

Annual Action Plan

The CPMP Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations.

Narrative Responses

ACTION PLAN

Annual Action Plan includes the [SF 424](#) and is due every year no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

Executive Summary 91.220(b)

1. The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Executive Summary

The City of Williamsport, Lycoming County, PA has prepared a five year Consolidated Plan (CP) for federal fiscal years 2010 through 2014 in order to strategically implement federal programs that fund housing, community development and economic development activities within the municipality. The City has prepared its annual Action Plan for program year 2012, year three of the CP.

The Community Development Block Grant (CDBG) and HOME Investment Partnership programs continue to be principal revenue sources for the City to address the needs of its low to moderate income residents.

Housing

There continues to be an affordability gap for low income residents who are having difficulty finding housing due to rising rents. Rental costs are increasing as a result of an influx of workers from out of the area who work in the Marcellus Shale Gas industry. Housing demand is high in the City since it has easy commuting access to drilling areas within the county and in more rural neighboring counties. There is also significant pressure for housing in and around Williamsport because gas producers and service companies have established regional headquarters in the area. The Mayor's Housing Task Force includes developers and utility companies that review the need to create housing due to the development of the Marcellus shale industry and determine impediments. Major flooding of nearby communities that occurred in September 2011 has created an even greater need for affordable housing as many individuals and families have lost their

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homes in the flood and are homeless. Local and federal agencies and social service organizations are trying to address this need.

The City's specific housing objectives stated in the CP address the following:

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

During the third year of the five-year Consolidated Plan period of 2010 - 2014, the City continues to make progress in the effort to achieve its five-year goals and objectives for all of its housing activities. Both the rental housing rehabilitation and owner occupied housing rehabilitation programs are on track to meet the annual goals for the elimination of blighted housing. In addition, \$20,000 of 2012 CDBG funds will be budgeted for the codes enforcement activity in eligible code enforcement areas. Code enforcement is done in conjunction with other revitalization efforts, such as housing rehabilitation, within the code enforcement areas.

The City is meeting its goals for homebuyer assistance. The City's Homebuyer Assistance program offers gap financing of up to 20% of a property purchase price to households primarily at the 80% median income range. There is interest in the program and the City continues to process applications. \$123,700 of HOME funds will be allocated to the Homebuyer Assistance activity. The City will allocate additional funds to its required 15% of HOME funds to a certified CHDO for a total of \$70,000.

The City plans to spend \$62,339 of CDBG funding on housing activities. The City also expects to allocate \$123,700 in 2012 HOME funds for the owner occupied single-family housing rehabilitation activity. The Owner Occupied Single Family Rehabilitation program offers grants and low interest loans to repair owner occupied homes. All code, safety, and items not meeting rehabilitation standards must be repaired under this program. In 2009, the program maximum amount was increased to \$30,000 per unit. Participant income may not exceed 80% of the area median income. The program is primarily funded by the HOME program; however, CDBG funds are available for emergency rehabilitation jobs. Funds are available to process five cases under the City's Handicapped Accessibility Rehabilitation program. This program offers up to \$5,000 in CDBG grant funds for eligible households with a person who is disabled. Fixed improvements such as ramps, bath facilities, and railings that assist disabled persons to remain in their home are eligible.

The City will continue its rental property rehabilitation program with prior year funding. A 3% loan of up to \$14,000 for a single rental unit and \$11,000 for each additional unit up to a maximum of seven is offered. The City also offers an Owner Occupied/Rental program for owners of duplexes who are income eligible.

Other housing projects for this year in which the City is involved, but do not include CDBG or HOME funds include:

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Neighborhood Stabilization Program

The City received \$275,000 from NSP. Using approximately \$137,500 of Neighborhood Stabilization Program funds, the City is working with Greater Lycoming Habitat for Humanity to renovate property at 833 Park Ave. Greater Lycoming Habitat for Humanity will provide housing for a homeowner/household who is at or below 50% of the AMI.

Brodart Property Project

A 3.4 acre, two parcel site is vacant and available for redevelopment. The site was identified in Lycoming County's 2007 Brownfield Inventory. There is interest by Greater Lycoming Habitat for Humanity to create a number of low to moderate-income owner occupied homes at the site. The City is assisting in the elimination of this blighted property with CDBG funds.

Nichols Place Project

A local developer, working with PHFA, is pursuing the possibility of building rent to own townhouses.

East End Housing Project

A land development plan has been approved for 40 housing units on land next to an elderly housing complex, Almond St. Commons, and adjacent to the Armed Forces Resource Center.

Owner Occupied Single Family Housing Conversion Program

In an effort to stabilize neighborhoods, the City is developing a program designed to encourage the conversion of registered rentals to owner occupied homes. A \$10,000 grant will be given to approved homebuyers of a single-family house that has been registered with the City of Williamsport's mandatory rental housing inspection program in excess of two years at the time of purchase. The home must be located in a residential zone within the corporate limits of the city of Williamsport.

Homelessness

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

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

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

In 2009, Williamsport received \$518,859 in Homeless Prevention and Rapid Re-Housing (HPRP) Funds. Williamsport has engaged STEP, Inc. and the Salvation Army as

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Subrecipients to administer the program. The Coordinated Services Task Force has continued to assist both organizations with appropriate referrals to ensure the timely and effective use of funds. The Task Force is comprised of approximately 80 organizations that meet to share information and resources.

As of September 30, 2011, \$374,441 of HPRP funds had been expended and 290 persons and 111 households had been assisted.

The Lycoming County United Way (LUW) administers Housing Assistance Program (HAP) funds, used to prevent eviction or obtain permanent housing, and FEMA funds, used for rental assistance to prevent eviction.

Planning and implementation of housing and services for the homeless and prevention of homelessness in the City and region is coordinated through the State and locally by a Continuum of Care. Strategy, goals and action steps for ending chronic homelessness in the Northeast Continuum of Care are formulated on a state level.

The City will consider current or future requests from provider agencies of permanent supportive housing, particularly those that show results oriented projects that address a gap in agreement with the Continuum of Care.

Local agencies that provide shelter for the homeless include the American Rescue Workers, the YWCA through Wise Options and Liberty House, and Journey House. Family Promise operates through the local churches to provide shelter and services for homeless families. Saving Grace Shelter is a 24-bed shelter that opened in 2011 and is designed for individuals, families and veterans in a homeless crisis, providing 14 days of lodging

Public Facilities and Public Infrastructure

The City will budget \$789,186 of CDBG funds in order to meet the goals of improving the condition of its parks and recreation facilities and repairing and upgrading aging infrastructure.

