Amended July 8th, 2021, to add CV1-3 to the existing action plan

Amended April 3, 2023

Amended June 20, 2024

Amended December 5, 2024

Amended March 27, 2025

AMENDED May 22, 2025

Amended 12/11/2025

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 2019 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 2018 (January 1, 2018 - December 31, 2018).

The CAPER reported the FY 2018 accomplishments in the FY 2018 CAPER. In FY 2018, all funds expended for activities met one of the three national objectives as defined under CDBG and HOME regulations. In FY 2018, 97.72% of the CDBG funds (excluding the Planning and Administration activities) were expended for qualified activities in FY 2018 that benefited low and moderate income persons. The city met the public service and planning/administration expenditure caps in FY 2018.

The city was unable to meet HUD's timeliness goal in 2018. The CDBG timeliness requirement is that a community may have no more than 1.5 times its most recent annual grant remaining in the line of credit 60 days prior to the endo of its program year. The City has developed a Work-out Plan to insure the timely expenditure of CDBG funds by the 60-day timeliness test date of November 1, 2019.

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 2019 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 August 28, 2018.

The city has also worked closely with the "Heart of Williamsport" project. This project, partially funded with a city grant from PA DCNR, involved collecting data from residents on what they feel are the needs of the community. This information has been used to develop a plan for action items that citizens can undertake at the grassroots level.

The City advertised the availability of CDBG funding applications in a display advertisement in the Williamsport Sun-Gazette published on August 7, 2018. 2019 CDBG funding applications and a CDBG funding manual were also 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 conducted a public hearing regarding the 2019 draft Action Plan on November 15, 2018. In addition, the Plan was on display for a 30-day period from October 22, 2018 to November 20, 2018.

On August 22, 2022, a public hearing was held regarding a proposed substantial amendment to the Annual Action Plan. The hearing provided residents, agencies, and organizations with the opportunity to discuss the borough's CDBG and HOME programs, and to provide suggestions for future CDBG/HOME program priorities and activities.

SEDA-COG mailed all the agencies and organizations that were contacted as part of the Five-Year Consolidated Plan and Action Plan consultation process, to let them know that the proposed substantial amendment was on public display. The substantial amendment was released for public comment on August 16, 2022. A copy of the substantial amendment was placed on display at the following locations:

Trade and Transit Center II,
3rd Floor,
144 West Third Street
Williamsport, PA, 17701

City of Williamsport website:
https://www.cityofwilliamsport.org/

SEDA-COG's website:
http://www.sedacog.org/Pages/communitydevelopment.aspx

The comment period was scheduled to end on September 15, 2022. Please refer to the minutes of the public hearing for further comment documentation as well as the public comment summary.

Please note that this substantial amendment was originally published as an update to the 2021 Annual Action Plan. In follow up correspondence with HUD CPD representative, Christine Jones, she determined that the updates to the City of Williamsport's CDBG-CV allocations should have been made to its FFY 2019 Annual Action Plan instead. This determination was made given that the action plan in which the city's CDBG-CV funds were originally allocated, was the FFY 2019 Annual Action Plan. HUD CPD representative, Christine Jones indicated to city staff and Tyler Dombroski of SEDA-COG on an October 13, 2022 Microsoft Teams meeting that because the city had fulfilled its citizen participation obligations of 24 CFR 91 and the city's citizen participation plan concerning the funding reallocations, that the relevant updates could simply be made to the city's FFY 2019 Annual Action Plan instead of initiating a new citizen participation process.

On April 3, 2023, a public hearing was held regarding a proposed substantial amendment to the Annual Action Plan. The hearing provided residents, agencies, and organizations with the opportunity to discuss the borough's CDBG and HOME programs, and to provide suggestions for future CDBG/HOME program priorities and activities.

SEDA-COG mailed all the agencies and organizations that were contacted as part of the Five-Year Consolidated Plan and Action Plan consultation process, to let them know that the proposed substantial amendment was on public display. The substantial amendment was released for public comment on March 29, 2023. A copy of the substantial amendment was placed on display at the following locations:

Trade and Transit Center II,
3rd Floor,
144 West Third Street
Williamsport, PA, 17701

City of Williamsport website:
https://www.cityofwilliamsport.org/

SEDA-COG's website:
http://www.sedacog.org/Pages/communitydevelopment.aspx

The comment period was scheduled to end on April 3, 2023. Please refer to the minutes of the public hearing for further comment documentation as well as the public comment summary. A five-day public comment period was utilized in accordance with the city's citizen participation plan.

On May 31, 2024, a public hearing was held regarding a second proposed substantial amendment to the Annual Action Plan. The hearing provided residents, agencies, and organizations with the opportunity to discuss the city's CDBG and HOME programs, and to provide suggestions for future CDBG/HOME program priorities and activities.

SEDA-COG mailed all the agencies and organizations that were contacted as part of the Five-Year Consolidated Plan and Action Plan consultation process, to let them know that the proposed substantial amendment was on public display. The substantial amendment was released for public comment on May 17, 2024. A copy of the substantial amendment was placed on display at the following locations:

City of Williamsport,
Community Development Office
100 West Third Street, 3rd Floor
Williamsport, PA, 17701

City of Williamsport website:
https://www.cityofwilliamsport.org/

SEDA-COG's website:
https://seda-cog.org/departments/community-development/hud-documentation/

The comment period was scheduled to end on June 16, 2024. Please refer to the minutes of the public hearing for further comment documentation as well as the public comment summary.

On November 21, 2024, a public hearing was held regarding a third proposed substantial amendment to the Annual Action Plan. The hearing provided residents, agencies, and organizations with the opportunity to discuss the city's CDBG and HOME programs, and to provide suggestions for future CDBG/HOME program priorities and activities.

SEDA-COG mailed all the agencies and organizations that were contacted as part of the Five-Year Consolidated Plan and Action Plan consultation process, to let them know that the proposed substantial amendment was on public display. The substantial amendment was released for public comment on November 5, 2024. A copy of the substantial amendment was placed on display at the following locations:

City of Williamsport,
Community Development Office
100 West Third Street, 3rd Floor
Williamsport, PA, 17701

City of Williamsport website:
https://www.cityofwilliamsport.org/

SEDA-COG's website:
https://seda-cog.org/departments/community-development/hud-documentation/

The comment period was scheduled to end on December 5, 2024. Please refer to the minutes of the public hearing for further comment documentation as well as the public comment summary.

On March 13, 2025, a public hearing was held regarding a proposed fourth substantial amendment to the 2019 Annual Action Plan. The hearing provided residents, agencies, and organizations with the opportunity to discuss the community's CDBG program, provide suggestions for future CDBG program priorities and activities, and to comment on the proposed changes to the FFY 2019 Annual Action Plan.

