

**Meeting Agenda  
State College Borough  
CDBG/Citizen's Advisory Committee  
June 7, 2016  
Room 241 / 12 p.m.**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
- IV. Chair Report**
- V. Public Hour - Hearing of Citizens**
- VI. Allocation of Funding / Priority Needs / Possible Activities**
- VII. Proposed CDBG-Funded Capital Improvement Program Projects**
- VIII. Public Hearing on Housing and Community Development Needs, Development of Proposed Activities, and Proposed Strategies and Actions for Affirmatively Furthering Fair Housing**
- IX. Adjournment**

Documents: *CDBG CAC Agenda Packet - June 6, 2016.pdf*

***Meeting Agenda***  
**State College Borough**  
**CDBG/Citizen's Advisory Committee**  
**June 7, 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  
Connie Randolph

**III. Approval of Minutes – *May 3, 2016***

**IV. Chair Report**

**V. Public Hour - Hearing of Citizens**

**VI. Allocation of Funding / Priority Needs / Possible Activities**

Staff recommendations for annual allocations are based on statutory limits and historical distribution. The attached memo breaks down this information for both the CDBG and HOME funding.

Projects funded need to address the priority needs identified in the 5-Year Consolidated Plan (CP). The CP is a five-year planning document that identifies a community's overall affordable housing, homelessness and community development needs and a strategy to meet those needs. The attached memo breaks down the strategies to address the priority needs identified in the 2015-2019 CP.

The attached memo also provides an overview of the different types of activities/projects for which the CDBG and HOME funding can be used.

**Attached:** Memo on the allocation of funding; priority needs; and possible activities.

**Action Needed:** Review information in preparation for public hearing

## **VII. Proposed CDBG-Funded Capital Improvement Program Projects**

Traditionally, State College Borough budgets approximately half of its annual CDBG allocation to address priority needs for public improvements, infrastructure and public facilities identified in the Capital Improvement Program (CIP). I have attached the recommendation from Mark Whitfield, Public Works Director, for the allocation of CDBG funds for CIP projects for the next five years.

**Attached:** Memo from Mark Whitfield, Public Works Director

**Action Needed:** Review projects for inclusion in the 2017-2021 Capital Improvement Program

**Staff Recommendation:** Approve project list for inclusion in the 2017-2021 Capital Improvement Program

## **VIII. Public Hearing on Housing and Community Development Needs, Development of Proposed Activities, and Proposed Strategies and Actions for Affirmatively Furthering Fair Housing**

Federal regulations require communities that receive entitlement Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds from the U.S. Dept. of Housing and Urban Development to complete a Consolidated Plan, which is a five-year planning document that identifies a community's overall housing and community development needs and a strategy to meet those needs. State College Borough completed its 2015-2019 Consolidated Plan and will be working on completing the 2016 Consolidated Annual Action Plan which will list the activities to be undertaken with CDBG and HOME funds during 2016.

As part of the process, the State College Borough CDBG Citizen's Advisory Committee will hold a public hearing to obtain the views of citizens, public agencies and other interested parties on housing and community development needs, the development of proposed activities, and proposed strategies and actions for affirmatively furthering fair housing. The Committee is interested in accepting comments on the need for affordable housing as well as the need for priority non-housing community development activities such as public improvements, public facilities, public services and economic development. A notice advertising the meeting was published in the *Centre Daily Times* and notices about the hearing were sent to municipal and county officials and to human service agencies.

**Action Needed:** Hold Public Hearing

## **IX. Adjournment**

**Meeting Minutes  
State College Borough  
CDBG/Citizen's Advisory Committee  
May 3, 2016**

The State College Borough Community Development Block Grant/Citizens' Advisory Committee (CDBG/CAC) meeting was called to order by Chairman Meashey on Tuesday, May 3, 2016 at 12:06 p.m. in the Borough Municipal Building, 243 South Allen Street, in Room 241.

**Members Present**

Jay Meashey, Chairman; Selden Smith, Vice-Chairman; Shelton Alexander, Marcia Patterson and Connie Randolph

**Others Present**

Ed LeClear, Planning Director; Elizabeth Eirmann, Planner-Housing Specialist; Denise Rhoads, Staff Assistant; Phil Jones, Director of House of Care; Amy Rumbel, Shelter Director, Women's Resource Center (WRC); Vanessa Baronner, Director, Burrowes Street Youth Haven (BSYH) and Stepping Stone Transitional Living (SSTL) and Ron Quinn and Susan Venegoni of Housing Transitions, Inc.