The 2012 Street Reconstruction activity will be for the reconstruction of Federal and Trenton Avenues from Arch St. to Funston Ave., Almond and Sherman Streets from East Third St. to Washington Blvd., East Third St. from Basin St. to Catherine St., Penn St. from Church St. to Washington Blvd., Hepburn St. from West Fourth St. to Little League Blvd., West 7th St. from Hepburn St. to Market St, Court St. from W. 7th Ave. to 5th St., Dubois St. from Hepburn St. to Market St., Laurel St. from Dubois St. to 6th St. and Grafius St. from Hepburn St. to Market St. Work will include slip form curbing and sidewalk, landscaping, street rehabilitation and drainage improvements. Allocated funding is in the amount of \$298,211.

We are funding the removal of architectural barriers for \$62,000. We will be continuing our program of reconstructing curb ramps and estimate that we will complete approximately twenty new curb ramps on various streets in the City.

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We have budgeted \$208,614 as part of the three-year contract for the lease/purchase of a fire pumper truck. The payment in 2012 is for year three and the final year of the contract.

A pool feasibility study, completed in 2010, reviewed the cost of upgrading the City's pool facilities and provided recommendations of pool facility improvements. Current usage and programming of the pools were also reviewed as well as usage of the surrounding pools in areas adjacent to the City. Final decisions regarding the recommendations are pending. The City is budgeting \$107,000 toward a municipal pool project.

The City will also budget \$107,000 for levee crosspipe construction. The scope of work will include providing flood protection in drainage areas that are located in CDBG eligible areas.

The YWCA of NorthCentral PA will receive \$6,361 for handicapped accessibility improvements to a first floor bathroom.

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

Economic Development

The City and regional area are continuing to experience significant economic changes due to the Marcellus Shale gas exploration. Williamsport is the economic center of the Marcellus Shale growth for the state of Pennsylvania. Williamsport became the seventh fastest growing metropolitan area in the country in 2010 and the highest growth in Pennsylvania, according to figures released by the U.S. Bureau of Economic Analysis. The economic growth ranking is measured by percentage change in real gross domestic product by metropolitan area.

As an area that has long struggled economically as the manufacturing sector has declined, the region is beginning to see the infusion of new cash and capital as companies locate and expand their operations in the area. It is expected that the growth of natural gas industry in the region will bring with it a number of positive direct and indirect benefits. The City plans to leverage this growth into investments in a strong, diverse economic base.

The City has engaged a consultant, Delta Development, to prepare an economic development strategy for the City to address the anticipated changes in the City's economic climate. The economic development strategy will serve as the key foundation upon which the elected officials of the City of Williamsport can begin to realize their goals for capitalizing on the Marcellus Shale activity, improving housing and employment opportunities, and diversifying the business mix in the City of Williamsport.

This economic development strategy will focus on the City in its entirety and, as such, will take a broader look at economic development issues in the community. The plan will

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also examine the impact of the current tax structure and vacant/blighted properties as barriers to economic development and identify critical components of a successful economic development strategy.

The economic development strategy is underway and the following tasks are in progress: demographic analysis, real estate/housing analysis, and economic base and trend analysis. Stakeholder interviews, business and industry surveys and residential surveys have been completed. Final results of the strategy will include the following:

- Summary of Land Use, Sites and Infrastructure
- Summary of Economic Development Efforts
- Summary of Quality of Life
- Summary of Marketing
- Summary of Business Retention & Recruitment

The City, partnering with Lycoming County, developed an I-180 corridor plan, which resulted in the rezoning along Maynard Street from R2 to commercial in the area bounded by First St., Third St., and Campbell St.

The City continues to implement revitalization in the central business district and in the downtown.

Major economic development projects include:

- The William Street Redevelopment area has been identified as part of a larger revitalization of the downtown and is located in the heart of Williamsport. The site is near the riverwalk trail, hotels and restaurants. The site is now home to a Kohl's Dept. Store, the only department store in the downtown area, which opened in September 2011. A new extended stay hotel with 92 units is scheduled to be constructed within the William Street Redevelopment area in 2012.
- The Church Street Transportation Center is the cornerstone of a Central Business District Revitalization project. The project has redeveloped underutilized properties into a new transportation center that provides parking and transit functions including an intra City bus service and the central location for Susquehanna Trailways. Also provided is a bicycle center that complements the riverwalk.
- A Marriott Townplace Suites hotel with 80 units opened in the downtown area in July 2011.
- The Trade and Transit Centre II Expansion is currently in the design phase and final funding is being secured.
- The Pajama Factory/ Artisan's Guild in the former Raytowne property continues to create space for artists and businesses and is pursuing a Phase Two renovation to provide rentable spaces and community amenities that will attract and accommodate a critical mass of tenants.
- A Tiger Two grant in the amount of \$10,000,000 was awarded to Lycoming County and SEDA-COG Joint Rail Authority for new rail development within a multi county area, some of which is included in the City of Williamsport, specifically in the Newberry Rail yard and vicinity. The new rail development is

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- necessary to accommodate the Marcellus Shale gas exploration industry and improvements include adding rail sided business sites.
- Improvement to Reach Road, Phase Two, in the Williamsport Industrial Park is being planned and provided for with federal and state funding. ARC funding is being sought for a portion of this project with the local match for this portion of the work secured.
 - Lycoming County and the City of Williamsport are currently collaborating on the Pathway to Health Initiative, which will provide signage, street and traffic improvements as well as streetscape enhancements to connect the Williamsport Hospital with I-180 and the Susquehanna River Walk. Approximately \$150,000 of CDBG funding for street reconstruction has provided the local match for a \$750,000 federal grant. The entire cost for Pathway project is \$5,000,000.00. Phase One of the project is under construction and Phase Two of the project is under design. Funding has been secured through Federal Highway funds for Phase One and Phase Two.

Two business have been established in designated PA Keystone Opportunity Zones's, Moran Industries, Inc. in the west end of the City and Panera Bread located in the east end of the City. These particular sites were selected to encourage investment in areas that were experiencing distress characterized by unemployment, low investment of new capital, blighted conditions and underutilized, obsolete or abandoned industrial, and commercial structures, and deteriorated tax base. The KOZ designation of properties provides for deductions, abatements or credits from all local taxes.

The City also has a Williamsport / Lycoming Keystone Innovation Zone (KIZ) program that assists local entrepreneurs, start-up companies, and progressive businesses with implementing innovative ideas from start to finish. The KIZ works with colleges and universities to deliver economic development opportunities.

The City and County participate in the LERTA tax abatement program to encourage expansion of existing businesses. A residential tax abatement program was approved in 2011. For new housing developments in the city, residential LERTA provides abatement of real estate taxes on the increased value of residential development for a period of five years under a graduated percentage from 100% to 20%.