SEDA-COG mailed all the agencies and organizations that were contacted as part of the Five-Year Consolidated Plan and Action Plan consultation process, to let them know that the proposed substantial amendment was on public display. The substantial amendment was released for public comment on February 19, 2025. A copy of the substantial amendment was placed on display at the following locations:

1. City of Williamsport
   Trade and Transit Centre, 3rd Floor
   Williamsport, PA 17701

2. SEDA-COG's website:
   https://seda-cog.org/departments/community-development/hud-documentation/

The comment period was scheduled to end on March 21, 2025. Please refer to the minutes of the public hearing for further comment documentation.

On April 30, 2025, a public hearing was held regarding a proposed fifth substantial amendment to the 2019 Annual Action Plan. The hearing provided residents, agencies, and organizations with the opportunity to discuss the community's CDBG program, provide suggestions for future CDBG program priorities and activities, and to comment on the proposed changes to the FFY 2019 Annual Action Plan.

SEDA-COG mailed all the agencies and organizations that were contacted as part of the Five-Year Consolidated Plan and Action Plan consultation process, to let them know that the proposed substantial amendment was on public display. The substantial amendment was released for public comment on April 16, 2025. A copy of the substantial amendment was placed on display at the following locations:

1. City of Williamsport
   Trade and Transit Centre, 3rd Floor
   Williamsport, PA 17701

2. SEDA-COG's website:
   https://seda-cog.org/departments/community-development/hud-documentation/

The comment period was scheduled to end on May 16, 2025. Please refer to the minutes of the public hearing for further comment documentation.

On November 25, 2025, a public hearing was held regarding a proposed sixth substantial amendment to the 2019 Annual Action Plan. The hearing provided residents, agencies, and organizations with the opportunity to discuss the community's CDBG program, provide suggestions for future CDBG program priorities and activities, and to comment on the proposed changes to the FFY 2019 Annual Action Plan.

SEDA-COG mailed all the agencies and organizations that were contacted as part of the Five-Year Consolidated Plan and Action Plan consultation process, to let them know that the proposed substantial amendment was on public display. The substantial amendment was released for public comment on November 10, 2025. A copy of the substantial amendment was placed on display at the following locations:

1. City of Williamsport
   Trade and Transit Centre, 3rd Floor
   Williamsport, PA 17701

2. SEDA-COG's website:
   https://seda-cog.org/departments/community-development/hud-documentation/

The comment period was scheduled to end on December 10, 2025. Please refer to the minutes of the public hearing for further comment documentation.

5. Summary of public comments

No public comments regarding the 2019 Action Plan were received. No comments were received regarding any Substantial Amendments.

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. No comments were received regarding the Substantial Amendments.

7. Summary

A copy of the 2019 Annual Action Plan was 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 Recipient	August Memmi	City of Williamsport Community Development
CDBG Administrator	August Memmi	City of Williamsport Community Development
CDBG Administrator	Tyler Dombroski	SEDA-COG Community Development
CDBG Administrator	Jamie Shrawder	SEDA-COG Community Development
HOME Administrator	August Memmi	City of Williamsport Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The mission of the Community Development Program at SEDA-COG is to work with local governments and their citizens to improve communities and the lives of community residents through infrastructure and community facility projects. SEDA-COG's Community Development Program offers services to the region's counties, communities, municipal authorities, and locally based organizations.

Success is assisting a community through the planning, development, design, funding, and construction of much needed public infrastructure or community facility projects. In the last 30 years, SEDA-COG's Community Development Program has assisted with nearly 1,000 public infrastructure and community facility projects, resulting in community investments of nearly half a billion dollars.

Consolidated Plan Public Contact Information

August Memmi, Director
Community & Economic Development
City of Williamsport
245 West 4th Street
Williamsport, PA 17701
(570) 327-7513
amemmi@cityofwilliamsport.org

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

1. Introduction

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

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

The city is a member of the Coordinated Task Force. The Coordinated Task Force is represented by over 80 local organizations, including housing providers, governmental agencies and social service agencies. 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 identifies 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 of 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 Economic Development 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 has worked 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. The City consults with Greater Lycoming Habitat for Humanity to plan for the construction of affordable housing.
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**	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.

6	**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 2019 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.
7	**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.
8	**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 and discussed its planned activities and anticipated funding for 2019. The City participated with the Lycoming County Housing Authority in a housing forum sponsored by the local Housing Coalition and participated with LCHA for STEP Inc.'s Community Needs Assessment.
13	**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. The City has met with the Center for Independent Living representatives regarding the housing needs of their clients. The City has been in consultation with CIL for the Roads to Freedom project. The Roads to Freedom Project provides accessible housing for income eligible clients.
14	**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.

15	**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.
16	**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?	The 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.
17	**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.

18	**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.
19	**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.
20	**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.

21	**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.
22	**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.
23	**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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City staff work closely with representatives 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 includes the development of an action strategy to work toward community improvement with continued public engagement.
24	**Agency/Group/Organization**	UPMC Susquehanna
	Agency/Group/Organization Type	Services-Health Major Employer
	What section of the Plan was addressed by Consultation?	Neighborhood Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has 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 UPMC Susquehanna Health facilities. UPMC Susquehanna is also a partner in the development of a plan for the Park Avenue neighborhood.
25	**Agency/Group/Organization**	Firetree Place
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Public Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Firetree Place was consulted regarding its request for 2019 CDBG funding. Through consultation, the City learned about the needs of the Firetree's After School program and the services it provides. This will allow for better coordination during the implementation of the proposed project.
26	**Agency/Group/Organization**	American Rescue Workers
	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?	The City has consulted with the American Rescue Workers regarding the needs of the agency and also participated with the American Rescue Workers in the Housing Coalition Forum and in STEP's Community Needs Assessment. The City is proposing to provide some 2019 CDBG funding for the rehabilitation of the American Rescue Workers building, a homeless shelter for men, which is located at 643 Elmira St.
27	**Agency/Group/Organization**	Williamsport/Lycoming Chamber of Commerce
	Agency/Group/Organization Type	Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Williamsport/Lycoming Chamber of Commerce is an organization made up of business professionals who are dedicated to maintaining a local economy that helps to provide jobs for the local community. The Community Development Director for the City is a member of the Chamber of Commerce Loan Review Committee. The Loan Review Committee reviews business loans and partners with the Executive Director of the Chamber to promote economic development. The City works closely with the Williamsport/ Lycoming Chamber of Commerce on all development projects regardless of whether or not the projects are CDBG funded. The City has also consulted with the Chamber regarding the promotion of the designated Opportunity Zones that are located in the City.

