

DRAFT

CITY OF WILLIAMSPORT 2018 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 2018 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 2016 (January 1, 2016 - December 31, 2016). The CAPER reported the FY 2016 accomplishments detailed in the FY 2016 CAPER. In FY 2016, all CDBG funds expended for activities met one of the three national objectives as defined under CDBG and HOME regulations. In FY 2016, 97.74% of the CDBG funds (excluding the Planning and Administration activities) were expended for qualified activities in FY 2016 that benefited low and moderate income persons. The City met public service and planning/administration expenditure caps in FY 2016. 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.

The City of Williamsport received an Annual Community Assessment letter from HUD, acknowledging the submission and approval of the 2016 CAPER.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Williamsport conducted a public needs hearing to solicit input into the preparation of the 2018 Action Plan. The public needs hearing was held at Williamsport City Hall and advertised in the *Williamsport Sun-Gazette*. The public needs hearing was held on September 7, 2017. The City is also working closely with the "Heart of Williamsport" project. A focus of the project is to interview a wide variety of residents to collect data on what they feel are the needs of the community.

The City advertised the availability of funding applications in a display advertisement in the Williamsport Sun-Gazette published on August 27, 2017. 2018 CDBG funding applications and a CDBG funding manual were made available at the public needs hearing and at the City's Community Development Office. Applications were also e-mailed to eligible non-profit organizations upon request.

The City of Williamsport will conduct a public hearing regarding the 2018 draft Action Plan on November 1, 2017. In addition, the Plan will be on display for a 30 day period from October 11, 2017 to November 9, 2017.

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 2018 Action Plan have been received.

6. Summary of comments or 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 2018 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(I)

1. Introduction

In addition to community meetings, the City of Williamsport consults with other governmental agencies and nonprofit organizations that serve Williamsport 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(I))

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. The Coordinated Task Force meets on a monthly basis to share information and review services.

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	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.
3	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.
4	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.
5	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. Other partners include STEP, Inc. and Lycoming County Habitat for Humanity.
6	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.
7	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 2018 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.
8	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.
9	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 2018.
10	Agency/Group/Organization	UPMC Susquehanna
	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 UPMC Susquehanna 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.
11	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
12	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
13	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
14	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
15	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
16	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
17	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
18	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
19	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 is a member of the Coordinated Task Force. The Coordinated Task Force and the City meet once a month to discuss issues that their agencies and/or their clients are facing.
20	Agency/Group/Organization	YWCA of Northcentral PA
	Agency/Group/Organization Type	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 YWCA of Northcentral PA was consulted regarding the administration of its CITYPAK program. The City reviewed the most recent homelessness data collected by the YWCA of Northcentral PA during its Point-In-Time count.
21	Agency/Group/Organization	Heart of Williamsport
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Civic engagement to identify needs

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>City staff are members of the core team of the "Heart of Williamsport" project. The project seeks to build capacity through civic engagement, identify issues and create a list of projects to enhance community values and meet identified needs. The project also seeks to develop an action strategy to work toward community improvement with continued public engagement.</p>
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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.
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 adopted and will be finalized by the Fall of 2017.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

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

The City conducted a public hearing to solicit input into the preparation of the 2018 Action Plan. The hearing was advertised in the *Williamsport Sun-Gazette*. The public needs hearing was held at City Hall on September 7, 2017.

The City advertised the availability of funding applications in a display advertisement in the *Williamsport Sun-Gazette* published on August 27, 2017. 2018 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 2018 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		

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 estimated that it will receive \$937,790 in CDBG program funds and \$199,454 in HOME program funds to finance its FY 2018 Community Development Program. In addition, the City is budgeting \$5,000 in CDBG program income and \$50,000 in HOME prior year income.