The City continues to offer its microenterprise program to income eligible applicants. Unfortunately, oftentimes, because the potential applicants for this program have a poor credit score or a high amount of debt, they are unable to repay the loan and are denied for loan approval. There is interest in the program and applications continue to be reviewed and processed when appropriate.

The City was designated as an Impact Enterprise Zone through PA DCED in July 2011. This designation assists communities that are undertaking a comprehensive redevelopment or revitalization plan. All eligible businesses located within the Impact Project Enterprise Zone will be eligible to apply for tax credits against the applicable

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state business tax for the value of improvements made to business properties located within the Enterprise Zone.

Public Services

The City's public service goal is to support vital public services in order to prepare a suitable living environment and for supportive services to social service and non-profit organizations, including, but not limited to, youth, child care, and health service providers. The City's allocation of resources is directed to meeting the needs of its lowest-income residents.

From the 2012 Community Development Block Grant funding, the City plans to spend \$10,885 on the following public service activities:

CAPPA

This program targets at risk youth to participate in its performing artists program and to meet academic goals. Participants in the program are City youth who are from low to moderate-income families.

SPCA Spay/Neuter pet program

This program issues vouchers to low to moderate-income residents for the spaying/neutering of their pets to combat the public health issue of unwanted, stray animals. The program also provides microchips for pet identification.

Clearance/Blight

\$19,733 of funding will be allocated to codes related demolition of hazardous properties. \$24,733 will be budgeted toward the Brodart Redevelopment project, which will involve demolition of this blighted property, located at 1609 Memorial Ave.

Planning

The City is participating in a planning activity with the Lycoming County and SEDA-COG for a SmartCity program, which will provide guidance for urban design, especially as it relates to the rapid development of the Marcellus Shale natural gas industry. SEDA-COG is applying to the Appalachian Regional Commission for funding and the City and Lycoming County will provide a portion of the in-kind services as the required 50% match. The total match amount is \$50,000. The City will provide 15% of the match amount, which will be \$7,500.00 of in-kind services. The City will not be using any CDBG planning funds for this activity.

Evaluation of Past Performance

Each year the City prepares a Comprehensive Annual Performance and Evaluation Report (CAPER) for HUD that details the performance of the program over the past year. In FY 2010, all CDBG funds expended for activities met one of the three

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national objectives as defined under CDBG and HOME regulations. Also, in FY 2010, 85.81% of the CDBG funds (excluding planning and administration) expended for qualified activities in FY 2010 benefited low- and moderate-income persons. The City met public service and planning/administration expenditure caps in FY 2010. Williamsport also met the timeliness requirements of HUD in FY 2010 and had less than 1.5 times the annual allocation on hand at the end of the 2010 program year.

Additionally, in FY 2010, the City met the HOME requirements for expenditure by committing all funds to projects within two years and expending funds within five years. The requirement to provide at least 15% of HOME funding to Community Housing Development Organizations has been achieved, and Williamsport reminds grantees that all HOME projects should be closed within 120 days of their final draw. The City included in its 2010 CAPER information regarding efforts to affirmatively further fair housing and to identify impediments to fair housing

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

The City continues to administer the remaining HPRP funds that were received through the American Recovery and Reinvestment Act (ARRA). The funds for HPRP have been allocated to two subrecipients.

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

Citizen Participation 91.200 and 91.220(b)

2. Provide a summary of the citizen participation and consultation process (including efforts to broaden public participation in the development of the plan.
 - a. Based on the jurisdiction's current citizen participation plan, provide a summary of the citizen participation process used in the development of the consolidated plan. Include a description of actions taken to encourage participation of all its residents, including the following:
 1. low- and moderate-income residents where housing and community development funds may be spent;
 2. minorities and non-English speaking persons, as well as persons with disabilities;
 3. local and regional institutions and other organizations (including businesses, developers, community and faith-based organizations);

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4. residents of public and assisted housing developments and recipients of tenant- based assistance;
5. residents of targeted revitalization areas.

b. Identify agencies, groups, and organizations that participated in the process. This should reflect consultation requirements regarding the following:

1. General §91.100 (a)(1) - Consult with public and private agencies that provide health services, social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons) during the preparation of the plan.
 2. Homeless strategy §91.100 (a)(2) – Consult with public and private agencies that provide assisted housing, health services, and social services to determine what resources are available to address the needs of any persons that are chronically homeless.
 3. Metropolitan planning §91.100 (a)(5) -- Consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities, particularly for problems and solutions that go beyond a single jurisdiction, i.e. transportation, workforce development, economic development, etc.
 4. HOPWA §91.100 (b)-- Largest city in EMSA consult broadly to develop metropolitan-wide strategy for addressing needs of persons with HIV/AIDS and their families.
 5. Public housing §91.100 (c) -- Consult with the local public housing agency concerning public housing needs, planned programs, and activities.
3. Provide a summary of citizen comments or views on the plan.
 4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

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

Williamsport invited other governmental agencies and nonprofits to provide insight and input into the goals and actions that should be considered in the consolidated planning process. Agencies and nonprofit organizations that serve Williamsport were contacted to identify specific needs and subsequent actions to address needs.

Consultation with the Lycoming Housing Authority occurred to obtain data on the public housing inventory (including the Section 8 Housing Choice Voucher Program) and to discuss the Housing Authority's plans for public housing development

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activities. The City has also solicited input by way of survey questionnaires from social service and homeless agencies that provide housing assistance and related services to low- and moderate-income persons.

During the development of the Consolidated Plan, the following groups were interviewed and/or returned surveys. These groups represent the populations whose needs were considered in the Consolidated Plan:

Lycoming Housing Authority

Lycoming County United Way

United Churches of Lycoming County – Shepherd of the Streets Ministry

Center for Independent Living of North Central Pennsylvania

Lycoming-Clinton Counties Commission for Community Action (STEP, Inc.)

Lycoming Neighborhood Development Corporation

Campbell Street Family Youth and Community Association, Inc.

New Covenant Community Connections, Inc – Journey House

YWCA – Liberty House

Lycoming-Clinton Mental Health & Mental Retardation Program – Joinder Program

West Branch Drug and Alcohol Abuse Commissions

To develop the Action Plan for FY 2012, the City of Williamsport considered the priority needs identified in the Five-Year Consolidated Plan (CP) for FY 2010 to 2014.

To further develop input, Williamsport conducted one public needs hearing to solicit input into the preparation of the 2012 Action Plan. The meeting was advertised in the *Williamsport Sun-Gazette*. The public needs hearing was held at City Hall on September 27, 2011.

