



WILLIAMSPORT, PENNSYLVANIA
CONSOLIDATED PLAN
FY 2010 - 2014

FY 2014 ANNUAL ACTION PLAN SUBMISSION

DRAFT

Executive Summary

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

1. Introduction

The City of Williamsport, Lycoming County, PA has prepared a five year Consolidated Plan (CP) for federal fiscal years 2010 through 2014 in order to strategically implement federal programs that fund housing, community development and economic development activities within the municipality. The City has prepared its annual Action Plan for program year 2014, year five of the CP.

The Community Development Block Grant (CDBG) and HOME Investment Partnership programs continue to be principal revenue sources for the City to address the needs of its low to moderate-income residents. The City continues to receive a federal formula-based allocation of CDBG and HOME funds.

The City has based the budget for the activities in its 2014 Action Plan on the 2013 CDBG and HOME allocation amounts. In the event that the 2014 entitlement amount is reduced from 2013 funding amount, the City will allocate fewer CDBG dollars to the Street Reconstruction activities. If the 2014 HOME entitlement amount is reduced from the budgeted amount, fewer HOME dollars will be allocated to the Owner Occupied Single Family Rehabilitation activities.

2. Summarize the objectives and outcomes identified in the Plan

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

There continues to be an affordability gap for low income residents who are having difficulty finding housing due to rising rents. Rental costs are increasing as a result of an influx of workers from out of the area who work in the Marcellus Shale Gas industry. Housing demand is high in the City since it has easy commuting access to drilling areas within the county and in more rural neighboring counties. There is also significant pressure for housing in and around Williamsport because gas producers and service companies have established regional headquarters in the area. The City and Lycoming County have reviewed the need to create housing due to the development of the Marcellus shale industry and identified impediments. The City's specific housing objectives stated in the CP address the following:

- increasing home ownership
- reducing housing blight and deterioration among owner households
- improving rental housing opportunities; and
- providing safe and accessible housing

During the fourth year of the five-year Consolidated Plan period of 2010 - 2014, the City continues to make progress in the effort to achieve its five-year goals and objectives for all of its housing activities. Both the rental housing rehabilitation and owner occupied housing rehabilitation programs are on track to meet the annual goals for the elimination of blighted housing.

The City's specific objectives for homelessness stated in the CP include the following:

- Support emergency shelter and transitional housing services through local nonprofit organizations and social service agencies.
- Support services to assist homeless persons and families make the transition to permanent housing and independent living

The City has contact with private non-profit agencies and provides assistance where possible.

The City is funding public facilities and infrastructure improvements and is meeting the objective of preparing a suitable living environment.

3. Evaluation of past performance

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

Each year the City prepares a Comprehensive Annual Performance and Evaluation Report (CAPER) for HUD that details the performance of the program over the past year. In FY 2012, all CDBG funds expended for activities met one of the three national objectives as defined under CDBG and HOME regulations. Also, in FY 2012, over 70% of the CDBG funds (excluding planning and administration) was expended for qualified activities in FY 2012 benefited low- and moderate-income persons. The City has elected to apply a three year low/moderate income certification period for 2011, 2012 and 2013. The City met public service and planning/administration expenditure caps in FY 2012.

Williamsport also met the timeliness requirements of HUD in FY 2012 and had less than 1.5 times the annual allocation on hand at the end of the 2012 program year.

Additionally, in FY 2012, the City met the HOME requirements for expenditure by committing all funds to projects within two years and expending funds within five years. The requirement to provide at least 15% of HOME funding to Community Housing Development Organizations has been achieved, and Williamsport reminds grantees that all HOME projects should be closed within 120 days of their final draw.

The City included in its 2012 CAPER information regarding efforts to affirmatively further fair housing and to identify impediments to fair housing.

The City has taken numerous steps to address lead based paint hazard reductions including increasing the rehabilitation program limits to compensate for increased costs, sponsoring a certified renovator initial training course for contractors and publicizing the lead paint rule changes.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

To develop the Action Plan for FY 2014, the City of Williamsport considered the priority needs identified in the Five-Year Consolidated Plan (CP) for FY 2010 to 2014.

The City of Williamsport conducted a public needs hearing to solicit input into the preparation of the 2014 Action Plan. The meeting was advertised in the *Williamsport Sun-Gazette*. The public needs hearing was held at City Hall on September 11, 2013.

The City will hold a public hearing regarding the draft 2014 Action Plan on October 23, 2013. The draft 2014 Action Plan is on public display from October 8, 2013 to November 6, 2013 and is available for review at the City's Community Development Office, on the City's website, and at the James V. Brown Public Library.

5. Summary of public comments

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

Any written comments will be submitted with the 2014 Action Plan. To date, no written comments have been received.

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

Not applicable at this time.

7. Summary

The staff conducts or attends ongoing meetings throughout the year to gather input on the housing, homeless, and community development needs facing the residents of the City. The City meets regularly with the Coordinated Task Force, which is comprised of approximately 80 organizations that meet to share information and resources.

PR-05 Lead & Responsible Agencies – 91.200(b)

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

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	WILLIAMSPORT	

Table 1 – Responsible Agencies

Narrative (optional)

The CDBG and HOME program is administered by the staff of the City of Williamsport Department of Economic and Community Development. The City is the clearinghouse and facilitator for the activities described in the Action Plan. As a local unit of government, the City is eligible to apply for and administer CDBG program funds, HOME program funds and other state and federal grants. The Department is responsible for:

- Program management and oversight over CDBG and HOME activities
- Internal and outside agency coordination
- Public education and participation
- Subrecipient contract administration and monitoring
- Consolidated Plan preparation, monitoring and program evaluation
- Report preparation and submission
- Fair Housing activities and outreach

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Williamsport's Office of Economic & Community Development is responsible for enhancing the coordination among housing providers, service agencies, and public entities. The City joins with non-profit CHDO's, for-profit developers and various local groups to increase housing opportunities for targeted income groups. The City mails information to housing service providers, banks, and realtors making them aware of City programs.

