 Home Repair Program) by both referring low income participants of other programs as well as potentially partnering existing programs with this program
- Review annually all CoC Housing Inventory Charts to examine current available housing inventory, take action as necessary to preserve current inventory
- Examine and utilize the 2014 WVHDF Statewide Housing Needs Assessment created to provide a comprehensive housing assessment that focuses on the current and anticipated housing need in each of the 55 counties of West Virginia
- HOME Rental Training to provide instruction emphasizing compliance requirements to employees of owners/developers of HOME projects during the affordability period, which aids in fostering and maintaining affordable housing
- WVHDF co-sponsors an annual West Virginia Housing Conference, which allows housing agencies and individuals involved with housing throughout the state to learn and collaborate on a variety of housing topics including how to maintain (and add to) the current affordable housing inventory

Actions planned to reduce lead-based paint hazards

The State has varying processes in place from different programs to both assess whether lead-based paint hazards exist, and alleviating such hazards, if allowable by a particular program's regulations.

The West Virginia Office of Maternal, Child and Family Health, Childhood Lead Poisoning Prevention Program, is the central point of data collection concerning lead exposure through the Healthy Homes Lead Poisoning Surveillance System. West Virginia Code, Chapter 16-35-4a, requires a blood level screening for children under the age of 72 months. This information is reported to the State Health Department. The screening incorporates an assessment of the child's environment and social conditions to determine risks for lead poisoning. At a minimum, programs provide identification of hazards and participant education if such hazards cannot be addressed by a State program. The State is currently working to increase the number of children in the screening program, as part of its current grant with the U.S. Centers for Disease Control.

The HOME program ensures that any pre-1978 property be inspected and any lead-based paint issues are addressed pursuant to 24 CFR 58. The HOME program undertakes the following steps to mitigate the presence of lead-based paint in any HOME-assisted property through the following actions:

- Conducting visual lead inspections (and physical testing) of any structure where appropriate per specific program guidelines;
- Completing appropriate measures to remove the hazard during rehabilitation or reconstruction of homes when allowable and re-inspection of situation when required;
- Ensuring that organizations are properly certified to identify, test, and alleviate lead based paint hazards;
- Providing program participant education regarding lead based paint hazards and information on how such hazards can be alleviated (if remedies are not allowable by a particular program); and
- Ensuring program staff and organizations abide by the West Virginia Lead Abatement Law and Rule and other Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations as applicable.

Actions planned to reduce the number of poverty-level families

Through the programs offered by the State, program recipients will work with participants to connect them to mainstream public and private benefits as well through referrals to other programs to build a variety of skills in order to reduce the number of individuals and families in poverty. Recipients are encouraged to work with other social service providers in the community, such as the Community Action Agencies which are the network of agencies dedicated to eliminating poverty.

Planned Actions:

- Provide participants with supportive services such as life skills training, job skills training,

education etc.

- Provide connection to employment opportunities
- Provide opportunities to maximize income such as the Earned Income Tax Credit Program
- Coordination and cross-training/education with housing partners to build a foundation of knowledge at all participating organizations of available assistance and programs, as well as systems that focus on ending homelessness
- Increasing the supply of affordable housing through programs such as HOME Leverage Loan, HOME CHDO and HOME Rental Programs
- Increasing the supply of affordable housing through the HTF program.

Actions planned to develop institutional structure

The State has established an institutional structure to address the needs of poverty-level families and homeless persons. The State works with many different organizations, both public and private, to continue to develop and maintain the institutional structure as follows: the community economic development activities of programs are carried out through contractual agreements with units of local government. The housing activities, both production and preservation activities, are accomplished through partnerships with units of local government, non-profits, housing developers, and specifically through partnerships with state certified Community Housing Development Organizations (CHDOs). Homelessness, HIV/AIDS, and other special needs services result from WVDO and WVHDF's relationship with a network of non-profit service providers including shelters and units of local government across the state of West Virginia. The West Virginia Department of Health and Human Resources (WVDHHR) is the primary agency responsible for the delivery of financial services and other services to poverty-level families throughout the entire state who also plays an important role in the structure.

