

CITY OF WILLIAMSPORT 2016 ACTION PLAN

Executive Summary

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

1. Introduction

The City of Williamsport, Pennsylvania receives an annual allocation of Community Development Block Grant (CDBG) funds and HOME Investment Partnerships Program (HOME) from the Department of Housing and Urban Development (HUD). The 2016 Annual Action Plan is consistent with the 2015-2019 Consolidated Plan, a five-year plan that enables the City to use its HUD funding as a comprehensive strategy to address housing, community development and economic development needs. Through a collaborative planning process, involving a broad range of public and private agencies, the City has developed a single consolidated planning and application document for the use of federal entitlement funds available through the CDBG and HOME programs.

The City is not an entitlement community under the Emergency Shelter Grant (ESG) Program or the Housing Opportunities for Persons with AIDS (HOPWA) Program. The funds from those programs are accessed by nonprofit agencies that provide services to the homeless and HIV/AIDS populations.

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.

The City's specific housing objectives support the CPD objective of decent, affordable housing and the CPD outcome of Availability/Accessibility:

- increasing home ownership
- reducing housing blight and deterioration among owner households

- improving rental housing opportunities; and
- providing safe and accessible housing

The City's specific objectives for homelessness 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.

These objectives support the CPD objective of Suitable Living Environment and the outcome of Availability/Accessibility.

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 and the outcome of Sustainability.

3. Evaluation of past performance

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

The City of Williamsport prepared a Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2015 (January 1, 2015 - December 31, 2015). The CAPER reported the FY 2015 accomplishments detailed in the FY 2015 CAPER. In FY 2015, all CDBG funds expended for activities met one of the three national objectives as defined under CDBG and HOME regulations. In FY 2015, 98.42 % of the CDBG funds (excluding the Planning and Administration activities) were expended for qualified activities in FY 2015 benefited low and moderate income persons. The City met public service and planning/administration expenditure caps in FY 2015. Williamsport also met the timeliness requirements of HUD and had less than 1.5 times the annual allocation on hand at the end of the program year.

Additionally, in FY 2015, 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.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Williamsport conducted two public hearings to solicit input into the preparation of the 2016 Action Plan. Both public hearings were held at Williamsport City Hall and advertised in the *Williamsport Sun-Gazette*. The public needs hearing was held on August 26, 2015. The public hearing regarding the 2016 draft Action Plan was held on October 21, 2015. In addition, activities were reviewed by the Williamsport City Council Finance Committee and Williamsport City Council.

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.

No public comments regarding the 2016 Action Plan were received.

Minutes from a public meeting regarding the 2016 Action Plan are attached.

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

There are no comments or views that were not accepted. No comments were received.

7. Summary

A copy of the 2016 Annual Action Plan is available on the City's website and copies of the plan were placed at the following locations in Williamsport for public review: Office of Economic and Community Development and the James V. Brown Library.

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
CDBG Administrator		Community Development
HOME Administrator		Community Development

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

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

1. Introduction

In addition to community meetings, the City of Williamsport consults with other governmental agencies and nonprofit organizations that serve Williamsport have been contacted to identify specific needs and subsequent actions to address needs.

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(l))

The City is a member of the Coordinated Task Force. The Coordinated Task Force is represented by over 80 local organizations, including housing providers, governmental agencies and social service agencies.

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

Planning for assistance for the homeless in the City of Williamsport and Lycoming County is coordinated through the State.

The PA Eastern Continuum of Care Collaborative covers 33 counties in central, northern and northeastern PA and is broken into five Regional Homeless Advisory Boards (RHAB's) to account for local differences within the broader context. The roles of the Collaborative are to identify and address policy issues, set state priorities, ensure coordination among public and private agencies and maximize use of mainstream and state resources. The RHABs consist of the governance structure for a COC and are comprised of representatives of local entities involved in housing and homeless services. Each of the RHABs/CoCs identify regional and local homeless issues. The RHABs/CoC provides input and feedback to the PA Homeless Steering Committee on policies, priorities, and issues of statewide significance. During monthly meetings the Regional Housing Advisory Board (RHAB), the

group addresses issues and topics of common interest that impact state and local homeless systems.

The City of Williamsport and Lycoming County are in the Northern Tier Regional RHAB/PA Eastern COC.

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 ESG program is administered through the Pennsylvania Department of Community and Economic Development. The City is not a recipient of ESG funds.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	County of Lycoming
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Comprehensive Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City representatives meet with County of Lycoming representatives on a regular basis to address housing and community development issues. The City is also working with Lycoming County on the Lycoming County Comprehensive Plan update for the Greater Williamsport Alliance planning area.
2	Agency/Group/Organization	Brandon Park Commission
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Public Facilities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Brandon Park Commission, with the City's Community Development Department, held a meeting on September 9, 2015 to discuss ideas to improve Brandon Park. The rehabilitation of a portion of Brandon Park is a proposed activity for 2016.

