

FFY 2018

CAPER for:

Community Development Block Grant

Submitted to:

**U.S. Department of
Housing and Urban Development**



Submitted by:

**Berwick Borough, Columbia County
December 28, 2019**

Prepared by:
**SEDA-Council of Governments
Community Development Program
201 Furnace Road
Lewisburg PA 17837
(570) 524-4491**

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Highlighted in the FFY 2016-FFY 2020 Consolidated Plan and FFY 2018 Annual Action Plan, the following items were noted as either low or high priority areas:

Housing Priority - (Low Priority)

There is a need to improve the quality of the housing stock in Berwick, and to increase the supply of affordable, decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers.

- **HS-1 Housing Rehabilitation** - Continue to rehabilitate the existing owner and renter occupied housing stock in Berwick, including handicap accessibility modifications.
- **HS-2 Housing Construction/Rehabilitation** - Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in both communities through new construction and rehabilitation of vacant units.
- **HS-3 Fair Housing** - Affirmatively further Fair Housing by promoting Fair Housing choices through monitoring, education, and outreach.
- **HS-4 Homeownership** - Assist LMI households in an effort to become homeowners and also provide counseling.

Homeless Priority - (Low Priority)

There is a need for housing and services for homeless persons and persons at-risk of becoming homeless as well as public education.

- **HO-1 Housing** - Support the efforts of local agencies that provide emergency shelter, transitional housing, and permanent supportive housing.
- **HO-2 Education** - Support the efforts of local agencies educational efforts that are designed to increase awareness regarding local homelessness and change public perceptions.

Other Special Needs Priority - (Low Priority)

There is a need for services and facilities for the youth, elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with special needs.

- **SN-1 Transportation** – Support efforts to further develop public transportation access.
- **SN-2 Social Services** - Support social service programs and facilities for the youth, elderly, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, and persons with other special needs.

Community Development Priority - (High Priority)

There is a need to improve the public and community facilities, infrastructure, public services, code enforcement, public safety, clearance, and the quality of life in the Borough of Berwick.

- **CD-1 Community Facilities** - Improve the parks, recreational centers, trails, bikeways, and public and community facilities through rehabilitation, new construction and handicap accessibility improvements.
- **CD-2 Infrastructure** - Improve infrastructure through rehabilitation, reconstruction, and new construction of streets, sidewalks, ADA curb cut ramps, sewer, water, stormwater management, flood protection, bridges, green infrastructure, etc.
- **CD-3 Code Enforcement** - Undertake code enforcement activities to maintain the existing housing stock.
- **CD-4 Public Safety** - Improvement of crime prevention and/or the ability to respond to emergency situations.
- **CD-5 Clearance** - Remove and eliminate slum and blighting conditions.

Economic Development Priority - (Low Priority)

There is a need to increase employment, self-sufficiency, education, job training, technical assistance, and economic empowerment of the residents of the Borough of Berwick.

- **ED-1 Employment** - Undertake efforts to support SEDA-Council of Governments' (SEDA-COG) 5 Year Comprehensive Economic Development Strategy (CEDS) where applicable.
- **ED-2 Community Revitalization** - Plan and promote the development and redevelopment of downtown districts, vacant commercial and industrial sites, and facilities.

Administration, Planning, and Management Priority - (High Priority)

There is a continuing need for planning, administration, management, and oversight of Federal, state, and local funded programs.

- **AM-1 Overall Coordination** - Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, Fair Housing, and compliance with all Federal, state, and local laws and regulations.

This Consolidated Annual Plan Performance and Evaluation Report will discuss the aspects of these various goals in greater detail throughout this document.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal Name	Category	Outcome				
AM-1 Overall Coordination	Administration, Planning, and Management	Indicator: Other	Expected: 1	Actual: 0	Unit of Measure: Other	Percent Complete: 0%
CD-2 Infrastructure	Non-Housing Community Development	Indicator: Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Expected 10477	Actual: 0	Unit of Measure: Persons Assisted	Percent Complete: 0%
CD-5 Clearance	Non-Housing Community Development	Indicator: Buildings Demolished	Expected 3	Actual: 0	Unit of Measure: Persons Assisted	Percent Complete: 0%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AM-1 - Overall Coordination	Administration, Planning & Management	CDBG: \$212,965 / CDBG - Town of Bloomsburg: \$	Other	Other	10	0	0%	1	0	0%
CD-1 - Community Facilities	Non-Housing Community Development	CDBG: \$ / CDBG - Town of Bloomsburg: \$165,873	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0%	0	0	0%
CD-2 - Infrastructure	Non-Housing Community Development	CDBG: \$750,000 / CDBG - Town of Bloomsburg: \$600,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10477	0	0%	10477	0	0%
CD-3 - Code Enforcement	Non-Housing Community Development	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Housing Code Enforcement/Fo reclosed Property Care	Household Housing Unit	0	0	0	0	0	0
CD-4 - Public Safety	Non-Housing Community Development	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0	0	0	0