City staff conducts or attends ongoing meetings to gather input on the housing, homeless, and community development needs facing the residents of the City. The Williamsport Area Transportation Study Committee identifies transportation improvement projects and safety initiatives in the county and the city under its jurisdiction. The Mayor's Housing Task Force includes developers and utility companies that review the need to create housing due to the development of the Marcellus shale industry and determine impediments. The Coordinated Task Force is composed of approximately 80 organizations that meet to share information and resources. Members of the Coordinated Task Force were notified that the draft Action Plan was on display and available for review. Many of the 2012 activities reflect the collaborative efforts of the City and other entities to provide for the needs of its residents.

A summary of the 2012 Action Plan was published in the *Williamsport Sun-Gazette* on October 12, 2011 alerting interested persons to the availability of the 2012 Action Plan. A copy of the 2012 Action Plan was available on the City's website, and copies were placed at the following locations in Williamsport for public review:

Office of Economic and Community Development
City Hall, 245 West Fourth Street
Williamsport, PA 17701

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James V. Brown Library
19 East Fourth Street
Williamsport, PA 17701

A public hearing on the draft Action Plan was held on October 27, 2011. The public review period was from October 12, 2011 to November 10, 2011.

One citizen requested a copy of the draft Action Plan and submitted written questions and comments. The City provided a written response.

The 2012 CDBG/HOME budgeted activities were reviewed and discussed at a meeting of the City's Finance Committee meeting held on October 25, 2011 and at the City Council meeting held on October 27, 2011. The Housing Needs Committee reviewed the draft Action Plan on November 7, 2011. All meetings are open to the public.

Resources 91.220(c)(1) and (c)(2)

5. Identify the federal, state, and local resources (including program income) the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Federal Resources

The national Community Development Block Grant (CDBG) and HOME Investment Partnership programs continue to be principal revenue sources for the City to address the needs of its low to moderate-income residents. The City of Williamsport is estimating that it will have \$1,150,000 in CDBG program funds and \$336,000 in HOME funds to finance its FY 2012 community development program. The City estimates having approximately \$15,000 in HOME program income available.

The City is certifying that the aggregate use of CDBG funds during the program years 2011, 2012 and 2013 will principally benefit persons of low and moderate income in a manner that ensures that at least 70% of the amount is expended for activities that benefit such persons during the designated period.

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.

Although not a City entity, the Lycoming County Housing Authority estimates receiving \$1,323,000 in Public Housing Operating grant dollars, \$606,336 in Capital Fund dollars and \$2,956,188 in Section 8 funds.

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The City is not aware of any Low-Income Housing Tax Credit projects to be undertaken. However, should the occasion arise, the City would support such application with a Certification of Consistency.

The City is part of the Central-Harrisburg Region Continuum of Care. In 2009, Williamsport requested and received \$518,859 in Homeless Prevention and Rapid Re-Housing (HPRP) Funds. Williamsport is working with STEP, Inc. and the Salvation Army as its subrecipients, and the Coordinated Services Task Force is assisting both organizations in the timely and effective use of funds. The HPRP funds are being used primarily for providing financial assistance in an effort to prevent homelessness, but the funds are also being used for financial assistance for rapid re-housing of homeless individuals and families. Approximately \$144,418 of the HPRP funding remains.

The City of Williamsport was awarded \$275,000 in Neighborhood Stabilization Program (NSP) funds. The City is using approximately \$135,000 of the funds for the renovation of 833 Park Ave for a household at or below 50% AMI by the Greater Lycoming Habitat for Humanity.

6. Explain how federal funds will leverage resources from private and non-federal public sources.

Federal funds for street reconstruction projects will be supplemented with \$250,000 of local funds from the City's General Fund. Private mortgage funding will be leveraged under the City-wide Homebuyer Assistance program. The City administers revolving loan fund programs for commercial façade projects and economic development projects. The funding for these programs originated from state and local sources.

The City has provided \$150,000 of CDBG funding for street reconstruction for Susquehanna Health's Phase One of the "Pathway to Health". The project includes approximately \$4,000,000 state funding to support Susquehanna Health's capital improvements and modernization plan including the "Pathway to Health" street reconstruction improvements.

The City will leverage other state and local funds for its planning activities. The City will donate in kind services toward a \$100,000 ARC grant for a planning study related to the Marcellus Shale industry.

Annual Objectives 91.220(c)(3)

**If not using the CPMP Tool: Complete and submit Table 3A.*

**If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls*

Goals and objectives to be carried out during the action plan period are indicated by placing a check in the following boxes.

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<input type="checkbox"/>	Objective Category Decent Housing Which includes:	X <input type="checkbox"/>	Objective Category: Suitable Living Environment Which includes:	<input type="checkbox"/>	Objective Category: Expanded Economic Opportunities Which includes:
<input type="checkbox"/>	assisting homeless persons obtain affordable housing	X <input type="checkbox"/>	improving the safety and livability of neighborhoods	<input type="checkbox"/>	job creation and retention
<input type="checkbox"/>	assisting persons at risk of becoming homeless	X <input type="checkbox"/>	eliminating blighting influences and the deterioration of property and facilities	<input type="checkbox"/>	establishment, stabilization and expansion of small business (including micro-businesses)
XX <input type="checkbox"/>	retaining the affordable housing stock	X <input type="checkbox"/>	increasing the access to quality public and private facilities	<input type="checkbox"/>	the provision of public services concerned with employment
XX <input type="checkbox"/>	increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	<input type="checkbox"/>	reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<input type="checkbox"/>	the provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan
<input type="checkbox"/>	increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence	<input type="checkbox"/>	restoring and preserving properties of special historic, architectural, or aesthetic value	<input type="checkbox"/>	availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices
<input type="checkbox"/>	providing affordable housing that is accessible to job opportunities	<input type="checkbox"/>	conserving energy resources and use of renewable energy sources	<input type="checkbox"/>	access to capital and credit for development activities that promote the long-term economic social viability of the community

7. Provide a summary of specific objectives that will be addressed during the program year.

The City will use CDBG, HOME, and funding from other state and federal programs to meet the following housing goals:

Priority: Housing

Objective: Decent Housing

- Increase Home Ownership
- Reduce Housing Blight and Deterioration Among Owner Households
- Improve Rental Housing Opportunities
- Provide Safe and Accessible Housing

The following is a review of the major community and economic development priorities and objectives that established the funding priorities in FY 2012:

Priority: Public Facilities.