3	Agency/Group/Organization	Advisory Board Eastern Business District
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has worked with the Advisory Board for the Eastern Business District to develop a plan for the downtown area east of Market St. and also to develop a traffic study.
4	Agency/Group/Organization	Lycoming College
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lycoming College is a partner in the development of the East Third St. Gateway Redevelopment Strategy for the downtown area east of Market St. and also participated financially in funding the study.
5	Agency/Group/Organization	GREATER LYCOMING HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Services - Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has consultations with Greater Lycoming Habitat for Humanity as one of the City's certified CHDO's. Habitat for Humanity is also a partner in the Brodart neighborhood revitalization project.
6	Agency/Group/Organization	LYCOMING NEIGHBORHOOD DEVELOPMENT CORP
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lycoming Neighborhood Development Corporation (LNDC) is one of the City's two CHDO's. The City consults with LNDC to plan for the construction of affordable housing.
7	Agency/Group/Organization	BNIP Partners
	Agency/Group/Organization Type	Housing Other government - County Other government - Local
	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 County of Lycoming and the City of Williamsport are working together to implement a rental rehabilitation program, funded by PHARE funds, targeted for properties in the Brodart Neighborhood Improvement Program area.
8	Agency/Group/Organization	Coordinated Task Force
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Coordinated Task Force is an organization that has representatives from many area social service agencies. This group meets once a month to discuss issues that their agencies and/or their clients are facing.
9	Agency/Group/Organization	Lycoming County SPCA
	Agency/Group/Organization Type	Animal Control

	What section of the Plan was addressed by Consultation?	Non Housing Community Develop
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lycoming County SPCA was consulted regarding its request for 2016 CDBG funding. Through consultation, the City learned about the needs of the SPCA and the services it provides. This will allow for better coordination during the implementation of the proposed project.
10	Agency/Group/Organization	CAPPA
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non Housing Community Develop
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CAPPA was consulted regarding its request for 2016 CDBG funding. Through consultation, the City learned of the needs of CAPPA and the services it provides. This will allow for better coordination during the implementation of the proposed project.
11	Agency/Group/Organization	YWCA of Northcentral PA
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City consulted with YWCA of Northcentral PA regarding its request for 2016 funding. Through consultation, the City learned about the needs of the YWCA and the services it provides. This will allow for better coordination during the implementation of the proposed project.
12	Agency/Group/Organization	Firetree Place
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non Housing Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Firetree Place was consulted regarding its request for 2016 funding. Through consultation, the City learned about the needs of Firetree Place and the services it provides. This will allow for better coordination during the implementation of the proposed project.
13	Agency/Group/Organization	Williamsport Bureau of Codes
	Agency/Group/Organization Type	Grantee Department Grantee Department

	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 Community Development Department works with the Bureau of Codes to identify properties that are a health and safety hazard. Coordination with the Codes Department also helps in the effort to revitalize City neighborhoods.
14	Agency/Group/Organization	Lycoming County Housing Authority
	Agency/Group/Organization Type	PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City requested information from the Lycoming County Housing Authority regarding its planned activities for 2016.
15	Agency/Group/Organization	Susquehanna Health
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Health care

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has had ongoing meetings with Susquehanna Health on the "Pathway to Health" project, which has been funded with CDBG funds. The "Pathway to Health" project provides improved access to the Susquehanna Health facilities.
16	Agency/Group/Organization	Albright Life
	Agency/Group/Organization Type	Services-Elderly Persons
	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?	Albright Life was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.
17	Agency/Group/Organization	Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities
	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 Center for Independent Living was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.

18	Agency/Group/Organization	West Branch Drug and Alcohol
	Agency/Group/Organization Type	Mental Health/Substance Abuse
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	West Branch Drug and Alcohol was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.
19	Agency/Group/Organization	Lycoming Children and Youth Services
	Agency/Group/Organization Type	Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lycoming Children and Youth was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.
20	Agency/Group/Organization	AIDS RESOURCE ALLIANCE
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	AIDS Resource Alliance was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.
21	Agency/Group/Organization	Lycoming County Prison
	Agency/Group/Organization Type	Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lycoming County Prison was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.
22	Agency/Group/Organization	Transitional Living Center
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Transitional Living Center was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.
23	Agency/Group/Organization	Community Services Group
	Agency/Group/Organization Type	Mental Health
	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?	Community Services Group was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.
24	Agency/Group/Organization	PA Department of Health
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	PA Department of Health was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing. PA Department of Health contracts with Pinnacle Health and the Healthy Homes program to implement childhood lead poisoning prevention program. based paint. J and J Lead Testing, working with Pinnacle Health, performs lead based paint testing for the City of Williamsport.
25	Agency/Group/Organization	Lycoming Clinton Mental Health/Intellectual Disabilities
	Agency/Group/Organization Type	Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lycoming Clinton Mental Health/Intellectual Disabilities Program was consulted regarding the 2016 Action Plan at a Coordinated Task Force meeting. The Coordinated Task Force meets once a month to discuss issues that their agencies and/or their clients are facing.