CD-5 - Clearance	Non-Housing Community Development	CDBG: \$250,000 / CDBG - Town of Bloomsburg: \$	Buildings Demolished	Buildings	25	6	24.00%	3	0	0
ED-1 - Employment	Economic Development	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0	0	0	0
ED-1 - Employment	Economic Development	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Jobs created/retained	Jobs	0	0	0	0	0	0
ED-2 - Community Revitalization	Economic Development	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Businesses assisted	Businesses Assisted	0	0	0	0	0	0
HO-1 - Housing	Homeless	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	0	0	0	0
HO-2 - Education	Homeless	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Homelessness Prevention	Persons Assisted	0	0	0	0	0	0
HS-1 - Housing Rehabilitation	Affordable Housing	CDBG: \$250,000 / CDBG - Town of Bloomsburg: \$	Homeowner Housing Added	Household Housing Unit	60	2	3.33%	0	0	0
HS-2 - Housing Construction/ Rehabilitation	Affordable Housing	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Rental units constructed	Household Housing Unit	0	0	0	0	0	0

HS-2 - Housing Construction/ Rehabilitation	Affordable Housing	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Rental units rehabilitated	Household Housing Unit	0	0	0	0	0	0
HS-2 - Housing Construction/ Rehabilitation	Affordable Housing	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Homeowner Housing Added	Household Housing Unit	0	0	0	0	0	0
HS-3 - Fair Housing	Affordable Housing	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Other	Other	0	0	0	0	0	0
HS-4 - Homeownership	Affordable Housing	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0	0	0	0	0
SN-1 - Transportation	Non-Homeless Special Needs	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Other	Other	0	0	0	0	0	0
SN-2 - Social Services	Non-Homeless Special Needs	CDBG: \$ / CDBG - Town of Bloomsburg: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0	0	0	0

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Community Development was given a high priority designation in the FFY 2016 – FFY 2020 Consolidated Plan and FFY 2018 Annual Action Plan. As in past years, infrastructure improvements (CD-2) were selected for funding by the Berwick Borough Council. As was noted in NA-50 of the FFY 2016 – FFY 2020 Consolidated Plan, curb cuts and removal of architectural barriers, were both described as a priority for the Berwick Borough Council. The Curb Cuts Project was viewed by the Berwick Borough Council as a project that attempted to address both of those priorities. NA-50 and MA-45 of the FFY 2016 – FFY 2020 Consolidated Plan noted this community development need. This project was financed with FFY 2016 – 2018 CDBG funds. Construction of this project is complete. Final invoice approvals are pending locally.

CD-5 Clearance was also noted as a high priority in the FFY 2016 – FFY 2020 Consolidated Plan. The language of CD-5 noted the Borough's goal to "Remove and eliminate slum and blighting conditions." This project remained under development during the 2018 program year. It is anticipated that the demolition of five blighting structures will occur near the end of the 2019/2020 winter season.

Housing, homelessness, special needs, and economic development were all given low priority designation in FFY 2018 Annual Action Plan because CDBG funds were not allocated to these areas. Different actions were taken with the assistance of community and governmental organizations during the FFY 2018 CDBG program year to address these different focus areas. More discussion regarding these focus areas is provided throughout this document.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	0
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	0
Hispanic	0
Not Hispanic	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The Borough of Berwick did not fund any direct beneficiary activities for the FFY 2018 CDBG program.

The Borough of Berwick is not a HOME HUD entitlement. The Borough of Berwick does not receive HOPWA or ESG funding.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Public - Federal	\$316,050.00	\$385,122.76

Table 3 - Resources Made Available

Narrative

Immediately below provides a status update on the various activities currently financed with CDBG funding:

- **Curb Cuts Project:**

To date, \$333,320.60 has been expended for delivery, design consultant, and construction costs. The project is complete from a construction standpoint. A final construction invoice in the amount of \$34,780.00 will be processed upon satisfactory submittal of all Labor Standards documentation.

It is anticipated that \$8,453.47 of FFY 2018 funds will be leftover from this project. A substantial amendment to the FFY 2019 Action Plan will occur to reallocate these funds to another eligible/fundable project.

- **Removal of Blighted Structures:**

Six property demolitions have been completed for this project, financed with FFY 2014 and FFY 2015 CDBG funds under the Commonwealth's program, in addition to the FFY 2016 CDBG funding received directly from HUD.

Five properties are currently targeted to be demolished with remaining FFY 2016 as well as FFY 2017 and FFY 2018 funding. FFY 2019 funding may be utilized. Development of this project occurred throughout the FFY 2018 Program Year. It is anticipated that the demolitions will occur near the end of the 2019/2020 winter season.

\$9,375.12 has been spent to date for the design consultant costs concerning the demolition of the five properties. Demolition bids are anticipated to be opened in January. The Borough will then be able to determine the status of the project budget.

- **Administration:**

No FFY 2018 administration fees have been paid to date. Much of the administration fees that will be paid, will be for the development of the Analysis of Impediments and FFY 2018 Annual Action Plan, oversight of the citizen participation process, updating relevant policies and procedures, and other technical assistance.

The Borough of Berwick has previously entered into a professional services agreement with SEDA-Council of Governments (SEDA-COG) to undertake the administration of the FFY 2018 CDBG program. This agreement has various line items for administrative services.

Performance of the Analysis of Impediments will be performed by a separate consultant.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Borough of Berwick	55	55	Allocation amounts are pre-determined by HUD.
Town of Bloomsburg	45	45	Allocation amounts are pre-determined by HUD.