The following are gaps/weaknesses as identified in the strategic plan and associated actions planned:

Gap/Weakness: Providing targeted funding in areas of greatest need given limited providers and funding

Planned Actions:

- Create additional partnership and collaborations to be able to reach the areas of the state of greatest need
- Increase program educational opportunities from the State to encourage new providers

Gap/Weakness: Lack of PHA oversight by the State

Planned Actions:

- Increase partnership opportunities with these entities to complete local projects or activities
- Share information about regulations, updates to programs, and new potential opportunities

Actions planned to enhance coordination between public and private housing and social service agencies

The institutional structure developed fosters coordination between public and private housing and social services agencies, in collaboration with the State. Continuously improving this coordination remains a priority for the State.

Planned Actions:

- Utilize planned conference opportunities to increase networking and communication among available housing providers, both public and private
- Utilize CoC participation in landlord association meetings to bridge the gap of available resources

Discussion:

The State has limited amounts of developable land in certain regions due to the mountainous topography. The planned reuse of abandoned residential property, coupled with the productive reuse of idled and underutilized commercial, industrial and mining properties, will maximize this valuable resource and foster the redevelopment of areas with existing public infrastructure. In addition, many communities continue to struggle with abandoned properties that decrease property value and deter the development of additional affordable housing. The WVDO participates when possible to enhance collaboration between individuals and groups developing strategies to address these land and property issues.

While many planning and zoning issues are addressed in West Virginia Code, Chapter 8A: Land Use Planning, many areas of the State lack the expertise to fully implement each component of the land use planning law. To address this need, the West Virginia University College of Law, Land Use and Sustainable Development Law Clinic (LUSD Law Clinic) continues to provide legal services to local governments, landowners, and non-profit organizations to develop land conservation strategies and practices. The LUSD Law Clinic provides technical assistance to Local government officials, planners and other land use decision-makers to encourage sustainable development in appropriate areas of the community. For example, the LUSD Law Clinic works with several communities to draft comprehensive land use plans and ordinances, per the requirements of the West Virginia Code.

According to the Code, these comprehensive plans must be updated every 10 years. These comprehensive plans address the following issues: Land Use, Housing, Transportation, Infrastructure,

Public Services, Recreation, Economic Development, Community Design, Preferred Development Areas, Renewal and/or Redevelopment, Financing, and Historic Preservation. In addition, comprehensive plans must be prepared prior to a subdivision or zoning ordinance. The West Virginia Land Stewardship Act, signed into law in 2013, created the West Virginia Land Stewardship Corporation (WVLSC); a collaboration among multiple sectors to provide West Virginia and its citizens a statewide, nonpartisan community and economic development non-profit corporation.

The State brings agencies together to address issues and will continue to evaluate past development and future collaboration and increase training activities. The West Virginia Property Rescue Initiative was created in 2015 to assist cities, counties, and other eligible borrowers in the deconstruction, demolition and acquisition of residential structures. The WVHDF will provide technical assistance and funding to counties and municipalities for the identification, purchase, removal and rehabilitation of dilapidated properties. The removal of unsafe structures will improve the health and safety communities throughout the State, while preparing residential areas for future redevelopment.

The WVDO staff participated in the Mountain State Land Use Academy during the FY 2018 program year, and will continue to be involved in supporting these important initiatives. This ongoing partnership among lead agencies in this field will continue to enhance the State's approach to land use and zoning issues.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

CDBG: The State of West Virginia, consistent with the primary objective of CDBG funds plan the following actions:

- not less than 70 percent of the aggregate of the federal Title I assistance distributed under this program design statement shall be used for the support of activities that benefit persons of low and moderate income in the non-entitlement areas
- a minimum of 70 percent of CDBG funds will be used to benefit persons of low and moderate income over a consecutive three-year period.