Objective: Prepare a Suitable Living Environment

- Improve parks and recreation facilities
- Installation of ADA compliant curb ramps
- Flood pump station improvements

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Priority: Infrastructure.

Objective: Prepare a Suitable Living Environment

- Improve water and sewer infrastructure, including separation of storm sewers throughout the City, and improved delivery of water service and fire hydrants.
- Street improvements including reconstruction and updating to safe proportions standards.
- Installation of ADA curb ramps on a citywide basis.
- Williamsport's community infrastructure is dated. Maintaining and improving infrastructure is vital for long-term viability of the City.

Priority: Codes Enforcement

Objective: Prepare a Suitable Living Environment

- Perform inspections in blighted areas, which are often low-moderate income areas. This activity will help arrest decline and compliments other activities aimed at achieving the same objectives.

Priority: Blight Elimination

Objective: Prepare a Suitable Living Environment

- Blight Elimination on a spot basis to remove conditions detrimental to public health and safety when a property owner will not take responsibility for removing the hazards. Municipal liens are placed against the property.

Priority: Economic Development.

Objective: Create Economic Opportunity.

- Micro Enterprise - Micro-enterprise loan assistance benefiting lower income owners and employees.
- Commercial Façade - Exterior renovations to correct blighted conditions on commercial properties in Commercial Zoning districts.

Priority: Public Services.

Objective: Prepare a Suitable Living Environment

- Supportive services to social service and non-profit organizations. but not limited to, youth, child care, and health service providers.

Description of Activities 91.220(d) and (e)

**If not using the CPMP Tool: Complete and submit Table 3C*

**If using the CPMP Tool: Complete and submit the Projects Worksheets*

8. Provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.

Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability).

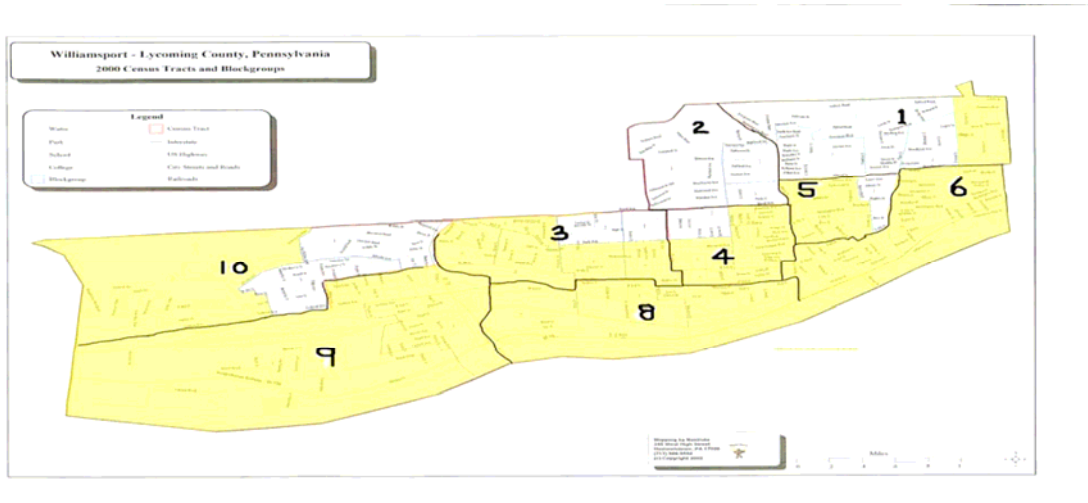
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questionnaires. The information determines Williamsport's eligibility for CDBG and HOME funds. 2010 Census information is not yet available.

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

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

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



The City is 53.7% low-income. Therefore, the entire City qualifies as a low-income area. Most of the activities to be funded in FY 2012, other than street reconstruction, are city-wide activities. Most of the street reconstruction activities will be concentrated in Census Tracts 5 and 6.

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

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

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

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

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households.

The City is 53.7% low-income. Therefore, the entire City qualifies as a low-income area. Most of the activities to be funded in FY 2012, other than street reconstruction, are city-wide activities

10. Describe the reasons for the allocation priorities, the rationale for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) during the next year, and identify any obstacles to addressing underserved needs.

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

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

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

The larger population of homeless people in the City of Williamsport does not meet HUD’s definition of chronically homeless. While housing in Williamsport is affordable, many households cannot as easily afford housing. The working poor are unable to afford even nominal increases in the cost of rental units, which has become even more of an issue due to the demand for housing caused, in part, by the Marcellus Shale industry. The working poor are evicted from their homes and forced to double-up with family and friends to avoid homelessness.

Annual Affordable Housing Goals 91.220(g)

**If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

**If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

11. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

a. Goal - Increase Home Ownership

Home ownership is positively linked to family stability, improved property maintenance, improved residential satisfaction, and increased civic participation.

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Expanding home ownership among low income households in the City of Williamsport is a way to contribute to community improvement as well as individual satisfaction. A home is the major source of savings for most households, particularly low income households, who are unlikely to own stocks and may not be in a retirement program. As such, home ownership supports economic stability. For households without a retirement savings program, a home can be an asset to be cashed in to help finance the transition to a new way of life. For other households, a home is something that can be used right away, through a home equity loan. Finally, when a person gets old, the asset value of the home can be traded in for needed health and home care services through a reverse mortgage. 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 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. The City is expecting to process three homebuyer cases in 2012

Primary Measure:

- Number of successful homebuyers assisted after three years (not foreclosed after three years).

Optional Measures:

- Increase rate of home ownership either City-wide or in targeted areas based on the 2000 Census.
- Private dollars leveraged.
- Increased value of homes based on the 2000 Census.

b. Goal - 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. Rehabilitation may also provide opportunities for reduction of density in very densely settled areas with rehabilitation including converting vacant unproductive multi-family dwellings to single-family dwellings.

Rental units are 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 is expecting to process four owner occupied single-family rehabilitation in 2012.

Primary Measures:

- Number of homes assisted with housing code violations that are eliminated.

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- Number of homes that addressed lead based paint problems.

Optional Measures:

- Saved demolition costs by maintaining housing as based on average demolition cost per rehab.
- Dollars spent on lead paint abatement.
- Wait list reductions.

c. Goal - Improve Rental Housing Opportunities

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

Primary Measures:

- Number of homes assisted with housing code violations that are eliminated.
- Number of homes that addressed lead based paint problems.

Optional Measures

- Wait list reductions.
- Saved demolition costs by maintaining housing as based on average demolition cost per rehab.

With prior year funding the City is expecting to process two rental rehabilitation cases.

d. Goal – Provide Safe and Accessible Housing

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

Primary Measure:

- Number of persons with disabilities who can continue to live independently in the community.