**Approval of Minutes**

A motion was made by Ms. Patterson to approve the March 1, 2015 minutes as submitted and Ms. Randolph seconded the motion. The vote was unanimously in favor.

**Chair Report**

Chairman Meashey stated he met with Women's Resource Center (WRC) regarding funding which is used for their overnight shelter employees. He noted it is the only shelter that is a secured 24/7 facility. He stated he met with their Executive Director Anne Ard and their Shelter Director, Amy Rumble. He noted if a person reaches out to Housing Transitions, Inc. (HTI) and needs protection they are then referred to WRC. The shelter can accommodate up to 15 people. They serve, annually, about 80+ women and about 30+ children. Chairman Meashey stated the most interesting item he discovered is if the Borough reduces the amount of money allocated to the WRC then the WRC has to go to the VOCA and ask for additional funding through their agency. Also, WRC pays property taxes to the Borough and the shelter director noted the Borough is a very strong partner to the WRC.

The CAC members stated they were appreciative of Chairman Meashey's efforts.

## Public Hour

Ms. Venegoni asked how the community can be more involved with CDBG infrastructure funding. Mr. LeClear stated he will discuss this in length during the June 7 meeting.

## Public Hearing on Program Performance

Mr. LeClear's overview included:

- CDBG funding of \$512,931 has a 15% cap.
- HOME funds are \$337,720.
- These funds are used to fund Women's Resource Center (WRC), Housing Transitions, Inc. (HTI), Burrowes Street Youth Haven (BSYH), Stepping Stone Transitional Living (SSTL) and House of Care (HOC).
- \$76,939 was spent in funding the above programs and total persons served was 209.
- Infrastructure funding included streetlight replacement and ADA curb ramp installation on Beaver Avenue from H Alley to Burrowes Street with CDBG funds expended of \$174,807.06.
- No households were purchased through the State College Borough low or middle income program in 2015.
- The State College Community Land trust (SCCLT) purchased three homes in 2015.
- One Borough rehab project in 2015 and two remain in progress in 2016.
- The Bellaire Court Rehab Project is now underway.
- Funds at the end of 2015 were: CDBG \$807,614.58 and HOME \$539,460.06.
- The timeliness Ratio for CDBG was 1.77 and a 1.5 or less is required.
- All HOME commitment and expenditure deadlines were met in 2015.
- 2016 allocations were released and they were: CDBG \$503,073; a decrease of 1.9% and HOME \$339,937 with an increase of .7%. Mr. LeClear noted there is no expectation of a budget being passed for 2016.
- On June 7 there will be a public hearing on Needs and Proposed Use of Funds.
- 2017 Action Plan is due November 15, 2016.

Ms. Randolph asked if the funding that is allocated from CDBG and is not used by using our own Public Works crews can be used elsewhere. Mr. LeClear stated that would be a question for Mark Whitfield, Public Works Director.

Ms. Randolph asked if there was consideration in placing a stop light at the new affordable housing complex, the Atherton Place, at the corner of Atherton and Pugh Streets. Mr. LeClear stated they met with PennDOT and PennDOT stated the intersection was fine the way it is.

Ms. Venegoni pitched for more affordable rental units like the Kemmerer Road project. Mr. LeClear stated staff looks at properties that may be eligible from time to time.

Mr. Quinn stated he appreciates the Borough's ability to recognize the complexity of housing needs and the support of those needs.

Ms. Rumble stated they are proud of the WRC shelter and the quality of services provided and how much they appreciate the Borough's involvement and looking at the needs holistically.

Mr. Jones stated his appreciation of the Borough as well. He stated that without the Borough's help those in his care could possibly be homeless.

### **Adjournment**

With no further business to discuss, this meeting was adjourned at 12:48 p.m. by Mr. Smith and seconded by Ms. Randolph.

