

CR-00 – Executive Summary

In accordance with the Federal Regulations found in 24 CFR Part 570, the City of Wheeling, West Virginia has prepared this Consolidated Annual Performance and Evaluation Report (CAPER) for the period of July 1, 2018 through June 30, 2019. The CAPER describes the activities undertaken during this time period for funding from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant Program (CDBG) and the HOME Investment Partnerships Program (HOME). The projects/activities and accomplishments described in this CAPER principally benefit low- and moderate-income persons and the funding has been targeted to neighborhoods where there is the highest percentage of low- and moderate-income residents in the City of Wheeling and for persons who are low- and moderate-income in the Northern Panhandle HOME Consortium. The Northern Panhandle HOME Consortium consists of six (6) member jurisdictions: Ohio County, Marshall County, Hancock County, Brooke County, the City of Wheeling, and the City of Weirton. The following overall program narrative is based on the FY 2015-2019 Five Year Consolidated Plan and Annual Action Plans, as amended. This is the fourth CAPER for the FY 2015-2019 Five Year Consolidated Plan.

A listing of the active projects is found in CR-75 – IDIS Reports of the document. The CAPER meets three (3) basic purposes:

1. It provides HUD with the necessary information for the Department to meet its statutory requirement to assess each grantee's ability to carry out relevant CPD programs in compliance with all applicable rules and regulations.
2. It provides information necessary for HUD's Annual Report to Congress, also statutorily mandated.
3. It provides grantees with an opportunity to describe to citizens their successes in revitalizing deteriorated neighborhoods and meeting objectives stipulated in the Five Year Consolidated Plan and Annual Action Plans.

The document provides information on how the funds received by the City and the Northern Panhandle HOME Consortium through the HUD programs were used, including an explanation on the leveraging and matching of funds.

The City of Wheeling continues to work cooperatively with the Northern Panhandle HOME Consortium, the Wheeling Housing Authority, Regional Economic Development Partnership, Greater Wheeling Coalition for the Homeless, West Virginia Economic Development Council, and a multitude of community based organizations and neighborhood groups to develop and implement programs that best serve the needs of its residents. The Five Year Consolidated Plan serves as the blueprint for these efforts and guides the City's activities in the most effective and efficient manner possible. The following narratives, charts, and statistical reports demonstrate that the City of Wheeling is dedicated to serving its residents, particularly those of low- and moderate-income.

The City of Wheeling's FY 2018 Consolidated Annual Performance and Evaluation Report (CAPER) was made available for public display and comment at the Economic and Community Development

Department Office and the Ohio County Public Library, as well as on the City’s website (<http://www.wheelingwv.gov/>). The “Draft” CAPER was advertised in the Wheeling *Intelligencer* newspaper on Friday, September 6, 2019 for the required 15-day public comment period, which began on Monday, September 9, 2019 until Monday, September 23, 2019. The City held a public hearing on Tuesday, September 17, 2018 at 5:30 PM in the Council Chambers located on the first floor of the City-County Building.

Grants Received –

The City of Wheeling received the following grant amounts during the time period of July 1, 2018 through June 30, 2019:

	CDBG	HOME	Total
FY 2018 Entitlement Grants	\$ 1,162,941.00	\$ 325,571.00	\$ 1,488,512.00
Program Income	\$ 24,004.56	\$ 0.00	\$ 24,004.56
Total Funds Received	\$ 1,186,945.56	\$ 325,571.00	\$ 1,512,516.56

Table 1 – Grant Amounts for FY 2018

This chart only includes funds received during July 1, 2018 through June 30, 2019. Any previous program year’s grants are not included.

Funds Expended –

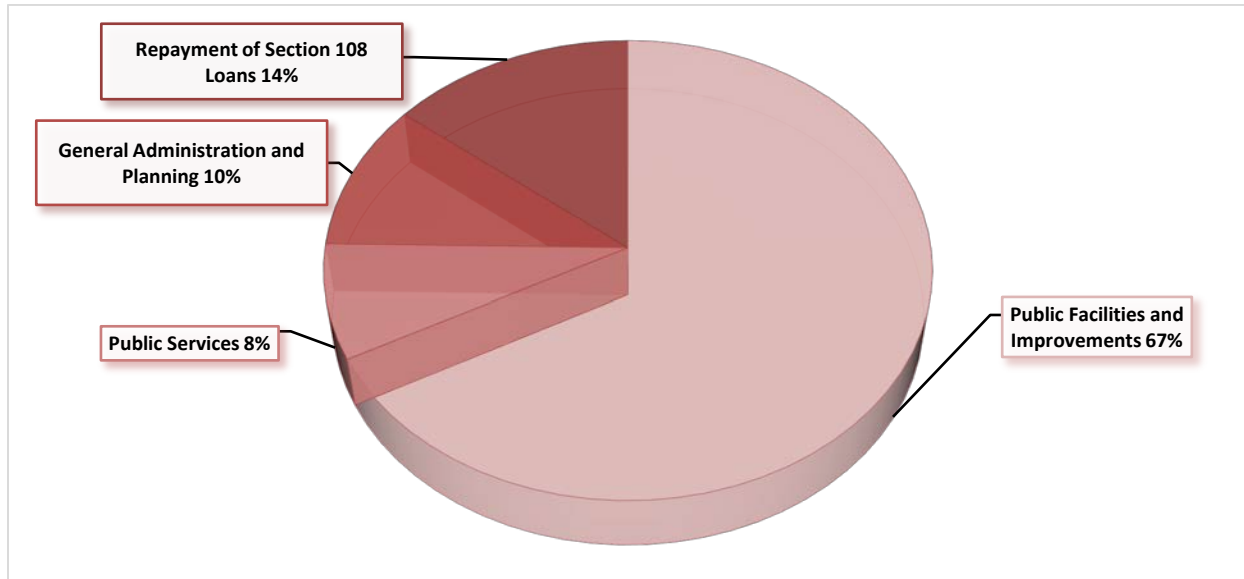
The funds shown in the following chart below are funds that were expended during the time period of July 1, 2018 through June 30, 2019. These expenditures consist of previous program year funds that were not drawn down until this time period and also include any reprogrammed funds from previous years.

Funding Sources	Total Funds Expended
Community Development Block Grant (CDBG)	\$ 1,399,281.15
HOME Investment Partnership Grant (HOME)	\$ 340,419.06
Total	\$ 1,739,700.21

Table 2 – Total Funds Expended

The CDBG expenditures by type of activity are shown below.

Expenditure by Type of Activity



Type of Activity	Expenditure	Percentage
Public Facilities and Improvements	\$ 941,461.18	67.28%
Public Services	\$ 111,986.30	8.00%
General Administration and Planning	\$ 145,568.67	10.40%
Repayment of Section 108 Loans	\$ 200,265.00	14.31%
Total	\$ 1,399,281.15	100.00%

Table 3 – Expenditure by Type of Activity

Regulatory Caps and Set-Asides –

The City of Wheeling’s program administration expenditures were within the regulatory cap for the CDBG and HOME programs. This is shown in the table below:

	CDBG	HOME
FY 2018 Entitlement Grant	\$ 1,162,941.00	\$ 325,571.00
FY 2018 Program Income	\$ 24,004.56	\$ 0.00
Administrative Cap Allowance	20%	10%
Maximum Allowable Expenditures	\$ 232,588.20	\$ 32,557.10
Total Administration Obligations	\$ 232,588.00	\$ 19,352.67
Administrative Percentage	19.99%	5.94%

Table 4 – Regulatory Caps and Set-Asides

The City of Wheeling’s CDBG program total administrative obligations was \$232,588.00, which is under the 20% cap for CDBG administrative expenditures. The City of Wheeling’s FY 2018 HOME program administrative expenditure was \$19,352.67, which is under the 10% cap for HOME administrative expenditures. During this CAPER period, \$10,023.34 of FY 2017 HOME funds was expended on administrative expenses, which is under the 10% cap for 2017 HOME administrative expenditures.

CDBG Public Service Activity Cap –

	CDBG
FY 2018 Entitlement Grant	\$ 1,162,941.00
Prior Year Program Income	\$ 27,537.44
Public Service Cap Allowable	15%
Maximum Allowable Expenditures	\$ 178,571.77
Total Public Services Funds Obligated	\$ 111,986.30
Public Service Percentage	9.63%

Table 5 – CDBG Public Service Activity Caps

The City of Wheeling’s total public service obligations was \$111,986.30, which was 9.63% of the allowable expenditures and under the 15% cap for public services.

HOME CHDO Set-Aside –

	CHDO Set-Aside
FY 2018 Entitlement Grant	\$ 325,571.00
CHDO Set-Aside Minimum CAP	15%
Minimum Allowable Set-Aside	\$ 48,835.65
Actual CHDO Programmed Set – Aside	\$ 48,836.00

Table 6 – HOME CHDO Set-Aside Amounts

The City of Wheeling and the Northern Panhandle HOME Consortium programmed \$48,836.00 in funds for CHDO Set-Aside which is 15% of the allocation. During this CAPER period, the City expended \$44,456.41 in previous allocations of CHDO funds.

Summary of Strategies and Goals –

The City of Wheeling’s FY 2015-2019 Five Year Consolidated Plan established six (6) strategies to address the needs in the City of Wheeling and the Northern Panhandle HOME Consortium. The following Five Year strategies and goals are:

HOUSING PRIORITY - (High Priority)

There is a need to improve the quality of the housing stock in the community and to increase the supply of affordable, decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers.

Goals/Strategies:

- **HS-1 Homeownership** - Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, with the required housing counseling training.
- **HS-2 Housing Construction/Rehabilitation** - Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the City through new construction and rehabilitation.
- **HS-3 Fair Housing** - Promote fair housing choice through monitoring, education, and outreach.

HOMELESS PRIORITY - (Low Priority)

There is a need for housing and services for homeless persons and persons at-risk of becoming homeless.

Goals/Strategies:

- **HO-1 Operation/Support** - Assist providers through the Continuum of Care in the operation of housing and support services for the homeless and persons at-risk of becoming homeless.
- **HO-2 Housing** - Support local agencies' efforts to provide emergency shelter, transitional housing, and permanent supportive housing.

OTHER SPECIAL NEEDS PRIORITY - (Low Priority)

There is a need for housing, services, and facilities for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs.

Goals/Strategies:

- **SN-1 Housing** - Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs through rehabilitation, new construction, and making reasonable accommodations to existing housing.
- **SN-2 Social Services** - Support social service programs and facilities for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs.

COMMUNITY DEVELOPMENT PRIORITY - (High Priority)

There is a need to improve the public and community facilities, infrastructure, public services, and the quality of life.

Goals/Strategies:

- **CD-1 Infrastructure** - Improve the City's infrastructure through rehabilitation, reconstruction, and new construction of streets, walks, curbs, ADA ramps, retaining walls, sewer, water, storm water management, bridges, bike trails, green infrastructure, etc.
- **CD-2 Community Facilities** - Improve the City's parks, recreational centers, and public and community facilities through rehabilitation and new construction.
- **CD-3 Public Services** - Improve and increase public safety, programs for the youth, the elderly, disabled, and target income population, feeding programs, and social/welfare programs throughout the City.
- **CD-4 Code Enforcement** - Undertake code enforcement activities to maintain the existing housing stock in the City.

- **CD-5 Clearance** - Remove and eliminate slum and blighting conditions through demolition of vacant and abandoned structures throughout the City.
- **CD-6 Architectural Barriers** - Remove architectural barriers and make public and community facilities accessible.
- **CD-7 Public Safety** - Improve public safety through upgrades to facilities, purchase of new equipment, crime prevention, community policing, and ability to respond to emergency situations.

ECONOMIC DEVELOPMENT PRIORITY – (Low Priority)

There is a need to increase employment, self-sufficiency, education, job training, technical assistance, and economic empowerment for residents of the City of Wheeling.

Goals/Strategies:

- **ED-1 Employment** - Support and encourage new job creation, job retention, employment, and job training services.
- **ED-2 Financial Assistance** - Support business and commercial growth through expansion and new development with technical assistance and low interest loan programs.
- **ED-3 Redevelopment Program** - Plan and promote the development and redevelopment of vacant commercial and industrial sites, and facilities, and the revitalization efforts in downtown.

ADMINISTRATION, PLANNING, AND MANAGEMENT PRIORITY – (High Priority)

There is a continuing need for planning, administration, management, and oversight of Federal, state, and local funded programs.

Goals/Strategies:

- **AM-1 Overall Coordination** - Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, and compliance with all Federal, state, and local laws and regulations.

FY 2018 CDBG and HOME Budget –

The chart below lists the FY 2018 CDBG activities that were funded:

Project ID Number	Project Title/Description	2018 CDBG Budget	2018 CDBG Expenditures
CD-18-01	Administration	\$ 232,588.00	\$ 18,539.81
CD-18-02	Section 108 Loan Payment	\$ 200,000.00	\$ 0.00
CD-18-03	Fire Truck	\$ 468,923.00	\$ 468,923.00
CD-18-04	Fencing at Pulaski Playground	\$ 44,478.00	\$ 44,478.00
CD-18-05	Fulton Playground	\$ 25,522.00	\$ 0.00
CD-18-06	Street Paving	\$ 147,037.00	\$ 0.00
CD-18-07	Catholic Charities Center	\$ 5,000.00	\$ 5,000.00
CD-18-08	Family Services	\$ 7,000.00	\$ 7,000.00
CD-18-09	Greater Wheeling Coalition for the Homeless	\$ 8,500.00	\$ 7,314.23
CD-18-10	Seeing Hand Association	\$ 3,500.00	\$ 2,459.20
CD-18-11	Wheeling Health Right	\$ 22,500.00	\$ 22,500.00
CD-18-12	Human Rights Commission	\$ 5,000.00	\$ 0.00
CD-18-13	Police Department - Community Policing	\$ 10,000.00	\$ 0.00
CD-18-14	Nelson Jordan Center	\$ 33,000.00	\$ 2,843.76
CD-18-15	East Wheeling Pool Operations	\$ 0.00	\$ 0.00

The City spent \$579,058 of its FY 2018 CDBG allocation, which is 49.79% of the allocation. Additionally, during the 2018 CAPER period, the City expended \$820,223.15 from previous fiscal years.

