

**Meeting Agenda
State College Borough
CDBG/Citizen's Advisory Committee
March 1, 2016
Room 241 / 12 p.m.**

I. Call to Order

II. Roll Call

Jay Meashey, Chair
Selden Smith, Vice-Chair
Shelton Alexander
Rebecca Misangyi
Marcia Patterson
Vansh Prabhu, new member
Connie Randolph

III. Election of Officers

IV. Approval of Minutes – *September 1, 2015*

V. Chair Report

VI. Public Hour - Hearing of Citizens

VII. 2016 Meeting Calendar

A. Draft Meeting Calendar for 2016

Staff will present a draft meeting calendar for 2016

VIII. Proposed Revisions to the Borough's Citizen Participation Plan

A. Proposed revisions to the Borough's Citizen Participation Plan

The proposed revisions to the Borough of State College Citizen Participation Plan (Plan) incorporate requirements of the 2015 Affirmatively Furthering Fair Housing Rule (AFFH Final Rule). The AFFH Final Rule establishes specific requirements for the development and submission of an Assessment of Fair Housing (AFH) which replaces the Analysis of Impediments to Fair Housing Choice. While the Borough will not be required to submit its first AFH until 2019, revisions to the Plan are required to formalize incorporating affirmatively furthering fair housing into the Consolidated Planning process.

Attached: Policy Briefing Summary
RE: Revision to the Borough of State College Citizen Participation Plan

Action Needed: Consider approval of the proposed revisions and recommend adoption to Council

Staff Recommendation: Staff recommends approval of the proposed revisions and recommend adoption to Council

IX. Proposed Amendments to the 2015-2019 Consolidated Plan and 2015 Action Plan

A. Proposed amendments to the 2015-2019 Consolidated Plan and 2015 Consolidated Action Plan

Proposed amendment to the 2015 Consolidated Action Plan (CAP) for the reprogramming of \$75,192.94 in CDBG funding remaining from the FY2015 CDBG Infrastructure Project to the Municipal Building ADA Improvements Project – 2016. As well as a proposed amendment to the 2015-2019 Consolidated Plan involving the addition of a Public Facilities goal which will address the priority non-housing community development need of Public Improvements & Infrastructure and Public Facilities.

Attached: Policy Briefing Summary
RE: Amendments to 2015-2019 Consolidated Plan and 2015 Consolidated Annual Action Plan

Action Needed: Consider approval of the proposed amendments and recommend approval to Council

Staff Recommendation: Staff recommends approval of the proposed amendments and recommend approval to Council

X. 2016 Action Plan

A. 2016 Consolidated Action Plan

The CDBG Citizen's Advisory Committee is asked to review the 2016 Annual Action Plan (Plan) as revised and make its recommendation to Borough Council. The Plan must be submitted to the U.S. Department of Housing and Urban Development by April 18, 2016. Borough Council is scheduled to hold a public hearing and take action on the Plan at its April 4, 2016, meeting. Staff will then submit the Plan to HUD.

Attached: Policy Briefing Summary
RE: 2016 Annual Action Plan

Action Needed: Consider approval of the 2016 Annual Action Plan
and recommend approval to Council

Staff Recommendation: Staff recommends approval of the 2016 Annual
Action Plan and recommend approval to
Council.

XI. Items of Information

A. Conflict of Interest Policy

XII. Adjournment

**Meeting Minutes
State College Borough
CDBG/Citizen's Advisory Committee
September 1, 2015**

The State College Borough Community Development Block Grant/Citizen's Advisory Committee (CDBG/CAC) meeting was called to order by Chairman Meashey on Tuesday, September 1, 2015 at 12:03 p.m. in the Borough Municipal Building, 243 South Allen Street, in Room 242.

Members Present

Jay Meashey, Chairman; Shelton Alexander, Rebecca Misangyi, Connie Randolph, Seldon Smith, and Marcia Patterson.

Others Present

Lu Hoover, Senior Planner; Sarah Smith, Staff Assistant; Susan Venegoni, Highland Civic Association President; Heather Brown, Centre County Youth Service Bureau; Mark and Elisa Huncik; Peg Hambrick; Svitlana Budzhak-Jones, and other interested parties.