In preparing the 2018 draft Action Plan, the City based its project budget on the 2017 CDBG and HOME allocations. If the City receives a lesser amount of the estimated CDBG funds, the Street Reconstruction line item would be adjusted accordingly. If the City receives additional CDBG funds beyond what was estimated, funds would be allocated to the Street Reconstruction line item. If the estimated amount of HOME funds are increased, the Owner Occupied Single Family line item and Homebuyer Assistance line item will both be increased. If estimated amount of HOME funds are decreased, the Owner Occupied Single Family line item and the Homebuyer Assistance line item will both be decreased.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	937,790	5,000	0	942,790	1,888,212	Estimated amount available from 2018 - 2019
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	199,454	0	50,000	249,454	385,320	Estimated amount available from 2018 - 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 is providing \$100,000 of CDBG funding for street reconstruction for UPMC Susquehanna’s Phase IV of the “Pathway to Health” project. The project includes approximately \$4,000,000 of state funding to support UPMC Susquehanna’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 Four of the "Pathway to Health". Phase III of the project is currently under construction.

The City has committed \$125,000 of 2016 CDBG funds for renovations at Brandon Park and will commit an additional \$125,000 of 2017 CDBG funds. The City has been awarded a PA DCNR grant, through the Land and Water Conservation fund, in the amount of \$250,000.00 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 2019.

The Way's Garden Restoration project includes \$70,000 of 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 will commit an additional \$50,000 of 2018 CDBG funds toward the project.

The City is proposing to fund a Historic Rehabilitation project for homes in the Historic District in the amount of \$30,000. Applicants will be required to match the funding amount on a dollar to dollar basis.

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.

Discussion

Lycoming County has applied for and received additional funding through the Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) /Act 13 funds administered by Pennsylvania Housing Finance Agency. The PHARE fund was established to provide for the creation, rehabilitation and support of affordable housing. The goals of PHARE are consistent with the goals established in the City's Consolidated Plan.

The award of the PHARE funding will increase the safe, affordable housing opportunities while addressing the housing needs of the community. Future CDBG and HOME funds, if needed for these housing projects, would maximize the leveraging of the PHFA funds and local resources.

Currently, the City is using PHARE funds for its Rental Rehabilitation program in the Brodart neighborhood and is reviewing other areas of the City with the possibility of expanding the program.

Other state funding sources, including DCED, DCNR and PennDOT, allow the City to leverage its federal funding for infrastructure improvements, park improvements and neighborhood revitalization projects.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

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: \$601,541	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 13452 Persons Assisted
2	Housing Rehabilitation	2015	2019	Affordable Housing		Affordable Housing	CDBG: \$87,707 HOME: \$175,208	Homeowner Housing Rehabilitated: 3 Household Housing Unit
3	Accessible Housing	2015	2019	Affordable Housing		Affordable Housing	CDBG: \$15,000	Homeowner Housing Rehabilitated: 2 Household Housing Unit
4	Blight Elimination	2015	2019	Blight Elimination		Blight Elimination	CDBG: \$36,752	Buildings Demolished: 1 Buildings Housing Code Enforcement/Foreclosed Property Care: 200 Household Housing Unit
5	Public Services	2015	2019	Public Services		Public Services	CDBG: \$14,232	Public service activities other than Low/Moderate Income Housing Benefit: 29558 Persons Assisted
6	Construction of new housing	2015	2019	Affordable Housing		Affordable Housing	HOME: \$29,918	Homeowner Housing Added: 1 Household Housing Unit
7	Home Ownership	2015	2019	Affordable Housing		Affordable Housing	HOME: \$65,237	Direct Financial Assistance to Homebuyers: 2 Households Assisted

Table 6 – Goals Summary

Annual Action Plan
2018

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	
6	Goal Name	Construction of new housing
	Goal Description	
7	Goal Name	Home Ownership
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The City is addressing street reconstruction needs throughout the City. Prior year funding, as well as 2018 CDBG funding, will be allocated to improvements to Way's Garden. Renovations to the Williamsport Fire Station will also be included as a public facilities activity.