The goals of the Five Year CP include establishment of partnerships to extend and strengthen cooperation among all levels of government and the private sector. This includes those between for-profit and nonprofit organizations to help provide decent housing, maintain a suitable living environment, and expand economic opportunities.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Williamsport continues to interact with the various public and non-profit institutions that provide housing and supportive services to low income residents. Although the agencies are independent of one another, they work together to ensure that their programs and services are coordinated and that residents are served. The City of Williamsport has interacted and cooperated with various agencies in the region to meet the housing and supportive needs of area low-income residents.

Most of the proposed activities in the 2014 Action Plan involve cooperating and partnering with state agencies, neighborhood groups, or social service organizations.

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

The City does not receive ESG funding.

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

The City does not receive ESG funding.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	STEP, Inc.
	Agency/Group/Organization Type	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City continues to have ongoing discussions with STEP, Inc. and Lycoming County to explore ways to coordinate their various housing programs.

Table 2 – Agencies, groups, organizations who participated

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

The City consults with all varieties of agencies through its participation in the Coordinated Task Force.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
	Public meeting	Brodart neighborhood	30-40 attendees	No written comments		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The national Community Development Block Grant (CDBG) and HOME Investment Partnership programs continue to be principal revenue sources for the City to address the needs of its low to moderate-income residents. The City of Williamsport is estimating that it will have \$1,033,343 in CDBG program funds and \$256,861 in HOME funds to finance its FY 2014 community development program. The City estimates having approximately \$5,000 in HOME program income available.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,033,343	0	0	1,033,343	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	256,861	5,000	0	261,861	0	

Table 5 - Expected Resources – Priority Table

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

The City has provided \$150,000 of CDBG funding for street reconstruction for Susquehanna Health’s Phase One of the “Pathway to Health”. The project includes approximately \$4,000,000 of state funding to support Susquehanna Health’s capital improvements and modernization plan including the “Pathway to Health” street reconstruction improvements. Additional funding from PennDOT is necessary. Federal funds for the 2014 Street Reconstruction projects will be supplemented with \$500,000 act 13 of local funds from the City’s General Fund and \$80,000 of Liquid Fuels funding.

The City has partnered with the County of Lycoming, a private developer and the Greater Lycoming Habitat for Humanity for the Brodart Commons project. The Brodart Commons project will use \$300,000 of HOME funds. CDBG funds are also being used as a partial match for the project, which includes state funding in the amount of \$2,175,000.00 and \$16,385,000 from private and local sources. Private mortgage funding will be leveraged under the City-wide Homebuyer Assistance program. The City administers revolving loan fund programs for

commercial façade projects and economic development projects. The funding for these programs originated from state and local sources.

The City will use CDBG funds as a one third match to a PA DCNR grant and local funding for a municipal pool renovation for a total project cost of \$750,000.00.

The City of Williamsport is a distressed community. In agreement with CPD 02-1, as a distressed community, the City of Williamsport is not required to provide a match for its HOME funds.

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

The City owns a 0.87 acre property at the southwest corner of Mulberry and East Canal Streets. Plans are underway to construct The Residence at Via Bella, an income eligible senior housing project consisting of approximately 40 units, which will be located in the City's Central Business District. The developer is waiting to secure tax credits.

Discussion

Lycoming County has had an opportunity to apply for funding through the Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) /Act 13 funds administered by Pennsylvania Housing Finance Agency. The PHARE fund was established to provide for the creation, rehabilitation and support of affordable housing. The goals of PHARE are consistent with the goals established in the City's Consolidated Plan. The PHARE funding will increase the City's ability to provide safe, affordable housing opportunities while addressing the housing needs of the community. Future CDBG and HOME funds, if needed for additional housing projects, would maximize the leveraging of the PHFA funds and local resources.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facilities and Infrastructure	2010	2014			Public Facilities	CDBG: \$632,258	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 28125 Persons Assisted
2	Housing Rehabilitation	2010	2014			Affordable Housing	CDBG: \$61,617 HOME: \$165,290	Homeowner Housing Rehabilitated: 4 Household Housing Unit
3	Home Ownership	2010	2014			Affordable Housing	HOME: \$70,885	Homeowner Housing Added: 1 Household Housing Unit Direct Financial Assistance to Homebuyers: 2 Households Assisted
4	Accessible Housing	2010	2014			Affordable Housing	CDBG: \$15,529	Homeowner Housing Rehabilitated: 2 Household Housing Unit
5	Blight Elimination	2010	2014			Blight Elimination	CDBG: \$56,060	Buildings Demolished: 3 Buildings
6	Public Services	2010	2014			Public Services	CDBG: \$4,754	SPCA Pet Spay/Neuter program 100 served

Table 6 – Goals Summary<TYPE=[text] REPORT_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

Goal Descriptions

1	Goal Name	Public Facilities and Infrastructure
	Goal Description	Low/Mod area benefit
2	Goal Name	Housing Rehabilitation
	Goal Description	Low/Mod housing benefit
3	Goal Name	Home Ownership
	Goal Description	Low/Mod housing benefit
4	Goal Name	Accessible Housing
	Goal Description	Low/mod housing benefit
5	Goal Name	Blight Elimination
	Goal Description	Spot blight elimination benefit
6	Goal Name	Public Services
	Goal Description	Low/mod area benefit

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City will provide approximately 10 families with affordable housing using HOME funds.