Approval of Minutes

A motion was made by Ms. Patterson to approve the July 7, 2015 minutes as submitted and Ms. Misangyi seconded the motion. The vote was unanimously in favor.

Chair Report

Chairman Meashey stated that at a previous meeting he had expressed a desire to visit the human services agencies that are funded by CDBG funds. Due to the fact that \$250,000 of the approximately \$510,000 annual CDBG budget is allocated to infrastructure improvements, he decided to start by meeting with Public Works Director, Mark Whitfield. He explained that Mr. Whitfield went into great detail explaining the street light and ADA ramp projects.

Mr. Meashey said Mr. Whitfield explained the CAC is limited by HUD to spending \$250,000 of the annual CDBG funds on infrastructure. Each project funded has Project Delivery Costs, which are referenced in the 2015 Consolidated Annual Action Plan as environmental review, labor compliance, advertising, and legal services. Several years ago staff recommended that the \$250,000 annually be used on only one project to avoid paying project delivery costs multiple times and thereby depleting efforts on collateral expenses.

Mr. Meashey also noted Mr. Whitfield said the investments that are made in 2015 on the street lights are positioning the Borough for the future. The street lights have a 25-30 year expected lifespan and because there is no technology in them that eliminates a

"strike feature" to turn them on, the bulbs do not burn out. In 13 years, none of the lamps on Allen Street outside of the Borough building have been replaced. The investments that are made in the accessible sidewalks are ensuring that the Borough remains committed to the civil rights of all residents, including the mobility- and visually-impaired. Anytime any work at all is done to a public intersection, all four curb ramps must be updated to the latest standards per the ADA and its evolving rubrics.

In addition, Mr. Meashey said Mr. Whitfield explained that for 2016 he proposed using CDBG funds for street light and ramp replacement to partner with a different HUD grant to replace street lights and handicapped ramps on West College Avenue from Atherton Street to Fraser Street, Atherton Street to Barnard Street and from Garner Street to High Street. At the CAC's public hearing, it was suggested that the CAC reallocate \$130,000 from next year's CDBG budget to a different project. When asked about it, Mr. Whitfield stated that that reallocating the money would essentially leave a "hole" between Burrowes Street and Atherton Street where ADA access and street lights were not replaced, while they would be updated on either side of that block. Chairman Meashey stated that Mr. Whitfield also cautioned him that any time you delay a Public Works project there is an increase in the risk of failure of the infrastructure being ignored.

Mr. Meashey reported at the end of the current five year plan, the streetlight and ramp replacement project would be complete and Mr. Whitfield indicated that there would be a variety of projects that will be eligible for CDBG funding to improve the Borough.

Ms. Randolph inquired about the gap in the street lights so the lights from Burrowes Street to Atherton Street would be the old lighting.

Ms. Patterson inquired about the ADA handicap ramps and if they would all look alike and Chairman Meashey responded that the ramps had to be installed up to the standards of the ADA regulations at the time of the installation which could mean that they would not be uniform in appearance.

Ms. Venegoni inquired if the street lights in question were just on College Avenue and Chairman Meashey responded that was correct.

Mr. Alexander inquired if there was a requirement regarding the spacing between the street lights and Chairman Meashey responded that he did not make that inquiry when he spoke with Mr. Whitfield.

Public Hour

Ms. Venegoni inquired if she could speak to advocate for a Highlands video surveillance project.

Ms. Venegoni's discussion included:

- The project was in the Capital Improvement Plan, but it remained unfunded.
- There were eighty to ninety cameras installed downtown, but there were hundreds of cameras on Penn State campus with new cameras being added.