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

There were no agency types that were not consulted.

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	PA Steering Committee on Homelessness	The City supports services to assist homeless persons.
E.Third St. Redevelopment	City of Williamsport	The Plan focuses on infrastructure improvements and revitalization strategies for a section of the downtown area, close to Lycoming College.
Greater Williamsport Multi-Municipal Comprehensive	County of Lycoming	The Plan covers topics such as infrastructure and housing in the Greater Williamsport area and is consistent with the Consolidated Plan. This Plan is in the process of being updated and will be finalized in 2017.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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

Williamsport's current Citizen Participation Plan (CPP) was created in April 2005 and revised in July 2009. The CPP describes the City's practices relating to public display periods, comment periods, public notices, public hearings, citizen comment/complaint responses, citizen outreach/involvement efforts, citizen document access, and amendments to its programs. The CPP also explains the CDBG, HOME, and Section 108 Loan Guarantee Programs. As revised, the CPP also notes the availability of documents and notices on its website and the City's efforts to accommodate non-English speaking or disabled persons, including accessible public hearing locations, availability of sign language interpreters and non-English materials or translators as needed.

The City conducted a public hearing to solicit input into the preparation of the 2016 Action Plan. The hearing was advertised in the *Williamsport Sun-Gazette*. The public hearing was held at City Hall on August 26, 2015. The City also held a public hearing regarding the draft 2016 Action Plan at City Hall on October 21, 2015. The hearing was advertised in the *Williamsport Sun-Gazette*. Minutes of a public meeting and the public hearing notices are included in the appendix of this document. No citizen comments were received.

The City advertised the availability of funding applications in a display advertisement in the *Williamsport Sun-Gazette* published on August 12, 2015. 2016 CDBG funding applications and a CDBG funding manual were made available at the public hearing and at the City's Community Development Office. Applications were also e-mailed to eligible non-profit organizations upon request.

Applications for 2016 CDBG funds were reviewed and considered using the following evaluation criteria: consistency with the five-year Consolidated Plan, feasibility of the project, level of project impact, benefit to low/moderate income households and the leverage of funding from other sources. The City administration makes funding recommendations to Williamsport City Council. Williamsport City Council then reviews the CDBG/HOME program budget for approval.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	No participants	No comments were received		

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)
2	Public Meeting	Non-targeted/broad community	Representatives from non-profit organizations applying for CDBG funding attended and presented information at the City Council Finance Committee meeting.			

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)
3	Public Meeting	Non-targeted/broad community	The proposed 2016 CDBG and HOME activities and 2016 Annual Action Plan were presented to Williamsport City Council. The public has an opportunity to attend and comment on the proposed activities.	No comments were received.		

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 has been notified that it will receive \$944,106 in CDBG program funds and \$192,660 in HOME funds to finance its FY 2016 Community Development Program. In addition, the City is budgeting \$5,000 in HOME program income.

It was noted in the draft Action Plan that if the City receives a reduced or an increased amount of the estimated CDBG funds, the Street Reconstruction line item will be adjusted accordingly. If the City receives a reduced or increased amount of the estimated HOME funds, the Owner Occupied Single Family line item will be adjusted accordingly.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	944,106	0	0	944,106	2,832,318	Estimated amount available from 2017 - 2019

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con Plan \$	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	192,660	5,000	0	197,660	577,434	Estimated amount available from 2017 - 2019

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 uses its federal funds to leverage resources from private, state and local funds. With CDBG and HOME funds used as a match, the City is able to receive funding for a wide variety of projects from sources that include the County of Lycoming (local), PA Department of Community and Economic Development (state), PA Department of Conservation and Natural Resources(state), Pennsylvania Housing Finance Agency (state), and Pennsylvania Department of Transportation (state). Private funds from developers and/or non-profit organizations also contribute funding to City projects.

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. The City applied for and received a Transportation Alternatives Program grant from PennDOT in the amount of \$1,000,000 to fund Phase III of the "Pathway to Health". These funds will be supplemented with \$112,500 of CDBG funds and \$50,000 of County of Lycoming Act 13 funds. The project is planned to be under construction in 2016.

The City will commit \$171,428 of 2016 CDBG funds for renovations at Brandon Park. The City is applying to PA DCNR for a grant to match the CDBG funding. The scope of work for the project will include landscaping, new pathways, accessibility improvements to the parking lot, a Nature Play area and resurfacing of the tennis courts. This project is a multi-year project and it is anticipated that it will be completed in 2017.

Phase Two of the Brodart Neighborhood Infrastructure Improvement project is currently under construction. The City has committed \$300,000 of 2014 and 2015 CDBG funds for infrastructure work around the neighborhood of the Memorial Homes housing development. The scope of work includes street reconstruction, new sidewalks, curbs, street trees, and lighting. Leveraged funding for the project includes a \$500,000 grant from PA DCED and \$200,000 of Lycoming County Act 13 funds. The project is expected to be completed in 2016.

