CITY OF ERIE
PENNSYLVANIA

FY2016

DRAFT

ANNUAL ACTION PLAN

Department of Economic and Community Development
City of Erie • 626 State Street, Room 404 • Erie, Pennsylvania 16501

2016 ANNUAL ACTION PLAN CHECKLIST

Setup (screens within IDIS)

- ☐ **AD-26 Administration** *(AD 25)*
- ☐ **AD-50 Verify Grantee/PJ Information in IDIS**
- ☐ **AD-55 Verify Grantee/PJ - Program Contacts**

Process

- ☐ **AP-05 Executive Summary** *(ES 05)*
- ☒ **PR-05 Lead & Responsible Agencies**
- ☐ **AP-10 Consultation** *(PR 10)*
- ☐ **AP-12 Participation** *(PR 15)*

Annual Action Plan

- ☐ **AP-15 Expected Resources**
- ☐ **AP-20 Annual Goals and Objectives**
- ☐ **AP-35 Projects**
- ☐ **AP-50 Geographic Distribution**
- ☐ **AP-55 Affordable Housing**
- ☐ **AP-60 Public Housing**
- ☐ **AP-65 Homeless and Other Special Needs Activities**
- ☐ **AP-75 Barriers to affordable housing**
- ☐ **AP-85 Other Actions**
- ☐ **AP-90 Program Specific Requirements**

Attachments

- ☐ SF-424(s) *(scanned and attached in IDIS, plus hard copies to HUD)*
- ☐ Certifications
- ☐ Citizen Participation Plan *(updated version)*
- ☐ Citizen Participation 2016 Materials *(agendas, notices, comments)*
- ☐ Affirmatively Further Fair Housing *(Actions and Activities)*
- ☐ HOME Investment Partnership Program Recapture Policy and Resale Policy
- ☐ Emergency Solutions Grant Guidelines

AP-05 Executive Summary

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Executive Summary

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

1. Introduction

The City of Erie, Pennsylvania is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant Program (CDBG), HOME Investment Partnership (HOME) , and Emergency Solutions Grant Program (ESG). The City of Erie prepared its Five Year Consolidated Plan (CP) in FY 2015. This document is for the period July 1, 2015 through FY 2019, ending June 30, 2019. The Consolidated Plan is a strategic plan to implement federal programs for housing and community development activities within the City of Erie and how the proposed activities will principally benefit low-and moderate-income individuals. The Consolidated Plan is a requirement of the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program that must be completed by the entitlement community every five (5) years in conjunction with an updated to the City's Analysis of Impediments to Fair Housing Choice (AI). The City of Erie has participation in the Regional Analysis of Impediments to Fair Housing Choice prepared by Destination Erie: A Regional Vision, a consortium of regional stakeholders envisioning the County; s future and creating a strategy to meet the region's economic, social, and environmental challenges of the 21st century. The City of Erie will take appropriate actions to overcome the effects of any impediments identified through the Analysis. The City of Erie approves and adopted the Regional Analysis of Impediments to Fair Housing Choice for the City of Erie, Pennsylvania on December 16, 2015.

The Five Year Consolidated Plan establishes the goals the City of Erie proposes for the next five (5) year period and outlines the specific initiatives the City will undertake to address these goals by encouraging the development of decent housing promoting a suitable living environment, and expanding economic opportunities. The Five Year Consolidated Plan is a collaborative planning process between the City, the community at large, social service agencies, housing providers, community development groups, and economic development agencies. The process was implemented through a series of public meeting, stakeholder surveys, statistical data, and reviews of previous community developments plans.

The Total amount of CDBG, HOME and ESG funding availability to the City for FY 2016 is $2,833,676 including entitlement and program income dollars. HOME funds will be distributed to eligible HOME activities that address affordable housing and improve the quality of life for residents. Programs include housing rehabilitation and rental housing for qualified residents. ESG funds will be distributed to eligible activities that address the needs of Erie's homeless

population. Projects include both emergency and transitional shelter, along with essential services. The purpose of the Homeless Assistance Program is to reduce the incidence of homelessness in Continuum of Care (CoC) communities by assisting homeless individuals and families in quickly transitioning to self-sufficiency and permanent housing as authorized under Title IV of the McKinney-Vento Homeless Assistance Act. CDBG funding will address a variety of needs specified in the CP, including affordable housing, economic development, and non-housing needs. CDBG funding will be distributed to disposition, public facility improvement, clearance, public service, code enforcement, and rehabilitation.

NOTE: Sections below to be updated following the public comment period.

2. Summarize the objectives and outcomes identified in the Plan

3. Evaluation of past performance

4. Summary of Citizen Participation Process and consultation process

5. Summary of public comments

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

7. Summary

PR-05 Lead & Responsible Agencies

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AP-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	City of Erie	Department of Economic and Community Development
HOME Administrator	City of Erie	Department of Economic and Community Development
ESG Administrator	City of Erie	Department of Economic and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Erie Department of Economic and Community Development is the administering agency for CDBG, HOME, and ESG programs. The Department prepares the Five Year Consolidated Plans, Annual Action Plans, Environmental Review Records (ERRs), the Consolidated Annual Performance Evaluation Reports (CAPERs), monitoring, pay requests, contracting, and oversight of programs on a day-to-day basis. In addition, the City has a private planning consulting firm available to assist the City on an as-needed basis.

Consolidated Plan Public Contact Information

Ms. Debra Smith, Grant Administrator
Department of Economic and Community Development
City of Erie, 626 State Street, Room 404, Erie, PA 16501
Phone: (814)870-1274 Fax: (814) 870-1443
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AP-10 Consultation

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

1. Introduction

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))

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.

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

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

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

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?

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation

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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

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)

Table 4 – Citizen Participation Outreach

AP-15 Expected Resources

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Expected Resources

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

Introduction The City of Erie anticipates receiving $2,804,599 in CDBG funds; $655,049 in HOME funds; and $252,644 in ESG funds for the FY 2016 program year. The program year goes from July 1, 2016 through June 30, 2017. The accomplishments of these projects/activities will be reported in the FY 2016 Consolidated Annual Performance and Evaluation Report (CAPER).

Priority Table

Source of funds	Source	Use of Funds	Expected Amount Available	Expected Amount Available Remainder of Con Plan	Narrative Description	Action
CDBG	Public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Annual Allocation: $2,804,599 Program Income: $29,077 Prior Year Resources: $ Total: $	**$**		
HOME	Public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	Annual Allocation: $655,049 Program Income: $ Prior Year Resources: $ Total: $	**$**		

		TBRA				
ESG	Public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	Annual Allocation: $252,644 Program Income: $ Prior Year Resources: $ Total: $	**$**		

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

City sub recipients leverage CDBG, HOME, and ESG funding with other state, local and private grants. In response to the FY2015 IDIS updates where specific leveraging is now required, the City has incorporated a funding source form for all project proposals in their contract compliance procedures. Currently, total amounts are specified on budgets without breakdowns. Matching fund sources include private funding, United Way, PA CADV (Coalition Against Domestic Violence), Project Connect, Erie County Mental Health/Mental Retardation, annual appeals, donations, gifts, Office of Children and Youth, Department of Public Welfare, Housing Authority, Drug & Alcohol Counseling Services and many other sources.

The City of Erie receives a 100% HOME match reduction for distressed cities in accordance with 24 CFR 92.222 of the HOME Program regulation.

In addition to the City's requirement that sub recipients specify Other Private and Public Funding Sources in their contract compliance information, sub recipients are required to submit subsidy layering when appropriate. The City requires subsidy layering in accordance with HOME Regulation 24 CFR 92.250(b) and HUD CPD Notice 98.01. The purpose is to ensure the City does not invest any more funds, in

combination with other governmental assistance, than is necessary to provide affordable housing. The City will conduct subsidy layering reviews to determine whether the amount of funds used is the least amount necessary to accomplish the affordable housing objectives of the project. This will enable the City to identify all resources from private and public sources.
HOME Equity Conversion Mortgage (HECM) Program This program is a federal resource available to assist elderly homeowners. The program insures what are commonly referred to as reverse mortgages, and is designed to enable elderly homeowners to convert the equity in their homes to monthly streams of income and/or lines of credit.

FHA Title I The Federal Housing Administration provides mortgage insurance to FHA approved mortgage lenders for up to 95% of the mortgage amount thus enabling lenders to make loans that have 5% down payment rather than 10% or 20%. Properties must meet FHA standards and borrowers must meet rigid underwriting criteria.

FHA 203(k) Mortgage Insurance Program One to four family units can be insured for the combined cost of acquisition and rehabilitation. Utilizing this program, lenders can provide borrowers with one mortgage loan at a long term fixed or variable rate to finance both acquisition and rehabilitation.

Low Income Housing Preservation Program This program provides financial incentives to maintain subsidized housing projects whose federal assistance is expiring.

Supportive Housing Program Grants to public entities and nonprofits to promote the development of supportive housing and services.

Housing Opportunities for Persons with AIDS Program (HOPWA) Competitive grants for housing assistance and supportive services for low income persons with AIDS or related diseases and their families. Funds can be used for acquisition, rehabilitation, new construction, project based or tenant based rental assistance, support services, operating costs, short term rent, mortgage and utility payments, planning and administrative expenses.

Low-Income Housing Tax Credit Program (LIHTC) A federal tax credit program which provides incentives for the development of low income rental housing. A certain percentage of units must be set –aside for various income categories. These units must be affordable for a minimum of 15 years. The amount of credit is either 4% or 9% depending on federal subsidization. Developers of qualified projects can take credit against federal income taxes for a ten year period.

The Pennsylvania Housing Finance Agency administers this program in Pennsylvania.

Individuals, for –profits or non-profits corporations, trusts and partnerships are eligible to apply. Tax credits are allocated to eligible recipients on a competitive basis.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable.

Discussion

The program plan year runs from July 1 through June 30. Funds over the Five Year Consolidated Plan will be used to address the following priority needs;

- Housing
- Homeless
- Other Special Needs
- Community Development
- Economic Development
- Administration, Planning, and Management

AP-20 Annual Goals and Objectives

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Annual Goals and Objectives

TABLE BELOW TO BE COMPLETED FOLLOWING PUBLIC COMMENT PERIOD

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HS-1 Housing Rehabilitation	2015	2019	Affordable Housing	Citywide	Housing Priority	CDBG: $	Homeowner Housing Rehabilitated: Household Housing Unit
2	HS-2 Rental Rehabilitation	2015	2019	Affordable Housing	Citywide	Housing Priority	CDBG: $ HOME: $	Rental units rehabilitated: Household Housing Unit
3	HS-3 Housing Construction	2015	2019	Affordable Housing	Citywide	Housing Priority	HOME: $	Rental units constructed: Household Housing Unit
4	HS-5 Home Ownership	2015	2019	Affordable Housing	Citywide	Housing Priority	HOME: $	Direct Financial Assistance to Homebuyers: Households Assisted
5	HO-2 Operation/Support	2015	2019	Homeless	Citywide	Homeless Priority	ESG: $	Homelessness Prevention: Persons Assisted
6	HO-3 Prevention and Housing	2015	2019	Homeless	Citywide	Homeless Priority	ESG: $	Tenant-based rental assistance / Rapid Rehousing: Households Assisted
7	SN-2 Social Services	2015	2019	Non-Homeless Special Needs	Citywide	Other Special Needs Priority	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit: Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	CD-1 Community Facilities	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Persons Assisted
10	CD-2 Infrastructure	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Persons Assisted
11	CD-3 Public Services	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit: Persons Assisted
12	CD-4 Accessibility	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4978 Persons Assisted
13	CD-6 Code Enforcement	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Housing Code Enforcement/Foreclosed Property Care: Household Housing Unit
14	CD-7 Clearance	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Buildings Demolished: Buildings
15	CD-8 Revitalization	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Other: Other
16	CD-10 Community Policing	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit: Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
17	AM-1 Overall Coordination	2015	2019	Non-Housing Community Development	Citywide	Administration, Planning, and Management Priority	CDBG: $561,350 HOME: $65,504	Other: 2 Other

Table 5 – Goals Summary

Goal Descriptions

1	**Goal Name**	HS-1 Housing Rehabilitation
	Goal Description	Continue to provide financial assistance to low- and moderate-income homeowners to rehabilitate their existing owner-occupied housing.
2	**Goal Name**	HS-2 Rental Rehabilitation
	Goal Description	Provide financial assistance to landlords to rehabilitate housing units that are rented to low- and moderate-income tenants.
3	**Goal Name**	HS-3 Housing Construction
	Goal Description	Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the community through rehabilitation of vacant buildings and new construction.
4	**Goal Name**	HS-5 Home Ownership
	Goal Description	Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
5	**Goal Name**	HO-2 Operation/Support
	Goal Description	Assist providers in the operation of housing and support services for the homeless and persons at-risk of becoming homeless.

6	**Goal Name**	HO-3 Prevention and Housing
	Goal Description	Continue to support the prevention of homelessness and programs for rapid rehousing.
7	**Goal Name**	SN-2 Social Services
	Goal Description	Support social service programs and facilities for the elderly, persons with disabilities, and persons with other special needs.
9	**Goal Name**	CD-1 Community Facilities
	Goal Description	Improve the parks, recreational centers, trails, libraries, and all public and community facilities in the municipality.
10	**Goal Name**	CD-2 Infrastructure
	Goal Description	Improve the public infrastructure through rehabilitation, reconstruction, and new construction.
11	**Goal Name**	CD-3 Public Services
	Goal Description	Improve and increase public safety, municipal services, and public service programs throughout the community.
12	**Goal Name**	CD-4 Accessibility
	Goal Description	Improve the physical and visual accessibility of community facilities, infrastructure, and public buildings.
13	**Goal Name**	CD-6 Code Enforcement
	Goal Description	Enforce the local codes and ordinances to bring buildings into compliance with the standards through systematic code enforcement.
14	**Goal Name**	CD-7 Clearance
	Goal Description	Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned and dilapidated structures.

15	**Goal Name**	CD-8 Revitalization
	Goal Description	Promote neighborhood revitalization in strategic areas through acquisition, demolition, rehabilitation, code enforcement, infrastructure improvements, housing construction, public and community facilities improvements, etc.
16	**Goal Name**	CD-10 Community Policing
	Goal Description	Improve neighborhoods by having the Police Department work cooperatively with residents and community based organizations to identify and resolve issues affecting the neighborhood.
17	**Goal Name**	AM-1 Overall Coordination
	Goal Description	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.

Table 6 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

AP-35 Projects

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AP-35 Projects – 91.220(d)

Introduction The City of Erie is proposing the following projects for its FY 2016 Annual Action Plan.

#	Project Name
1	General Administration
2	Summer Recreation
3	JFK Center - Summer
4	MLK Center - Summer
5	Trinity Center - Summer
6	Community Policing
7	St. Martin Center
8	YMCA Downtown Teen Center
9	BTW Center - Summer
10	Park/Playground Improvements
11	Handicapped Curb Cuts
12	Streets Resurfacing
13	JFK Center – Water Fountains
14	ERA Housing Rehabilitation
15	GECAC Weatherization
16	Clearance/Demolition
17	Code Enforcement
18	ERA Acquisition
19	Mercyhurst-NRO Technical Assistance
20	ERA Façade Renovation
21	ERA HOME Housing / Rehabilitation
22	HANDS Construction Mid-Town #7
23	HANDS Construction Our West Bayfront Rental
24	HANDS CHDO Operating
25	HOME Administration
26	ESG Program

Table 7 – Project Information

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

CDBG funds are intended to provide lower and moderate income households with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. Eligible activities include community facilities and improvements, housing rehabilitation and preservation, affordable housing development activities, public services, economic development, planning, and administration.

The system for establishing the priority for the selection of these projects is predicated upon the following criteria:

- Meeting the statutory requirements of the CDBG program;
- Meeting the needs of very-low, low-, and moderate-income residents;
- Focus on low- and moderate-income areas or neighborhoods;
- Coordination and leveraging of resources;
- Response to expressed needs;
- Sustainability and/or long term impact; and
- The ability to measure or demonstrate progress and success.

Projects

AP-38 Projects Summary

Project Summary Information

Table 8 – Project Summary

1	Project Name	GENERAL ADMINISTRATION
	Target Area	Citywide
	Goals Supported	AM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Priority
	Funding	CDBG: $561,350
	Description	Funds will be used for CDBG program administration, planning, and management costs.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	95,925 people
	Location Description	626 State Street, Erie, PA 16501
	Planned Activities	Matrix Code: 21A General Program Administration 570.206

2	Project Name	SUMMER RECREATION
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: $10,000
	Description	Funds will be used for recreational activities, related salaries, and operating costs at the Roger Young City Pool.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	100 LMI Persons
	Location Description	Buffalo Road and Downing Street
	Planned Activities	Matrix Code: 05 Public Services (General) 570.201(e) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2)

3	Project Name	JFK CENTER - SUMMER
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: $12,724
	Description	Funds will be used for the JFK Center's "Career Splash" summer youth program.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide (125 youth)
	Location Description	2012 E 20th Street, Erie, PA 16510
	Planned Activities	Matrix Code: 05D Youth Services 570.201(e) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2).

4	Project Name	MLK CENTER - SUMMER
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: $6,225
	Description	Funds will be used for the Erie MLK Community Center's summer recreation youth program.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide (42 youth)
	Location Description	312 Chestnut Street, Erie, PA 16507
	Planned Activities	Matrix Code: 05D Youth Services 570.201(e) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2).