Respectfully Submitted by:  
Denise L. Rhoads, Staff Assistant

## STATE COLLEGE BOROUGH MEMORANDUM

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**to:** CDBG Citizen's Advisory Committee  
**from:** Lisa Beede, Planner  
**subject:** Allocation of Funding / Priority Needs / Possible Activities  
**date:** May 31, 2016

### **Allocation of Funding**

Staff recommendations for annual (FY) allocations are based on statutory limits and historical distribution.

Current allocation of HOME funding:

- Administration of the HOME Program – 10% of the FY HOME allocation.  
This is a statutory cap.
- CHDO affordable housing activities – 85% of the FY HOME allocation.  
There is a 15% statutory minimum.
- CHDO Operating Support – 5% of the FY HOME allocation (alternates between the two).  
This is a statutory cap.

Current allocation of CDBG funding:

- Administration and Planning – 20% of the FY CDBG allocation.  
This is a statutory cap.
- Human Service Agencies (public services) – 15% of the FY CDBG allocation.  
This is the statutory cap for public service activities.  
Allocations given to each human service agency is based on previous allocations and estimated CDBG funding.  
Since the 2008 funding round, due to continued reductions in CDBG funding, only human service activities which provide support services that are housing and housing-related have been accepted.
- Infrastructure Improvements – 50% of the FY CDBG allocation.  
Historically this has been the case.
- Balance allocated to Housing & Contingency.  
Staff has made allocation recommendations which ensure there was enough funding available for Borough's FTHB and OOR programs to meet (if not exceed) the annual goals set for these programs.

### **Priority Needs**

Projects funded need to address the priority needs identified in the 5-Year Consolidated Plan (CP). The CP is a five-year planning document that identifies a community's overall affordable housing, homelessness and community development needs and a strategy to meet those needs. The 2015-2019 CP was prepared in 2014.

The needs assessment describes needs identified through the consultations with area agencies, organizations, and units of governments; as well as citizen participation through the CAC.

The market analysis describes the existing characteristics of the area's housing market/supply as well as the services available to meet the needs of homeless and special needs populations.

Using information gathered through the needs assessment and market analysis, the strategic plan identifies the priority needs and describes strategies to be undertaken to address these needs with the available resources. This includes how the estimated funding will be allocated.

Strategy to Address the Priority Need of Affordable Housing:

Goal of Rehab: Single-Unit Residential:  
Owner-Occupied Rehab Program Project

Goal of Acquisition for Rehab:  
State College Borough First Time Homebuyer Program (Low-Income) Project  
State College Community Land Trust Homebuyer Program Project  
Temporary Housing Foundations' First Time Homebuyer Program Project

Goal of Rehab: Multi-Unit Residential  
Bellaire Court Rehab Project

Strategy to Address the Priority Need of Public Improvements & Infrastructure and Public Facilities:

Public facility and infrastructure improvement projects eligible for CDBG funding are identified in the Borough's Capital Improvements Program (CIP). The CIP is a planning document used to identify our long range non-housing community development objectives, and to project revenue that will be available and expenditures that will be made to meet these needs. This includes future objectives to upgrade public facilities, complete infrastructure improvements, and increase accessibility in public buildings and facilities.