AP-35 Projects – 91.220(d)

Introduction

The Fiscal Year 2014 Annual Plan for the City of Williamsport includes \$1,033,343 in FY 2014 CDBG funds and \$256,861 in FY 2014 HOME funds, as well as \$5,000 of HOME program income.

#	Project Name
1	Street Reconstruction
2	Removal of Architectural Barriers
4	Public Services
5	Housing Rehabilitation
6	Handicapped Accessibility Rehabilitation
7	Homebuyer Assistance
8	Codes Related Demolition
10	General Administration
11	CHDO
12	Codes Enforcement
13	Fire Equipment

Table 7 – Project Information

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

The entire City qualifies as a low-income area. Projects are taking place within certain areas of the City based on need with an emphasis on addressing aging infrastructure and other necessary public facilities activities.

Â Despite the available resources, obstacles remain in addressing underserved needs including:

- Limited resources to meet the competing demands.
- Limited vacant developable sites.
- Clean-up costs of developed sites or abandoned buildings that add to the cost of development.
- Dated infrastructure.
- A trickle--down effect of the decline of the manufacturing sector

The City is built-out and "landlocked, which makes it difficult to attract businesses and housing developers. With limited real estate available, it is difficult to attract employers or developers to construct businesses or housing due to the difficulties involved in the redevelopment process of available or vacated or abandoned land.

While housing in Williamsport is affordable, many households cannot as easily afford housing. The

working poor are unable to afford even nominal increases in the cost of rental units, which has become even more of an issue due to the demand for housing caused, in part, by the Marcellus Shale industry. Decent rental properties for low to moderate income working families are in short supply. The working poor are evicted from their homes and forced to double-up with family and friends to avoid homelessness. In addition, many of the homes are in need of energy upgrades and weatherization improvements increasing an annual maintenance burden. A recent housing study conducted by Lycoming County identified housing issues that create obstacles to addressing underserved needs:

1. The age and condition of the current housing stock;
2. The limited supply of housing and the increased demand due to growth in the Marcellus Shale Industry have resulted in rental rates that have made housing unaffordable for households with low to moderate incomes; and
3. The increase in rental rates has meant a decrease in the number of housing units available for subsidized renters, which has significantly increased the number of applicants on waiting lists for subsidized units.

The long standing decline of the City's housing stock has only worsened in some cases due to the increasing rental rates, which has increased the affordability threshold and pushed many renters out of the Williamsport area market.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	Street Reconstruction
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$391,670
	Description	This project is for street reconstruction and streetscape work. Work will include curbing, sidewalks, landscaping and drainage improvements. This project benefits residents of a low income area.
	Planned Activities	Planned activities for street reconstruction include work on the following streets: Beeber St., Oliver St., West Edwin St., Wilson St., Memorial Ave., Stephens St. and Sutton Ave.
2	Project Name	Removal of Architectural Barriers
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$15,529
	Description	This activity is for the construction of handicapped accessible curb ramps at various intersections throughout the City.
	Planned Activities	Planned activities will take place in conjunction with the Street Reconstruction activity, but the removal of the architectural barriers will take place City-wide.
3	Project Name	Public Services

	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$4,754
	Description	This project provides a voucher program for residents of the City in order to maintain pet control
	Planned Activities	This activity provides a voucher program for resident of the City to spay/neuter pets in order to control the stray dog and cat population and will also include microchips for pet identification. This activity serves residents of a low income area. In addition, low income status is verified prior to the issuance of vouchers.
4	Project Name	Housing Rehabilitation
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$666,617 HOME: \$165,290
	Description	The project is for the rehabilitation of owner occupied single family homes to minimum code standards.
	Planned Activities	Housing Rehabilitation activities for income eligible owners of single family homes will be conducted to insure safe and decent housing.
5	Project Name	Handicapped Accessibility Rehabilitation
	Target Area	
	Goals Supported	Accessible Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$15,529
	Description	Accessibility improvements are made to properties owned by income eligible residents.

	Planned Activities	The City offers grants of up to \$5,000 for accessibility improvements to residential properties occupied by low income persons with disabling conditions. Work items covered under this program include railings, ramps, door way adjustments and bathroom modifications
6	Project Name	Homebuyer Assistance
	Target Area	
	Goals Supported	Home Ownership
	Needs Addressed	Affordable Housing
	Funding	HOME: \$70,786
	Description	This program assists income eligible applicants to purchase a home in the City of Williamsport.
	Planned Activities	This funding provides gap financing to assist income eligible persons to buy a single family home. The program offers gap financing for up to 20% of the purchase price.
7	Project Name	Codes Related Demolition
	Target Area	
	Goals Supported	Blight Elimination
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$26,060
	Description	This project is for the demolition of blighted structures that the Codes Department determines to be public safety hazards.
	Planned Activities	Demolition of blighted properties.
8	Project Name	General Administration
	Target Area	
	Goals Supported	

	Needs Addressed	
	Funding	CDBG: \$206,668 HOME: \$25,686
	Description	This project is for the administration of the CDBG and HOME programs.
	Planned Activities	
9	Project Name	CHDO
	Target Area	
	Goals Supported	Home Ownership
	Needs Addressed	Affordable Housing
	Funding	HOME: \$38,529
	Description	A minimum of 15% of the City's HOME funds will be allocated to one of the City's certified CHDO's.
	Planned Activities	The City will work with one of its two CHDO's, Greater Lycoming Habitat for Humanity or Lycoming Neighborhood Development Corporation, to develop affordable housing.
10	Project Name	Codes Enforcement
	Target Area	
	Goals Supported	Blight Elimination
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$30,000
	Description	This activity is for residential code enforcement in designated code enforcement areas that are low to moderate income. The inspections are for code violations and other potentially dangerous situations. Code enforcement is done in conjunction with other revitalization activities within the code enforcement area.
	Planned Activities	Code enforcement activities will focus on the all of the designated code enforcement areas.

