

**Meeting Agenda
State College Borough
CDBG Citizens' Advisory Committee
{MMMM DD, YYYY}
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. 2017 Consolidated Annual Action Plan**
- VII. Adjournment**

Documents:

Complete CAC Agenda - September 6, 2016.pdf

**Meeting Agenda
State College Borough
CDBG/Citizen's Advisory Committee
September 6, 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 – June 7, 2016

IV. Chair Report

V. Public Hour - Hearing of Citizens

VI. 2017 Consolidated Annual Action Plan

- A. 2017 Staff has developed a draft 2017 Consolidated Annual Action Plan (Action Plan). The CAC is asked to develop its recommendation to forward to Borough Council for consideration at Council's November 7, 2016 meeting.

Attached: Draft 2017 Action Plan Policy Briefing Summary RE: 2017 Annual Action Plan

Action Needed: Consider approval of the 2017 Action Plan and forward recommendation to Council.

Staff Recommendation: Staff recommends approval of the 2017 Action Plan and forwarding to Council with a recommendation for approval.

VII. Adjournment

**Meeting Minutes
State College Borough
CDBG/Citizen's Advisory Committee
June 7, 2016**

The State College Borough Community Development Block Grant/Citizens' Advisory Committee (CDBG/CAC) meeting was called to order by Chairman Meashey on Tuesday, June 7, 2016 at 12:03 p.m. in the Borough Municipal Building, 243 South Allen Street, in Room 241.

Members Present

Jay Meashey, Chair; Selden Smith, Vice-Chair; Shelton Alexander, Rebecca Misangyi, and Connie Randolph

Others Present

Ed LeClear, Planning Director; Elizabeth Eirmann, Planner-Housing Specialist; Denise Rhoads, Staff Assistant; Mark Whitfield, Public Works Director; Morgan Wasikonis, new Executive Director to Housing Transitions, Inc.; Susan Venegoni and Mark Huncik, Highlands neighborhood residents; Morgon Goranson, University Park Undergraduate Association (UPUA) representative to the Borough and other interested parties

Approval of Minutes

A motion was made by Ms. Randolph to approve the May 3, 2016 minutes as amended and Mr. Smith seconded the motion. The vote was unanimously in favor.

Chair Report

Chairman Meashey met with Margaret Gray, Director of Local Government/Community Relations at Penn State University (PSU). He noted they discussed how CDBG funds are used and how students could take advantage of these fund. He noted it was mostly an informational meeting.

Chairman Meashey stated Mr. Prabhu is in Colorado for the summer and will not be able to attend the next few meetings.

Public Hour

Mr. Goranson noted they are working to promote the resources that are available to the students. He noted most students are not aware of the CDBG funding possibilities. He also stated, when he met with Chairman Meashey, they discussed ways the CDBG funds could help students. Mr. Goranson asked, moving forward, that the CAC think about how to use these funds to help students.

Mr. LeClear asked if there is something that staff could do to help get the word out.

Ms. Wasikonis stated there is an organization called Project Care that helps provide food and some necessities for students.

Allocation of Funding / Priority Needs / Possible Activities

Mr. LeClear stated staff recommendations for 2017 annual allocations are based on statutory limits and historical distribution.

He stated the CDBG will lose about six percent in funding and HOME Investment Partnerships Program (HOME) will remain the same as last year.

Mr. LeClear noted one concern item is the language in the document that tells us if a Participating Jurisdiction (PJ) has had less than \$500,000 in funding we, then, could possibly lose the funding. The President has now mandated Housing and Urban Development (HUD) to utilize that clause.

Mr. LeClear stated he does not anticipate funding for 2016 to arrive until 2017.

Next discussed: HOME Funding Allocations

- Mr. LeClear stated ten percent of the FY HOME allocation will go to Administration funding. This is a statutory cap.
- He noted that for the Community Housing Development Organization (CHDO) affordable housing activities funding, eighty-five percent is for the FY HOME allocation. There is a fifteen percent statutory minimum.
- Mr. LeClear noted there is also a CHDO Operating Support which funds 5% of the FY HOME allocation. This is a statutory cap.