The Way's Garden Restoration project includes \$40,000 of 2015 CDBG funds, \$90,000 of PA DCNR funds, \$25,000 of Lycoming County Act 13 funds, \$35,000 from the Way's Garden Commission, \$40,000 of private investment and \$9,115 from the First Community Foundation Partnership of Pennsylvania. The scope of work includes landscape and site improvements, new pathways, garden structures, benches, event lawn, lighting and handicapped accessible parking area.

The City has committed \$30,000 of 2015 CDBG funds to rehabilitate the American Rescue Workers building, which serves as a homeless shelter for men. The scope of work includes painting and masonry work. Other funding sources include \$47,800 of Lycoming County 2014 CDBG funds and funds from the First Community Foundation Partnership of Pennsylvania in the amount of \$79,995.

Applicants who purchase a home through the City-wide Homebuyer Assistance program must also leverage private mortgage funds. 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 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

CDBG funding is being used to improve existing City public facilities that are located in low to moderate income service areas.

The City owns property at Nichols Place and property that is adjacent to the Memorial Homes project. Both properties may be considered for housing in the future.

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	2015	2019	Non-Housing Community Development		Public Facilities	CDBG: \$614,940	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 29508 Persons Assisted
2	Housing Rehabilitation	2015	2019	Affordable Housing		Affordable Housing	CDBG: \$60,169 HOME: \$148,714	Homeowner Housing Rehabilitated: 3 Household Housing Unit
3	Accessible Housing	2015	2019	Affordable Housing		Affordable Housing	CDBG: \$6,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit
4	Blight Elimination	2015	2019	Blight Elimination		Blight Elimination	CDBG: \$57,096	Buildings Demolished: 1 Buildings Housing Code Enforcement/Foreclosed Property Care: 200 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Public Services	2015	2019	Public Services		Public Services	CDBG: \$17,080	Public service activities other than Low/Moderate Income Housing Benefit: 29508 Persons Assisted
7	Construction of new housing	2015	2019	Affordable Housing		Affordable Housing	HOME: \$30,615	Homeowner Housing Added: 1 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Facilities and Infrastructure
	Goal Description	
2	Goal Name	Housing Rehabilitation
	Goal Description	
3	Goal Name	Accessible Housing
	Goal Description	
4	Goal Name	Blight Elimination
	Goal Description	

5	Goal Name	Public Services
	Goal Description	
7	Goal Name	Construction of new housing
	Goal Description	

Table 7 – Goal Descriptions

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 estimates that it will provide three low to moderate income families with affordable housing.

AP-35 Projects – 91.220(d)

Introduction

The Fiscal Year 2016 Annual Action Plan for the City of Williamsport is based on receiving an estimated \$944,106 in CDBG funds and \$192,660 in HOME funds. It is estimated that the City will receive \$5,000 in HOME program income.

#	Project Name
1	Street Reconstruction
2	Removal of Architectural Barriers
3	Brandon Park Rehabilitation
5	CAPPA Academic Enrichment Program
6	Single Family Owner Occupied Housing Rehabilitation
7	Handicapped Accessibility
9	Community Housing Development Organization
10	Codes Enforcement
11	Codes Related Demolition
12	General Administration
13	YWCA of Northcentral PA CITYPAK Program
14	Firetree Place After School Program
15	Lycoming County SPCA

Table 8 – Project Information

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

According to the 2010 Census, the City has a 56% low to moderate income population. All of the housing activities take place city-wide. The public service activities also benefit persons throughout the City. Other activities such as street reconstruction and the Brandon Park rehabilitation are based on need.

Lack of adequate funding remains an obstacle for both municipalities and non-profit agencies to addressing underserved needs. Fewer people are able to benefit from programs.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Street Reconstruction
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$383,512
	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.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4,540 persons will benefit from the proposed activities.

	Location Description	The street reconstruction activity will take place at the following locations: <ul style="list-style-type: none"> • West Third St. from Park St. to Maynard St. • Elizabeth St. from Eldred St. to Washington Blvd. • Mulberry St. from Brandon Place to East Fourth St. • Dewey Ave. from Arch St. to Memorial Ave.
	Planned Activities	Planned activities include street reconstruction and streetscape work.
2	Project Name	Removal of Architectural Barriers
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$60,000
	Description	This activity is for the construction of handicapped accessible curb ramps at various intersections throughout the City.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	The activity will benefit disabled individuals. Based on Census Tract data(Decennial Census - ACS), it is estimated that 2,292 individuals with an amulatory disability will benefit.
	Location Description	This project will take place city-wide.