Table 4 – Identify the geographic distribution and location of investments**Narrative**

This narrative only speaks to the Borough of Berwick.

The geographic locations and the public benefit for the FFY 2018 CDBG Activities are as followed:

- Curb Cuts Project: Borough-Wide (LMC)
- Removal of Blighted Structures Project: Borough-Wide (SSB)
- Administration – Borough-Wide

Borough of Berwick has an overall low- and moderate-income percentage of 55.2%. LMC activities are assumed to benefit low to moderate income persons. SSB activities are a separate national objective.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

- **Curb Cuts Project:**

\$376,554.07 has been allocated from the Borough's CDBG program. It is anticipated that \$8,453.47 of FFY 2018 funds will be left over from this project. A substantial amendment to the FFY 2019 Action Plan will occur to reallocate these funds to another eligible/fundable project.

This project is located on public property. No other funding sources were utilized for this project.

- **Removal of Blighted Structures:**

\$231,766.33 has been allocated from the Borough's CDBG program. This includes FFY 2016 funds leftover from the first round of demolitions as well as FFY 2017 – 2019 CDBG funds. It is not anticipated that any other funding sources will be allocated to this project.

This project is located on private properties.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

During this Five-Year Consolidated Plan, the Borough of Berwick is not funding any affordable housing activities with CDBG funds. The Borough of Berwick will utilize HOME funds they receive from the Commonwealth of Pennsylvania, to do housing rehabilitation activities over the Five-Year Consolidated Plan period.

The Borough of Berwick rehabilitated two housing units over the past year and is anticipated to rehabilitate two more in the upcoming year. The borough anticipates rehabilitating an additional seven to nine homes by the middle of 2021, through the HOME grant program.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

The Borough of Berwick only provided funding to two projects for the FFY 2018 CDBG program, neither of which provided direct assistance to homeowners. HOME funding is provided to income, eligible applicants for housing rehabilitation purposes. The Borough of Berwick receives its HOME funding from PA DCED as opposed to HUD.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

Beyond Violence, the Women's Center, and the Gatehouse all offer counseling programs to clients in an effort to assess their individual needs.

The Borough of Berwick participates in monthly Columbia County Human Service Coalition meetings, as a result of the Consolidated Planning effort. These meetings are also attended by the representatives of Beyond Violence, the Women's Center, and the Gatehouse, as well as other social service providers, to coordinate services, prevent duplication of efforts, share information, and promote networking. The Borough of Berwick receives a monthly update from the providers listed above during the monthly Columbia County Human Service Coalition meetings about the status of their programs.

Additionally, a Homeless Task Force does also meet monthly concerning issues related to the homeless and "at risk" homeless. This group is made up of representatives from the Columbia County Housing Authority, religious organizations, women's' shelters, the Gatehouse, CMSU, Central Susquehanna Opportunities, Inc. (the county's community action agency), the United Way of Columbia County, and the US Department of Agriculture. Currently, information updates regarding the Homeless Task Force are provided to the Borough of Berwick at the meetings of the Columbia County Human Service Coalition.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Berwick Borough Council officially endorsed the efforts of Diana T. Myers and Associates, Inc., who applied to HUD for funding, on behalf of the regional Continuums of Care (CoC). Details about the funding proposals are provided immediately below:

Applicant Name	Project Name	County(ies)	Explanation
Pennsylvania Coalition Against Domestic Violence	East CoC DV RRH	Eastern PA CoC	Rapid rehousing program services survivors of domestic violence
Transitions of PA	Coordinated Entry Specialist for Domestic Violence	Eastern PA CoC	Coordinated entry assessor services for survivors of domestic violence/households fleeing domestic violence to access homeless services within the Continuum of Care

Housing Alliance of Pennsylvania	Connect to Home Coordinated Entry Project FY 2019	Eastern PA CoC	Coordinated entry assessor services for people experiencing homelessness to access homeless services within the Continuum of Care
Commonwealth of PA	Commonwealth of PA HMIS (PA-509) FY 2019	Eastern PA CoC	Homeless Management Information System database for homeless service providers
Commonwealth of PA	Commonwealth of PA Planning Grant (PA-509) FY 2019	Eastern PA CoC	Funding for planning activities for the Eastern PA Continuum of Care (e.g. point in time count, cross-system coordination, trainings, etc.)

The Borough of Berwick falls under the 33 county Eastern Pennsylvania CoC. This CoC is then broken into five (5) regional homeless advisory boards. Columbia County (and indirectly, the Borough of Berwick) is a member of the Central Valley Regional Homeless Advisory Board (CV-RHAB).

Weston Brehm, of the Columbia County Housing and Redevelopment Authority is the county's point of contact for CV-RHAB and serves on their board. Rich Kisner, who is the Executive Director of the Columbia County Housing and Redevelopment Authority, also serves on the Pennsylvania Department of Community and Economic Development's (DCED) Housing Committee.

The Borough of Berwick does not have direct representation on these boards, or how funds are expended.

The Borough of Berwick is not a recipient of HOPWA or ESG funding at this time. The Gatehouse facility, located in the Borough of Danville, does receive ESG funding for the purposes of providing emergency shelter and transitional housing. This facility does serve the Berwick area.