Therefore, the 70 percent threshold will be maintained through the 2019 Annual Action Plan, as well as the period covered by the Five-Year Consolidated Plan, which spans Fiscal Years 2015 through 2019.

Additional key points:

- Program Income that does not exceed \$35,000 in a single year is retained by the unit of local government; thus, not reported here
- The State has not undertaken a project under the Urgent Need category. This category could be utilized in circumstances which meet stringent regulations.
- The State CDBG program has not undertaken a Section 108 program and, therefore, reports no proceeds.
- All activities which are eligible for federal CDBG funding, under Section 105 of the Federal Housing and Community Development Act of 1974, as amended, are eligible for funding. The State's method of distribution is provided in section AP-30: Annual Action Plan-Method of Distribution. The State's priorities are provided in section SP-25: Strategic Plan-Priority Needs.

HOME: The State of West Virginia, consistent with the primary objectives of the HUD HOME award will use estimated program income and leveraged funds to successfully implement the program.

Additional key points:

Eligible individuals/families to purchase or rent a HOME unit earn up to and including 80% AMI.

Eligible applicants for HOME funds will be for profit and nonprofit developers, who have demonstrated the capacity for carrying out housing projects.

WVHDF will use the Request for Proposals (RFP) process for solicitation to receive applications

requesting HOME funds for affordable housing. Detailed information regarding RFPs is obtained via WVHDF email list serve, WVHDF website, and a variety of meetings that a WVHDF HOME representative attends (i.e., public hearings, FAHE meetings, and the annual WV Housing Conference).

Each RFP will be thoroughly reviewed and ranked per the scoring criteria to determine funded projects.

Eligible populations receive HOME information through: a. network of nonprofits throughout the State; and b. the WVHDF website.

Since the State receives a small HOME award, and there is a great need for affordable housing, WVHDF does not limit beneficiaries or give preference to a particular segment of the low-income population.

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.320(k)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Not applicable: no other forms of investment are being used beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The WVHDF uses the following guidelines for recapture when used for homebuyer activities:

HOME Leverage Loan Program: If the original homebuyer no longer occupies the home as his or her principal residence, either voluntarily (i.e., sale or rental) or involuntarily (i.e., foreclosure), before the end of the Affordability Period applicable to that unit, the homebuyer may be responsible for repaying to the Fund the HOME funds that enabled the homebuyer to purchase the unit.

Affordability period follows 24 CFR 92.254 (a)(4): Homeownership assistance HOME amount per-unit and Affordability Period:

- Under \$15,000 - 5 years
 - \$15,000 to \$40,000 - 10 years
 - Over \$40,000 - 15 years
- The HOME Loan is subject to recapture under 24 CFR 92.254 and is subject to repayment if the HOME-assisted property does not meet the affordability period set forth above. The Recapture Policy will become effective if (a) the HOME-assisted homebuyer sells, transfers, or disposes the HOME-assisted property either voluntarily or involuntarily; (b) the HOME-assisted homebuyer, or if said homebuyer is married, the survivor of said homebuyer or said homebuyer's spouse, dies. The Fund will also require repayment of the outstanding balance of the HOME loan if the assisted homebuyer refinances the first mortgage loan (which was senior to the Fund's loan) at which time the remaining principal balance is due unless the Fund and any other subordinate mortgagees agree to a one-time only subordination of their mortgage loans to the new first mortgage loan. An assisted buyer fails to or ceases to occupy the HOME-assisted property as their principal residence will be in default. The entire outstanding balance of the HOME assisted provided will be due (with no prorated forgiveness otherwise available under a HOME Leverage Loan). The Recapture Policy will follow the provisions set forth under 24 CFR 92.254(a)(5)(ii) to recoup all or a portion of the HOME Loan from the net proceeds of the sale. Net proceeds are the sales price of the HOME-assisted property less the superior loan repayment (other than HOME Loan) and any reasonable and customary closing costs incurred by the seller. If the Net Proceeds from the sale of the HOME-assisted property are sufficient to recapture the outstanding HOME Loan balance of the