11	Project Name	Fire Equipment
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Safety and fire protection by updating equipment
	Funding	CDBG: \$175,000
	Description	Purchase of a fire pumper
	Planned Activities	City-wide fire protection

Table 8 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

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

The City is divided into *Census Tracts*. Statistics, including income, homeownership status, family size, and race are determined for each tract based on responses to census questionnaires. The information determines Williamsport's eligibility for CDBG and HOME funds. 2010 Census information is not yet available.

Low-income census tracts are those where 51 percent or more of the population have incomes below 80 percent of the area median income.

Six of nine census tracts in the City of Williamsport contain 51 percent or more low income.

- CT 3 – 54.8 percent low income.
- CT 4 – 68.8 percent low income.
- CT 5 – 53 percent low income.
- CT 6 – 63.8 percent low income
- CT 8 – 56.6 percent low income.
- CT 9 - 56.6 percent low income

The City is 53.7% low-income. Therefore, the entire City qualifies as a low-income area. Most of the activities to be funded in FY 2014, other than street reconstruction, are city-wide activities. Most of the street reconstruction activities will be concentrated in Census Tracts 4 and 6.

HUD defines areas of racial or ethnic concentration as geographical areas where the percentage of racial or ethnic minorities is 10 percentage points higher than the city's or county's percentage. The region defined for the purpose of determining concentrations is the Williamsport Metropolitan Statistical Area (MSA), which consists of Lycoming County. The 2000 Census reported 47,003 households in the Williamsport MSA. There were 45,033 White households (95.8%) and 1,970 (4.2%) minority households. There were 180 Hispanic households of any origin, which was 0.4% of the households in the MSA.

An area of racial concentration in the City of Williamsport exists in those census tracts where 14.2% or more of the households are minorities. Two of the nine census tracts in the City of Williamsport contain concentrations of minority households.

- CT 4 – 29.4% minority households.
- CT 8 – 17.4% minority households.

None of the census tracts in Williamsport contain a concentration of Hispanic households.

Geographic Distribution

Target Area	Percentage of Funds

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The entire City qualifies as a low-income area. Projects are taking place within certain areas of the City based on need.

Census Tracts 4 and 8 were previously identified as minority concentrated Census Tracts. 2013 CDBG funds were allocated to Street Reconstruction and curb ramps activities located in Census Tracts 4 and 8. In addition, 2011 and 2012 CDBG funds were allocated to make handicapped accessibility improvements to a YWCA community center that is located in Census Tract 4. Ongoing assistance will be provided to these Census Tracts through the City's housing rehabilitation programs as well as code enforcement and blight elimination efforts. The City prepared the Park Ave. Plan, which focuses on the areas in Census Tract 4 and includes important demographic information as well as strategies for revitalizing the neighborhood.

Discussion

Street reconstruction activities will be in the following locations:

- Beeber Street from Memorial Ave. to West Fourth St.
- Oliver Street from Memorial Ave. to West Fourth St.
- West Edwin St. from Campbell St. to Hepburn St.
- Wilson St. from Penn St. to Railway St.
- Memorial Ave. from Berger St. to Beeber St.
- Stevens St. from West Fourth St. to Memorial Ave.
- Sutton Ave. from Stevens St. to Oliver St.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City's annual goals for affordable housing include the following:

1. Increasing home ownership opportunities for City residents

Home ownership is positively linked to family stability, improved property maintenance, improved residential satisfaction, and increased civic participation. Expanding home ownership among low income households in the City of Williamsport is a way to contribute to community improvement as well as individual satisfaction. The City of Williamsport will increase the percentage of homeowners in the community by assisting current City residents who are renting to make the transition to home ownership. There is an overlap between low income households and minority households. By continuing to pursue increased home ownership among low income households as a goal, the City of Williamsport is supporting increased home ownership by minority households in agreement with national goals.

2. Reduce Housing Blight and Deterioration among Owner Households

Older housing units that require significant maintenance occupied by households with limited incomes results in deferred maintenance leading to disinvestment, declining property values, and possibly abandonment. Supporting programs and activities to assist homeowners in the City of Williamsport to make improvements to housing will protect the existing stock in the community. Assisting households with maintaining their housing is also important to sub-populations, such as the elderly and disabled who have fixed and limited incomes, to continue to own their home and avoid being institutionalized or possibly becoming homeless.

3. Improve Rental Housing Opportunities

Improving rental housing opportunities will reduce the potential for renters to experience a housing crisis and allow them to improve the overall status of their lives. It will also assist households with avoiding homelessness. As households improve their living status, they may graduate to home ownership. Households who have a positive experience as a renter in the City are more likely to choose to remain in Williamsport and become active participants in the community to the benefit of everyone. Supporting programs and activities to assist renter households will protect the existing stock in the community and expand the tax base, again improving the living status of the entire community.

4. Provide Safe and Accessible Housing

The older units in the City of Williamsport were developed without consideration of the need for access by the physically disabled, elderly, and frail elderly. Persons age 75 and over are an increasing portion of the population, while many of the elderly and frail elderly desire to stay in their homes rather than move to small apartments. The disabled are interested in accessible housing outside of assisted housing developments and would like to be able to reside in single family housing.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	18
Special-Needs	0
Total	18

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	6
Rehab of Existing Units	8
Acquisition of Existing Units	4
Total	18

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

Discussion

Using its HOME funds, the City will construct five new units of housing at the Brodart Commons project.

The City is expecting to process four homebuyer cases in 2014. The City's Homebuyer program offers gap financing to help eligible households purchase a single family home. The program offers a maximum of 20% of the home purchase price as a deferred repayment, 0% interest loan.