- Ms. Venegoni reported that between August 18 and August 30 there were 180 incidents that needed police assistance with 111 of those incidents being in the Highlands neighborhoods. She stated that she did not think the project could wait until 2020.
- Ms. Venegoni had been working with the Borough Manager and the Borough Police Chief over the past year to determine the location of the cameras for the pilot project. She had spoken with Borough staff to determine that the project was an eligible project for CDBG funding and it was in the right income area to be permitted.
- Ms. Venegoni had investigated the criteria from HUD for eligibility for CDBG funding and HUD's website stated that an infrastructure project could be funded by CDBG funds if the existing conditions posed a 'serious and immediate threat to the health or welfare of the community' and other sources of public funding is unavailable. She also explained that it appears to be very unlikely that there will be any public funding available due to the budget deficit that the Borough faces. Ms. Venegoni urged the Committee to consider funding the project in the 2016 CDBG budget.
- The types of crimes in the Highlands area include disorderly conduct, drugs (possession, consumption and transport), liquor, fighting, harassment, property crime, furnishing alcohol, theft, criminal mischief against vehicles, public intoxication, criminal mischief against property, DUI, Burglary/night/force, domestic violence and noise ordinance.

Committee's Questions/Comments

Ms. Randolph inquired as to what was the reason for the highest crime in the Highlands area? Ms. Venegoni responded that it was due to the foot traffic and that it's the largest neighborhood in the Borough at 9,726 residents.

Ms. Patterson inquired if the Highlands was where the fraternities are. Ms. Venegoni responded that they are dispersed, but the location where the cameras would be installed is where some of the fraternities are.

Ms. Patterson noted that the noise issues were not limited to the Highlands or to the fraternities as there is a lot of noise on the 300 block of South Allen Street overnight as well. Ms. Venegoni responded that noise was not just a fraternity issue, the fraternities simply attract a lot of people which compounds the problem.

Mr. Smith commented that many of the students are from a generation where they are used to being under surveillance so he was unsure that would be a deterrent.

Ms. Randolph inquired if there were any way to approach the fraternities to see if they could get involved. Ms. Hambrick responded that fraternities often have cameras installed, but she did not believe that private cameras were permitted to shoot into public areas. She noted that often fraternities are easier to live around than rentals due to the stricter regulations placed on them by Greek Life, but they do attract a lot of foot traffic. She also commented that when the fraternities closed their parties, there seemed to be an unintended consequence that the students who were not at the fraternity

parties would rove around looking for someplace to go. Ms. Randolph explained that she used to belong to a committee that had a fraternity liaison who helped deal with these types of concerns. Ms. Venegoni stated that there were many initiatives including Neighbor to Neighbor and student/community meetings.

Ms. Misangyi expressed support for the cameras for the Borough to show that they care about the neighborhood and the students. She stated that she has seen reports that cameras have an effect of lowering crime rate.

Mr. Smith inquired if law enforcement would be under the purview of the CAC committee. He inquired if the funds would more appropriately come from the Police or from the Borough general fund. Ms. Budzhak-Jones stated that it was a question of quality of life not just regarding enforcement. Ms. Hoover responded that nothing like this project had been funded in the past, but in reviewing the regulations it appeared that it would be an eligible and fundable project if the CAC wished to allocate funds to it.

Ms. Patterson inquired if the CAC agreed to fund a trial project in strategically placed locations and it demonstrated that it was able to reduce crime in the area, would that help in getting more cameras to expand the pilot program in the future. Ms. Hoover stated that the role of the CAC is to make a recommendation to Council, but that Council has the final decision of CDBG funding allocation.

Ms. Patterson inquired who would be responsible for the cameras and Mr. Huncik stated that the IT department and the Police department would be responsible for that.

Mr. Alexander inquired about the distribution in time for the criminal incidents. He suggested having the Police increase monitoring based on those times. Ms. Randolph stated that the bars close at 2:00 a.m. with all the arrangements being made then for what people are going to do next.

Mr. Smith inquired if the money is re-allocated then where would it come from and Ms. Hoover stated it would come from the infrastructure project for the street lights.

Chairman Meashey inquired about the student's idea of more lighting in the area rather than installing the cameras. Ms. Venegoni responded that the lighting that the student's requested was a very small project which would not require being part of the Capital Improvement Plan. She also stated that in the case of lighting, the Borough has procedures for surveying the neighbors who would be impacted and those procedures should occur sometime in the fall to see if the student's request would be fulfilled.

Public's Questions/Comments

Ms. Peg Hambrick stated that this was not a new request and that there had been conversations with the Chief of Police and the Borough Manager regarding this project many years ago. She also noted that students attract other students, but this project was aimed at protecting all members of the community and that most of the incidents that Ms. Venegoni listed were crimes against students. She stated that the community and the university had been committed to keeping women safe. The students had asked

for more lighting and while cameras may not deter crime, they would help take perpetrators off the street.

