

Actions Steps/Timeline/Responsible Party

	Action Step	Date to be Completed	Lead Participant(s)
COMPLETED ACTION STEPS			
1.	Obtain and disseminate information on Property Rescue Initiative workshops	Before February 10	Donna Martino, CLIC
2.	Contact WVU to confirm housing initiatives for current and retired faculty - Julie Robison and Dusty Hayes	Before February 10	CLIC
3.	Contact Region VI Planning & Development Council regarding its current policy on housing - Sheena Hunt	Before February 10	CLIC
4.	Meet with Mon County Development Authority about its Land Bank - Holly Childs	Before February 10	CLIC
5.	Contact Contractor Licensing Board about continuing education requirement for contractors - Mitch Woodrum	Before March 9	CLIC
6.	Obtain bad buildings inventory from City	Before February 10	Dave Bott
7.	Contact Northern WV Brownfields Assistance Center	Before February 10	Dave Bott
8.	Draft resolution for all government entities	Before March 9	NWVCIL, Denny Paluga
9.	Find out property in Morgantown is on the land inventory for state tax department	Before March 9	CLIC
10.	Contact agencies that provide education to homeowners to increase awareness of code requirements	Before June 30	CLIC
11.	Change language in CHAP documents from "land bank agency" to "land reuse agency"	Before March 15	CLIC
12.	Bad Property - Find notes from original training	Before March 30	Christal Crouso
13.	Send information on Property Rescue Initiative to local communities (Star City, Westover, Granville)	Before April 30	CLIC
14.	Region VI - Follow-up: do they have a housing policy	Before April 30	CLIC
15.	Draft Fact Sheet on locally available down payment assistance programs and first time homebuyer programs (City, USDA, FHLB, WVU, HOME)	Before April 30	CLIC
16.	Draft list of agencies with available property (Mon County Dev, County Sheriff, City)	Before April 30	CLIC
17.	Determine Housing Authority interest in becoming land reuse agency	Before April 30	Christal Crouso
18.	Region VI - request Region VI share information on available infrastructure grants for housing	Before April 30	CLIC
19.	Find out how contractor loses license in WV (didn't renew, ;lost approved designee, appeared before Board and lost lisenec)	Before June 30	CLIC
20.	Bad Property - Identify previous committee members/members of Neighborhood Community Councils - no lists exist	Before June 15	Dave Bott
21.	Begin development of educational materials on consequences of non-compliance with codes - legal action, increase in insurance premiums	Before June 30	Chris Illardi, CLIC, NWVCIL

22.	Visit Land Banks in Huntington and Westmoreland County (PA)	Before June 30	Christal Crouso, Housing Authority
23.	Create page on website for Homebuyers Fact Sheet	Before July 31	CLIC
24.	Website - add link to WV Homebuilders website, fact sheet on hiring a contractor	Before July 31	CLIC
25.	Website - add link to Homebuilders Association, list of member builders (700 homebuilders)	Before July 31	CLIC
26.	Develop rental assistance Fact Sheet	Before August 31	CLIC
27.	Look at available funding from United Way Venture Capital Fund	Before July 31	Dave Bott
28.	Contact Christal, Housing Authority - who attended land reuse visits, meeting in PA	Before July 31	Christal Crouso
ACTION STEPS TO BE COMPLETED			
1.	Website - add link to Contractors Board, list of licensed contractors (17,000 contractors)	Before August 31	CLIC
2.	Obtain statistical information on local rental property (number of units, number of units for students, cost of units, etc.)	Before August 31	Jessica, Dave Bott
3.	Look at MCDA available property to see what would be appropriate for housing	Before August 31	Holly Childs
4.	Obtain information on Mon County Dilapidated Property organization - members, list of properties	Before Seotember 39	CLIC/Kelly Palmer
5.	Bad Property - Meet with City Manager regarding database/list of properties	Before September 30	Dave Bott
6.	Revise list of available properties - Include State Auditor's Office on Available property list (foreclosures)	Before September 30	CLIC
7.	Contact WVU School of Law Land Use and Sustainable Development Law Clinic for representation on CHAP - Cathy Garvey	Before September 30	Margrit
8.	Look at available funding from ARC	Before September 30	Jan Derry
9.	Get list from Ann Skinner in Code office - list of rental property that is routinely inspected	Before September 30	CLIC
10.	Find out from Ann Skinner what current ordinance says regarding who has to register rental property	Before September 30	CLIC
11.	Region VI - Set up meeting to request Region VI adopt resolution; acknowledge commitment of local governments	Before September 30	CLIC
12.	Contact Abandoned Properties Coalition re: legislative issues	Before September 30	CLIC
13.	Contact Legislative delegation - study resolution on code enforcement	Before September 30	Jan Derry
14.	Contact banks regarding Community Reinvestment Act compliance (MVB, Clear Mountain, First Exchange, Freedom, Citizens, Fairmont Fed Credit Union)	Before September 30	CLIC
15.	Submit application for Hott/Brown funding	Before September 30	CLIC
16.	Add Weatherization/Energey Efficient sites to website	Before September 30	CLIC
17.	Develop list of local city council meetings; get Board volunteers to take resolution to cities of	Before October 31	CLIC, CHAP Board

	Morgantown, Star City, Westover and Granville; and Monongalia County Commission		
18.	Code Enforcement Training on what is required by State Building Code, Fair Housing Act and other applicable codes	Before Dec 14	CLIC, NWVCIL
19.	Request Chamber sponsor a housing forum to generate additional employer programs related to housing assistance	Before December 31	CLIC
20.	Request information on becoming involved in development of TIF districts	As Needed	CLIC
21.	Complete application for Redevelopment Expert Exchange (travel for committee)	As needed	Laura Rye, Luke Elser