	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	Brandon Park Rehabilitation
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$171,428
	Description	This project is a multi-year activity that includes replacing street trees and providing new landscaping, making accessibility improvements to the parking lot, replacing walkways in the park, providing reuse of the area vacated by the swimming pool and softball field and resurfacing of the tennis courts.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 1,805 persons who live directly near Brandon Park in Census Tract 5 will benefit from this activity; however the park is widely used by residents from all areas of the City.
	Location Description	The activity will take place in Brandon Park, which is located in the eastern end of the City in Census Tract 5, Block Group 2.

	Planned Activities	This project includes replacing street trees and providing new landscaping, making accessibility improvements to the parking lot, replacing walkways in the park, providing reuse of the area vacated by the swimming pool and softball field and resurfacing of the tennis courts.
4	Project Name	CAPPA Academic Enrichment Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$3,963
	Description	This activity funds an after school program for at-risk children whose families are low to moderate income.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	CAPPA estimates that it will have 50-60 participants in its After School program.
	Location Description	The activity will take place at the CAPPA facility, located at 734 West Fourth St.

	Planned Activities	Educational activities include performing student assessments and providing ongoing academic support provided by volunteers from Lycoming College's Department of Education and partnering with AmeriHealth Northeast to provide programs on bullying and healthy lifestyle.
5	Project Name	Single Family Owner Occupied Housing Rehabilitation
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$60,169 HOME: \$149,495
	Description	This project is for the rehabilitation of owner occupied single family homes to a minimum code standard.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that three families will benefit from the proposed activities.
	Location Description	The activity will take place city-wide.

	Planned Activities	Housing rehabilitation activities for income eligible owners of single family homes will be conducted to insure safe and decent housing. Eligible rehabilitation activities include electrical, roofing, spouting, sidewalks, insulation and plumbing. The CDBG funds will be used for emergency repair cases.
6	Project Name	Handicapped Accessibility
	Target Area	
	Goals Supported	Accessible Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$6,000
	Description	Accessibility improvements will be made to properties owned by income eligible residents.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	it is estimated that one income eligible homeowner will benefit from this activity.
	Location Description	This activity will take place city-wide. Activities will be to homes that need accessibility improvements.
	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 under this program include installations of railings, ramps, door way adjustments and bathroom modifications.

7	Project Name	Community Housing Development Organization
	Target Area	
	Goals Supported	Construction of new housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$28,899
	Description	The City will allocate the required 15% of its HOME funds to fund a project undertaken by one of the City's two certified CHDO's, either Lycoming Neighborhood Development Corporation or Greater Lycoming Habitat for Humanity.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that one family will benefit from this activity.
	Location Description	The location will be determined in the future.
Planned Activities	The City will work with one of its two CHDO's, either Greater Lycoming Habitat for Humanity or Lycoming County Neighborhood Development Corporation, to develop affordable housing.	
8	Project Name	Codes Enforcement
	Target Area	
	Goals Supported	Blight Elimination

	Needs Addressed	Blight Elimination
	Funding	CDBG: \$40,000
	Description	This project is for code enforcement activities in established code enforcement areas that are in low to moderate income neighborhoods. Code enforcement activities are done in conjunction with other City neighborhood rehabilitation efforts.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 200 persons will benefit from this activity.
	Location Description	The activity will take place city-wide in designated code enforcement areas that are also in low to moderate income block groups.
	Planned Activities	Code enforcement activities include inspections, complaint investigations, rechecks and enforcement activity that is conducted in the code enforcement areas.
9	Project Name	Codes Related Demolition
	Target Area	
	Goals Supported	Blight Elimination
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$17,096

	Description	This project is for demolition of properties that the Codes department has determined are health and safety hazards.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that one blighted and hazardous building will be demolished.
	Location Description	The location of this activity will depend on the determination of the blighted properties provided by the Codes Department.
	Planned Activities	The planned activity is demolition of a blighted property that is determined to be a safety hazard.
10	Project Name	General Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$188,821 HOME: \$19,266
	Description	This activity is for the administration of the CDBG and HOME programs.
	Target Date	12/31/2016

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	245 West Fourth St., Williamsport, PA 17701
	Planned Activities	This activity is for the administration of the CDBG and HOME programs.
11	Project Name	YWCA of Northcentral PA CITYPAK Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$4,213
	Description	CITYPAK provides a safe, convenient and versatile backpack that is uniquely designed to meet the constantly changing needs of the homeless. Citypaks are distributed during the point-in-time counts of the homeless population.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 homeless persons will benefit from the activity.
	Location Description	The activity will take place city-wide during the homeless population point-in-time count.