- Ms. Randolph inquired as to what Ms. Hambrick would suggest to deter crime other than cameras. Ms. Hambrick stated that the majority of the problems in the community stem from liquor consumption and there were recommendations made to have a dedicated liquor enforcement officer. She stated that Borough Police have a broad array of issues that they have to deal with while a dedicated liquor enforcement officer could zero in on what creates the problems.

Ms. Venegoni reported that a new Greek House Task Force will be convening in September with Mr. Damon Sims chairing it. She stated that they are a diverse group who were invited to meet and discuss ideas on how to deal with some of the issues facing Greek Life.

- Chairman Meashey commented that after the hazing allegations and other incidents at the fraternities in the past year, Dr. Barron and Mr. Sims announced that they were going to be reviewing all of the issues going on with Greek Life.
- Ms. Venegoni reported that the Highlands is home to approximately 40 fraternities and there were 4 fraternities that were under Consent Agreement with the Borough. This means that the fraternities had accumulated 10 or more points which invoked a suspension of their rental housing permit, but they have entered into an agreement which allows them to continue to operate under certain restrictions.

Ms. Budzhak-Jones advocated for the funds to be allocated to the pilot project to see if the program would help. She stated that research data had shown that if there cameras then the quality of life increases. She also noted that every time she has spoken with the Police regarding the cameras, the officers have expressed a desire to have the cameras installed.

Mr. Huncik was a part of the camera committee. He stated that there was a case at Virginia Tech where a woman went missing and was caught on 5 different cameras as she was being abducted which allowed the Police to locate her. He stated that the cameras not only deter crime, but they are also beneficial as a tool to ensure the safety of residents and students. He stated that the cost of the cameras, software, etc. was quoted at \$130,000 by the Borough, but the camera committee also received a quote at less than half the price based on project in Johnstown so the cost could be less than that amount. He stated that there was a misconception that the cameras would be able to look into people's yards and that was incorrect as the cameras will only be able to view from sidewalk to sidewalk. He also stated that the cameras would not be constantly monitored, but saved and can be reviewed later. He stated that there was a value that goes well beyond the cost.

2016 Consolidated Annual Action Plan

Staff has developed a draft 2016 Consolidated Annual Action Plan. The CAC is asked to develop its recommendation to forward to Borough Council for consideration at Council's October 5, 2015 meeting.

Ms. Hoover reviewed the Policy Briefing Summary regarding the 2016 Consolidated Annual Action Plan. The budgets were based on what staff believes will occur with the federal budget since the budget has not yet been finalized at the federal level.

Ms. Hoover explained that one program that was recommended to be funded by CDBG money was the Youth Services Bureau's program that was previously called Stepping Stone. The program had changed its focus and instead of having it located in one place with all of the residents in it, they would be renting multiple locations which would each house residents. Ms. Brown explained that they had discovered that a better structure was to house the residents in individual supervised living situations while assisting them in gaining life skills. Ms. Hoover said staff proposed allocating \$29,044 to Centre County Women's Resource Center; \$16,705 to Housing Transitions, Inc.; \$9,315 to Burrowes Street Youth Haven; CCYSB Independent Living Program \$5,135; and \$14,178 to House of Care.

Next, Ms. Hoover noted that the other project that was being recommended to the Committee was to fund the College Avenue streetlight and handicap improvement project at \$250,000. Staff also recommended allocating \$35,000 to both the First Time Home Buyer and Owner Occupied Rehab programs, and \$ 99,170 to administration and \$100,000 to the Contingency fund.

In the HOME Budget, staff recommended allocating \$28,106.20 to Administration, and almost \$119,451.35 to both the State College Community Land Trust and Temporary Housing Foundation, and \$14,053.10 to Temporary Housing Foundation for Operating Support.

Committee's Questions/Comments

Mr. Smith inquired what Contingency was and Ms. Hoover responded that it was funding that was available for cost overruns for any of the programs. Ms. Hoover explained that there is not a 50% cap for the infrastructure budget, but allocating 50% of the CDBG grant for infrastructure has been the practice in previous years. There is a cap on Administration and Public Services in the CDBG Program.

