

# **BOROUGH OF CHAMBERSBURG**

## **FRANKLIN COUNTY, PA**

100 South Second Street, Chambersburg, PA 17201



## **FY 2021 Annual Action Plan**

In Accordance with the HUD Guidelines for the  
Community Development Block Grant (CDBG) Program

**June 18, 2021**

Alice C. Elia, Borough Council President

Jeffrey Stonehill, Borough Manager

Phil Wolgemuth, Assistant Borough Manager &  
Land Use and Community Development Director



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

### **1. Introduction**

The Borough of Chambersburg, Pennsylvania is a entitlement community under the U.S. Department of Housing & Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In compliance with the HUD regulations, the Borough of Chambersburg has prepared this FY 2021 Annual Action Plan for the period of July 1, 2021 through June 30, 2022. The Annual Action Plan is a strategic plan for the implementation of the Borough's Federal Programs for housing, community, and economic development within the Borough of Chambersburg. This is the second Annual Action Plan under the Borough's FY 2020-2024 Five-Year Consolidated Plan.

The FY 2021 Annual Action Plan outlines the actions to be undertaken in Fiscal Year 2021 with the Federal resources received by the Borough of Chambersburg. The CDBG Program and activities outlined in this Annual Action Plan will principally benefit low- and moderate-income persons. The Borough's previous performance under the CDBG Program was discussed at the Public Hearings. The FY 2021 Annual Action Plan is a collaborative effort of the Borough of Chambersburg, the community at large, social service agencies, housing providers, community development agencies, and economic development groups. The planning process was accomplished through public meetings, statistical data, and review of community plans, and meetings with Department Heads and Officials.



**Available Funds:**

During the FY 2021 Program Year, the Borough of Chambersburg, PA will receive the following Federal funds.

- **CDBG** - \$335,484.00

**FY 2021 CDBG Budget:**

The Borough of Chambersburg proposes to undertake the following activities with the FY 2021 CDBG Funds:

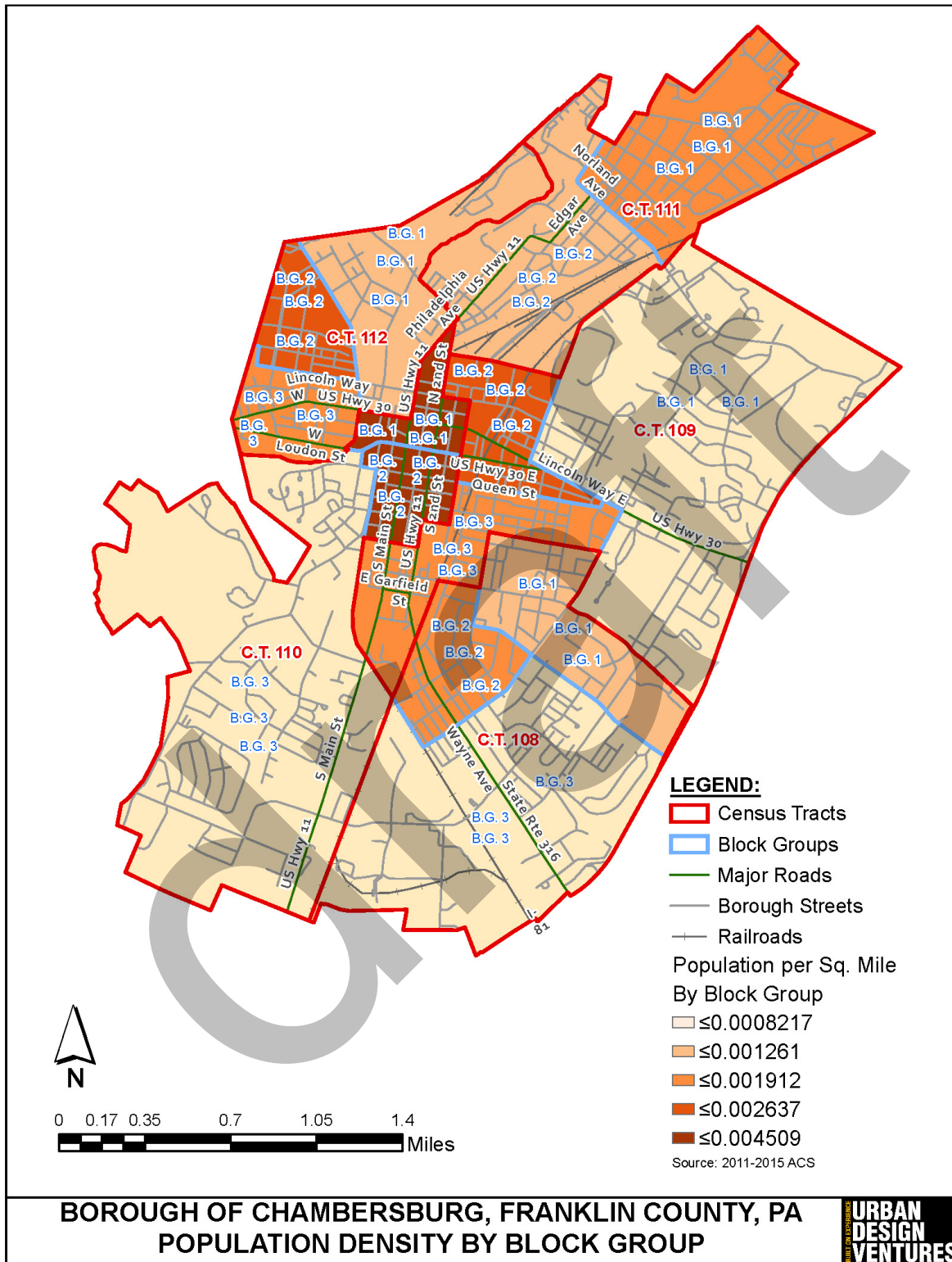
1. **Grant Administration** - \$67,000.00
2. **Center Street Reconstruction** - \$238,484.00
3. **Diaper Depot at Central Presbyterian Church** - \$20,000.00
4. **Boys and Girls Club of Chambersburg and Shippensburg** - Positive Action Community Violence Prevention - \$10,000.00

**Total \$335,484.00**

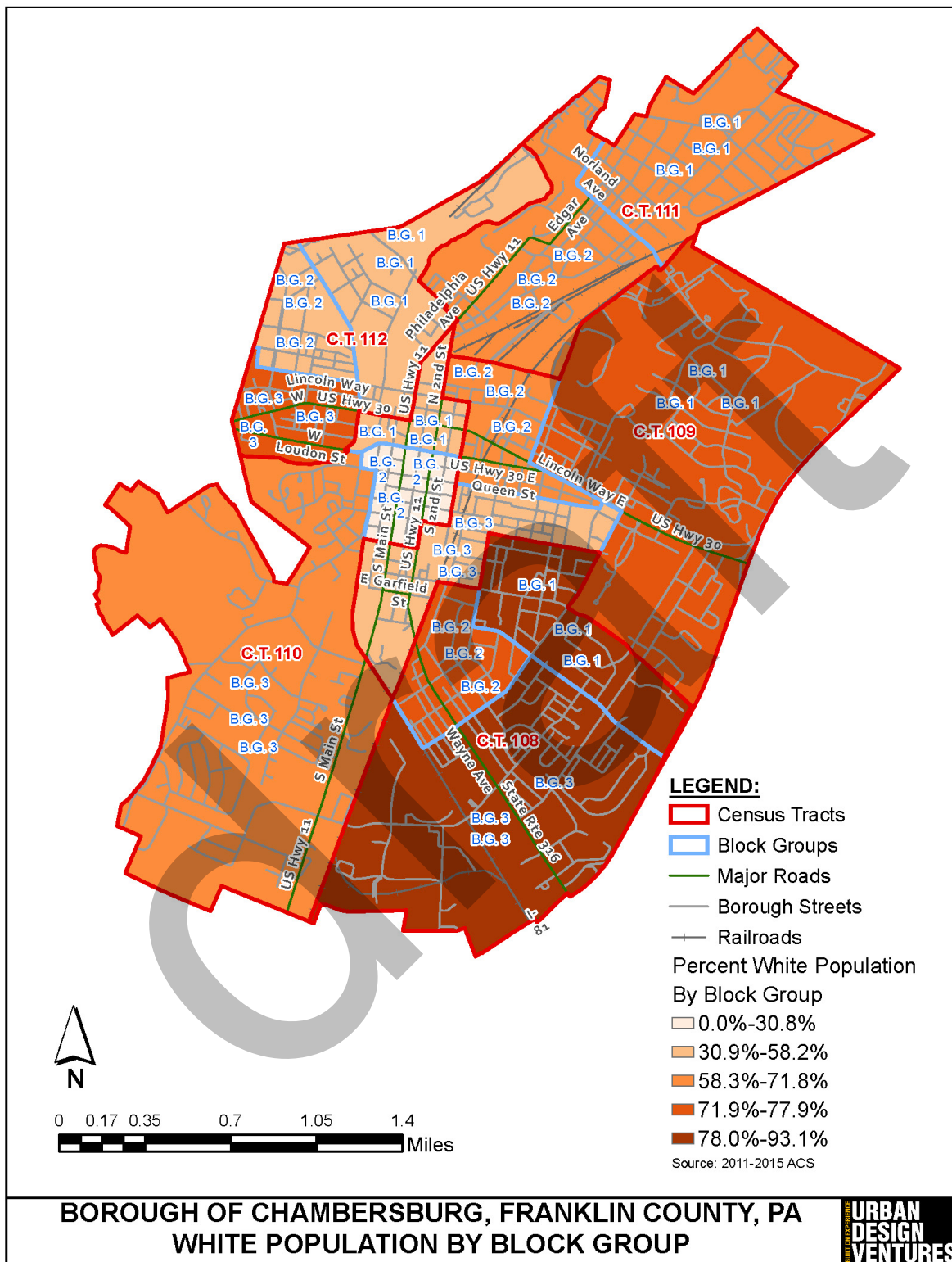
**Maps:**

The following maps illustrate the demographic characteristics of the Borough of Chambersburg:

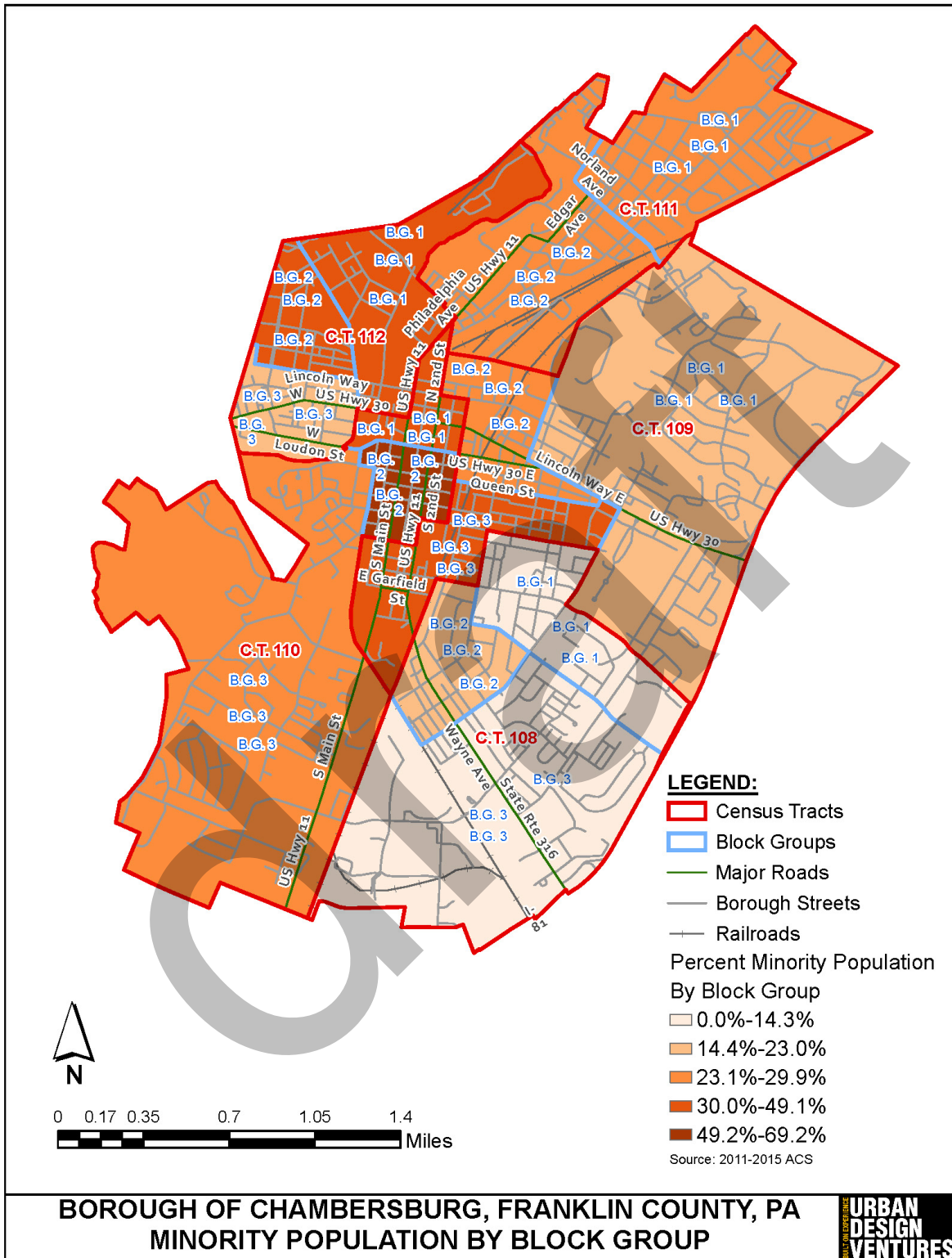
- Population Density by Block Group
- Percent White Population by Block Group
- Percent Minority Population by Block Group
- Percent Population Age 65+ by Block Group
- Housing Density
- Percent Owner-Occupied Housing Units by Block Group
- Percent Renter-Occupied Housing Units by Block Group
- Percent Vacant Housing Units by Block Group
- Low/Moderate Income Percentage by Block Group