The chart below lists the FY 2018 HOME activities that were funded:

Project ID Number	Project Title/Description	2018 HOME Budget	2018 HOME Expenditures
HOME 18-16	HOME Administration	\$ 32,557.00	\$ 9,329.33
HOME 18-17	CHDO Set-A-Side	\$ 48,836.00	\$ 0.00
HOME 18-18	Northern Panhandle HOME Consortium – First Time Homebuyer Program	\$ 244,178.00	\$ 100,234.00

The City spent \$109,563.33 of its FY 2018 HOME allocation, which is 32.18% of the allocation. Additionally, during the 2018 CAPER period, the City expended \$109,563.33 from previous fiscal years.

Housing Performance Measurements –

The table below lists the objectives and outcomes that the City accomplished through CDBG activities during this CAPER period:

Objectives	Outcomes						Total by Objective	
	Availability/ Accessibility		Affordability		Sustainability			
	Units	\$	Units	\$	Units	\$	Units	\$
Suitable Living	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Decent Housing	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Economic Opportunity	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total by Outcome	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00

Table 7 – CDBG Housing Performance

The chart below lists the objectives and outcomes that the City accomplished through HOME activities during this CAPER period:

Objectives	Outcomes						Total by Objective	
	Availability/ Accessibility		Affordability		Sustainability			
	Units	\$	Units	\$	Units	\$	Units	\$
Suitable Living	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Decent Housing	0	\$0.00	28	\$276,463.98	0	\$0.00	27	\$276,463.98
Economic Opportunity	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total by Outcome	0	\$0.00	28	\$276,463.98	0	\$0.00	27	\$276,463.98

Table 8 – HOME Housing Performance

The City of Wheeling met its National Objective requirement of principally benefitting low- and moderate-income persons. The number above represents the twenty-eight (28) first time homebuyers assisted during this CAPER period.

National Objectives -

The City expended \$1,399,281.15 in CDBG funds during this CAPER period. Included in this amount was \$145,568.67 for Planning and Administration and \$200,265.00 for Section 108 Repayments. This leaves a balance of \$1,053,447.48 that was expended for project activities. All of the \$1,053,447.48 was expended on activities that benefitted low- and moderate-income persons. This produces a Low/Mod Benefit Percentage of 100.00%. These funds were expended in the low/mod income areas or to benefit low/mod households for activities identified in the City's Five Year Consolidated Plan.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

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

This was the City of Wheeling's fourth year of the FY 2015-2019 Five-Year Consolidated Plan designed to address the housing and non-housing needs of City residents. This year's CAPER reports on the actions and achievements the City accomplished in Fiscal Year 2018.

The CAPER for the City of Wheeling's FY 2018 Annual Action Plan includes the City's CDBG and HOME Programs and outlines which activities the City undertook during the program year beginning July 1, 2018 and ending June 30, 2019. The City of Wheeling's Economic and Community Development Department is the lead entity and administrator for the CDBG and HOME funds.

The CDBG Program and activities outlined in this FY 2018 CAPER principally benefited low- and moderate-income persons and funding was targeted to neighborhoods where there is the highest percentage of low- and moderate-income residents.

The City during this CAPER period budgeted and expended FY 2018 CDBG and HOME funds on the following strategies:

- **Housing Strategy - HS** - Budget \$298,014.00, expended \$109,563.33.
- **Homeless Strategy - HO** - Budget \$13,500.00, expended \$13,500.00.
- **Special Needs - SN** - Budget \$7,000.00, expended \$7,000.00
- **Community Development Strategy - CD** - Budgeted \$704,853.00, expended \$35,343.76.
- **Economic Development Strategy - ED** - Budgeted \$200,000.00, expended \$167,855.00.
- **Administration and Management Strategy - AM** - Budgeted \$232,588.00, expended \$34,175.65.

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

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

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AM-1 Overall Coordination	Administration, Planning, and Management	Other	Other	10	6	60.00%	2	0	0.00%
CD-1 Infrastructure	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15,285	12,410	81.19%	3,450	3,125	90.58%

CD-2 Community Facilities	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	280	1,296	462.86%	765	935	122.22%
CD-2 Community Facilities	Non-Housing Community Development	Other	Other	0	0	0.00%	2	0	0.00%
CD-3 Public Services	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	27,870	46,466	166.72%	5,570	8,016	143.91%
CD-4 Code Enforcement	Non-Housing Community Development	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	1,518	100.00%	-	-	-
CD-5 Clearance	Non-Housing Community Development	Buildings Demolished	Buildings	0	25	100.00%	-	-	-

CD-6 Architectural Barriers	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	10,000	100%	-	-	-
CD-6 Architectural Barriers	Non-Housing Community Development	Other	Other	2	1	50.00%	-	-	-
CD-7 Public Safety	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	4,265	100%	0	4,265	100%
CD-7 Public Safety	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25,525	5,410	21.19%	10,430	0	0.00%

ED-1 Employment	Economic Development	Jobs created/retained	Jobs	0	0	-	-	-	-
ED-2 Financial Assistance	Economic Development	Businesses assisted	Businesses Assisted	0	0	-	1	0	0.00%
ED-3 Redevelopment Program	Economic Development	Facade treatment/business building rehabilitation	Business	0	0	-	-	-	-
HO-1 Operating/Support	Homeless	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5,000	683	13.66%	1,000	183	18.30%
HO-2 Housing	Homeless	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	28	100%	0	28	100%
HO-2 Housing	Homeless	Homeless Person Overnight Shelter	Persons Assisted	155	104	67.10%	31	28	90.32%

HS-1 Homeownership	Affordable Housing	Homeowner Housing Added	Household Housing Unit	56	99	176.79%	0	26	100%
HS-1 Homeownership	Affordable Housing	Direct Financial Assistance to Homebuyers	Households Assisted	56	73	130.36%	-	-	-
HS-2 Housing Construction/ Rehabilitation	Affordable Housing	Rental units constructed	Household Housing Unit	2	0	0.00%	-	-	-
HS-2 Housing Construction/ Rehabilitation	Affordable Housing	Rental units rehabilitated	Household Housing Unit	3	1	33.33%	1	0	0.00%
HS-3 Fair Housing	Affordable Housing	Other	Other	5	3	60.00%	1	0	0.00%
SN-1 Housing	Non-Homeless Special Needs	Rental units rehabilitated	Household Housing Unit	0	0	-	-	-	-
SN-1 Housing	Non-Homeless Special Needs	Homeowner Housing Rehabilitated	Household Housing Unit	0	1	100%	-	-	-
SN-2 Social Services	Non-Homeless Special Needs	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	750	723	96.40%	150	291	194.00%

Table 9 – Accomplishments – Program Year & Strategic Plan to Date

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

During the FY 2018 CAPER period, the City of Wheeling did not meet all of its goals for expected units of measurement. However, these activities are still in progress and the City should meet its goals in the FY 2020 CAPER period.

During the FY 2018 CDBG and HOME Program Year, the City of Wheeling addressed the following strategies and specific objectives from its Five Year Strategic Initiatives:

Housing Priority:

There is a need to improve the quality of the housing stock in the community and to increase the supply of affordable, decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers.

Goals/Strategies:

HS-1 Homeownership - Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, with the required housing counseling training.

- The City proposed to assist a total of zero (0) qualified First Time Homebuyers with deferred, forgivable loans for downpayment and closing cost assistance with the purchase of a home within the Northern Panhandle. During this CAPER period, the City exceeded its goal by assisting twenty-eight (28) First Time Homebuyers in the Northern Panhandle.

HS-2 Housing Construction/Rehabilitation - Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the City through new construction and rehabilitation.

- The City proposed to assist one (1) housing unit during this CAPER period. The City did not complete any units during this CAPER period. This will be completed in the FY 2019 CAPER period. Habitat for Humanity, which is not a certified CHDO, broke ground in April 2016 for a single-family home on Wheeling Island that will be sold to a low/mod family; project was completed during this CAPER period. CHANGE, Inc., a certified CHDO, used FY 2014 and FY 2015 HOME funds to complete a CHDO project in Follansbee, WV. CHANGE, Inc. purchased, and rehabilitation of this unit is nearing completion. This will be a rental property managed by CHANGE, Inc. and will be completed during the FY 2019 CAPER period.

HS-3 Fair Housing - Promote fair housing choice through monitoring, education, and outreach.

- The City proposed to use CDBG funds for office expenses for the Wheeling Human Rights Commission (HRC). Fair Housing Education and Outreach efforts were continued under an

agreement with Southwest PA Legal Services. Increasing visibility of the HRC remained a goal of the City. Six (6) Fair Housing billboards were placed in April.

- During FY 2018, one (1) housing complaint form, and one (1) employment complaint form was received, and one (1) public accommodations complaint was carried over from FY 2017. The following complaint activity occurred in FY 2018: The one housing complaint received was subsequently withdrawn/dropped by the complainant. The employment complaint received was subsequently withdrawn/dropped by the complainant. In the public accommodations complaint that was carried over from FY 2017, the Human Rights Commission made a determination of No Probable Cause for discrimination. The finding was upheld after an Administrative Review and the case has been dismissed.

Homeless Priority:

There is a need for housing and services for homeless persons and persons at-risk of becoming homeless.

Goals/Strategies:

HO-1 Operation/Support - Assist providers through the Continuum of Care in the operation of housing and support services for the homeless and persons at-risk of becoming homeless.

- During this CAPER period, the City proposed to serve 1,000 low income and homeless persons with meals, and the City served 183 persons with meals. The proposed accomplishment number of 1,000 was an overestimated number by the subrecipient.

HO-2 Housing - Support local agencies' efforts to provide emergency shelter, transitional housing, and permanent supportive housing.

- The City proposed to benefit 31 homeless persons living in a transitional facility during this CAPER period, and the City served 28 persons. This project/activity is still ongoing, and once the project is completed, the City will meet the persons assisted goal in the FY 2019 CAPER.

Other Special Needs Priority:

There is a need for housing, services, and facilities for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs.

Goals/Strategies:

SN-1 Housing - Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs through rehabilitation, new construction, and making reasonable accommodations to existing housing.

- The City did not fund any activities with CDBG funds during this CAPER period.

SN-2 Social Services - Support social service programs and facilities for the elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs.

- The City proposed to benefit 150 people through Family Services with CDBG funds, and the City exceeded that goal by serving 291 persons. The City did fund Seeing Hand Association with CDBG funds during this CAPER period, but the accomplishment data was included under CD-3.

Community Development Priority:

There is a need to improve the public and community facilities, infrastructure, public services, and the quality of life.

Goals/Strategies:

CD-1 Infrastructure - Improve the City's infrastructure through rehabilitation, reconstruction, and new construction of streets, walks, curbs, ADA ramps, retaining walls, sewer, water, storm water management, bridges, bike trails, green infrastructure, etc.

- During this CAPER period, the City proposed to assist 3,450 low-income persons by completing a street reconstruction project.

CD-2 Community Facilities - Improve the City's parks, recreational centers, and public and community facilities through rehabilitation and new construction.

- During this CAPER period, the City proposed to serve 765 persons through playground improvements. The City benefited 935 children during this CAPER period.

CD-3 Public Services - Improve and increase public safety, programs for the youth, the elderly, disabled, and target income population, feeding programs, and social/welfare programs throughout the City.

- The City proposed to serve a total of 5,570 persons through various public services during this CAPER period. The City exceeded its goal during the FY 2018 CAPER period by assisting 8,016 person.

CD-4 Code Enforcement - Undertake code enforcement activities to maintain the existing housing stock in the City.

- The City of Wheeling's Code Enforcement Officers inspected 477 structures in low/mod areas during this CAPER period.

CD-5 Clearance - Remove and eliminate slum and blighting conditions through demolition of vacant and abandoned structures throughout the City.

- The City did not fund any activities with CDBG funds during this CAPER period. The City did demolish twelve (12) structures funded by General Funds.

CD-6 Architectural Barriers - Remove architectural barriers and make public and community facilities accessible.

- The City did not fund any activities during this CAPER period.

CD-7 Public Safety - Improve public safety through upgrades to facilities, purchase of new equipment, crime prevention, community policing, and ability to respond to emergency situations.

- The City proposed to serve 5,325 low- and moderate-income people by purchasing a fire truck to serve low- and moderate-income neighborhoods close to First Station #1. The neighborhoods to be served are: CT
- The City proposed to serve 10,430 low income people by paying for the salaries and fringe benefits of two beat patrol officers in low/mod income neighborhoods. The neighborhoods to be served are: CT 500 BG 1; CT 500 BG 2; CT 600 BG 1; CT 600 BG 2; CT 700 BG 2. This project/activity is still on-going and once the project is completed, the City will meet the goal in the FY 2019 CAPER.

Economic Development Priority:

There is a need to increase employment, self-sufficiency, education, job training, technical assistance, and economic empowerment for residents of the City of Wheeling.

Goals/Strategies:

ED-1 Employment - Support and encourage new job creation, job retention, employment, and job training services.

- The City did not fund any activities with CDBG funds during this CAPER period.

ED-2 Financial Assistance - Support business and commercial growth through expansion and new development with technical assistance and low interest loan programs.

- The City continued to repay the Section 108 Loan during this CAPER period.

ED-3 Redevelopment Program - Plan and promote the development and redevelopment of vacant commercial and industrial sites, and facilities, and the revitalization efforts in downtown.

- The City did not fund any activities with CDBG funds during this CAPER period.

During this CAPER period, the City continued to use assistance of the EPA for “Targeted Brownfield Assistance” to test the Robrecht property. The City received the final report on November 1, 2017, however by that time it was not possible to meet the 2017 deadline to apply for an EPA Brownfields Cleanup Grant. The City will use this document if it determines that it will apply for an EPA Brownfields Cleanup Grant in FY 2018.

Administration, Planning, & Management Priority:

There is a continuing need for planning, administration, management, and oversight of Federal, state, and local funded programs.

Goals/Strategies:

AM-1 Overall Coordination - Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, and compliance with all Federal, state, and local laws and regulations.

- The City continued to use CDBG and HOME funds to pay for administrative and office expenses of the CDBG and HOME programs.

The greatest need for the City of Wheeling and the Northern Panhandle HOME Consortium is affordable housing. The Consortium used HOME funds to assist with this need and assisted twenty-eight (28) low income households with downpayment and closing cost assistance to buy a home.

In addition, like all older communities there is a great need for infrastructure improvements. This was done through funding the Street Reconstruction.