28	**Agency/Group/Organization**	First Community Foundation Partnership
	Agency/Group/Organization Type	Regional organization Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Philanthropic
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	First Community Foundation Partnership of Pennsylvania works to improve the quality of life in north central Pennsylvania through community leadership, the promotion of philanthropy, the strengthening of nonprofit impact and the perpetual stewardship of charitable assets. The City received a grant from FCFP for the Brandon Park Bandshell Project. The City has also consulted with the FCFP regarding the promotion of designated Opportunity Zones that are located in the City.

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

The City of Williamsport does not have agencies that provide fair housing services exclusively; however, the City did consult with the above-referenced agencies that, in addition to providing specific services for clients, may also advocate for fair housing services for their clients.

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.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
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. The City of Williamsport adopted this plan in 2017.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

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

The city conducted a public hearing to solicit input into the preparation of the 2019 Action Plan. The hearing was advertised in the *Williamsport Sun-Gazette*. The public needs hearing was held at City Hall on August 28, 2018. A hearing on the 2019 draft Action Plan was held on November 15, 2018.

The city advertised the availability of funding applications in a display advertisement in the Williamsport Sun-Gazette published on August 7, 2018. 2019 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 2019 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 efforts for the substantial amendments were previously discussed in AP-05.

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	Two public hearings were held. There were no participants at the public hearing.	No comments were received	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-targeted/broad community	The 2019 Action Plan has been reviewed at two public meetings including the City Council Finance Committee meeting and the City Council meeting.	No comments were received.	No comments were not accepted.	
3	Newspaper Ad	Non-targeted/broad community	A brief summary of the 2019 Action Plan was published in the Williamsport Sun-Gazette on October 22, 2018.	No comments were received.	No comments were not accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The national Community Development Block Grant (CDBG) and HOME Investment Partnership programs continue to be principal revenue sources for the city to address the needs of its low to moderate income residents. The City of Williamsport has been notified by HUD that the City's 2019 allocation is $1,011,428 for the CDBG program and $230,968 for the HOME program. In addition, the city is budgeting $42,013.00 of HOME prior year income.

The City stated in its draft 2019 Action Plan that if it received a lesser amount of the estimated CDBG funds, the Street Reconstruction line item would be reduced accordingly, and that if the City received additional CDBG funds beyond what was estimated, additional funds would be allocated to the Street Reconstruction line item. The City also stated in its draft 2019 Action Plan that if the estimated amount of HOME funds is increased, the Owner Occupied Single Family line item would be increased, and if the estimated amount of HOME funds is decreased, the Owner Occupied Single Family line item would 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	1,004,158	0	0	1,004,158	1,004,158	Estimated amount available from 2019

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: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	203,214	42,013	0	245,227	245,227	Estimated amount available from 2019
Other	public - federal	Other	837,901	0	0	837,901	0	CDBG-CV funds to be used to prevent, prepare for, and respond to the Coronavirus.

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), Land and Water Conservation funds (federal) and Pennsylvania Department of Transportation (state). Private funds from developers and/or non-profit organizations also contribute funding to City projects.

The City has committed a total of $250,000 of 2016 and 2017 CDBG funds for renovations at Brandon

Park. An additional amount of $115,000 from the previous year CDBG funds has also been allocated. 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 city has been awarded a grant of $150,000 from the First Community Foundation for renovations to the Brandon Park Bandshell. The City will allocate $110,000 of 2019 CDBG funds to that project. This project is also receiving $20,000 from Lycoming County.

The City is proposing to fund the American Rescue Workers building renovation project in the amount of $30,000. This project is for the restoration of the men's homeless shelter. Other funding sources include $101,000 of funding from Lycoming County and $26,000 of funding from the American Rescue Workers.

The city recently submitted a grant application to DCED for improvements to Memorial Park. If the grant is awarded, the City may allocate CDBG funds to the project.

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

The City has received an inquiry from the Center for Independent Living regarding available HOME funds for the Roads to Freedom project. This project provides 24 income eligible rental units for individuals in need of handicapped accessible housing. This project will not move forward if the Center for Independent Living does not receive affordable housing tax credits.

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 publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City's Redevelopment Authority owns property at Nichols Place and also property located at an area adjacent to the Memorial Homes affordable housing development. Both City-owned properties may be considered for housing in the future, but no action is scheduled to take place in 2019.

Discussion

The chart below illustrates funding reallocations to the FFY 2019 CDBG-CV programs as a component of this FFY 2019 CDBG-CV Substantial Amendment. The Williamsport Economic Sustainability & Recovery Project, the Williamsport Vaccination Awareness Campaign, and the Food Bank Assistance program are all CDBG-CV public service activities. The Williamsport YWCA Facility Renovations was previously

categorized incorrectly as a public service activity and has been corrected in its categorization as a public facility activity.

Activity	Current CDBG-CV Funds	Reallocated CDBG-CV Funds	Remaining CDBG-CV Funds
Public Service Activities	$ 620,321.00	$(620,321.00)	$ -
Microenterprise Activities	$ 50,000.00	$(50,000.00)	$ -
Williamsport Economic Sustainability & Recovery Project	$ -	$ 19,200.00	$ 19,200.00
Williamsport Vaccination Awareness Campaign	$ -	$ 49,985.00	$ 49,985.00
Williamsport YWCA Facility Renovations	$ -	$ 40,823.52	$ 40,823.52
Basketball Courts Resurfacing	$ -	$ 104,862.00	$ 104,862.00
Splash Pad Installation	$ -	$ 480,000.00	$ 480,000.00
Food Bank Assistance	$ -	$ 20,000.00	$ 20,000.00
CDBG-CV administrative costs	$ 167,580.00	$ (44,549.52)	$ 123,030.48
Total	$ 837,901.00	$ -	$ 837,901.00

The chart below illustrates the second funding reallocations to the FFY 2020 CDBG-CV programs as a component of this second FFY 2019 CDBG-CV Substantial Amendment. The funds allocated to the Splash Pad are being reallocated to Newberry Park Improvements. The service area remains the same, but instead of a splash pad, the new improvements may include a soccer field, pickleball courts, a walking path, ADA parking spaces and park-related amenities and may include a restroom facility.

Activity	Current CDBG-CV Funds	Reallocated CDBG-CV Funds	Remaining CDBG-CV Funds
Splash Pad Installation	$ 480,000.00	$ (480,000.00)	$ 0.00
Newberry Park Improvements	$ 0.00	$ 480,000.00	$ 480,000.00

A substantial amendment was done in FFY 2021 AAP to allocate uncommitted funds to the Fire Apparatus Purchase.