Promissory Note, the HOME-assisted homebuyer shall be allowed to retain the excess of the Net Proceeds. In the event Net Proceeds of the sale are insufficient to cover the outstanding HOME Loan balance of the Promissory Note, the HOME-assisted homebuyer will only be responsible for returning the Net Proceeds and any excess balance of the HOME loan will be forgiven.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HOME Leverage Loan Program: If the original homebuyer no longer occupies the home as his/her principal residence, either voluntarily or involuntarily, before the end of the Affordability Period applicable to that unit, the homebuyer may be responsible for repaying to the Fund the HOME funds that enabled the homebuyer to purchase the unit. Affordability period follows 24 CFR 92.254 (a)(4):

Homeownership assistance HOME amount per-unit and Affordability Period:

- Under \$15,000 - 5 years \$15,000 to \$40,000 - 10 years Over \$40,000 - 15 years The amount of HOME funds subject to recapture is based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit ("Direct HOME Subsidy"). Direct HOME Subsidy includes the down payment, closing costs, interest subsidies or other HOME assistance provided directly to the homebuyer. In addition, Direct HOME Subsidy includes any assistance that reduced the purchase price from fair market value to an affordable price. Recapture is limited to the net proceeds available from the sale. Net proceeds is defined as the sales price minus loan repayments (other than HOME funds) and closing costs. If the net proceeds from the sale of the unit are not sufficient to recapture the full amount of the Direct HOME Subsidy plus recover the amount of the homebuyer's down payment and any capital improvements made by the owner since purchase, the Fund will share the net proceeds proportionally with the homebuyer as follows. Same process as listed above in #2. If the net proceeds from the sale of the unit are sufficient to recapture the full amount of the HOME funds invested, plus recover the amount of the homebuyer's down payment and any capital improvements made by the owner since purchase, the homebuyer shall be allowed to retain the excess net proceeds.
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

There are no plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

**Emergency Solutions Grant (ESG)
Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

All sites receiving ESG funding have been required by the WVDO to establish written standards for provision of emergency shelter, rapid rehousing and homelessness prevention. The State does not develop statewide written standards due to the complex needs and characteristics of the service areas where ESG assistance is provided. As part of the application and monitoring process the WVDO conducts reviews of each project sponsor's written standards to ensure they are compliant with all state and federal regulations. The monitor also ensures that those standards are being followed by reviewing client records and financial documentation.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

All four CoC's use the VI SPDAT as the coordinated assessment. Meetings take place throughout the 4 CoC's to discuss prioritization lists and service delivery. The CoC acts as a single point of entry for the geographic area.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Applications are sent electronically to all current subrecipients, shared with the Continuum of Care lead for each CoC to be shared with the membership. Application and supporting materials are made available on the WVDO website. Two technical assistance calls take place during the application period to provide clarification on the application process. At the end of the application period, all complete eligible applications are reviewed by a team of WVDO staff and a risk assessment is performed for each applicant. The risk assessment results are taken into consideration when determining funding decisions and applying possible additional conditions on an award.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

According to guidance from HUD, (<https://www.hudexchange.info/faqs/1111/to-whom-does-the-homeless-participation-requirement-at-24-cfr/>) this requirement does NOT apply to a recipient that is a State, or to subrecipients. State recipients may require subrecipients to provide for the

participation of homeless or formerly homeless person(s) on their board or policy making entity. (See 24 CFR § 576.405(b)). However, the WVDO does review subrecipients' process for consulting with homeless or formerly homeless individuals in regards to program and policy development. Applicants are required, as a part of the application process, to detail how they request feedback from participants and what impact that feedback has on programs and policies.

5. Describe performance standards for evaluating ESG.

During the application process, applicants define their performance goals and plans for achieving those goals throughout the program year. These applications are reviewed to ensure that the performance goals align with the goal of ESG and all applicable state and federal regulations. Subrecipients receive both desktop and onsite monitoring each year. These monitoring processes focus on the subrecipients' compliance with all state and federal regulations as well as the adherence to agency specific policies, practices and goals.