The City is funding two public service activities in 2018. The SPCA Pet Spay/Neuter program will address the health and safety issues involved with stray animals. Fire Tree Place will provide an After-School program for youth.

The City will continue its housing rehabilitation programs in 2018 including the Owner Occupied Single Family Rehabilitation program and the Handicapped Accessibility Rehabilitation Program. The City is also offering rehabilitation to properties located in the City's Historic District. The City's Homebuyer Assistance activity will provide funding for homebuyers. The CHDO activity will be for the construction of new housing.

The City will address blight elimination through the Codes Related Blight Elimination activity, which provides for the demolition of blighted properties. The Codes Enforcement activity addresses blight in designated code enforcement areas.

Projects

#	Project Name
1	Street Reconstruction
2	Removal of Architectural Barriers
3	Williamsport Fire Station Renovation
4	Way's Garden
5	Lycoming County SPCA
6	Owner Occupied Single Family Rehabilitation
7	Handicapped Accessibility Rehabilitation
8	Homebuyer Assistance
9	Codes Related Blight Elimination
10	General Program Administration
11	Community Housing Development Organization
12	Codes Enforcement
13	Firetree Place After-School Program

14	Historic Rehabilitation		
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Table 7 - Project Information

Describe the 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 activity also benefit persons throughout the City.

Other activities such as street reconstruction, the Way's Garden rehabilitation and renovations to the Williamsport Fire Station are based on a need to upgrade these public facilities.

Some activities such as housing rehabilitation, the public service activity, the Codes Related Blight Elimination activity and the Codes Enforcement activity address health and safety issues.

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.

AP-38 Project Summary

Project Summary Information

1	Project Name	Street Reconstruction
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$333,096
	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	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 7,830 residents will benefit from this activity.

	Location Description	Street Reconstruction is planned along Chestnut St. from East Third St. to Washington Blvd., Almond St. from East Third St. to Washington Blvd., Park Ave. from Louisa St. to High St., Mount Carmel St. from High St. to Krouse Ave., Krouse Ave. from Mount Carmel St. to Wildwood Blvd.
	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: \$80,000
	Description	This activity is for the construction of handicapped accessible curb ramps at various intersections throughout the City.
	Target Date	12/31/2019
	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 ambulatory 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 architectural barriers will take place city-wide.
3	Project Name	Williamsport Fire Station Renovation
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$129,222
	Description	This project includes replacing engine bay doors, replacing a diesel powered generator, and replacing of exterior entry doors.

	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that the entire City will benefit from this activity
	Location Description	440 Walnut St., Williamsport, PA
	Planned Activities	Renovations to the Williamsport Fire House
4	Project Name	Way's Garden
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$59,222
	Description	This activity is a multi-year activity and includes new pathways, lighting, landscaping and the construction of a pavilion and an event lawn in Way's Garden Park.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 1,525 residents live in the service area around Way's Garden Park; however, Way's Garden Park is used by many more City residents during special events and as an urban park located in the City's Historic District.
	Location Description	Way's Garden Park is located in Census Tract 4 and serves a low to moderate income area.
	Planned Activities	Planned activities in Way's Garden Park include the construction of an event lawn with a pavilion, new park lighting, pathways and landscaping.
5	Project Name	Lycoming County SPCA
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$6,616

	Description	The Lycoming SPCA will award a voucher toward a neuter or spay for the pets of low income residents.
	Target Date	12/31/2018
	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 Pet Spay/Neuter voucher activity.
	Location Description	The Pet Spay/Neuter voucher activity will take place city-wide.
	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.
6	Project Name	Owner Occupied Single Family Rehabilitation
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$43,854 HOME: \$134,355
	Description	This project is for the rehabilitation of owner occupied single family homes to a minimum code standard.
	Target Date	12/31/2019
	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.	