The chart below illustrates the reprogramming of the FFY 2019 CDBG program as a component of this third FFY 2019 CDBG Substantial Amendment. The funds allocated to the OOSF Rehabilitation/2019/1033 project are being reallocated to the new purchase of Fire Equipment activity. The fire department is purchasing SCBA units. The city fire department service area is primarily the City of Williamsport and therefore meets the National Objective of Low-to-Moderate Income Area Benefit.

Activity	Current CDBG Funds Allocated	CDBG Funds to be Reallocated	CDBG Funds Used
OOSF Rehabilitation/2019/1033	$47,989	(28,711.72)	$19,277.28
Fire Equipment	$0	$28,711.72	$0

The chart below illustrates the reprogramming of the FFY 2019 CDBG program as a component of this fourth FFY 2019 CDBG Substantial Amendment. The funds expended on the Williamsport Economic Sustainability & Recovery Project must be repaid by the city. These funds will be allocated to the Newberry Park Improvements project.

Activity	Current CDBG Funds Allocated	CDBG Funds to be Reallocated	CDBG Funds Used
Williamsport Economic Sustainability & Recovery Project	$ 19,200.00	$ 19,200.00	Repaid $ 19,200.00
Newberry Park Improvements	480,000	19,200	499,200

The chart below illustrates the reprogramming of the FFY 2019/CV CDBG program as a component of this fifth FFY 2019 CDBG Substantial Amendment. This chart differs from the public hearing notice because the figures for CV Administration Current Budget and Modified Budget were not correctly reflected in the notice. This was discussed at the public hearing.

Activity	Current CDBG Funds Allocated	CDBG Funds to be Reallocated	CDBG Funds Used
Administration	$123,030.48	(88,826.04)	$34,204.44
Basketball Court Resurfacing	$104,862	(9,594.94)	$95,267.06

Newberry Park Improvements	$499,200	$98,205.98	$597,405.98
Lycoming County SPCA	$7,820.16	($7,820.16)	$0.00
Little League Blvd Reconstruction	$0.00	$7,820.16	$7,820.16

The information below illustrates the reprogramming of the FFY 2019 CDBG program as a component of this sixth FFY 2019 CDBG Substantial Amendment. The City paid $192.75 twice for the same expense. These funds must be repaid. The funds are being allocated to the SCBA purchase.

OOSF Rehabilitation/2019/1033:

Current Budget:	$19,277.28
Change:	(192.75)
Revised Budget:	$19,084.53

Fire Equipment:

Current Budget:	$28,711.72
Change:	$192.75
Revised Budget:	$28,904.47

Owner-Occupied Single-Family Rehabilitation

Current Budget:	$25,624.08
Change:	(2,000.00)
Revised Budget:	$23,624.08

Handicapped Accessibility Rehabilitation

Current Budget:	$26,000.00
Change:	(2,000.00)
Revised Budget:	$24,000.00

Newberry Park Improvements

Current Budget:	$617,620.98
Change:	(215.00)
Revised Budget:	$617,405.98

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: $1,477,649.06	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 27030 Persons Assisted
2	Housing Rehabilitation	2015	2019	Affordable Housing		Affordable Housing	CDBG: $23,624.08 HOME: $61,700	Homeowner Housing Rehabilitated: 3 Household Housing Unit
3	Home Ownership	2015	2019	Affordable Housing		Affordable Housing	HOME: $28,771.14	Direct Financial Assistance to Homebuyers: 1 Households Assisted
4	Accessible Housing	2015	2019	Affordable Housing		Affordable Housing	CDBG: $24,000	Homeowner Housing Rehabilitated: 0 Household Housing Unit
5	Blight Elimination	2015	2019	Blight Elimination		Blight Elimination	CDBG: $24,151.45	Buildings Demolished: 1 Buildings Housing Code Enforcement/Foreclosed Property Care: 200 Household Housing Unit
6	Public Services	2015	2019	Public Services		Public Services	CDBG: $77,598.97	Public service activities other than Low/Moderate Income Housing Benefit: 27030 Persons Assisted
7	Construction of new housing	2015	2019	Affordable Housing		Affordable Housing	HOME: $0	Homeowner Housing Added: 0 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Public Facilities and Infrastructure
	Goal Description	Public Facilities and Infrastructure projects include street reconstruction and related improvements, sidewalk improvements and removal of architectural barriers, park and recreational facility improvements, purchase of fire equipment, flood pump station improvements, improvement of water and sewer infrastructure.
2	**Goal Name**	Housing Rehabilitation
	Goal Description	This project assists income eligible households to make code, safety, and other needed repairs to their homes.
3	**Goal Name**	Home Ownership
	Goal Description	The City offers a gap financing program to help eligible households purchase a single-family home in the City. The City offers up to 20% of the home purchase price as a deferred repayment, 0% interest loan. Applicants must meet federal household income limits. The City will also assist with home ownership activities working with one of its two CHDO's.
4	**Goal Name**	Accessible Housing
	Goal Description	This program offers grants of up to $5,000 for accessibility improvements to residential properties occupied by income eligible persons with disabling conditions.
5	**Goal Name**	Blight Elimination
	Goal Description	Blight elimination activities include codes related demolition, codes enforcement activities and blight elimination on a spot and area basis.

6	**Goal Name**	Public Services
	Goal Description	Public service activities include supporting basic social services for low- and moderate-income persons and households.
7	**Goal Name**	Construction of new housing
	Goal Description	The construction of new housing activity includes the construction of both five homeowner units and two rental units for low to moderate income households.
8	**Goal Name**	Administration
	Goal Description	The goal is to administer the CDBG and HOME programs according to HUD regulations

Projects

AP-35 Projects – 91.220(d)

Introduction

The City is using 2019 CDBG funds to address the following public facilities needs throughout the City:

- Reconstruction of streets located in low/moderate income areas.
- Removal of Architectural Barriers activity
- Improvements to the Brandon Park Bandshell. The Brandon Park Bandshell is located in a low to moderate income service area.
- Renovation of the American Rescue Workers facility. The American Rescue Worker's facility houses a men's homeless shelter. Work includes structural renovations and painting.
- Handicapped accessible modifications to portions of the interior of the Williamsport City Hall building.
- The purchase of fire equipment.
- Fire Apparatus Purchase

The City is funding two public service activities in 2019. The SPCA Pet Spay/Neuter program will address the health and safety issues involved with stray animals. The Firetree After School Program will provide educational activities for at-risk youth.

The City will continue its housing rehabilitation programs in 2019 including the CDBG/HOME funded Owner-Occupied Single-Family Rehabilitation program. The CDBG funds will be used to address emergency housing situations. CDBG funds will also be used for the Handicapped Accessibility Rehabilitation Program. The HOME CHDO activity will be for the construction of new housing. Any HOME Homebuyer activities will use prior year funding that has already been allocated for this activity. 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.