	Planned Activities	The planned activity is the distribution of the Citypaks to homeless persons. The contents of the Citypaks will include supplies to meet their basic needs.
12	Project Name	Firetree Place After School Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$3,966
	Description	The funding will provide an artist series as part of an after school program for children from low to moderate income families.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 55 children from low to moderate income families will benefit from this activity.
	Location Description	The activity will take place at the Firetree LTD facility, located at 600 Campbell St.
	Planned Activities	Firetree LTD will feature an artist's series during its summer program. Visiting musicians and artists will engage the program participants in workshops.
13	Project Name	Lycoming County SPCA
	Target Area	

Goals Supported	Public Services
Needs Addressed	Public Services
Funding	CDBG: \$4,938
Description	The Lycoming SPCA will award a voucher toward a neuter or spay for the pets of low income residents. There will also be a targeted mailing to households in low income areas, offering discounted microchips for pets to help reduce the numbers of animals that are stray and not returned to their owners.
Target Date	12/31/2016
Estimate the number and type of families that will benefit from the proposed activities	It is estimated that the entire City will benefit from the Spay/Neuter voucher activity. The targeted mailing will potentially benefit 3,645 residents.
Location Description	The Spay/Neuter voucher program will take place City-wide. The targeted mailing for offering discounted microchips will take place in the Newberry section of Williamsport and will be in the low/moderate income areas of Census Tract 9, Block Group 2 and Census Tract 10, Block Groups 1 and 3.
Planned Activities	Planned activities include providing low to moderate income pet owners with a voucher to spay/neuter their pet and offering discounted microchips for low income pet owners.

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.

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

Two public service activities, CAPP and Firetree LTD.'s programs for children, will take place in Census Tract 4, Block Group 3, which is 80.98% low to moderate income. Census Tract 4 also has a 33% minority population, which is the highest minority population in the City.

Code enforcement activities will also take place in Census Tract 4.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - 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.

Street reconstruction activities will be in the following locations in Census Tracts 3,5,8 and 10:

- West Third St. from Park St. to Maynard St.
- Elizabeth St. from Washington Blvd. to Eldred St.
- Mulberry St. from Brandon Pl. to East Fourth St.
- Dewey Ave. from Arch St. to Memorial Ave.

The Brandon Park rehabilitation will take place in Census Tract 5 where the population is over 51% low to moderate income. Brandon Park has an unused pool area that is a safety hazard and the resurfacing of the tennis courts and other improvements are greatly needed.

The SPCA's targeted mailing will take place in the Newberry section of Williamsport in Census Tract 9, Block Group 2 and Census Tract 10 in Blocks Groups 1 and 3. This area was selected due to the high number of stray dogs and cats in this area.

Code enforcement activities, in conjunction with other revitalization efforts, take place in targeted low/moderate income Census Tracts including Census Tracts 3, 4, 5, 6, 8, 9, and 10.

Discussion

The City is 56.23% low-income. Therefore, the entire City qualifies as a low-income area. Most of the activities to be funded are either city-wide activities or activities that will benefit residents from all areas of the City.

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

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. 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	8
Special-Needs	0
Total	8

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	5
Acquisition of Existing Units	2
Total	8

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

Discussion

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

The City is expecting to process three owner occupied single-family rehabilitation in 2016. 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 will be using PHARE funds to address rehabilitation needs of rental units in the Brodart neighborhood as part of an overall revitalization effort in the neighborhood. At this time, because of limited HOME funds, the City does not have plans to use its HOME funds for an affordable housing rental project.

The City plans to process one case 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.

The City is expecting to process two homebuyer cases in 2016. 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.

AP-60 Public Housing – 91.220(h)

Introduction

The Lycoming Housing Authority provides 467 income restricted housing units, 24 market rate housing units and also provides 675 Housing Choice vouchers throughout Lycoming County.

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. The total number of persons currently on the public housing waiting list is 1,567. LCHA turns over an average of 150 units per year and the average length of time on the waiting list is eleven months. Elderly, one bedroom applicants spend the longest time on the waiting list as this population continues to grow in numbers.

Section 8 participants continue to struggle to find affordable homes that meet HUD standards.

Rental prices have come down to a small degree, but many homes remain out of the price range. The Lycoming County Housing Authority reports that 2016 payment standards (the housing assistance payment that the PHA pays to the owner on behalf of the family leasing the unit) were lowered for the Williamsport area, making it even more difficult for Section 8 participants to find affordable housing. The Section 8 waiting list is currently closed.

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

The Lycoming County Housing Authority plans to install security cameras and recording systems throughout all of its developments, add electrical and plumbing to accommodate additional washers and dryers at the William Hepburn High Rise, add equipment for hearing and visually impaired residents at various sites, and add a storage facility on the grounds of the Peter Herdic High Rise.

The Lycoming County Housing Authority estimates that in 2016 it will receive \$1,163,703 for its Operating fund, \$610,909 for its Capital fund, and \$2,664,000 in Section 8 funds for a total of \$4,438,614.

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

The Resident Advisory Board plays an important role in the development of LCHA's annual and five year plan. Members provide ideas and comments and review all plans prior to Board adoption. Residents receive a quarterly newsletter encouraging their participation in the Board and other meetings.

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.

The LCHA will continue its Section 32 Homeownership program. Under the program, five homes are available to low income public housing or Section 8 recipients. Residents receive counseling, education and case management to assist them in becoming first time homebuyers.