7	Project Name	Handicapped Accessibility Rehabilitation
	Target Area	
	Goals Supported	Accessible Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$15,000
	Description	Accessibility improvements will be made to properties owned by income eligible residents.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that two 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.	
8	Project Name	Homebuyer Assistance
	Target Area	
	Goals Supported	Home Ownership
	Needs Addressed	Affordable Housing
	Funding	HOME: \$65,237
	Description	The City Homebuyer Program provides gap financing of up to 20% of a property purchase price.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that two low to moderate-income families will benefit from the Homebuyer Assistance activity.

	Location Description	This Homebuyer Assistance activity will take place city-wide.
	Planned Activities	Planned activities are to assist income eligible persons to purchasing an existing home.
9	Project Name	Codes Related Blight Elimination
	Target Area	
	Goals Supported	Blight Elimination
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$16,752
	Description	This project is for demolition of properties that the Codes department has determined are health and safety hazards.
	Target Date	12/31/2018
	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 Program Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$187,558 HOME: \$19,945
	Description	This activity is for the administration of the CDBG and HOME programs.
	Target Date	12/31/2018

	Estimate the number and type of families that will benefit from the proposed activities	Administrative activities do not offer a direct benefit to families.
	Location Description	245 West Fourth St., Williamsport, PA 17701
	Planned Activities	Planned activities include the administration of the CDBG and HOME programs.
11	Project Name	Community Housing Development Organization
	Target Area	
	Goals Supported	Construction of new housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$29,918
	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	12/31/2019
	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.
12	Project Name	Codes Enforcement
	Target Area	
	Goals Supported	Blight Elimination
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$20,000

	Description	This activity 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	12/31/2019
	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 activities that are conducted in the code enforcement areas.
	Project Name	Historic Rehabilitation
	Target Area	
	Goals Supported	Blight Elimination
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$30,000
	Description	This activity is for the rehabilitation of the exterior of homes located in the City's Historic District.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that six families will benefit from this activity.
	Location Description	The activity will take place in the City's Historic District.

	Planned Activities	Exterior renovations to historic properties.
13		
Project Name	Fire Tree Place	
Target Area		
Goals Supported	Public Services	
Needs Addressed	Public Services	
Funding	CDBG: \$7,616	
Description	This activity is for an After School Program for youth.	
Target Date	12/31/2018	
Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 50 persons will benefit from this activity.	
Location Description	The activity will take place at Fire Tree Place, 600 Campbell St., Williamsport.	
Planned Activities	Planned activities include recreational and educational activities.	

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% or more of the population have incomes below 80 percent of the area median income.

The highest minority concentration (44.9%) is located in Census Tract 4. Census Tract 9 has a minority concentration of 29.97%. The lowest minority concentrations are located in Census Tract 5 (6.38%) and Census Tract 1 (6.84%). The remaining six Census Tracts have a range of 10% - 20% minority population.

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.

The Way's Garden Rehabilitation project, located in an area of Census Tract 4, has a population that is 93% low to moderate income.

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, and while many of the elderly and frail elderly desire to stay in their homes rather than move to small apartments, it is not always feasible.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	8
Special-Needs	0
Total	8

Table 8 - 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 9 - 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 activities in 2018. 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 continue to use PHARE funds to address rehabilitation needs of rental units in the Brodart neighborhood as part of an overall revitalization effort in the neighborhood. The Brodart area neighborhood that is currently eligible for the program has been expanded to include an additional 377 residential properties. Most of those properties are rental properties. 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 two cases through its Handicapped Accessibility Rehabilitation program. This program offers grants of up to \$5,000 for accessibility improvements to residential properties occupied by persons with disabling conditions.

The City is expecting to process two homebuyer cases in 2018. 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 County Housing Authority (LCHA) 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 3,876. 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.

LCHA has noticed a reduction in area rental prices, making it somewhat easier for Section 8 participants to find suitable housing. Additionally, there has been a slow return of landlords to the Section 8 program who had previously left to concentrate on housing Marcellus Shale gas workers.