Additionally, a Homeless Task Force does also meet monthly concerning issues related to the homeless and "at risk" homeless. This group is made up of representatives from the Columbia County Housing Authority, religious organizations, women's shelters, the Gatehouse, CMSU, Central Susquehanna Opportunities, Inc. (the county's community action agency), the United Way of Columbia County, and the US Department of Agriculture.

Currently, information updates regarding the Homeless Task Force are provided to the Borough of Berwick at the meetings of the Columbia County Human Service Coalition.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

A variety of programs are established in Columbia County to help low-income individuals and families avoid becoming homeless. The Columbia County United Way and Berwick United Way, the Columbia County Family Center, Beyond Violence, and the Women's Center of Columbia/Montour Counties offer some form of budgeting or financial literacy class. The goals of these classes are for clients to learn how to earn money, manage it, and potentially how he/she invests it and/or donates it to organizations or causes to help others. Successful money management is a critical skill for clients to develop in order to find and maintain housing which is affordable to their budget.

Numerous programs are also available for individuals and families recently discharged from a publicly funded institution or system of care. CMSU has established a Mental Health/Substance Abuse Housing Plan as required by the Pennsylvania Department of Public Welfare's Office of Mental Health and Substance Abuse Services (OMHSAS). This plan describes the status of and any modification to the County's efforts to enable adults and transition age individuals with serious mental illness to live, work, learn, and participate fully in their communities.

The County also has an established reentry program, known as the Justice House Program, for prisoners who have been released back into the community. For individuals about to be released from a medical institution, hospitals must have written discharge policies that include evaluation of a patient's capacity for self-care and possibility of being cared for in "the environment from which he/she entered the hospital." The actual discharge varies with the individual being discharged, their primary and behavioral health needs, and resources and supports available. While planners try to send individuals home or to family, sometimes they discharge to a nursing home, rehab hospital or as last resort, non-HUD funded shelter.

Homeless Goal #2 of the Borough of Berwick's Strategic Plan is to support educational efforts designed to increase awareness regarding how individuals can potentially become homelessness. The Borough of Berwick and SEDA-COG organized a training that was held on September 21, 2017, to learn more and provide information to appropriate contacts, about financing options to assist area families with housing affordability. Attendees included municipal and private sector representatives from around the region. The Pennsylvania Housing Financing Authority conducted the presentation.

One tool discussed during the training was the Pennsylvania Housing Financing Authority's Homeowner Emergency Mortgage Assistance Program, to help homeowners get current on their mortgage. Additionally, the Pennsylvania Housing Financing Authority offers a free housing counseling service to assist with mortgage delinquency, foreclosure prevention, and debt management. The Borough of Berwick promoted the use of these programs in order to prevent homelessness, during the 2018 calendar year.

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 Berwick Borough Council officially endorsed the efforts of Diana T. Myers and Associates, Inc., who applied to HUD for funding, on behalf of the regional Continuums of Care (CoC). Details about the funding proposals are provided immediately below:

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Weston Brehm, of the Columbia County Housing and Redevelopment Authority is the county's point of contact for CV-RHAB and serves on their board. Rich Kisner, who is the Executive Director of the Columbia County Housing and Redevelopment Authority, also serves on the Pennsylvania Department of Community and Economic Development's (DCED) Housing Committee.

The Borough of Berwick does not have direct representation on these boards, or how funds are expended.

The Borough of Berwick is not a recipient of HOPWA or ESG funding at this time. The Gatehouse facility, located in the Borough of Danville, does receive ESG funding for the purposes of providing emergency shelter and transitional housing. This facility does serve the Berwick area.

Additionally, a Homeless Task Force does also meet monthly concerning issues related to the homeless and “at risk” homeless. This group is made up of representatives from the Columbia County Housing Authority, religious organizations, women’s’ shelters, the Gatehouse, CMSU, Central Susquehanna Opportunities, Inc. (the county’s community action agency), the United Way of Columbia County, and the US Department of Agriculture.

Currently, information updates regarding the Homeless Task Force are provided to the Borough of Berwick at the meetings of the Columbia County Human Service Coalition.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Borough of Berwick does not manage any public housing complexes. In Pennsylvania, public housing complexes are generally governed by a municipal authority, which is a sperate government entity from a local, municipal government.

The Columbia County Housing Authority oversees the public housing complexes located in Columbia County, which the Borough of Berwick is a part of. The Columbia County Commissioners, a higher tier government entity from the Berwick Borough Council, is the governing board which has established the Columbia County Housing Authority.

However, the Borough of Berwick has begun to participate in the monthly Columbia County Human Service Coalition meetings, as a result of the Consolidated Planning effort. These meetings are also attended by the Columbia County Housing and Redevelopment Authority, as well as other social service providers, to coordinate services, prevent duplication of efforts, share information, and promote networking.

In prior email correspondence with Lori Gordner, Deputy Director of the Columbia County Housing Authority, she described the improvement needs of their public housing units as minor and able to be updated with annual Capital Funds received from HUD.

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

The Borough of Berwick does not manage any public housing complexes. In Pennsylvania, public housing complexes are generally governed by a municipal authority, which is a sperate government entity from a local, municipal government.