Population Density by Block Group

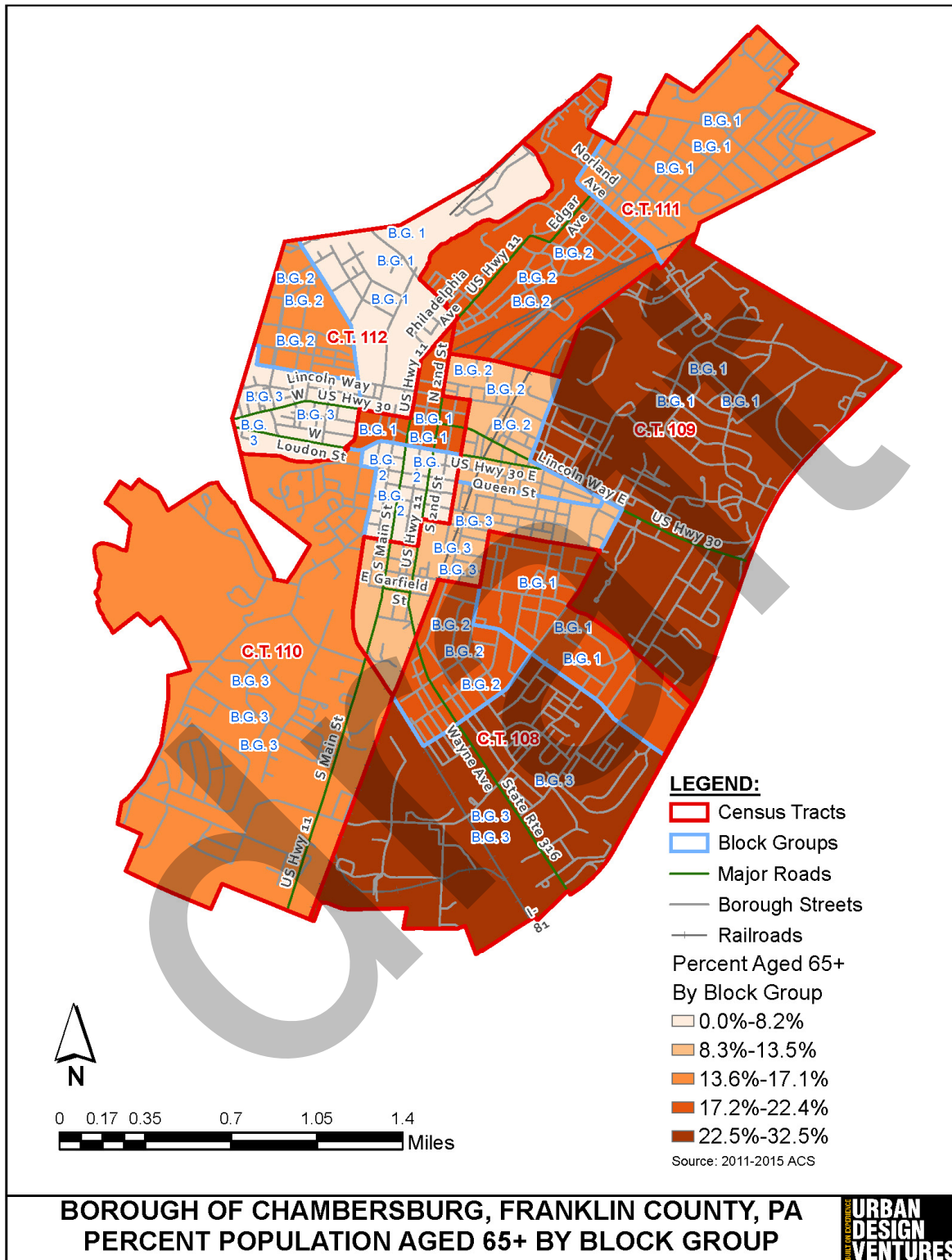


Percent White Population by Block Group

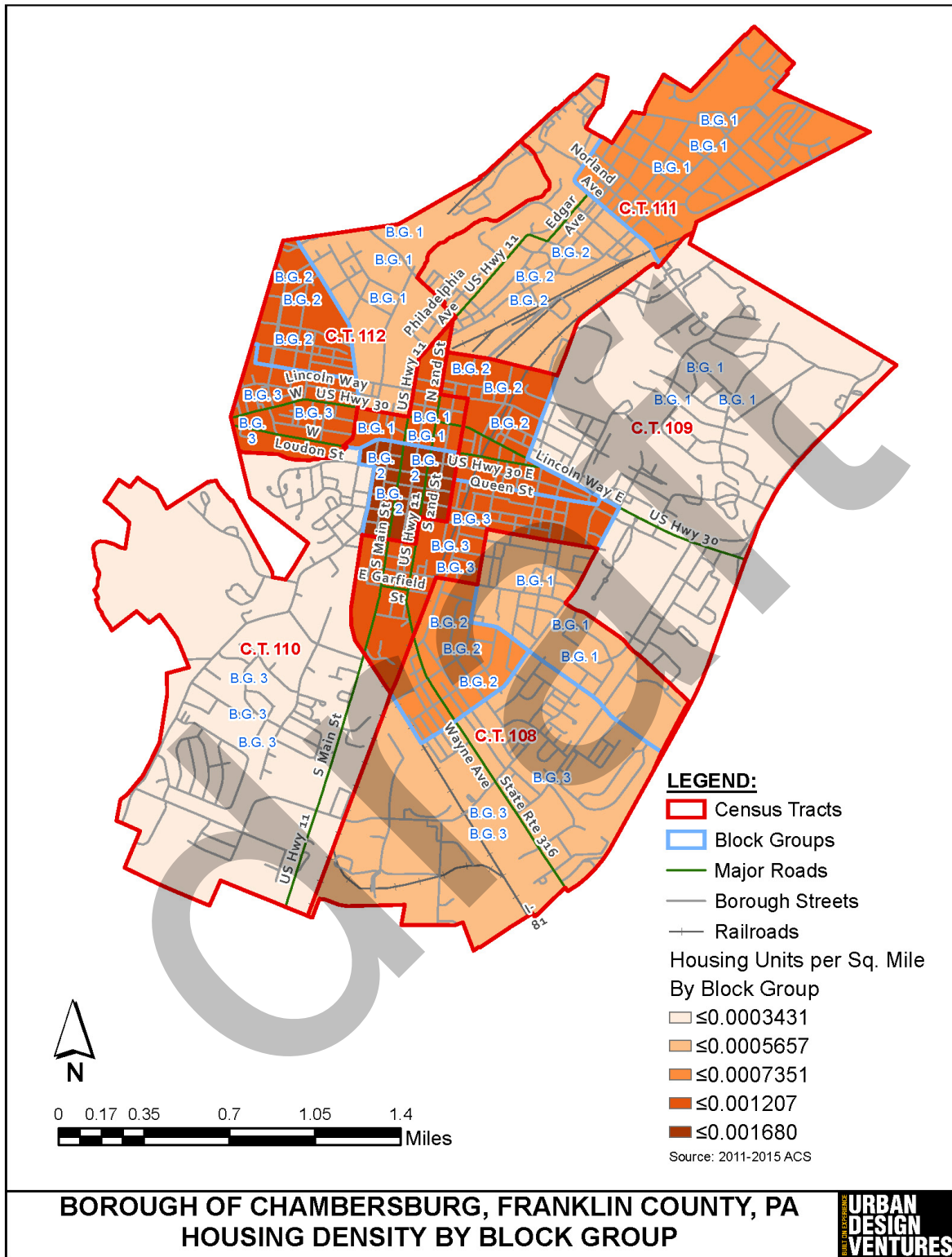


Percent Minority Population by Block Group

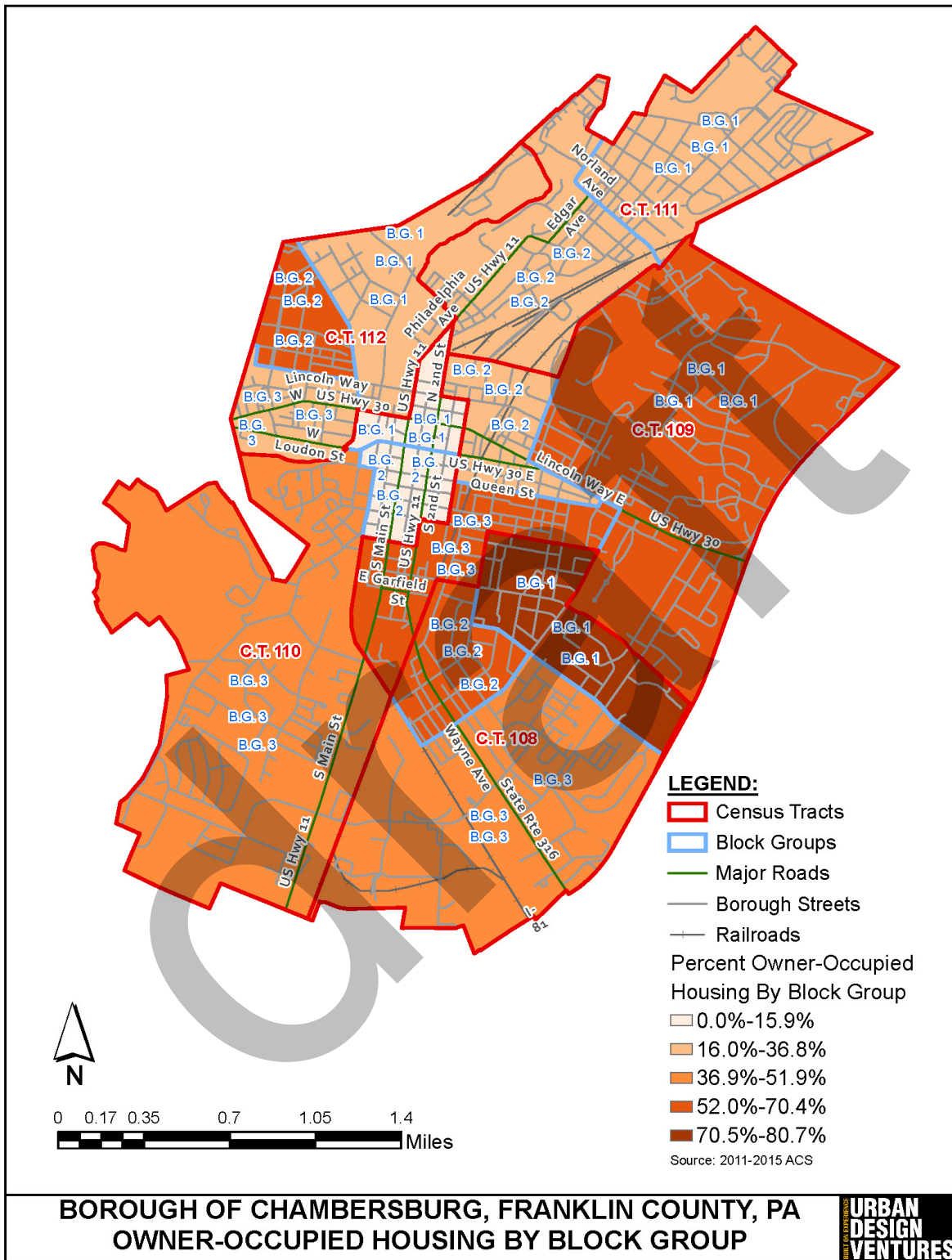




Percent Population Age 65 and Over by Block Group

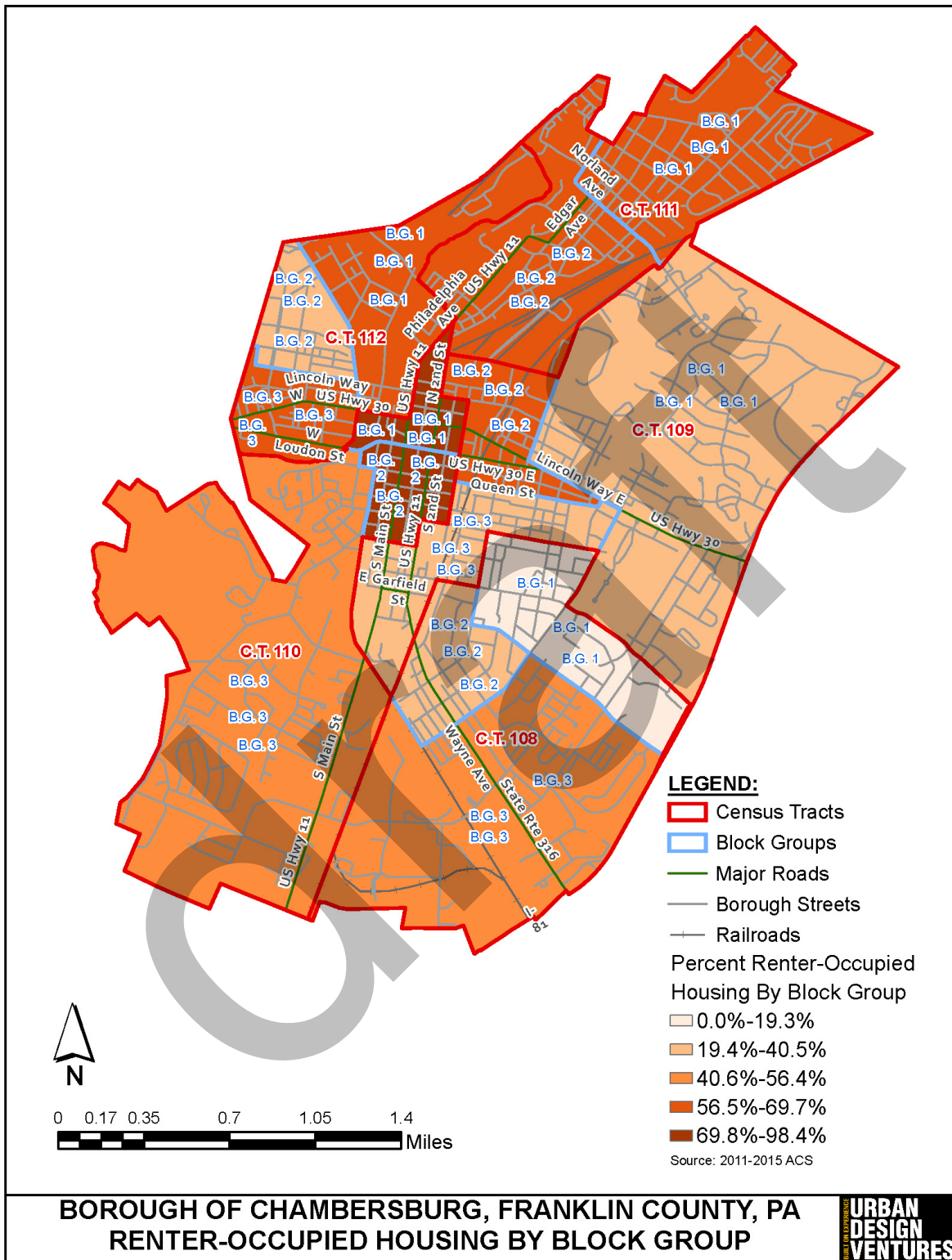


Housing Density



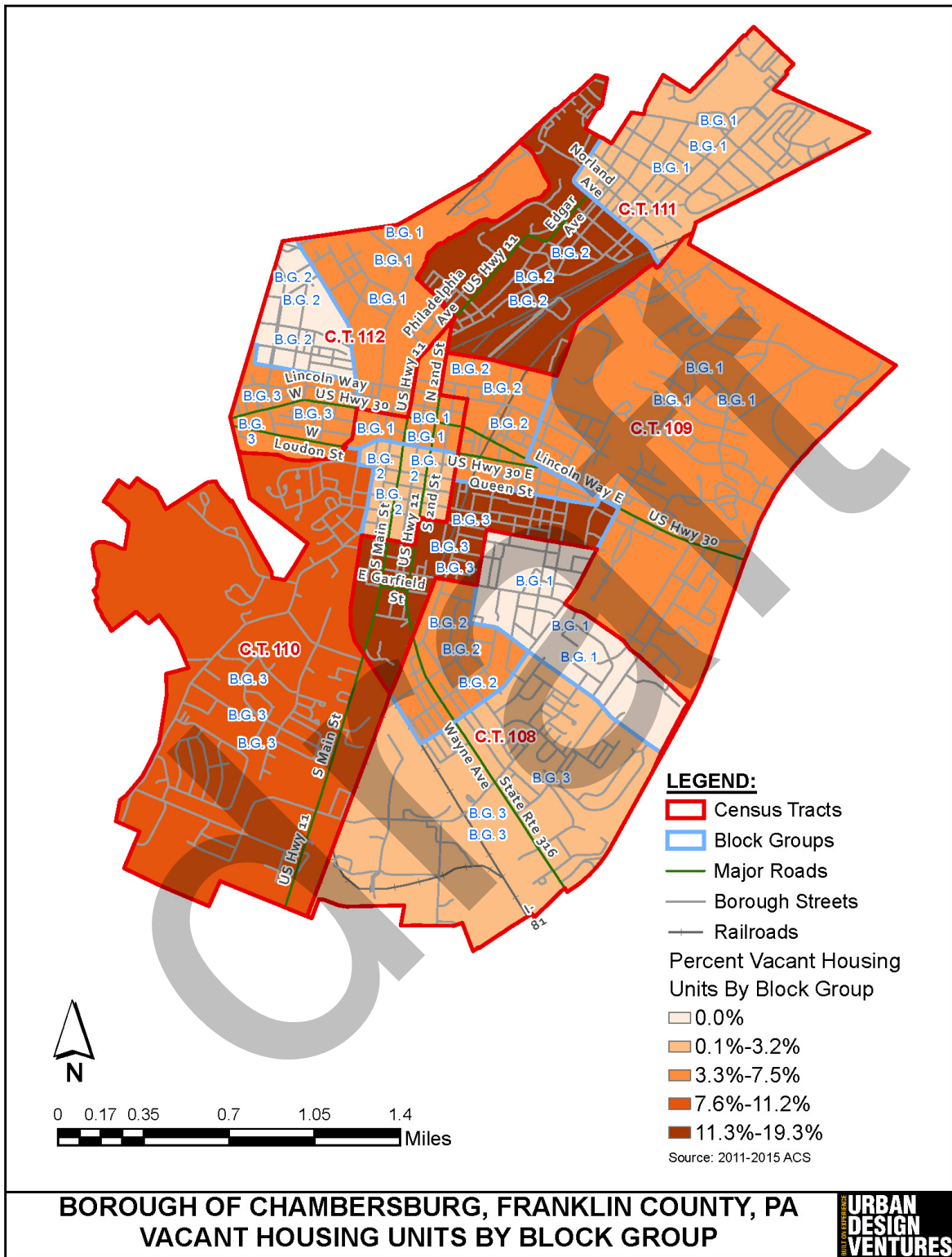
Percent Owner-Occupied Housing Units by Block Group



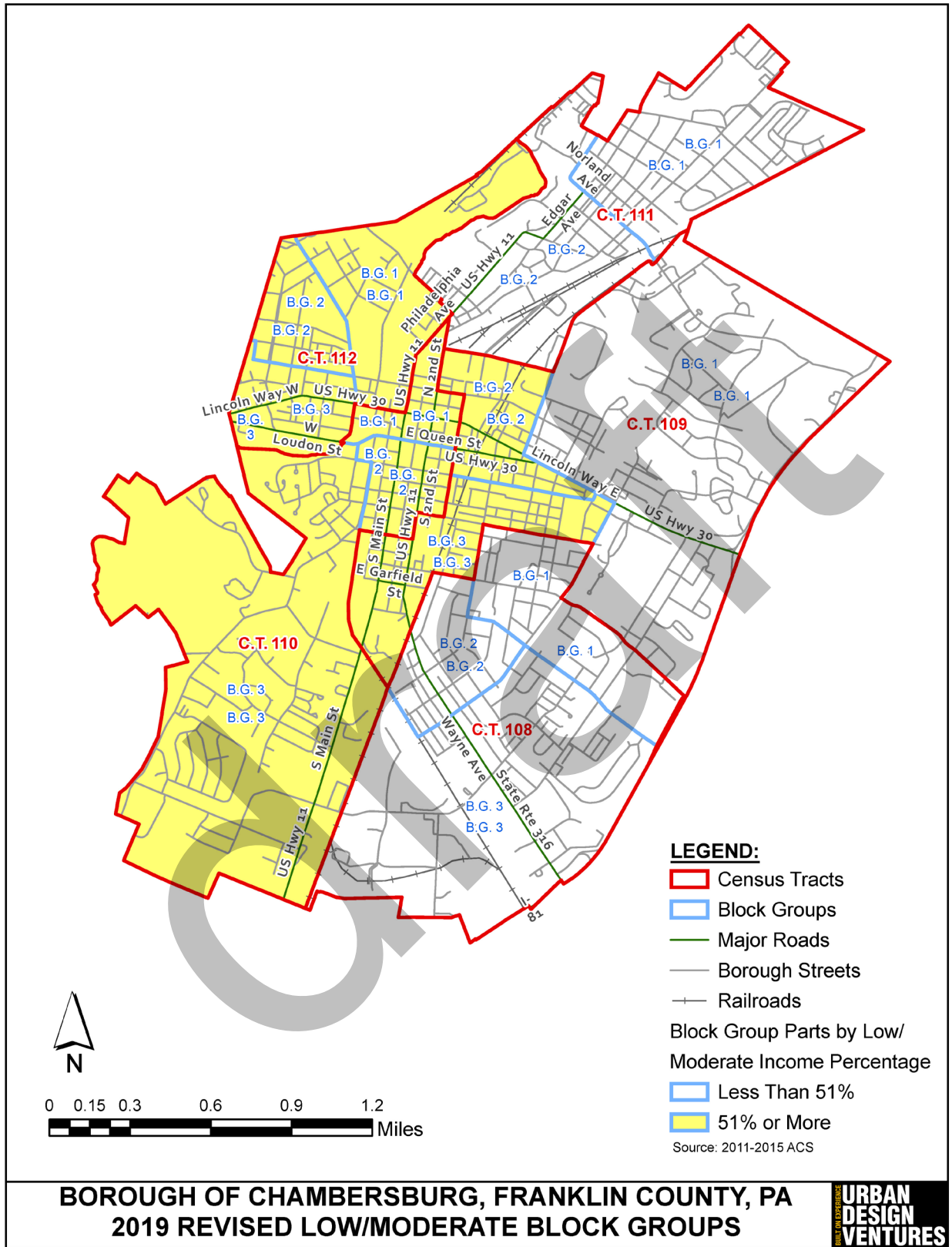


Percent Renter-Occupied Housing Units by Block Group





Percent Vacant Housing Units by Block Group



Low/Moderate Income Percentage by Block Group

## 2. Summarize the objectives and outcomes identified in the Plan

*This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.*

During the FY 2021 CDBG Program Year, the Borough of Chambersburg proposes to address the following priority need categories identified in its FY 2020-2024 Five-Year Consolidated Plan:

### **Community Development Priority**

There is a need to improve the public and community facilities, infrastructure, public services, code enforcement, public safety, clearance, and the quality of life in Chambersburg Borough.

#### **Goals/Strategies:**

- **CDS-2 Infrastructure** - Improve the public infrastructure through rehabilitation, reconstruction, and new construction of streets; sidewalks; bridges; curbs; share the road and segmented multiuse pathways; storm water management; lighting enhancements; handicap accessibility improvements and removal of architectural barriers; etc.
- **CDS-3 Public Services** - Improve and enhance public services, programs for youth, the elderly, and persons with disabilities, along with general social/welfare public service programs for low- and moderate-income persons and households.

### **Administration, Planning, and Management Priority**

There is a continuing need for planning, administration, management, and oversight of Federal, state, and local funded programs.

#### **Goals/Strategies:**

- **AMS-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 all Federal, state, and local laws and regulations.