Lycoming County Housing Authority also has a Section 8Y Homeownership program for Section 8 participants. This program allows qualifying participants to use their Section 8 voucher toward mortgage payments.

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, Inc. 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 2016.

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 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 Northern Tier of the PA Eastern Continuum of Care Collaborative.

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 County of Lycoming has successfully secured a \$485,000 grant from the Pennsylvania Housing Finance Agency to fund a supportive housing program to help individuals and families who are at risk of becoming homeless and providing them on a path toward self-sufficiency, including moving and maintaining stable housing through supportive housing services.

Supportive housing services include case management services and rental assistance. Lycoming County is currently soliciting Statements of Qualifications from qualified parties with proven experience in housing programs and services to serve as the "Lead Agency". The Lead Agency" will be responsible for utilizing the funds to create and implement a successful program with measurable outcomes. Planning and coordinating with other service agencies within Lycoming County and the City of Williamsport will help the Lead Agency to identify service needs, avoid duplicating services, and prevent disjointed service delivery.

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.

A Point-in-Time study found two men and one woman who were unsheltered in the City of Williamsport. The count was conducted over the period of one night on September 23, 2015.

When homeless individuals were willing to speak with volunteers they were given referral information to agencies who can help them, and were given a CITYPAK backpack, donated by supporters of Sojourner Truth Ministries. The packs contained blankets, hats, toothbrushes and paste, hand warmers, and a variety of snacks and cold-weather accessories like socks and gloves. CITYPAK backpacks are rugged, durable and are uniquely designed to meet the constantly changing needs of the homeless. Packs are made of ballistic nylon, include straps for a bedroll, an integrated poncho to keep both the individual and their possessions dry. Anti-theft webbing loops to the pack can be hooked onto an arm or leg when needed.

The City is providing 2016 CDBG funding in the amount of \$4,214 to the YWCA of Northcentral PA for the purchase of 100 CITYPAKS to be distributed to unsheltered homeless persons during the next Point-In-Time count.

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 located at the YWCA of Northcentral PA that has a "Program Excellence" award from the Society of Public Health Education. The program includes life skills and education

workshops and goal setting as well as individual counseling. The YWCA recently opened the "Dress for Success Boutique". All funds raised through sales in The Boutique are used to continue to provide safety, shelter and support through Wise Options, Liberty House and any Community Education programs. Additionally, any woman who enrolls into a YWCA program will be eligible to receive any clothing that she may need, free of charge, from The Boutique so any donation of clothing serves a two-fold purpose.

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.

The Point-In-Time study found that there were 48 men, 72 women, 38 children (under 18 years old) and 21 families who were in shelters in Lycoming County. The Point-In-Time study was conducted over the period of one night on September 23, 2015.

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. 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.

The City is providing 2016 CDBG funding in the amount of \$4,214 to the YWCA of Northcentral PA for the purchase of 100 CITYPAKS to be distributed to unsheltered homeless persons during the next Point-In-Time count.

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

Introduction

Barriers to affordable housing are varied. There are developmental barriers that include land acquisition costs, construction costs and permit fees. Often times developers face timing obstacles that can delay projects due to public funding and financing requirements, municipal ordinance delays, delays in sewer and water approvals and NIMBY-ism. Land use barriers such as minimum lot sizes and other dimensional requirements effect density and can create a situation that makes affordable housing development uneconomical. The City of Williamsport requires Zoning Hearing Board approval for variances, conditional uses and special exceptions, which can result in timing delays and additional engineering and design costs.

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 allocated a substantial amount of its annual CDBG and HOME entitlement grants to support a comprehensive housing program including rehabilitation of owner-occupied single-family housing. 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.

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'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.

Rental units are inspected every five years by the Codes Department.

Discussion

Other solutions to the barriers to affordable housing that the City can consider include the following regulatory options: fast track approval of permit applications, adjusting the parking requirements and increasing the impervious surface coverage to allow for additional density of multi-family units, inclusionary zoning requiring that a given share of new construction be affordable by people with low to moderate incomes, incentives to developers provided by the municipality, developer models that vary density, concentration and variety of the housing types, and public private partnership models.

AP-85 Other Actions – 91.220(k)

Introduction

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

The City will support activities that create an environment for businesses to remain, expand or relocate to Williamsport. The City is interested in pursuing economic development opportunities through revitalization efforts and to explore the possibilities related to the Marcellus Shale gas exploration industry. Act 13 legislation, signed into PA law in 2012, imposes an impact fee at the wellhead to be paid by operators to the local government each calendar year. The City of Williamsport receives its own Act 13 funds and also receives Act 13 funding as a pass through from Lycoming County and PHFA. The City uses its Act 13 dollars for improvements to the existing infrastructure and for the development of affordable housing.

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. Collaboration with these agencies is possible through participation in the monthly meetings of the Coordinated Services Task Force.