The Columbia County Housing Authority oversees the public housing complexes located in Columbia County, which the Borough of Berwick is a part of. The Columbia County Commissioners, a higher tier government entity from the Berwick Borough Council, is the governing board which has established the Columbia County Housing Authority.

As such, the Columbia County Housing Authority manages their own programs and provides opportunities for their residents to participate in management and encourage homeownership. The Columbia County Housing Authority maintains a website (<http://www.columbiacountyhousing.com/home.html>) to inform the public of the programs, projects, and housing opportunities that they provide. A public notice section is also located on this website to inform the public of any newsworthy developments at the Authority.

Actions taken to provide assistance to troubled PHAs

The Columbia County Housing Authority currently does not have a troubled designation. Additionally, the Borough of Berwick does not manage any public housing authorities.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

Currently, the following impediments have been initially identified for the Borough of Berwick:

- Impediment 1: Fair Housing Education, Advocacy, Monitoring, and Enforcement
- Impediment 2: Benefit Gaps and Challenges
- Impediment 3: Housing Affordability
- Impediment 4: Housing Accessibility

Immediately below is a discussion of action taken on behalf of the Borough of Berwick to address each impediment.

Impediment 1: Fair Housing Education, Advocacy, Monitoring, and Enforcement:

SEDA-COG, on behalf of the Borough of Berwick, annually publishes the Fair Housing Notice in the local newspaper of general circulation. Additionally, a public hearing is annually held during which the public is asked to report any unfair housing practices. During the FFY 2017 Action Plan Year SEDA-COG also provided educational literature to the Borough of Berwick about nuisance ordinances and how they can potentially infringe upon residents Fair Housing rights. This will be examined further as a component of the Analysis of Impediments process, which is discussed below.

For FFY 2016, it was noted that SEDA-COG was to “distribute a brochure to the Borough of Berwick that speaks to fair housing law and policies. SEDA-COG’s intention is to distribute this notice to the Borough in an effort to increase awareness and further inform the community of their obligations, particularly as they relate to zoning ordinances. One of the important messages is that the impacts of ordinances, rather than the ordinances themselves, be reviewed to determine if they create impediments. The brochure will also examine the costs of housing for both buyers and renters as an impediment to fair housing and discuss various housing financial assistance programs.”

In follow up to this discussed activity, the Office of Fair Housing and Equal Opportunity (FHEO) noted that the “Borough itself should review its own zoning ordinance to determine whether it creates an impediment to housing choice. FHEO further recommends the Borough work collaboratively with surrounding townships to ensure the ordinances do not contain restrictions likely to have a discriminatory effect.”

Based on this guidance, both the Borough and SEDA-COG felt that they did not have the knowledge capacity to adequately review the Borough’s zoning ordinance. Borough of Berwick, in collaboration with SEDA-COG, organized a training for September 20th and 21st, 2017, at Berwick and Susquehanna Universities, to educate staffs on how zoning can potentially encourage discrimination. Rachel Wentworth, Executive Director of the Housing Equality Center of Pennsylvania, provided discussion on this topic.

Attendance at the trainings were intended to include Borough and Town staffs, other municipalities, professionals in the real estate sector, and SEDA-COG. The intended outcome of holding these trainings for Borough of Berwick was to be able to adequately respond to the comments originally provided by FHEO. The Borough of Berwick will be able to adequately do this following completion of its Analysis of Impediments.

During FFY 2018, the Borough of Berwick participated in a mailing effort to notify agencies and municipalities in the region about the draft 2019-2024 Coordinated Public Transit-Human Services Transportation Plan which is intended to address the gaps between jobs and transportation.

Impediment 2: Benefit Gaps and Challenges:

Unfortunately, benefit reform that significantly affects residents in Berwick will need to occur at the federal level. Strategies that could be implemented at the local level, however, include supporting non-profit organizations such as Agape or the United Way, the Central Susquehanna Community Foundation, and the United Way which attempt to “fill in funding gaps that exist in their communities.” The Borough of Berwick will contact non-profit organizations during the CDBG application preparation process to invite input and support projects that benefit the community.

During the 2018 calendar year, Tyler Dombroski, the Borough’s CDBG coordinator, was appointed to the Board of Directors of Central Susquehanna Opportunities (CSO). This non-profit organization provides additional financial and programmatic assistance to local lower income residents. Mr. Dombroski has been appointed to the program subcommittee of the organization in an effort to increase collaboration between CSO and the Borough.

Comment provided by FHEO for the FFY 2016 Annual Action Plan noted a recommendation to both apply for HOME funding to assist with “rental assistance to those renters that have a gap in their income.” The Borough of Berwick, during the FFY 2017 program year, already had an open HOME contract focused on providing housing rehabilitation funding to homeowners. This contract had its funds exhausted during FFY 2017. One home was rehabilitated.

Additionally, during FFY 2017 program year, the Borough applied to the Commonwealth for additional HOME funding however the Borough decided to continue with its current housing rehabilitation funding priority. The Borough has continued with this funding approach.

FHEO also suggested that the Borough “implement a First Time Homebuyers program to assist renters with becoming homeowners.” The Borough does not have the financial or staff capacity to implement a First Time Homebuyers program. However, CCHA does offer a First Time Homebuyers program for Columbia County residents which Borough of Berwick is a part of. The Borough of Berwick will continue to encourage residents to participate in this program to encourage additional home ownership within its municipal limits.

