

SECTION 2 – GENERAL INFORMATION

Executive Summary

The Lancaster County Redevelopment Authority administers three federal grant programs on behalf of the County of Lancaster, Pennsylvania. The three grant programs are: the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships Program (including the American Dream Downpayment Initiative - ADDI) and the Emergency Shelter Grant (ESG) Program. This Annual Action Plan explains how the County of Lancaster intends to spend the annual entitlement it receives from the U.S. Department of Housing and Urban Development (HUD) in Fiscal Year 2005. The activities and programs included in the Fiscal Year 2005 Annual Action Plan are consistent with the goals and objectives of Lancaster County's Consolidated Plan. HUD granted Lancaster County a waiver to extend its current 2000-2004 Consolidated Plan through the year 2005. The Consolidated Plan contains a description of the housing needs; the homeless needs; the community development needs; and the non-homeless needs of Lancaster County. The Consolidated Plan also contains a description of the resources, strategies and prioritization of anticipated federal funds. The Housing Needs Table and the Continuum of Care Homeless Population and Subpopulations Charts of the Consolidated Plan have been updated and are included in this Annual Action Plan.

1. CDBG Program

The distribution of the \$6,098,000 in CDBG funds available for use in Fiscal Year 2005 (including new entitlement funds, anticipated program income and prior years' reprogrammed funds) is shown below:

Housing Activities		44.0%	\$2,680,000
For Owners	67%		\$1,755,000
For Renters	33%		\$925,000
Infrastructure Improvements		27.9%	\$1,700,000
Public Services *		10.9%	\$665,000
Economic Development		3.8%	\$230,000
Administration		11.4%	\$695,000
Contingency Funds		2.1%	\$128,000

* Lancaster County allocates the maximum amount allowed by program regulations for public services activities. The amount budgeted for public services is 15% of the anticipated 2005 CDBG grant plus 15% of CDBG program income earned in 2004. The allocation of public services dollars to specific sub-recipients will be deferred until Spring 2005 to coordinate with the allocation of funds received by the County from Pennsylvania through the Human Services Development Fund (HSDF). CDBG public services funds and HSDF funds are awarded through a single allocation process and contracts for these funds will begin on July 1, 2005 and end June 30, 2006. This single funding allocation process enables the County to streamline and improve the information received in the applications; improve the information reported by human service agencies; and better coordinate contract periods with other funding sources.

2. HOME Program

The distribution of the \$1,200,000 in HOME funds available for use in Fiscal Year 2005 (including \$1,125,000 in HOME funds and \$75,000 ADDI funds) is shown below:

<u>Activity</u>	<u>Percent</u>	<u>Allocation</u>
Rental Housing - New Construction	67.8%	\$813,750
Assistance for Home-buyers (ADDI)	6.3%	\$75,000
Housing Owned, Developed or Sponsored by Community Housing Development Organizations (CHDO)	14.0% (15% of HOME funds)	\$168,750
CHDO Operating Support	2.5%	\$30,000
Program Administration	9.4% (10% of HOME funds)	\$112,500

3. Emergency Shelter Grant Program

Similar to the public service funds under the CDBG Program, the ESG funds through the County will follow a July 1 to June 30 time-frame to coordinate with other funding sources through the City, State and United Way.

The distribution of the \$135,000 in ESG funds available for use in Fiscal Year 2005 is shown below:

Operating Support	70.0%	\$94,500
Essential Services	30.0%	\$40,500

The Interagency Council for the Homeless provided funding recommendations for the allocation of County ESG funds. ESG No ESG funds will be used for homeless prevention or to administer the program. The County will rely on its CDBG funds for the administration of the program.

4. Citizen Participation

The development of the Annual Action Plan relies heavily on the use of citizen volunteers. Over 100 volunteers from all areas of the County, outside the City, make funding recommendations on applications for CDBG and ESG funds annually. HOME funds are distributed based upon recommendations of staff.

A summary of the plan was published on October 17, 2004 in the Lancaster Sunday News. Copies of the Fiscal Year 2005 Annual Action Plan were forwarded to the public library, the Community Action Program office, the Spanish American Civic Association office, the Urban League of Lancaster office, the Lancaster County Planning Commission and the City of Lancaster. Copies of the plan were also mailed to all municipal offices in which projects were proposed to have funds allocated. A notice announcing the availability of the Plan and the public hearing on October 26, 2004 was also posted on our web site. The web site also includes a draft of the Fiscal Year 2005 Annual Action Plan.