Optional Measures:

- Wait list reductions.
- Number of units that are accessible.

Another goal of the City of Williamsport is to provide additional housing in commercial districts.

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d. Provide Safe and Accessible Housing

Public Housing 91.220(h)

12. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

The City of Williamsport is not anticipating funding any public housing resident participation activities or any activities to address the needs of public housing in FY 2012.

The Lycoming County Housing Authority solicits input from residents on an ongoing basis. The LCHA has residents on staff and a Residents Advisory Board that meets regularly and has input into the LCHA Annual Plan and Five Year Plan. Board meetings are public and a resident serves on the Board of Directors.

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

Lycoming Housing Finance Agency also offers the units at Lose School, Harmony Way homes and Authority condos are available to eligible participants in FSS. Some individuals are hired by the Authority to work at its sites under the Authority's *Section 3 Employment Opportunity Plan*. The LCHA has a "Job Finder Service" for residents seeking employment. Applications for many employers are kept at the LCHA social service office. Residents are referred to Career Link and Pennsylvania College of Technology's New Choices/New Options Program, and STEP. These programs provide vocational counseling, job preparation and placement. LCHA has a Resident Training Toward Success Program. In a crime prevention move, the Lycoming County Housing Authority now participates in a joint effort with other housing authorities, to identify and restrict persons with Defiant Trespass notices from entering housing sites. Since homeownership is tied to economic capability these programs increase the likelihood of homeownership.

13. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Not applicable

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Homeless and Special Needs 91.220(i)

14. Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.
15. Describe specific action steps to address the needs of persons that are not homeless identified in accordance with 91.215(e).
16. Homelessness Prevention—Describe planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

In 2009, Williamsport requested \$518,859 in Homeless Prevention and Rapid Re-Housing (HPRP) Funds. Williamsport has engaged STEP, Inc. and the Salvation Army as Subrecipients to administer the program. The Coordinated Services Task Force has continued to assist both organizations with appropriate referrals to ensure the timely and effective use of funds. The Task Force is composed of approximately 80 organizations that meet to share information and resources.

As of September 30, 2011, \$374,441 of HPRP funds had been expended and 290 persons and 111 households had been assisted.

The natural gas well drilling of the past 24 months has brought many extended stay visitors to Williamsport and Lycoming County. A large portion of the visitors are contracted workers employed to work as drillers, engineers, laborers and foremen drilling gas wells in the region. Many workers reside in local hotels or rental units during their stay. Although concrete data is not available, the owners of local hotels, motels and camping sites have reported to Lycoming County officials that their establishments have been booked 7 days per week consistently throughout the year. The United Way reports daily calls from people who are losing current housing because the rents are increasing. The increases in rent are due to the rising demand for housing resulting from natural gas workers housing needs.

Within funding limitations, the City does what is possible to support shelter and supportive services provided by social service and non-profit organizations.

Homeless providers include:

Grace St. Shelter accommodates up to 25 people in 2 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

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The YWCA opened Liberty House Women's and Children's Shelter in 2003 with City CDBG assistance. The American Rescue Worker's operates a men's homeless shelter. The Salvation Army provides Project Break Through (CDBG assisted). Journey House residents participate in Project Break Through. The City of Williamsport accepts funding requests from provider agencies of permanent supportive housing, particularly those that address a gap in agreement with the *Continuum of Care*. The City worked with Family Housing Alliance, Transitional Housing for Families - Journey House, and provided CDBG support for utility costs in 2008. Journey House is occupied by formerly homeless or near homeless families. Journey House provides a home, job search, and life skills training for a one-year period to residents. The City has supported applications for emergency shelter grants, PA DCED funds, County Act 137 funds or any other sources for shelter services. Homeless providers receive federal and state funding for their programs.

The Coordinated Services Task Force has identified the need for space for families with children. Family Promise of Lycoming County opened its doors on May 17, 2010 to provide temporary housing for homeless families. Family Promise continues to recruit local congregations to serve as hosts for one week each quarter or to assist another congregation to host. Each congregation will provide space for sleeping and provide meals.

Permanent supportive housing is long-term community based housing with supportive services for a homeless person or family with a disability to enable them to live as independently as possible. There is the need for transitional housing where households can develop a plan to avoid becoming permanently homeless.

The City is combating chronic homelessness by supporting the emergency shelters, transitional housing facilities, and permanent housing facilities described above. Wrap-around social services provided by these and other organizations help to break the cycle of chronic homelessness.

Homeless prevention services are administered by a combination of public and private agencies and include the following:

- Rent Assistance Programs. The Lycoming County United Way administers Housing Assistance Program (HAP) funds available from the Pennsylvania Housing Finance Agency. HAP funds are used to prevent eviction or obtain permanent housing. The United Way also administers Federal Emergency Management Assistance (FEMA) funds, which can be used for rental assistance to prevent eviction. The County Department of Public Assistance administers Emergency Shelter Allowance (ESA) funds from the State. ESA funds are used to prevent eviction and to assist homeless households obtain permanent housing or temporary shelter. Other agencies offering limited assistance with rent to prevent eviction include American Rescue Workers, Shepherd of the Streets Ministry, and STEP Outreach.

- Mortgage Assistance. The Pennsylvania Housing Finance Agency provides funds for foreclosure abatement through its Homeowner's Emergency Mortgage

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Assistance Program (HEMAP). Consumer Credit Counseling Service of Northeastern Pennsylvania and Lycoming – Clinton Community for Community Action administer HEMAP funds in Lycoming County. Both agencies are located in the City of Williamsport.

- Utility Assistance. The County Department of Public Assistance administers the State funded Low Income Energy Assistance Program (LIHEAP), which provides assistance with energy bills. Other agencies offering limited assistance with utilities are United Churches Fuel Bank and STEP Outreach. STEP Outreach also negotiates debt reductions with the utility companies on behalf of its consumers.

The COC outlines two pilot projects that focus on preventing homelessness among the forensic population through training and through the development of specific housing options and linkages. Both projects target individuals coming out of State facilities that are considered most at risk of becoming homeless, including those who have “maxed out” of State Correctional Institutions (SCIs) and Community Correction Centers (CCC’s). The PA Steering Committee on Homelessness will monitor the prerelease pilot, linking people leaving jails with medical assistance, and will undertake activities to prevent homelessness among youth aging out of the foster care system. The Central-Harrisburg RHAB will continue to work with the county jails in the region to develop discharge policies for people leaving the county criminal justice system. The City of Williamsport will consider requests from provider agencies of permanent supportive housing, particularly those that show results oriented projects that address a gap in agreement with the COC. The City of Williamsport will also consider providing certifications of consistency for HUD and other agency fund providers as required, to expand housing choice and assist the homeless make the transition to permanent housing.