With the number of other funding tools noted, the Borough Council does not feel that it is appropriate to allocate CDBG resources to individual financial support activities.

Impediment 3: Housing Affordability:

It is the desire of the Borough of Berwick to maintain their supply of available decent, safe, and affordable housing. The current housing stock is maintained through rehabilitation efforts, codes enforcement, and new construction. The Borough of Berwick, through Columbia County Housing Authority, also encourages homeownership opportunities for LMI households by promoting its First Time Home Buyers Program. SEDA-COG's brochure previously discussed and examines various housing financial assistance programs.

Public housing and other facilities aimed towards income distressed populations in the Borough of Berwick will also continue to be administered and further developed.

As previously noted, the Borough of Berwick and SEDA-COG organized a training for September 21, 2017, to learn more about financing options, to assist area families with housing affordability. Attendees included municipal and private sector representatives from around the region. The Pennsylvania Housing Financing Authority conducted the presentation.

Specific financing tools discussed during the training include Low Income Housing Tax Credits, Pennsylvania Housing Financing Authority conventional and PennHOMES loan programs, and the Pennsylvania Housing Affordability and Rehabilitation Enhancement program. These financing tools are all administered by the Pennsylvania Housing Financing Authority.

Additionally, participating private lenders collaborate with the Pennsylvania Housing Financing Authority for the ACCESS Home Modification program, Purchase Improvement program, Homeowners Energy Efficiency Loan Program, Renovate and Repair program, and the PENNVEST Homeowner Septic Program.

The Borough of Berwick enthusiastically supports these programs offered by the Pennsylvania Housing Financing Authority. However, the Borough of Berwick does not have the knowledge, operation, or finance capacity to offer programs such as the ones mentioned above. The Borough of Berwick promoted the use of these programs in order to prevent homelessness, during the 2018 calendar year.

The Borough of Berwick disagrees with the comments offered by FHEO for the FFY 2016 Annual Action Plan noting "without CDBG funds being allocated to these activities (rehabilitation efforts, code enforcement, and new construction) this impediment cannot be removed or ameliorated."

As previously noted throughout the FFY 2016-2020 Consolidated Plan and FFY 2016 - FFY 2019 Annual Action Plan, the Borough of Berwick has and will continue to utilize HOME, Weatherization, and other grant programs to finance continued housing rehabilitation.

New housing construction, like much of the rest of the country, will continue to be primarily driven by the private sector. The Columbia County Housing Authority had also played a significant role developing new housing complexes for LMI populations, such as the LaSalle Street Neighborhood.

Finally, the Borough of Berwick has an active code staff which enforces the Borough's various ordinances, including the International Property Maintenance Code. The International Property Maintenance Code is the standard building maintenance code used by municipalities throughout the Commonwealth of Pennsylvania. Berwick's code staff, as well as most code staffs of small to mid-sized municipalities across the Commonwealth of Pennsylvania, finance their community's code enforcement efforts simply through general funds and the occasional revenues generated from enforcement.

Given the Borough of Berwick's relatively small allocation of CDBG funds, there simply is not enough CDBG funding to spread to the activities discussed above. These activities are important to the Berwick Borough Council and their constituents, however, which is why other financing tools will continue to be utilized to pursue the goals of these activities.

Impediment 4: Housing Accessibility:

The Borough of Berwick is a previous recipient of CDBG-DR and HOME funds to do housing rehab work. Although these funds are not specifically earmarked for housing accessibility work, the Borough of Berwick's HOME program will be used to assist with home accessibility improvements as necessary.

Additionally, the Borough of Berwick, through Columbia County Housing Authority, will continue to support the building of homes that are designed to accommodate the needs of handicapped and disabled residents through its Accessible Homes Program. The Columbia County Housing Authority will also continue to provide additional low-income residents with permanent disabilities, physical modifications to their home or apartment, through its Access Grant Program.

As previously noted, Borough of Berwick and SEDA-COG organized a training that was held on September 21, 2017, to learn more about financing options to assist area families with housing affordability. The Borough of Berwick promoted the use of these programs, during the 2018 calendar year.

Discuss how these outcomes will impact future annual action plans.

The FFY 2018 Annual Action Plan allocated \$16,809 of FFY 2018 CDBG administration funding for the purposes of conducting a professional Analysis of Impediments study. \$25,580 of FFY 2019 CDBG funding has been allocated as component of this year's Annual Action Plan. A request for proposals has been conducted to date. It is anticipated that the Berwick Borough Council will select a consultant to perform this work in November 2019.

The Borough's intentions regarding the Analysis of Impediments process were discussed in a letter to Mary Anne Bellacima, HUD, dated October 1, 2018. The Borough of Berwick anticipates that it will collaborate with the Town of Bloomsburg through this effort. Review of zoning matters that relate to Fair Housing, will be examined further as a component of the Analysis of Impediments process.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Lack of access to transportation was also identified as a major issue in the FFY 2016-FFY 2020 Consolidated Plan, as well as FFY 2016-2019 Annual Action Plan. During the FFY 2016-2017 program years, the Borough of Berwick has continued to participate in various collaborative efforts with the United Way, other area social service providers, RabbitTransit (the region's transportation authority utilized by seniors), and local healthcare providers on studying the issue of access to transportation access.