5	Project Name	TRINITY CENTER – SUMMER
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: $8,960
	Description	Funds will be used for the Bethesda Trinity Center's summer recreation youth program.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide (77 youth)
	Location Description	462 W 18th Street, Erie, PA 16502
	Planned Activities	Matrix Code: 05D Youth Services 570.201(e) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2)

6	Project Name	COMMUNITY POLICING
	Target Area	Citywide
	Goals Supported	CD-10 Community Policing
	Needs Addressed	Community Development Priority
	Funding	CDBG: $500,000
	Description	Funds will be used for Police Officer salaries and fringe benefits to patrol and interact with the community in targeted high crime areas of the City.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide LMI CTs and BGs
	Location Description	Citywide LMI CTs and BGs
	Planned Activities	Matrix Code: 05I Crime Awareness/Prevention 570.201(e) National Objective: LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)

7	Project Name	ST. MARTIN CENTER
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: $25,000
	Description	Funds will be used for pre-purchase and pre-closing home buying education and counseling, and financial literacy education and counseling.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	138 Persons
	Location Description	1701 Parade Street, Erie, PA 16503
	Planned Activities	Matrix Code: 05 Public Services 570.201(e); 05U Housing counseling National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2)

8	Project Name	YMCA DOWNTOWN TEEN CENTER
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: $50,000
	Description	Funds will be used for YMCA Downtown Teen Center programs.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide (300 youth)
	Location Description	31 West 10th Street, Erie, PA 16501
	Planned Activities	Matrix Code: 05D Youth Services 570.201(e) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2)

9	Project Name	BTW – SUMMER
	Target Area	Citywide
	Goals Supported	CD-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: $6,000
	Description	Funds will be used for the Booker T. Washington Center's summer recreation youth program.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide (24 youth)
	Location Description	1720 Holland Street, Erie, PA 16503
	Planned Activities	Matrix Code: 05D Youth Services 570.201(e) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2)

10	Project Name	PARK/PLAYGROUND IMPROVEMENTS
	Target Area	Citywide
	Goals Supported	CD-1 Community Facilities
	Needs Addressed	Community Development Priority
	Funding	CDBG: $25,000
	Description	Funds will be used for park/playground improvements in LMI service areas of the City.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide LMI CTs and BGs
	Location Description	Citywide LMI CTs and BGs
	Planned Activities	Matrix Code: 03F Parks, Recreation Facilities 570.201(c) National Objective: LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)

11	Project Name	HANDICAPPED CURB CUTS
	Target Area	Citywide
	Goals Supported	CD-4 Accessibility
	Needs Addressed	Community Development Priority
	Funding	CDBG: $425,848
	Description	Funds will be used for wheelchair accessibility (curb cuts) at street intersections.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	4,978 ambulatory disabled persons
	Location Description	Citywide
	Planned Activities	Matrix Code: 03L Sidewalks 570.201(c) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, presumed benefit. 570.208(a)(1)

12	Project Name	STREETS RESURFACING
	Target Area	Citywide
	Goals Supported	CD-2 Infrastructure
	Needs Addressed	Community Development Priority
	Funding	CDBG: $200,000
	Description	Funds will be used for street reconstruction and curb cuts.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide LMI CTs and BGs
	Location Description	Citywide LMI CTs and BGs
	Planned Activities	Matrix Code: 03K Street Improvements 570.201(c) National Objective: LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)

13	Project Name	JFK CENTER – WATER FOUNTAINS
	Target Area	Citywide
	Goals Supported	CD-1 Community Facility
	Needs Addressed	Community Development Priority
	Funding	CDBG: $8,250
	Description	Funds will be used for new water fountains at the JFK Center.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	875 persons
	Location Description	2012 E 20th Street, Erie, PA 16510
	Planned Activities	Matrix Code: 03E Neighborhood Facilities 570.201(c) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, presumed benefit. 570.208(a)(2)

14	Project Name	ERA HOUSING REHABILITATION
	Target Area	Citywide
	Goals Supported	HS-1 Housing Rehabilitation HS-2 Rental Rehabilitation
	Needs Addressed	Housing Priority
	Funding	CDBG: $306,276
	Description	Funds will be used for housing rehabilitation assistance and delivery costs. Eligible single units may receive up to $24,999 for housing rehabilitation costs. If applicable, a $6,000 grant will be included under the cap for handicap accessibility modifications. Eligible single units may receive an additional $8,000 for lead remediation housing costs.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	12
	Location Description	Citywide
	Planned Activities	Matrix Code: 14A Rehab; Single-Unit Residential 570.202 National Objective: LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208(a)(3)

15	Project Name	GECAC WEATHERIZATION
	Target Area	Citywide
	Goals Supported	HS-1 Housing Rehabilitation
	Needs Addressed	Housing Priority
	Funding	CDBG: $6,000
	Description	Funds will be used for operational costs of the weatherization program, which provides services to reduce fuel consumption, thereby reducing utility bills for LMI households.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	25 LMI Household Units
	Location Description	Citywide
	Planned Activities	Matrix Code: 14F Energy Efficiency Improvements 570.202 National Objective: LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208(a)(3)

16	Project Name	CLEARANCE/DEMOLITION
	Target Area	Citywide
	Goals Supported	CD-7 Clearance
	Needs Addressed	Community Development Priority
	Funding	CDBG: $150,000
	Description	Funding will be used for demolition, site clearance, and related delivery costs.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide 95,925 persons
	Location Description	Citywide
	Planned Activities	Matrix Code: 04 Clearance and Demolition 570.201(d) National Objective: SBS Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a slum/blight area. 570.208(a)(2)

17	Project Name	CODE ENFORCEMENT
	Target Area	Citywide
	Goals Supported	CD-6 Code Enforcement
	Needs Addressed	Community Development Priority
	Funding	CDBG: $420,493.47
	Description	Funds will be used for code enforcement activities in the LMI areas of the City.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide LMI CTs and BGs
	Location Description	Citywide LMI CTs and BGs
	Planned Activities	Matrix Code: 15 Code Enforcement 570.202(c) National Objective: LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)

18	Project Name	ERA ACQUISITION
	Target Area	Citywide
	Goals Supported	CD-8 Revitalization
	Needs Addressed	Community Development Priority
	Funding	CDBG: $39,550
	Description	Funds will be used to pay legal fees for the purchase of vacant and dilapidated structures on a spot blight basis.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide 95,925 persons
	Location Description	Citywide
	Planned Activities	Matrix Code: 01 Acquisition of Real Property 570.201(a) National Objective: SBS Slum/blight spot basis: activities that address condition of blight or physical decay on a spot basis not located in a slum/blight area. 570.208(b)(2)

19	Project Name	MERCYHURST CIVIC INSTITUTE – NRO TECHNICAL ASSISTANCE
	Target Area	Citywide
	Goals Supported	
	Needs Addressed	Community Development Priority
	Funding	CDBG: $15,000
	Description	Funds will be used to provide training and technical assistance to the City's neighborhood groups.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide
	Location Description	Citywide
	Planned Activities	Matrix Code: 19C Non-Profit Capacity Building [570.201(p), Technical Assistance] National Objective: LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)

20	Project Name	ERA FAÇADE RENOVATIONS
	Target Area	Citywide
	Goals Supported	CD-8 Revitalization
	Needs Addressed	Community Development Priority
	Funding	$57,000
	Description	Funds will be used to assist with exterior façade improvements to commercial properties.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide
	Location Description	Citywide
	Planned Activities	Matrix Code: 14E Rehab: Publicly or Privately Owned Comm/Indust Buildings 570.202(a)(3) National Objective: SBS Slum/blight spot basis: activities that address condition of blight or physical decay on a spot basis not located in a slum/blight area. 570.208(b)(2)

21	Project Name	ERA HOUSING / REHABILITATION (HOME)
	Target Area	Citywide
	Goals Supported	HS-1 Housing Rehabilitation HS-2 Rental Rehabilitation
	Needs Addressed	Housing Priority
	Funding	HOME: $200,000
	Description	Funds will provide deferred loans to qualified individuals for the purpose of rehabilitating their homes. Eligible owners may receive up to $24,999 for eligible housing rehabilitation costs. Additional funding of approximately $8,000 for lead improvements may be applied. The $24,999 may include an incentive grant of up to $6,000 to facilitate the adaptability of singe units for occupancy by disabled persons. Properties must be brought up to code.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	8 units
	Location Description	Citywide
	Planned Activities	Matrix Code: 14A Rehab; Single-Unit Residential 570.202 National Objective: LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208(a)(3)

22	Project Name	HANDS CONSTRUCTION MID-TOWN #7 RENTAL
	Target Area	Citywide
	Goals Supported	HS-3 Housing Construction
	Needs Addressed	Housing Priority
	Funding	HOME: $137,070
	Description	HANDS will construct one (1) rental home with two (2) bedrooms for income eligible tenants in the Mid-Town Development.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	1 household
	Location Description	239 East 13th Street, Erie, PA 16503
	Planned Activities	Matrix Code: 12 Construction of Housing 570.201(m) National Objective: LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208(a)(3)

23	Project Name	HANDS CONSTRUCTION OUR WEST BAYFRONT - RENTAL
	Target Area	Citywide
	Goals Supported	HS-3 Housing Construction
	Needs Addressed	Housing Priority
	Funding	HOME: $231,552
	Description	HANDS will single family home(s) for income eligible household(s).
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	West Bayfront area
	Planned Activities	Matrix Code: 12 Construction of Housing 570.201(m) National Objective: LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208(a)(3)

24	Project Name	HOME HANDS CHDO OPERATING
	Target Area	Citywide
	Goals Supported	HS-3 Housing Construction
	Needs Addressed	Housing Priority
	Funding	HOME: $20,923
	Description	Funds will be used for personnel, training, general operating assistance, and other eligible CHDO operating costs for the administration of CHDO designed HOME activities.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide
	Location Description	7 East 7th Street, Erie, PA 16501
	Planned Activities	Matrix Code: 19B CHDO Operating Costs (not part of 5% admin) National Objective: LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208.208(a)(3)

25	Project Name	HOME ADMINISTRATION
	Target Area	Citywide
	Goals Supported	AM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Priority
	Funding	HOME: $65,504
	Description	Funds will be used for HOME program administration, planning, and management costs.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Citywide 95,925 persons
	Location Description	626 State Street, Erie, PA 16501
	Planned Activities	Matrix Code: 19A HOME Admin/Planning Costs of PJ (not part of 5% Admin Cap)

26	Project Name	ESG PROGRAM
	Target Area	Citywide
	Goals Supported	HO-2 Operation/Support HO-3 Prevention and Housing
	Needs Addressed	Homeless Priority
	Funding	ESG: $252,664
	Description	Emergency Shelter Community Shelter Services $26,632. Emergency Shelter St. Patrick's Haven $12,975. Emergency Shelter SafeNet (Hospitality House) $16,389. Emergency Shelter City Mission $34,144. Emergency Shelter The Refuge $13,657. Emergency Shelter Community of Caring $15,706. Transitional Living Mercy Center for Women $15,706. Transitional Living SafeNet (Bridge House) $10,926. Transitional Living SafeNet (TLC) $5,463. GECAC Rapid Re-Housing $82,116. Administration $18,950.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Citywide
	Planned Activities	Matrix Code: 03C Homeless Facilities (not operating costs) 570.201(c), 03T Operating Cost for Homeless/AIDS Patients Programs, and 05Q Subsistence Payments 570.201(e) National Objective: LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2)

AP-50 Geographic Distribution

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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 of Erie will distribute CDBG, HOME, and ESG on a citywide basis to all eligible beneficiaries. An eligible beneficiary may be a LMI individual person or family, and activity that primarily benefits a LMI household, or an activity located in a LMI Census Tract or Block Group. Since the City's low mod population exceeds 51%, certain activities that have a citywide benefit maybe considered.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

CDBG funds are intended to provide lower and moderate income households with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. Eligible activities include community facilitates and improvements, housing rehabilitation and preservation, affordable housing development activities, public services, economic development, planning, and administration.

The system for establishing the priority for the selection of these projects is predicated upon the following criteria:

Meeting the statutory requirements of the CDBG program;

Meeting the needs of very-low, low-, and moderate-income residents;

Focus on low- and moderate-income areas or neighborhoods;

Coordination and leveraging of resources;

Response to expressed needs;

Sustainability and/or long term impact;

The ability to measure or demonstrate progress and success.

Discussion

Under the FY 2016 Community Development Program, the City of Erie will be receiving $2,804,599 in CDBG funds and will use $29,077 in program income. The City will budget $561,350 for CDBG general administration. The balance of CDBG funds ($2,401,194), $2,272,326 will be allocated to activities which principally benefit low and moderate income persons (89%) and $150,000 allocated for the removal of slums and blight (6%).

AP-55 Affordable Housing

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Erie will utilize its CDBG, HOME, and ESG funds to rehabilitate existing affordable housing units, support the construction of new affordable housing units, and to provide down payment/closing cost assistance to facilitate housing affordability.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	72
Special-Needs	10
Total	82

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	12
Rehab of Existing Units	60
Acquisition of Existing Units	0
Total	82

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

Discussion

The one-year projects for affordable housing funded by the City for FY 2016 CDBG funds are as follows:
CD16-4 ERA Housing Rehabilitation
CD16-17e GECAC Weatherization
H16-XX ERA Housing Rehabilitation
H16-05x HANDS Construction Mid-Town #7 Rental
H16-05x HANDS Our West Bayfront Rental
ES16 ESG Program

AP-60 Public Housing

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AP-60 Public Housing – 91.220(h)

Introduction

The Housing Authority of the City of Erie (HACE) exists to provide safe, decent, and affordable housing for lower-income families, elderly and persons with disabilities; and to foster among the residents we serve economic self-sufficiency, and a sense of community and pride in the neighborhoods where they reside.

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

The Housing Authority of the City of Erie (HACE) plans to allocate the following FY 2016 funds (Total

$2, 84,236) for its public housing units:

Operations $710,591

Administration $284,236

Fees and Costs $87,500

Site Acquisition $10,000

Site Improvement $75,000

Dwelling Structures $1,675,040

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

The Housing Authority actively encourages resident involvement through the following measures:

Tenant Councils - The Senior Tenant Council is composed of residents in each high-rise apartment building – Curry/Schell Apartments, Ostrow Apartments, Schmid Towers, and Friendship Apartments. Officers are elected yearly under guidelines set forth by the Department of Housing and Urban Development. The primary purpose for electing Tenant Councils is to give residents an opportunity to explain their needs and points of view to the manager of the building in order to have a part in decisions and policy making. Tenant Councils also plan and promote activities that enhance the health and welfare, educational opportunities and recreational activities available to each buildings residents.

Resident Advisory Board - The Resident Advisory Board is comprised of elected officers from each of the Family Development and High-rise Tenant Councils. These include Lake City, Ostrow Apartments, Erie Heights, Friendship Apartments, Harbor Homes, Harbor Homes Annex, John E. Horan Garden

Apartments, Pineview, Agnes R. Priscaro Apartments, Schmid Towers, Section 8, and Section 8 Family Self Sufficiency. When there is no functioning Tenant Council, community representatives from the family developments or high-rise buildings are asked to serve on the Resident Advisory Board. Members of the Resident Advisory Board meet regularly with Authority staff to provide input on policy matters, Capital Fund expenditures, and new program development.

Resident Survey – An annual survey is conducted by the Housing Authority to solicit residents' opinions about safety in their neighborhoods, along with their awareness of, and satisfaction with, services provided by the Housing Authority and its social service partners. The Housing Authority has conducted this survey on an annual basis since the late 1990s. While originally required to have this survey completed by the federal government, because the survey provided useful data to HACE, the decision was made to continue the annual survey. The data provide insight into safety issues in neighborhoods, which can then be addressed by the Housing Authority and its partners (e.g., the Erie police). Moreover, the results of the survey regarding awareness of and use of the Housing Authority's services, along with satisfaction with HACE management, provide information that can be used to make improvements where needed. With this knowledge, HACE is able to make informed decisions with respect to quality improvements.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable. The Housing Authority of the City of Erie is not designated as a trouble agency by HUD.

Discussion

The City of Erie has identified that there is a need for housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The Housing Authority of the City of Erie is an important part of the City of Erie's housing strategy. The Housing Authority is the primary assisted housing provider of housing for extremely low income, very low income, and low income residents of the City.

AP-65 Homeless and Other Special Needs Activities

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

SECTION TO BE UPDATED WITH 2016 INFORMATION FOLLOWING PUBLIC COMMENT PERIOD

Introduction

The Home Team was created to promote a comprehensive, collaborative and sustained community approach to homelessness in Erie County. The Home Team meets bimonthly to work toward eradicating homelessness. In addition, the Home Team collects data related to the homeless services system in Erie County. The purpose of data collection is to ensure non-duplication of resources and to identify and address major gaps in the system. Ultimately, the Home Team's goal is to enable the person or family experiencing homelessness to become self-sufficient and to move into permanent housing.

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 following ESG activities are proposed for funding under the FY 2016 Annual Action Plan:

Emergency Shelter Community Shelter Services $26,632. Emergency Shelter St. Patrick's Haven $12,975. Emergency Shelter SafeNet (Hospitality House) $16,389. Emergency Shelter City Mission $34,144. Emergency Shelter The Refuge $13,657. Emergency Shelter Community of Caring $15,706. Transitional Living Mercy Center for Women $15,706. Transitional Living SafeNet (Bridge House) $10,926. Transitional Living SafeNet (TLC) $5,463. GECAC Rapid Re-Housing $82,116. Administration $18,950.

Addressing the emergency shelter and transitional housing needs of homeless persons

The following transitional housing programs received CoC Project Priority Ranking for 2015:

TLC Plus – SafeNet – Transitional Housing
Hope for the Homeless – Erie United Methodist Alliance - Transitional Housing
New Life Program – Erie City Mission – Transitional Housing
Reach – Mercy Center for Women, Erie DAWN, SafeNet, Gaudenzia – Transitional Housing

Emergency shelter projects did not receive priority ranking.

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 following permanent housing programs received CoC Project Priority Ranking for 2015:

Self Start I – ECCM – Permanent Housing
Self Start II– ECCM – Permanent Housing
Self Start III– ECCM – Permanent Housing
Lighting the Candle I – Community Shelter Services – Permanent Housing
Finally Home – Community of Caring – Permanent Housing
Housing Now – Erie DAWN & Mercy Center for Women – Permanent Housing
Women at the Crossroads – Gaudenzia – Permanent Housing

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.