In 2016 a nation wide website was released alerting the public when any Housing Authority opened a public housing or Section 8 waiting list. This resulted in a 38% increase in the size of the LCHA's public housing waiting list. The vast majority who applied reside outside of Lycoming County and outside of Pennsylvania, and therefore, do not qualify for the local preference. As a result, the average wait time on the lists have increased as those who do not receive enough preference points to rise to the top remain stagnant on those lists. LCHA reports that the current wait lists are artificially inflated and that wait lists are reasonable and the wait time to be housed is also reasonable.

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

The Lycoming County Housing Authority is expanding the waiting list "Displaced" preference to include homeless families exiting from a local homeless shelter and who are receiving case management services and those transitioning from a local managed long term program (nursing home). LCHA is increasing the waiting list "Local" preference points to insure that families in Lycoming County remain a priority.

The Lycoming County Housing Authority plans to do the following capital improvements to the Michael Ross, P.D. Mitchell and Round Houses Developments in 2018: replacing sidewalks, landscaping, and bathrooms and adding patios and fencing at the Michael Ross location, installing ADA sliding doors, replacing the intercom system, replacing hallway flooring and adding overhead lighting at the William Hepburn High Rise, replacing windows and the roof and repairing balconies at the Mary Slaughter apartments, replacing ADA doors and the intercom system at the Peter Herdic High Rise and replacing kitchens at the PD Mitchell apartments.

The Lycoming County Housing Authority estimates that in 2018 it will receive \$1,180,000 for its

Operating fund and \$2,850,000 in Section 8 funds. LCHA has been notified that it will receive \$530,000 for its Capital fund in 2018. LHCA also estimates that it will receive \$1,275,000 in rental payments from tenants of the LCHA housing developments. Total anticipated funding for 2018 is \$5,835,000.

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

LCHA continues to administer a Section 32 Homeownership plan. Currently, five families participate in this five year program. Residents reside in the home they wish to purchase while working closely with a case manager to develop a plan that will ultimately lead them toward qualifying for a home loan. All participants must attend certain classes such as budgeting, credit repair and homeownership essentials. Participants must meet certain milestones and demonstrate progress to remain in the home and on the program. One participant has purchased a home since the program began in 2012.

Lycoming 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. Participants must be first time home buyers, working full-time and participate in homeownership counseling.

LCHA administers a Family Self-Sufficiency (FSS) program designed to move families toward economic independence. This is a five year program where participants work closely with a case manager to identify goals and the steps needed to achieve those goals. As rent increases due to an increase in income, the increase is placed in an escrow account that earns interest. To graduate, participants must reach their individual goals, work full time and be free from welfare assistance for a period of 12 months.

Many participants in this program identify home ownership as a goal and are able to use the escrow earned in this program as a down payment on a home.

LCHA has a Resident Advisory Board that plays an important role in the development of the Authority's Annual and Five Year Plan. Members provide input and comments and review all plans prior to Board adoption. The board reviews the capital fund plan as well as any programmatic changes, development plans or disposition plans.

Residents receive a quarterly newsletter encouraging their participation in Board and other meetings. LCHA also posts employment opportunities

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 2018.

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 has partnered with STEP, Inc., an organization with proven experience in housing programs and services to serve as the "Lead Agency". STEP, Inc. 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 STEP, Inc. 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 73 individuals who were unsheltered in Lycoming County and 8 adult men, 1 adult woman, 1 child (under the age of 18 years old) and 1 family who were homeless and unsheltered. The count was conducted over the period of one night on January 27, 2016.

The City provided 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 a Point-In-Time count. The CITYPAKS contain blankets, hats, toothbrushes and paste, handwarmers and a variety of cold weather accessories such as 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 the possessions dry. Anti-theft webbing loops to the pack can be hooked onto an arm or leg when needed.

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 46 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 Liberty Options 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, Inc. 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 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 continues to operate 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.