The Basketball Court Resurfacing and Splash Pad Installation activity's matrix codes will be 03G. The Basketball Court Resurfacing at Young Woods Park will service block group number 420810006001, which has a low to moderate income percentage of 52.44%. The Splash Pad Installation at Newberry Park will service block group number 420810009002, which has a low to moderate income percentage of 63.97%. Both facilities are in need of improvements to address their neighborhood's recreation needs. Outdoor recreation has been an encouraged means to practice social distancing since the onset of the COVID-19 pandemic.

The Food Bank activity's matrix code will be 05W. The Food Bank activity meets the LMA national objective based on a service area conterminous with the City's municipal limits. According to the 2011-2015 LMISD, the City has a 55.4% low- to moderate-income population. LMI residents have relied more heavily on the City's food banks given the negative economic implications associated with the COVID-19 pandemic.

The Williamsport Vaccination Awareness Campaign is a public service activity that prevents, prepares for, and responds to coronavirus. Due to the contagious nature of the COVID-19 virus, many public

services had to reduce the number of people being served, impacting the population as a whole including the more vulnerable populations that are typically Low-to-Moderate Income households. Information distributed had either been reported incorrectly or not enough information had been provided. This has led to hesitancy related to vaccination distribution.

In a confusing landscape, partnerships between cities and health agencies are vital to provide accurate information, to expand access points for vaccine administration, and to build public confidence through education. Through this public service education and awareness project, River Valley Health and Dental, a non-profit health agency, has developed an education campaign targeting the underserved residents most at risk of COVID-19 infection and who have demonstrated the greatest hesitancy in seeking to be vaccinated. multiple projects and resolutions have been developed to not only recover from COVID-19 but will also make the community as a whole more resilient to future pandemics. A targeted campaign to educate people who have not yet been vaccinated can help us reopen our community safely and fully. While still advocating for mitigation and containment, vaccination is the focus of the campaign. 3,064 residents benefited from this LMA activity.

The Williamsport Economic Sustainability & Recovery Project is a public service activity that prevents, prepares for, and responds to coronavirus. Due to the contagious nature of the COVID-19 virus, many businesses and public services had to reduce the number of people being served impacting the population as a whole including the more vulnerable populations that are typically Low-to-Moderate Income households. The functionality and efficiencies of businesses, government, and public services had dramatically reduced impacting these populations. These funds are being repaid by the city and will be expended on the Newberry Park Improvements project.

Through this project, multiple projects and resolutions have been developed to not only recover from COVID-19 but will also make the community as a whole more resilient to future pandemics. This multi-phase project will first focus on project design and development based on functionality and efficiencies of all community sectors during COVID-19. The second will be project implementation and construction based on phase one. Again, this project will correct any inefficiencies and will result in the community as a whole, including vulnerable and LMI populations, to be more resilient to future pandemics and disasters. This is an LMA project.

The Williamsport YWCA Facility Renovations Project is a public facility activity that prevents, prepares for, and responds to coronavirus. Unfortunately, domestic/intimate partner violence and child abuse rates have increased as at home could be as dangerous as being in the public due to the increased social isolation. These conditions have stimulated violence in homes where mistreatment and violence has been an ongoing problem (SAMHSA, 2020). In March 2021, US police departments reported an increase in domestic violence calls as high as 27% since quarantine and stay at home orders were implemented (American Family Physician, 2021). In 2020, YWCA saw domestic violence nearly triple in stats.

The YWCA programs are effective at promoting a sense of safety, community, and restoration in the lives of many Williamsport residents. COVID-19 brought new challenges to YWCA. In an effort to combat COVID-19, social distancing is a main form of practice within the YWCA. Currently, they are pursuing redesigning a kitchen to meet social distancing standards as multiple families use the same cooking space. In addition, recreation encourages parents to build and strengthen their bonds with their children, surviving together through a previous traumatic experience. Getting outdoors has been proven to provide mental, physical and social health benefits during COVID-19. YWCA would like to finalize their

outdoor play area for children who are receiving their services. This is an LMC project.

The Splash Pad at Newberry Park is being eliminated from the project list due to unforeseen difficulties in staffing and accommodation for such an improvement. The new project, Newberry Park Improvements, has the same service area, block group number 420810009002, which has a low to moderate income percentage of 63.97%, but will provide more benefits to more of the residents of that service area. Improvements may include a soccer field, pickleball courts, a walking path, ADA parking spaces and park-related amenities and may include a restroom facility. The facilities are in need of improvements to address the neighborhood's recreation needs. Outdoor recreation has been an encouraged means to practice social distancing since the onset of the COVID-19 pandemic. Activity matrix codes will be 03G.

Funds repaid by the city for the SPCA project found to be ineligible by HUD are being reprogrammed to Little League Blvd Reconstruction.

LITTLE LEAGUE BLVD RECONSTRUCTION: The city has decided to concentrate **s**treet reconstruction efforts on Little League Blvd, includes curbing, sidewalks, landscaping, street rehabilitation, and drainage improvements. Streets throughout the City are deteriorated due to use and limited general funds to finance street reconstruction. This can include lack of proper crowning, deteriorated subbase, inadequate curbing, and improper drainage. Through ongoing street inspections conducted by the City of Williamsport, it has been determined that the best investment of funds is the reconstruction of Little League Blvd. Little League Blvd is city-wide LMI benefit as this street is used to access commercial and industrial areas of the city.

Projects

#	Project Name
1	Street Reconstruction
2	Removal of Architectural Barriers
3	Brandon Park Bandshell Restoration
4	American Rescue Workers/Saving Grace
5	City Hall Accessibility Improvements
6	Lycoming County SPCA Spay/Neuter Program
7	Firetree Place After School Program
8	Owner-Occupied Single-Family Rehabilitation
9	Handicapped Accessibility Rehabilitation
10	Community Housing Development Organization (CHDO)
11	Codes Enforcement
12	Codes Related Blight Elimination
13	General Program Administration
14	Williamsport Vaccination Awareness Campaign
15	Williamsport Economic Sustainability & Recovery Project

#	Project Name
16	CV - Administration
17	Basketball Courts Resurfacing
18	Splash Pad Installation - ABANDONED
19	Food Bank Assistance
20	Williamsport YWCA Facility Renovations
21.	Newberry Park Improvements
22.	Purchase of Fire Equipment
23.	Little League Blvd Reconstruction

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.

Activities such as street reconstruction, removal of architectural barriers, the ADA improvements to City Hall, renovations to the ARW homeless shelter and the Brandon Park Bandshell improvements are based on a need to upgrade these public facilities.