The following is a summary of homeless prevention programs and resources available. Many of these programs and resources are administered by GECAC:

Housing and Rental Assistance - This program provides assistance with the first month's rent and/or a security deposit up to $750. Maximum is $1,000 every two years without children, and $1,500 every two years with children. Checks are mailed directly to the landlord and are subject to a client fee determined by monthly income and the rent/security deposit being requested.

HEMAP - The Homeowner's Emergency Mortgage Assistance Program (HEMAP) is a cost-effective means of preventing homelessness among Pennsylvanians. It helps homeowners who, through no fault of their own, are financially unable to make their mortgage payments.

Weatherization - GECAC works closely with the Department of Community and Economic Development, Natural Fuel Gas, and GPU energy to provide efficiency improvements to eligible owner and renter residences within the City of Erie. The Weatherization program aims to make a client's home more comfortable and energy efficient. The client's dwelling is assessed and an audit is performed in accordance with Industry standards to determine the best possible solution. Some measures taken care: weather-stripping, caulking, replacement of broken glass, attic insulation, and furnace inspection. To be eligible to receive weatherization services, the applicant must have an income at or below the 150% federal poverty level and not have had the residence weatherized after September 1993.

WARM Program - The WARM program is a free weatherization and energy education program for GPU

Energy's residential customers. Applicants must meet income guidelines, have electric heat or electric water heat, and average $55 per month or greater on electric bills.

The COC works closely with the Erie County Office of Children and Youth (OCY), where foster care placements originate, to identify individuals who are aging out of foster care. The COC ensures that individuals have a viable housing plan before they reach their termination date to leave that level of care.

Erie County is a small close-knit community where no local hospitals discharge people to an emergency shelter or the streets. The hospital social workers work diligently to find resources for individuals who arrive for services and have nowhere to go upon discharge.

Discharge planning at the State Hospital or acute care hospitals begins on the first day of admission with case managers at our Base Service Unit for mental health (BSU). The BSU is at the acute care hospitals three times a week and at the State Hospital once every two week. The BSU works with the individuals on detailed housing plans for people to either go to a step down unit or directly to an apartment of their choosing or to reunite with family members. The State Hospital is mandated to have a housing plan in place upon discharge and the acute care hospitals rely on the BSU to find suitable housing for people upon
discharge.

The Commonwealth and County mandates that a person must have a viable housing plan before release from a corrections facility that includes a memorandum of understanding with HUD that clearly states that a housing plan cannot include McKinney funded projects. Medical Assistance benefits are suspended for people who had those benefits before their incarceration so they would be reinstated for benefits upon release.

Discussion

The City has allocated CDBG, HOME, and ESG funds to the following FY 2016 economic development and anti-poverty programs to address the other special needs and homeless needs:

CD16-4 ERA Housing Rehabilitation
CD16-17e GECAC Weatherization
CD16-138 St. Martin Center
ESG16 - ESG Program

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

Not Applicable. The City of Erie does not receive HOPWA funds

AP-75 Barriers to affordable housing

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

Introduction

The City updated its Analysis of Impediments to Fair Housing Choice in 2012. The City is participating in the Regional AI prepared by Destination Erie: A Regional Vision, a consortium of regional stakeholders envisioning the County's future and creating a strategy to meet the region's economic, social, and environmental challenges of the 21st century dated March 2015. The Council of the City of Erie approved and adopted the Regional Analysis of Impediments to Fair Housing Choice for the City of Erie, Pennsylvania on December 16, 2015 and confirms the City's continued commitment to affirmatively further fair housing .

See attached Affirmatively Furthering Fair Housing Attachment. Additional information below to be updated following the public comment period.

The following potential impediments and strategies to address those potential impediments from the 2012 AI are listed below ***(2015 Action Plan)***:

The City lacks an over-arching housing policy that establishes the foundation for comprehensive integration.
Actions:

- The City's diversity policy is in accordance with HUD's diversity requisites and will be considered in the development of the City's Comprehensive Plan (FY 2013).

The City's migrant working and refugee populations may require language accommodations to ensure that all residents can access programs and services.
Actions:

- Sub recipients who provide housing services and receive federal funding were assessed to establish the presence of services offered to meet the needs of the LEP population. Upon their completion of the four factor analysis, it was determined that the respective agencies meet the HUD LEP requirements in November, 2012. COMPLETED.
- The City will continue to provide other language services on an as needed basis, in particular, at the Mayor's Roundtable on Disabilities. ON-GOING.
- The Amendment to Affirmative Marketing Plan was revised and completed May 6, 2013. Outreach to Hispanics, refugees and migrant workers were addressed. COMPLETED.

There exists a continuing need for quality fair housing education, outreach, and training, as well as, real estate testing.
Actions:

- The City will provide $15,000 in funding to the HRC that may be used for fair housing education, outreach, training, or testing at the HRC's discretion. In addition, the City of Erie has allocated $12,000 to the HRC for testing.
- The City will continue enlisting the support of local and regional fair housing advocacy organizations regarding testing, education, outreach and training strategies through monthly meetings with several agencies, including the HRC, at the Mayor's Roundtable on Disabilities. COMPLETED.

- The City will provide $7,500 for fair housing activities in collaboration with other agencies.
- The City has posted a fair housing guide that outlines fair housing requirements, at the City's website www.erie.pa.us. COMPLETED.

Minority households have greater difficulty becoming homeowners in Erie because of lower incomes.
Actions:

- The City continues to support local Fair Housing advocates, and their efforts to increase homeownership among minorities.
- The City will continue to gather CDBG/HOME rehabilitation and homeownership project information on a quarterly basis for future mapping to identify impact areas, including in high minority census tracts.

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

Refugees and migrant workers may have a greater difficulty obtaining decent, affordable housing due to little or no credit history and/or references from previous landlords.
Actions:

- The City will consult the Mayor's Roundtable on Disabilities' Housing Committee regarding efforts to increase homeownership among minorities while completing its St. Martin's prior year Homeownership Program. Additionally, to ensure refugees, migrant workers, and the general population secure decent, safe rental housing, the City continues to inspect all rental properties every two years through its Landlord Registry Program, and uses CDBG funding to inspect properties in the CD-Impact area where many refugees reside.
- HACE currently provides credit/budget counseling through GECAC for public housing applicants who may have been denied eligibility because of poor credit or no credit history. Upon successful completion of the 10-hour course, an applicant is determined to be eligible and is moved to the HACE waiting list. This program is offered to any applicant who meets these conditions. Over the years, many of HACE's 413 refugee families have taken advantage of this opportunity to become eligible for admission. Migrant or seasonal workers, however, have different needs that cannot be met through the normal applicant process. Specifically, the application process and any credit/budget counseling may take up to two (2) months to complete and cannot fulfill their immediate need for temporary housing. HACE has not experienced any migrant work applicants in recent history.

The City's supply of housing that is affordable to households up to 80% of median household income is inadequate.
Actions:

- The City accepts HOME applications from developers proposing to build new or rehabilitate older multi-unit properties in an effort to provide affordable housing to households below 80% of median income. FY 2014 HOME projects include a HANDS development of three (3) low-to-moderate rental units in a "triplex" style two-story building. Units will be offered to eligible low-income tenants. CDBG and HOME rehab funds continue to be expended, and residences are predominantly in the CD-Impact Area.

The City's supply of affordable and accessible housing units is inadequate to meet demand.
Actions:

- The City abides by the HOME Program minimum set-aside requirements for accessible units. Through its federally-funded projects (HOME) and encourages visitability for non-federal projects through Ordinance 126-62-E. Hands will construct two new single-family rental units in Mid-Town. Project will be completed by December, 2014.
- The City of Erie City Council passed Resolution 126-62-E in support of Visitability Design on November 21, 2007, authorizing and encouraging the distribution of Visitability fliers to encourage the housing visitability concept, and specifically zero-slip entrance, 32-inch clear passage space, and full accessible bath on main floor. COMPLETED.

Discussion

A number of landlords choose not to participate in the Section 8 Housing Choice Voucher program, which may contribute to the concentration of voucher holders in impacted areas.
Action:

- During HACE Section 8 orientation sessions, voucher holders are given a City of Erie map which delineates the general housing quality found within 30 Census Tracts in the City. Applicants are encouraged to seek housing outside of the traditional CDBG impact areas. However, in many cases, the fair market rents allowed may not be sufficient to support the rents charged for units in these neighborhoods. HACE will continue ongoing outreach efforts to potential Section 8 landlords outside of designated impact areas. Additionally, the City is funding the HANDS Freedom Square project that will provide 25 affordable housing units to low-to-moderate income veterans and their family members. HUD-VASH Supportive Housing Vouchers from HACE will be used to support the Freedom Square Project.

Members of the protected classes could be more fully represented on boards and commissions dealing with housing issues.
Actions:

- The City developed and distributed a Board Member Survey for completion by appointed board and commission members. All surveys have been completed and returned during the months of October and November, 2012. A review of the results verified representation of various ethnicities, race, gender, and disability status, as applicable. COMPLETED.

The City's process for allocating and reporting CDBG, HOME, and NSP funds could be improved from a fair housing perspective.
Actions:

- The City includes site and neighborhood requirements in HOME applications. COMPLETED 2011.
- The City of Erie will utilize the new HUD mapping tool by 2014, which will allow DCED to identify all new affordable housing initiatives as part of the CAPER process.

The City's Zoning Ordinance should be amended to allow for a wider definition of families, in particular for permanent group homes.
Actions:

- The Assistant City Solicitor provided clarification on September 26, 2012 on the issue of the City's Zoning Ordinance. The Solicitor asserts that in the 1990s, the City of Erie enacted a Special Exception to the Ordinance which permits individuals protected by the Federal Fair

housing Act to reside as natural families rather than be restricted to three (3) unrelated persons. The Exception could only be denied if there would be an "undue burden" on the Zoning scheme. COMPLETED.

Mortgage loan denials and high-cost lending disproportionately affect minority applicants.
Actions:

- The City will continue to engage HUD-certified housing counselors such as St. Martin's Center and GECAC to target credit repair education through existing advocacy organizations that work extensively for minorities.

The City continues to encourage sub recipients to market home-ownership to all minorities regardless of income, and has recently expanded its housing rehabilitation into additional census tracts.
Foreclosures appear to disproportionately affect minority households in Erie.
Actions:

- The City will continue to work with St. Martin's Center to mitigate the impacts of foreclosure by supporting increased buyer education and counseling, as well as supporting legislative protections for borrowers. St. Martin's Center continues to work extensively with minorities.

The real estate advertising practices of the Erie Times-News do not meet fair housing standards.

AP-85 Other Actions

DRAFT

AP-85 Other Actions – 91.220(k)

Introduction

The City of Erie has developed the following actions to address the following city needs: obstacles to meeting underserved needs; fostering affordable housing; reducing lead-based hazards; reducing the number of families living in poverty; developing institutional structures; and enhancing coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

Despite City and service provider efforts, there remain a significant number of obstacles to meeting underserved needs. The following are obstacles to meeting those needs in Erie:

- High cost of housing
- Growing gap between incomes and housing
- Unemployment
- Crime
- Substance abuse
- Increasing physical and mental handicap housing needs
- Cycle of poverty

Actions planned to foster and maintain affordable housing

To foster and maintain affordable housing, the City of Erie proposes to carry out the following activities:

- CD16-4 ERA Housing Rehabilitation
- CD16-17e GECAC Weatherization
- HO16-05g HANDS Construction Mid-Town #7 Rental
- HO1-05q HANDS Our West Bayfront New Construction Rental

The Housing Authority of the City of Erie will continue to fund the following activities to foster and maintain affordable housing in the City of Erie:

- Continue to provide Housing Choice Vouchers and public housing units
- Continue to rehabilitate and make improvements to public housing units

Actions planned to reduce lead-based paint hazards

The City of Erie will continue to comply with Title 24 Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures (Current Rule) for its Housing Rehabilitation Projects. In order to meet the requirements of the new lead-based paint regulations, the City of Erie will take the following actions regarding housing rehabilitation:

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determines whether proposed projects are exempt from some or all lead-based paint requirements.
- The level of Federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.
- Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures are incorporated into project

rehabilitation specifications.

- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable
- Standards established in 24 CFR Part 35, Subpart R.
- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented.
- Program documents establish the rental property owner's responsibility to perform and document ongoing lead-based paint maintenance activities, when applicable.
- Program staff monitors owner compliance with ongoing lead-based paint maintenance activities.

The Erie Redevelopment Authority will continue to offer a program that reduces or eliminates toxic lead hazards in residential dwellings throughout Erie County, at no cost to the occupants.

Actions planned to reduce the number of poverty-level families

Based on 2007-2011 ACS data, approximately 22.9% of the City of Erie's residents live in poverty, which is greater than the State of Pennsylvania where 12.6% of residents live in poverty. Female-headed households with children are particularly affected by poverty at 40.1%, and 32.4% of all youth under the age of 18 were living in poverty. The City's goal is to reduce the extent of poverty by actions the City can control and through work with other agencies and organizations. During this program year the City will fund:

- ESG16 - ESG Program
- CD16-X - St. Martin Center

Actions planned to develop institutional structure

The City of Erie Department of Economic and Community Development will coordinate activities among the public and private agencies and organizations in the City. This coordination will ensure that the goals and objectives outlined in the FY 2015-2019 Five Year Consolidated Plan will be effectively addressed by more than one agency. The staff of the Department of Economic and Community Development will facilitate and coordinate the linkage between these public and private partnerships and develop new partnership opportunities in the City.

This coordination and collaboration between agencies is important to ensure that the needs of the residents of Erie are being addressed. The main agencies that are involved in the implementation of the Plan, as well as additional financial resources that are available are the following:

Public Agencies:
• City of Erie Department of Economic and Community Development – is responsible for administration of the CDBG program.
• Housing Authority of the City of Erie – is responsible for administering Housing Choice Vouchers and public housing units.

Non-Profit Agencies:
There are several non-profit agencies that serve low income households in the City. The City continued

to collaborate with these agencies- a full list can be found in Section AP-10, agencies consulted.

Private Sector:
The private sector is a key collaborator in the services and programs associated with the Five Year Consolidated Plan. The private sector brings additional financial resources and expertise that can be used to supplement existing services in the City. Examples of these private sectors are: local lenders, affordable housing developers, business owners, community and economic development organizations, healthcare organizations, and others. The City will continue to collaborate with local financial institutions, private housing developers, local realtors, etc.

Actions planned to enhance coordination between public and private housing and social service agencies

The Department of Economic and Community Development will continue to act as a coordinator between housing and social service activities provided by the City and activities provided by the Housing Authority, the Continuum of Care, private and non-profit housing providers, and social service agencies to address the housing and community development needs of the City. The Department will accomplish this coordination by continuing to attend various public and private housing and social service agencies meetings and conference calls, participating in planning correspondence, and providing technical assistance for funding match options and program compliance.

Discussion

The Department of Economic and Community Development (DECD) has the primary responsibility for monitoring the City's Consolidated Plan and Annual Action Plan. The Department maintains records on the progress toward meeting the goals and the statutory and regulatory compliance of each activity. Service area documentation is achieved through scheduling activities, drawdown of funds, and maintenance of budget spread sheets which indicate the dates of expenditures. Program modifications are considered if project activities are not able to be completed within the allowable time limits of the grant. DECD is also responsible for the on-going monitoring of any sub recipients for similar compliance. DECD's responsibility is to ensure that Federal Funds are used in accordance with all program requirements, determining the adequacy of performance under sub-recipient agreements; and taking appropriate action when performance problems arise. The City monitors it performance with meeting its goals and objectives with its Five Year Consolidated Plan. It reviews it goals on an annual basis in the preparation of it CAPER and makes adjustments to its goals, as needed.
Additionally, the City has a Section 3 Plan that to the greatest extent possible, provides job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

AP-90 Program Specific Requirements

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

The City of Erie will receive an annual allocation of CDBG funds in the amount of $2,804,599, HOME funds in the amount of $655,049, and ESG funds in the amount of $252,664. Since the City receives these entitlement allocations, the questions below have been completed as applicable.

NOTE: 2015 Action Plan information below to be updated with 2016 estimates following the public comment period.

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	29,077
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:	**29,077**

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.	75.98%

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:
   See attached HOME Investment Partnership Program Recapture Policy and Resale Policy.

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 HOME Investment Partnership Program Recapture Policy and Resale Policy.

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 HOME Investment Partnership Program Recapture Policy and Resale Policy.

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:
   See attached HOME Investment Partnership Program Recapture Policy and Resale Policy.

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)
   See attached Emergency Solutions Grant Guidelines.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.
   See attached Emergency Solutions Grant Guidelines.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).
   See attached Emergency Solutions Grant Guidelines.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.
   See attached Emergency Solutions Grant Guidelines.

5. Describe performance standards for evaluating ESG.
   See attached Emergency Solutions Grant Guidelines.

Discussion

Under the FY 2016 Community Development Program, the City of Erie will be receiving $2,804,599 in CDBG funds and will receive $XX,XXX in program income. The City will budget $561,350 for CDBG general administration. The balance of CDBG funds ($2,401,194), $2,251,194 will be allocated to activities which principally benefit low and moderate income persons (76%) and $150,000 allocated for the removal of slums and blight (5%).