Family Promise of Lycoming County, Inc. is a 501 (c) (3) non-profit organization that is affiliated with over 200 Family Promise networks nationwide. Family Promise provides shelter, meals, and intensive case management for families with children who are without homes by partnering with local churches, professional staff, social service organizations, and volunteers. A network of local churches provide much of the support, infrastructure and volunteers.

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 64 men, 72 women, 36 children (under 18 years old) and 24 families who were in shelters in Lycoming County. The Point-In-Time study was conducted over the period of one night on January 27, 2016.

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.

The Lycoming County Supportive Housing Program assists Lycoming County residents in danger of eviction or mortgage foreclosure and those needing to secure housing accommodations. Intensive caseworker management is made available to all individuals and families in Lycoming County who meet the income eligibility guidelines. Lycoming County has partnered with STEP, Inc., the agency that

administers the program. STEP, Inc. partners with a number of community referral partner agencies. The program focuses on Lycoming County's rental community with the goal of helping clients avoid eviction from their rental dwellings and assist those who are sheltered or unsheltered to obtain decent rental accommodations.

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). 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.

The American Rescue Workers offers the distribution of rental and utility assistance to residents of Lycoming County who are in a near homeless crisis. Over \$300,000 is distributed annually to prevent homelessness of almost 400 families within Lycoming County. The American Rescue Workers also provides needed items to low and moderate income families and offers job skills training for long term shelter residents. Other services include providing food, supplies and equipment for soup kitchens and food pantries and providing furnishings and household items for those in need and for individuals moving from the shelters into self-sufficiency.

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.

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 in recent years 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 once every four years by the Codes Department. Boarding or rooming houses

are inspected annually.

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. The City of Williamsport receives 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.

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 results of this strategy included the projects located at the former Brodart site and nearby on Memorial Ave. and on Grove St. near Almond St. Commons. The Memorial Homes 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 continues to provide 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. The City and Lycoming County, with PHFA approval, have expanded the area of the neighborhood eligible for the housing programs. The program will continue to include the Brodart neighborhood, but will expand to Beeber St. to the west, Park Ave. to the north, Grier St. to the east and West Fourth St. to the south. The expanded boundaries will add an additional 377 residential structures.

The City was awarded an additional \$200,000 in PHARE funds to continue the Rental Rehabilitation program in the Brodart neighborhood and expanded area. Approximately 50% of the homes in the Brodart neighborhood are rental units. The program benefits tenant households with incomes at or below the 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 2018, 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. In addition, Lycoming College has completed a master plan component of the redevelopment strategy plan that provides for combined commercial, housing and institutional uses, connecting the Lycoming College to the eastern end of the City's Central Business District.

The City is involved in identifying and assessing blighted and underutilized properties as potential Brownfield sites for redevelopment. Lycoming County is applying for an EPA grant to evaluate potential sites for redevelopment.

The City is interested in the revitalization of the Park Ave. neighborhood from Campbell St. to Hepburn St. This area includes the former Trimtex site that is currently vacant. The City has been awarded a DCED planning grant in the amount of \$29,000 to develop a plan for this area to determine how the area should be developed for the future. The development of the master plan would include input from neighborhood stakeholders including UPMC Susquehanna, Lycoming County Housing Authority, developers, social service agencies, residents, the City of Williamsport and the County of Lycoming.

Lycoming County has updated its Comprehensive Plan, which relies heavily on public input and partnerships among key municipalities. The Greater Williamsport area has been identified in the plan as

one of six growth areas in Lycoming County.

These activities will aid in reducing poverty in the City by increasing opportunities for employment, by attracting and retaining businesses and by providing a suitable 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 2018 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.

City staff are members of various task forces that address infrastructure needs and economic development needs. During the 2018 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 invites 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 primarily 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 2018 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 2018, 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	5,000
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:	5,000

Other CDBG Requirements

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

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

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

as follows:

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.

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.

3. HOME funds that are recaptured by the City of Williamsport will be returned to the letter of credit for other HOME eligible activities.
4. 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."
5. 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.