The City is expecting to process four owner occupied single-family rehabilitation in 2014. The City program offers grants and low interest loans for repairs to owner occupied single family homes to income eligible homeowners.

Rental units are also in need of rehabilitation assistance to ensure maintenance of a decent housing stock for low income renters, particularly those with income below 30% of MFI who have few housing choices. The City estimates that it will rehabilitate two rental units in the 2014 program year.

The City plans to process two cases through its Handicapped Accessibility Rehabilitation program. This program offers grants of up to \$5,000 for accessibility improvements to residential properties occupied by persons with disabling conditions.

Five newly constructed units will be funded with HOME funds as part of the Memorial Homes project.

Working with one of the City's two CHDO's, one new unit will be constructed for occupancy by an income eligible household.

AP-60 Public Housing – 91.220(h)

Introduction

The Lycoming County Housing Authority reports that it is currently meeting the needs of low income families, elderly and disabled residents with its current housing stock. LCHA turns over an average of 150 units per year and the average length of time on the waiting list is six months. Elderly, one bedroom applicants spend the longest time on the waiting list as this population continues to grow in numbers. The community is experiencing a significant increase in rental prices due to the Marcellus Shale gas industry. The influx of gas workers and the demand for housing has driven up rental prices, often above the payment standard. As a result, Section 8 participants are beginning to find it more difficult to find affordable housing and there is an increase in the number of higher income applicants on the public housing waiting list.

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

The Lycoming County Housing Authority will meet local housing needs by using local preferences to assure that the lowest income families are served first with preferences also given to the elderly and disabled families. Accessibility to housing programs has been increased by providing on-line applications. LCHA will continue to respond to the area's increase in rental prices by working with housing groups and landlords in an effort to address the needs of families and to market programs. LCHA has completed several renovation projects to improve the quality of life of its tenants.

The Lycoming County Housing Authority promotes self sufficiency by maintaining a highly effective Family self sufficiency program.

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

LCHA has increased home ownership opportunities for seven families utilizing RHF funds.

LCHA continues to offer a Family Self Sufficiency program. FSS is a federally funded program that works with motivated participants who want to become homeowners. A case manager works with each household, five-year goals are set, and as household income increases, and escrow savings account is established. Escrow balances are dispersed when suitable employment is obtained and the household no longer receives cash assistance.

Lycoming Housing Finance Agency also offers the homeowner units at Lose School and Harmony Way. Some individuals are hired by the Authority to work at its sites under the Authority's Section 3

Employment Opportunity Plan. The LCHA has a job finder service for residents seeking employment. Applications for many employers are kept at the LCHA social service office. Residents are referred to Career Link and Pennsylvania College of Technology's New Choices/New Options Program, and STEP. These programs provide vocational counseling, job preparation and placement. LCHA has a Resident Training Toward Success Program. In a crime prevention move, the Lycoming County Housing Authority now participates in a joint effort with other housing authorities, to identify and restrict persons with Defiant Trespass notices from entering housing sites. Since homeownership is tied to economic capability these programs increase the likelihood of homeownership.

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

The Lycoming County Housing Authority is not designated as troubled.

Discussion

The City is not anticipating funding any public housing resident participation activities or any activities to address the needs of public housing in FY 2014.

The Lycoming County Housing Authority is a county authority.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Strategy, goals and action steps for ending chronic homelessness in the PA Northeast Continuum of Care are formulated on the State level. Each region has formed a Regional Homeless Advisory Board comprised of representatives of local entities involved in housing and homeless services. The City of Williamsport is in the Central-Harrisburg region.

The City's priority homeless objectives are to:

1. Support emergency shelter and transitional housing services through local nonprofit organizations and social service agencies; and
2. Support services to assist homeless persons and families make the transition to permanent housing and independent living.

The City engaged STEP, Inc. and the Salvation Army to administer the Homeless Prevention and Rapid Rehousing program. The Homelessness Prevention and Rapid Re-Housing Program provided financial assistance and services to prevent individuals and families from becoming homeless and helped those who experienced homelessness to be quickly re-housed and stabilized. The funds under this program targeted individuals and families who would be homeless but for this assistance

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

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

The larger population of homeless people in the City of Williamsport does not meet HUD's definition of chronically homeless. The City is combating chronic homelessness by supporting the emergency shelters, transitional housing facilities, and permanent housing facilities. Wrap-around social services provided by these and other organizations help to break the cycle of chronic homelessness.

The City is a member of the Coordinated Services Task Force that meets once per month. The Task Force is comprised of approximately 80 organizations that meet to share information and resources. The Task Force's responsibilities include obtaining the information needed to apply for Continuum of Care and related Housing Assistance Program fundings. The Coordinated Task Force shares information and resources regarding homeless individuals/households and their needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City has organizations that provide emergency shelter services. Grace St. shelter accommodates up to 25 people in two areas: one area for men and the other area for women and women with children. The shelter provides the following services: to provide immediate temporary housing for homeless persons, to connect homeless persons with case managers and services through the Housing Alliance that will allow them to become self-sufficient and obtain safe and permanent housing. The American Rescue Workers is a men's emergency shelter that accommodates up to 35 men. Wise Options at the Williamsport YWCA is an emergency shelter for women who are victims of domestic violence that accommodates 31 women. The Williamsport YWCA also provides emergency shelter at The Residency that accommodates 11 women.

The County Department of Public Assistance administers Emergency Shelter Allowance (ESA) funds from the State. ESA funds are used to prevent eviction and assist homeless households obtain permanent or temporary shelter. Other agencies offering limited assistance to prevent eviction include the American Rescue Workers, Shepherd of the Streets Ministry and STEP outreach.