## 3. Evaluation of past performance

*This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.*

The Borough of Chambersburg has a good performance record with HUD. The Borough regularly meets the performance standards established by HUD. Each year the Borough prepares its Consolidated Annual Performance and Evaluation Report (CAPER). This report is submitted within ninety (90) days after the start of the new program year. Copies of the CAPER are available for review at the Borough of Chambersburg, Land Use and Community Development Department,

Community and Economic Development Office located at 100 South 2nd Street, Chambersburg, PA 17201.

The FY 2019 CAPER, which was the final CAPER for the FY 2015-2019 Five-Year Consolidated Plan, was approved by HUD. In the FY 2019 CAPER, the Borough of Chambersburg expended 100% of its CDBG funds to benefit low- and moderate-income persons. The Borough obligated 4.4% of its funds during the FY 2019 CAPER period on public services, which is below the statutory maximum of 15%. The Borough obligated 20% of its funds on Planning and Administration during this CAPER period, which is at the statutory maximum of 20%. The Borough did meet the required 1.5 maximum drawdown ratio. The Borough's ratio was 1.38 as of June 30, 2020. The Borough worked hard over the last year to get under the 1.5 drawdown ratio.

#### 4. **Summary of Citizen Participation Process and consultation process**

*Summary from citizen participation section of plan.*

The Borough of Chambersburg has followed its Citizen Participation Plan in the planning and preparation of this Annual Action Plan. The Borough held its first public hearing on the needs of the community and its residents on Thursday, April 8, 2021. This provided the residents, agencies and organizations with the opportunity to discuss the Borough's CDBG program and to provide suggestions for future CDBG Program priorities and activities. In addition, the Borough passed out CDBG funding applications. The Borough additionally emailed the application to be completed for FY 2021 CDBG funding to the list of agencies, organizations, and Department heads. The CDBG funding application was also available on the Borough's website.