ATTACHMENTS

SF-424(s)

Certifications

Citizen Participation Plan *(updated version)*

Citizen Participation 2016 Materials *(to be completed following public comment period)*

Affirmatively Furthering Fair Housing *(Actions and Activities)*

HOME Investment Partnership Program Recapture Policy and Resale Policy

Emergency Solutions Grant Guidelines

CITY OF ERIE, PENNSYLVANIA

2016 ANNUAL ACTION PLAN – DRAFT FOR PUBLIC COMMENTS

Attachment
SF-424(s)

DRAFT

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier: PA422178

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Erie

* b. Employer/Taxpayer Identification Number (EIN/TIN): 25-6000857

* c. Organizational DUNS: 0749570280000

d. Address:

* Street1: 626 State Street, Room 404
Street2:
* City: Erie
County/Parish:
* State: PA: Pennsylvania
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 16501-1128

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name: Kim
Middle Name:
* Last Name: Green
Suffix:

Title: Director, Economic and Community Development

Organizational Affiliation: City of Erie

* Telephone Number: 814-870-1270
Fax Number: 814-870-1443

* Email: kgreen@erie.pa.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant Entitlement Communities

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

2016 CDBG Entitlement Annual Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant | * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

16CongressionalDistrictsSF424.pdf | Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016 | * b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	2,804,599.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	29,077.00
* g. TOTAL	2,833,676.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☒ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: | * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: | Fax Number:

* Email:

* Signature of Authorized Representative: | * Date Signed:

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
PA422178	

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	City of Erie

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
25-6000857	0749570280000

d. Address:

* Street1:	626 State Street, Room 404
Street2:	
* City:	Erie
County/Parish:	
* State:	PA: Pennsylvania
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	16501-1128

e. Organizational Unit:

Department Name:	Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:		* First Name:	Kim
Middle Name:			
* Last Name:	Green		
Suffix:			

Title:	Director, Economic and Community Development

Organizational Affiliation:
City of Erie

* Telephone Number:	814-870-1270	Fax Number:	814-870-1443

* Email:	kgreen@erie.pa.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Investment Partnerships

*** 12. Funding Opportunity Number:**

* Title:

HOME INVESTMENT PARTNERSHIPS PROGRAM

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

2016 HOME Investment Partnerships Program City of Erie

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant | * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

16CongressionalDistrictsSF424.pdf | Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016 | * b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	655,049.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	655,049.00

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If "Yes", provide explanation and attach

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Prefix: | * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: | Fax Number:

* Email:

* Signature of Authorized Representative: | * Date Signed:

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier: PA422178

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* Zip / Postal Code: 16501-1128

e. Organizational Unit:

Department Name:

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Prefix:
* First Name: Kim
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* Last Name: Green
Suffix:

Title: Director, Economic and Community Development

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* Telephone Number: 814-870-1270
Fax Number: 814-870-1443

* Email: kgreen@erie.pa.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

Emergency Solutions Grant Entitlement Community 2016

*** 12. Funding Opportunity Number:**

* Title:

Emergency Solutions Grant Entitlement Community 2016

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

2016 ESG Entitlement Annual Plan - City of Erie

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant 3 * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

16CongressionalDistrictsSF424.pdf | Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016 * b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	252,664.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	252,664.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

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☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

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Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

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Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Attachment
Certifications

DRAFT

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

_____

Signature/Authorized Official Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) _____ , _____(a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

   However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

   The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

_____ _____

Signature/Authorized Official Date

_____

Title

OPTIONAL CERTIFICATION
CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

_____ _____
Signature/Authorized Official Date

_____
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

> The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

_____ _____

Signature/Authorized Official Date

_____

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

_____ _____

Signature/Authorized Official Date

_____

Title

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

_____ _____

Signature/Authorized Official Date

_____

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Attachment
Citizen Participation Plan
(updated version)

DRAFT

CITIZEN PARTICIPATION PLAN

FOR

CONSOLIDATED SUBMISSIONS OF COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS & AFFIRMATIVE FAIR HOUSING

UNDER

24 CFR PART 91 SECTION 105

IN

THE CITY OF ERIE, PENNSYLVANIA

BY: CITY OF ERIE
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
ROOM 404 MUNICIPAL BUILDING
626 STATE STREET
ERIE, PENNSYLVANIA 16501
(814) 870-1270

JANUARY 2016

This plan will be made available to individuals with disabilities in an accessible format upon request.

DRAFT

CITIZEN PARTICIPATION PLAN

Section I	Introduction
Section II	Certification of Compliance
Section III	Community Development Needs and AFH/Public Hearings
Section IV	Request for Proposals
Section V	Citizen Access to Information
Section VI	Performance Reports
Section VII	Amendment Process
Section VIII	Complaint/Objection Process
Section IX	Technical Assistance
Section X	Bilingual Requirement
Section XI	City's Responsibility
Section XII	Section 108 Loan Program

DRAFT

CITIZEN PARTICIPATION PLAN

I. INTRODUCTION

This Citizen Participation Plan was prepared in accordance with Section 104(a) of the Housing and Community Development Act of 1974, as amended. The 24 CFR 91.105 and 24 CFR 5.158 federal regulations outline the "citizen participation" requirements. This document has been established in order for the City of Erie to be in conformance with the requirements of the regulations.

The Plan sets forth the City's policies and procedures by which it encourages residents to participate and comment on various federally funded City programs and Affirmative Fair Housing (AFH) planning. The programs include the Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant Program (ESG). Currently, the City of Erie does not receive an entitlement grant under the Housing Opportunities for Persons with AIDS (HOPWA). However, if it does in the future, this program will be included under this Citizen Participation Plan. The provisions concerning citizen involvement in implementing and assessing the Community Development program apply to all activities that are ongoing, as well as to all future activities. This plan shall remain in effect until all activities are completed or until this Plan is superseded by a new Plan.

The City of Erie is updating its existing Citizen Participation plan as part of its 2015-2019 Five Year Consolidated Plan and in response to new HUD guidance on Citizen Participation for Affirmative Fair Housing (AFH) planning processes. This Plan is anticipated to be adopted by City Council in 2016.

The City of Erie encourages residents to participate in the development of any consolidated plan, any substantial amendment to the consolidated plan, performance reports, and AFH. This document outlines the City's procedures and methods to provide continuity for participation throughout all stages of the process. The City of Erie also may explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in neighborhoods and the review of program performance (e.g., use of focus groups and the Internet).

The City of Erie encourages the participation of all residents, including minorities, non-English speaking persons, and individuals with disabilities. The City will take appropriate actions to achieve accessibility for public participation as detailed in this plan. In addition, the City of Erie places special emphasis on encouraging the involvement of the following audiences:

- low- and moderate-income persons, residents living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and residents of predominantly low- and moderate-income neighborhoods;

- residents of public and assisted housing developments (in conjunction with the Housing Authority of the City of Erie), along with other low-income residents of targeted revitalization areas in which the developments are located; and

- the Continuum of Care/Erie Home Team, local businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations, particularly those serving low to moderate income residents.

Consultations

The City shall make an effort to consult with and provide information to the Housing Authority of the City of Erie regarding Consolidated Plan and AFH activities related to its developments and surrounding communities so that the Public Housing Authority (PHA) can make this information available at the annual public hearing required for the PHA Plan. The City encourages representatives and residents of public and assisted housing to participate in the process of developing and implementing the AFH or AFH revisions.

The City shall also make an effort to consult with:

- the Continuum of Care/Erie Home Team in determining how to allocate ESG funding for eligible activities; in developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the HMIS;
- public and private agencies, such as those that provide assisted housing, health services, and fair housing services for residents and families including Veterans, youth, elderly, persons with disabilities, persons living with HIV/AIDS; and
- adjacent local governments, with regard to non-housing community development needs and agencies with metropolitan-wide planning responsibilities.

II. CERTIFICATION OF COMPLIANCE

As part of the City's submission of its Annual Consolidated Plan and AFH, the City will submit certification to the U. S. Department of Housing and Urban Development (HUD) that the City is following an approved Citizen Participation Plan, which:

(a) provides for and encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation by residents in low and moderate income neighborhoods or targeted revitalization areas within/as defined by the City;

(b) provides for and encourages citizen participation of residents of public and assisted housing developments, as well as providing information to the housing agency about the AFH Plan and Consolidated Plan activities related to its developments;

(c) provides for and encourages citizen participation of persons with disabilities as well as provides a copy of the participation plan in a format accessible to persons with disabilities, upon request;

(d) provides for and encourages citizen participation of all of Erie's residents, including minorities and non-English speaking persons, and identifies how the needs of non—English speaking residents will be met in the case of public hearings where a significant number of non—English speaking residents can be reasonably expected to participate;

(e) provides residents with reasonable and timely notification and access to local meetings, information, and records relating to the City's proposed and actual use of federal Community Development Block Grant, HOME Investment Partnership Funds, and Emergency Solutions Grant funds, and for AFH revisions/plans;

(f) provides for technical assistance to groups/organizations representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the City;

(g) provides for public hearings to obtain residents' views, and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of programs' annual performance. The hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled; and

(h) provides for a timely written response to written complaints and grievances where applicable.

III. COMMUNITY DEVELOPMENT NEEDS AND AFH PUBLIC HEARINGS

The City of Erie will, at a minimum, convene two (2) public needs hearings conducted during the development of the Five Year Consolidated Plan, Annual Action Plan and/or AFH to obtain residents' views and to respond to proposals and questions. The first public hearing will be held during the development of the Five Year Consolidated Plan, Annual Action Plan, and/or AFH before the proposed Plan is published for comment. The second public hearing will be held during the 30-day public comment period.

First Public Hearing

The City will hold the first Public Hearing to obtain resident views on community development and housing needs and to provide residents important program information as a part of the planning process for the coming program year. At the Public Hearing, the following information will be made available:

- The estimated amount of Entitlement Grant, program income, and other funds expected to be available during the program year;
- The range of activities that may be undertaken with CDBG, HOME and ESG funds, and the local priorities established for such use of funds;
- The estimated amount of those funds to be used for activities that will benefit low and moderate income persons;
- A description of CDBG, HOME and ESG activities likely to result in displacement,

plans for minimizing such displacement, and the type and level of assistance that will be made available to persons displaced;

- The process to be followed in determining the use of CDBG, HOME and ESG funds, including the schedule of meetings at which City's Department of Economic and Community Development will recommend projects for funding, when the Mayor selects projects for inclusion in the Consolidated Annual Action Plan and when City Council will adopt the Plan.

Second Public Hearing

Once drafted and before the Five Year Consolidated Plan, Annual Action Plan, and/or AFH is adopted, the document(s) will be made available to interested parties for a public comment period no less than 30 days. A public meeting will be conducted during the 30-day comment period to gather comments on the proposed plan. A summary of these comments or views, and a summary of comments and views not accepted and the reasons therefore, shall be attached to final Consolidated Plan, Annual Action Plan and AFH.

IV. REQUEST FOR PROPOSALS

The City of Erie may solicit proposals for funding which address identified community development and/or housing needs prior to the first Public Hearing, or anytime during the course of the program year.

The proposals must include the name and status (for-profit, non-profit) of the agency responsible for the implementation of the project, the sources of funding available to undertake the described activity, the need for block grant or HOME assistance, the location of the project, the anticipated accomplishments and/or beneficiaries of the project, and additional items outlined in the City's application instructions.

Proposals are to be submitted to the Department of Economic and Community Development, Room 404 Municipal Building, 626 State Street, Erie, Pennsylvania 16501.

V. CITIZEN ACCESS TO INFORMATION

The City of Erie will provide for full public access to program information and will make affirmative efforts to make adequate information available to residents. Program records are available for resident review upon request in the Department of Economic and Community Development, Room 404 Municipal Building, 626 State Street, Erie, Pennsylvania 16501 during normal working hours. Such documents include the following:

- All mailings and promotional material
- Records of Public Hearings/Meetings
- All key documents, including prior applications, letters of approval, grant agreements, the citizen participation plan, annual performance reports, and other reports required by the U. S. Department of Housing and Urban Development

- Copies of the regulations and issuances governing the program(s)

- Documents regarding other aspects of the program such as contracting requirements, environmental procedures, fair housing and other equal opportunity requirements and relocation policies

- HUD-provided data and supplemental information the City plans to incorporate into its AFH

The City of Erie will publish a Notice of Public Hearing in the *Erie Times News*, including the schedule of Public Hearings and other meetings that may be sponsored by the City. Also, notices will be published announcing the availability for public view of such documentation relating to the Consolidated Annual Performance and Evaluation Report (CAPER); the Citizen Participation Plan; the Five Year Consolidated Plan and/or Annual Consolidated Plan and all substantial amendments to the Plan and use of CDBG/HOME/ESG funds; and AFH and applicable revisions. These notices will appear in the non-legal classified section of the newspaper and will be printed in easy readable type.

In addition, the City of Erie will make available all information during regular working hours at the following locations, which are conveniently located for persons affected by the program as well as being accessible to the handicapped.

City Clerks Office
Room 104 Municipal Building
626 State Street, Erie, PA 16501

The Booker T. Washington Center
1720 Holland Street
Erie, PA 16503

Blasco Memorial Library
160 East Front Street
Erie, PA 16507

Martin Luther King Center
312 Chestnut Street
Erie, PA 16507

John F. Kennedy Center
2021 East 20th Street
Erie, PA 16510

City Department of Economic
and Community Development
626 State Street, Room 404
Erie, PA 16501

City of Erie Website
www.erie.pa.us = Departments:
Economic & Community Develop.

A reasonable number (as determined by the City) of free copies of the Consolidated Plan, Annual and AFH Plan will be provided to residents and groups upon request.

VI. PERFORMANCE REPORTS

Before the Consolidated Annual Performance and Evaluation Report (CAPER) is submitted to HUD, it will be made available to interested parties for a comment period of no less than 15 days. Residents will be notified of the CAPER's availability through newspaper notification in

the *Erie Times News*. The notification will be published the day the CAPER comment period begins. Comments will be considered from individuals and/or groups received in writing. A summary of the written comments and a summary of those not accepted and the reasons therefore, will be included in the final CAPER.

VII. AMENDMENT PROCESS

Substantial Amendments to the Five Year Consolidated Plan and Annual Action Plans:

1. Definition:
   A substantial amendment to the Five Year Consolidated Plan and Annual Action Plan is:

   a. A change in the allocation of priorities, National Objectives, or a change in the method of distribution of funds.

   b. A proposal to undertake a new activity, using funds from any program covered by the Five Year Consolidated Plan (including program income received from previous year's funds), and not previously described in the Annual Action Plan;

   c. A change in the purpose, scope, location or beneficiaries of a previously approved activity;

   d. The use of Program Income that was not previously allocated to an eligible activity;

   e. Deletion or elimination of a previously approved activity;

   f. A change of 50% or more of a line item amount of an approved activity, either increased or decreased; or

   g. The use of contingency or unprogrammed funds, based on the following criteria.

2. Criteria:
   The criteria used to determine what constitutes an amendment are based on the following:

   a. **Purpose** – the original purpose for which the activity was selected has changed, including the category of the National Objective selected.

   b. **Scope** – the size or scope of work of the project activity has increased or decreased, which changes the cost of the activity by more than 50% of the total original budgeted dollar amount for that activity.

   c. **Location** – the location of the project activity is different from that originally proposed, or the size of the project service area has increased or decreased by 25% in size, or the location of the activity had to be relocated to another area.

   d. **Beneficiaries** – the number of beneficiaries has been reduced by 25% or more, and/or the activity no longer serves at least 51% low- and moderate-income persons.

   e. **Cost** – the total cost of the activity has increased or decreased by 50% or more than the original budget amount.

f. **New Activity** – a new activity is proposed which was not previously approved.

g. **Deleted or Canceled Activity** –a previously approved activity is proposed to be deleted/canceled from the approved plan.

If any one of the above criteria applies, then a substantial amendment to a project activity has occurred.

3. Procedure:

A description of the substantial amendment to the Five Year Consolidated Plan or the Annual Action Plan will be published in the local newspaper of general circulation. A period of no less than thirty (30) days will be provided to receive resident comments prior to the approval of the amendment. The date, time, and place of the public meeting/hearing shall be listed. The public meeting/hearing shall be published at least ten (10) calendar days prior to the hearing date and shall be advertised in the local newspaper of general circulation in the area.

a. The City will consider any comments or views of residents received in writing or orally at the public hearing in preparing the substantial amendment of the Five Year Consolidated Plan or Annual Action Plans. A summary of any comments or views, as well as a summary of any comments or views not accepted and reasons therefore, shall be attached to the substantial amendment of the Five Year Consolidated Plan and Annual Action Plan.

b. The substantial amendment must be presented to and approved by the City Council of Erie.

Emergency Activities:

During the course of implementation of the CDBG program, if the City makes an emergency declaration as a result of a situation or condition that has arisen through no fault of the City, immediate action or remediation may be taken. If CDBG funds are not available to resolve or remediate that situation or condition, the City may proceed with corrective action during the 30 day comment period. The City must publish a notice concurrently, in the newspaper of general circulation in the area, and allow residents to respond to the expenditure of CDBG funds during the 30 day comment period.

In the event of an amendment to the Consolidated Plan and Annual Plan, the proposed amended Consolidated Plan and Annual Plan will be made available to interested parties for a comment period of no less than 30 calendar days. Residents will be notified of the amended Consolidated Plan's availability through newspaper notification in the *Erie Times News*. The notification will be published the day the amended Consolidated Plan and Annual Plan comment period begins. A summary of comments or views (including those not accepted and the reason why) shall be attached to the amendment of the Plan.

AFH Revisions

Revisions to the AFH will be made public and follow the same procedures as the Consolidated Plan and Annual Plan substantial amendments, as outlined above in Section VII.3 (Amendment Process, Procedures) of this Citizen Participation Plan. AFH revisions will be submitted to HUD for review following the citizen participation process.

Criteria for AFH revisions include a material change in circumstances that affects the information on which the AFH is based, to the extent that the analyses, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Revisions subject to the Citizen Participation process include amended analyses, assessments, priorities, and goals that take into account the material change, including new fair housing issues and contributing factors that may arise as a result of the material change. Revisions may not require the submission of a new AFH, but may only focus on appropriate adjustments to analyses, priorities, or goals for the material change.

VIII. COMPLAINT/OBJECTION PROCESS

Residents may register complaints regarding any aspect of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) programs or AFH by telephoning the Department of Economic and Community Development at 814-870-1270, or by writing to the Director, Room 404 Municipal Building, 626 State Street, Erie, Pennsylvania 16501. All complaints so received by the Department will be referred to a staff person who will investigate all complaints. All complaints will be addressed in writing fifteen (15) working days, where feasible. A summary of comments and views will be attached to the Consolidated Plan, Annual Plan or AFH with reasons why or why not such comments were accepted.