During FFY 2018, the Borough of Berwick also participated in a mailing effort to notify agencies and municipalities in the region about the draft 2019-2024 Coordinated Public Transit-Human Services Transportation Plan, which is intended to address the gaps between jobs and transportation.

The Columbia County Housing Authority has also undertaken and expanded a revolving car loan program,

with some private sector financial assistance, to underemployed or unemployed area residents, in an effort to help them improve their access to employment. The Borough of Berwick has remained aware, and participated in efforts as needed, through its membership with the Columbia County Human Services Coalition.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In an effort to provide internal compliance review, SEDA-COG periodically reviews its policies and procedures utilized to operate the various aspects of the Borough of Berwick's CDBG program, including policies and procedure relating to lead based paint reduction. During calendar year 2017, SEDA-COG submitted its current policies and procedures to HUD staff for review and comment. HUD has provided feedback regarding these submissions. As a result of HUD's input, Tyler Dombroski at SEDA-COG has completed a more detailed review of SEDA-COG's policies and procedures used on behalf of the Borough of Berwick. SEDA-COG has since completed its policies and procedures.

For FFY 2018, the Borough of Berwick did not undertake rehabilitation, tenant based rental assistance, and/or property acquisition, which was supported by the CDBG program. The Borough of Berwick does adhere to the Lead-Based Paint Poisoning Prevention Act.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

As a grantee of Community Development Block Grant funding, the Borough of Berwick is bound by the U.S. Department of Housing and Urban Development Section 3 guidelines. In order to promote local economic development, neighborhood economic improvement, and individual self-sufficiency for low- and very low-income individuals the Borough of Berwick has established a Section 3 Action Plan. This plan shall be binding on the Borough of Berwick and its contractors and subcontractors, consistent with the thresholds, definitions, and goals, described below. The Borough of Berwick is committed to this plan and expects its staff and contractors to achieve these goals through hiring practices or subcontracting efforts, or alternatively to clearly demonstrate a good faith effort to comply. The following are the employment and contracting goals for the Borough of Berwick's Section 3 Action Plan:

Employment: Thirty percent (30%) of the aggregate new hires of the grantee or contractor(s) in the fiscal year in which the contract was awarded.

Contracting: Ten percent (10%) of the total project construction cost; and at least three percent (3%) of the total dollar amount of all other (non-construction) Section 3 covered contracts to Section 3 business concerns.

The Borough of Berwick will continue to encourage Section 3 employer and resident participation on its HUD funded projects.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Borough of Berwick and SEDA-COG coordinate activities among public and private agencies, and other organizations that serve the Borough of Berwick. Due to the relatively small population of the Borough of Berwick, many public and private agencies provide services on either a county or multi-county level. As a

result of this administrative structure, the efforts to implement the strategies produced from the FFY 2016-FFY 2020 Consolidated Plan and FFY 2018 Action Plan require cooperation across Columbia County.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Borough of Berwick has strengthened its relationships with the Columbia County Human Service Coalition through attendance at monthly meetings. This action has helped to facilitate and coordinate linkages between these public/private partnerships, develop new partnership opportunities, and has helped to ensure that the goals and objectives of the Five-Year Consolidated Plan are being addressed by the various agencies.

During the 2018 calendar year, Tyler Dombroski, the Borough's CDBG coordinator, was appointed to the Board of Directors of Central Susquehanna Opportunities (CSO). This non-profit organization provides additional financial and programmatic assistance to local lower income residents. Mr. Dombroski has been appointed to the program subcommittee of the organization in an effort to increase collaboration between CSO and the Borough.

Identify actions taken to overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice. 91.520(a)

An Analysis of Impediments plan has not been completed to date. Please refer to the letter sent to Mary Anne Bellacima, HUD, dated October 1, 2018, regarding prior actions taken regarding this effort.

The FFY 2018 Annual Action Plan allocated \$16,809 of FFY 2018 CDBG administration funding for the purposes of conducting a professional Analysis of Impediments study. \$25,580 of FFY 2019 CDBG funding has been allocated as component of this year's Annual Action Plan. A request for proposals has been conducted to date. It is anticipated that the Berwick Borough Council will select a consultant to perform this work in November 2019.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

SEDA-COG's Community Development Department is contractually obligated to administer the Borough of Berwick's CDBG program. SEDA-COG provides grant administration, activity development, and most activity management services needed to comply with the terms of the grant. SEDA-COG's duties include monitoring the implementation of actions designed to meet the compliance requirements and goals of the Five-Year Consolidated Plan, Annual Action Plans, etc. SEDA-COG maintains records on the progress of meeting the goals and statutory/regulatory compliance of each activity unless the contractual relationship between SEDA-COG and the Borough of Berwick is terminated.