The Lycoming Housing Authority has amended its selection guidelines to provide a housing preference to eligible households that have been evicted through City Code Enforcement activities directed against a landlord.

Outreach and Referral

- The County Department of Public Assistance has a full time staff person assigned to the needs of the homeless assisting with applying for benefits such as cash assistance, medical assistance, and food stamps. Access to COMPASS, an online application process for all social service programs through the Pennsylvania Department of Public Welfare, is available at the County Department of Public Assistance. The Department of Public Assistance also makes referrals to Career Link Lycoming for job training. The American Rescue Workers and the Salvation Army act as liaisons to the County Department of Public Welfare.

- The shelters and most agencies in the community have qualified personnel to conduct mental health assessments at intake and make referrals when appropriate.

- Linkage Lycoming provides 24-hour information and referral to service

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providers in the community, linking people in need with the appropriate services to eliminate or alleviate their problem.

- Shepherd of the Streets Ministry offers referrals for mortgage, clothing, food, shelter, bedding, transportation, and hygiene items, in addition to documentation assistance.

Barriers to Affordable Housing 91.220(j)

17. Describe the actions that will take place during the next year to remove barriers to affordable housing.

The most significant barrier to affordable housing in the City of Williamsport is economics. Despite the availability of affordable housing for sale, households in Williamsport are cost burdened. Within the resource constraints, the City of Williamsport is working to alleviate the cost burden and provide housing opportunities for low-income households. Williamsport is seeking to increase the number of homeowners within the City limits by offering housing opportunities for low-income households. Direct housing assistance programs include the rehabilitation of owner occupied single-family housing, rental property rehabilitation, owner/renter-occupied duplex/double rehabilitation, and accessibility rehabilitation.

However, the economic climate and employment opportunities are changing as the natural gas industry continues to grow in Williamsport area. The PA CareerLink® Lycoming County reports that there has been a major increase in the hiring needs of the employers related to the natural gas industry in the last year. The PA CareerLink® Lycoming County has been directly involved in the hiring needs of over 40 employers and currently has more than 50 job orders posted on the website. The majority of the job orders are postings from the support companies such as administrative assistants, laborers, lease operators, and service technicians. The highest demands are from the transportation industry. Individuals who successfully complete the PA CareerLink® pre-industry training component will be selected to take part in the two-week Natural Gas training provided by the Pennsylvania College of Technology. It is expected that employer demand for qualified workers to continue to grow as the natural gas industry expands in the area.

Although complete 2010 Census information is not yet available, 2010 Census information from the Federal Financial Institutions Examination Council indicates that the black population totals 3,873 and the Hispanic population totals 340. Because it is estimated that approximately 33% of these populations are below poverty, it is estimated that approximately 1,390 minority persons will be in need of housing assistance in 2012.

In 2003, the City updated its Fair Housing Analysis to aid in reviewing possible barriers to affordable housing. In 2004, the City adjusted the maximum caps of the programs, ensuring that funds are available to perform the required work. The increases support Williamsport's continued commitment to support decent affordable housing for low-income households.

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The City's Fair Housing Commission meets quarterly. The Fair Housing Commission sponsored a presentation by the PA Human Relations Commission in 2010 and hopes to bring the presentation to the local landlord's association. The Fair Housing Commission has been in contact with the landlord's association regarding the presentation for 2011.

Other Actions 91.220(k)

18. Describe the actions that will take place during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce the number of housing units containing lead-based paint hazards, reduce the number of poverty-level families develop institutional structure, enhance coordination between public and private agencies (see 91.215(a), (b), (i), (j), (k), and (l)).

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

The City has continued to cooperate with various social agencies, low-income housing advocates and affordable housing providers to address the underserved needs of area residents. The Lycoming County United Way has established a Coordinated Services Task Force, which includes approximately 80 agencies in the community. The Williamsport Economic and Community Development department is represented on the Task Force and, through this participation, the service providers have knowledge about the varied services available to meet all on going needs. The Task Force also supports referrals between agencies as members are better informed and aware of each other and their services.

Currently, the City has five organizations that provide shelter for the homeless population: the American Rescue Workers, the YWCA (Wise Options and Liberty House), the YMCA, and New Covenants Community Connections (Journey House), and Family Promise of Lycoming County. Grace Street Shelter opened in 2011.

The Journey House activity, which offers shelter and support to four homeless couples and/or families, is an example of a project that was developed based on the collaboration of the Coordinated Services Task Force. The Journey House program provides additional housing for homeless couples and/or families. The City assisted in funding Liberty House in the past, a bridge housing program that includes life skill education workshops, goal setting and individual counseling in order to promote self-sufficiency.

The focus of the City's funded public service activities is to provide services to low-income families. The staff will continue to increase its interaction with these and other human service providers in an effort to better serve low to moderate-income residents. The City will also continue its rehabilitation program to modify households for handicapped individuals and to coordinate efforts with the Center for Independent Living

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of North Central Pennsylvania, which provides advocacy, training, referral and information, and community awareness for the disabled in Williamsport.

Finding decent affordable housing is a problem for the low income population, much of which is minority households. As mentioned previously, the boom of the Marcellus Shale gas exploration industry in the region has caused rents to increase. There also remains a need for services, including services that support improved economic opportunity and status.

Historically, the City of Williamsport has allocated a substantial amount of its annual CDBG entitlement grant for direct housing assistance. Funds are used to support a comprehensive housing program including rehabilitation of owner-occupied single family housing, rental property rehabilitation, and accessibility rehabilitation. Funds have also been used to assist housing related initiatives, such as housing financial services and budget counseling in support of home owners receiving assistance from the City's Home Buyer Assistance Program.

The City of Williamsport is required to spend its HOME funds on direct housing initiatives. The City has used CDBG entitlement funds to expand the housing stock of affordable housing available to low income renter households. In terms of dollar amounts, these resources comprise a significant commitment to improving the quality of the housing stock and the ability of households to afford housing.

The revised federal lead-based paint regulations (24 CFR 35) have had a significant impact on many activities – rehabilitation, tenant-based rental assistance, and property acquisition – supported by the CDBG program. The increase in costs associated with adhering to these regulations significantly reduces the number of affordable housing units that can be rehabilitated with available funding.

The guidelines for the City's Housing Rehabilitation Program comply with the lead based paint hazards at 24 CFR Part 35. Lead paint abatement is an eligible rehabilitation activity. 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. While there are local contractors who are certified to undertake work involving lead hazard control, the availability of contractors is limited.