Mr. Alexander inquired if Borough Council usually would approve the budget as the Committee submitted and Ms. Hoover stated that they usually did, but they would not have to.

Ms. Patterson inquired how the Committee would make a recommendation regarding the cameras if they wished to do so. Ms. Hoover responded that the Committee would need to decide where they wanted to allocate the money from and make a recommendation. There was some discussion on the cameras and Ms. Venegoni stated that the request was for 5 cameras which each had 4 views on them. Ms. Randolph inquired if there were any other funding sources available to help pay for the cameras and Ms. Venegoni responded that she was unaware of any. There was \$525,000 spent on the cameras in the downtown and in the Borough building which was all used. It was most likely the project would not be funded by the Borough from other funds.

Ms. Misangyi inquired if the Committee cut back on the funding of the lighting project what would that mean and Chairman Meashey stated that would be the blank block that Mr. Whitfield was discussing. Ms. Misangyi stated that there would still be lights there, but that they would be old lights and she thought that the cameras would be a better investment to improve the quality of life.

Chairman Meashey commented that he was unsure that videotaping people would stop the crime or the noise. He stated that he is sympathetic to the residents, but he was unsure that cameras were the solution.

Ms. Patterson commented that she thought that a pilot program would be less than 20 cameras and that there would be cameras placed only where the most incidents occur. Ms. Venegoni stated that based on the crime data; either the cameras could be placed in a scattered approach based on hot spots or follow a path. She stated that Chief King thought it would be better to be able to follow a path. Ms. Venegoni explained that the request was for only 5 cameras and that they would be at the intersections of Garner and Foster, Garner and Fairmount, Garner and Prospect, Locust and Foster, and Locust and Fairmount. She also stated that there were some traffic incidents in the crime list, but there were also drugs, domestic violence, harassment, and assault incidents.

Ms. Randolph inquired if they would have to do all 5 at once or if they could install them gradually. Ms. Venegoni stated that the committee reviewing the projected thought that an effective pilot project would be 5 cameras.

Ms. Randolph inquired if the Committee funded 5 cameras as the pilot, and it was discovered that it worked, then what would be the next step. Ms. Venegoni did not want to guess at the next steps, but she wanted to see if there was an impact and then they could look at where to go from there.

Ms. Misangyi stated that it seemed like everything else had been tried and nothing else had worked. She stated that the Borough could have more police, but that would be a lot more expensive. She stated that it was a way to have more eyes out there.

Mr. Smith suggested paying people in uniform (not police) to walk around in the areas where and during the times when most of the incidents were occurring. There was some discussion regarding the suggestion. Ms. Venegoni stated that hiring an additional police officer would cost approximately \$100,000 per year. She also noted that a number of the fraternities and larger apartment buildings employ security guards on their properties.

Ms. Misangyi stated that for a few years during State Patty's Day there was an initiative where residents walked around during shifts to be a presence in the Borough like Mr. Smith had suggested. People still came in from out of town and there were still alcohol fueled problems around town.

Ms. Randolph wanted the fraternities to get involved so that there could be some repercussions to being involved in an incident. Ms. Venegoni stated that it seemed like that was occurring. At one of the recent Rental Housing Revocation Appeal Board hearings, one of the defenses was that the fraternity evicted the individual who was involved with the incident that resulted in points. Ms. Randolph expressed the opinion that if the fraternities were a part of the problem then they should be a part of the solution. Ms. Misangyi and Ms. Venegoni stated that not all of the problems were coming from the fraternities. Ms. Patterson noted that the fraternities have an organizational system that should be helping them where the non-fraternity rentals do not have that.

On a motion by Ms. Misangyi and seconded by Ms. Patterson, the Committee recommended to fund the camera project at \$130,000 and the rest of the \$250,000 infrastructure budget be allocated to the lighting project. The vote was 5-1 with Chairman Meashey voting against the motion.

Ms. Patterson made a motion and Ms. Misangyi seconded the motion to approve the remainder of the budget recommendation. The vote was unanimously in favor.