Residents wishing to object to HUD approval of the final Consolidated Plan, Annual Plan or AFH may send objections to the HUD Pittsburgh Field Office, William Moorhead Federal Building, 100 Liberty Avenue, Suite 1000, Pittsburgh, Pennsylvania 15222-4004. Objections should be made within thirty (30) days after the City of Erie publishes notice in the *Erie Times News* that an application has been submitted to HUD. Any objections made will only be submitted to HUD for the following reasons:

> The applicant's description of needs and objectives is plainly inconsistent with available facts and data; or the activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; or the application does not comply with the requirements of the Community Development Block Grant (CDBG), HOME, ESG or other applicable laws; or the application proposed activities which are otherwise ineligible under the program regulations. Objections should include both an identification of requirements not met and available facts and data.

IX. TECHNICAL ASSISTANCE

Technical assistance may be requested in writing by appropriate neighborhood organizations, community-wide advisory groups, project area organizations, groups of low and moderate income persons and/or groups of residents of blighted neighborhoods.

This assistance may be requested for the purposes of adequately participating in planning, implementing and assessing the program; developing proposals and statements of views; commenting on the AFH; organizing and operating neighborhood and project area organizations or in carrying out Community Development/HOME/ESG Program activities. The level and type of necessary assistance will be determined by the City of Erie. Assistance need not include the provision of funds to such groups. If necessary, assistance will be provided by specialists jointly selected by the City of Erie and groups of organizations in need of assistance.

All correspondence requesting technical assistance should be addressed to the Director, Department of Economic and Community Development, Room 404 Municipal Building, 626 State Street, Erie, Pennsylvania 16501. All requests should specify the name of the citizen groups or organizations as well as a contact person, the nature of technical assistance requested, immediate problems and the reason for the request.

X. BILINGUAL REQUIREMENT

Whenever a significant number of low and moderate income persons and residents of blighted neighborhoods speak and read a primary language other than English, the City will provide that all notices of public hearings and summaries of basic information be produced in such language or languages upon request and that bilingual opportunities be offered at required public hearings.

XI. CITY'S RESPONSIBILITY

The requirement for citizen participation does not restrict the responsibility or authority of the City for the development and execution of its Consolidated Plan, Annual Plan or AFH.

XII. SECTION 108 LOAN PROGRAM

Applications for assistance filed by the City of Erie for Section 108 loan guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Citizen Participation Plan. Such applications for 108 loan guarantee may be included as part of the process for obtaining CDBG/HOME/ESG Entitlement funds, or may be undertaken separately anytime during the program year. The required public hearing to inform citizens of program requirements will be carried out by the City's Department of Economic and Community Development.

Attachment
Citizen Participation
2016 Materials

(to be completed following public comment period)

DRAFT

AGENDA

CITY OF ERIE
JOSEPH E. SINNOTT, MAYOR

NEEDS HEARING FOR 2016 SECOND ANNUAL PLAN
UPDATED CITIZEN PARTICIPATION PLAN

Tuesday, March 22, 2016
10:00 a.m.

- Welcome and Opening Comments from Kim Green
- Citizen Participation Plan
- Application Process, Needs and Priorities
- Anticipated Funding Amounts for FY 2016
  - Community Development Block Grant (CDBG Program) $2,804,599
  - HOME Investment Partnership (HOME Program) $ 655,049
  - Emergency Solutions Grant (ESG Program) $ 252,664
- Projected Use of Funds – CDBG, ESG, and HOME
- Schedule for Preparation, Adoption and Submission of the 2016 Second Annual Plan
- Groundrules for Providing Public Comment
- Citizen Comments
- Closing Comments
- Adjournment

CITY OF ERIE

JOSEPH E. SINNOTT, MAYOR

APPLICATION PROCESS, NEEDS AND PRIORITIES

UPDATED CITIZEN PARTIICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
EMERGENCY SOLUTIONS GRANT (ESG)
HOME INVESTMENT PARTNERSHIP (HOME)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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APPENDICES: Summary of Program Activity (Proposed)

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Department of Economic
and Community Development
Room 404, 626 State Street
Erie, Pennsylvania 16501

CITY OF ERIE
APPLICATION PROCESS, NEEDS AND PRIORITIES

FUNDS AVAILABLE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

I. INTRODUCTION

On or about May 12, 2016, the City of Erie must submit its FY2016 Annual Statement describing the intended uses of the following resources made available through the U.S. Department of Housing and Urban Development (HUD):

Community Development Block Grant (CDBG Program)	$2,804,599
HOME Investment Partnership (HOME Program)	655,049
Emergency Solutions Grant (ESG Program)	252,664

In addition to the funding resources noted above, the City has identified and included anticipated or received program income from CDBG funded activities of $29,077.00 and reprogrammed funds from prior fiscal years, totaling $43,724.47.

II. UPDATED CITIZEN PARTICIPATION PLAN

The City of Erie encourages local citizen participation on federally funded HUD programs, including CDBG, HOME, ESG, and AFH activities. The City's Citizen Participation Plan outlines policies and procedures to encourage involvement of all citizens. Since the City's plan was formally adopted in March 2005, HUD has amended federal regulations regarding the requirements for Citizen Participation Plans. Amendments include *91.105 [71 FR 6962, Feb. 9, 2006; 76 FR 75967, Dec. 5, 2011; 80 FR 42360, July 16, 2015] and 91.100 [71 FR 6962, Feb. 9, 2006; 76 FR 75967, Dec. 5, 2011; 80 FR 42360, July 16, 2015].*

The City's Participation process has been in compliance with HUD's amended regulations, including active collaborations with the Erie HOME Team on ESG programs and consultations with housing agencies. As the formal, written plan has not been officially revised for approval since 2005, the City would like to make several revisions to better reflect actual processes in place and provide other relevant updates. The following provides an overview of the proposed revisions for the City's Citizen Participation Plan:

- A revised introduction
- Updated information on the actions taken for consultations with local and regional agencies, including the Erie Continuum of Care / Home Team

- Addition of the City's website for public access to information
- Updated HUD office contact for complaints or objections
- Inclusion of Affirmative Fair Housing planning throughout the Citizen Participation Plan and processes
- Addition of options to explore alternative public involvement techniques
- General formatting revisions

The City of Erie invites public comment on the revised Citizen Participation Plan in accordance with the same comment process and schedule as established for the City's 2016 federal HUD Annual Plan..

III. FY2016 ANNUAL PLAN/FIVE YEAR CONSOLIDATED PLAN 2015-2019

The following six (6) priorities and subsequent goals/strategies have been identified for the City of Erie for the period of FY 2015 through FY 2019 for the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program:

A. HOUSING PRIORITY – (High Priority)

There is a need to improve the quality of the housing stock in the community by increasing the amount of decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers that is affordable to low- and moderate-income persons and families.

Goals/Strategies:

HS-1 Housing Rehabilitation - Continue to provide financial assistance to low- and moderate-income homeowners to rehabilitate their existing owner-occupied housing.

HS-2 Rental Rehabilitation - Provide financial assistance to landlords to rehabilitate housing units that are rented to low- and moderate-income tenants.

HS-3 Housing Construction - Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the community through rehabilitation of vacant buildings and new construction.

HS-4 Fair Housing - Promote fair housing choice through education and outreach in the community.

HS-5 Home Ownership - Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.

HS-5 Public Housing - Support the local public housing authority in its efforts to improve and maintain the existing public housing communities, and promote homeownership programs through the use of Section 8 Vouchers for home purchase.

B. **HOMELESS PRIORITY** – (Low Priority)

There is a need for housing and support services for homeless persons, and persons who are at-risk of becoming homeless.

Goals/Strategies:

HO-1 Continuum of Care - Support the local Continuum of Care's (CoC) efforts to provide emergency shelter, transitional housing, and permanent supportive housing to persons and families who are homeless or who are at risk of becoming homeless.

HO-2 Operation/Support - Assist providers in the operation of housing and support services for the homeless and persons at-risk of becoming homeless.

HO-3 Prevention and Housing - Continue to support the prevention of homelessness and programs for rapid rehousing.

HO-4 Housing - Support the rehabilitation of and making accessibility improvements to emergency shelters, transitional housing and permanent housing for the homeless.

HO-5 Permanent Housing - Support the development of permanent supportive housing for homeless individuals and families.

C. **OTHER SPECIAL NEEDS PRIORITY** – (Low Priority)

There is a continuing need for affordable housing, services, and facilities for persons with special needs and the disabled.

Goals/Strategies:

SN-1 Housing - Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, and persons with other special needs through rehabilitation of existing buildings and new construction.

SN-2 Social Services - Support social service programs and facilities for the elderly, persons with disabilities, and persons with other special needs.

SN-3 Accessibility - Improve the accessibility of owner occupied housing through rehabilitation and improve renter occupied housing by making reasonable accommodations for the physically disabled.

D. **COMMUNITY DEVELOPMENT PRIORITY** – (High Priority)

There is a need to improve the public and community facilities, infrastructure, public services, and the quality of life for all residents in the community.

Goals/Strategies:

CD-1 Community Facilities - Improve the parks, recreational centers, trails, libraries, and all public and community facilities in the municipality.

CD-2 Infrastructure - Improve the public infrastructure through rehabilitation, reconstruction, and new construction.
CD-3 Public Services - Improve and increase public safety, municipal services, and public service programs throughout the community.
CD-4 Accessibility - Improve the physical and visual accessibility of community facilities, infrastructure, and public buildings.
CD-5 Public Safety - Improve the public safety facilities, equipment, and ability to respond to emergency situations.
CD-6 Code Enforcement - Enforce the local codes and ordinances to bring buildings into compliance with the standards through systematic code enforcement.
CD-7 Clearance - Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned and dilapidated structures.
CD-8 Revitalization - Promote neighborhood revitalization in strategic areas through acquisition, demolition, rehabilitation, code enforcement, infrastructure improvements, housing construction, public and community facilities improvements, etc.
CD-9 Historic Preservation - Promote historic preservation and adaptive reuse of existing buildings in the community through financial incentives.

E. **ECONOMIC DEVELOPMENT PRIORITY** - (Low Priority)

There is a need to increase employment, self-sufficiency, education, job training, technical assistance, and economic empowerment of low and moderate income residents in the community.

Goals/Strategies:
ED-1 Employment - Support and encourage new job creation, job retention, employment, and job training services.
ED-2 Financial Assistance - Support business and commercial growth through expansion and new development through technical assistance programs and low interest loans.
ED-3 Redevelopment Program - Plan and promote the development and redevelopment of the downtown business district.
ED-4 Financial Incentives - Support and encourage new economic development through local, state and Federal tax incentives and programs such as Tax Incremental Financing (TIP), tax abatements (LERTA), Enterprise Zones/Entitlement Communities, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, etc.

F. **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.

IV. PUBLIC HEARING/SCHEDULE OF EVENTS

Notice was published in the classified section of the Erie Times News on Friday, March 4, 2016 announcing the first Public Needs and Input Hearing which is being held today, March 22, 2016. Notice will be published again on Monday, March 28, 2016 announcing the second Public Hearing, which is being held on Tuesday, April 12, 2016, beginning at 10:00 a.m. in City Council Chambers. See copy of Notice attached.

Citizens will be provided an opportunity to present their views on housing and non-housing community development needs and to comment on the priorities and level of funding assigned by the City of Erie in addressing the needs, as contained in the HUD Five-Year Consolidated Plan.

CRITICAL DATES

December 1, 2015 to January 29, 2016	-	Solicitation of proposals. Applications available beginning December 1, 2015
January 29, 2016	-	Applications due
February 1-19, 2016	-	Review Applications
March 4, 2016	-	Published Notice for First Public Hearing
March 10, 2016	-	Study Session with City Council
March 22, 2016	-	First Public Hearing, Citizen Input
March 28, 2016	-	Publish Second Annual Plan, project use of funds, advertise for required 30 day public comment period ending April 28, 2016. Second Public Hearing date advertised for April 12, 2016
April 12, 2016	-	Second Public Hearing, Citizen Input
May 4, 2016	-	Council authorization to submit Second Annual Plan to HUD
May 12, 2016	-	Second Annual Plan submitted to HUD for Required 45 day review period, ending June 27, 2016

PUBLIC NOTICE

PUBLIC NOTICE

Notice is hereby given by the City of Erie that it intends to apply for funding for Fiscal Year 2016 to the U.S. Department of Housing and Urban Development (HUD) on or about May 12, 2016. The City will apply for the following estimated funding resources:

- Community Development Block Grant (CDBG): $2,804,559
- Home Investment Partnership (HOME): $665,049
- Emergency Solutions Grant (ESG): $252,664

In accordance with the Final Rule (24 CFR Parts 91 et al), the City of Erie is required to prepare its Second Annual Plan, consistent with its HUD approved Five Year Consolidated Plan, which identifies its projected use of CDBG, HOME, and ESG program funds in addressing the identified housing and community development needs.

The City of Erie will also present the Updated Citizen Participation Plan.

In order to obtain the views of citizens, public agencies and other interested parties, the City of Erie will hold a public hearing to hear comments from all interested persons and parties relative to the affordable housing and community development needs for Erie, the priorities and level of funding assigned in addressing those needs, and the Updated Citizen Participation Plan, as follows:

Needs/Proposed Use of Funds and
Updated Citizen Participation Plan
Public Hearing
Tuesday, March 22, 2016
City Council Chambers
626 State Street
10:00 a.m.

The Municipal Building is accessible to persons with physical disabilities. Persons requiring special accommodations can make arrangements by contacting the City of Erie Department of Economic & Community Development at (814) 870-1270. Please call at least five (5) calendar days prior to the meeting. In addition, hearing impaired persons may call Pennsylvania Relay at 711.

On or about March 28, 2016, the City intends to publish the Second Annual Plan/Projected Use of Funds for a required 30 day public comment period. All comments will be considered prior to the submission of the Second Year Action Plan to HUD on or about May 12, 2016.

Information regarding the funding programs and the Annual Plan is available during the business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, at the Department of Economic and Community Development, Municipal Building, Room 404, 626 State Street, Erie, PA 16501.

Joseph E. Sinnott
Mayor

SAMPLE LETTER

The City of Erie, Pennsylvania

Joseph E. Sinnott , Mayor

March 1, 2016

Steve Westbrook
City Mission
1023 French Street
P.O. Box 407
Erie, PA 16512

Dear Mr. Westbrook:

The purpose of this letter is to inform you that the City of Erie will hold a public hearing on **Tuesday, March 22, 2016 at 10:00 a.m.** in City Council Chambers located at 626 State Street. This meeting is to obtain comments on housing and community development needs on the proposed Second Year Annual Action Plan for FY2016. The City of Erie will also present the Updated Citizen Participation Plan.

In addition, there will be a Second Public Hearing on Tuesday, April 12, 2016 at 10:00 a.m. in City Council Chambers for public comment on the proposed plan.

Sincerely,

Debra A. Smith
Grant Administrator

DAS:smd
cc: Kim Green
Abby Skinner

Kim Green • Director - Department of Economic & Community Development
626 State Street - Room 404 • Erie, PA 16501 • Voice 814.870.1270 - Fax 814.870.1443 • ecd@erie.pa.us

The Flagship City
Erie, Pa

APPENDIX A

CITIZEN PARTICIPATION PLAN

3/22/2016

The City of Erie encourages residents to participate in the ongoing activities of our federally funded HUD programs and efforts to address fair housing. HUD requires jurisdictions receiving HUD funds through certain programs (i.e., CDBG, HOME, ESG) to have a written Citizen Participation Plan and to comply with regulations to ensure the public has opportunities to be involved in such programs.

The Plan outlines the City's policies and procedures to encourage residents to provide input for planning, performance, amendments, and other activities, as well as how the City will comply with HUD regulations for Citizen Participation.

The City is revising the written Citizen Participation Plan to provide updates to the document, as the last formal version was finalized in March 2005. The updated Plan will include changes that align with HUD's amended regulations since 2005 and better reflect the City's procedures and process for inviting resident participation. Changes to the Plan include:

- A revised introduction, minor formatting and terminology changes (ex: exchanging the term "citizens" for "residents" in some areas);
- Updated information regarding how the City consults with the Erie Home Team (Continuum of Care) on Emergency Solutions Grant funds, data systems (HMIS), and addressing homelessness;
- Criteria used to define what constitutes a substantial amendment and the minimum number of days for notifications of amendments to the Consolidated or Annual Plan;
- New guidance on how the City will include Affirmative Fair Housing (AFH) planning and activities within our Citizen Participation process; and
- Addition of the City's website for online access to documents and language noting that the City may include additional, alternative forms of public participation in the future to increase the ability of residents to provide input.

The City invites all residents to provide comments on these revisions to the Plan in accordance with this year's Annual Plan citizen participation schedule. Resident input will be accepted at public meetings and in writing addressed to the Department of Economic and Community Development.