On December 31, 2015, HUD published the final Affirmatively Furthering Fair Housing (AFFH) Assessment Tool for local governments preparing Assessments of Fair Housing. The City is working through the Assessment Tool to identify fair housing issues and to develop goals to address them. In 2014, a representative from West Penn Rural Fair Housing completed a review of the City's current Fair Housing Analysis of Impediments. This analysis will be useful as the City prepares its assessment using the AFFH tool.

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 are addressing the need for affordable housing by creating and partnering on the Williamsport Housing Strategy, a strategy that includes housing projects from local, state, federal and private funding sources. The projects are located at the former Brodart site and nearby on Memorial Ave. and on Grove St. near Almond St. Commons. The Brodart project, a Brownfield revitalization project, included the construction of 40 of affordable housing units. Grove Street Commons provides 32 units affordable housing for seniors.

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.'s "Homes-In-Need" program as well as an effort to identify blighted properties by the City's Codes department. In 2015, the City was awarded \$200,000 in PHARE funds to develop a Rental Rehabilitation program in the Brodart neighborhood. Approximately 50% of the homes in the Brodart neighborhood are rental units. The program benefits tenant household with incomes at or below the 2014 Williamsport MSA 50% Area Median Income and also benefits those properties that are affordable to households at 50% of the Area Median Income. The

Greater Lycoming Habitat for Humanity is collaborating with STEP, Inc. on the "Brush with Kindness" program, which focuses on exterior home repair services such as minor exterior repairs, landscaping, and exterior clean-up in the Brodart neighborhood. Groups of 10 to 20 volunteers work alongside the homeowner to revitalize a home's exterior.

CDBG and HOME funds are used to support the City's comprehensive housing programs including rehabilitation of owner occupied single family housing 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 2016, 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.

The lower income and higher rate of poverty among the minority households is attributable to lower skill levels due to lower levels of education. Approximately 23% of persons in

Williamsport age 25 and over lack a high school diploma. About 33% of African American 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.

Parts of the downtown and the Central Business District have been targeted for revitalization efforts. The downtown area along West Third St. from Market St. to Penn St. has several vacant lots and the City, working with Lycoming County, Lycoming College and the property owners, have completed the Old City/East Third St. Gateway plan that has developed a revitalization strategy for this area. One of the recommendations of the plan is to conduct a traffic study for the area, which is currently underway. In addition, Lycoming College has completed a master plan component of redevelopment strategy plan that provides for combined commercial and housing as well as institutional, connecting the Lycoming College to the City's business district.

Destination 2014 is a planned reuse and redevelopment of buildings on the YMCA block as the YMCA has relocated south of the Williamsport Regional Medical Center. Highlights of the proposed Destination 2014 include razing the pool and gymnasium to create prime space for retail outlets, expanding and redeveloping the existing Pickelner Arena as a civic arena, redeveloping the original YMCA building at West Fourth and Elmira St. as a conference center or possibly residential space, creating a town square, and incorporating themes of city art and architecture along with green space.

The City is involved in identifying and assessing blighted and underutilized properties as potential Brownfield sites for redevelopment. An EPA grant was awarded to Lycoming County to evaluate potential sites for redevelopment. The Pajama Factory and the Trimtex sites have been selected for Phase 2. The Pajama Factory is a former factory that is an incubator for 50 small businesses with the potential to develop residential. Future steps include a public meeting to discuss the adaptive reuse of the Trimtex facility.

These activities will aid in reducing poverty in the City by increasing opportunities for employment, by attracting and retaining businesses and by providing a comfortable living

environment. The above-mentioned redevelopment projects will also create economic development opportunities through the revitalization of currently underused or blighted areas.

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 2016 Action Plan will utilize existing monitoring systems and experience in administering federal and state programs and funds.

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 including compliance with the Consolidated Plan; and
- 2) achieve their performance objectives within schedule and budget

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.

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 2016 program year, the City intends to continue to cooperate with various agencies in the region to meet the housing and supportive needs of residents.

The City is working with the Susquehanna Greenway Partnership, the County of Lycoming and the Pennsylvania Humanities Council for a civic engagement project that will invite residents and social service agencies to become involved in identifying challenges in their community and developing situations that lead to growth. The focus will be on neighborhoods that surround the downtown area, all of which are low to moderate income.

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 2016 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

In 2016, the City plans to close out prior CDBG program years and budgets. The budgets for those years will be amended and funds will be reallocated to other activities. At this time, the City does not know what activities will be closed out and does not know the amount of funding to 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(1)(2)

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

All forms of investment of the City's HOME funds are identified in Section 92.205.

The City Homebuyer program provides gap financing of up to 20% of a property purchase price. 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 the required 15% of HOME funding to a certified CHDO. The CHDO will construct affordable owner occupied single family housing units.

The City's Owner Occupied Single Family Housing Rehabilitation program provides a grant or a low interest loan to income eligible homeowners to rehabilitate their home to a minimum code standard.

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:

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 the first mortgage that 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 HOME funding 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:

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 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.