The City of Wheeling has allocated 9.41% of its FY 2018 CDBG allocation to assist public service agencies in aiding the City's low- and moderate-income residents.

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME
White	8,411	63
Black or African American	217	0
Asian	6	0
American Indian or American Native	3	0
Native Hawaiian or Other Pacific Islander	0	0
Total	8,637	63
Hispanic	505	3
Not Hispanic	8,132	60

Table 10 – Table of Assistance to Racial and Ethnic Populations by Source of Funds

Narrative

The chart above reflects the total number of people in the households assisted.

The City of Wheeling’s CDBG program benefitted 8,411 (97.38%) White families, 217 (2.51%) Black or African American families, 6 (0.07%) Asian families, 3 (0.03%) American Indian or American Native family, and 0 (0.00%) Native Hawaiian or Other Pacific Islander family. Of the families assisted, 505 (5.85%) were Hispanic.

The City of Wheeling’s HOME program benefitted 63 (100%) White families, and no Black or African American, Asian, American Indian or American Native, or Native Hawaiian or Other Pacific Islander families. Of the families assisted with HOME funds, 3 (4.76%) were Hispanic.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	FY 2018	\$1,162,941.00	\$1,399,281.15
HOME	FY 2018	\$325,571.00	\$340,491.06

Table 11 – Resources Made Available

Narrative

During the FY 2018 Program Year, the City of Wheeling received the above amounts of Federal Entitlement Grants. These funds were made available to the City after the HUD Director, Community Planning and Development Division signed the FY 2018 CDBG and HOME Grant Agreement. The City also received \$24,004.56 in CDBG program income.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	78%	78%	The City funded 14 projects during this CAPER period in this Target Area with CDBG funds.
Northern Panhandle HOME Consortium	22%	22%	The HOME Consortium funded 3 projects during this CAPER period in this Target Area with HOME funds.

Table 12 – Identify the geographic distribution and location of investments

Narrative

The City of Wheeling and the Northern Panhandle HOME Consortium has allocated its CDBG and HOME funds for FY 2018 to principally benefit low- and moderate-income persons. The City has a public benefit ratio of 100% of its funds, which principally benefits low- and moderate-income persons. In selecting projects for funding, the following criteria were used:

- The Public Facilities activities were either located in a low- and moderate-income census area or have a low- and moderate-income service area benefit or clientele.
- Acquisition and demolition of structures were either located in a low- and moderate-income census area or it falls under removal of slum and blight on a spot basis.

- The public services activities were for social service organizations whose clientele qualify under the presumed benefit category of the regulations or who principally serve low-income persons.
- The First Time Homebuyer Program had an income eligibility criterion; therefore the income requirement restricts funds to low- and moderate-income households throughout the Northern Panhandle HOME Consortium.

The proposed activities under the FY 2018 CDBG Program Year were located in areas with the highest percentages of low- and moderate-income persons and those block groups with a percentage of minority persons above the average for the City of Wheeling.

The HOME funds were used for administration and for housing projects. The HOME Consortium funds were allocated to income eligible households to purchase an affordable house. All of the funds were used to benefit low- and moderate-income households (100%).

Leveraging:

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

In addition to its CDBG and HOME funds, the following other public resources have been received by agencies in the City of Wheeling:

- The City of Wheeling Police Department received \$217,220.00 from the West Virginia Department of Transportation for Safe Communities.
- The City of Wheeling Police Department received \$62,231.00 as a pass through program from the Executive Office of the President – Laurel County Fiscal Court – High Intensity Drug Trafficking Areas Program.
- The City of Wheeling Police Department received \$111,004 in Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant (JAG) program funds.
- The Wheeling Housing Authority received \$1,052,524 for the FY 2018 Capital Funds Grant, and will receive \$1,110,368 for the FY 2019 Capital Funds Grant.
- The City received \$29,886.00 from the West Virginia Division of Culture and History from the Historic Preservation Grant.
- The City received \$3,248.00 to have Southwestern Pennsylvania Legal Services provide fair housing initiative programs which include education outreach.
- The City received \$20,880 from the U.S. Department of Homeland Security for disaster relief.

In addition, the Human Rights Commission was under an Agreement with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services for calendar year 2018, to provide 33.75 hours of Education and Outreach in the City of Wheeling which was reimbursable at a rate of \$60

per hour, up to \$2,025. The 2018 hours were met and exceeded. The calendar year 2019 Agreement is to provide 31 hours of Education and Outreach in the City of Wheeling, which is reimbursable at a rate of \$75 per hour, up to \$2,325.

During this CAPER period, various Northern Panhandle Continuum of Care (NPCoC) organizations including the Greater Wheeling Coalition for the Homeless (GWCH), CHANGE, Inc., and Helping Heroes obtained the following federal funds to serve the local homeless population:

- Continuum of Care (CoC) Program – The U.S. Department of Housing and Urban Development funded three local projects serving people who are homeless in the Northern Panhandle region. These projects were Supportive Services Only (SSO), Residential Housing (RH), and Planning. SSO provides services to people who are living in emergency shelters or in the streets. RH provides 18 units of permanent supportive housing for people who are chronically homeless or have a disability. Planning funds cover some of the costs associated with serving as the Collaborative Applicant of the Northern Panhandle Continuum of Care, such as organizing and participating in the annual Point In Time Count (PITC).
- Emergency Solutions Grant (ESG) – The West Virginia Community Advancement and Development (WVCAD) division of the West Virginia Development Office (WVDO) awarded GWCH and CHANGE, Inc. a combined total of \$108,980 to serve people who are homeless or at-risk of becoming homeless. This funding provides \$12,616 in Emergency Shelter assistance for victims of domestic violence, \$57,000 in Rapid Re-Housing, \$9,000 in Homelessness Prevention, and \$28,000 in Homeless Management Information System (HMIS) costs.
- Supportive Services for Veteran Families (SSVF) – The U.S. Department of Veteran Affairs (VA) awarded GWCH, CHANGE, Inc., and Helping Heroes a combined total of \$516,513 in renewal funding to provide rental assistance and supportive services to Veterans of the U.S. Armed Forces and their families. This funding is used to identify and assist local homeless Veterans and their families in the Northern Panhandle of West Virginia who are homeless or at-risk of becoming homeless access needed homeless services.
- Housing Opportunities for People With AIDS (HOPWA) – The West Virginia Community Advancement and Development (WVCAD) division of the West Virginia Development Office (WVDO) awarded \$76,348 to serve people at-risk of becoming homeless with supportive services and financial assistance. These funds provide financial assistance to people who are at-risk of losing their housing due to their HIV/AIDS diagnosis.
- Projects for Assistance in Transition from Homelessness (PATH) – The West Virginia Department of Health and Human Resources and the Bureau for Behavioral Health and Health Facilities awarded \$63,724 to provide outreach and engagement to individuals with a serious mental illness, or to individuals with both a serious mental illness with co-occurring substance abuse disorders.
- Cooperative Agreements to Benefit Homeless Individuals (CABHI) – The West Virginia Department of Health and Human Resources and the Bureau for Behavioral Health and Health Facilities awarded \$393,421 to serve individuals and families experiencing homelessness. CABHI provides

post-housing supportive services to homeless individuals and families with substance use disorders, serious mental illnesses, serious emotional disturbances, and co-occurring mental and substance uses disorders.

- Emergency Food and Shelter Program (EFSP) – The United Way awarded \$3,134 to support the operational costs of GWCH’s Transitional Housing program.
- Children’s Homeless Outreach Program (CHOP) – The YWCA of Charleston awarded GWCH \$2,500 to provide supportive services to children in families who are experiencing homelessness.

As a result of the US EPA having previously conducted a Targeted Brownfields Assessment (TBA) on the City-owned Robrecht Property, the City had received a comprehensive Phase II Environmental Site Assessment Report during FY 2017, as well as an Analysis of Brownfields Cleanup Alternatives, which will be instrumental to a successful proposal for an EPA Brownfields Cleanup Grant. However, before cleanup funds are sought, it is recommended that there be a Remedial Action Plan and a reuse vision for the site. During FY 2018, the City worked with the regional Brownfields Task Force and Belomar Regional Council on what became a successful regional proposal for a \$200,000 EPA Community-wide Brownfields Assessment Grant, announced in June 2018. One of the objectives within the proposal is to create a Remedial Action Plan for the Robrecht Property, along with planned assessment for additional City sites. The Remedial Action Plan will also be a beneficial tool to have if and when the City decides to pursue an EPA Brownfields Cleanup Grant. A relevant EPA press release is at the following link <https://www.epa.gov/newsreleases/epa-announces-24-million-brownfields-grants-west-virginia> The City continues to remain active in its relationship with the Northern West Virginia Brownfields Assistance Center (NBAC).

As for the Old North Park Landfill, the site remains a part of the WV DEP’s Landfill Closure Assistance Program (LCAP). Although the project was delayed for quite some time, it finally commenced in August 2017, under a contract with GAI for engineering services. An obstacle was encountered with obtaining right-of-way access to a 22-plus acre privately-owned adjacent property, but by the end of FY 2018, an agreement for the Right of Entry had been secured and GAI was able to finish the subsurface drilling. The next step will be for GAI to finalize the design and then apply to the US Army Corp of Engineers to relocate a stream adjacent to the Landfill property. The City is aware that the final layout of the land may differ somewhat from the Conceptual Master Plan that was originally produced under the West Virginia Redevelopment Collaborative grant, however the ultimate goal remains that the LCAP will not only provide closure for the site, but will prepare it for recreational development by addressing assessment, cleanup, grading and preparation.

HOME MATCH –

- The Northern Panhandle HOME Consortium had \$99,968.37 in HOME Match funds during this CAPER period and has a total carryover of \$1,731,919.52 in excess HOME Match funds.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$1,700,891.65
2. Match contributed during current Federal fiscal year	\$99,968.37
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$1,800,860.02
4. Match liability for current Federal fiscal year	\$68,940.50
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$1,731,919.52

Table 13 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Wheeling #234	07/20/2018						\$9,000.00	\$9,000.00
Wheeling #235	07/31/2018		\$401.12					\$401.12
Wheeling #238	10/16/2018		\$3,568.30					\$3,568.30
Wheeling #239	12/03/2018		\$2,500.00					\$2,500.00
Wheeling #240	01/14/2019						\$20,875.00	\$20,875.00
Wheeling #241	01/14/2019						\$21,500.00	\$21,500.00
Wheeling #242	02/15/2019		\$400.00					\$400.00
Wheeling #245	04/29/2019			\$10,000.00				\$10,000.00
Wheeling #246	05/14/2019		\$4,000.00					\$4,000.00
Ohio County #082	09/11/2018		\$550.00				\$19,100.00	\$19,650.00
Weirton #001	07/20/2018		\$623.76					\$623.76
Brooke County #098	07/20/2018		\$800.00					\$800.00
Weirton #02	10/25/2018		\$2,520.00					\$2,520.00
Hancock County #194	03/29/2019		\$4,130.19					\$4,130.19
Subtotals			\$19,493.37	\$10,000.00			\$70,475.00	\$99,968.37

Table 14 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE Report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Table 15 – Program Income

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

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	0	0	0	0	0	0
Dollar Amount	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Table 16 – Minority Business Enterprises

	Total	Women Business Enterprises	Male Business Enterprises
Contracts			
Number	0	0	0
Amount	\$ 0.00	\$ 0.00	\$ 0.00
Sub-Contracts			
Number	0	0	0
Dollar Amount	\$ 0.00	\$ 0.00	\$ 0.00

Table 17 – Women Business Enterprises

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

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Table 18 – Minority Owners of Rental Property

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

Parcels Acquired	0
Businesses Displaced	0
Nonprofit Organizations Displaced	0
Households Temporarily Relocated, not Displaced	0

Table 19 – Relocation and Real Property Acquisition

Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Table 20 – Minority Property Enterprises

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	25	28
Number of special-needs households to be provided affordable housing units	0	0
Total	25	28

Table 21 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	1	0
Number of households supported through the acquisition of existing units	24	28
Total	25	28

Table 22 – Number of Households Supported

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

During the FY 2018 CDBG program year, the City of Wheeling did not fund any projects that will construct new units, the acquisition of existing units or provide any rental assistance with CDBG funds. All the affordable housing projects were open to the residents of the Consortium and used HOME funds.

During this CAPER period, the City of Wheeling funded and completed the following projects:

- City of Wheeling – First Time Homebuyer Program** – HOME funds were used to provide deferred, forgivable loans to qualified first-time homebuyers who required downpayment and closing cost assistance with their purchase of a home within the City limits of Wheeling, West Virginia. Thirteen (13) households were assisted, utilizing \$127,474.98 in HOME funds.

- **City of Weirton - First Time Homebuyer Program** – HOME funds were available to provide deferred, forgivable loans to qualified first-time homebuyers who required downpayment and closing cost assistance with their purchase of a home within the City limits of Weirton, West Virginia. Three (3) households were assisted, utilizing \$30,078.00 in HOME funds.
- **Hancock County - First Time Homebuyer Program** – HOME funds were used to provide deferred, forgivable loans to qualified, first-time homebuyers who required downpayment and closing cost assistance with their purchase of a home within Hancock County, West Virginia. Three (3) households were assisted, utilizing \$29,677.00 in HOME funds.
- **Brooke County - First Time Homebuyer Program** – HOME funds were used to provide deferred, forgivable loans to qualified, first-time homebuyers who required downpayment and closing cost assistance with their purchase of a home within Brooke County, West Virginia. Three (3) households were assisted, utilizing \$30,078.00 in HOME funds.
- **Ohio County - First Time Homebuyer Program** – HOME funds were used to provide deferred, forgivable loans to qualified, first-time homebuyers who required downpayment and closing cost assistance with their purchase of a home within Ohio County, West Virginia. One (1) household was assisted, utilizing \$9,026.00 in HOME funds.
- **Marshall County - First Time Homebuyer Program** – HOME funds were used to provide deferred, forgivable loans to qualified, first-time homebuyers who required downpayment and closing cost assistance with their purchase of a home within Marshall County, West Virginia. Five (5) households were assisted, utilizing \$50,130.0 in HOME funds.
- **CHDO Set-Aside** – HOME funds were set aside to fund an eligible Community Housing Development Organization (CHDO) housing project. This amount equated 15% of the HOME Program entitlement awarded to the (West Virginia) Northern Panhandle HOME Consortium for FY 2018.