APPENDIX B
PROPOSED

3/22/2106

SUMMARY OF PROGRAM ACTIVITY
ACTION PLAN FOR 2016 - CONSOLIDATED PLAN (CP)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
July 1, 2016 through June 30, 2017
B-16-MC-42-0101

CP Code	Activity	Program Benefit L/M Income	Slum & Blight	Urgent Need	Totals
	ACQUISITION OF REAL PROPERTY				**$ 39,550**
	CD16 -4a, ERA Acquisition		39,550		
	DISPOSITION				**$ -**
			0		
	PUBLIC FACILITIES IMPROVEMENTS				**$ 659,098**
	CD16-16a, JFK Center - Water Fountains	8,250			
	Park/Playground Improvements				
	CD16 -13, Park/Playground Improvements Force Account	25,000			
	Street Improvements				
	CD-16-2d, Handicapped Curb Cuts	425,848			
	-2 , Streets Resurfacing	200,000			
	CLEARANCE				**$ 150,000**
	CD16 -5d, City Demolition		150,000		

CP Code	Activity	Program Benefit L/M Income	Slum & Blight	Urgent Need	Totals
	PUBLIC SERVICE				**$ 618,909**
	CD16- 3, Summer Recreation	10,000			
	-3c, JFK Center - Summer	12,724			
	-3d, BTW Center - Summer	6,000			
	-3e, MLK Center - Summer	6,225			
	-3f, Trinity Center - Summer	8,960			
	-119, Community Policing	500,000			
	-138, St. Martin Center	25,000			
	-168, YMCA Downtown Teen Center	50,000			
	REHABILITATION				**$ 356,000**
	CD16 -4, ERA Housing Rehab	350,000			
	-17e, GECAC Weatherization	6,000			
	CODE ENFORCEMENT				**$ 420,493**
	CD16 -1, Bureau of Housing	$420,493.47			
					$ 15,000
	TECHNICAL ASSISTANCE				
	CD16-169,Mercyhurst Civic Inst.-Neigh. Res.Org	15,000			
	REHABILITATION - Commercial/Industrial Rehabilitation				**$ 57,000**
	CD16-86a, ERA Façade Renov./Buildings etc.	57,000	0		
	SUB-TOTALS	**$2,126,500.47**	**189,550**		**$ 2,316,050**

Total cost subject to benefit rule is $2,316,050. Expenditures planned to principally benefit low and moderate income persons is $2,126,500.47 or 92% of the total cost subject to program benefit rules.

CP Code	Activity	Program Benefit LM Income	Slum & Blight	Urgent Need	Totals
	GENERAL ADMINISTRATION				**$ 561,350**
	CD16-19, DECD	561,350			
	Planning and Capacity Building				
		0			
	SUB-TOTALS				**$ 561,350**
	TOTAL PROGRAM COST				**2,877,400.47**
	HUD FY2016 Base Allocation				**2,804,599.00**
	Program Income				**29,077.00**
	Reprogramming funds				**43,724.47**
	total				**2,877,400.47**
	Difference between Total Program Cost and HUD Alloc.				**0.00**

APPENDIX C
PROPOSED

Emergency Solutions Grant (ESG) Program
FY2016 Allocation
3/22/2016

ESG Program funds are made available to the City of Erie by HUD under the McKinney-Vento Homeless Assistance Act as amended by the Hearth Act of 2009. The program is designed to reduce the incidence of homelessness in Continuum of Care communities by assisting homeless individuals and families in quickly transitioning to self-sufficiency and permanent housing.

Use of funds has the following limitations:

FY2015 Total Allocation	$252,664
Street Out/Emer Shelter may use greater of	
60% of recipient's fiscal year grant or	$151,598
Hold Harmless Need (HHN) derived from FY2010	$147,101

Use of funds by the City of Erie provides for the renovation, operations, delivery of essential services, etc. at the six (6) Emergency Shelters, (3) Transitional Living facilities, and one (1) Rapid Re-Housing Provider. The allocations proposed for the FY2016 program year are as follows:

		FY 2016	Total # of Beds	Prior Year 2015 Allocation	Proposed Allocation	Actual # of beds for 2016 Allocation
Allocation for Emergency Shelter & Transitional Living	(60%)	$151,598				
Emergency Shelter:						
Community Shelter Services			55	$ 28,490	$ 26,632	39
St. Patrick's Haven			21	$ 13,533	12,975	19
SafeNet (Hospitality House)			43	$ 12,820	16,389	24
City Mission			56	$ 34,188	34,144	50
The Refuge			32	$ 13,533	13,657	20
Community of Caring			24	$ 17,094	15,706	23
Transitional Living:						
Mercy Center for Women			27	$ 15,669	$ 15,706	23
SafeNet (Bridge House)			28	$ 9,972	10,926	16
SafeNet (TLC)			12	$ 7,122	5,463	8
GECAC Rapid Re-Housing:	(32.5%)	$ 82,116		$ 82,565	$ 82,116	
Administration	(7.5%)	$ 18,950		$ 19,050	$ 18,950	
Totals	100%	$252,664	298	$254,036	$252,664	222

The allocation of ESG funds is based on the ratio of the daily average number of beds provided per facility to the daily average provided by all facilities, times the amount of ESG funds available for the street outreach/emergency shelter activity. **This year's allocation is based on the 2014 average daily bed count.**

HOME INVESTMENT PARTNERSHIP PROGRAM
2016
APPENDIX D
PROPOSED

3/22/2016

		Amount
Redevelopment Authority of the City of Erie	ERA - Housing Rehabilitation	$200,000
*HANDS - Our West Bayfront	New Construction - Rental	$231,552
*HANDS - Mid Town #7	New Construction - Rental	$137,070
HANDS - CHDO Operating	Operating Expenses	$20,923
City Administration	Administration	$65,504

10% Administration
5% CHDO Operating
*15% CHDO Set aside activities

Total Allocation	$655,049

PUBLIC HEARING FOR FY2016 CDBG, HOME AND ESG
Tuesday, March 22, 2016
10:00 A.M.

NAME	ORGANIZATION	ADDRESS	PHONE NUMBER	E-MAIL
Chris Strub	City of Erie			
Darlene Kovacs	Early Connections	200 West 11th St.	874-0144	dkovacs@earlyconnectionserie.org
Tammy Roche	YMCA	31 W. 10th 16501	452-1432	troche@ymcaerie.org
Stephen Westbrook	Erie City Mission	1017 French Street	452-4421	steve.westbrook@erie.org
Halladay Swanson	Community Health Net	1202 State	814/454 4530	hswanson@community.org
Gl Setter	GECAC	18 W 9th	479 4581	SS/HEAdGECAC
David Gonzalez	St. Martin Center		452-6113	
Chris Tombaugh	Mercy Ctr For Women	E27	4554577	
Jessica Knigger	St. Martin Center, Inc.	1701 Parade	452-6113	
Nancy Wilkowski	Habitat & Humanity	413 7.9	454 7025	
Karen Grattler	JTK	2021 E20	898-0400	
JAMES C. SHERRED	BAYFRONT NATO INC.	312 CHESTNUT	459-2761	
V. Fields	SMC	1701 Parade		
Chuck Scalise	HANDS	7E7		
Matt Bond	HANDS	7E7	453-3333	
Tim Althof	HANDS	"	"	
Heidi Meyer	Erie Co. Human Relations Comm.	1001 State Ste 872	451-7021	hmeyer@erie.county.pa.gov
[illegible]	EOHRC			

NAME	ORGANIZATION	ADDRESS	PHONE NUMBER	E-MAIL
George Trauner	Bethesda	15487 St Hgw 86	814-724-7510	george.trauner@bethesda
Claire DeSantis	EUMA/Refuge	~~[illegible]~~ E. 26th Erie 16504	456-8073	cdesantis@eumaerie.org
Donald Crenshaw	ZAC ASS.	1854 East 26 Wide PA 1033	814-434-1843	Dcrenshaw@zmassoruleco.org
Aaron Crenshaw	" "	" "	"	"
Joseph Aguglia	ECHRC	1001 State #812 Erie 16501	814-451-7021	jaguglia@eriecountypa
Dave Deter	NRO	509 E. 26th	814/434-8294	DDeter@nrovo.org
DIANA AMES	MHA of NW PA	1101 Peach St. Erie 16501	431-6011	pceh@hotmail.com
Jeremy Bloeser	BEST	420 Parade Street		jbloeser@besterie
Aaron T. Suppato	ERIA	626 State St Rm 107		asuppato@redevelopers
Shantel Hilliard	Booker T. Washington Center	1720 Holland St.	453-5744	shilliardhilliard8@gmail.com
Sonya Arrington	City Council	P.O. Box 11414 Erie PA. 16514	572-9567	sonyaerie@aol.com
Wesley Ahmad	UECDC	2046 E. 19th St.	814-899-3904	wahmad@uecdc.org
T Dew	CSS	655 W. 16th St	455 4369	aconcilla@css.org
GARY HORTON	UECDC	2046 E. 19th St	899-3904	ghorton@uecdc.org
Michael R. Fraley	HACE	606 Holland St	452-2425	mfraley@hace.org
Tiffany L. McCloud	NAACP	Po Box 1681 Erie, PA	16512	ERIENAAC@gmail.com
Katherine Mannock	Erie County DHS	154 W. 9th St Erie PA	16501	kmarinock@eriecountypa.gov
Mas Sala	City of Erie	626 State	870-1469	msala@erie.pa.us
Abby Skinner	City of Erie	626 State	870-1271	askinner@erie.pa.us
LISA GOMERSALL	CITY OF ERIE	626 STATE	870-1264	LGOMERSALL@ERIE.PA.US

NAME	ORGANIZATION	ADDRESS	PHONE NUMBER	E-MAIL
DEBRA SMITH	CITY OF ERIE	626 STATE ST.	870-274	dsm
Kim GREEN	City of Erie	626 State St.	870-1275	Kgreen@erie.pa.us

MARCH 28, 2016

NOTICE OF DISPLAY OF PLANS AND PUBLIC HEARING FOR FY 2016 ANNUAL ACTION PLAN, CITY OF ERIE, PA AND UPDATED CITIZEN PARTICIPATION PLAN

Notice is hereby given that the City of Erie, Erie County, PA has prepared its Second Annual Action Plan for 2016 and Updated Citizen Participation Plan. In accordance with the regulations and requirements of the U.S. Department of Housing and Urban Development (HUD), these plans will be on public display for a period of 30 days, beginning Monday, March 28, 2016 at the following locations:

Blasco Memorial Library, 160 East Front Street
Martin Luther King Center, 332 Chestnut Street
Booker T Washington Center, 1720 Holland Street
John F. Kennedy Center, 2021 East 20th Street
Department of Economic & Community Development, 626 State St., Room 404

These plans will be available for public inspection during normal business hours of operation. Written or oral comments will be accepted until April 28, 2016. Comments may be directed to the Department of Economic and Community Development, City of Erie, 626 State Street, Room 404, Erie, PA 16501.

A second public hearing will be held on Tuesday, April 12, 2016 at 10 AM in the City Council Chambers located at 626 State Street, Erie, PA. The purpose of the public hearing is to present the FY 2016 Annual Action Plan for the use of Community Development Block Grant (CDBG) funds in the amount of $2,853,676 (FY 2016 CDBG of $2,804,599, and Program Income of $29,077), reprogrammed funds of $43,724.47 for FY 2014 CDBG Projects, Home Investment Partnership Program (HOME) funds in the amount of $655,049, and for the use of Emergency Solutions Grant (ESG) funds in the amount of $252,664. The Municipal Building is accessible to persons with physical disabilities. Persons requiring special accommodations can make arrangements by contacting the City of Erie Department of Economic & Community Development at (814) 870-1270. Please call at least five (5) calendar days prior to the meeting.
In addition, hearing impaired persons may call Pennsylvania Relay at 711.

City Council is expected to act on the proposed Second Annual Action Plan for FY 2016 and Updated Citizens Participation Plan on May 4, 2016 at the regularly scheduled Council meeting in City Council Chambers. The final Second Annual Action Plan for FY2016 and Updated Citizens Participation Plan will be submitted to HUD for review and approval on or before May 12, 2016.

The purpose of the City's Second Annual Action Plan for FY 2016 is to improve the housing and living conditions of its residents, especially the low and very low income households, the homeless, and persons with special needs; upgrade and improve the public and community facilities in the City; improve and expand the public services for residents of the City; and promote economic development opportunities for all residents.
The following CDBG activities are proposed for funding under the FY 2016 Annual Action Plan:

1.	Public Services Summer Recreation $10,000 BTW Center – Summer Rec $6,000 JFK Center – Summer Rec $12,724 MLK Center – Summer Rec $6,225 Trinity Center – Summer Rec $8,960 Community Policing $500,000 St. Martin Center $25,000 YMCA Downtown Teen Center $50,000	$618,909.00
2.	Public Facilities Improvements Park/Playground Improvements $25,000 Handicapped Curb Cuts $425,848 Streets Resurfacing $200,000 JFK Center – Water Fountains $8,250	$659,098.00
3.	Housing Rehabilitation ERA Housing Rehabilitation $306,276 GECAC Weatherization $6,000	$312,276.00
4.	Clearance/Demolition	$150,000.00
5.	Code Enforcement	$420,493.00
6.	Acquisition of Real Property ERA Acquisition $39,550	$39,550
7.	Technical Assistance Mercyhurst Civic Institute-Neighborhood Resources Organization $15,000	$15,000.00
8	Rehab-Commercial/Industrial Rehabilitation ERA Façade Renovation/buildings, etc. $57,000	$57,000.00
9	General Administration	$561,350.00
Total FY 2016 CDBG Funds for Project Activities		**$2,853,676.00**

The following HOME activities are proposed for funding under the FY 2016 Annual Action Plan:

1.	ERA Housing/Rehabilitation	$200,000.00
2.	HANDS Construction Mid-Town #7 Rental	$137,070.00
3.	HANDS Construction Our West Bayfront-Rental	$231,552.00
4.	HANDS CHDO Operating	$20,923.00
5.	Administration	$65,504.00
Total FY 2016 HOME Funds for Project Activities		**$655,049.00**

The following ESG activities are proposed for funding under the FY 2016 Second Annual Action Plan:

1.	Emergency Shelter Community Shelter Services $26,652 St. Patrick's Haven $12,975 SafeNet (Hospitality House) $16,389 City Mission $34,144 The Refuge $13,657 Community of Caring $15,706	$119,503.00
2.	Transitional Living Mercy Center for Women $15,706 SafeNet (Bridge House) $10,926 SafeNet (TLC) $5,463	$32,095.00
3.	GECAC Rapid Re-Housing	$82,116.00
4.	Administration	$18,950.00
Total FY 2016 ESG Funds for Project Activities		**$252,664.00**

The City will also be using CDBG Reprogramming funds in the amount of $43,724.47 as follows:

ERA Housing Rehabilitation - $43,724.47

If the City would undertake an activity that would result in the displacement of families or individuals, then the City would utilize its policy for minimizing such displacement. Furthermore, the City is responsible for replacing all low- and moderate-income housing units that may be demolished or converted as a result of CDBG, HOME, or ESG Funds.

All interested persons, groups, and organizations are encouraged to attend this public hearing and will be given the opportunity to present oral or written testimony concerning the proposed plans and use of Federal funds under the FY 2016 Second Annual Action Plan.

Written comments or oral comments may be addressed to Department of Economic and Community Development, City of Erie, 626 State Street, Room 404, Erie, PA 16501. Persons with hearing and/or speech impairments may contact the City via 711.

Joseph E. Sinnott, Mayor
City of Erie, Pennsylvania

Attachment

Affirmatively Furthering Fair Housing (Actions and Activities)

DRAFT

IMPEDIMENT 1	**The poor condition of much of the housing stock in Erie County affordable to lower-income households limits the array of neighborhoods from which they can choose to live.**
GOAL: Improve the supply of housing affordable to low- and moderate-income households.	
STRATEGY TO MEET THE GOAL	Continue to provide incentives for property owners and investors to build new apartment buildings or substantially rehabilitate existing buildings for occupancy by lower-income families, specifically in non-RCAP areas.
FY 2015-2019 CDBG Priorities	**HS-3 Housing Construction:** Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the community through rehabilitation of vacant buildings and new construction. **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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration**: Funds will be used for CDBG program administration, planning, and management costs. **H15-50g HANDS New Construction Rental Mid-Town #6:** HANDS will construct three (3) rental units as a triplex two story building in the Mid-Town Development. **H15-05r HANDS Rehabilitation Center City Apartment Rental:** Funding for the rehabilitation of twenty (20) existing affordable multi-family rental apartments for disabled persons experiencing chronic mental illness or physical/developmental disability; CHDO Project. **H15-18r Community Shelter – Columbus Apartments:** Funding for the rehabilitation of 40 existing single room occupancy (SRO) apartments for LMI persons.
GOAL: Create an adequate supply of affordable housing accessible to people with mobility disabilities.	
STRATEGY TO MEET THE GOAL	Encourage developers to apply a minimum set-aside requirement of accessible units to all assisted housing projects, including those financed with non-federal funds.
FY 2015-2019 CDBG Priorities	**HS-3 Housing Construction:** Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the community through rehabilitation of vacant buildings and new construction. **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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration**: Funds will be used for CDBG program administration, planning, and management costs. **H15-50g HANDS New Construction Rental Mid-Town #6:** HANDS will construct three (3) rental units as a triplex two story building in the Mid-Town Development.
GOAL: Create an adequate supply of affordable housing accessible to people with mobility disabilities.	
STRATEGY TO MEET THE GOAL	Encourage developers to provide new housing units financed with HOME funds to meet visitability standards.
FY 2015-2019 CDBG Priorities	**HS-3 Housing Construction:** Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the community through rehabilitation of vacant buildings and new construction.
FY 2015 PROJECTS - YEAR 1	**H15-50g HANDS New Construction Rental Mid-Town #6:** HANDS will construct three (3) rental units as a triplex two story building in the Mid-Town Development.