Some activities such as housing rehabilitation, the SPCA public service activity, the Codes Related Blight Elimination activity, the Codes Enforcement activity, Fire Apparatus Purchase and the purchase of Fire Equipment address health and safety issues. Also, the city has an aging housing stock and the housing activities benefit low income persons and families who cannot afford to make needed repairs to their homes.

The Firetree Place After School Program focuses on positive activities for at-risk youth. Firetree Place is a community center that is located in Census Tract 4, Block Group 3, where 77% of the residents are low to moderate income.

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.

A substantial amendment was done in the FFY 2021 AAP to allocate uncommitted funds to the Fire Apparatus Purchase.

The OOSF Rehabilitation/2019/1033 is complete with CDBG funds remaining. These remaining funds are being reprogrammed into the new purchase of Fire Equipment project. The city's fire department is purchasing SCBA units for use by the firefighters during emergency response for the primary service area of the City of Williamsport. Self-Contained Breathing Apparatus (SCBA) are essential for fire departments for several reasons: 1. Respiratory Protection: SCBAs provide firefighters with clean, breathable air in hazardous environments filled with smoke, toxic gases, and low oxygen levels. This is critical for their

safety and survival during firefighting operations. 2. Enhanced Safety: The replacement of older air-paks ensures that firefighters are equipped with the latest safety technology. Older equipment may have diminished reliability and performance, increasing the risk of equipment failure in critical situations. 3. Regulatory Compliance: Fire departments must adhere to safety regulations and standards set by organizations such as the Occupational Safety and Health Administration (OSHA). New SCBAs help maintain compliance with these standards, protecting both firefighters and the community. 4. Improved Functionality: Modern SCBAs often come with advanced features, such as better visibility, communication systems, and ergonomic designs, improving overall operational effectiveness and comfort for firefighters. 5. Increased Confidence: Providing reliable and up-to-date breathing apparatus instills greater confidence in firefighters, allowing them to focus on their tasks without worrying about the integrity of their equipment. Replacing older air-paks with new SCBAs not only enhances safety and compliance but also ensures that firefighters are prepared to respond effectively to emergencies.

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: $306,088.35
	Description	This project is for street reconstruction and streetscape work. Work will include curbing, sidewalks, landscaping, and drainage improvements.
	Target Date	12/31/20
	Estimate the number and type of families that will benefit from the proposed activities	10,380 residents
	Location Description	Various locations throughout city
	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: $77,316.89
	Description	This activity is for the construction of handicapped accessible curb ramps at various intersections throughout the City.
	Target Date	12/31/20
	Estimate the number and type of families that will benefit from the proposed activities	2,292 residents
	Location Description	Various locations throughout city

	Planned Activities	Planned activities will take place in conjunction with the Street Reconstruction activity, but the removal of the architectural barriers will take place city-wide.
3	**Project Name**	Brandon Park Bandshell Restoration
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $120,000
	Description	The Brandon Park Bandshell Restoration project includes structural repairs to the dome, outside brick and flooring and handicapped accessibility improvements.
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	One public facility
	Location Description	Brandon Park
	Planned Activities	Planned activities include structural renovations and handicapped accessibility improvements to the Brandon Park Bandshell.
4	**Project Name**	American Rescue Workers/Saving Grace
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $31,627.17
	Description	This project is for the installation of a security system at the Saving Grace Shelter.
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	One public facility
	Location Description	American Rescue Workers facility

	Planned Activities	Planned activities include priming and painting the exterior of the building and addressing the masonry gaps and cracks through the repointing of the brick.
5	**Project Name**	City Hall Accessibility Improvements
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $0
	Description	Handicapped accessible improvements will be made to the interior of Williamsport City Hall.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	2,292 residents
	Location Description	City Hall
	Planned Activities	Planned activities include ADA compliance to the current fire alarm system including the lowering of all pull station to meet ADA compliance, adding emergency signage in brail, adding flashing alarms for the hearing impaired and lowering all fire extinguishers to meet requirements.
6	**Project Name**	Lycoming County SPCA Spay/Neuter Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $0
	Description	The Lycoming County SPCA will award a voucher toward a neuter or spay for the pets of low-income residents.
	Target Date	12/31/21
	Estimate the number and type of families that will benefit from the proposed activities	26,410 residents
	Location Description	City wide

	Planned Activities	Planned activities include providing low to moderate income pet owners with a voucher to spay/neuter their pets and offering discounted microchips for low-income pet owners.
7	**Project Name**	Firetree Place After School Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $7,398.97
	Description	Firetree Place provides an After School program for at risk youth who are children from low to moderate income families.
	Target Date	12/31/22
	Estimate the number and type of families that will benefit from the proposed activities	Fifty residents
	Location Description	Firetree Place
	Planned Activities	Planned activities include recreation, homework supervision and guidance, positive peer and counselor mentoring, educational and enrichment activities, music, dance, sewing, cooking and health and wellness.
8	**Project Name**	Owner-Occupied Single-Family Rehabilitation
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing
	Funding	CDBG: $23,624.08 HOME: $194,424
	Description	This project is for the rehabilitation of owner-occupied single-family homes to a minimum code standard.
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	Three households
	Location Description	City residencies

	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 are used for emergency repair cases.
9	**Project Name**	Handicapped Accessibility Rehabilitation
	Target Area	
	Goals Supported	Accessible Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: $24,000
	Description	Accessibility improvements will be made to properties owned by income eligible residents.
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	Two households
	Location Description	City residencies
	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 installation of railings, ramps, door way adjustments and bathroom modifications.
10	**Project Name**	Community Housing Development Organization (CHDO)
	Target Area	
	Goals Supported	Construction of new housing
	Needs Addressed	Affordable Housing
	Funding	HOME: $30,482
	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	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	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.
11	**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 revitalization efforts.
	Target Date	12/31/20
	Estimate the number and type of families that will benefit from the proposed activities	Two hundred residencies
	Location Description	City wide
	Planned Activities	Code enforcement activities include inspections, complaint investigations, rechecks and enforcement activities that are conducted in the code enforcement areas.
12	**Project Name**	Codes Related Blight Elimination
	Target Area	
	Goals Supported	Blight Elimination
	Needs Addressed	Blight Elimination
	Funding	CDBG: $4,151.45
	Description	This project is for the demolition of properties that the Codes department has determined are health and safety hazards.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	One demolition
	Location Description	City wide
	Planned Activities	The planned activity is demolition of a blighted property that is determined to be a safety hazard.
13	**Project Name**	General Program Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: $200,831 HOME: $20,321
	Description	This activity is for the administration of the CDBG and HOME programs.
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	26,410 residents
	Location Description	City-wide
	Planned Activities	This activity is for the administration of the CDBG and HOME programs.
14	**Project Name**	Williamsport Vaccination Awareness Campaign
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG-CV: $49,985
	Description	The City is proposing to allocate funding for public service activities to be used to prevent, prepare for, and respond to the coronavirus.
	Target Date	12/31/2028