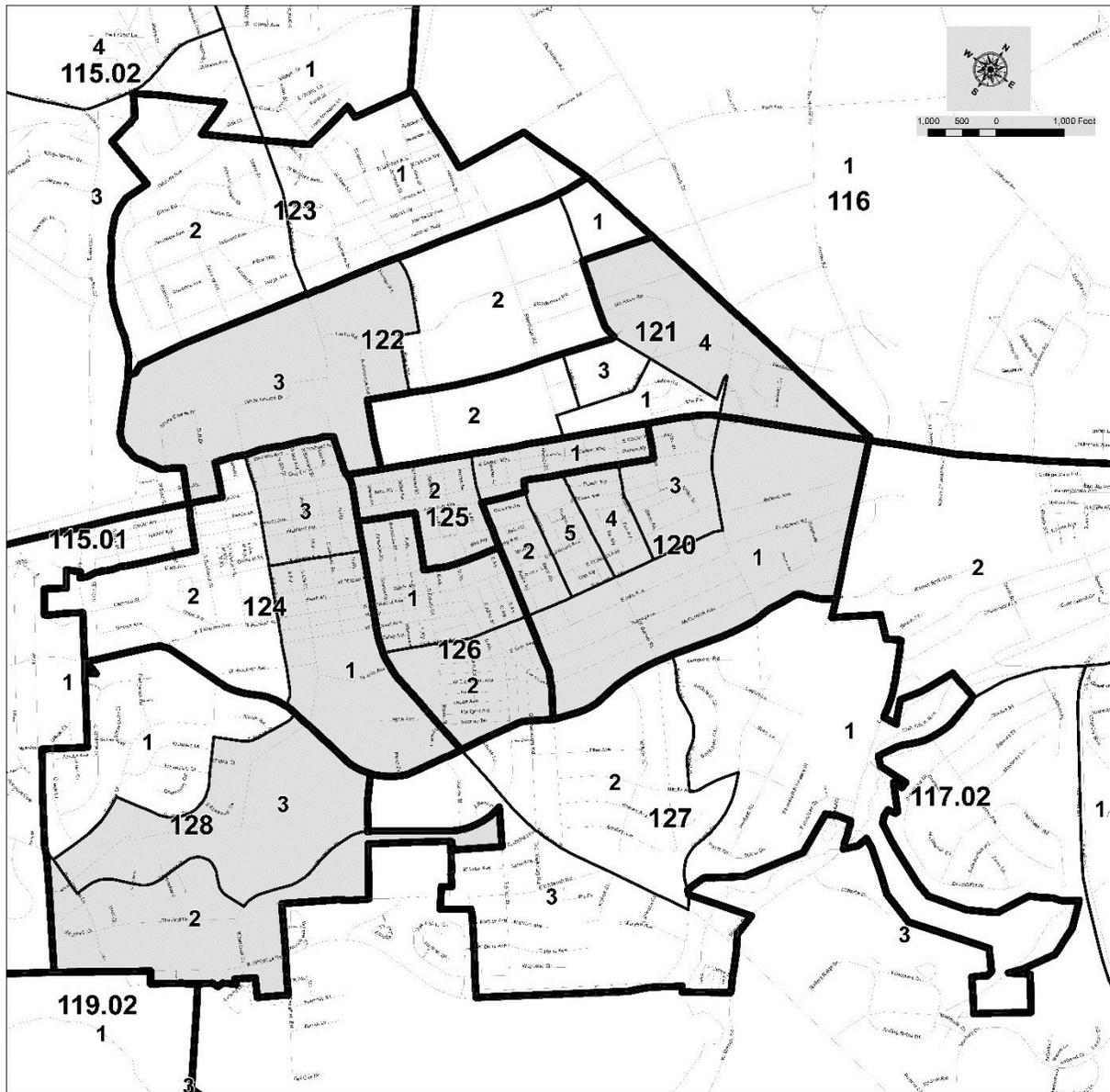
The development of the CIP involves several entities. All Borough Authorities, Boards & Commissions (ABCs) and the public are given the opportunity to submit projects for the CIP.

Once comments are reviewed, Borough staff then utilizes the recommendations to develop a the proposed five-year CIP. The proposed CIP is presented to Borough Council which refers the document to the Borough Planning Commission, Transportation Commission, and any other ABC that requests the opportunity to review and comment. A summary from this process is submitted to the Borough Manager. Staff then prepares the CIP and a public hearing is held for citizen comment prior to adoption by Borough Council.

The geographic location of public facility projects that are included in the Borough's CIP are determined by reviewing the low and moderate-income map of the Borough and selecting projects that are located in fundable Census Tracts. The projects the Borough selects in the L/M areas are those projects that will upgrade the most deteriorated infrastructure or add infrastructure where none exists (e.g., street lights on previously un- or under-lit streets). A copy of the current low-mod map is included on the next page.

Historically, approximately 50% of the FY CDBG allocation has been used for infrastructure improvements.

The Borough's CD staff works with the Public Works Department in carrying out the public facilities and infrastructure improvement portion of the CP. Public Works designs the projects, develops specifications, coordinates the bidding process and monitors the work of the contractors. CD staff documents federal compliance and monitors labor compliance.



**Low-Mod Map**

Shaded areas (block groups) have populations with at least 51% low-mod residents.