GOAL: Improve the supply of housing affordable to low- and moderate-income households.	
STRATEGY TO MEET THE GOAL	Continue outreach efforts to large landlords with units outside of RCAPs. Conduct marketing to recruit additional landlords to accept Section 8 vouchers, in particular those with units in areas south of the City's Target Area.
FY 2015-2019 CDBG Priorities	**CD-6 Code Enforcement:** Enforce the local codes and ordinances to bring buildings into compliance with the standards through systematic code enforcement. **CD-8** **Revitalization:** Promote neighborhood revitalization in strategic areas through acquisition, demolition, rehabilitation, code enforcement, infrastructure improvements, housing construction, public and community facilities improvements, etc.
FY 2015 PROJECTS - YEAR 1	**CD15-1 Code Enforcement**: Funds will be used for code enforcement activities in the L/M areas of the City. **CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
GOAL: Improve the supply of housing affordable to low- and moderate-income households.	
STRATEGY TO MEET THE GOAL	Continue to enforce the rental registration program.
FY 2015-2019 CDBG Priorities	**CD-6 Code Enforcement:** Enforce the local codes and ordinances to bring buildings into compliance with the standards through systematic code enforcement. **CD-8** **Revitalization:** Promote neighborhood revitalization in strategic areas through acquisition, demolition, rehabilitation, code enforcement, infrastructure improvements, housing construction, public and community facilities improvements, etc.
FY 2015 PROJECTS - YEAR 1	**CD15-1 Code Enforcement**: Funds will be used for code enforcement activities in the L/M areas of the City. **CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
GOAL: Improve the supply of housing affordable to low- and moderate-income households.	
STRATEGY TO MEET THE GOAL	Continue to implement the recommendations of the Blight Strategic Investment Report, including creating an inventory of existing conditions and regulatory systems, program design based on market conditions and consideration of tools such as land banking.
FY 2015-2019 CDBG Priorities	**CD-6 Code Enforcement:** Enforce the local codes and ordinances to bring buildings into compliance with the standards through systematic code enforcement. **CD-7 Clearance:** Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned and dilapidated structures. **CD-** **8 Revitalization:** Promote neighborhood revitalization in strategic areas through acquisition, demolition, rehabilitation, code enforcement, infrastructure improvements, housing construction, public and community facilities improvements, etc.

FY 2015 PROJECTS - YEAR 1	**CD15-1 Code Enforcement**: Funds will be used for code enforcement activities in the L/M areas of the City. **CD15-5d Clearance/Demolition:** Funding will be used for demolition, site clearance, and related delivery costs. **CD15-4A ERA Acquisition:** Funds will be used to pay legal fees for the purchase of vacant and dilapidated structures on a spot blight basis. **CD15-4v ERA Housing Rehabilitation Lead:** Funds will be used for housing rehabilitation assistance and delivery costs. Eligible units may receive up to $11,000 for lead remediation costs. **CD15-4k ERA** **Emergency Repairs:** Funds will be used to provide emergency repair-services to qualified homeowners to alleviate conditions which affect the livability of the home. **CD15-17e** **GECAC Weatherization:** Funds will be used for operational costs of the weatherization program which provides services to reduce fuel consumption, thereby reducing utility bills for LMI households.
IMPEDIMENT 2	**On the whole, household incomes in the last decade did not grow at a pace commensurate with housing costs, and members of the protected classes were more likely to be affected by the worsening mismatch.**
GOAL: Increase access to home ownership for minority households.	
STRATEGY TO MEET THE GOAL	Continue to financially support the efforts of local fair housing organizations and certified housing counselors to advertise the provision of housing counseling.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	No activities funded in FY 2015; the County Fair Housing Commission was funded in FY 2014 and will be funded again when their activity is complete.
GOAL: Increase access to decent, affordable housing for refugees and migrant workers.	
STRATEGY TO MEET THE GOAL	To the extent feasible, continue to support financial management education and credit counseling, particularly for refugee and migrant populations, encourage HACE and St. Martin Center to increase the effectiveness of its credit/budget counseling referral program to prepare immigrants and refugees to obtain affordable housing.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-6 Public Housing**: Support the local public housing authority in its efforts to improve and maintain the existing public housing communities, and promote homeownership programs through the use of Section 8 Vouchers for home purchase.

FY 2015 PROJECTS - YEAR 1	**H15-01t ERA Homebuyer**: Funds will be used for first time homebuyer closing costs and other associated purchase costs. Funds may also be used to address code violations in a potential home purchase to bring the property into code compliance.
GOAL: Increase access to home ownership for eligible lower-income households.	
STRATEGY TO MEET THE GOAL	Continue to offer down payment and/or closing cost assistance to qualify lower-income households through sub-recipient agencies and local CHDOs.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-6 Public Housing**: Support the local public housing authority in its efforts to improve and maintain the existing public housing communities, and promote homeownership programs through the use of Section 8 Vouchers for home purchase.
FY 2015 PROJECTS - YEAR 1	**H15-01t ERA Homebuyer**: Funds will be used for first time homebuyer closing costs and other associated purchase costs. Funds may also be used to address code violations in a potential home purchase to bring the property into code compliance.
IMPEDIMENT 3	**While County land use and planning principles appear to be consistent with fair housing principles and best practices, the real power is exercised by municipalities, whose leaders and staff members may not unequivocally understand why or how to affirmatively further fair housing.**
GOAL: Ensure that City business is conducted in a manner that affirmatively furthers fair housing.	
STRATEGY TO MEET THE GOAL	Arrange for new Council members, other elected officials, department heads and persons appointed to planning commissions and zoning hearing board to receive training on fair housing rights and responsibilities.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration**: Funds will be used for CDBG program administration, planning, and management costs.
GOAL: Remove policy barriers to fair housing choice.	
STRATEGY TO MEET THE GOAL	Amend the zoning ordinance to (1) define "family" according to function instead of the relationship between members and (2) include a reasonable accommodation provision instead of a variance.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.

GOAL: Build flexibility into zoning ordinance and map to allow for creative approaches to affordable housing development.	
STRATEGY TO MEET THE GOAL	Consider amending the zoning ordinance to add a provision for transit-oriented development and encourage residential uses above ground-floor storefronts in commercial areas.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
IMPEDIMENT 4	**The growing Hispanic population in Erie County, along with other refugee and migrant groups, may face language barriers in becoming aware of, accessing and participating in local housing programs and services.**
GOAL: Increase meaningful access for persons with limited English proficiency, in particular Erie's migrant worker and refugee populations.	
STRATEGY TO MEET THE GOAL	Continue to provide language services (interpreters, translators, etc.) on an as-needed basis.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs. **CD15-119 Community Policing:** Funds will be used for Police Officer salaries and fringe benefits to patrol and interact with the community in targeted high crime areas of the City.
IMPEDIMENT 5	**Some of the policies and procedures of agencies administering federal housing and community development funds could be improved from a fair housing perspective.**
GOAL: Balance the revitalization of lower-opportunity areas with the creation of affordable housing choices in higher-opportunity areas.	
STRATEGY TO MEET THE GOAL	Eliminate the CD Impact Area as a geographic basis for CPD program investment; instead, re-evaluate individual neighborhoods citywide to determine where investments by type would be most effective.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
GOAL: Ensure that City policies and procedures affirmatively further fair housing.	
STRATEGY TO MEET THE GOAL	Continue to assess the location of all proposed affordable housing activities during the application review phase to determine if the project will perpetuate segregation or promote integration; map the addresses of all new affordable housing initiatives as part of the CAPER process.

FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
GOAL: Ensure that City policies and procedures affirmatively further fair housing.	
STRATEGY TO MEET THE GOAL	Amend the zoning ordinance to allow group homes for up to eight residents as a use permitted by right anywhere a single-family home would be similarly treated.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
IMPEDIMENT 6	**The boundaries of program jurisdictions present obstacles to desegregation that must be addressed collaboratively.**
GOAL: Ensure that all CDBG entitlement jurisdictions are affirmatively furthering fair housing.	
STRATEGY TO MEET THE GOAL	Formalize regional efforts to address fair housing issues by strengthening the relationships between CDBG grantee municipalities and the HRC. A more formal relationship could provide the basis on which to seek funding for regional actions to address impediments, such as testing, education and outreach.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	No activities funded in FY 2015; the County Fair Housing Commission was funded in FY 2014 and will be funded again when their activity is complete.
IMPEDIMENT 7	**Limited public transportation options and rising costs of transportation in general limit location options for many lower-income households.**
GOAL: Improve connections between lower-income population and employment opportunities.	
STRATEGY TO MEET THE GOAL	Continue to participate in EMTA's long-range planning efforts to promote the expansion of public transit service in non-impacted, high growth areas, particularly ride-to-work routes.

FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
GOAL: Improve connections between lower-income population and employment opportunities.	
STRATEGY TO MEET THE GOAL	Continue to prioritize investment criteria to incentivize affordable housing development on major corridors with public transit service and in higher opportunity areas.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
IMPEDIMENT 8	**Fair housing advocacy agencies in the County require more effective coordination to maximize the extent to which their services collaboratively meet the needs of Erie residents.**
GOAL: Strengthen the local fair housing infrastructure.	
STRATEGY TO MEET THE GOAL	Use team assembled among CDBG grantees to address need for cooperation among partners on topics including (but not limited to) the system for filing and monitoring discrimination complaints and seeking funding for fair housing efforts.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration:** Funds will be used for CDBG program administration, planning, and management costs.
IMPEDIMENT 9	**Housing discrimination persists in the private market, according to complaints data received at the federal, state, and local levels.**
GOAL: Increased fair housing awareness among housing providers and residents.	
STRATEGY TO MEET THE GOAL	Support the efforts of local and regional fair housing advocacy organizations in undertaking paired real estate testing, both for rental and sales housing, through continued funding which may be used for testing.

FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	No activities funded in FY 2015; the County Fair Housing Commission was funded in FY 2014 and will be funded again when their activity is complete.
GOAL: Increased fair housing awareness among housing providers and residents.	
STRATEGY TO MEET THE GOAL	Continue education and outreach efforts related to fair housing, including publication of such material online, in print in County offices and via other means to the extent feasible.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	No activities funded in FY 2015; the County Fair Housing Commission was funded in FY 2014 and will be funded again when their activity is complete.
GOAL: Increased fair housing awareness among housing providers and residents.	
STRATEGY TO MEET THE GOAL	To the extent feasible, effectuate a fair housing outreach and training strategy that is aimed at the most significant need, as determined by testing and tracking the nature of discrimination complaints, with support from local and regional fair housing advocates.
FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	No activities funded in FY 2015; the County Fair Housing Commission was funded in FY 2014 and will be funded again when their activity is complete.
GOAL: Increased fair housing awareness among housing providers and residents.	
STRATEGY TO MEET THE GOAL	Create a fair housing guide that outlines fair housing rights and responsibilities, post on the City's website.

FY 2015-2019 CDBG Priorities	**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 Federal, state, and local laws and regulations. **HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration**: Funds will be used for CDBG program administration, planning, and management costs.
IMPEDIMENT 10	**Patterns of disparity continue to exist in private mortgage lending.**
GOAL: Eliminate mortgage discrimination.	
STRATEGY TO MEET THE GOAL	Continue to connect residents with HUD-certified counselors to target credit repair education through existing advocacy organizations that work extensively with members of the protected classes.
FY 2015-2019 CDBG Priorities	**HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community.
FY 2015 PROJECTS - YEAR 1	**CD15-19 General Administration**: Funds will be used for CDBG program administration, planning, and management costs.
GOAL: Mitigate the impacts of foreclosures on members of the protected classes.	
STRATEGY TO MEET THE GOAL	To the extent resources are available, work with organizations such as St. Martin Center, GECAC, and CCCS to support buyer education and counseling, as well as supporting legislative protections for borrowers.
FY 2015-2019 CDBG Priorities	**HS-4 Fair Housing**: Promote fair housing choice through education and outreach in the community. **HS-5 Home Ownership:** Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
FY 2015 PROJECTS - YEAR 1	**H15-01t ERA Homebuyer**: Funds will be used for first time homebuyer closing costs and other associated purchase costs. Funds may also be used to address code violations in a potential home purchase to bring the property into code compliance.

Attachment
Recapture Policy and Resale Policy

DRAFT

CITY OF ERIE, PA
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME Program)
RESALE/RECAPTURE POLICY

The City of Erie, PA provides HOME Investment Partnerships Program funds for various eligible HOME activities on an annual basis in order to provide for the sale of housing units to income qualified homebuyers in the City. Listed below is the City's Resale/Recapture Policy under the HOME program. This policy complies with the HOME Program regulations at 24 CFR Part 92.254.

Under the HOME Program, there are certain requirements that must be placed on the properties by means of deed restrictions or a recorded note and mortgage. **The City formally chooses, as required by the HOME Program regulations, to enforce the HOME period of affordability via the recapture method.** The recapture policy will be in effect for a time frame equal to the period of affordability as described by the HOME Program regulations at 24 CFR Part 92.254(a)(5). Homebuyers who receive under $15,000 in HOME funds will have a minimum affordability of five (5) years. Homebuyers who receive $15,000 to $40,000 in HOME funds will have a minimum affordability period of ten (10) years, and homebuyers who receive over $40,000 in HOME funds will have a minimum affordability period of fifteen (15) years. The effective date of the beginning of the required period is the date all completed data is entered into IDIS and as documented by a fully-executed HUD-1 homebuyers and/or homeowner's file or mortgage loan.

The federal assistance will be provided in the form of a 1% interest per annum, compounded deferred payment loan (DPL), and will be secured by a HOME Written Agreement, fully executed and dated by all applicable parties and a Promissory Note which will be recorded in the Recorded Deeds records of Erie County. Under "**Recapture**", if the home is **SOLD** prior to the end of the required affordability period [the homebuyer or the property owner may sell to any willing buyer at any price] a portion of the net sales proceeds from the sale, if any, will be returned to the city to be used for other HOME-eligible activities.

The form of recapture to be used by the City shall be "a sharing of net proceeds." Sharing of net proceeds is defined as the sales price of the property LESS the outstanding mortgage debt owed to the primary lender LESS the homeowner's contribution of the initial down payment. Net proceeds will be shared between the City of Erie and the homeowner based on an annual pro-rata share during the term of affordability if the title of the property is changed before the period of affordability. For example, if the property were to sell in year 1 of the affordability period, and the affordability period was 5 years, then the City would receive 100% of the net proceeds of the HOME funds invested, and the homeowner would receive any balance. If the property were sold in year 2, the City would receive 80% and homeowner would receive 20%. If the property were sold in year 3, the City would receive 60% and homeowner would receive 40%. If the property were sold in year 4, the City would receive 40% and homeowner would receive 60%. If the property were sold in year 5, the City would receive 20% and homeowner would receive 80%. Hence, for a project that has an affordability period of 5 years, after year 5 there would be no sharing of net proceeds. The homeowner would keep 100% of the sale proceeds. These provisions will be enforced through a recorded note and mortgage on the property at the time of the HOME investment into the project. See example on last page.

In HOME-assisted homebuyer projects, the affordability restrictions imposed by deed restrictions, covenants running with the land, or other similar mechanisms may terminate upon foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. The City may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. However, the affordability restrictions must be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

In addition, the termination of the affordability restrictions in the event of foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD, does not satisfy the requirement that the property remains qualified as affordable housing under §92.254 for the period of affordability. Consequently, the following rules apply to HOME-assisted homebuyer projects in the event of foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD.

1. Resale Policy [24 CFR 92.254(a)(5)(i)]

The resale deed restriction will be utilized for HOME-assisted units which: (1) the homebuyer does not receive direct downpayment, closing cost, principal buydown assistance, or a reduction of the sales price to make the unit(s) affordable from the City or other entity, or (2) the City has elected to use the "Resale Provisions" instead of the "Recapture Provisions".

The **Resale Provision** ensures that a HOME-assisted property remains affordable during the **entire** affordability period. The affordability period is based on the amount of HOME funds invested as a development subsidy, as applicable, by the 1st mortgage. The City has elected to use "Resale" rather than "Recapture" to assure the unit is affordable to a household at or below 80% of AMI for the Erie metropolitan statistical area. The effective date of the beginning of the required period of affordability is the **date all completion data is entered into IDIS**, and as documented by the fully executed HUD 1, a copy of which has been placed in each homebuyer's or homeowner's file (project owner's file, if a rental). If there are instances where a HUD-1 is not executed (e.g., the 1st mortgage loan is being carried by the City or other entity), the second soft mortgage replacing the HUD-1. The homebuyer or homeowner may sell the property after the expiration of the required affordability period without any restrictions.

The **"Resale Provision"** goes into effect when the home is sold during the affordability period. At the time of sale, the following provisions will be in effect:

i. In instances where the home has been rented or leased, refinanced, or the initial homebuyer (or homeowner) is no longer physically occupying the property as his/her/their principal residence, the **entire amount of the HOME assistance provided** shall be immediately due and payable to the City.

ii. If the property does not meet the affordability requirements for the compliance period, the **entire amount of the HOME Investment** must be repaid to the City **HOME Treasury Account. [24 CFR 92.504(b)(1); and HOMEfires – Vol. 5 No. 2, June 2003; Section 219(b) of the HOME Statute; and §92.503(b)(1)].**

In the event there is no Direct Subsidy and the city must use the Resale Provision, the housing must be made available to an income-qualified buyer who will use the property as their primary

residence. The price at resale must provide a fair return on investment to the owner. The fair return on investment will include a percentage change equal to the percentage change in the median sales prices over the period of ownership. If no change has occurred, but rehabilitation, improvements, and/or capital investments have been made to the housing, the value of the improvements will be determined by the Erie County Bureau of Assessment and shall be accounted for in the net proceeds to the seller.

2. Recapture

Homebuyer housing with a recapture agreement is not subject to the affordability requirements after the City has recaptured the HOME funds in accordance with its written agreement. If the ownership of the housing is conveyed pursuant to a foreclosure or other involuntary sale, the City will attempt to recoup any net proceeds that may be available through the foreclosure sale. Because all recapture provisions must be limited to net proceeds, the City's repayment obligation is limited to the amount of the HOME subsidy, if any, that it is able to recover.

Refinancing

The City of Erie will only consider refinancing of the mortgage if the amount to be refinanced is the amount that was originally borrowed, and the interest rate is lower.

Investment of Additional HOME Funds

The HOME rule at §92.254(a)(9) of the HOME rule provides the City with the flexibility to invest additional HOME funds in homebuyer projects to preserve affordability. As noted above, when faced with foreclosure, The City may use additional HOME funds to acquire the housing through a purchase option, right of first refusal, or other preemptive right to ensure affordability is preserved. The City may also use HOME funds to rehabilitate any housing acquired through foreclosure. If the City will charge such costs as eligible project costs in accordance with §92.206, the total amount of the original HOME investment, plus any additional HOME investment, cannot exceed the maximum per-unit subsidy limit in §92.250.