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that the activities will benefit 26,410 persons.
	Location Description	The activities will take place city-wide.
	Planned Activities	Planned activities include providing assistance to local social service agencies to prevent, prepare for and respond to the coronavirus. All activities must be CDBG eligible and must not be a duplication of benefits.
15	**Project Name**	Williamsport Economic Sustainability & Recovery Project
	Target Area	
	Goals Supported	Public Service
	Needs Addressed	Public Service
	Funding	CDBG-CV: $0.00
	Description	Public service economic development activity to respond to coronavirus.
	Target Date	12/31/2028
	Estimate the number and type of families that will benefit from the proposed activities	This is not applicable.
	Location Description	Activities will take place city-wide.
	Planned Activities	Public service economic development activity to respond to coronavirus.
16	**Project Name**	CV - Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG-CV: $14,204.44
	Description	This project is for the administration of CDBG-CV activities.
	Target Date	12/31/2026

	Estimate the number and type of families that will benefit from the proposed activities	26,410 residents
	Location Description	Activities will take place at 245 West Fourth St., Williamsport, PA 17701.
	Planned Activities	This activity is for the administration of CDBG-CV activities.
17	**Project Name**	Basketball Courts Resurfacing
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $95,267.06
	Description	This project involves resurfacing a basketball court
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	1,230 residents
	Location Description	Block group number 420810006001
	Planned Activities	This project involves resurfacing a basketball court
18	**Project Name**	Splash Pad Installation
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $0
	Description	Installation of a splash pad at Newberry Park
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	1,485 residents
	Location Description	Block group number 420810009002
	Planned Activities	Installation of a splash pad at Newberry Park

19	**Project Name**	Food Bank Assistance
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $20,215
	Description	LMI residents have relied more heavily on the City's food banks given the negative economic implications associated with the COVID-19 pandemic.
	Target Date	12/31/23
	Estimate the number and type of families that will benefit from the proposed activities	26,410 residents
	Location Description	City-wide
	Planned Activities	LMI residents have relied more heavily on the City's food banks given the negative economic implications associated with the COVID-19 pandemic.

20	**Project Name**	Williamsport YWCA Facility Renovations
	Target Area	City-wide
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $40,823.52
	Description	Outdoor play area improvements at the city's domestic violence shelter.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	1,500 persons based on YWCA clientele data
	Location Description	815 W 4th St, Williamsport, PA 17701
	Planned Activities	Outdoor play area improvements at the city's domestic violence shelter.
21	**Project Name**	Newberry Park Improvements
	Target Area	Block group number 420810009002
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $617,405.98
	Description	Improvements may include soccer field, pickleball courts, walking path, ADA accessible parking, other related appurtenance and may include a restroom facility.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1,485 residents
	Location Description	Block group number 420810009002
	Planned Activities	Improvements may include soccer field, pickleball courts, walking path, ADA accessible parking, other related appurtenance and restroom facility.

22	**Project Name**	Purchase of Fire Equipment
	Target Area	City-Wide
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $28,904.47
	Description	Purchase of fire equipment
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	26,410 Residents
	Location Description	City-wide
	Planned Activities	Purchase of Self-Contained Breathing Apparatus (SCBA) units for use by firefighters during emergency response.
23	Project Name	Fire Apparatus Purchase
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: $148,395.46
	Description	This activity is for the purchase of fire equipment.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City-wide
	Planned Activities	This activity is for the purchase of fire equipment.
24	Project Name	Little League Blvd Reconstruction
	Target Area	
	Goals Supported	Public Facilities and Infrastructure

	Needs Addressed	Public Facilities
	Funding	CDBG: $11,820.16
	Description	Reconstruction of Little League Blvd.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	The street reconstruction project has a City-wide benefit; the city has 55.48% LMI.
	Location Description	City-wide
	Planned Activities	The matrix code is 03K, Street Improvements.

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. Several Street Reconstruction activities will take place in Census Tract 4. Renovations to the American Rescue Worker's Homeless Shelter will also take place in Census Tract 4. The Firetree Place After-School Program for at-risk children 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.

Geographic Distribution

Target Area	Percentage of Funds
City of Williamsport	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

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. Many 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 aged 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	7
Special-Needs	0
Total	7

Table 9 - 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	1
Total	7

Table 10 - 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 2019. The City program offers grants and low interest loans for repairs to owner-occupied single-family homes to income eligible homeowners.

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 one homebuyer cases in 2019. 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.

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 City has completed improvements to eight rental properties in the Brodart area neighborhood.

AP-60 Public Housing – 91.220(h)

Introduction

The Lycoming County Housing Authority (LCHA) provides 468 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 3,423. LCHA turns over an average of 150 units per year and the average length of time on the waiting list is 3.68 years. Elderly, one-bedroom applicants spend the longest time on the waiting list as this population continues to grow in numbers.

The number of persons on the Section 8 waiting list is 3,330. The average length of time on the Section 8 waiting list is 5.5 years.

LCHA reports that there has been a decline in rental prices throughout Lycoming County and Section 8 participants are able to find suitable housing in less time. 42% of families are able to secure housing within 30-60 days as compared to 29% of families in 2017. Additionally, 98% of families with a voucher were able to find housing in Lycoming County.

LCHA reports that the current wait lists are artificially inflated based on a website that was launched announcing the opening of public housing/Section 8 waiting lists across the nation. LCHA saw a 76% increase in applicants from 2013 to 2016 and believe that the increase is a result of the website. Of the combined 6,723 applicants on the waiting list, 1,267 reside in Lycoming County. Lycoming County residents receive a preference for admission. There has been a 12% decrease in the number of applicants on both waiting lists. This is most likely the result of the Section 8 waiting list being closed and a decrease in the number of people on the list due to the issuance of vouchers. LCHA reports 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

LCHA estimates that in 2019 it will receive $1,220,924 for its Operating Fund grant, $807,094 in its Capital Fund grant, $2,944,575 in its Section 8 Funding grant and $1,306,205 in rental income. All City of Williamsport public housing unit complexes will receive rehabilitation work to upgrade the facilities.

In addition, LCHA is undertaking the following actions in 2019:

- Partnering with the Roads to Freedom Center of Independent Living to provide 24 project based Section 8 Vouchers in a new construction housing project for those with special needs.
- Making two units available to house police officers in the Penn Vale and Michael Ross

developments as part of an ongoing commitment to safety.