The City proposed to assist twenty-five (25) low-income households. During this CAPER period, the City and the HOME Consortium assisted twenty-eight (28) first-time homebuyers. The City exceeded its affordable housing goal.

Discuss how these outcomes will impact future annual action plans.

The City of Wheeling continued to work towards achieving its goal of providing decent, safe, sound, and affordable housing for its low- and moderate-income residents. The City continued to provide funds for closing costs and downpayment assistance for first time homebuyers and through funding the development of new housing. This year's accomplishments were slightly over the yearly goal, but since this is the fourth year, the goal will not be adjusted.

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

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	6
Moderate-income	0	22
Total	0	28

Table 23 – Number of Persons Served

Narrative Information

During this CAPER period, the City of Wheeling did not use its CDBG funds to assist with affordable housing. The City and the Northern Panhandle HOME Consortium used HOME funds to assist 28 households, of which 0% were Extremely Low-Income, 21.42% were Low-Income, and 78.57% were Moderate-Income.

The City of Wheeling used its limited CDBG and HOME funds to address its numerous housing and community development needs. The City of Wheeling has been working in cooperation with the non-profit housing providers to address the City’s affordable housing needs through the use of CDBG funds, HOME funds, and funds provided through the WV Housing Development Fund.

The City of Wheeling is the Participating Jurisdiction (PJ) for the Northern Panhandle HOME Consortium. The following cities and counties are members of the Northern Panhandle HOME Consortium: City of Wheeling; City of Weirton; Hancock County; Brooke County; Ohio County; and Marshall County. The members of the Northern Panhandle HOME Consortium Council are representatives from the local participating governments and they meet regularly with their local elected officials and the non-profit housing provider agencies at least once a year to determine housing needs and how best to allocate HOME funds. The HOME funds the Consortium received during this CAPER period were used to assist low-income families through its First Time Homebuyer Program.

In FY 2018, the City of Wheeling provided CDBG, HOME, program income, and other funds that were used to develop or rehabilitate housing in the City. The results of the activities funded during the FY 2018 CAPER period as required in HUD Table 2-A:

- **Production of new rental units** - FY 2018 = There were a total of 40 affordable family town homes built for rent in the LaBelle Greene III LIHTC project and 40 new units were undertaken in the Labelle Greene II LIHTC project. Five Year Total = 178 units.
- **Rehabilitation of existing rental units** - FY 2018 = 144 units completed, 125 units underway. Five Year Total = 404 units.
- **Production of new owner-occupied units** - FY 2018 = 1 unit. Five Year Total = 4 units.
- **Rehabilitation of existing owner-occupied units** - FY 2018 = 144units. Five Year Total = 264 units.

- **Homebuyer Training/Counseling** - FY 2018 = At least twenty-eight (28) people received homebuyer education under HOME, as it is a requirement for eligibility under the First Time Homebuyer program. To avoid duplication of reporting, the City only reports the households when they have closed on a house. Five Year Total = 102 households.
- **First-Time Homebuyers Assisted** - FY 2018 = 28 households were assisted. Five Year Total = 102 households.
- **Handicapped Accessible Rehabilitations** - FY 2018 = No units. Five Year Total = 4 units.
- **Housing Units Remediated or Abated for Lead Based Paint** - FY 2018 = No units. Five Year Total = 1 unit.
- **Fair Housing Education** - FY 2018 = 129 households were counseled. Five Year Total = 867 units.
- **Housing Units Inspected** - FY 2018 = A total of 477 units in low/mod areas were inspected for code compliance in the City. Five Year Total = 2,015.
- **Housing Units Demolished (Not CDBG)** - FY 2018 = 12 units. Five Year Total = 37 units.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through: Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In 2014, the NPCoC held membership meetings to offer individuals and organizations the opportunity to provide comments and feedback to the draft of the NPCoC's five-year strategic plan for the Northern Panhandle of West Virginia. In 2015, the NPCoC formally adopted the NPCoC Community Strategic Plan to End Homelessness, which is a five-year plan detailing the strategies, objectives, and action steps geared to ensuring there is safe, affordable housing for everyone in the region. Specific goals identified for success in outreaching to individuals and families in the community and providing them with an assessment of their individual's needs were included in the NPCoC Community Strategic Plan to End Homelessness as: formalizing committee structures to ensure 100 percent of the region is covered by outreach; and defining the best Coordinated Entry System, covering the entire service area, so a homeless individual or family can present at any provider using the Homeless Management Information System (HMIS) and is assessed with universal tools.

Based on long-standing experience serving the local homeless population, regular contact with people experiencing homelessness has been identified as one of the most successful methods for ensuring progress in stability and independence, as well as reducing recidivism. To carry out strategies and action steps listed in the NPCoC Community Strategic Plan to End Homelessness related to outreach, members of the NPCoC have continued to work toward developing regional committees able to provide representation of both the northern and southern regions, which will provide regular updates on all five counties in the Northern Panhandle of West Virginia. By reporting on local needs and progress toward ending homelessness, the NPCoC is taking an active approach to better coordinate services and address unmet needs.

Additionally, the NPCoC has two major groups conducting outreach. The Coalition currently uses a three-pronged approach to outreach, connecting weekly with homeless clients, community partners, and landlords. Coalition case managers and community engagement specialists focus their street outreach efforts on connecting the unsheltered and sheltered homeless population to permanent housing through a referral to Centralized Intake and Assessment. Additionally, the Director of the Ohio County Health Department developed Project HOPE, a medical-based outreach team of nurses, community members, and volunteers who visit identified homeless campsites twice a month in an effort to engage unsheltered homeless persons and provide medical/mental health screenings. During winter months, both outreach teams conduct regular visits to the seasonal Winter Freeze Shelter, operated by Youth Services System in Wheeling. Regular referrals between these outreach groups occur to ensure the homeless population is connected to both their housing and medical needs, and all persons experiencing homelessness are referred to Centralized Intake and Assessment.

In 2017, HUD required CoCs to develop a local Coordinated Entry System to ensure assessments of an individual's needs for homeless services were standardized. In January 2018, formalized policies and

procedures of the NPCoC's Coordinated Entry System were approved by the NPCoC Board of Directors. The Coalition is defined as the single access point of the NPCoC's Coordinated Entry System, providing daily Centralized Intake and Assessment with each household in the Northern Panhandle requesting homelessness assistance.

Coalition staff conduct Centralized Intake and Assessment using an HMIS assessment and evidence-based practices to determine the most appropriate program available to meet the needs of each applicant. This includes diversion to family and friends if possible, and screening for placement in local emergency shelters, as well as other supportive services and housing programs. Coalition staff develop Individual Service Plans and Housing Plans, which include assistance with housing search and placement. Prioritization of placement into housing occurs during monthly Provider Committee meetings.

As lead agency for the Northern Panhandle Continuum of Care (NPCOC), the Coalition ensures homeless services are available throughout the entire geographic area by using funding sources such as the Emergency Solutions Grant (ESG) to provide services and housing for homeless people in areas where there are no existing shelters or easily accessible service providers. During the last year, the Coalition provided assistance with rapid re-housing and homelessness prevention in each of the following regions of the Northern Panhandle CoC:

- **Northern - Brooke & Hancock Counties** - 6 people in 2 households received Rapid Re-Housing, and 10 people in 2 households received Homeless Prevention assistance
- **Central - Ohio County** - 60 people in 46 households received Rapid Re-Housing and 2 people in 2 households received Homeless Prevention assistance
- **Southern - Marshall & Wetzel Counties** - 19 people in 11 household received Rapid Re-Housing, and 12 people in 3 households received Homeless Prevention assistance

For all persons served in Rapid Re-Housing, a total of 85 people in 59 households were contacted and served during the aforementioned time period, resulting in 579 unique service transactions. These services included case management, rent deposit assistance, rent payment assistance, and utility deposit assistance. From all persons served in Homelessness Prevention, a total of 24 people in 7 households were contacted and served during the aforementioned time period. From these contacts, 142 service transactions resulted.

During the 2018-19 CAPER period, Coalition staff documented contact with 484 homeless people in 378 households, which resulted in referrals to more than 2,075 unique service transactions.

Addressing the emergency shelter and transitional housing needs of homeless persons

Members of the NPCoC include several emergency shelter providers such as the Salvation Army of Wheeling, the YWCA, Northwood Health Systems, Catholic Charities, and Youth Services System's

seasonal Winter Freeze Shelter. No shelters added beds, reduced beds, or closed during this CAPER period. In addition, the Coalition operates two transitional housing facilities, one for families with children, and one for adults without children. The eight units available in this program are in high demand and are consistently utilized with a remarkable rate of effectiveness in helping people to gain the stability needed to achieve and maintain independent housing.

Since Transitional Housing's inception in 2001, only 7% of the households served have returned to homelessness, demonstrating a 93% success rate in ending homelessness permanently. Despite the successfulness of this project, the State of West Virginia decided to eliminate the funding of all Transitional Housing programs from the Emergency Solutions Grant program in 2014. Additionally, during the FY2015 CoC Competition, the Transitional Housing and HMIS projects both lost funding and are no longer eligible for renewal.

Transitional Housing units remain under covenant through 2020 to be used as housing for the homeless population. Despite these recent funding eliminations in 2014 and 2015, the Coalition has remained dedicated to operating Transitional Housing through community foundation grants and fundraising efforts. The Coalition has found Transitional Housing to be an extremely successful model for helping people to permanently end their homelessness.

The loss of HUD's HMIS funding also represents a significant hardship, as this was the only source of HUD funding for the federally-mandated reporting system, which is a required component of all CoC-, ESG- and VA-funded homeless assistance programs. When the Coalition agreed to switch HMIS providers and join the statewide Mediware Information Systems' HMIS ServicePoint in 2012, state funding agencies agreed to support the increase in HMIS expenses associated with this change. The Emergency Solutions Grant currently provides the Coalition \$28,000 in HMIS funding, which represents an increase from the previous year.

In addition to the Coalition's Emergency Solutions Grant HMIS funding, additional end user organizations of HMIS contribute to the costs of the HMIS system through annual agreements. The NPCoC's HMIS ServicePoint is utilized by two Supportive Services for Veterans Families programs and one Runaway Homeless Youth program. Annual agreements are set forth to support HMIS costs and adhere to the required HMIS component of all CoC-, ESG-, and VA-funded homeless assistance programs.

The Coalition also provides improved access and coverage to communities in the region aside from emergency shelter services and transitional housing by offering temporary rental assistance through the Emergency Solutions Grants and Supportive Services for Veteran Families programs. In addition to utilizing existing housing capacity, these programs allow people to remain in their home community where they are more likely to have the familiarity and support network necessary to reduce the likelihood of returning to homelessness.

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 Coalition has developed twelve diverse supportive services and housing programs to assist people experiencing homelessness make the transition to permanent housing and independent living, including: outreach and engagement; diversion; referrals to emergency shelter; placement in Transitional Housing for families and singles; Permanent Supportive Housing for single adults with disabilities; three distinct rental assistance programs for those at imminent risk or experiencing homelessness; post-housing supportive services; and, most recently, in-house clinical level services with a therapist. These programs and services provide assistance to the homeless population, including those who are chronically homeless, individuals and families, Veterans and their families, and unaccompanied youth.

With access to a diverse group of supportive service, shelter, and housing programs, the Coalition can offer, through the NPCoC's Coordinated Entry System, tailored-housing solutions to meet the needs of individuals and families in ending their homelessness. This system, as evidenced in the NPCoC Community Strategic Plan to End Homelessness, works towards accelerating the process for referrals to housing and exit from emergency shelter or the streets. Provider Committee meetings also assist in reducing the length of time homeless by prioritizing households' placement into the most appropriate housing solution available.

Assisting the homeless population in facilitating access to affordable housing is achieved through the Coalition's outreach of policy of connecting weekly with landlords. The Coalition has a contact list of roughly 60 landlords who are willing to participate in rental assistance programs offered by the Coalition. Additionally, the Coalition assists each household with an Individualized Service Plan and Housing Plan, which include assistance with housing search and placement. Public housing is often the most affordable, long-term housing available for the homeless population.

To prevent individuals and families who were recently homeless from becoming homeless again, the Coalition offers community engagement and post-housing stabilization programs, including the Bureau of Behavioral Health and Human Resources' Community Engagement Specialist program and the state-wide Collaborative Agreements to Benefit Homeless Individuals (CABHI) program. The Coalition's CABHI program focuses on serving individuals who are chronically homeless, Veterans, families and children, and unaccompanied youth. The Coalition's Community Engagement Specialist program is one of three offered in the Northern Panhandle of West Virginia, focused specifically on serving the homeless population. NPCoC members, Northwood Health Systems and Health Ways, also offer the Community Engagement Specialist program, focusing on serving those who have mental health issues, substance use disorders, and co-occurring disorders not experiencing homelessness.

Once housing is secured, the Coalition uses these post-housing programs to ensure people with mental health issues, substance abuse disorders, and co-occurring disorders maintain housing and reduce

hospitalization by providing a high level of direct care. This direct care includes case management and community engagement assistance with transportation to medical appointments, monitoring of medication, routine socialization, and connection to all necessary community resources for housing stability.

During this CAPER period, the U.S. Department of Veteran Affairs provided renewal funding to three Supportive Services for Veteran's Families (SSVF) grantees, including the Coalition, CHANGE, Inc., and Helping Heroes. This program is designed to provide short-term rental assistance for Veterans of the U.S. Armed Forces and their families. The total of all awards amount to \$516,513 and is used to continue efforts to identify and assist local Veterans in need of services. During the last year, all three organizations combined provided SSVF assistance to following number Veteran households with rapid re-housing and homelessness prevention in each of the following regions of the Northern Panhandle CoC:

- **Northern – Brooke & Hancock Counties** – 16 people in 14 Veteran households received Rapid Re-Housing, and 15 people in 15 Veteran households received Homeless Prevention assistance
- **Central – Ohio County** – 37 people in 32 Veteran households received Rapid Re-Housing, and 12 people in 10 Veteran households received Homeless Prevention assistance
- **Southern – Marshall & Wetzel Counties** – 8 people in 7 Veteran households received Rapid Re-Housing, and 17 people in 10 Veteran households received Homeless Prevention assistance

For all Veterans who were enrolled in Rapid Re-Housing across all SSVF programs, a total of 61 people in 53 households were served during the aforementioned time period. For all Veterans who were enrolled in Homelessness Prevention, a total of 44 people in 35 households were contacted and served during the aforementioned time-period. From these contacts, a combined total of 438 unique service transactions resulted. These services included outreach, case management, rental deposit assistance, rental payment assistance, utility assistance, utility deposit assistance, automotive repair and maintenance, assistance with securing benefits, emergency food, housing search, moving expense, and transportation expense assistance.