Strategy to Address the Priority Need of Homeless:

Goal of Human Service Agencies:

- Centre County Women's Resource Centre: Shelter Staffing Program Project
- Housing Transitions, Inc.: Employment & Housing Services Project
- Burrowes Street Youth Haven: Shelter Staffing Program Project
- Stepping Stone Transitional Living Program: Staffing Program Project

Strategy to Address the Priority Need of Non-Homeless Special Needs:

Goal of Human Service Agencies:

## House of Care: Staffing Program Project

### **Possible Activities**

#### **CDBG**

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable communities by the provision of decent housing and suitable living environment, and the expansion of economic opportunities, principally for persons of low and moderate income.

#### Eligibility:

CDBG funds may be utilized for general programs and public services or development projects in accordance with the following categories of activities:

- Acquisition of real property
- Disposition
- Public facilities/improvements
- Clearance
- Public services
- Interim Assistance
- Relocation
- Loss of rental income
- Privately-owned utilities
- Housing rehabilitation
- New housing construction
- Code enforcement
- Special economic development
- Microenterprise assistance
- Special activities by CBDOs
- Home ownership
- Planning and capacity building
- Program administration costs
- Miscellaneous other activities

CDBG funds may NOT be used to provide assistance for the following:

- Buildings for the general conduct of government.
- General government expenses.
- Political activities.
- Purchase of equipment.
- Purchase of personal property.
- Operating and maintenance expenses (of public facilities, improvements, and services)
- New housing construction
- Income payments made to an individual or family.

#### National Objectives / Fundability:

CDBG funds are used to achieve the following national objectives:

- To benefit low and moderated income persons
- To prevent or eliminate slums or blight
- To meet community development needs which have a particular urgency

## HOME

The National Affordable Housing Act of 1990 created the HOME Investment Partnerships Program. This federal program is designed to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing with primary attention to rental housing for very low and low income families.

### Eligibility:

HOME funds may be utilized for the following categories of activities:

- New construction
- Rehabilitation
- Reconstruction
- Conversion
- Site improvements
- Acquisition of property
- Acquisition of vacant land
- Demolition
- Relocation costs
- Refinancing
- Initial operating reserve
- Project –related soft costs

### Prohibited Activities:

- Project reserve accounts
- Match for other programs
- Tenant-based rental assistance for certain purposes
- Development, operations or modernization of public housing
- Properties receiving assistance under 24 CFR Part 248
- Double-dipping
- Acquisition of PJ-owned property
- Project –based rental assistance
- Pay for delinquent taxes, fees or charges

STATE COLLEGE BOROUGH

**Interoffice**  
**MEMORANDUM**

**PUBLIC WORKS DEPARTMENT**

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**To:** Edward LeClear, Planning Director  
Roger Dunlap, Assistant Borough Manager  
Thomas J. Fountaine, Borough Manager  
Sharon Ergler, Council Secretary  
Amy Kerner, Borough Engineer

**From:** Mark A. Whitfield, Public Works Director

**Subject:** 2017-2021 Capital Improvement Plan – CDBG Funding

**Date:** May 25, 2016

On the reverse side of this memo are the Public Works Department's recommendations for the use of Community Development Block Grant funds for the 2017 – 2021 Capital Improvement Plan. I will be at the CAC meeting on June 7 to answer any question the Committee may have.

## **CDBG Capital Improvement Projects 2017 – 2021**

### **2016**

**Street Lights/Handicapped Ramps** **\$410,000**

Burrowes Street      College Avenue to Beaver Avenue  
College Avenue      Atherton Street to Fraser Street  
College Avenue      Atherton Street to Barnard Street\*

\*includes \$160,000 of CBICC HUD Grant

### **2017**

**Street Lights/Handicapped Ramps** **\$250,000**

College Avenue      Garner Street to High Street

### **2018**

**Street Lights/Handicapped Ramps** **\$250,000**

Beaver Avenue      Allen Street to McAllister Street

### **2019**

**Street Lights/Handicapped Ramps** **\$250,000**

Pugh Street      Beaver Avenue to Nittany Avenue  
Foster Avenue      Allen Street to Pugh Street

### **2020**

**Street Lights/Handicapped Ramps** **\$250,000**

McAllister Street      College Avenue to Beaver Avenue  
Locust Lane      College Avenue to Beaver Avenue  
Heister Street      College Avenue to Beaver Avenue

### **2021**

**Street Lights/Handicapped Ramps** **\$250,000**

Beaver Avenue      McAllister Street to Garner Street