The Comment period for the 2005 Annual Action Plan began October 17, 2004 and ended November 17, 2004. The County received no written comments during the 30-day review period for the Fiscal Year 2005 Annual Action Plan. The Lancaster County Commissioners approved the Plan as submitted at their regularly scheduled Commissioner's meeting on November 17, 2004.

Funding Sources

New Entitlement Grants:		\$ 5,335,000
ADDI Program	\$ 75,000	
CDBG Program	\$ 4,000,000	
HOME Program	\$ 1,125,000	
ESG Program	\$ 135,000	
Re-programmed Prior Year's Funds:		\$ 1,788,000
Total Estimated Program Income:		\$ 310,000
Home Improvement Program	\$ 250,000	
Micro-enterprise Assistance Program	\$ 20,000	
Rental Housing Rehabilitation Programs	\$ 40,000	
TOTAL FUNDING SOURCES:		\$ 7,433,000

Matching Funds

HOME Program Matching requirements

Lancaster County receives revenue through the Optional County Affordable Housing Funds Act, PA Act 137, initiated in the fall of 1994. The Affordable Housing Fee Fund revenues are used to cover the required 25% match for the County's HOME Program.

Emergency Shelter Grant

The eight projects funded through the County ESG program all leverage in excess of the required matching funds through a combination of room revenues, United Way allocations, contributions and fundraising efforts.

Plan Objectives

The County of Lancaster requested and was granted from the U.S. Department of Housing and Urban Development (HUD) a one-year extension to the 2000-2004 Consolidated Plan. The County requested the extension so that the new Consolidated Plan could build on the work being completed by the Lancaster County Planning Commission for the Housing Plan which is expected to be completed in 2005.

Listed below in order of priority, are the County's CDBG, HOME and ESG Program objectives as outlined in the County's Consolidated Plan for 2000-2004 and, as a result of the extension granted, for 2005. These objectives have been established in accordance with the national objectives for each program and in accordance with the long-range objectives discussed in Section III and Section IV of Lancaster County's Consolidated Plan for 2000-2004.

1. Provide adequate funding and improve the coordination of services to ensure that low and moderate income persons receive the necessary human services needed to provide a safe and secure standard of living.
2. Provide decent, affordable housing to low and moderate income persons and families throughout Lancaster County through:
 - a. the new construction or substantial rehabilitation of additional affordable housing units,
 - b. the rehabilitation and preservation of the existing affordable housing stock, and
 - c. the provision of financial assistance to first-time homebuyers.
3. Improve the quality of existing emergency shelters for the homeless, help make available additional transitional housing facilities; and/or help meet the costs of operating emergency shelters and providing certain essential services to homeless individuals, so that the homeless have access to safe and sanitary shelter and to supportive services needed to improve their situations.
4. Expand sanitary sewer service to low and moderate income areas experiencing environmental problems due to lack of proper facilities or no facilities other than failing on-lot systems.
5. Continue to upgrade public infrastructure improvements in low and moderate income neighborhoods where the municipality is hampered by limited revenues to undertake needed improvements.
6. Provide economic development assistance programs for existing small and medium size businesses and for new micro-enterprises to create additional employment opportunities for low and moderate income persons, as well as increase the tax bases of poorer municipalities.

7. Expand and improve the County's water resources to provide a sufficient and safe supply of water both for consumption and for fire protection in low and moderate income areas of the County.
8. Provide basic community facilities serving low and moderate income neighborhoods where the lack of suitable facilities has hindered the delivery of public services and recreational opportunities.
9. Improve the accessibility for persons with disabilities at public and community facilities.
10. Develop additional neighborhood parks and recreational areas in low and moderate income neighborhoods.

Other federal resources include the Federal Department of Agriculture, the U.S. Department of Housing and Urban Development, the Small Business Administration, and the Federal Home Loan Bank Board. State resources include the Department of Community and Economic Development (DCED), the Department of Environmental Protection, (DEP), the Pennsylvania Infrastructure Investment Authority (PENNVEST), the Pennsylvania Department of Transportation (PennDOT), the Pennsylvania Housing Finance Agency (PHFA) and the Department of Conservation and Natural Resources (DCNR). County-funded programs that help to augment housing and community development efforts include the Act 137 Affordable Housing Trust fund, Human Services Development Funds (HSDF), the Community Parks Initiatives grant, and Lancaster Area Transportation System Improvements grants (LATS).