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

Transitional housing is a facility or program that offers temporary housing with supportive services. Transitional housing allows the homeless to stay while preparing to move towards independent living and secure permanent housing.

The City has two facilities that offer transitional housing. Liberty House is a bridge housing program... The program includes life skills and education workshops, goal setting as well as individual counseling. Journey House offers four family units and is linked with Project Breakthrough, a self-sufficiency program administered by the Salvation Army.

Transitional Living Centers, Inc. operates a contract facility for women offenders coming from the State Correctional System or referred by the Pennsylvania Board of Probation and Parole. Transitional Living Centers, Inc. has the capacity for 34 beds.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly

funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Homeless prevention services are administered by a combination of public and private agencies and include the following programs: Rental Assistance funds are available through the Housing Assistance Program (HAP) program from the Pennsylvania Housing Finance Agency administered by the Lycoming County United Way. HAP funds are used to prevent eviction or to obtain permanent housing. The Lycoming United Way also administers Federal Emergency Management Assistance (FEMA) funds that can be used for rental assistance to prevent eviction. Other agencies offering limited assistance with rent to prevent eviction include the American Rescue Workers, Shepherd of the Streets ministry and STEP Outreach. The Pennsylvania Housing Finance Agency provides funds for foreclosure abatement through its Homeowner's Emergency Mortgage Assistance Program (HEMAP). Consumer Credit Counseling Service of Northeastern Pennsylvania and Lycoming/Clinton Community Action administer HEMAP funds in Lycoming County. The County Department of Public Assistance administers the state funded Low Income Energy Assistance Program (LIHEAP), which provides assistance with energy bills.

Discussion

The City of Williamsport accepts requests from agencies of permanent supportive housing, particularly those that show results oriented projects that address a gap in agreement with the Continuum of Care. The City will provide letters of support and Certifications of Consistency with the Consolidated Plan for activities that expand housing choice and assist the homeless in making the transition to permanent housing. With funding limitations, the City does what is possible to support shelter and supportive services provided by social service and non-profit organizations.

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

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City has allocated a substantial amount of its annual CDBG entitlement grant to support a comprehensive housing program including rehabilitation of owner-occupied single-family housing, rental property rehabilitation, and accessibility rehabilitation. The City has used its HOME entitlement funds to expand the housing stock of affordable housing available to low income renter households. However, finding decent affordable housing remains a problem for the low income population, much of which is minority households.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City has amended zoning ordinances from Light Manufacturing to Residential Urban in an effort to enhance the adaptive reuse of Brownfield sites to a higher density of residential properties. The City's Comprehensive Plan's Land use policy promotes housing in the Central Business District of the City. The City, working with Lycoming County, is pursuing the development of additional housing using its local Act 13 funds.

Discussion

The City's Zoning Ordinance provides for a variety of housing types at various densities and on varying lot sizes. The variety reduces the potential for barriers to affordable housing in the City. In addition to permanent housing, the City's Zoning Ordinance allows for the siting of emergency shelters, transitional housing, permanent supportive housing and group homes for the disabled. The City does not impose impact fees for development. New construction requires a permit from the Codes office. Permit fees are based on administrative costs to the City and are not excessive. The City uses the property maintenance code from BOCA and has complied with the State's adoption of the International Building Code. The Zoning Ordinance is in compliance with the Fair Housing Act, avoiding barriers to housing choice by members of the protected classes.

AP-85 Other Actions – 91.220(k)

Introduction

The City will continue to seek additional funding sources to address underserved needs.

The City continues to pursue and support various activities in an effort to provide an environment that will attract businesses to remain, expand or relocate to Williamsport. An objective of the strategies is to pursue economic development through revitalization and to explore the possibilities related to the Marcellus Shale gas exploration industry. City residents should have more employment opportunities available to them in the future due to the new industry and any spin off industries that result from the Marcellus Shale gas exploration industry.

Actions planned to address obstacles to meeting underserved needs

The City will continue to cooperate with various social service agencies, low-income housing advocates and affordable housing providers to address the underserved needs of area residents. The City will continue to have active participation through attendance at the meetings of the Coordinated Services Task Force.

In order to affirmatively further fair housing, the City has prepared a Fair Housing Analysis of Impediments. It is recommended that this analysis be updated each time that the City prepares its five-year Consolidated Plan; however, the City is planning to prepare an update when the 2010 Census data becomes available. The analysis of impediments and recommended actions identified in the current document involve pursuing additional outreach efforts that promote fair housing that include housing education, credit repair and housing counseling, and pre-purchase/bank lending education. The City has addressed the impediments identified in the analysis through its Fair Housing Commission. The City's Fair Housing Commission, whose members represent the real estate, lending and social service communities, focuses on ways to promote housing education, credit repair and housing counseling. The Fair Housing Commission informs the West Branch Association of Realtors of programs regarding fair housing by the City and other entities and acts as a referral agency in matters relating to financial education.

Fair Housing information is on display in public areas in City Hall. Recipients of HOME/CDBG funds for rental activities are required to abide by the Fair Housing Act of 1973, Americans with Disabilities Act, Civil Rights Acts, and Age Discrimination Act. Developers of multi-unit HOME assisted activities are required to prepare and follow a Fair Housing and Marketing Plan.

The City has used CDBG funds to print a "Fair Housing Guide" that contains information regarding rights under the Fair Housing Act and actions to take if housing rights have been violated. Additional CDBG

funds will be used for legal advertisements and other publications relating to fair housing practices as well as any costs incurred as a result of preparing an updated Fair Housing Analysis.