A copy of the "Draft FY 2021 Annual Action Plan" was placed on public display for review by the general public, agencies, and organizations in the community. A newspaper notice announcing that these documents were placed on public display was published in "The Register-Herald," the newspaper of general circulation in the area. The "Draft FY 2021 Annual Action Plan" was on public display at the following locations:

- **Borough of Chambersburg, Land Use and Community Development Department, Community and Economic Development Office** - 100 South 2nd Street, Chambersburg, PA 17201
- **Coyle Free Library** - 102 North Main St, Chambersburg, PA 17201
- **Borough of Chambersburg Recreation Center** - 235 South Third Street, Chambersburg PA, 17201
- The Borough of Chambersburg website: <http://www.borough.chambersburg.pa.us>

The Draft FY 2021 Annual Action Plan was on public display from Thursday, May 13, 2021 through Monday, June 14, 2021.

A more detailed analysis and description of the citizen participation process is contained in the Appendix section of this plan.

The following schedule was used in the preparation of the FY 2021 Annual Action Plan:

- **Resident, service providers, and stakeholder consultation** – February – June 2021
- **Publish First Public Hearing in the Newspaper** – Friday, March 26, 2021
- **First Public Hearing** – Thursday, April 8, 2021 at 7:00 PM at the Borough Council Hall
- **CDBG Funding Applications are due to the Borough** – Monday, April 26, 2021 at 4:00 PM
- **Borough Staff and Council CDBG Committee met to develop the budget** – Monday, April 26, 2021
- **Publish Second Public Hearing and that Plan is on display** – Thursday, May 13, 2021
- **FY 2021 Annual Action Plan goes on Display** – Friday, May 14, 2021
- **Second Public Hearing** – Thursday, June 10, 2021 at 2:00 PM at the Borough Council Chambers
- **FY 2021 Annual Action Plan off Display** – Monday, June 14, 2021
- **Borough Council Adoption of the FY 2021 Annual Action Plan** – Monday, June 14, 2021
- **Plan submitted electronically to HUD Philadelphia Office** – On or before Friday, June 18, 2021
- **Program Year Begins** – July 1, 2021

## 5. **Summary of public comments**

*This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.*

The Borough of Chambersburg held its First Public Hearing on Thursday, April 8, 2021 at 2:00 PM. Comments received at that public hearing are included in the attachments at the end of the FY 2021 Annual Action Plan.

The FY 2021 Annual Action Plan was placed on public display on Friday, May 14, 2021. The Second Public Hearing was held on Thursday, June 10, 2021 at Borough of Chambersburg Municipal Building. Comments that were received at the Second Public Hearing are included in the attachments at the end of the FY 2021 Annual Action Plan.

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

All comments and suggestions that were received to date, have been accepted and incorporated into the planning document.

## 7. Summary

The FY 2021 Annual Action Plan for the Borough of Chambersburg includes the Borough's CDBG Program and outlines which activities the Borough will undertake during the program year beginning July 1, 2021 and ending June 30, 2022. This is the Borough's second year of the FY 2020-2024 Five-Year Consolidated Plan.

During the FY 2021 Program Year, the Borough of Chambersburg, Pennsylvania anticipates the following Federal financial resources:

- FY 2021 CDBG Funds \$335,484.00
- CDBG Program Income \$0.00
- **Total: \$335,484.00**

During the FY 2021 CDBG Program Year, the Borough of Chambersburg proposes to address the following priorities from the FY 2020-2024 Five-Year Consolidated Plan:

- **CDS-2 Infrastructure:** Improve the Borough's infrastructure through rehabilitation, reconstruction, and new construction of streets, walks, curbs, ADA ramps, sewer, water, storm water management, bridges, green infrastructure, etc.
- **CDS-3 Public Services** - Improve and enhance public services, programs for youth, the elderly, and persons with disabilities, along with general social/welfare public service programs for low- and moderate-income persons and households.
- **AMS-1 Overall Coordination:** Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, Five-Year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews and clearances, fair housing, and compliance with all Federal, State, and local laws and regulations.

A "draft" of the FY 2021 Annual Action Plan was placed on public display at the Borough of Chambersburg Department of Land Use and Community Development, 100 South 2nd Street; the Coyle Free Library, located at 102 North Main Street; the Borough of Chambersburg Recreation Center, located at 235 South Third Street; for public review. The display period started on Thursday, May 13, 2021 through Monday, June 14, 2021 for a 30-day display period. In addition, the Borough put the draft Plan on its website (<http://www.borough.chambersburg.pa.us>). A Final Public Hearing was held on Thursday, June 10, 2021 to discuss the proposed activities and solicit resident comments. Upon completion of the 30-day comment period, the Borough of Chambersburg submitted the FY 2021 Annual Action Plan to the U.S. Department of Housing and Urban Development Philadelphia Office on or before Friday, June 18, 2021.



**PR-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	Chambersburg	Land Use and Community Development Department

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The administering lead agency is the Borough of Chambersburg’s Land Use and Community Development Department, Community Development Office for the CDBG Program. The Community Development Office of the Borough of Chambersburg prepares the Five-Year Consolidated Plan, Annual Action Plans, ERR’s, and the Consolidated Annual Performance and Evaluation Reports (CAPER), processes pay requests, and performs contracting and oversight of the programs on a day to day basis. In addition, the Borough has a private planning consulting firm available to assist the Borough on an as needed basis.

**Consolidated Plan Public Contact Information**

Mr. Phil Wolgemuth  
 Deputy Borough Manager/Land Use and Development Director  
 Borough of Chambersburg’s Land Use and Community Development Department  
 100 South Second St., Chambersburg, PA 17201  
**Phone:** (717) 261-3232  
**Fax:** (717) 264-0224  
**Email:** [pwolgemuth@chambersburgpa.gov](mailto:pwolgemuth@chambersburgpa.gov)  
**Website:** <http://www.chambersburgpa.gov>

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

### **1. Introduction**

While preparing the FY 2021 Annual Action Plan, the Borough of Chambersburg consulted with the Franklin County Housing Authority, local housing providers, social service agencies, community and economic development organizations, the local Continuum of Care members, Borough department representatives, and Borough Officials. Input from the meetings and public hearings were used in making decisions on which projects to fund.

#### **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))**

The Borough of Chambersburg works with the following agencies to enhance coordination:

- **Franklin County Housing Authority** – Section 8 Housing Choice Vouchers and improvements to public housing communities.
- **Social Services Agencies** – funds to improve services to low and moderate income persons.
- **Housing Providers** – funds to rehabilitate and develop affordable housing and provide housing options for low- and moderate-income households.
- **Community and Economic Development Agencies** – funds to improve services to low and moderate income persons.

As part of the CDBG application planning process, local agencies and organizations were invited to submit proposals for CDBG funds for eligible activities. These groups participated in the planning process by attending public hearings and phone calls.

#### **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.**

The Borough of Chambersburg is a part of the Eastern PA CoC, South Central Regional Homeless Advisory Board (RHAB), which oversees the Continuum of Care Network for Central Pennsylvania for nine (9) counties. The CoC includes homeless service providers, Community Action Partnerships (CAPs), local/county/state governments, Housing & Redevelopment Authorities, and domestic violence, aging, mental health, and faith-based organizations.

The CoC solicits and considers a full range of opinions through the five (5) Regional Homeless Advisory Board (RHABs) monthly meetings and semi-annual full CoC meetings. Both forums provide opportunities for knowledgeable persons to provide input and assistance in ending homelessness. The RHAB Co-Chairs represent multiple interest groups including: CDBG Jurisdictions, Public Housing Authorities, domestic violence service providers, Veterans, youth



service providers, Community Action Partnerships (CAP), homeless service providers, and faith-based organizations. The chair of the Coordinated Entry Committee represents a Runaway and Homeless Youth Program (RHY)/CoC-funded agency, assuring that needs of homeless youth are included in the Coordinated Entry design. The Chair of the Governance and Policy Committee represents a domestic violence program, reinforcing the need for safety, security, and choice for domestic violence survivors in the development and implementation of CoC policies.

CoC standing committees, membership, and functions are defined in the Governance Charter. Committee members are recruited by the Board or by the Committee and are drawn from the CoC and community-at-large to provide needed expertise. Key to meeting the goals of Opening Door, the nation's first comprehensive federal strategy to prevent and end homelessness, include:

- Data Management, Collection, and Outcomes Committee, which develops and maintains a system for tracking CoC performance outcomes and progress in meeting goals of Opening Doors.
- Funding Committee, which develops ranking criteria; reviews and ranks projects; and determines a reallocation strategy to best meet the Opening Doors goals.
- Ad Hoc Coordinate Entry Committee, which works with a consultant to oversee Coordinated Entry planning and provides tools for the CoC to meet Opening Doors goals.

The Board comprises a diverse set of representative stakeholders throughout the region, including many social service and governmental organizations. The RHAB identifies regional and local homeless issues; coordinates regional planning; identifies regional housing gaps and needs, strategies, and priorities; provides input for Supportive Services for Veterans Families (SVF) and Emergency Solutions Grants (ESG) applications; participates in completion of the CoC application; monitors Homeless Management Information Systems (HMIS) participation and implementation; and coordinates and follows-up on the Point-in-Time (PIT) count and AHAR.

Most of the Eastern PA CoC comes under the Commonwealth's Consolidation Plan developed by PA-DCED, however, there are twelve (12) additional Consolidated Plan Jurisdictions representing the more populated areas of the Lehigh Valley and Cumberland County, plus cities. PA-DCED uses web-based forums to meet with Regional Housing Advisory Committees (RHACs). The RHACs include state grantees, housing officials, developers, non-profits, CoC Chairs, and PA-DCED staff. Also as part of the citizen participation process, members of the CoC receive notice of public meetings, documents available for review, and citizen comment periods. The County and City Five-Year Consolidated Plan Jurisdictions follow the Five-Year Consolidated Plan guidelines for consultation, including interviews, surveys, and focus groups with stakeholders knowledgeable about homelessness in their communities.

**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**

Referrals are made to the South Central Community Action Programs Franklin County Shelter for services by Franklin County Information and Referral, other agencies, shelters, police departments, hospitals, and churches. The SCCAP Franklin County Shelter completes a Needs Assessment on every client upon admission.

The main categories of needs in SCCAP's Assessment (each with specific sub-categories) are as follows: Employment Skills/Training; Money Management; Housing; Health; Public Assistance/Type Needed; Parenting/Family; Legal; and Other/Miscellaneous.

The Point-in-Time Counts for the Sheltered and Unsheltered homeless population are completed twice a year in the months of January and July. The results of the counts are available in the state PAHMIS system for approved users. The public can access the information through the HUD website and the Housing Alliance of Pennsylvania website.

The SCCAP Franklin County Shelter receives ESG funds. The CoC provides input on the allocation of ESG funding to subrecipients, through a "Performance Interview Planning Checklist" that was developed as a standardized tool for CoC input on applicant capacity and participation in the CoC. The CoC provides input on ESG applications and ranks and reviews projects.

Most of the Eastern PA CoC ESG funding is allocated by PA-DCED. The CoC participated in developing priorities, target populations, outcome measures, and evaluation processes for ESG under HEARTH, including prioritizing Rapid Re-Housing (RRH) for 45% of funds (excluding emergency shelters, outreach, and administration). PA-DCED convened a Data Committee composed of CoC members to review and analyze quarterly CoC performance reports for establishing benchmarks and data driven performance standards for outcome evaluation and funding decisions. An ESG Committee, also composed of CoC members, is being formed to help in setting ESG policy/performance standards.

Throughout different times of the year, the CoC and the HMIS lead work together to assess data quality throughout the CoC. This includes working on Annual Homeless Assessment Report (AHAR) submission, the PIT count, project review/ranking, and working with individual programs while completing their Annual Performance Reports (APRs). According to the Eastern PA CoC, the largest overall barrier to HMIS-participation remains non-HUD funded volunteer and faith-based operated projects and VA-funded projects, such as VASH. Additional outreach to volunteer and faith-based organizations will occur through the implementation of coordinated entry. Increased engagement and education among these groups should lead to increased HMIS participation. The CoC will work with Veterans to improve participation among VA-funded projects. In regards to VASH, the CoC built a new bed/voucher-based process within the CoC's HMIS and will begin piloting this enhancement with Public Housing Authorities.

**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**

See the attached chart.

**Table 2 – Agencies, groups, organizations who participated**

<b>1.</b>	<b>Agency/Group/Organization</b>	<b>Chambersburg</b>
	<b>Agency/Group/Organization Type</b>	Housing Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Borough of Chambersburg Departments were contacted and submitted funding requests. The Borough funded the Center Street Reconstruction project in 2021. This is a multi-year activity.
<b>2.</b>	<b>Agency/Group/Organization</b>	<b>Franklin County Housing Authority</b>
	<b>Agency/Group/Organization Type</b>	Housing PHA Other government - County Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Franklin County Housing Authority was contacted to determine the housing needs of its very low-income clients.