All SSVF providers are awaiting final award notice for renewal grants in FY 2020.

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

Since 2007, members of the NPCoC have regularly reviewed all discharge planning protocols and worked with specific stakeholders, including two local hospitals, to ensure there are adequate procedures for ensuring people who are institutionalized are not discharged and become homeless. According to the West Virginia Division of Health Legislative Rule, hospitals must have a discharge planning process for post-hospital services. Locally, most patients often return to their prior living situation upon discharge from hospitals and health care facilities. However, when Centralized Intake and Assessment identifies recently discharged clients who do not have access to shelter or a support network such as friends and family, Coalition staff contact the hospital discharge planner to learn if an individual plan was developed.

When no discharge plan is in place, or clients are unable to care for themselves, staff provide referral to resources such as personal care homes and assisted living facilities, in addition to direct support, including assistance with an application for public housing, searches for private market housing, and referral to local social service and mainstream benefit providers. Specific destinations for people discharged from health care facilities include private market apartments, the homes of family and friends, or state- and locally-funded housing options.

In lieu of a state plan for clients afflicted with a mental illness, the NPCoC independently addresses discharge planning procedures on a local level through member coordination with comprehensive behavioral health centers in the region. While most mental health patients return to the care of family and friends upon discharge, some clients of state hospitals or diversion facilities lack a support system capable or willing to provide even short-term shelter. The development and implementation of innovative service models, such as Community Engagement Specialists, allow Coalition staff to take an active role in discharge planning, the scheduling of medical appointments, assistance with housing placement, and ongoing monitoring and maintenance care. When necessary, Coalition staff contact a mental health liaison, as well as family or friends to make shelter arrangements. Specific destinations when discharged from mental health facilities include: private market rate apartments, family/friends' homes, or state/local-funded housing options such as Northwood Health Systems.

CR-30 - Public Housing 91.220(h); 91.320(j)**Actions taken to address the needs of public housing**

The Wheeling Housing Authority (WHA) is the only municipal housing authority in Ohio County that is designated to oversee public housing. Wheeling Housing Authority has eight (8) public housing communities located in the City of Wheeling and consisting of a total of 631 public housing assisted units. There is a total of 94 units for family occupancy, 554 units for mixed populations (elderly or disabled), and 73 units for elderly occupancy. The Wheeling Housing Authority has a 97.0% overall occupancy rate for its housing developments, and a 95% occupancy rate for its tax credit properties with Housing Assistance. There were 355 individuals on the Public Housing waiting list as of June 30, 2019. The Housing Choice Voucher Program had a stable utilization of the available vouchers. The total baseline for Section 8 Housing Vouchers was 569 vouchers, and there were 499 in use. There were 281 individuals on the Housing Choice Voucher waiting list.

The Wheeling Housing Authority received \$1,052,524 under their HUD Capital Fund grant for FY 2018.

During the FY 2018 CAPER period, the following improvements were made with Capital Funds: Garden Park had a boiler replacement in September 2018, and Luau Manor had a roof replacement completed in May 2019.

During FY 2018, one affordable single-family home became complete on Wheeling Island by Habitat for Humanity, and 40 new affordable housing units (26 are 2BR and 4 are 3BR townhouses) became complete at LaBelle Greene Phase III, a LIHTC funded project. La Belle Greene Phase II (another 40 units, also LIHTC funded) became underway in FY 2018.

During FY 2018, the Northern Panhandle HOME Consortium committed FYs 2017 and 2018 CHDO set-aside funds to the Greater Wheeling Coalition for the Homeless for rehabilitation of a single-family home in Triadelphia, WV, which will be sold to an eligible low-moderate income household.

The Northern Panhandle HOME Consortium previously funded a project with FYs 2014, 2015 and 2016 CHDO set-aside funds to CHANGE, Inc. for rehabilitation of a four-bedroom single-family home in Follansbee, WV, which will be rented to an eligible low-moderate income household. The project was nearing completion but still underway at the end of FY 2018.

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

The Wheeling Housing Authority has an active Resident Advisory Board which provides feedback on the Housing Authority's plans and policies. The Housing Authority also appoints a public housing resident to

the Housing Authority Board. Although the Housing Authority does not have a homeownership program, it refers interested tenants to the City of Wheeling for the First Time Homebuyer Program.

The Resident Services Department is important at the Wheeling Housing Authority. The department offers many activities and community services for the residents of the public housing communities. WHA contracts with local social service providers and community agencies to provide recreational and educational programs for their youth and families. They also provide recreational activities and health care service links for the elderly.

Family Self-Sufficiency Program - The Family Self-Sufficiency (FSS) Program is a voluntary program that helps families improve their economic situation, so they don't have to depend on public assistance. Each FSS participant creates a five-year plan that includes employment goals and identifies training and educational needs. A case manager works with the family to identify and secure the services they need to accomplish these goals. Goals can include things like GED attainment, job training, higher education, and employment. The Family Self-Sufficiency (FSS) Program has approximately 33 participants on average per month. The Housing Authority received the FSS Renewal Grant during the FY 2016 program year.

Youth Programs - Educational and recreational activities are available to Wheeling Housing Authority children on-site in partnership with area agencies and organizations.

Senior Programs - Recreational activities and health care service links are available at the elderly high rises, including a weekday lunch program at Garden Park Terrace Apartments in Warwood. The Wheeling Housing Authority received the ROSS Grant - Resident Opportunities and Supportive Services through the U.S. Department of Housing and Urban Development. The goal is to improve the quality of life in their high rises and to link residents with existing services in the community. A coordinator works to help residents get needed social services to maintain their independent living status. The coordinator also works with elected resident councils to plan activities and trips.

Actions taken to provide assistance to troubled PHAs

Wheeling Housing Authority was not designated as "troubled" by HUD and is maintaining their "high performer" status according to HUD guidelines and standards.

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

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

The City of Wheeling has developed the following actions planned to: address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based hazards, reduce the number of poverty-level families, develop institutional structures, and enhance coordination between public and private housing and social service agencies.

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

Despite efforts made by the City and social service providers, a number of significant obstacles to meeting underserved needs remain. Because resources were scarce, funding became the greatest obstacle. Insufficient funds hinder maintenance and limit the availability of funding to the many worthy public service programs, activities, and agencies. Planning and effective use of these limited resources proved critical in addressing Wheeling's needs and improving the quality of life of its residents. The following obstacles need to be overcome in order to meet underserved needs:

- High unemployment rate and loss of household income
- Lack of decent, sound, and affordable rental housing
- High cost of housing
- Aging population
- Low wages in the service and retail sectors
- Job training programs for the disabled
- Increase in the number of disabled persons needing housing
- Increase in the number of vacant and abandoned properties
- Lack of public transportation
- Increase in drug and alcohol abuse
- ADA improvement
- Programs for the youth and the elderly

The City of Wheeling worked to address these obstacles through the agencies and programs funded in FY 2018. Some of the activities to address these obstacles included:

- **CD-18-02 Section 108 Loan Payment** – funds were used for the annual payment of a Section 108 Loan. The City is on schedule to pay off the balance of the loan by August 1, 2020.
- **CD-18-07 Catholic Charities Center**– funds were used to provide meals to low income and homeless persons by Catholic Charities of the Diocese of Wheeling.
- **CD-18-08 Family Services** – funds were used for supplies needed for the home meal program for the elderly.

- **CD-18-09 Greater Wheeling Coalition for the Homeless** – funds were used for support services for homeless persons living in a transitional facility operated by the Greater Wheeling Coalition for the Homeless (GWCH).
- **CD-18-10 Seeing Hand Association** – funds were used for workshop and activity expenses for the visually impaired.
- **CD-18-11 Wheeling Health Right** – funds were used to purchase pharmaceuticals for a free health clinic that serves the very low-income and the homeless.
- **CD-18-12 Human Rights Commission** – funds were used for office expenses as related to the HRC's efforts to eliminate discrimination in employment, public accommodations, and housing.
- **CD-18-13 Police Department - Community Policing** – funds were used for the salaries and fringe benefits of two beat patrol officers in low/mod income neighborhoods as part of the City's Community Policing efforts.
- **CD-18-14 Nelson Jordan Center** – funds were used for operational expenses for this recreational facility in the East Wheeling Neighborhood.
- **CD-18-15 East Wheeling Pool Operations** – No funds were expended for this project.
- **HOME-18-17 CHDO Set-Aside** – funds were set aside to fund an eligible Community Housing Development Organization (CHDO) housing project. This amount equates to 15% of the HOME Program entitlement awarded to the (West Virginia) Northern Panhandle HOME Consortium for FY 2018. Funds to be used for construction or rehabilitation of affordable housing.
- **HOME-18-18 Northern Panhandle HOME Consortium – First Time Homebuyer Program** – HOME funds were used to provide deferred, forgivable loans to qualified first time homebuyers who require downpayment and closing cost assistance with their purchase and who wish to purchase a house within the Northern Panhandle HOME Consortium Area, which consists of the City of Wheeling, the City of Weirton, and Hancock, Brooke, Ohio, and Marshall Counties. The \$244,178.00 for the First Time Homebuyer Program was awarded on a first come, first served basis to eligible homebuyers in the six (6) jurisdictions.

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

For the City's and the HOME Consortium's First Time Homebuyer Program, the City and the Consortium members continued to ensure that:

- Applicants for homeownership assistance received adequate information about lead-based paint requirements.
- Staff properly determined whether proposed projects were exempt from some or all lead based paint requirements.
- A proper visual assessment was performed to identify deteriorated paint in the dwelling unit, any common areas servicing the unit, and exterior surfaces of the building or soil.
- Prior to occupancy, properly qualified personnel performed paint stabilization and the dwelling pass a clearance exam in accordance with the standards established in 24 CFR Part 35.

- The home purchaser received the required lead-based paint pamphlet and notices.

For rehabilitation projects, the City and the HOME Consortium members continued to ensure that:

- Applicants for rehabilitation funding received the required lead-based paint information and understand their responsibilities.
- Staff determined whether proposed projects were exempt from some or all lead-based paint requirements.
- The level of federal rehabilitation assistance was properly calculated and the applicable lead-based paint requirements determined.
- Properly qualified personnel performed risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures were incorporated into project rehabilitation specifications.
- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable standards established in 24 CFR Part 35.
- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction were provided to occupants and documented.
- Program documents established the rental property owner's responsibility to perform and document ongoing lead-based paint maintenance activities, when applicable.
- Program staff monitored owner compliance with ongoing lead-based paint maintenance activities, when applicable.

Lead reduction involved the implementation of a lead-based paint treatment program which was carried out in conjunction with the City of Wheeling's CDBG and HOME funded housing activities. The goal of the lead based paint treatment program was the reduction of lead paint hazards. The City did not fund any rehabilitation activities during this CAPER period with CDBG funds.

During this CAPER period, the City did not abate any units of lead-based paint.

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

According to the 2013-2017 American Community Survey, 15.5% of the residents of Wheeling are living in poverty, and 28.3% of female-headed households were living in poverty. Of female-headed households with children under the age of 18, 43.3% were living below the poverty level, and of the female-headed households with children under the age of 5, 52.7% are living in poverty. There were 9.0% of all families living in poverty.

The City's anti-poverty strategy is based on attracting a range of businesses and supporting work force development including job-training services for low-income residents. In addition, the City's strategy is to provide supportive services for low income residents.

During this CAPER period, the City funded the following projects to help lift residents out of poverty:

- **CD-18-07 Catholic Charities Center** – funds were used to provide meals to low income and homeless persons by Catholic Charities of the Diocese of Wheeling.
- **CD-18-08 Family Services** – funds were used for supplies needed for the home meal program for the elderly.
- **CD-18-09 Greater Wheeling Coalition for the Homeless** – funds were used for support services for homeless persons living in a transitional facility operated by the Greater Wheeling Coalition for the Homeless (GWCH).
- **CD-18-10 Seeing Hand Association** – funds were used for workshop and activity expenses for the visually impaired.
- **CD-18-11 Wheeling Health Right** – funds were used to purchase pharmaceuticals for a free health clinic that serves the very low-income and the homeless.

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

Effective implementation of the Five Year Consolidated Plan and Annual Action Plans involved a variety of agencies both in the community and in the region. Coordination and collaboration between agencies was important to ensuring that the needs in the community are addressed. The key agencies that were involved in the implementation of the Plan, as well as additional resources that were available are described below.

Public Sector:

- **City of Wheeling** - The City's Department of Economic and Community Development (DECD) was responsible for the administration of the City's community development programs, the HOME Investment Partnership Program, and local programs that assist target income residents. The Department's responsibilities included managing and implementing the City's affordable housing policies, including the Consolidated Plan and related documents. Several other City Departments and Divisions were also involved, including Planning, Code Enforcement, Public Works, Police, Fire, Recreation, Water, and Sewer.
- **The Wheeling Housing Authority** - The Wheeling Housing Authority was one of the primary owners of affordable housing within the community. The Housing Authority also administered the Housing Choice (Section 8) Voucher Program. The City worked in close consultation with the Housing Authority regarding affordable housing issues in Wheeling.

Non-Profit Agencies:

There were several non-profit agencies that served target income households in the greater Wheeling area. The City collaborated with these essential service providers. Some of them included:

- Greater Wheeling Coalition for the Homeless
- CHANGE, Inc.
- Catholic Charities
- Family Services
- Grow Ohio Valley
- Wheeling Health Right
- Soup Kitchen of Greater Wheeling, Inc.
- Wheeling Human Rights Commission
- Seeing Hands Association

Private Sector:

The private sector was an important collaborator in the services and programs associated with the Five Year Consolidated Plan. The private sector brought additional resources and expertise that were used to supplement existing services or fill gaps in the system. Lenders, affordable housing developers, business and economic development organizations, and private service providers offered a variety of assistance to residents such as health care, small business assistance, home loan programs, and assisted housing, among others. The City worked closely with these agencies to meet Consolidated Plan goals and objectives. Funds for affordable housing were also provided through the Federal Home Loan Bank of Pittsburgh through its member banks.