Actions planned to foster and maintain affordable housing

The City and Lycoming County intend to address the need for affordable housing by applying for PHFA PHARE funding for projects that will be located at the former Brodart site and nearby on Memorial Ave. and on Grove St. near Almond St. Commons. The PHFA PHARE funds are used to assist with the creation, rehabilitation and support of affordable housing in areas that are impacted by the development of the Marcellus Shale industry. The Brodart project, a Brownfield revitalization project, includes the construction of approximately 72 units with a combination of market rate and affordable units. The Brodart Neighborhood Improvement program includes interior and exterior health and safety home improvements to existing homes in the Brodart neighborhood through the STEP, Inc. Homes-In-Need program as well as an effort to identify blighted properties by the City's Codes department. The Grove Street Commons project will provide 32 rental residents over the age of 62. Another senior housing project, The Residence at Via Bella, will feature approximately 40 affordable housing rental units located in the City's Central Business District.

CDBG and HOME funds are used to support the City's comprehensive housing programs including rehabilitation of owner occupied single family housing, rental property rehabilitation, and accessibility rehabilitation.

Actions planned to reduce lead-based paint hazards

The guidelines for the City's Housing Rehabilitation program comply with the lead based paint hazards at 24 CFR 35. Due to extensive lead abatement costs and the total number of highly probable lead contaminated homes, the City is more likely to pursue lead hazard reduction procedures until the total number of lead contaminated homes has been significantly reduced. In FY 2014 the City will allocate funds to the following activities, all of which may have the effect of reducing the number of housing units with lead based paint: Codes related demolition activities and all housing rehabilitation activities.

Actions planned to reduce the number of poverty-level families

The resources that the City of Williamsport has to reduce the number of persons with incomes below the poverty level are limited. The City assists low to moderate income residents through its housing

programs. The CDBG Microenterprise Loan program assists low to moderate income owners of a business by offering a low interest loan that provides a full year of deferment for repayment.

Since poverty is based upon income, its effect on housing opportunity and choice is apparent. Conversely, without adequate, stable housing and employment opportunities, alleviating poverty becomes difficult.

According to the 2000 Census, the median household income for Blacks in Williamsport was \$20,912, and Hispanic households had a median income of \$22,708, versus \$25,946 for all households. City-wide, in 2000, 21.5% of the population was below poverty. Among both the Black population and the Hispanic population, about 33% were below poverty. The lower income and higher rate of poverty among the minority households is attributable to lower skill levels due to lower levels of education. About 23% of persons in Williamsport age 25 and over lack a high school diploma. About 33% of Black adults lack a high school diploma and 41% of Hispanic adults lack a high school diploma. The low education level indicates lack of skills required to find steady, well-paying employment that offers opportunities for advancement.

The Marcellus Shale industry has been an economic opportunity for the region. It has attracted investments by large companies, created high wage jobs and provided opportunities for local businesses. The Shale Training & Education Center (ShaleTEC), collaboration between Pennsylvania College of Technology and Penn State Extension, was established to serve as the central resource for workforce development and education needs of the community and the oil and natural gas industry.

Actions planned to develop institutional structure

The Office of Economic & Community Development oversees Williamsport's housing and community development programs and is responsible for all performance measurement activities. The monitoring requirements and procedures under the 2014 Action Plan will utilize existing monitoring systems and experience in administering federal and state programs and funds.

The standards and procedures of the Office of Economic & Community Development for monitoring are designed to ensure that:

1) Objectives of the National Affordable Housing Act are met, 2) Program activities are progressing in compliance with the specifications and schedule for each program; and 3) Recipients are in compliance with other applicable laws, implementing regulations, and the requirements to affirmatively further fair housing and minimize displacement of low-income households.

The Office of Economic & Community Development monitors all proposed activities to ensure long-

term compliance with program requirements. The objectives of this monitoring are to make sure that activities:

- 1) comply with all regulations governing their administrative, financial, and programmatic operations;
- 2) achieve their performance objectives within schedule and budget; and 3) comply with the Consolidated Plan.

The Office of Economic & Community Development utilizes project checklists to insure and document program compliance. The Director of the Office of Economic & Community Development is also responsible for the timely implementation of activities. Quarterly, the Director reviews the expenditures against the ratio used by HUD (1.5 times the allocation on hand at the end of the program year) to ensure that the goal will be met.

All subrecipients of CDBG and HOME funds are subject to monitoring. The Office of Economic & Community Development maintains a written policy for the monitoring its subrecipients. Fiscal monitoring will include review and approval of budgets, compliance with executed grant agreements, beneficiary reports, review of fiscal reports, and a review of audits on an annual basis.

Annually, in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER), the Office of Economic & Community Development will review whether the specific objectives outlined in this strategic plan are being met. Further, this review will be an opportunity to assess if the strategic plan goals continue to address community priorities and if adequate resources are available to meet the objectives. Community input will be sought in this analysis.

Internal controls have been designed to ensure adequate segregation of duties. The Office of Economic and Community Development prepares agreements for non-housing activities supported by CDBG and establishes accounts. Invoices are monitored for compliance with the approved spending plan and federal regulations.

The Office of Economic and Community Development administers Williamsport's Integrated Disbursement and Information System (IDIS). The Office Economic and Community Development is also primarily responsible for setting up and administering activities.

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

Williamsport's Office of Economic & Community Development is responsible for enhancing the coordination among housing providers, service agencies, and public entities. The City joins with non-profit CHDO's, for-profit developers and various local groups to increase housing opportunities for targeted income groups. The City mails information to housing service providers, banks, and realtors making them aware of City programs.

The Lycoming Housing Authority has actively pursued various programs and incentives to improve housing opportunities for lower income residents.

City staff are members of the Coordinated Services Task Force. This organization brings together representatives from various sectors of the community to improve the quality of life through a volunteer collaborative process. City staff are also involved in the planning process for the creation of neighborhood organizations.