Geographic Distribution

Please refer to the maps in Section 8 of this plan to see the geographic distribution of CDBG-assisted physical improvement projects.

Programs offering services County-wide:

- Housing programs funded through the CDBG Program offered to homeowners are provided on a county-wide, first-come, first-served basis. Economic Development Programs funded through the CDBG Program are offered to micro-enterprises on a county-wide basis.
- HOME funds reserved for rental housing activities are also provided on a county-wide basis to non-profit and for-profit developers of affordable housing. The

Redevelopment Authority utilizes a Request for Proposals (RFP) process to allocate HOME funds for new construction and substantial rehabilitation of housing units. ADDI funds will be available for homebuyer assistance activities on a county-wide basis.

- ESG funding will support two emergency shelters, three transitional housing facilities and two programs providing essential services for the homeless. With the exception of Beacon House in Akron Borough, all shelters and activities are located in the City of Lancaster. All services are provided on a county-wide basis.

Managing the Process

The County of Lancaster, Pennsylvania has assigned the Lancaster County Redevelopment Authority the role of administering the entitlement funds allocated by the U. S. Department of Housing and Urban Development (HUD).

Citizen Participation

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Institutional Structure

The Lancaster County Policy Plan, *Revisions* offers a unique description for the goal of Lancaster's institutional structure. "A successful community plans for its future and implements those plans. To do so, a community needs a strong, well-defined and well-developed civic infrastructure. One way to define civic infrastructure is the capacity of

public, private and non-profit sectors to sacrifice self-interests for the mutual betterment of the entire community. In order to establish a strong, well-designed and well-developed civic infrastructure, we must first accept that government alone cannot solve all of our problems or provide all of the economic and social opportunities to reach our goals. Partnerships, coalitions, and networks that facilitate the exchange of information and ideas must be formed among all sectors of our community.”

The Lancaster County Redevelopment Authority supports the goal of a strong, well-defined and well-developed civic infrastructure and will endeavor to follow the following action steps to build and support civic infrastructure proposed in the County’s Policy Plan:

1. Make citizen participation the cornerstone of every planning process.
2. Create interactive community information systems at the County and local levels.
3. Create community indicators and bench-marking programs to measure the success of public and private programs and policies.
4. Strengthen existing public/private partnerships and create new ones to implement programs and deliver services.

Monitoring

In order to ensure that sub-recipients are able to attain program objectives within established time periods, the Lancaster County Redevelopment Authority has developed a system of monitoring. The monitoring system enabled the staff of the Redevelopment Authority to determine problems, delays, or adverse conditions that may materially affect the sub-recipients’ ability to complete the work outlined in the contract. The staff of the Redevelopment Authority is then able to recommend corrective actions or provide technical assistance to the sub-recipients to resolve the situation. Monitoring also provides an opportunity for Redevelopment Authority staff to share effective and efficient models of program administration for sub-recipients to replicate.

The Lancaster County Redevelopment Authority has developed a Monitoring Plan that establishes policies and procedures for program oversight of sub-recipients and applies to all contracts involving non-profit organizations and contracts involving the provision of services to low and moderate income clients. These include projects funded through the federal CDBG, HOME, and ESG programs. Separate procedures have been developed for housing programs operated by the Lancaster County Redevelopment Authority. These monitoring procedures are included in the operations manual for each housing program.

In 2005, all economic development and public service activities will be individually monitored and monitoring reports issued. Also, all physical improvement projects and CDBG housing projects will be monitored regularly during and after construction. Each activity file will contain a copy of their respective monitoring reports.

During 2005, the Redevelopment Authority will inspect all rental properties funded with HOME Investment Partnerships Program funds in accordance with HOME regulations which determine the schedule of inspections based on the size of developments.

Lead-based Paint

The Lancaster County Redevelopment Authority complies with the Lead-Based Paint Rule, which went into effect September, 2000. The Authority developed a policy related to lead-based paint for each housing program funded with CDBG, HOME or ESG dollars, as well as the County Housing Authority's Section 8 Housing Choice Voucher Program to ensure compliance with the regulations.

The staff members of the Lancaster County Redevelopment Authority's Technical Services Department conduct risk assessments and clearance inspections.

There are two contractors certified to complete lead-based paint hazard reduction/abatement in Lancaster County (The Energy Conservation Center and Pro-Coat Painting).