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

The City of Wheeling continued to be committed to its participation and coordination with the public housing authority and social service agencies. The City solicited applications for CDBG and HOME funds. In addition, the City sent out applications to a list of agencies, organizations, and housing providers that have previously submitted an application or have expressed an interest in submitting an application. The applications were reviewed by the Department of Economic and Community Development and the City Manager to discuss any questions with the applicant. The City provided help and assistance to its public and private agencies that they funded.

Section 215 Affordable Housing

In FY 2016, La Belle Greene Phase I (40 units, all 2BR townhouses) was completed in Wheeling. In FY 2018, La Belle Greene Phase III (40 units, 26 are 2BR and 4 are 3BR townhouses) was completed. La Belle Greene Phase II (another 40 units) became underway in FY 2018. All are LIHTC funded.

Addressing “Worst Case” Housing and Housing for the Disabled

477 housing units were inspected for code compliance in the City of Wheeling during FY 2018. The City also has a Vacant Building Registration Program, which encourages code-deficient vacant properties to be repaired and returned to use.

During FY 2018, the Northern Panhandle HOME Consortium committed FYs 2017 and 2018 CHDO set-aside funds to the Greater Wheeling Coalition for the Homeless for rehabilitation of a single-family home in Triadelphia, WV, which will be sold to an eligible low-moderate income household.

The Northern Panhandle HOME Consortium previously funded a project with FYs 2014, 2015 and 2016 CHDO set-aside funds to CHANGE, Inc. for rehabilitation of a four-bedroom single-family home in Follansbee, WV, which will be rented to an eligible low-moderate income household. The project was nearing completion but still underway at the end of FY 2018.

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

To promote Fair Housing during this CAPER period, the Wheeling City Council proclaimed April as “Fair Housing Month” on April 2, 2019. A copy of the 2019 proclamation is included at the end of this section. The City monitored and reviewed public policies for discriminatory practices and/or impacts on housing availability during this program year.

During Fiscal Year 2018, the City of Wheeling served 129 people with Fair Housing Education and Outreach programs. These programs were run by the Wheeling Human Rights Commission, the Fair Housing Law Center at Southwestern Pennsylvania Legal Services, the Northern Panhandle Continuum of Care, the Northern Panhandle HOME Consortium, and CHANGE, Inc. The activities were undertaken to promote fair housing during this CAPER period:

- August 2, 2018: The Wheeling Human Rights Commission exhibited at the Youth Services Systems’ Celebrate Youth event. Thousands were reported to have attended the annual Back to School resource festival, and more than 60 community resources exhibited to provide valuable information to the families. Fair Housing-related materials that were distributed, included 400 pencil cases printed with the HRC’s contact information and the Equal Housing Opportunity logo,

195 drawstring backpacks printed with the HRC's contact information, 50 Fair Housing magnets, 26 various Fair Housing Brochures, and 14 Tenants and Landlords in WV booklets. Other materials that were distributed, included 20 printed Universal Declaration of Human Rights booklets, 14 flash drives with the HRC's contact information, and 42 various diversity booklets. 38 individuals signed in at the exhibit, which allowed for credit under the Education and Outreach grant with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services. (38)

- October 10, 2018: The Wheeling Human Rights Commission, through its Education and Outreach partnership with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services, exhibited and provided personal Fair Housing outreach and education during the Veterans Stand Down Resource Fair at West Virginia Northern Community College in Wheeling. Reportedly, 80 veterans attended the event. Fair Housing-related materials that were distributed, included 17 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 27 drawstring backpacks printed with the HRC's contact information and the Equal Housing Opportunity logo, 1 Fair Housing magnet, 15 various Fair Housing Brochures, and 13 Tenants and Landlords in WV booklets. Other materials that were distributed, included 10 printed Universal Declaration of Human Rights booklets, 20 flash drives with the HRC's contact information, and 42 various diversity booklets. 13 individuals signed in at the exhibit, which allowed for credit under the Education and Outreach grant with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services. (13)
- March 5, 2019: The Wheeling Human Rights Commission, through its education and outreach partnership with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services, exhibited and provided personal Fair Housing outreach and education to attendees at the West Virginia Northern Community College's 12th Annual Health & Wellness Fair. Fair Housing-related materials that were distributed, included 25 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 17 drawstring backpacks printed with the HRC's contact information, 4 Fair Housing magnets, 14 various Fair Housing Brochures, and 8 Tenants and Landlords in WV booklets. Other materials that were distributed, included 3 printed Universal Declaration of Human Rights booklets, 2 EEOC magnets, and 7 various diversity booklets. 4 individuals signed in at the exhibit, which allowed for credit under the grant. (4)
- Ongoing: The Northern Panhandle HOME Consortium's First Time Homebuyer Program requires applicants to attend homebuyer education. Most applicants receive this training locally, through CHANGE, Inc. Fair Housing education is a part of CHANGE's curriculum and is now being provided under a partnership between CHANGE and the Fair Housing Law Center. Students are provided information such as the HUD brochures "Are you a Victim of Housing Discrimination?", "Filing a Housing Discrimination Complaint", and "Know the Signs of Housing Discrimination" are disseminated at the training. During FY 2018, CHANGE, Inc. provided homebuyer education to 75 students in the Northern Panhandle of West Virginia. (75)

For additional Fair Housing Accomplishments see CR-80-Fair Housing in the attachment section of this CAPER.

CR-40 - Monitoring 91.220 and 91.230**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of Wheeling's Department of Economic and Community Development had the primary responsibility for monitoring the City's Five Year Consolidated Plan. The Department of Economic and Community Development maintained records on the progress toward meeting the goals and compliance with the statutory and regulatory requirements for each activity. The Economic and Community Development Department was responsible for the on-going monitoring of sub-recipients. The Department of Economic and Community Development personnel made on-site visits to inspect and monitor CDBG funded activities, including visits to sub-recipients.

For each activity authorized under the National Affordable Housing Act, the Department of Economic and Community Development established fiscal and management procedures that ensured program compliance and fund accountability. Additionally, the Department of Economic and Community Development ensured that the reports to the U.S. Department of Housing & Urban Development (HUD) were complete and accurate. The programs were subject to the Single Audit Act. For projects other than CDBG funded activities, a similar reporting format was used to monitor the progress of the Five Year Consolidated Plan.

The City of Wheeling provided citizens with reasonable notice of, and the opportunity to comment on, its Annual Action Plan, its performance under previously funded CDBG Program Years, and substantial amendments to the Five Year Consolidated Plan and Annual Action Plans. The City of Wheeling received no complaints. Its policy is to respond within 15 days in writing to any written complaints or inquiries from citizens in regard to the CDBG Program, its housing strategy, or its CAPER. This was enumerated in its Citizen Participation Plan.

The City of Wheeling and its sub-recipients complied with the requirements and standards of 2 CFR Part 225, which was the cost principles for state and local governments and their subrecipients. In addition, the City had written agreements with each of its subrecipients.

The City monitored its performance with meeting its goals and objectives with its Five Year Consolidated Plan. It reviewed its goals on an annual basis in the preparation of its CAPER, and made adjustments to its goals as needed.

The City does not have a timeliness of expenditures problem. The City abided by the Federal cost principles and expenditures.

In the expenditures of the CDBG funds for housing construction or project improvements, the City's inspectors made periodic on-site inspections to insure compliance with the local housing codes. The City also required submittal of architectural drawings, a site plan, and specifications for this work. These were

reviewed prior to the issuance of building permits and the distribution of CDBG funds.

The public service agencies that received CDBG assistance during this CAPER period were monitored on the following dates:

- **Wheeling Health Right** – November 19, 2018 – There were no findings or concerns.
- **Greater Wheeling Coalition for the Homeless** – October 29, 2018 – There were no findings or concerns.
- **Catholic Charities of West Virginia** – November 1, 2018 – There were no findings or concerns.
- **Seeing Hand Association** – November 2, 2018 – There were no findings or concerns.
- **The Soup Kitchen of Greater Wheeling** - October 31, 2018 - There were no findings of concerns.
- **Family Services of the Upper Ohio Valley** - October 30, 2018 - There were no findings or concerns.

CHDOs are monitored as necessary for compliance. Periodic progress inspections are performed at CHDO project sites, sometimes as often as quarterly, as needed to review the project's progress. During the reporting period, such visits were made to CHANGE, Inc.'s Follansbee, WV project site. In addition, and most importantly, all CHDO requests for reimbursement are very closely examined against the approved project budget and timeline, prior to approving any draw for funds to pay these requests

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

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

The City of Wheeling placed the CAPER document on public display for a period of 15 days beginning on Monday, September 9, 2019 through Monday, September 23, 2019. A Public Notice was published in *The Wheeling Intelligencer* on Friday, September 6, 2019, a copy of which is attached in the Citizen Participation Section of this CAPER document.

The "Draft" FY 2018 CAPER was on display at the following locations in the City of Wheeling:

- **Ohio County Public Library** - 52 – 16th Street, Wheeling, West Virginia, 26003
- **Economic and Community Development (ECD) Department** - City-County Building, Room 305, 1500 Chapline Street, Wheeling, West Virginia, 26003

The Public Hearing was held on Tuesday, September 17, 2019 at 5:30 PM in the Council Chambers located on the first floor of the City-County Building. The public hearing meeting minutes and sign-in sheet are attached in the Citizen Participation Section of this CAPER document.

CR-45 - CDBG 91.520(c)

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

The City of Wheeling has not made any changes to the FY 2015-2019 Five Year Consolidated Plan and its program objectives during this reporting period.

Describe accomplishments and program outcomes during the last year.

During this CAPER period, the City of Wheeling expended CDBG funds on the following activities:

- **Public Facilities and Improvements** - \$941,461.18, which is 67.28% of the total expenditures.
- **Public Services** - \$111,986.30, which is 8.00% of the total expenditures.
- **General Administration and Planning** - \$145,568.67, which is 10.40% of the total expenditures.
- **Repayment of Section 108 Loans** - \$200,265.00, which is 14.31% of the total expenditures.
- **Total: \$1,399,281.15**

The City of Wheeling Timeliness Ratio of unexpended funds as a percentage of the FY 2018 CDBG allocation was 1.03, which is under the maximum 1.5 ratio.

During this CAPER period, the CDBG program targeted the following with its funds:

- **Percentage of Expenditures Assisting Low- and Moderate-Income Persons and Households Either Directly or On an Area Basis** – 100.00%
- **Percentage of Expenditures that Benefit Low- and Moderate-Income Areas** – 94.33%
- **Percentage of Expenditures that Aid in the Prevention or Elimination of Slum or Blight** – 0.00%
- **Percentage of Expenditures Addressing Urgent Needs** – 0.00%

During this CAPER period, the income level beneficiaries data were the following:

- **Extremely Low Income (<=30%)** – 0.00%
- **Low Income (30-50%)** – 29.73%
- **Moderate Income (50-80%)** – 70.27%
- **Total Low- and Moderate-Income (<=80%)** – 100.00%
- **Non Low- and Moderate-Income (>80%)** – 0.00%

During this CAPER period, the City had the following CDBG accomplishments:

- **Actual Jobs Created or Retained** - 0
- **Households Receiving Housing Assistance** - 0
- **Persons Assisted Directly, Primarily by Public Services and Public Facilities** – 9,746
- **Persons for Whom Services and Facilities were Available** – 24,685
- **Units Rehabilitated - Single Units** - 0

- **Units Rehabilitated - Multi Units Housing – 0**

During this CAPER period, the City leveraged \$1,333,353.55 for CDBG Activities based off the PR54 CDBG Community Development Block Grant Performance Profile Report.

During this CAPER period, all of the CDBG funds were used to meet a National Objective. The City did not fund any projects that involved displacement and/or relocation with CDBG funds. The City did not make any lump sum agreements during this CAPER Period. The City did not float-fund any activities.

CR-50 - HOME 91.520(d)

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

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

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

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

The City of Wheeling and the Northern Panhandle HOME Consortium used their HOME funds to address housing needs. The City and the Northern Panhandle HOME Consortium worked in cooperation with the non-profit housing providers to address the Consortium's affordable housing needs through the use of HOME funds, Low-Income Housing Tax Credits, and other State and Federal funds.

The City fostered and maintained affordable housing through the HOME Program - First Time Homebuyer Program and the CHDO Set-Aside Program.

The City fostered and maintained affordable housing through the funding of the following activities:

- **HS-1 Homeownership** - Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, with the required housing counseling training.

The City proposed to assist a total of eighteen (18) qualified First Time Homebuyers with deferred, forgivable loans for downpayment and closing cost assistance with the purchase of a home within the Northern Panhandle. During this CAPER period, the City assisted twenty-eight (28) First Time Homebuyers.

- **HS-2 Housing Construction/Rehabilitation** - Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the City through new construction and rehabilitation.

The City proposed to assist one (1) housing unit during this CAPER period. The City did not complete any units during this CAPER period. This will be completed in the FY 2018 CAPER period.

- **HS-3 Fair Housing** - Promote fair housing choice through monitoring, education, and outreach.

The City proposed to use CDBG funds for office expenses for the Wheeling Human Rights Commission (HRC). Fair Housing Education and Outreach efforts were continued under an agreement with Southwest PA Legal Services. Increasing visibility of the HRC remained a goal of the City. Six (6) Fair Housing billboards were placed in April.

During the reporting period, one (1) housing complaint was filed, one (1) employment complaint was received, and one (1) public accommodations complaint was carried over from FY 2017, totaling three (3) complaints to the Human Rights Commission. The one housing complaint received was subsequently withdrawn/dropped by the complainant. The employment complaint received was withdrawn/dropped by the complainant. In the public accommodations complaint that was carried over from FY 2017, the Human Rights Commission made a determination of No Probable Cause for discrimination. The finding was upheld after an Administrative Review and the case has been dismissed.

CR-55 - ESG 91.520(g)

The City of Wheeling does not receive an Emergency Solutions Grant (ESG) entitlement allocation. Therefore, agencies have to apply to the State of West Virginia for ESG funds. Not Applicable.

CR-60 – HOPWA CAPER Report

The City of Wheeling does not receive a Housing Opportunities for People with AIDS (HOPWA) Grant as an entitlement community in FY 2018. Not Applicable.