Adjournment

With no further business to discuss, a motion to adjourn the meeting at 1:18 p.m. was made by Mr. Smith and seconded by Mr. Alexander. The vote was unanimously in favor.

Respectfully submitted,
Sarah E. Smith, Staff Assistant

2016 - CDBG/CAC Meeting Calendar

| JANUARY | | | | | | |
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New Years/MLK Holiday

| FEBRUARY | | | | | | |
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President's Day

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PSU Spring Break

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Memorial Day

| JUNE | | | | | | |
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| JULY | | | | | | |
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Independence Day/ Arts Fest

| AUGUST | | | | | | |
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| SEPTEMBER | | | | | | |
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Labor Day

| OCTOBER | | | | | | |
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| NOVEMBER | | | | | | |
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Veteran's Day/Thanksgiving

| DECEMBER | | | | | | |
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Winter Holiday

- Holiday
 - Arts Fest
 Noon
 PSU Spring Break

**State College Borough
CDBG Citizen's Advisory Committee
Policy Briefing Summary**

**RE: Revision to the Borough of State College
Citizen Participation Plan**

Date Prepared: February 25, 2016
Prepared By: Lisa Beede, Planner
Proposed Meeting Date: March 1, 2016
Deadline for Action: March 1, 2016

I. Request/Issue Needing Committee Action

The CDBG Citizen's Advisory Committee is asked to review the proposed revisions, and make a recommendation to Borough Council.

II. Current Policy and/or Practice

Substantial revisions to the Borough of State College Citizen Participation Plan (Plan) require that the revised Plan be made public and that citizens be provided an opportunity to comment on the revised Plan prior to Borough Council's adoption.

III. Other Background Information

As a Community Planning and Development Program participating jurisdiction, the Borough of State College (Borough) is required to adopt a citizen participation that sets forth the jurisdiction's policies and procedures for citizen participation.

The proposed revisions incorporate requirements of the 2015 Affirmatively Furthering Fair Housing Rule (AFFH Final Rule). The AFFH Final Rule establishes specific requirements for the development and submission of an Assessment of Fair Housing (AFH) which replaces the Analysis of Impediments to Fair Housing Choice. While the Borough will not be required to submit its first AFH until 2019, revisions to the Plan is required to formalize incorporating affirmatively furthering fair housing into the Consolidated Planning process.

Revisions to the Plan include adding provisions to hold at least one Citizen Advisory Committee public hearing prior to making the proposed AFH available for comment; to ensure the AFH will have the same comment process as the Borough's consolidated plans; and outline the amendment policy for the AFH.

An additional revision has been made to clarify the Borough's efforts to provide meaningful access to Limited English Proficient participants.

IV. Financial Impact on Budget

No financial impact on the budget is anticipated.

V. Staff Recommendation

Staff recommends approving the proposed revised Borough of State College Citizen Participation Plan and recommending adoption of the Plan to the State College Borough Council.

**State College Borough
CDBG Citizen's Advisory Committee
Policy Briefing Summary**

**RE: Amendments to 2015-2019 Consolidated Plan and
2015 Consolidated Annual Action Plan**

Date Prepared: February 25, 2016
Prepared By: Lisa Beede, Planner
Proposed Meeting Date: March 1, 2016
Deadline for Action: March 1, 2016

I. Request/Issue Needing Committee Action

The CDBG Citizen's Advisory Committee is asked to review the proposed amendments, and make a recommendation to Borough Council.

II. Current Policy and/or Practice

A Consolidated Plan amendment is necessary when an activity is added or deleted and when the scope of an approved activity changes.

III. Other Background Information

In the 2015 Consolidated Action Plan (CAP) \$250,000 in CDBG funding is allocated for the FY2015 CDBG Infrastructure Project, a streetlight / ADA curb ramp project on Beaver Ave., from "H" Alley to Burrowes St. This project was completed in 2015 and there is a remaining balance of \$75,192.94 in CDBG funding.

Staff recommends reprogramming the remaining CDBG funding to the 2016 CDBG Infrastructure Project: Streetlights – Burrowes St. This project involves the replacement of 8 existing streetlights along Burrowes St. between College Ave. and Beaver Ave. In addition to new poles and luminaires, work will include new foundations and any necessary conduit, concrete sidewalk, and electrical junction box replacement.