3.	<b>Agency/Group/Organization</b>	<b>Eastern PA CoC</b>
	<b>Agency/Group/Organization Type</b>	Services-homeless Publicly Funded Institution/System of Care Other government - State Regional organization Correction Facilities
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Eastern PA CoC South Central-RHAB was contacted and presented the homeless needs in the region, Point-In-Time Survey results, and the CoC funding amounts.
4.	<b>Agency/Group/Organization</b>	<b>United Way of Franklin County</b>
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Regional organization Planning organization Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	United Way of Franklin County was contacted but did not submit a funding request.
5.	<b>Agency/Group/Organization</b>	<b>Central Presbyterian Church</b>
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Central Presbyterian Church was contacted and submitted a funding request. The request was funded.
6.	<b>Agency/Group/Organization</b>	<b>PA Department of Health</b>
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - State Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Borough consulted the 2018 Childhood Lead Surveillance Annual Report released by the Pennsylvania Department of Health. The data identified in the Report is incorporated in the Annual Action Plan.

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

All agency types were consulted and contacted during the planning process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
<b>Continuum of Care</b>	South Central Pennsylvania Regional Homeless Advisory Board (Central-RHAB)	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>Annual and Five-Year Capital Plans</b>	Franklin County Housing Authority	Franklin County Housing Authority is the lead agency providing public housing assistance and Section 8 Vouchers in the County. The goals of the Borough and the Housing Authority are complementary.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
<b>Official Map</b>	Borough of Chambersburg Community and Economic Development Office	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>Franklin County Greenways and Open Space Plan</b>	Franklin County Planning Commission	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>Comprehensive Plan</b>	Borough of Chambersburg	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>Comprehensive Recreation, Park, &amp; Open Space Plan</b>	Borough of Chambersburg	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>Energy Efficiency Program</b>	Borough of Chambersburg	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>Broadband Enhancement Plan</b>	State of Pennsylvania	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>Resiliency Plan</b>	Franklin County Hazard Mitigation Plan	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
<b>2018 Childhood Lead Surveillance Annual Report</b>	Pennsylvania Department of Health	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.

**Table 3 – Other Local / Regional / Federal Planning Efforts**

**Narrative (optional)**

The Borough of Chambersburg has consulted and coordinated with various agencies and organizations, borough-wide, county-wide, and Commonwealth-wide. A culmination of these efforts has resulted in the development of the Borough's FY 2021 Annual Action Plan.

**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**

The FY 2021 Annual Action Plan has many components that require and encourage citizen participation. These components are the following: a public needs hearing and a public hearing to gather comments on the draft plan on public display. All of these comments are included in the Annual Action Plan in the Exhibit Section. Through the citizen participation process, the Borough uses resident input to develop how the plan will serve the low- and moderate-income population to reach the goals set forth in the Five-Year Consolidated Plan.

The Borough of Chambersburg has followed its adopted Citizens Participation Plan to develop its Annual Action Plan.

**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)
1.	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	None.	None.	None.	Not applicable.

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)
2.	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Agencies/Organization</p>	<p>The Borough of Chambersburg held its First Public Hearing on Thursday, April 16, 2021 at 2:00 PM. There were a total of no attendees. See public hearing comments and sign in sheets in the Attachments Section.</p>	<p>See public hearing comments in the Exhibits section of the Annual Action Plan.</p>	None.	Not applicable.
3.	CDBG Funding Requests	<p>Non-targeted/broad community</p> <p>Agencies/Organizations</p>	<p>The Borough of Chambersburg solicited applications for funding from public, private, and nonprofit agencies. These applications were due back to the Borough by Friday, April 16, 2021 by 4:00 PM.</p>	<p>The Borough of Chambersburg received three (3) applications for funding from social service organizations, public, and private entities.</p>	None.	Not Applicable.



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)
4.	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	The Borough of Chambersburg held its Second Public Hearing on Thursday, June 10, 2021 at 2:00 PM. See public hearing comments and sign in sheets in the Exhibit Section.	See public hearing comments in the Exhibits section of the Annual Action Plan.	None.	Not applicable.
5.	Internet Outreach	Non-targeted/broad community Agencies/Organizations	None.	None.	None.	<a href="http://www.borough.chambersburg.pa.us">http://www.borough.chambersburg.pa.us</a>
6.	Flyers	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	None.	None.	None.	Not Applicable.

Table 4 – Citizen Participation Outreach

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

**Introduction**

The Borough of Chambersburg is receiving \$335,484 from CDBG funds. The program year goes from July 1, 2021 through June 30, 2022. These funds will be used to address the following priority needs:

- Community Development
- Administration, Planning, and Management

The accomplishments of these projects/activities will be reported in the FY 2021 Consolidated Annual Performance and Evaluation Report (CAPER).

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Admin and Planning Public Improvements Public Services	\$335,484.00	\$0.00	\$0.00	\$335,484.00	\$0.00	Four (4) projects / activities were funded based on FY 2021 CDBG allocations.

**Table 5 - Expected Resources – Priority Table**

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

In addition to the CDBG entitlement funds, the Borough of Chambersburg anticipates the following federal resources may be available to local non-profit organizations to undertake the housing strategies identified in the Five-Year Consolidated Plan.

- Supportive Housing Program
- Low-Income Housing Tax Credit Program (LIHTC)
- Section 8 Rental Assistance Program
- Shelter Plus Care
- Section 8 Moderate Rehabilitation Program for Single Room Occupancy (SRO)
- Public Housing Development

Private and non-federal resources that may be available to the Borough of Chambersburg in the FY 2021 Program Year to address needs identified in the FY 2020-2024 Five-Year Consolidated Plan are listed below.

- **Elm Street Program** - Pennsylvania Department of Community and Economic Development (DCED) provides funding for Elm Street program which provides assistance and resources to residential and mixed-use areas in proximity to central business districts.
- **Main Street Program** - Pennsylvania Department of Community and Economic Development (DCED) provides funding for the Main Street program to assist the community's downtown economic development efforts through downtown revitalization projects and activities.
- **Neighborhood Assistance Tax Credit** -This program allows business corporations to receive a tax credit from a variety of State taxes for donations made to community based non-profit organizations for the implementation of housing, job training, and education program.
- **Housing and Redevelopment Assistance Program (HRA)** - The Pennsylvania Department of Community and Economic Development (DCED) provides funding for community development and housing assistance.
- **Federal Home Loan Bank Affordable Housing Program (AHP)** - Congress has mandated that ten (10%) of the Federal Home Loan Bank's profits be allocated to provide affordable housing. The FHLB encourages its members to work with public agencies and non-profit housing development organizations in creating highly leveraged affordable housing initiatives. Both sales and rental housing are eligible.
- **PHFA Home Purchase Programs** - The Pennsylvania Housing Finance Agency offers a variety of home purchase loans at competitive rates. Loan products include HFA loans and Keystone loans. Many of these loans are provided at below market rate for qualified buyers. Local mortgage lenders apply to PHFA for a commitment of a pool of mortgage loan funds.
- **Pennsylvania Office of Vocational Rehabilitation** - OVR will provide funds to make housing units accessible if such improvements will assist persons with disabilities in an employment situation.

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

Not applicable. The Borough has not acquired or improved any land, property, or buildings with CDBG funds that are available for sale.

**Discussion**

Not Applicable

draft

### Annual Goals and Objectives

#### 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.	CDS-2 Infrastructure	2020	2024	Non-Housing Community Development	Borough Wide	Community Development Priority	CDBG: \$238,484	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 795 Persons Assisted
2.	CDS-3 Public Services	2020	2024	Non-Housing Community Development	Borough Wide	Community Development Priority	CDBG: \$30,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
3.	AMS-1 Overall Coordination	2020	2024	Administration, Planning, and Management	Borough Wide	Administration, Planning, and Management Priority	CDBG: \$67,000	Other: 1 Other

Table 6 – Goals Summary

**Goal Descriptions**

1.	<b>Goal Name</b>	<b>CDS-2 Infrastructure</b>
	<b>Goal Description</b>	Improve the Borough’s infrastructure through rehabilitation, reconstruction, and new construction of streets, walks, curbs, ADA ramps, sewer, water, storm water management, bridges, green infrastructure, etc.
2.	<b>Goal Name</b>	<b>CDS-3 Public Services</b>
	<b>Goal Description</b>	Improve and enhance public services, programs for youth, the elderly, and persons with disabilities, along with general social/welfare public service programs for low- and moderate-income persons and households.
3.	<b>Goal Name</b>	<b>AMS-1 Overall Coordination</b>
	<b>Goal Description</b>	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 7 – 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)**

During the FY 2021 Annual Action Plan, the Borough is not funding any affordable housing projects/activities with CDBG funds.

**AP-35 Projects – 91.220(d)**

**Introduction**

Listed below are the FY 2021 CDBG Activities for the Borough of Chambersburg.

#	Project Name
1.	General Administration
2.	Center Street Reconstruction
3.	Diaper Depot at Central Presbyterian Church
4.	Boys and Girls Club of Chambersburg and Shippensburg

**Table 8 – Project Information**

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

The Borough of Chambersburg has allocated its CDBG funds for FY 2021 to principally benefit low- and moderate-income persons.

- The infrastructure improvement activities are either located in a low- and moderate-income census tract/block group or have a low- and moderate-income service area benefit or clientele over 51% low- and moderate-income.
- The Public Services activities are either located in a low- and moderate-income census area or have a low- and moderate-income services area benefit or clientele.

The proposed Center Street Reconstruction is located in C.T. 11200, B.G. 1 and its low- and moderate-income percentage is 82.81%.

**AP-38 Projects Summary**  
**Project Summary Information**

**Table 9 – Project Summary**

<b>1.</b>	<b>Project Name</b>	<b>General Administration</b>
	<b>Target Area</b>	Borough Wide
	<b>Goals Supported</b>	AMS-1 Overall Coordination
	<b>Needs Addressed</b>	Administration, Planning, and Management Priority
	<b>Funding</b>	CDBG: \$67,000.00
	<b>Description</b>	General administrative costs, including staff salaries/benefits, consulting services, preparation of application, annual action plans, environmental review record, CAPERs, advertising, audit, special studies, planning and management.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 10,610 individuals will benefit from this activity.
	<b>Location Description</b>	Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17207
	<b>Planned Activities</b>	The project matrix code is 21A, General Program Administration.
<b>2.</b>	<b>Project Name</b>	<b>Center Street Reconstruction</b>
	<b>Target Area</b>	Borough Wide
	<b>Goals Supported</b>	CDS-2 Infrastructure
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$238,484.00
	<b>Description</b>	Funds will be used to reconstruct Center Street, from Hood Street to Rife Street. This reconstruction includes installation of storm water improvements, curbing, and sidewalks with ADA curb ramps with detectable warning plates. (Multi-year Activity)
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 795 individuals will benefit from this activity.
	<b>Location Description</b>	C.T. 11200, B.G. 1.
	<b>Planned Activities</b>	The national objective is Low/Mod Area Benefit (LMA). The matrix code is 03K, Street Improvements.



<b>3.</b>	<b>Project Name</b>	<b>Diaper Depot at Central Presbyterian Church</b>
	<b>Target Area</b>	Borough Wide
	<b>Goals Supported</b>	CDS-3 Public Services
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$20,000.00
	<b>Description</b>	Funds will be used for a program providing diapers and training pants for babies and toddlers whose families struggle to meet this basic need.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 25 individuals will benefit from this activity.
	<b>Location Description</b>	40 Lincoln Way W, Chambersburg, PA 17201
	<b>Planned Activities</b>	The national objective is Low/Mod Area Benefit (LMA).
	<b>Project Name</b>	<b>Boys and Girls Club of Chambersburg and Shippensburg</b>
	<b>Target Area</b>	Borough Wide
	<b>Goals Supported</b>	CDS-3 Public Services
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$10,000.00
	<b>Description</b>	Funds will be used for a character-building program for youth.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 25 individuals will benefit from this activity.
	<b>Location Description</b>	73 W Burd Street, Shippensburg, PA 17257
	<b>Planned Activities</b>	The national objective is Low/Mod Area Benefit (LMA).

**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 following information provides a profile of the population age, and racial/ethnic composition of the Borough of Chambersburg. The 2015-2019 American Community Survey (ACS) 5-Year Estimates were used to analyze the social, economic, housing, and general demographic characteristics of the Borough of Chambersburg. The 5-year estimates are the most recent data available. The 2010 U.S. Census data is included where possible.

**Population:**

- The 2015-2019 American Community Survey reports a population of 20,832 people, or an increase of 568 people (2.8%) since the 2010 Census
- According to the 2015-2019 ACS data, the Borough's male population was 9,771, or 46.9% of the total population and the Borough's female population was 11,061, or 53.1%

**Age:**

- Median age in the Borough of Chambersburg was 37.6 years, compared to 41.6 years in Franklin County and 40.8 years for Pennsylvania
- Youth under the age of 18 accounted for 22.7% of the Borough's population
- Seniors age 65 or over make up 19.1% of the Borough's population

**Race/Ethnicity:**

- 78.7% are White
- 11.5% are Black or African American
- 19.8% are Hispanic or Latino

**Income Profile:**

The Median Family Household Income for a family of four is \$73,200 in the Chambersburg-Waynesboro, PA MSA according to HUD's FY 2021 Income Limits. The following is a summary of income statistics for the Borough of Chambersburg:

- According to the 2015-2019 ACS data, median household income in the Borough of Chambersburg was \$49,023 which was lower than Franklin County (\$63,379) and Pennsylvania (\$61,744)
- 37.5% of households with earnings received Social Security income
- 3.4% received public assistance
- 23.5% received retirement income
- 18.2% of female-headed households with children were living in poverty
- 16.3% of all youth under 18 years of age were living in poverty
- 19.0% were in the service sector

- 28.4% of the employed civilian population had occupations classified as management, professional, or related
- 19.6% of the employed civilian population had occupations classified as sales and office
- The education, health, and social service industry represented 25.0% of those employed
- 86.1% of workers were considered in private wage and salary workers class
- 2.8% of workers were considered in the self-employed workers in own not incorporated business

According to the U.S. Labor Department, the preliminary unemployment rate for the Chambersburg-Waynesboro Metropolitan Statistical Area in March 2021 was 5.9 %, compared to 7.3% for the Commonwealth of Pennsylvania, and 6.0% nationally.