CR-65 – Loans and Other Receivables

The City of Wheeling had the following number of loans outstanding and principal balances owed as of the end of this CAPER period:

Economic Development:

- Loans outstanding - 0
- Principal balance - \$0.00

Downtown Wheeling Façade Program:

- Loans outstanding - 0
- Principal balance - \$0.00

There were no properties acquired or improved by the City with CDBG funds during this reporting period.

CR-70 – Section 3 Report

The Section 3 Summary Reports for the CDBG and HOME Programs for the City of Wheeling was submitted in the SPEARS System.

CR-75 – IDIS Reports

Attached are the following U.S. Department of Housing and Urban Development (HUD) Reports from IDIS for the period from July 1, 2018 through June 30, 2019.

Attached are the following IDIS reports:

- IDIS Report PR26 – CDBG Financial Summary
- IDIS Report PR01 – HUD Grants and Program Income
- IDIS Report PR02 – List of Activities
- IDIS Report PR03 – CDBG Activity Summary Report
- IDIS Report PR06 – Summary of Consolidated Plan
- IDIS Report PR23 – CDBG Summary of Accomplishments
- IDIS Report PR23 – HOME Summary of Accomplishments

CR-80 – Fair Housing

Affirmatively Furthering Fair Housing Overview:

The City of Wheeling prepared an Analysis of Impediments to Fair Housing Choice in 2015 to coincide with the City’s FY 2015-2019 Five Year Consolidated Plan. During this CAPER period, the City conducted inspections with reports of work needed to be done in order to bring various properties up to standards; this process was done systematically and by complaint.

During this CAPER period, the City had the following affordable housing accomplishments:

- One new affordable home for sale was completed by Habitat for Humanity.
- 28 first-time homebuyers were assisted.
- 28 people received homebuyer training.

Twenty-eight (28) people received homebuyer education under the HOME Program, as it is a requirement for eligibility under the First Time Homebuyer program. Other potential homebuyers also attended these homebuyer education classes. To avoid duplication of reporting, the City only reports the households assisted when they have closed on a house.

The chart below shows the demographic information for the homebuyer assistance program.

Income Level (% of Area Median Income)									
	0-30%		30-50%		50-60%		60-80%		Total Households
	White	Minority	White	Minority	White	Minority	White	Minority	
Number of Households	0	0	5	1	6	0	15	1	28

Table 24 – Income Level of Homebuyer Assistance Program

To promote Fair Housing during this CAPER period, the Wheeling City Council proclaimed April as “Fair Housing Month”. A copy of the 2019 proclamation is included at the end of this section.

During Fiscal Year 2018, the City of Wheeling served 129 people with Fair Housing Education and Outreach programs. These programs were run by the Wheeling Human Rights Commission, the Fair Housing Law Center at Southwestern Pennsylvania Legal Services, the Northern Panhandle Continuum of Care, the Northern Panhandle HOME Consortium, and CHANGE, Inc. The activities were undertaken to promote fair housing during this CAPER period:

- August 2, 2018: The Wheeling Human Rights Commission exhibited at the Youth Services Systems’ Celebrate Youth event. Thousands were reported to have attended the annual Back to School resource festival, and more than 60 community resources exhibited to provide valuable information to the families. Fair Housing-related materials that were distributed, included 400 pencil cases printed with the HRC’s contact information and the Equal Housing Opportunity logo,

195 drawstring backpacks printed with the HRC's contact information, 50 Fair Housing magnets, 26 various Fair Housing Brochures, and 14 Tenants and Landlords in WV booklets. Other materials that were distributed, included 20 printed Universal Declaration of Human Rights booklets, 14 flash drives with the HRC's contact information, and 42 various diversity booklets. 38 individuals signed in at the exhibit, which allowed for credit under the Education and Outreach grant with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services. (38)

- October 10, 2018: The Wheeling Human Rights Commission, through its Education and Outreach partnership with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services, exhibited and provided personal Fair Housing outreach and education during the Veterans Stand Down Resource Fair at West Virginia Northern Community College in Wheeling. Reportedly, 80 veterans attended the event. Fair Housing-related materials that were distributed, included 17 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 27 drawstring backpacks printed with the HRC's contact information and the Equal Housing Opportunity logo, 1 Fair Housing magnet, 15 various Fair Housing Brochures, and 13 Tenants and Landlords in WV booklets. Other materials that were distributed, included 10 printed Universal Declaration of Human Rights booklets, 20 flash drives with the HRC's contact information, and 42 various diversity booklets. 13 individuals signed in at the exhibit, which allowed for credit under the Education and Outreach grant with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services. (13)
- March 5, 2019: The Wheeling Human Rights Commission, through its education and outreach partnership with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services, exhibited and provided personal Fair Housing outreach and education to attendees at the West Virginia Northern Community College's 12th Annual Health & Wellness Fair. Fair Housing-related materials that were distributed, included 25 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 17 drawstring backpacks printed with the HRC's contact information, 4 Fair Housing magnets, 14 various Fair Housing Brochures, and 8 Tenants and Landlords in WV booklets. Other materials that were distributed, included 3 printed Universal Declaration of Human Rights booklets, 2 EEOC magnets, and 7 various diversity booklets. 4 individuals signed in at the exhibit, which allowed for credit under the grant. (4)
- Ongoing: The Northern Panhandle HOME Consortium's First Time Homebuyer Program requires applicants to attend homebuyer education. Most applicants receive this training locally, through CHANGE, Inc. Fair Housing education is a part of CHANGE's curriculum and is now being provided under a partnership between CHANGE and the Fair Housing Law Center. Students are provided information such as the HUD brochures "Are you a Victim of Housing Discrimination?", "Filing a Housing Discrimination Complaint", and "Know the Signs of Housing Discrimination" are disseminated at the training. During FY 2018, CHANGE, Inc. provided homebuyer education to 75 students in the Northern Panhandle of West Virginia. (75)

Wheeling Human Rights Commission:

During Fiscal Year 2018, the Wheeling Human Rights Commission remained a division of the Economic and Community Development Department, and therefore staffed within that department on a full-time basis. The Commission exists under an amended and reenacted Human Rights Commission Ordinance, which was passed on December 20, 2016. The HRC has the authority to retain cases and adjudicate them, or to refer them to the West Virginia Human Rights Commission. The Ordinance provides equal opportunity in housing, employment and public accommodations, to all persons without regard to race, religion, color, national origin, ancestry, sex, age, blindness, disability, familial status, veteran status, sexual orientation or gender identity.

The ECD staff facilitates the regular monthly business meetings of the HRC, which are announced to the media/public at least ten days in advance, and open to the public. During the reporting period, meetings were held on the following dates at 12:00 noon in the Wheeling City Council Chambers:

- July 17, 2018
- September 18, 2018
- October 16, 2018
- December 18, 2018
- January 15, 2019
- February 19, 2019
- March 19, 2019
- April 16, 2019
- (No August, November, May, or June meetings were held due to lack of quorum.)

Education and outreach remained one of the HRC's most important achievements in FY 2018. During the prior reporting period, on March 19, 2018, the Wheeling Human Rights Commission had entered into a fourth partnership with the Fair Housing Law Center at Southwestern PA Legal Services (SWPALS), to provide 33.75 hours of Fair Housing education and outreach in the City of Wheeling during the 2018 calendar year, for reimbursement of \$60 per hour, for a total of up to \$2,025.00. This Agreement was made possible by a Fair Housing Education and Outreach grant that the Fair Housing Law Center at SWPALS received from US Dept. of HUD. Expectations of the HRC are as follows: Educating protected class members and the agencies that serve them on fair housing rights and remedies; attending community outreach events to disseminate fair housing materials and identify victims of housing discrimination; disseminating print and electronic materials to protected class members and the agencies that serve them; facilitating landlord outreach; referring victims of housing discrimination to the Fair Housing Law Center; and attending monthly conference calls related to the Agreement. During the 2018 Agreement period, the HRC achieved 56.5 hours of education and outreach, well exceeding its commitment of 33.75 hours.

During FY 2018, on June 10, 2019, the Wheeling Human Rights Commission entered into its fifth partnership with the Fair Housing Law Center at Southwestern PA Legal Services (SWPALS). The 2019 Agreement is to provide 31 hours of Fair Housing education and outreach in the City of Wheeling during

a one-year period, for reimbursement of \$75 per hour, for a total of up to \$2,325.00. The same expectations apply.

During FY 2018, the HRC continued to offer a resource to tenants and landlords regarding their respective legal rights, not only under the landlord-tenant laws in WV, but also in terms of the Fair Housing Act. As reported previously, the HRC determined that it would distribute the publication provided by the Council for Independent Living/Fair Housing Assistance Network, entitled "Tenants and Landlords in West Virginia: Rights and Responsibilities". At the beginning of FY 2018, there were 95 remaining copies, 90 of which were distributed in FY 2018, bringing the total distribution of booklets to 1350, to agencies, tenants, and landlords in the City of Wheeling. Inside the front cover of every copy that is issued by the HRC is the HRC's contact information. The HRC has been distributing these booklets since 2013 and currently seeks additional copies from the CIL.

During the reporting period, there continued to be regular discussions and determination by the Commissioners to create further awareness of the existence of the HRC in the community. The aforementioned events where the HRC provided Fair Housing education and outreach have been very instrumental in providing opportunities for the HRC to achieve visibility and interact with the residents of Wheeling. In addition, as a result of the HRC's push to achieve visibility, the HRC took the following measures and/or participated in the following activities during FY 2018:

- July 2018: Beyond the regular business meeting on July 17, 2018 at noon, the HRC held a public work session to discuss the planning for a workshop about women's rights.
- July 2018: Staff represented the HRC at the Ohio County Family Resource Network meeting on July 24, 2018.
- August 2018: Three Commissioners, along with staff, represented the Human Rights Commission at the Youth Services Systems Celebrate Youth Festival on August 2, 2018. Thousands were reported to have attended this annual Back to School resource festival, and more than 60 community resources exhibited to provide valuable information to families. A count of the materials distributed included 400 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 195 drawstring backpacks printed with the HRC's contact information, 50 Fair Housing magnets, 26 various Fair Housing pamphlets and brochures, 14 "Tenants and Landlords in West Virginia: Rights and Responsibilities" booklets, 20 printed Universal Declaration of Human Rights booklets, 14 flash drives with the HRC's contact information, and 42 various diversity booklets.
- August 2018: Beyond the regular business meeting on August 21, 2018 at noon, the HRC held a public work session to discuss the planning for a workshop about women's rights.
- September 2018: The HRC hosted a public forum entitled "Hers, His and Ours" Human Rights, on September 10, 2018 from 5:00-7:00pm in the B&O Auditorium at WV Northern Community

College July 2017. The event was promoted on local talk radio AM WKKX. Several Commissioners attended, and there were four presenters that spoke on a range of relevant topics:

Liz Hofreuter, Head of School, Wheeling Country Day
Loma Nevels, Commissioner, Human Rights Commission
Lisa Allen, CEO, Zeigenfelder Corp.
Robert Gaudio, W.Va. Office of the Public Defender

- September 2018: The HRC was represented by Commissioners who attended the Wheeling NAACP's Freedom Fund Banquet on September 29, 2018.
- October 2018: Two Commissioners, along with staff, represented the Human Rights Commission at the Veterans Stand Down Resource Fair at West Virginia Northern Community College's Wheeling Campus on October 10, 2018. Reportedly, 80 veterans attended the event. Materials given away were 17 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 27 drawstring backpacks printed with the HRC's contact information and the Equal Housing Opportunity logo, 1 Fair Housing magnet, 15 various Fair Housing pamphlets and brochures, 13 "Tenants and Landlords in West Virginia: Rights and Responsibilities" booklets, 10 printed Universal Declaration of Human Rights booklets, 20 flash drives with the HRC's contact information, and 42 various diversity booklets. A door prize gift card was purchased and packaged with the HRC's logo.
- October 2018: The HRC worked with Wheeling Jesuit University to co-sponsor an educational forum, "Human Rights in Appalachia? An interactive discussion on the historical, philosophical, and social relevance of the UN Declaration of Human Rights on our state and region." Held on October 11, 2019 at 6:30 pm in the Erickson Alumni Center at Wheeling Jesuit University. The forum was open to the public but mainly for the benefit of students. Although no Commissioners were available to attend, the Chairman of the HRC prepared a written statement which was read at the event. This event was a success in affording the awareness of the Universal Declaration of Human Rights and how it relates to US Laws and the work of the Wheeling HRC.
- November 2018 to January 2019; Staff served on the Martin Luther King, Jr. Celebration Committee for the events held on January 20 and 21, 2019. The HRC was represented by at least two Commissioners who attended the events, including the March for Justice, the Interfaith Service and Community Dinner at Wheeling Jesuit University on January 20, as well as the Community Breakfast and the MLK Essay, Poem and Video contest awards at the YWCA on January 21. The events concluded with an evening Gospel Concert and Theatrical Interludes at Wheeling Jesuit University.
- February 2019: The HRC ran a display ad in the Wheeling Intelligencer, inviting the community to recognize and celebrate Black History Month, on February 1, 2, 7, 13 and 20, 2019. The ad also ran in the Sunday News-Register's Showtime Guide during the week of February 3, 2019.