Next discussed: CDBG Funding Allocations

- Mr. LeClear stated twenty percent of this funding is used for Administration and Planning. This is a statutory cap.
- He noted fifteen percent of this funding is used for Human Service Agencies. This is a statutory cap for public service activities.
- Mr. LeClear stated, historically, fifty percent of this funding is for infrastructure improvements.
- He noted the balance is then allocated to Housing and Contingency.

Next discussed: Strategy to Address the Priority Needs of Affordable Housing which included:

- 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

Next discussed: Strategy to Address the Priority Needs of Public Improvements and Infrastructure and Public Facilities:

- Mr. LeClear stated 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.

Committees' comments included:

- Ms. Misangyi asked how the fifty percent was determined and Mr. LeClear noted he researched as far back as he could and couldn't find much but, it has been used historically.
- Mr. Alexander asked what other eligible activities could be funded. Mr. LeClear directed Mr. Alexander to the list of activities provided in the agenda. He also noted there are economic development projects but, until HUD changes their rules it makes it hard to utilize funding for these types of projects.
- Ms. Venegoni asked who makes the determination that it has to be all infrastructure projects. Mr. LeClear stated ultimately, it is Council's decision as to how they want to allocate those funds using staff recommendations.
- Ms. Venegoni also asked if hiring an additional code enforcement employee would go under this funding. Mr. LeClear stated there would be very specific criteria that would have to be followed.
- Ms. Venegoni asked if a neighborhood had a project that they wanted CDBG funding to be used for how they would go about this. Mr. Whitfield stated all the neighborhoods need to do would be to let him know what type of project(s) they wanted done.

Proposed CDBG-Funded Capital Improvement Program Projects

Mr. Whitfield gave a brief overview of the projects that have been funded in the last ten years.

He stated they have learned during these last ten years not to break up the funding into many projects.

He also noted using in-house crews has allowed staff to stretch the funding out over more projects.

Mr. Whitfield gave a brief overview of the CDBG CIP Projects 2017-2021 which included:

- Some pictures of streetlights that are showing a lot of rust and foundation cracks.

- He also noted that 40-50% of the downtown streetlights need to be replaced. They have outlived their life expectancy of 25 years.
- He also stated they will be replacing the poles, foundation and looking at using the LED lighting system that would reduce the electric usage and help with meeting the dark sky ordinance in the Borough.
- Mr. Whitfield also noted they will be replacing ADA ramps near the streetlights that will be replaced.

Committees' comments included:

- Ms. Randolph asked if the \$250,000 for each project will cover all lights that have to be replaced. Mr. Whitfield stated it will not.
- Mr. Goranson asked if this funding is to replace old lights and not place new ones. Mr. Whitfield stated that is the correct.
- Ms. Randolph asked if departments use in-house crews where does the money saved go to. Mr. Whitfield stated that those funds are then moved to the next project on the list.
- Mr. Huncik asked if the 48-foot rule between streetlights is the standard rule. Mr. Whitfield stated, generally, it is.
- Mr. Huncik stated he has not heard that lighting is insufficient in the downtown area. He has heard that it is insufficient in the neighborhoods.

Public Hearing on Housing and Community Development Needs, Development of Proposed Activities, and Proposed Strategies and Action 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.

Public Comment included:

Mr. Huncik asked for clarification of what needs to be approved. Mr. LeClear stated they are only looking for approval for what is recommended for 2017 in the CIP.

Mr. Stone asked if downtown lighting is the best proxy to use the funding for. Mr. LeClear stated that through the whole process, Council is the ultimate decision maker.

Mr. Whitfield stated it would be extremely helpful if the neighborhoods have a project they want to see funded that they step forward and let staff know about this. He stated there are many funding opportunities out there.

Ms. Randolph would like to recommend to continue to use funding to replace streetlights.

A motion was made to approve the 2017 CDBG Capital Improvement Projects by Ms. Randolph and seconded by Mr. Alexander. The vote was unanimously in favor.

Adjournment

With no further business to discuss, this meeting was adjourned at 1:30 p.m. by Ms. Randolph and seconded by Mr. Alexander.