Additionally, the proposed 2016 CAP includes an allocation of \$65,000 in CDBG funding for the Municipal Building ADA Improvements Project – 2016, which will improve accessibility to and within the Borough's Municipal Building located at 243 S. Allen St. Since addressing public facility priority needs using CDBG funding was not originally anticipated, no such goal was included in the 2015-2019 Consolidated Action Plan (CP).

Staff recommends revising the 2015-2019 CP to add of a goal of Public Facilities which will address the priority non-housing community development need of Public Improvements & Infrastructure and Public Facilities. These needs are identified through the development of the Borough's Capital Improvement Program.

IV. Financial Impact on Budget

When the original plan was developed the FY2015 CDBG Infrastructure Project had not been completed and staff was unaware there would be \$75,192.94 in CDBG funding remaining after completion of the project. The original allocation of CDBG funding for Public Facilities and Improvements was \$250,000. The \$75,192.94 in reprogrammed funding increased the total CDBG funding allocated to these activities to \$325,192.94.

V. Staff Recommendation

Staff recommends approving the proposed Consolidated Plan Amendments and recommending approval to the State College Borough Council.

**State College Borough
CDBG Citizen's Advisory Committee
Policy Briefing Summary**

RE: 2016 Annual Action Plan

Date Prepared: February 25, 2016
Prepared By: Lisa Beede, Planner
Proposed Meeting Date: March 1, 2016
Deadline for Action: March 1, 2016

I. Request/Issue Needing Committee Action

The CDBG Citizen's Advisory Committee is asked to review the 2016 Annual Action Plan (Plan) as revised and make its recommendation to Borough Council.

The Plan must be submitted to the U.S. Department of Housing and Urban Development by April 18, 2016. Borough Council is scheduled to hold a public hearing and take action on the Plan at its April 4, 2016, meeting. Staff will then submit the Plan to HUD.

II. Current Policy and/or Practice

Federal regulations require communities that receive entitlement Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development to complete an Annual Action Plan which lists the activities to be undertaken with CDBG and HOME funds during that year.

III. Other Background Information

Just prior to the scheduled public review period staff was advised to wait until HUD announced the actual CDBG and HOME allocations before submitting any FY2016 annual action plans. Therefore, the Plan was not forwarded to Borough Council in October. A HUD Notice provided guidance on the submission of FY2016 consolidated plans and annual action plans including a 60-day deadline for submissions after the announcement of allocation. On February 16, 2016 allocations were announced and the Borough has until April 18th to submit the Plan.

The following is a list of changes made since the CAC's last review:

- Updated document with revised figures based on actual FY2016 CDBG and HOME allocations, HOME program income received, and reprogrammed CDBG funding. Total prior year funding was also updated with more accurate figures based on reports for the 2015 CAPER.
- Updated public review information to include 2nd CAC review, the new public review period, and Borough Council public hearing for the 2016 Annual Action Plan.