In an effort to provide internal compliance review, SEDA-COG periodically reviews its policies and procedures, which it is an organization that utilizes to operate the various aspects of the Borough of Berwick's CDBG program. During calendar year 2017, SEDA-COG submitted its current policies and procedures to HUD staff for review and comment. HUD has provided feedback regarding these submissions. As a result of HUD's input, Tyler Dombroski at SEDA-COG has done a more detailed review of SEDA-COG's policies and procedures used on behalf of the Borough of Berwick. SEDA-COG updated these policies and procedures during the 2018 program year. Tyler Dombroski also shared policies and procedures, including the Borough's MBE/WBE Action Plan, with Mary Anne Bellacima during review of the FFY 2016 CAPER. Michelle Patterson also had an opportunity to review Berwick Borough's policies and procedures during July 2019.

SEDA-COG also maintains a "Master File" on behalf of Borough of Berwick, which contains various plans which have been approved over the years by Berwick's Borough Council, for the complaint administration of the CDBG program. Among these approved plans is a Minority and Women's Business Enterprise Action Plan, which was most recently updated, and re-adopted in 2016. This plan is the guide for encouraging MBE/WBE participation on CDBG and HOME financed activities. SEDA-COG also completed an update to the Borough's Section 504 of the Rehabilitation Act of 1973 planning documents as it relates to participation in the program for persons with disabilities.

SEDA-COG's specific activity development and Annual Action Plan preparation responsibilities include citizen participation requirements, preparation of the plan, development of the Entitlement grant application, and satisfaction of Federal regulatory requirements related to application submission. Specific grant administration responsibilities include assistance in record keeping and financial management (including preparation and approval of invoice forms and IDIS draws), contract review and finalization of activity scope, activity coordination, procurement, preparation, approval, and submission of progress reports, and close-out/monitoring. Specific activity management responsibilities to be carried out on an activity-by-activity basis include Labor Standards Enforcement and completion of the required Environmental Review(s).

The Borough of Berwick retains control of grant funds and overall control of the financial management system through invoice approval and preparation of bank drafts. After final execution of the contract between HUD and the Borough Council, SEDA-COG assists in preparing the necessary contract documents.

SEDA-COG set ups, maintains, and requisitions funds through the IDIS system. The Berwick Borough Council, however, shall has final authority on the actual issuance of payment.

In Berwick, the Borough Manager shall serve as the contact person between Borough Council and SEDA-COG in order to assist in the coordination of grant management activities. The Borough Council may also utilize other necessary expertise, at their discretion.

In addition to the public hearings mandated by the Borough's Citizen Participation Plan, SEDA-COG regularly attends Borough of Berwick committee and council meetings to provide CDBG activity updates to the Borough's staff and council. At these meeting, the Borough provides necessary direction to SEDA-COG on how to further implement CDBG activities. The public is invited to attend these meetings. SEDA-COG also periodically meets with Borough staff to discuss the status of the Borough's CDBG program.

Additionally, specific CDBG activities may require certain delivery services over and above the SEDA-COG activities listed above. CDBG funds may be utilized to support archaeological, architectural, and/or engineering services, in addition to legal consultation. Depending on the nature of the CDBG activity, SEDA-COG coordinates meetings with the Borough's staff and the necessary consultants that have been retained, in order to implement the CDBG activity.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Notices were advertised in the *Press Enterprise*, the local newspaper of circulation, regarding review of the FFY 2018 CAPER in order to invite public comments. The public hearing date of December 2, 2019 was also provided in the notice. SEDA-COG notified all of the organizations that initially participated in the consultation process, during the development of the FFY 2016-FFY 2020 Consolidated Plan and FFY 2018 Action Plan, that comments for the FFY 2018 CAPER were being accepted.

The Borough of Berwick conducted its 15-day public comment period for its FFY 2018 CAPER between November 22, 2019 and December 8, 2019. No comments were submitted to the Borough of Berwick or SEDA-COG concerning the FFY 2018 CAPER. The Borough of Berwick provided a draft copy of the CAPER for public comments at the following locations:

1. Borough of Berwick
1800 North Market Street
Berwick, PA 18603
2. SEDA-COG's website:
<http://www.sedacog.org/Pages/communitydevelopment.aspx>

Please refer to the minutes of the public hearing, which provides comment documentation for the public hearing.

The Borough of Berwick does make every effort to make all programs and activities accessible to the learning, mobility, visually, hearing, language-impaired persons, and those with limited English proficiency. Therefore, persons with a disability or limited English proficiency that require an auxiliary aid, service, or accommodation to participate, are invited to contact SEDA-COG to discuss how to best accommodate needs. Translators are also made available at public meetings upon advance request.

Any complaints, grievances, or comments written and submitted to SEDA-COG are addressed within 15 working days when practicable.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

One substantial amendment was approved by the Berwick Borough Council for the FFY 2018 Annual Action Plan. There were multiple reasons for this substantial amendment:

1. A \$345.40 surplus remained in the West 6th Street Reconstruction project from FFY 2016. This funding was reallocated to the Curb Cuts project which had a significant deficit.
2. \$50,000.00 was reallocated from the Removal of Blighted Structures project to the Curb Cuts project. The Curb Cuts project had a significant deficit while the Removal of Blighted Structures project was still early in development. This funding reallocation was from FFY 2018.
3. \$88,494.00 was reallocated from the Mary Street Reconstruction project to the Curb Cuts project. The Curb Cuts project had a significant deficit. Additionally, local concerns existed regarding the service area of the Mary Street Reconstruction project. This funding reallocation was from FFY 2018.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

N/A.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A.