- Adding a parcel of land adjacent to the Peter Herdic High Rise to the Declaration of Trust for the AMP 2 development.

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

LCHA has a Resident Advisory Board that offers insight and feedback on its Annual and Five-Year Plans. The Board reviews the capital fund plan as well as any programmatic changes, development plans or disposition plans. They play a vital role in decisions made by the Authority.

LCHA posts employment opportunities on its website and in its quarterly newsletter that is distributed to all public housing residents and at each job site.

LCHA posts all changes to the administrative plans and policies at all development sites and welcomes resident comments and feedback.

LCHA has an active Section 32 Homeownership program with 5 participants in the program. These families are actually residing in the home they wish to purchase while they are working on a plan to repair their credit, save for a down-payment and receive homeownership counseling.

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

LCHA reports that with the addition of tax credit housing that has been added in recent years low income families and seniors have more affordable actions than in previous years. LCHA believes it is meeting the current need.

The city is not anticipating funding any public housing resident participation activities or any activities to address the needs of public housing in FY 2019.

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 administered a $485,000 grant from the Pennsylvania Housing Finance Agency (PHARE) for the 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 included case management services and rental assistance. Lycoming County partnered with STEP, Inc., an organization with proven experience in housing programs and services to serve as the "Lead Agency".

In addition, Lycoming County has secured $300,000 of PHARE funds for a Master Leasing Program. Administered by Transitional Living Centers, Inc. (TLC), located in the City of Williamsport, the program is designed to help people without housing or persons at risk of homelessness. TLC leases units from area landlords to make housing available for people who need it.

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 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 2018 Point-In-Time survey, conducted on January 24, 2018, found 5 individuals who were unsheltered in Lycoming County.

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.

The Point-In-Time survey conducted for Lycoming County over the period of one night on January 24, 2018, found that there were 34 persons in emergency shelter and 88 persons in transitional shelter.

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.

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.

In 2019, the city will continue to support emergency shelter and transitional housing services through local nonprofit organizations and social service agencies by working closely with the Coordinated Task Force.

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

The transitional housing agencies mentioned above offer supportive services and case management to assist homeless persons and families to make the transition to permanent housing and independent living.

A new program at the YWCA, Housing Location Services, is designed to help qualified individuals connect with landlords who are willing to work with them to obtain housing. Through state DCED funding, the program offers assistance to individuals who may have a difficult time finding housing due to poor credit or rental history.

Lycoming County has secured a $300,000 grant from PHFA for a Master Leasing Program, which is designed to help people without housing. Under "master leasing", a nonprofit or public agency leases multiple units of housing from a landlord and subleases the units to low income tenants. By assuming the tenancy burden, this lead agency facilitates housing clients who may not be able to secure or maintain a lease on their own. Transitional Living Centers, Inc., as the lead agency, leases units from local landlords and subleases them to program clients for up to 12 months, paying security deposits and some utilities. Over the course of the program, participants have weekly contact with case managers to learn life skills that include budgeting. In order to be considered, applicants must live in Lycoming County and have a household income of 50% or less of the area median income.

In 2019, the city will continue to support services to assist homeless persons and families make the transition to permanent housing and independent living. The city will assist Lycoming County with any

funding applications to PHFA for additional PHARE funding for the Master Leasing Program.

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 assisted 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.

As mentioned above, Lycoming County's Master Leasing Program is offers assistance to help persons who have difficulty leasing a decent rental unit. The goal of the program is to help hard to place persons gain housing stability, such as those re-entering from prisons and other institutions, persons with serious mental illness, and at risk homeless individuals and families.

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 for 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 services and non-profit organizations.

The City is providing $35,000 of 2019 CDBG funds to the American Rescue Workers to assist in renovations to the Men's Homeless Shelter.

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 has also received 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.

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. The Lycoming County United Way has established a 211 human services hotline to serve as a free confidential source to help connect people with the resources that they need.

Using the HUD recommended Fair Housing Planning Guide, the City is working to identify fair housing issues and to develop goals to address them. In preparation for the City's 2020 - 2024 upcoming five-year Consolidated Plan, the city has engaged a consultant to assist in updating the City's Fair Housing Plan. Public outreach with housing providers and other stakeholders will begin in the summer of 2019. It is anticipated that the Fair Housing Plan will be completed no later than April 2020.

The analysis of impediments and recommended actions identified in the current Fair Housing 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 Brodart Neighborhood Improvement program continues to provide interior and exterior health and safety home improvements to existing homes in the Brodart neighborhood. The City is currently using PHARE funds to continue the Rental Rehabilitation program in the Brodart neighborhood. 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 makes needed improvements to those properties that are affordable to households at 50% of the Area Median Income. The City was also awarded $225,000 in PHARE funds to rehabilitate identified historic homes in the City. In accordance with the PHARE program guidelines, the percentage of the participants in this program must be at 50% or below the area median income.

The City recently submitted a grant application to Lycoming County in the amount of $200,000 to expand the PHARE funded Rental Rehabilitation Program into the Park Avenue neighborhood. This neighborhood is low income and has 74% residential rental units. If funded, this project will be an early implementation of the recently completed Park Ave. Revitalization Plan.

CDBG and HOME funds are used to support the City's comprehensive housing programs including rehabilitation of owner-occupied single-family housing, accessibility rehabilitation and construction of new housing by one of the City's two certified CHDO's.

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 2019, 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.

A City staff member is a certified Lead Risk Assessor who has recently been recertified. Having a certified Lead Risk Assessor on City staff ensures that the proper procedures to reduce lead-based paint hazards

will be followed.

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 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 recently completed the Park Ave. Plan to determine how the area should be developed for the future. Other funding sources for the project include River Valley Transit and UPMC Susquehanna. The development of the master plan included 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 completed its update of the Greater Williamsport Multi-Municipal 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 2019 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 ensure 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 of 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 of 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, housing needs and economic development needs. During the 2019 program year, the city intends to continue to cooperate with various agencies in the region to meet the housing and supportive needs of residents.

Discussion:

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

Most of the proposed activities in the 2019 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(l)(1,2,4)

Introduction:

In preparation for the 2018 CAPER, the city recently closed out prior year CDBG activities.

Funds were reallocated to additional Street Reconstruction activities and to the Brandon Park Rehabilitation Project.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(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	8,858
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:	**8,858**

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.	98.75%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(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 in 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 loans 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:

   See attached City of Williamsport HOME Investment Partnerships Program Resale/Recapture Policy for Homeownership Activities.

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

   See attached City of Williamsport HOME Investment Partnerships Program Resale/Recapture Policy for Homeownership Activities.

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

   Not Applicable

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 receive 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.