- February 2019: The HRC was represented by two Commissioners who attended the Wheeling NAACP's Meet & Greet Event on February 28, 2019 at 6:30pm at the Culinary Arts Center of WV Northern Community College.
- March 2019: Two Commissioners along with staff, represented the HRC at the West Virginia Northern Community College's Health & Wellness Fair on March 5, 2019. The HRC distributed various publications to visitors at the booth, including 25 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 17 drawstring backpacks printed with the HRC's contact information and the Equal Housing Opportunity logo, 4 Fair Housing magnets, 14 various Fair Housing Brochures, 8 "Tenants and Landlords in West Virginia: Rights and Responsibilities" booklets, 3 printed Universal Declaration of Human Rights booklets, 2 EEOC magnets, and 7 various diversity booklets. A door prize gift was purchased and packaged with the HRC's logo.
- March 2019: The HRC formally committed to educating its members at least 3-4 times per year, during its regular business meeting on March 19, 2019. Training regarding obstacles faced by those re-entering society from incarceration was tentatively being planned for the fall of 2019.
- March 2019: The HRC was represented by one Commissioner as a panelist at the Celebration of Women 2019 at Ohio University Eastern on March 21, 2019.
- April 2019: The Wheeling City Council proclaimed the month of April 2019 as Fair Housing Month at their meeting on April 2, 2019. Three Commissioners of the HRC attended the meeting to receive the Proclamation.
- April 2019: The HRC sponsored six Fair Housing Month Billboards, conveying the phone number of the HRC, and conveying the message "Creating Opportunity for Fair Housing" commemorating the 50th anniversary of the Fair Housing Act with the message The billboards contained the Equal Housing Opportunity Logo, and were located in and around areas that would best benefit the low-moderate income communities of Wheeling, during the month of April 2019.
- April 2019: As relevant to the objectives of the HRC, staff attended a Lunch an Learn presentation, entitled "LGBT 101" on Tuesday, April 30, 2019 at WV Northern Community College's Student Union, where the presenter was a Commissioner of the HRC.
- May 2019: The HRC provided materials for an exhibit table at the Ohio Valley Pride Festival at the Wheeling Heritage Port on may 11, 2019. The HRC was represented by at least one Commissioner at the event. A count of the materials distributed included 9 pencil cases printed with the HRC's contact information and the Equal Housing Opportunity logo, 50 drawstring backpacks printed with the HRC's contact information and the Equal Housing Opportunity logo, 9 Fair Housing

magnets, 9 various Fair Housing pamphlets and brochures, a few printed Universal Declaration of Human Rights booklets, 3 EEOC brochures, and 3 various diversity booklets.

- May 2019: The HRC sponsored the training materials for a Mental Health First Aid training conducted by the Greater Wheeling National Alliance on Mental Illness (NAMI) during Mental Health Awareness Month, on May 13, 2019 at West Virginia Northern Community College. The HRC was represented by six Commissioners and two staff at the training.
- Ongoing: Every copy of the “Tenants and Landlords in West Virginia: Rights and Responsibilities” handbook that is distributed by the Wheeling Human Rights Commission, contains a label with the contact information for the HRC.

During FY 2018, fourteen housing complaint forms, zero employment complaint forms, and four public accommodations forms were issued by the HRC as a result of complaint-related inquiries. In turn, the following complaint activity occurred in FY 2018: One public accommodations complaint, on the basis of gender identity, was received on May 31, 2018 during the FY 2017 reporting period; following investigation, the Human Rights Commission made a determination of No Probable Cause in the case, which was dismissed on October 16, 2018.

- One housing complaint, basis undetermined, was received on January 30, 2019; the complainant resolved the issue and dropped the complaint on February 17, 2019 prior to any investigation.
- One employment complaint, on the basis of age, was received on April 17, 2019; the complainant dropped the complaint on April 20, 2019 prior to any investigation.

During the reporting period, and as a result of daily staffing of the HRC’s office, there were several non-complaint related inquiries, and/or non-jurisdictional complaint related inquiries made, resulting in the following 76 referrals to outside agencies

- Legal Aid of WV (Wheeling office) – 18
- Information Helpline – 8
- West Virginia Human Rights Commission – 6
- Southwestern PA Legal Services – 6
- Greater Wheeling Coalition for the Homeless – 5
- Salvation Army – 3
- US Equal Employment Opportunity Commission – 3
- City of Wheeling Building Inspections – 2
- Altenheim Resource & Referral Agency – 2
- Catholic Charities – 2
- St. Matthews Episcopal – 2
- USDA Rural Development – 2
- CHANGE, Inc. -1

- YWCA – 1
- The House of the Carpenter -1
- Greater Wheeling Soup Kitchen – 1
- House of Hagar – 1
- Project Hope – 1
- St. James Evangelical – 1
- NAMI Greater Wheeling – 1
- City of Wheeling Clerk’s Office – 1
- City of Wheeling Police Dept – 1
- City of Wheeling Public Works – 1
- Ohio County Magistrate Court – 1
- Marshall County Magistrate Court – 1
- WV Council for Independent Living – 1
- WV Aging & Disability Resource Center – 1
- Wheeling Housing Authority – 1
- Moundsville Housing Authority – 1

FY 2015-2019 Analysis of Impediments to Fair Housing Choice:

The following actions were taken to address the impediments identified in the City of Wheeling’s 2015 Analysis of Impediments to Fair Housing Choice:

Impediment 1: Housing Affordability

Decent, safe, sound, and affordable housing remains a high priority to ensure fair housing choice, quality of life, and attractive neighborhoods.

Goal: Maintain the supply of decent, safe, sound, and affordable housing targeted to lower income households, both renters and owners.

Strategies: In order to meet this goal, the following activities and strategies should be undertaken:

- **1-A:** Maintain the supply of available decent, safe, and affordable housing through assistance and support of the Community Housing Development Organizations (CHDOs), both locally and throughout the Consortium Area, to undertake rehabilitation and housing construction.

Accomplishments:

477 housing units were inspected for code compliance in the City of Wheeling, while 144 housing units were rehabilitated and another 127 units are undergoing rehabilitation. This includes all 28 First Time Homebuyer homes which are inspected throughout the Northern Panhandle HOME Consortium area prior to authorizing the purchase with HOME assistance.

During FY 2018, one affordable single-family home became complete on Wheeling Island by Habitat for Humanity, and 40 new affordable housing units (26 are 2BR and 4 are 3BR townhouses) became complete at LaBelle Greene Phase III, a LIHTC funded project. La Belle Greene Phase II (another 40 units, also LIHTC funded) became underway in FY 2018.

During FY 2018, the Northern Panhandle HOME Consortium committed FYs 2017 and 2018 CHDO set-aside funds to the Greater Wheeling Coalition for the Homeless for rehabilitation of a single-family home in Triadelphia, WV, which will be sold to an eligible low-moderate income household.

The Northern Panhandle HOME Consortium previously funded a project with FYs 2014, 2015 and 2016 CHDO set-aside funds to CHANGE, Inc. for rehabilitation of a four-bedroom single-family home in Follansbee, WV, which will be rented to an eligible low-moderate income household. The project was nearing completion but still underway at the end of FY 2018.

- **1-B:** Maintain homeownership opportunities for LMI households by promoting available housing, requiring housing counseling, as well as downpayment and closing cost assistance through the Northern Panhandle HOME Consortium.

Accomplishments:

The City of Wheeling and the Northern Panhandle HOME Consortium funded the First Time Homebuyer Program which provides downpayment and closing cost assistance, in all of the Northern Panhandle HOME jurisdictions. 28 homeowners (13 in Wheeling) received FTHB assistance in the consortium, all of whom received homebuyer education (a required component to receive the assistance).

The Northern Panhandle HOME Consortium also committed FYs 2017 and 2018 CHDO set-aside funds to the Greater Wheeling Coalition for the Homeless for rehabilitation of a single-family home in Triadelphia, WV, which will be sold to an eligible low-moderate income household.

- **1-C:** Maintain and strengthen an effective property maintenance inspection and enforcement program in the City.

Accomplishments:

The City of Wheeling has two full-time code enforcement officers. 477 housing units were inspected for code compliance in the City of Wheeling during FY 2018. The City also has a Vacant Building Registration Program, which encourages code-deficient vacant properties to be repaired and returned to use. In May 2019, the City passed an ordinance that streamlined its enforcement of the property maintenance code.

- **1-D:** Promote programs for accessibility, weatherization, insulation, storm windows, energy audits, etc. to help reduce energy costs for LMI households that are cost overburdened.

Accomplishments:

Referrals are made to CHANGE, Inc. for weatherization/energy efficiency programs. In addition, referrals are made to Catholic Charities Neighborhood Center for the Energy Savers Program in the fall. House of Carpenter and Laughlin Memorial Chapel also provide limited repair assistance. Rural inquiries are referred to USDA Rural Development for options.

Impediment 2: Housing Accessibility

There appears to be an unmet need for housing that is accessible to the older population, and persons with disabilities.

Goal: Increase the supply of housing that meets the accessibility, visitability, and quality of life needs of the older population and persons with disabilities.

Strategies: In order to meet this goal, the following activities and strategies should be undertaken:

- **2-A:** Increase the supply of accessible owner-occupied housing by providing assistance to support the removal of architectural barriers.

Accomplishments:

Referrals are made to the WV Division of Rehabilitation Services for assistance with the removal of architectural barriers. Additionally, assistance may be available at the Northern WV Center for Independent Living (NWVCIL) and/or the West Virginia Assistive Technology System (WVATS) Center for Excellence in Disabilities at West Virginia University.

- **2-B:** Enforce building codes to ensure that new multifamily construction meets the accessibility provisions of the Fair Housing Act.

Accomplishments:

The City of Wheeling Building Inspections office distributes the pamphlet “Before you Build: What you Need to Know about Fair Housing” to developers of multifamily housing. In addition, inspections are done throughout the construction of projects to assure that all codes and accessibility provisions are being met.

- **2-C:** Promote education and awareness of the requirements for reasonable accommodations for persons with disabilities and the elderly in rental housing.

Accomplishments:

The City of Wheeling Building Inspections office makes available the pamphlet “Before you Build: What you Need to Know about Universal Design” to all contractors applying for building permits. The City of Wheeling funds the Wheeling Human Rights Commission, which distributes the “Tenants and Landlords in West Virginia: Rights and Responsibilities” handbook in order to inform renters, including the elderly and disabled, of their housing rights. The Wheeling HRC also distributes literature regarding disabilities as a protected class, and reasonable accommodations and modifications, and provides education and outreach regarding Fair Housing under its Agreement with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services.

Impediment 3: Fair Housing Education, Advocacy, Monitoring, and Enforcement

As in any community, there is a lack of awareness of the rights and responsibilities under the Fair Housing Act and a need to continually monitor and enforce the Fair Housing Act.

Goal: Increase the knowledge and awareness of the rights of individuals and the responsibilities of building owners in regard to the Fair Housing Act through educational advocacy, monitoring, and enforcement to eliminate discrimination in housing and providing fair housing choices for all individuals and families.

Strategies: In order to meet this goal, the following activities and strategies should be undertaken:

- **3-A:** Support educational and training programs concerning the rights and responsibilities covered by the Fair Housing Act.

Accomplishments:

The City of Wheeling funds the Wheeling Human Rights Commission, which conducts education and outreach regarding Human Rights and Fair Housing. The Wheeling HRC was under an Agreement with the Fair Housing Law Center at Southwestern Pennsylvania Legal Services to conduct 33.75 hours of Fair Housing education and outreach in the City of Wheeling during calendar year 2018, and is now under an Agreement to conduct 31 hours of Fair Housing education and outreach during calendar year 2019. The 2018 Agreement resulted in excess of 50 hours of Fair Housing Education and Outreach in the City of Wheeling.

In addition, the City of Wheeling City Council proclaimed April as “Fair Housing Month” on April 2, 2019, and the HRC sponsored six Fair Housing month billboards in the neighborhoods of Wheeling, which promoted Fair Housing Month during April 2019. See below.



Finally, the Northern Panhandle HOME Consortium’s First Time Homebuyer Program requires applicants to attend homebuyer education. Most applicants receive this training locally, through CHANGE, Inc., which includes Fair Housing education as a part of CHANGE’s curriculum. Students in this class are provided information such as the HUD brochures “Are you a Victim of Housing Discrimination?”, “Filing a Housing Discrimination Complaint”, and “Know the Signs of Housing Discrimination” at the training.

3-B: Support local and Consortium efforts to strengthen efficient and effective fair housing monitoring, investigation, testing, and enforcement strategies.

Accomplishments:

The Fair Housing Law Center at Southwestern Pennsylvania Legal Services is available to conduct Fair Housing Monitoring, investigating, testing and enforcement in the Northern Panhandle of WV. The City of Wheeling Human Rights Commission and the WV Human Rights Commission also investigate complaints of discrimination in housing.

- **3-C:** Support the delivery of fair housing advocacy services to at-risk groups and victims of housing discrimination.

Accomplishments:

Staff of the Wheeling HRC attends the Northern Panhandle Continuum of Care meetings and the Ohio County Family Resource Network meetings on a regular basis and offers the availability of Fair Housing training to the organizations represented, many of whom who deal with at-risk groups. The Wheeling HRC has also maintained a presence in the community as an exhibitor with Fair Housing related literature, while doing education and outreach at events such as the Veterans Stand Down, the Health & Wellness Fair, the Arts & Culture Festival, and the Celebrate Youth

Festival, which are organized by entities that serve local at-risk populations and potential victims of housing discrimination.

- **3-D:** Promote the delivery of financial literacy counseling for LMI and minority households to combat predatory and subprime lending practices.

Accomplishments:

All applicants to the Northern Panhandle HOME Consortium's First Time Homebuyer Program are required to attend homebuyer education classes. CHANGE, Inc. offers homebuyer education classes and also "Financially Fit" workshops. The City of Wheeling staff is involved in West Virginia Saves and the Earned Income Tax Coalitions, whom also promote financial literacy; and First Time Homebuyer recipients are encouraged to utilize these resources.

Impediment 4: Accessibility of Public Facilities

The accessibility of public facilities remains a fundamental quality of life issue for most communities, especially for the older population, and persons with disabilities.

Goal: Maintain and continue to upgrade municipal facilities, public spaces, and subrecipient facilities to make them accessible to persons with disabilities.

Strategies: In order to meet this goal, the following activities and strategies should be undertaken:

- **4-A:** Continue to fund improvements and upgrades at public and community facilities to remove architectural barriers.

Accomplishments:

The City funded ADA Improvements to the I-470 Ballfields in FY 2017, where CDBG funds will be used to make handicap accessible sidewalks to link the several ballfields and provide handicap parking space in conformance with ADA requirements. The project is currently out to bid

- **4-B:** Continue to monitor any accessibility constraints in the municipal facilities and managed public spaces utilizing both Federal and capital improvement funds to remove any potential architectural barriers.

Accomplishments:

The City funded playground improvements at Fulton Playground in FY 2018. Playground improvements are reviewed to assure that they meet accessibility standards.

- **4-C:** Evaluate the accessibility constraints of all sub-recipient and allied organizational facilities and assist these organizations to obtain funds for capital improvements to remove any existing architectural barriers.

Accomplishments:

On site visits are made as part of routine monitoring of sub-recipients.

CR-85 – Citizen Participation

The following pages include the public display notices.