- Added a summary of comments received at both the CAC meeting held September 1, 2015 and the Borough Council meeting held February 8, 2016. Waiting for minutes to be approved to include relevant excerpts under the Citizen Participation Comments appendix.
- Added 2016 CDBG Infrastructure Project: Streetlights – Burrowes St. as a project. An amendment to the 2015 Action Plan has been proposed to fund this project using \$75,192.94 in reprogrammed CDBG funding remaining from FY2015 CDBG Infrastructure Project (streetlight / ADA curb ramp – Beaver Ave.)
- Changed the name of the 2016 CDBG Infrastructure Project: Streetlights/ADA Curb Ramp Project to the 2016 CDBG Infrastructure Project: Streetlights – College Ave. The original project involved the installation of ADA curb ramps and streetlights along College Ave., from Barnard St. to Atherton St.; Burrowes St. to Fraser St.; and Garner St. to High St. After last review, the CAC recommended reducing the scope and allocation from \$250,000 to \$120,000, and allocating the balance of \$130,000 to the Highlands Video Surveillance Camera Project. To ensure CDBG funds will be spent in a timely manner, staff recommended using Capital Funds for the Highlands Video Surveillance Camera Project which Borough Council approved at its February 8, 2016 meeting. Therefore, \$65,000 in CDBG funding was allocated back to the 2016 CDBG Infrastructure Project: Streetlight Project – College Ave for a total allocation of \$185,000 for the project. The scope and location of the 2016 CDBG Infrastructure Project: Streetlight Project – College Ave now involves streetlight replacement along College Ave., from Fraser St. to Atherton St. The remaining \$65,000 in CDBG funding from the Highlands Video Surveillance Camera Project was allocated to the Municipal Building ADA Improvements Project – 2016.
- Removed the Highlands Surveillance Camera project. This project has been funded using Capital Funds.
- Added Municipal Building ADA Improvements Project – 2016 as a project. This proposed project will improve accessibility to and within the Borough's Municipal Building. An amendment to the 2015-2019 Consolidated Plan has been proposed to add Public Facilities as a goal for this project. The Public Facilities Goal will address the priority non-housing community development need of Public Improvements & Infrastructure and Public Facilities. These needs are identified through the development of the Borough's Capital Improvement Program. A total of \$65,000 in CDBG funding is to be allocated to this project.
- Updated the Evaluation of Past Performance to more accurately reflect progress made towards meeting goals in 2015.
- Since the FY2016 allocations have been announced by HUD, the contingency language, which describes what would be done if the actual allocation is more or less than the estimated amounts, has been taken out.
- In anticipation that the revised Citizen Participation Plan will be adopted, the summary of citizen participation process and discussion of affirmatively furthering fair housing activities have been updated to include information on the role of

citizen participation in the development of and revisions to the Assessment of Fair Housing.

- Added required Certifications and SF-424 forms which will need to be signed by Tom Fontaine prior to submission to HUD.
- Added 2 maps showing known project locations as well as general language regarding geographic distribution.

IV. Financial Impact on Budget

When the original plan was developed there was no definite budget for CDBG and HOME for 2016. Staff budgeted based on funding levels for the past three years for both CDBG and HOME, anticipating a CDBG allocation of \$495,850.00 and HOME allocation of \$281,062.00. The final allocations are \$503,073 for CDBG and \$339,937 for HOME. The CDBG budget includes the reprogramming \$75,192.94 in prior year funding from the FY2015 CDBG Infrastructure Project to the 2016 CDBG Infrastructure Project: Streetlights – Burrowes St. The HOME budget includes \$121,926.04 in Program Income which is allocated evenly between the CHDO's homebuyer programs. Summary budgets are attached.

V. Staff Recommendation

The following is staff's recommendation for allocation of CDBG and HOME funds for 2016 using the revised allocation amounts for both programs.

For CDBG:

- \$325,192.94 for public facilities and improvements. Of this total \$185,000 is allocated to the 2016 CDBG Infrastructure Project: Streetlights – College Ave.; \$75,192.94 for the 2016 CDBG Infrastructure Project Streetlights – Burrowes St.; and \$65,000 for the Municipal Building ADA Improvements Project - 2016.
- \$75,458 for public services activities. Of this total, \$29,467 is allocated to Centre Co. Women's Resource Ctr. for the Shelter Staffing Program; \$16,948 for the Housing Transitions, Inc. Employment and Housing Services Program; \$9,450 for the Burrowes Street Youth Haven for staffing costs; \$14,384 to House of Care for staffing costs, and \$5,209 for the Centre County Youth Service Bureau Independent Living Program.
- \$70,120 for Housing. Of this total \$35,060 for the State College Borough First Time Homebuyer Program (Low Income) 2016; and \$35,060 for the Owner-Occupied Rehab Program 2016
- \$100,614.60 for administration and planning and \$6,880.40 for contingency.

For HOME:

- \$205,436.25 each to the State College Community Land Trust (SCCLT) Homebuyer Program and the Temporary Housing Foundation's (THF) First Time Homebuyer Program.

- \$16,996.85 is budgeted for CHDO operating support for THF to comply with the 5% cap for CHDO operating support.
- The amount budgeted for administration is \$33,993.70 to comply with the 10% cap on administration.

Staff requests the CAC review the 2016 Annual Action Plan and recommend Borough Council approve it.