**Geographic Distribution**

Target Area	Percentage of Funds
Borough Wide	100%

**Table 10 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

The proposed activities and projects for FY 2021 are located in areas of the Borough with the highest percentages of low- and moderate-income persons, and those block groups with a higher than average percentage of minority persons. The following census tracts and block groups have at least 51% of the households with low- and moderate-incomes:

- C.T. 109, B.G. 2
- C.T. 109, B.G. 3
- C.T. 11000, B.G. 1
- C.T. 11000, B.G. 2
- C.T. 11000, B.G. 3
- C.T. 11200, B.G. 1
- C.T. 11200, B.G. 2
- C.T. 11200, B.G. 3

**Low/Mod Income Profile:**

Chambersburg has an overall low- and moderate-income percentage of 53.5%.

**Discussion**

The geographic locations and the public benefit for the FY 2021 CDBG Activities/Projects are as follows:

- **General Administration** – Borough Wide, 100 South Second Street, Chambersburg, PA 17201
- **Center Street Reconstruction** – C.T. 11200, B.G. 1 and Low/Mod Income Area Benefit (LMA)
- **Diaper Depot at Central Presbyterian Church** – Borough Wide, 40 Lincoln Way W, Chambersburg, PA 17201; Low/Mod Clientele Benefit (LMC)
- **Boys and Girls Club of Chambersburg and Shippensburg** – Borough Wide, 73 W. Burd Street, Shippensburg, PA 17257; Low/Mod Clientele Benefit (LMC)

draft

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The Borough of Chambersburg will not be undertaking any affordable housing activities using FY 2021 CDBG funds.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
<b>Total:</b>	<b>0</b>

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
<b>Total:</b>	<b>0</b>

Table 12 - One Year Goals for Affordable Housing by Support Type

### Discussion

During this program year, the Borough is not funding any affordable housing projects/activities with CDBG funds. The Borough uses HOME funds it receives from the Commonwealth of Pennsylvania to undertake affordable housing projects/activities.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Franklin County Housing Authority's mission is to "Providing homes that build hope and create neighborhoods." The Franklin County Housing Authority is not rated as a "troubled" agency by HUD and is recognized as a "high performer" for both PHAS (Public Housing Assessment System) and SEMAP (Section Eight Management Assessment Program).

The Franklin County Housing Authority owns and professionally manages family communities and elderly/disabled rental apartments. The apartments are located throughout Franklin County. FCHA manages 364 public housing units throughout Franklin County and 244 public housing units in the Borough of Chambersburg. FCHA also acts as the Management Agent for four other privately owned housing communities in Franklin County. Of these, two (2) are located in Chambersburg – Sunset Terrace Townhomes, offering 24 garden style apartments and 16 townhomes, and Redwood Park Townhomes, offering 40 townhomes in 10 building clusters of 3-5 townhomes each.

The Franklin County Housing Authority also manages 368 Section 8 Housing Choice Vouchers. There is currently a waiting list of 120 individuals for Section 8 Housing Choice Vouchers.

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

The Franklin County Housing Authority has implemented Asset Management for each of its public housing developments. This provides for development/AMP-based accounting, personnel supervision at the AMP level, and short-term and long-term maintenance needs by staff at AMP level including capital improvements.

The Franklin County Housing Authority does not plan to demolish or remove any public housing units in the Borough of Chambersburg during the FY 2021 Program Year.

According to FCHA's 2015 Five-Year and Annual Plan, the strategies for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year include encouraging work and expanding housing opportunities for the very-low (50% or below AMI) and extremely low-income (30% or below AMI) residents in the County, in addition to expanding housing choices for the elderly, disabled, individuals in domestic abuse situations, individuals in federally declared disaster areas, and Voucher-holders.

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

The Franklin County Housing Authority maintains an active relationship with its residents and encourages residents of public housing to become involved in the housing authority's decision making process. The Housing Authority engages in cooperative activities with the Boys & Girls Club in Chambersburg's Meadow

Creek 2, Waynesboro Communities that Care, and Pathstone. FCHA has also developed Resident Councils in both family developments and holds elections for Resident Councils. The resident councils manage Resident Participation Funding. There is one public housing resident who sits on the Board of Directors of the Franklin County Housing Authority.

The Franklin County Housing Authority offers a First Time Homebuyer Program through Valley Community Housing Corporation (VCHC) as the General Partner and self-sufficiency coordinator. VCHC offers assistance to purchase brand new homes in the Borough of Chambersburg to qualifying low-income families. In addition, eligible Section 8 Voucher holders can use their vouchers to assist in the purchase of their own home through the Section 8 Homeownership Program. The voucher assistance provides a partial payment toward the mortgage every month. Participants are assisted with budgeting and credit repair as needed, provided with homeownership education, and given support every step of the way as they purchase their home.

Eligibility requirements for the Homeownership Program:

- Have a Section 8 Voucher.
- Be consistently employed for one year before homeownership assistance starts. (Elderly people and people with disabilities are exempt from this requirement.)
- Must earn at least \$14,400 per year; with exceptions as noted above.
- Must be a first-time homebuyer. (Not have owned a home in the past 3 years.)
- Be willing to utilize the voucher to purchase a home within Franklin County.
- Have credit good enough to qualify for a mortgage loan.
- Be a current or former FSS participant

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

The Franklin County Housing Authority is not designated as "troubled," and is considered a "high performer" by HUD.

**Discussion**

Not applicable.



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

### **Introduction**

The Eastern PA CoC serves a total of thirty-three (33) counties. The 33 counties are organized into five (5) geographically dispersed Regional Homeless Advisory Boards (RHABs). The Borough of Chambersburg belongs to the South Central Pennsylvania Regional Homeless Advisory Board (RHAB) which oversees the Continuum of Care Network for Central Pennsylvania for nine (9) counties. The South Central RHAB includes Adams, Bedford, Blair, Cambria, Centre, Franklin, Fulton, Huntingdon, and Somerset counties.

According to the Governance Charter for the PA Eastern Continuum of Care Collaborative, the mission of the PA Eastern CoC is to end homelessness throughout the 33-county Continuum of Care. The CoC works toward ending homelessness by providing a framework for a comprehensive and well-coordinated regional and local planning process. This includes identifying needs, conducting a system wide evaluation of existing resources and program activities, and building a system of housing and services that addresses those needs. This mission will be pursued through the development of long-range plans to prevent and end homelessness in the geographic area, as well as the coordination necessary for successful implementation. The objectives of the CoC include the following:

- Promote development of adequate funding for efforts for preventing homelessness, rapidly rehousing homeless persons, and stabilizing their housing;
- Maximize potential for self-sufficiency among individuals and families experiencing homelessness;
- Promote full access to, and effective use of, mainstream programs.

The Funding Committee is responsible for coordinating the annual application to HUD. In this capacity, it reviews all documents from the previous funding round; sets a schedule and time line for the current funding round; develops and edits forms for new project and renewal evaluations; develops ranking criteria; collaborates with the Data Management, Collection, and Outcomes Committee, as necessary; and provides ranking reports to the CoC. In addition, in order to increase CoC-wide performance, ensure the strategic use of HUD funds, and develop new resources, this Committee will also be charged with developing the CoC's reallocation strategy. This includes setting policy to make any funding cuts or allocate new resources, based on the NOFA for the Continuum of Care.

**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 South Central Community Action Program (SCCAP) Franklin County Shelter staff participates in the Point-In-Time counts and conducts a Need Assessment. The SCCAP Franklin County Shelter completes a Needs Assessment on every client upon admission. The categories covered by the Needs Assessment (each with specific sub-categories) are as follows: Employment Skills/Training, Money Management, Housing, Health, Public Assistance/Type Needed, Parenting/Family, Legal, and Other/Miscellaneous.

Referrals are made to the SCCAP Franklin County Shelter for services by Franklin County Information and Referral, other agencies, shelters, police departments, hospitals, and churches.

The Continuum of Care completes a regular “Point-in-Time Count Survey” each January to determine the number of homeless individuals and families in the Eastern Pennsylvania Region. Based on the Point-In-Time Count (PITC) conducted during January 2020, the following numbers of homeless persons were reported in Franklin and Fulton Counties:

- **Unsheltered** - 14 individuals, 0 families with children, and 0 child only household
- **Transitional Housing** - 7 individuals, 0 families with children, and 0 children only
- **Emergency Shelter** – 69 individuals, 12 families with children (35 people), and 0 children only

The 2020 Point-in-Time Count was conducted on Thursday, January 23, 2020. The 2021 Point-in-Time Count is still being tabulated.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The SCCAP Franklin County Shelter has nine (9) rooms and eighteen (18) beds. Of the rooms, two (2) are for families. The remaining beds are used as needed. The SCCAP Franklin County Shelter provides temporary, emergency shelter and individualized programming, support, and follow-up. However, Franklin County does not currently have any CoC-funded transitional housing projects.

The SCCAP Shelter does not provide services to current users of drugs and/or alcohol. Individuals cannot use drugs or alcohol on the premises of the shelter. Services are provided to elderly clients but the facility does not provide assisted living, nursing, CNA, or rehabilitation services. The Shelter also serves those who are mentally and physically disabled as well as those with HIV/AIDS. Finally, the Rapid Re-Housing program has assisted the SCCAP Shelter to form partnerships with landlords.

Domestic violence victims are provided services through Women in Need (WIN) which is equipped to ensure victims’ safety. WIN and Money Matters provide counseling in financial stability and safety planning for when individuals leave the shelter. Many victims also need assistance with jobs, transportation and childcare. There are few housing options for victims of domestic violence in the Borough of Chambersburg and waiting lists for assisted housing are long. Women In Need did not receive

federal funds, though they did receive funding from the Commonwealth of Pennsylvania through the Redevelopment Capital Assistance Program.

**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**

Franklin County Human Services has participated in the Coordinated Entry System since it was launched in January 2018. Franklin County Human Services is required to participate in the system as it manages CoC funded projects. Franklin County Human Services also became a physical access site in the Fall of 2018.

Franklin County Human Services has built an effective and efficient network comprised of providers, faith-based organizations, community action agencies and healthcare providers who collaborate to address housing issues in the community.

The local CareerLink and Community Action Agencies (CAA) are the primary mainstream employment organizations working in collaboration with homeless providers and homeless individuals/families. Some of the CareerLink offices attend monthly meetings of the Regional Homeless Advisory Boards in their jurisdiction and have partnered with homeless providers on grant applications to increase/expand services specifically for homeless individuals. CAAs operate a Ready-to-Work program for persons receiving Temporary Assistance for Needy Families (TANF) benefits, in collaboration with WIB & CareerLink. The purpose of the program is to increase pre-employment skills.

The CoC has adopted the Orders of Priority for persons experiencing chronic homelessness, granting priority of permanent supportive housing beds to chronically homeless individuals and families. To improve access to Chronic Homeless beds in counties with an excess of Chronic Homeless-prioritized beds, the "Bed Turnover Policy" indicates that a bed will first be filled through the project's waiting list, then within the County, and then finally will be open CoC-wide. It will be held for seven (7) days before it is rented to a non-Chronic Homeless household.

The CoC's Veterans Leadership Engagement Committee (VLEC) developed Operational Policies, which have been adopted by the CoC Board. Homeless veterans are identified and referred to the relevant Veterans Affairs and/or HUD homeless services. The VLEC manages a by-name master list of names of veterans integrated into HMIS. The state's ESG program has prioritized funding for programs providing homeless services to veterans.

**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 SCCAP Franklin County Shelter works with individuals and families who are already homeless. Those individuals and families who are not yet homeless but are at risk of becoming homeless may be qualified for assistance through the SCCAP Homeless Assistance Program to help them remain housed. South Central Community Action Programs, Inc. receives ESG funds for Franklin County, which is used to fund Homeless Prevention activities, such as rent and utility assistance, and Rapid Re-Housing through the Franklin County Homeless Shelter.

The CoC does not coordinate with health care providers throughout the geographic area. There are examples of coordination in specific communities, but this is conducted mostly on an as-needed basis.

CoCs are required by the CoC Program interim rule to establish a Centralized or Coordinated Assessment system – also referred to as Coordinated Entry. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner.