Respectfully Submitted by:
Denise L. Rhoads, Staff Assistant

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

RE: 2017 Consolidated Annual Action Plan

Date Prepared: August 31, 2016
Prepared by: Lisa Beede, Planner
Proposed Meeting Date: September 6, 2016
Deadline for Action: September 6, 2016

I. Request/Issue Needing Committee Action

The CDBG Citizen's Advisory Committee is asked to review the 2017 Consolidated Annual Action Plan (Plan) and make its recommendation to Borough Council (Council).

The Plan must be submitted to the U.S. Department of Housing and Urban Development (HUD) by November 15, 2016. Council is scheduled to hold a public hearing at its October 10, 2016 meeting and take action on the Plan at its November 7, 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 HUD 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

To date, Congress has not passed a 2017 HUD budget.

IV. Financial Impact on Budget

Since there is no definite budget for CDBG and HOME for 2017, staff has budgeted based on FY2016 allocation given the current proposed budgets for FY2017. HUD's FY2017 request for the CDBG would decrease funding from FY2016's \$3 billion to \$2.8 billion, a .066% decrease. HUD's FY2017 request for the HOME program would level funding at FY2016's \$950 million. Summary budgets are attached.

V. Staff Recommendation

The following is staff's recommendation for allocation of CDBG and HOME funds for 2017 using the revised allocation amounts for both programs.

For CDBG:

- \$250,000 for public facilities and improvements. This amount is allocated to the 2017 CDBG Infrastructure Project: Streetlight/ADA Curb Ramp – College Ave.
- \$74,962 for public services activities. Of this total, \$28,131 is allocated to Centre Co. Women's Resource Ctr. for the Shelter Staffing Program; \$16,180 for the Housing Transitions, Inc. Employment and Housing Services Program; \$9,022 for the Burrowes Street Youth Haven for staffing costs; \$16,655 to House of Care for staffing costs, and \$4,974 for the Centre County Youth Service Bureau Independent Living Program.
- \$74,840.17 for Housing. Of this total \$37,420.09 for the State College Borough First Time Homebuyer Program; and \$37,420.08 for the Owner-Occupied Rehab Program
- \$99,950.54 for administration and planning.

For HOME:

- \$290,500.25 for housing. Of this total \$145,250.12 to the State College Community Land Trust (SCCLT) Homebuyer Program and \$145,250.13 to the Temporary Housing Foundation's (THF) First Time Homebuyer Program.
- \$17,088.25 is budgeted for CHDO operating support for SCCLT to comply with the 5% cap for CHDO operating support.
- The amount budgeted for administration is \$34,176.50 to comply with the 10% cap on administration.

Staff requests the CAC review the 2017 Annual Action Plan and recommend Borough Council approve it.

**PROPOSED USE OF 2017 HOME FUNDS
SUMMARY**

EXPENDITURES

Administration \$34,176.50

Administration and Planning \$34,176.50

Housing \$290,500.25

SCCLT CHDO Homebuyer Program \$145,250.12

THF CHDO Homebuyer Program \$145,250.13

CHDO Operating Support \$17,088.25

CHDO (SCCLT) Operating Support \$17,088.25

TOTAL EXPENDITURES \$341,765.00

REVENUES

2017 Fiscal Year HOME Allocation \$341,765.00

2017 Program Income \$0.00

\$341,765.00

**PROPOSED USE OF 2017 CDBG FUNDS
 SUMMARY**

EXPENDITURES:

Administration and Planning \$99,950.54

Human/Public Services \$74,962.00

Centre County Women's Resource Center	\$28,131.00
Housing Transitions, Inc.	\$16,180.00
Burrowes Street Youth Haven	\$9,022.00
CCYSB Independent Living Program	\$4,974.00
House of Care	\$16,655.00

Public Facilities and Improvements \$250,000.00

College Ave Streetlights/ADA Curb Ramp Project College Ave from Garner to High	\$250,000.00 *
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Housing

Borough First Time Homebuyer Program	\$37,420.09	\$74,840.17
Owner-Occupied Rehab Program	\$37,420.08	

Total Expenditures \$499,752.72

Contingency \$0.00

TOTAL EXPENDITURES and CONTINGENCY: \$499,752.72

REVENUES:

2017 Fiscal Year CDBG Allocation Guesstimate	\$499,752.72
Prior Year Funds to be Reprogrammed	\$0.00
	\$499,752.72

* Includes project delivery costs for environmental review, labor compliance, advertising, legal services, misc. expenses