The City Community Development Director is a member of various task forces that address infrastructure needs and economic development needs. During the 2014 program year, the City intends to continue to cooperate with various agencies in the region to meet the housing and supportive needs of residents.

Discussion

The City of Williamsport continues to interact with the various public and non-profit institutions that provide housing and supportive services to low income residents. Although the agencies are independent of one another, they work together through the Coordinated Task Force to ensure coordination.

Most of the proposed activities in the 2014 Action Plan involve cooperating and partnering with state agencies, neighborhood groups, or social service organizations.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

The use of prior year program income will be addressed when prior CDBG program years and budgets are closed out. The budgets for those years will be amended and funds will be reallocated.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 70.00% |

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

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

The City Homebuyer program provides gap financing of up to 20% of a property purchase price.

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Applicants must obtain the maximum private financing that their income can support. Private financing is in the amount of 80% of the value of the sale price and the buyer must contribute 4% percent of personal funds. HOME funds are offered as grants and low interest loan to repair owner occupied homes. All code, safety and items not meeting rehabilitation standards must be repaired under this program. The City will allocate over the required 15% to a certified CHDO.

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

Use of HOME funds by the City of Williamsport, CHDOs and recipients receiving HOME funds from the City are subject to resale or recapture regulations. The City of Williamsport has adopted a HOME Investment Partnerships Program Resale/Recapture Policy for Home ownership Activities, which is based on the Final Rule of the Home Investment Partnership Program published on September 16, 1996. Specifically, the policy is based on 24 CFR 92.254, Qualification as Affordable Housing: Home ownership.

The issue of resale/recapture arises when a homeowner that received homebuyer assistance under the HOME Program decides to sell the property. If the property is sold after the period of affordability has expired, there are no restrictions in terms of resale or recapture of HOME funds that apply to such a transaction. However, if the sale occurs before the period of affordability has expired, certain regulatory limitations apply.

It is the policy of the City of Williamsport, wherever possible, to **recapture** the appropriate amount of the HOME investment rather than restricting the sale to a qualified low income family that will use the property as its principal residence. The guidelines for resale or recapture for the homebuyer program that the City of Williamsport has established are as follows:

1. The City of Williamsport will require that a mortgage be placed on the property in its favor for the full amount of the HOME investment. Gap financing is provided as a 0% interest, "soft second" mortgage and will make up any gap between the amount of first mortgage the buyer qualifies for and the sale price of the home. The gap financing will help make homeownership affordable to income-qualified households.
2. If the property is sold or an event of default occurs during the period of affordability or before the City lien is paid in full, the HOME assistance used as gap financing is subject to recapture. Upon sale of the home by the HOME assisted household, the City of Williamsport will recapture the HOME investment from the net proceeds of the sale.
3. In the event of foreclosure on the property during the restricted period, the City will share in the net proceeds of the sale of the property, up to the amount of the HOME investment. (after realtor's commission and ordinary closing expenses) At that time, the buyer shall pay City the lesser of:

(i) the Principal Amount, or

(ii) the net proceeds of the sale (after realtor's commission and ordinary closing expenses), less the balance then due under the First Mortgage, whereupon the remaining Principal Amount shall be deemed forgiven and Mortgagor shall be released and discharged of and from any further obligation hereunder and under the Mortgage.

4. HOME funds that are recaptured by the City of Williamsport will be returned to the letter of credit for other HOME eligible activities.

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

It is the policy of the City of Williamsport, wherever possible, to **recapture** the appropriate amount of the HOME investment rather than restricting the sale to a qualified low income family that will use the property as its principal residence. However, if a situation occurs in which the City will not have a second mortgage, then the recapture method cannot be used. Resale, with deed resale restrictions, must be used. All units receiving HOME Program subsidies are required to comply with a designated affordability period.

The affordability period of any project is contingent upon the amount of per unit subsidy received and may be five years long (under \$15,000 of assistance) ten years long (between \$15,000 and \$40,000 of assistance) , or fifteen years long (over \$40,000 of assistance).

Under HOME resale provisions, when a HOME-assisted homebuyer sells his or her property, either voluntarily or involuntarily, during the affordability period, the City will require that:

- 1) The property is sold to another low-income homebuyer who will use the property as his or her principal residence;
- 2) The original homebuyer receives a fair return on investment, (i.e., the homebuyer's down payment plus capital improvements made to the house); and
- 3) The property is sold at a price that is "affordable to a reasonable range of low-income buyers."

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is

rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not Applicable

Discussion

The City has policies and procedures in place to affirmatively market housing. The City, working with local developers, affirmatively markets housing in the following ways:

1. Letters are sent to various support agencies and social service agencies advising of available affordable housing. The letters include detailed descriptions of the living units including those units that are handicapped accessible and that meet the needs of a visual/hearing impairment. The letter states that the management company is committed to the goal of providing housing for a racially and economically integrated community.
2. Rental staff and any persons involved with tenant selection are instructed to conduct business in accordance with federal, state and local fair housing laws and are advised that it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. Rental staff receives annual training from qualified professionals regarding fair housing laws.
3. The following documents are displayed in the rental office : Affirmative Fair Housing Marketing Plan; Tenant Grievance and Appeal Procedure; and Tenant Selection Criteria

All City advertisements for services, bids and contracts contain language encouraging MBE/WBE/Section 3 participation including notification of known minority businesses and women's business enterprises. The City sets as its goal for utilization of MBE/WBE's through its contracts for public works, site clearance, demolition, housing rehabilitation and construction supplies and services a target of 5% - 3% of the anticipated CDBG and HOME grants for the City. The City provides notices regarding Section 3 opportunities to the Lycoming County Housing Authority, PA Career Link and local Union and Builders organizations