In FY 2012, 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
- Owner-Occupied Single-Family Rehabilitation
- Owner/Renter-Occupied Duplex/Double Rehabilitation

Poverty is a function of income, which is related to education, job training and employment.

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The resources that the City of Williamsport has to reduce the number of persons with incomes below the poverty level are limited. Since poverty is based upon income, its effect on housing opportunity and choice is apparent. Conversely, without adequate, stable housing and employment opportunities, alleviating poverty becomes difficult.

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

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

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

The City of Williamsport continues to interact with the various public and non-profit institutions that provide housing and supportive services to low income residents. Although the agencies are independent of one another, they work together to ensure that their programs and services are coordinated and that residents are served. The City of Williamsport has interacted and cooperated with various agencies in the region to meet the housing and supportive needs of area low-income residents. Most of the proposed activities in the 2012 Action Plan involve cooperating and partnering with state agencies, neighborhood groups, or social service organizations.

The Lycoming Housing Authority has actively pursued various programs and incentives to improve housing opportunities for lower income residents. City staff are members of the Coordinated Services Task Force. This organization brings together representatives from various sectors of the community to improve the quality of life through a volunteer collaborative process. City staff are also involved in the planning

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process for the creation of neighborhood organizations.

The City Community Development Director is a member of various task forces that address infrastructure needs and economic development needs. During the 2012 program year, the City intends to continue to cooperate with various agencies in the region to meet the housing and supportive needs of residents.

19. Describe the actions to coordinate its housing strategy with local and regional transportation planning strategies to ensure to the extent practicable that residents of affordable housing have access to public transportation.

River Valley Transit provides public transportation within the City of Williamsport and the region. The City bus routes include stops at all public housing properties operated by the Lycoming County Housing Authority properties and other low income housing projects. Social service agencies, such as STEP, Inc. are also included along the bus routes.

PROGRAM SPECIFIC REQUIREMENTS

CDBG 91.220(I)(1)

1. Identify program income expected to be received during the program year, including:
 - amount expected to be generated by and deposited to revolving loan funds;
 - total amount expected to be received from each new float-funded activity included in this plan; and
 - amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.

Approximately \$1,758.72 is expected to be generated and deposited from revolving loan funds. The City does not have float funded activities.

2. Program income received in the preceding program year that has not been included in a statement or plan.

The City received \$0.00 in program income in 2010 that had not been included in a statement or plan.

3. Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.
Not Applicable
4. Surplus funds from any urban renewal settlement for community development and housing activities.

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5. 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-

6. Income from float-funded activities.

-0-

7. Urgent need activities, only if the jurisdiction certifies.

-0-

8. Estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate income.

The City estimates that a minimum of 70% of CDBG funds will be used for activities that benefit person of low/moderate income. This will occur as an aggregate over years 2011, 2012, and 2013.

HOME 91.220(I)(1)

1. Describe other forms of investment. (See Section 92.205)
If grantee (PJ) plans to use HOME funds for homebuyers, did they state the guidelines of resale or recapture, as required in 92.254.

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 over the required 15% to a certified CHDO. NSP funds are currently being used to support the 2010 CHDO activity.

2. If grantee (PJ) plans to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, state its refinancing guidelines required under 24 CFR 92.206(b).

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 over the required 15% to a certified CHDO. NSP funds are currently being used to support the 2010 CHDO activity.

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3. Resale Provisions -- For homeownership activities, describe its resale or recapture guidelines that ensure the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4).

For FY 2012, the City of Williamsport has budgeted the majority of its HOME funds to the Owner Occupied Single Family Rehabilitation Program and to the Home Buyer Assistance Program. The City will allocate slightly more than the required 15% CHDO set aside. HOME funds will also be used for program administration.

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

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

The regulations at 92.254 (a)(5) give the participating jurisdiction two broad options relative to the treatment of properties that are sold before the period of affordability has expired: Either:

1. The owner that received HOME assistance must sell the home to a low income family that will use the property as their principal residence, or
2. The participating jurisdiction must recapture some or all of the HOME investment that was initially extended to the homebuyer 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.
 - a. 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.
 - b. 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.
 - c. 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.
 - d. HOME funds that are recaptured by the City of Williamsport will be returned to the letter of credit for other HOME eligible activities. HOME Tenant-Based Rental Assistance -- Describe the local market conditions

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that led to the use of a HOME funds for tenant based rental assistance program.

4. HOME Tenant-Based Rental Assistance -- Describe the local market conditions that led to the use of a HOME funds for tenant based rental assistance program.

If the tenant based rental assistance program is targeted to or provides a preference for a special needs group, that group must be identified in the Consolidated Plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by this population.

Not Applicable

5. If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), describe these forms of investment.

Not Applicable

6. Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.

The City does not currently have a project with five or more HOME assisted units; however, if the City undertakes such a project, there are 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
 - a. Affirmative Fair Housing Marketing Plan;
 - b. Tenant Grievance and Appeal Procedure; and
 - c. Tenant Selection Criteria
7. Describe actions taken to establish and oversee a minority outreach program within its

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jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.

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

8. If a jurisdiction intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds, state its financing guidelines required under 24 CFR 92.206(b).

Not Applicable

HOPWA 91.220(1)(3)

1. One year goals for the number of households to be provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family, tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.

OTHER NARRATIVES AND ATTACHMENTS

Include any action plan information that was not covered by a narrative in any other section. If optional tables are not used, provide comparable information that is required by consolidated plan regulations.

Monitoring

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 the 2012 Action Plan will utilize existing monitoring systems and experience in administering federal and state programs and funds.

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

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

The Office of Economic & Community Development monitors all proposed activities to ensure long-term compliance with program requirements. The objectives of this monitoring are to make sure that activities:

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

The Office of Economic & Community Development utilizes project checklists to insure and document program compliance.

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

All subrecipients of CDBG and HOME funds are subject to monitoring. The Office of Economic & Community Development maintains a written policy for the monitoring its subrecipients. Fiscal monitoring will include review and approval of budgets, compliance with executed grant agreements, review of fiscal reports on a monthly basis, and a review of audits on an annual basis. Additional monitoring will occur through on-site monitoring visits. These visits will occur as necessary but will be conducted at least once a year. There are monitoring responsibilities that go beyond the time of completion of various activities. For community development public facilities and housing projects, site visits will be conducted at least every other year to ensure benefit to low-income residents. All sub-recipients must identify the personnel working on the project, keep accurate records and filing systems to document program benefits and compliance, maintain an appropriate financial management system, submit to an audit, and submit a final report at closeout.

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 nonhousing

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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.