The CoC has outlined its Discharge Policy for assisting persons being discharged from mental health facilities, hospitals, correction facilities, and for those aging out of foster care:

- **Mental Health Discharge** - PA has a formal policy that no discharge from a state hospital can occur unless all housing, treatment, case management and rehab services are in place at the county level. The goal is for all individuals to move into the most integrated housing of their choice in the community. Every individual in a state hospital for over 2 years must have a pre-discharge Community Support Plan that includes living arrangement. Individuals are never discharged from a state hospital to the street or shelter. Each individual is discharged to his/her own housing, housing with a friend or relative, limited size personal care home or mental health residential program.
- **Hospital Discharge** -Hospitals must have written discharge policies for "appropriate referral and transfer plans" including evaluation of a patient's capacity for self-care and possibility of being cared for in "the environment from which s/he entered the hospital." The actual discharge varies with the individual being discharged, their primary and behavioral health needs, and resources and supports available. Some shelters have protocols against accepting certain individuals directly from a hospital.
- **Corrections Facility Discharge** - Two policies are in place for those being discharged from corrections facilities: The PA Board of Probation and Parole (PBPP) policy that no one may be released on parole without approval of Home Plan by Parole Supervision Staff; and the PA Department of Corrections (DOC) Policy Statement on Inmate Reentry and Transition requiring written information on housing, photo ID, and other documentation for all inmates. The PA Dept

of Corrections (DOC) and the PA Board of Probation and Parole (PBPP) are responsible for ensuring that persons are not routinely discharged into homelessness.

- **Foster Care Discharge** - Children aging out of foster care are protected by laws to ensure that youth are not discharged into homelessness. The Federal Fostering Connections Act and State Court Rule require a Transition Plan before discharge from foster care. County agencies provide limited housing support upon discharge, ending at age 21. Youth go to relatives or family, transitional living placements, four-year schools, to live with roommates/friends, reunite with family of origin, or remain with foster family.

draft

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

### **Introduction**

The Borough of Chambersburg's 2020 Analysis of Impediments to Fair Housing Choice has identified the following impediments and goals to address those impediments and affirmatively further fair housing in the Borough:

#### **IMPEDIMENT 1: FAIR HOUSING EDUCATION AND OUTREACH**

There is a continuing need to educate residents about their rights under the Fair Housing Act, the Americans with Disabilities Act, and the Rehabilitation Act, especially low- and moderate-income persons, minorities, the disabled and the elderly population in the community.

- **Goal:** Increase the knowledge and awareness of individual's rights and the responsibilities of landlords in regard to fair housing, related laws, and requirements to affirmatively further fair housing in Chambersburg.

#### **IMPEDIMENT 2: HOUSING AFFORDABILITY**

The median cost to purchase a single-family home in Chambersburg, that is decent, safe and sound is \$157,300, and the monthly rental cost for a two bedroom apartment is \$869, which limits the choice of housing for lower income households.

- **Goal:** Promote the development of additional housing units, that would be affordable to lower income households, through new construction, in-fill housing, and rehabilitation of existing houses, and the conversion of vacant structures to housing.

#### **IMPEDIMENT 3: HOUSING ACCESSIBILITY**

Over 15% of the Borough's population has one or more disabilities and 16.6% of the Borough's population is elderly which has created a demand for accessible housing that is decent, safe, sound and affordable to persons with disabilities and the elderly.

- **Goal:** Increase the supply of accessible housing for the disabled and elderly that meets the needs of this portion of the Borough's population.

**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**

The Borough of Chambersburg's 2020 Analysis of Impediments to Fair Housing Choice states that previous recommendations were presented to the Borough, which they enacted as part of its commitment to affirmatively furthering fair housing.

Under §300.7 – Definitions.

Existing definitions were reviewed for compliance with the Fair Housing Act and new definitions were added to the Zoning Ordinance:

- "Affirmatively furthering fair housing"
- "Fair Housing Act".
- "Americans with Disabilities Act"
- "Disabled"
- "Visitable" and "Accessible"

**Discussion**

To promote Fair Housing, the Mayor will continue to proclaim April as "Fair Housing Month" in the coming years. The Borough will continue to monitor and review public policies for discriminatory practices and/or impacts on housing availability during this program year. In addition to the proclamation, the Borough will complete the following activities to promote fair housing:

- Distribute pamphlets on Tenant's Rights to Fair Housing to: Borough Hall, Libraries, social service organizations, charitable organizations, and code enforcement officers to handout during inspections.
- Display the Fair Housing Poster "It's Not an Option – It's the Law."
- Provide fair housing information to landlords.
- Fair Housing Proclamation from the Mayor.
- Will hold a fair housing event.



## AP-85 Other Actions – 91.220(k)

### Introduction

The Borough of Chambersburg has developed the following actions which address the obstacles to meeting underserved needs, fosters affordable housing, reduces lead-based paint hazards, reduces the number of families living in poverty, develops institutional structures, and enhances coordination between public and private housing and social service agencies.

### Actions planned to address obstacles to meeting underserved needs

Despite efforts made by the Borough of Chambersburg and social service providers, a number of significant obstacles remain to meeting underserved needs. With funding resources being scarce, funding becomes the greatest obstacle for the Borough of Chambersburg to meet its underserved needs. Insufficient funding lessens the ability to fund many worthwhile public service programs, activities, and agencies. The Borough through its planning efforts will use its limited resources to address the Borough of Chambersburg's greatest needs and improve the quality of life for its residents. The following obstacles need to be overcome in order to meet underserved needs:

- Lack of decent, safe, sound, and affordable owner and renter housing
- High cost of rehabilitation work
- Aging in place population who need accessibility improvements
- Need major rehabilitation of the Borough's aging housing stock
- The increasing number of vacant and abandoned properties
- High unemployment rate and loss of household income
- Low wages in the service and retail sector job market

### Actions planned to foster and maintain affordable housing

To foster and maintain affordable housing, the Borough of Chambersburg proposes the following Five-Year Goals and Strategies:

- **HGS-1 Housing Rehabilitation** - Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the community by addressing code violations, emergency repairs, energy efficiency improvements, and accessibility for persons with disabilities.
- **HGS-2 Housing Construction/Rehabilitation** - Increase the supply of decent, safe and sanitary accessible housing that is affordable to owners and renters in the City by assisting with acquisition, development fees, and construction and rehabilitation of vacant units.
- **HGS-3 Fair Housing** - Promote fair housing choice through education, training and outreach to affirmatively furthering fair housing.
- **HGS-4 Homeownership** - Continue to assist low- and moderate-income homebuyers to purchase homes through down payment / closing cost assistance, and associated housing counseling.

Due to limited funds the Borough will not be using any CDBG funds to carry out any of these Goals and Strategies during this program year.

### **Actions planned to reduce lead-based paint hazards**

The revised Federal Lead Based Paint Regulations published on September 15, 1999 (24 CFR Part 35) have had a significant impact on many activities – rehabilitation, tenant based rental assistance, and property acquisition – supported by the CDBG program. The Borough of Chambersburg will comply with Title 24, Part 35: Lead Based Paint Poisoning Prevention in Certain Residential Structures (Current Rule).

#### **Rehabilitation Programs:**

The Borough of Chambersburg will ensure that:

- 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.
- 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, when applicable.

#### **Homeownership Programs:**

The Borough of Chambersburg will ensure that:

- Applicants for homeownership assistance receive adequate information about lead based paint requirements.
- Staff determines whether proposed projects are exempt from lead-based paint requirements.
- A proper visual assessment is performed to identify deteriorated paint in the dwelling unit, any common areas servicing the unit, and exterior surfaces of the building or soil.
- The home purchaser receives the required lead-based paint pamphlet and notices.
- Prior to occupancy, properly qualified personnel perform paint stabilization, and the dwelling passes a clearance exam in accordance with the standards established in 24 CFR Part 35.

The 2019 Childhood Lead Surveillance Annual Report from the Pennsylvania Department of Health reported that 1,809 children six (6) years of age or younger were tested for elevated blood lead levels in Franklin County. Of those tested, 41 (0.37%) tested positive for blood lead levels above 5 µg/dL.

### **Actions planned to reduce the number of poverty-level families**

According to the 2015-2019 American Community Survey, approximately 13.1% of Chambersburg's residents live in poverty. Female-headed households with children are particularly affected by poverty at 18.2%. Additionally, 16.3 of all youth under the age of 18 were living in poverty. The Borough's goal of reducing the extent of poverty is 5%, based on actions the Borough has control over, or actions in which the Borough will cooperate with outside agencies.

The Borough's anti-poverty strategy is based on attracting a range of businesses and supporting workforce development, including job-training services for low income residents. In addition, the Borough will continue to partner with local social service organizations that target low-income residents.

### **Actions planned to develop institutional structure**

The Borough's Land Use and Community Development Department will coordinate activities among the public and private agencies, and other organizations in the Borough. This will ensure that the goals and objectives of the Five-Year Consolidated Plan will be addressed by more than one agency. The key agencies that are involved in the implementation of the Plan, as well as additional resources that may be available, are described below.

#### **Public Sector:**

- Borough of Chambersburg - Mayor's Office, Borough Manager, Director of Finance, Borough Solicitor, Police Department, Fire Department, Sanitation Department, Emergency Services Department, Code Enforcement, Recreation Department, Parking Traffic and Street Lights Department, Electric Department, Gas Department, and Engineering Department
- Franklin County Housing Authority
- Franklin County Veterans Affairs Center
- Chambersburg Hospital
- Franklin County Area Agency on Aging
- USDA Rural Development
- Franklin County Area Development Corporation

#### **Non-Profit Agencies:**

There are several non-profit agencies that serve target income households in the Borough of Chambersburg. The Borough will collaborate with these essential service providers. Some of them include:

- Family Care Services
- Occupational Services Inc.
- House of Grace
- ARC of Franklin and Fulton Counties
- Chambersburg Chamber of Commerce
- Head Start
- Chambersburg Memorial YMCA
- United Way of Franklin County

**Private Sector:**

Lenders, affordable housing developers, business and economic development organizations, and private service providers offer a variety of assistance to residents such as health care, small business assistance, home loan programs, and assisted housing, among others. The Borough will collaborate with the following private sector organizations:

- Small Business Development Center
- Federal Home Loan Bank (FHLB)
- Local Financial Institutions
- Private Housing Developers
- Local Realtors

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

The primary responsibility for the administration of the Annual Action Plan is assigned to the Land Use and Community Development Department at the Borough of Chambersburg. This department will coordinate activities among the public and private organizations, in their efforts to implement different elements and to realize the prioritized goals of the Annual Action Plan. The Borough is committed to continuing its participation and coordination with public, housing, and social service organizations. The Borough solicits funding requests for CDBG funds. These requests were reviewed and discussed by the Land Use and Community Development Department.

**Monitoring:**

The Borough of Chambersburg Community Development Specialist has the primary responsibility for monitoring the Borough's Annual Action Plan and will maintain records on the progress toward meeting the goals and the statutory and regulatory compliance of each activity. Service area documentation is maintained along with income surveys. Timeliness of expenditures 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. The Community Development Specialist is also responsible for the on-going monitoring of any sub-recipients for similar compliance.

The Borough of Chambersburg's Community Development Specialist has a "monitoring checklist" that is utilized when programs and activities are reviewed. This checklist was developed in accordance with Sub-Part J of 24 CFR, Part 85 "Uniform Administrative Requirement for Grants and Cooperative Agreements of State and Local Governments" and the HUD Community Planning and Development Monitoring Handbook (HUD 6509.2)

CDBG funded activities are monitored periodically, during the construction phase, and a final inspection is performed which details the cost benefit and benefit to low- and moderate-income persons. During the on-site inspections, compliance with the local building and housing codes are reviewed. Copies of financial statements and audit reports are required and kept on file. For those activities which trigger Davis-Bacon Wage Rates, employee payrolls are required prior to payments and on-site employee interviews will be held. These monitoring standards are required for all Borough administered projects and sub-recipient activities.

For each activity authorized under the National Affordable Housing Act, the Borough of Chambersburg has established fiscal and management procedures that will ensure program compliance and fund accountability. Additionally, the Department will ensure that the reports to the U.S. Department of Housing & Urban Development (HUD) are complete and accurate.

The monitoring process is not a "one-time" event. The process is an on-going system of planning, implementation, communication and following up.

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

**Introduction**

The Borough of Chambersburg receives an annual allocation of CDBG funds. Since the Borough receives this federal allocation the questions below have been completed, as they are applicable.

**Community Development Block Grant Program (CDBG)  
Reference 24 CFR 91.220(I)(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	\$0.00
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.	\$0.00
3. The amount of surplus funds from urban renewal settlements	\$0.00
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	\$0.00
5. The amount of income from float-funded activities	\$0.00
<b>Total Program Income:</b>	<b>\$0.00</b>

**Other CDBG Requirements**

1. The amount of urgent need activities	\$0.00
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.	100.00%

**Discussion****CDBG Program Income:**

- The Borough of Chambersburg does not anticipate it will receive any Program Income during this program year.

**CDBG Percentages:**

- **Administrative Percentage:** 19.97%
- **Public Service Percentage:** 9.84%
- **Low- and Moderate-Income Percentage:** 100.00%
- **Slum and Blight Percentage:** 0.00%

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# **APPENDICIES**

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# **SF 424 FORMS**

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**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
---	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="23-6002979"/>	* c. Organizational DUNS: <input type="text" value="0697826470000"/>
--	---

**d. Address:**

\* Street1:   
Street2:   
\* City:   
County/Parish:   
\* State:   
Province:   
\* Country:   
\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name: <input type="text" value="Land Use &amp; Com. Dev. Dept."/>	Division Name: <input type="text" value="Com. &amp; Econ. Dev. Office"/>
---	---

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

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:  Fax Number:

\* Email:

**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:**

U.S. Department of Housing and Community Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grants (CDBG)/Entitlement Grants

**\* 12. Funding Opportunity Number:**

Not Applicable

\* Title:

Not Applicable

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

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

The FY 2021 Annual Action Plan for the Community Development Block Grant (CDBG) Program.