The City also has the option of charging acquisition, rehabilitation, and holding costs as a reasonable HOME administrative cost in accordance with §92.207 of the HOME rule. If the City charges these costs as reasonable administrative expenses, the investment of additional HOME funds is not subject to the maximum per-unit subsidy limit, and the City can reimburse its administrative account, in whole or in part, once the housing is sold to a new eligible homebuyer.

Additional HOME funds may also be used to provide assistance to another eligible homebuyer following either the City's acquisition of a foreclosed unit or a sale of a unit under resale or recapture provisions during the period of affordability. If the City provides HOME assistance to another eligible HOME buyer, the additional HOME investment must be treated as an amendment to the original project. Consequently, the additional HOME investment may extend the original period of affordability. For example, if the original HOME investment was $10,000 and resulted in a five year period of affordability, the addition of another $10,000 to a subsequent homebuyer would extend the period of affordability to ten years. As noted above, the original HOME investment plus any additional HOME investment cannot exceed the maximum per unit subsidy since the cost of assisting a subsequent homebuyer is a project-specific cost.

At the City's option, it may choose to use the resale options provided in 24 CFR 94.254(a)(5).

EXAMPLE: ***Shared Net Proceeds***

In this option, the HOME rule states that if the net proceeds are not sufficient to recapture the entire HOME investment or a reduced amount as described above, plus enable the homebuyer to recover the amount of the downpayment and any investment in the form of capital improvements made by the homebuyer since purchase, the City may share the net proceeds. In practice, this approach has been the most widely used model and has been applied to all recapture situations, not just insufficient net proceeds. Shared net proceeds, in combination with the pro rata reduction over time, is the most commonly used approach.

- To calculate the amount of net proceeds (or shared appreciation) to be returned to the City:

$$\frac{\text{Direct HOME Subsidy}}{\text{Direct HOME Subsidy + Homebuyer Investment}} \times \text{Net Proceeds} = \text{HOME Recapture}$$

- To calculate the amount of net proceeds (or shared appreciation) available to the homebuyer:
  - Divide the homebuyer's investment by the sum of the direct HOME subsidy and the homebuyer's investment.
  - Multiply by the net proceeds to calculate the amount of homebuyer investment to return to the homebuyer.

$$\frac{\text{Homebuyer Investment}}{\text{Direct HOME Subsidy + Homebuyer Investment}} \times \text{Net Proceeds} = \text{Amount to Homebuyer}$$

A homebuyer received $10,000 in HOME downpayment assistance and provided $2,000 of her own funds for the downpayment. She invested another $3,000 on capital improvements to the property and is selling the home after two years. The City structured its recapture provisions to share the net proceeds with the HOME-assisted homebuyer. In this example, the net proceeds of the sale are $5,000. Using the two formulas above, the amount of the net proceeds to be recaptured by the City is $3,333.

$$\frac{\$10{,}000}{(\$10{,}000 + \$5{,}000)} \times \$5{,}000 = \$3{,}333$$

The amount of the net proceeds to be recovered by the homebuyer is $1,667.

$$\frac{\$5{,}000}{(\$10{,}000 + \$5{,}000)} \times \$5{,}000 = \$1{,}667$$

All subrecipients, CHDO's or other Entities who will be providing Homebuyer Assistance will adhere to the City of Erie's Resale/Recapture Policy.

Attachment

Emergency Solutions Grant Guidelines

DRAFT

EMERGENCY SOLUTIONS GRANT GUIDELINES

Updated 4/30/2012

(WRITTEN STANDARDS FOR PROVIDING ASSISTANCE)

Introduction

The City of Erie is a direct entitlement under the Emergency Solutions Grant (ESG) as established under the McKinney-Vento Homeless Act, as amended by the Homeless Emergency and rapid Transition Housing Act of 2009.

The City distributed Emergency Solutions (ESG) funding to the following Emergency Shelter and Transitional Housing facility providers:

Community Shelter Services
SafeNet
Mercy Center for women
City Mission
The Refuge
Community of Caring
St. Patrick's Haven

The City has built partnerships with these providers over the past 10 years, and requests each provider apply for continued funding annually. Applications are by request only.

The City also selected a Rapid Re-housing provider that has ample experience delivering case management services and disbursing financial assistance to clients.

All subrecipients are required to be members of the CoC.

Currently, the City allocates funding to the Emergency Shelter/Transitional facility providers by the number of beds each facility had during FY2007. This process is currently being reviewed, and may be updated for the next fiscal allocation.

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II. Documentation of Homelessness

III. Street Outreach

IV. Referral, Length of Stay

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VI. Determining Participants to Receive Homeless Prevention and Rapid Re-Housing Services

VII. Amount of Financial Assistance

VIII. Reporting and Retention of Records

IX. Performance and HMIS Standards

X. Termination/Grievance

EMERGENCY SOLUTIONS GRANT
WRITTEN STANDARDS

I. Evaluation of Eligibility

Emergency Shelter and Transitional Housing Homeless Assistance

Individual shelters and transitional facilities will develop their own intake guidelines for applicants. However, at a minimum, their guidelines must ensure conditions stated in this section.

In order to receive Emergency Solutions (ESG) assistance at Emergency Shelters or Transitional Facilities, agencies must complete the following steps:

1) The subrecipient must conduct an initial evaluation to determine if each individual or family is eligible for ESG assistance and what amount and type of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d) and the written standards established under §576.400(e). 24 CFR 576.4 makes the following requirements:
   - Subrecipient must use the standards of the community-wide HMIS reporting tool for participants. (Providers for victims exempt).
   - Subrecipients must consistently apply the same standards for all program participants.
   - Subrecipients must follow all written standards listed in this section in accordance with regulations.

2) The subrecipient must obtain the appropriate required **homeless documentation** and the appropriate required **income documentation** to determine the participant's initial income. Income may not exceed 30% of the area median income. (See Section II for required homeless documentation.)

3) Additionally, individual subrecipients will assess and prioritize the essential needs of all clients and must make the appropriate recommendations and/or referrals. (See Section V, Coordination among Agencies.)

Rapid Re-Housing Recipients

Rapid Re-Housing recipients must be referred to the Rapid Re-Housing provider by Continuum of Care (CoC) agencies. In order to be referred, the CoC referring agency must complete the following steps:

1.) Secure participant's required source documentation for income,
2.) Secure required source documentation for homelessness,
3.) Obtain required demographics,
4.) Complete the appropriate required income form to ensure participant is at or below 30% of area median income, and

5.) Secure the required Release of Information Between Rapid Re-Housing Partnering Agencies form for client.

Rapid Re-Housing assistance will also be used primarily to assist "newly homeless" individuals/families. Newly homeless is defined as:

1.) Clients that are homeless and have not received homeless assistance services in the prior 12 months; or
2.) Clients who are within 14 days of losing their primary nighttime residence and will be going to the street, car or a shelter; or
3.) Clients who may have received assistance within the past 12 months, but their situation has changed and their CoC case worker feels they now will benefit from the rapid re-housing service. This condition will require a waiver from three CoC executive committee members of which one member must be the Erie County representative and one member must be the City of Erie representative.

Note: Funding MAY NOT be used to keep participants in their current housing. It must be used to pay a portion of the security deposit and up to three months rent on a new housing unit. Any deviation from this standard will require a waiver from three CoC executive committee members of which one member must be the Erie County representative and one member must be the City of Erie representative.

If the participant meets all of the requirements above, the referring agency may then refer client to the rapid re-housing provider and share information with that provider. Documentation for each client must be maintained for a minimum of five years after the grant term has expired.

For the Rapid Re-Housing Program, regulations require subrecipients re-evaluate participant's eligibility and the types and amounts of assistance the participant needs not less than once every 12 months. Re-evaluation must establish that:

- The participant does not have an annual income that exceeds 30 percent of median family income for the area.
- The participant lacks sufficient resources and support networks necessary to retain housing.

Note: This will not affect most participants as assistance is limited to a security deposit and the first three months rent.

The subrecipient may require each rapid re-housing participant to notify the subrecipient regarding changes in their income or other circumstances that affect the need for assistance. When notified of a relevant change, the subrecipient must re-evaluate the participant's eligibility.

All recipients of rapid re-housing funding must provide a lease agreement to the rapid re-housing provider.

II. Documentation of Homelessness

Subrecipients are required to maintain documentation of the applicant's homelessness status in order to determine their eligibility. The documentation is typically obtained from a third party at the time of referral, entry, intake or orientation. The documentation should be maintained for a minimum of five (5) years after the grant period has expired.

The applicant must be homeless. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation such as cars, parks, sidewalks, abandoned buildings, on the street;
- In transitional or supportive housing for homeless persons who *originally* came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week *and* the person lacks the resources to obtain housing.
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days *and* the person lacks the resources and support to obtain housing;
- Is fleeing a domestic violence housing situation *and* lacks the resources and support networks to obtain housing.

The following homeless documentation must be maintained in the client's file:

<u>For a person living on the street or in short-term emergency shelter:</u>

- Names of organizations or outreach workers who have assisted them in the past.
- General assistance checks and where the checks are delivered, if applicable.
- Any other information regarding the participant's activities in the recent past that might provide documentation.
- If unable to verify that the person is living on the street, the participant or staff person may prepare a short written statement about the participant's previous living place and have participant sign and date.

<u>For a person coming from transitional housing for homeless persons</u>:

- Written verification from the transitional housing staff signed and dated by the referring agency personnel.

<u>For a person being evicted from a private dwelling</u>:

- Formal eviction notice (within a week).
- Information on the participant's income and efforts made to obtain housing.
- If family evicting, a statement describing the reason for the eviction must be signed by the family member and dated. If this is not available, then subrecipient must obtain a signed and dated statement from the participant describing the situation. Subrecipients must make efforts to confirm.

<u>For a person from a short-term stay (up to 30 consecutive days) in an institution who previously resided on the street or in an emergency shelter:</u>

- Written verification from the institution's staff that participant has been residing in the institution for less than 31 days, and information on previous living situation.

For a person being discharged from a longer stay in an institution:

- Evidence of discharge within a week from the institution's staff.
- Income of the participant, what efforts were made to obtain housing and why, without the assistance, the participant would be living on the street or in a shelter.

For a person fleeing domestic violence:

- Written verification from the participant that he/she is fleeing a domestic violence situation, signed and dated.

III. Street Outreach

The City will not provide funding for Street Outreach Services.

IV. Referral, Length of Stay

Referrals

Subrecipients must assist each program participant, as needed, to obtain:

- Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living, and
- Other Federal, State, local and private assistance available to assist the participant in obtaining housing stability, including:
    1) Medicaid
    2) Supplemental Nutrition Assistance Program (7 CFR Parts 271-283)
    3) Women, Infants and Children (WIC) (7 CFR Part 246)
    4) Federal-State Unemployment Insurance Program (20 CFR Parts 601-603, 606, 609, 614-617, 625, 640, 650)
    5) Social Security Disability Insurance (SSDI) (20 CFR Part 404)
    6) Supplemental Security Income (SSI) (20 CFR Part 416)
    7) Child and Adult Care Food Program (42 U.S.C. 1766(t)(7 CFR Part 226))
    8) Other assistance available under the programs listed in §576.400(c)

Subrecipients must coordinate, to the maximum extent practical, with other programs targeted to homeless people to provide a strategic, community-wide system to prevent and end homelessness. These programs include:

- Shelter Care Plus
- Supportive Housing Programs
- Section 8 Moderate Rehabilitation Program for Single Room Occupancy for Homeless Individuals
- Veterans Affairs Supportive Housing
- Education for Homeless Children and Youth Grants
- Grants for the Benefit of Homeless Individuals
- Healthcare for the Homeless
- Programs for Runaway and Homeless Youth
- Projects for Assistance in Transition from Homelessness
- Services in Supportive Housing Grants
- Emergency Food and Shelter Programs
- Transitional Housing for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Programs
- Homeless Veterans Reintegration Program
- Domiciliary Care for Homeless Veterans Program
- VA Homeless Providers Grant and Per Diem Program
- Health Care for Homeless Veterans Program
- Homeless Veterans Dental Program
- Supportive Services for Veterans' Families Programs
- Veterans Justice Outreach Initiatives
- Public Housing
- Tenant-based or Project-based Housing Assistance Programs
- TANF
- Head Start
- Mental Health and Substance Abuse Block Grants
- Workforce Investment Act Services

Additionally, policies and procedures must be consistent with the definitions of homelessness at 24 CFR 576.2 and the recordkeeping requirements of 24 CFR 576.500 (b), (c), (d), and (e).

Length of Stay

Subrecipients must ensure program participants continually work toward securing permanent housing. Under no circumstances shall a client exceed the two-year maximum stay period. Individual subrecipients will set their own discharge policies and procedures. However, all subrecipients must have a grievance process and written procedures in place. Program participants must be informed of the grievance procedures.

V. Coordination Among Agencies

ESG recipients are required to be members in and actively participate in the CoC.

For Rapid Re-Housing, coordination among agencies will be directed by the Erie CoC. Referrals for services must come from CoC members. In order to obtain services, **clients must sign a release of information** form so the referring agency may release files to the Rapid Re-housing provider. Members that refer clients must continue providing the services they were providing at the time of the referral up until the client secures housing. CoC members will evaluate the affects of the program and report problems or concerns at the CoC general membership meeting which meets every other month.

Coordination with the CoC membership integrates the proposed program with other homeless programs and mainstream housing and service providers listed in 576.400 (b) and (c) through its diverse membership.

For discussions regarding all ESG Guideline changes, the City will consult the CoC Executive Committee or the General Membership. The City will continue to require a homeless or a formerly homeless CoC member review all updates.

Should that individual be absent from a review by any of the CoC committees, the City will seek this individual's input in addition to the CoC input.

VI. Determining Participants to Receive Homeless Prevention and Rapid Re-Housing Services

The City of Erie has elected not to provide Homeless Prevention Services at this time. Additionally, Rapid Re-Housing Services will be provided to those newly homeless participants that are referred to the Rapid Re-Housing provider by CoC members.

The Rapid R-Housing provider will make the determination as to the rapid re-housing funding to be distributed to the participant. Participants may receive a portion of the security deposit and first three months rent.

VII. Amount of Financial Assistance

The maximum amount a program participant can receive is $2,000, however this amount should not be considered the normal amount. The Rapid Re-Housing caseworker must review the amount of the required security deposit and accompanying three months rent for cost reasonableness.

Clients must provide $100 of the security deposit in order to receive assistance. The program will pay the balance of the security deposit and up to three month's rent for the participant. The portion of the rent to be paid will be determined by the rapid re-housing provider staff. Factors to consider in determining the amount of rent to be paid will be as follows:

- The monthly rent amount
- The client's current assets
- The client's current monthly income
- Any changes in the client's income, employment, status while receiving assistance
- The overall demand of the program
- Other assistance the participant is receiving (total monthly assistance the participant is receiving from all sources shall never exceed the total monthly rent)

Clients will be required to inform the rapid re-housing provider if their status changes, and additional evaluations may be requested. Typically, clients receive one evaluation only, as none will exceed the regulatory one-year period.

Participants may receive funding for the partial payment of a security deposit and up to three months rent one time. Once the participant receives funding for a security deposit, he/she is ineligible to receive funding for another security deposit or rent on a different unit. The participant can receive a waiver one time to this requirement if he/she did not secure or remain in housing though no fault of their own. This condition will require a waiver from three CoC executive committee members of which one member must be the Erie County representative and one member must be the City of Erie representative.

The City of Erie will use these written standards as initial guidelines for the ESG grant and will continue to refine these standards as the community, and in particular the CoC, adapts and further develops strategies and new best practices.

VIII. Reporting and Retention of Records

Subrecipients will be required to submit monthly Direct Benefit Reports by the 5th of every month and year-end final reports by July 15th of each year to the City of Erie Department of Economic and Community Development (DECD).

Client files and program records must be maintained for a minimum of five (5) years after the grant period has expired.

Subrecipients must make records available to the Grantee as requested for monitoring purposes.

IX. Performance and HMIS Standards

The City developed performance standards that everyone should have safe, decent housing and living conditions. These standards were discussed at the Executive Committee meeting on March 5, 2012, and the Home Team Meeting on March 8, 2012. These standards were approved at the March 8, 2012 meeting.

Subrecipients will track the following performance standards:

1. The number of individuals and families that secure housing through the use of the rapid re-housing partial security deposit and first three months rent.
2. The number of months that the individual/family was homeless before receiving the rapid re-housing funding.
3. The number of exceptions to the rules granted by the executive committee and the conditions/reasons for the exception.
4. The number of individuals/families that received rapid re-housing assistance because they were within 14 days of losing their primary nighttime residence versus the number of individuals/families that were already without a primary nighttime residence.

Funding for the operation and administration of HMIS will entail what is required for reporting purposes in quarterly e-snaps reports, Action Plan and CAPER. Project Hope Outreach is the designated component connected with management information for Erie County. The outreach workers maintain up-to-date information on social services available to the homeless.

Erie County's Homeless Management Information System is an electronic web-based database application. The HMIS-Erie system is administered by the Executive Director and the IT Manager of the Erie United Methodist Alliance. The system is accessible to all participating homeless service providers and other community-based programs that have been issued authorized log-ons and have participated in one-on-one user training. The system provides data collection, client tracking, bed availability, identification of gaps or duplications in services, unduplicated counts of homeless individuals and families (including the compilation of chronic individuals), and formulates reports required by funding sources and community planning.

X. Termination/Grievance

Subrecipients may terminate assistance provided by ESG-funded activities to participants who violate program requirements.

Subrecipients must have termination and grievance policies and procedures that describe the program requirements, termination process, and grievance procedure.

Subrecipients must effectively communicate the termination and grievance procedures to participants and ensure that the procedures are fully understood, either with written information or by posting the policy in a public place.