During the application process, applicants define their performance goals and plans for achieving those goals throughout the program year. These applications are reviewed to ensure that the performance goals align with the goal of ESG and all applicable state and federal regulations. Subrecipients receive both desktop and onsite monitoring each year. These monitoring processes focus on the subrecipients' compliance with all state and federal regulations as well as the adherence to agency specific policies, practices and goals.

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state

agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Eligible applicants for HTF funding include nonprofit and for-profit entities and must meet minimum qualifications and demonstrate proficiency as developers and asset managers.

b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The application will provide evidence that the applicant, at minimum (all categories are minimum requirements and no points will be awarded):1. Will comply with the requirements of the HTF program and that rental units assisted with HTF will comply with HTF requirements;2. Demonstrate financial capacity to undertake, comply with, and manage the HTF eligible activity;3. Have experience and capacity to conduct eligible HTF activities by demonstrating ability to own, construct, manage and operate an affordable multifamily residential rental project that includes HTF units;4. Show familiarity with the requirements of other federal, state, or local housing programs that will be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such program through demonstrated experience with developing, owning, and managing affordable multifamily residential rental projects; and 5. Demonstrate the ability to understand and manage practices related to leasing to tenant populations at or below 30% AMI, including homeless households or persons with special needs.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

In addition to regulations (24 CFR 93) and State application criteria, eligible applicants submitting an application for HTF funding will be reviewed according to the following:

1. The extent to which a proposed project has federal, state, or local project-based rental assistance (up to 25 points available);
2. Demonstrate that the project is financially feasible for the 30-year affordability period (minimum requirement, no points awarded);
3. Gross tenant paid rent (tenant paid rent plus utility allowance) must not exceed 30% of AMI (minimum requirement, no points awarded);
4. Sources and uses of funds are clearly defined (minimum requirement, no points awarded);
5. Financial commitments (for HTF applications also requesting LIHTC, up to 25 points will be awarded for financial commitments);
6. Current market demand in the neighborhood in which the project will be located (minimum requirement, no points awarded);
7. Experience and capacity of applicant as evidenced by previous projects developed in the State (minimum requirement, no points awarded); and
8. Developer (development team) has no outstanding and/or unresolved issues of noncompliance after the end of the correction period as regulated by the State's Asset Management Department (minimum requirement, no points awarded).

When an application is received, it will be reviewed for eligibility, scored, and ranked.

Applications that comply with both the HTF regulations and application requirements will be issued a letter (letter of intent, waiting list letter, or denial letter). Applicants receiving a denial letter will not be further considered but should reevaluate the application and apply in response to a future HTF funding round. Applications that are not fully completed and/or received after the submission date will be returned and not further considered.

All projects receiving a letter of intent will be subject to credit underwriting and undergo a subsidy layering review to ensure that the financing awarded is no greater than what is needed for financial feasibility. The affordability period for HTF projects will not exceed 30 years, since the WVHDF anticipates projects will require re-capitalization at approximately 30 years.

The State will be responsible for executing contracts.

d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

<p style="margin: 0in 0in 10pt;">Resulting from the relatively small amount of HTF funds available the State will limit one HTF award per census tract in the 2019 funding cycle, unless no feasible alternative exists.</p>

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

While no application points are awarded for this category, since it's a minimum requirement, a review of the developer's capacity, from prior performance records, will include an assessment of the developer's ability to own, construct, manage, and operate an affordable multifamily residential rental project that includes HTF units. Developers who do not have a history of or have demonstrated an inability to own, construct, manage, and operate an affordable multifamily residential rental project that received federal funds will not receive a letter of intent for HTF funds.

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families: For projects receiving HTF:

15 points will be awarded to a property which has property-based rental assistance (e.g. Rural Development, HUD, or applicable public housing authority) for at least 25% but less than 50% of the residential rental units in the property; OR

20 points will be awarded to a property which has property-based rental assistance (e.g. Rural Development, HUD, or applicable public housing authority) for at least 50% but less than 75% of the residential rental units in the property; OR

25 points will be awarded to a property which has property-based rental assistance (e.g. Rural

Development, HUD, or applicable public housing authority) for at least 75% of the residential rental units in the property.

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Developers whose projects receive HTF funding will execute and record a Declaration of Restrictive Covenants document for a 30-year affordability period. Complying with the 30-year affordability period is a minimum requirement, and no points are awarded for this category.

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Funding includes the projects quality of housing characteristics including:

1. Energy Star Certified Whole-Unit HVAC, up to 15 points awarded
2. Energy Star Certified Kitchen Appliances, up to 15 points awarded
3. Energy Star Certified Exterior Doors and Windows, up to 15 points awarded
4. Stove Top Fire Suppression or Prevention, up to 15 points awarded
5. Energy Star Certified LED Light Fixtures, Ceiling Fans, and Bath Exhaust Fans, up to 10 points
6. Energy Star Certified Washer and Dryer, up to 20 points

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

For projects requesting HTF, without LIHTC and with or without HOME, application points will be awarded for the federal funds requested in relation to the total project costs.

LEVERAGE—PROPOSED HOME AND/OR HTF FUNDS REQUEST RELATIVE

TO TOTAL HOME and/or HTF PROJECT COSTS EQUALS: (maximum 30 points)

Less than or equal to 20%.....30

Greater than 20% to less than or equal to 40%.....20

Greater than 40% to less than or equal to 60%.....10

Greater than 60% to less than or equal to 100%.....0

4. Does the grantee’s application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

5. Does the grantee’s application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee’s goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.

Enter or attach the grantee’s maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

Please see the attached 2018 Maximum Per Unit Subsidy Limits for the HTF Program, which are identical to the HOME Program as a result of consistent construction costs throughout the state.

8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

Please see the attached Rehabilitation Standards.

9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

N/A

12. Refinancing of Existing Debt. Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’s refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter “N/A.”

N/A

Discussion:

The State of West Virginia is required to submit certification that it is affirmatively furthering fair housing to the U.S. Department of Housing and Urban Development (HUD). The certification has three elements and requires that the State of West Virginia: Complete an Analysis of Impediments to Fair Housing Choice (AI); Take actions to overcome the effects of any impediments identified through the analysis; and Maintain records reflecting the actions taken in response to the analysis.

The West Virginia Development Office (WVDO) and the West Virginia Housing Development Fund (WVHDF), are to report to HUD on planned actions to address these impediments at the beginning of each program year. At the conclusion of this program year, as part of the annual performance report for the Consolidated Plan, the State of West Virginia will report on its actions to affirmatively further fair housing.

The State of West Virginia had identified eight (8) original impediments to fair housing choice in its 1998 AI, and five (5) additional impediments in 2011 as directed by HUD as Special Matters of Requirement. The State submitted the 2014 AI Update as an adjunct document to the Consolidated Plan submission.

In May 2016, the State submitted its 2016 Update to the AI to provide historical information and propose actions to be taken during the upcoming year. Within the 2016 Update to the AI, the State provided the information necessary to remove five impediments from future reporting.

Following the May 2016 Update to the Analysis of Impediments (AI) in which five impediments were reviewed and presented for removal from further reporting, the State will focus its efforts and reporting on eight impediments. A new impediment was proposed in FY 2015: Unacceptable levels of sexual harassment in rental housing.

This brings the number of impediments needing to be addressed to nine. The State addressed all nine impediments in the 2017 Update to Analysis of Impediments to Fair Housing.

The State will be conducting a new study during 2018-19 to identify a new, up-to-date list of impediments that may be hindering residents of WV from freedom of housing choice. An Update to the Analysis of Impediments to Fair Housing is included with the 2019 Action Plan.