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.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="335,484.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="335,484.00"/>

**\* 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:

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President of Council
APPLICANT ORGANIZATION Borough of Chambersburg, PA	DATE SUBMITTED 06/18/2021

# **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.

**Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant 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 Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature of Authorized Official

June 14, 2021  
Date

President of Council  
Title

## Specific Community Development Block Grant 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 plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan 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 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 CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having 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 (see Optional CDBG Certification).
2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2021, 2022, 2023 [a period specified by the grantee 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.

In addition, 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 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 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 of Authorized Official

June 14, 2021  
Date

President of Council  
Title

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**OPTIONAL Community Development Block Grant Certification**

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 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 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 of Authorized Official

June 14, 2021

Date

President of Council

Title

draft

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

#### **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.

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# **RESOLUTIONS**

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**A RESOLUTION OF TOWN COUNCIL OF  
THE BOROUGH OF CHAMBERSBURG APPROVING  
THE FY 2021 ANNUAL ACTION PLAN**

**WHEREAS**, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the prevention or elimination of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs; and

**WHEREAS**, the U.S. Department of Housing and Urban Development has advised the Borough of Chambersburg that under Fiscal Year 2021, the Borough is eligible to apply for an entitlement grant under the Community Development Block Grant (CDBG) Program in the amount of \$335,484; and

**WHEREAS**, the Borough of Chambersburg's Land Use & Community Development Department has prepared an Annual Action Plan for Fiscal Year 2021 which proposes how the entitlement grant funds will be expended to address the housing and community development needs identified in the Borough's Five-Year Consolidated Plan; and

**WHEREAS**, a draft of the FY 2021 Annual Action Plan was on public display from May 14, 2021 through June 14, 2021 and the Borough held a series of public hearings on the said Plan and the comments of various agencies, groups, and residents were taken into consideration in the preparation of the final document.

**NOW, THEREFORE, BE IT RESOLVED BY TOWN COUNCIL OF THE BOROUGH OF CHAMBERSBURG, FRANKLIN COUNTY, PENNSYLVANIA, AS FOLLOWS:**

**SECTION 1.** That the Annual Action Plan for the Fiscal Year 2021 CDBG Program is hereby in all respects APPROVED and the President of Town Council is hereby directed to file a copy of said Annual Action Plan for Fiscal Year 2021 with the Official Minutes of this Meeting of this Town Council.

**SECTION 2.** That the Borough is COGNIZANT of the conditions that are imposed in the undertaking and carrying out of the Community Development Block Grant Program with Federal financial assistance, including those relating to (a) the relocation of site occupants, (b) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin, and (c) other assurances as set forth under the certifications.

**SECTION 3.** That the President of Town Council, on behalf of the Borough of Chambersburg, Pennsylvania, is AUTHORIZED to file an Application for financial assistance with the U.S. Department of Housing and Urban Development which has indicated its willingness to make available funds to carry out the CDBG Program in the

amount of \$335,484; and its further AUTHORIZED to act as the authorized representative of the Borough of Chambersburg to sign any and all documents in regard to these programs.

**SECTION 4.** That the President of Town Council, on behalf the Borough of Chambersburg, Pennsylvania, is AUTHORIZED to provide assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended; and any other supplemental or revised data which the U.S. Department of Housing and Urban Development may request in review of the Borough's Application.

**ADOPTED INTO A RESOLUTION THIS 14<sup>th</sup> DAY OF JUNE 2021 BY TOWN COUNCIL OF THE BOROUGH OF CHAMBERSBURG, PENNSYLVANIA.**

**IN WITNESS WHEREOF**, I Alice C. Elia, President of Town Council of the Borough of Chambersburg, Pennsylvania have hereunto set my hand and caused the official seal of the Borough of Chambersburg to be affixed this 14<sup>th</sup> day of June 2021.

**BOROUGH OF CHAMBERSBURG, PA**

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Alice C. Elia,  
President of Town Council

**ATTEST:**

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Jamia L. Wright, Borough Secretary



# **CITIZEN PARTICIPATION**

draft

**PUBLIC HEARING NOTICE  
BOROUGH OF CHAMBERSBURG, PENNSYLVANIA  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

Notice is hereby given that the Borough of Chambersburg, Franklin County, PA will hold a public hearing on Thursday, **April 8, 2021 at 2:00 PM**, prevailing time, in the Borough of Chambersburg's Council Hall in the Municipal Building located on the first floor of 100 South Second Street, Chambersburg, PA 17201. The Council Hall and the Municipal Building are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate residents in order for them to participate in the public hearing, please call Mr. Phil Wolgemuth, Assistant to the Borough Manager and Land Use and Community Development Director, Borough of Chambersburg, at (717) 251-2436, or for persons who may have a hearing impediment, please contact 7-1-1 for the TTY/TTD relay.

The Borough of Chambersburg is a Federal Entitlement Community under the Community Development Block Grant Program. The purpose of this public hearing is to gather information for the Borough's Annual Action Plan for FY 2021, which the Borough must submit to the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Funds. Additionally, the hearing will be used to solicit the views and comments of individuals and organizations concerning the housing, community and economic development, and fair housing needs in the Borough.

The Borough of Chambersburg will receive a CDBG entitlement grant in the amount of \$335,484 for FY 2021. In order to receive those funds, the Borough of Chambersburg must prepare a One Year Annual Action Plan for the use of the CDBG funds. At least 70% of the CDBG funds must benefit low- and moderate-income persons living in the Borough of Chambersburg. The Borough will be preparing its CDBG application and it intends to afford residents, local agencies, and interested parties the opportunity to become involved in the planning process.

Application packets for not-for-profit organizations seeking CDBG funds for FY 2021 are available at the Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201. The deadline to submit a completed application packet to the Community Development Office is 4:00 PM on Friday, April 16, 2021.

The following types of activities may be eligible for funding under the CDBG program: Acquisition of property; disposition costs; improvements to public facilities, including the removal of architectural barriers; demolition and environmental clean-up; public services that are new or a quantifiable increase in the level of service; interim assistance; relocation payments for persons displaced as a result of a CDBG activity; rehabilitation of houses; code enforcement; special economic development activities; special activities undertaken by a community based development organization; home ownership assistance for purchase; planning; environmental; program administration; audit; and other miscellaneous activities.

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

All interested residents are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the needs of the Borough of Chambersburg and the use of CDBG funds to address those needs during FY 2021. Written comments may be addressed to Mr. Phil Wolgemuth, Assistant to the Borough Manager and Land Use and Development Director, Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201 and 711 for the hearing impaired.

Ms. Alice C. Elia,  
President of Town Council

# Public Opinion

PART OF THE USA TODAY NETWORK

BOROUGH OF CHAMBERSBURG  
100 S 2 ND ST

CHAMBERSBURG, PA 17201-2515

Publication Cost: \$307.00

Ad No: 0004660474

Customer No: 1427674

PO #:

# of Affidavits 1

**This is not an invoice**

## Affidavit of Publication

### Proof of Publication State of Pennsylvania

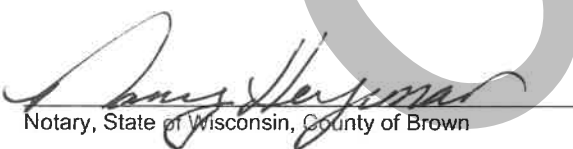
**The Public Opinion** is the name of the newspapers(s) of general circulation published continuously for more than six months at its principle place of business, 77 North Third Street, Chambersburg, PA 17201.

The printed copy of the advertisement hereto attached is a true copy, exactly as printed and published, of an advertisement printed in the regular issues of the said The Public Opinion published on the following dates, viz:

**Date of Publication: 03/26/2021**

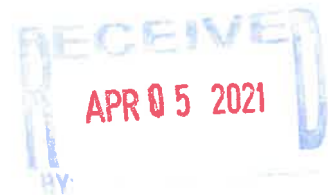
I, being first duly sworn upon oath depose and say that I am a legal clerk and employee of The Public Opinion and have personal knowledge of the publication of the advertisement mentioned in the foregoing statement as to the time, place and character of publications are true, and that the affiant is not interested in the subject matter of the above mentioned advertisement.

Subscribed and sworn to before on March 26, 2021.

  
Notary, State of Wisconsin, County of Brown

5.15.23  
My commission expires

NANCY HEYRMAN  
Notary Public  
State of Wisconsin



**PUBLIC HEARING NOTICE  
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
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Ms. Alice C. Elia,  
President of Town Council



## BOROUGH OF CHAMBERSBURG CDBG PUBLIC HEARING FY 2021 ANNUAL ACTION PLAN

April 8, 2021 at 2:00 p.m.  
Chambersburg Council Hall  
Municipal Building, First Floor  
100 South Second Street  
Chambersburg, PA 17201

**Opening Remarks:** Phil Wolgemuth, Assistant Borough Manager and Land Use and Community Development Director

**Introduction of Borough's Consultant:** Mr. Wolgemuth

**Presentation by Consultant:** Dave Jordan, Urban Design Ventures, LLC

**Overview:**

- What is an Annual Action Plan?
- What is the process of preparing an Annual Action Plan?

**FY 2021 Annual Action Plan Schedule:**

Review of Time Schedule

The Borough of Chambersburg will receive the following Federal HUD entitlement funds during the FY 2021 program year:

Entitlement Funds	Amount
FY 2021 CDBG Funds	\$ 335,484.00
<b>Total:</b>	<b>\$ 335,484.00</b>

**Review of Past Performance**

The Borough of Chambersburg has a good performance record with HUD and regularly meets its established performance standards. Each year the Borough prepares a Consolidated Annual Performance and Evaluation Report (CAPER). The FY 2019 CAPER is available for review at the Borough of

Chambersburg's website: <http://www.borough.chambersburg.pa.us>. The FY 2019 CAPER, which was the last CAPER for the FY 2015-2019 Five-Year Consolidated Plan, was approved by HUD.

- The Borough of Chambersburg expended 100% of its CDBG funds during this CAPER period to benefit low- and moderate-income persons.
- The Borough expended 4.4% of its funds during this CAPER period on public services, which is below the statutory maximum of 15%.
- The Borough expended 17.77% of its funds during this CAPER period on Planning and Administration, which is less than the statutory maximum of 20%.
- The Borough of Chambersburg's Timeliness Ratio of unexpended funds as a percentage of the FY 2019 CDBG allocation was 1.38, which is below the maximum 1.5 ratio.

**Public Comments on Needs in the Borough of Chambersburg**

- What are the needs in the Borough?

**Closing Remarks:** Mr. Wolgemuth

**Adjournment:** Mr. Wolgemuth







## **Borough of Chambersburg, Pennsylvania First Public Hearing Meeting Summary**

**Date/Time:** Tuesday, April 8, 2021 at 2:00 PM

**Location:** Borough of Chambersburg Council Hall in the Municipal Building,  
100 South Second Street, Chambersburg, 17201

**In attendance:**

*Phil Wolgemuth*                      *Borough of Chambersburg Deputy Borough Manager/Land  
Use and Development Director*  
*David G. Jordan*                      *Urban Design Ventures, LLC*

**Summary of Hearing:**

Phil Wolgemuth, Assistant to the Borough Manger and Land Use and Development Director, opened the Public Hearing at 2:00 PM.

- Phil Wolgemuth introduced the purpose of the First Public Hearing, the CDBG program and the Borough's Consultant.
- Dave Jordan introduced himself and explained the Annual Action Plan process.
- Mr. Jordan reviewed the time schedule and the allocation of funds the Borough was to receive for the FY 2021 Program Year.
- He provided an overview of the Borough of Chambersburg's prior year accomplishments with CDBG funds. He described how the Borough prepares a Consolidated Annual Performance and Evaluation Report (CAPER) to be submitted to HUD within ninety (90) days after the start of the new program year. The following past performance was reported in the FY 2019 CAPER:
  - The Borough of Chambersburg expended 100.00% of its CDBG funds to benefit low- and moderate-income persons.
  - The Borough obligated 17.77% of its funds during this CAPER period on Planning and Administration, which was equal to the statutory maximum of 20%.

- The Borough obligated 4.4% of its funds during this CAPER period on Public Service activities, which was under the statutory maximum 15%.
- The Borough's Timeliness of unexpended funds was 1.38% which was under the 1.5 drawdown ratio.

Mr. Jordan asked if there were any public comments or questions.

**Public Comments:**

As there were no attendees or comments Mr. Wolgemuth adjourned the meeting at 2:20 p.m.

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# **BOROUGH OF CHAMBERSBURG, PA FY 2021 ANNUAL ACTION PLAN SCHEDULE FOR SUBMISSION**

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- **Publish First Public Hearing in the Newspaper** – Friday, March 26, 2021
- **First Public Hearing** – Thursday, April 8, 2021 at 2:00 PM at the Borough Council Chambers
- **CDBG Funding Applications are due to the Borough** – Friday, April 16, 2021 by 4:00 PM
- **Borough Staff and Council CDBG Committee Meet to develop the budget** – Monday, April 26, 2021
- **Publish Second Public Hearing and that Plan is on display** – Thursday, May 13, 2021
- **FY 2021 Annual Action Plan goes on Display** – Friday, May 14, 2021
- **Second Public Hearing** – Thursday, June 10, 2021 at 2:00 PM at the Borough Council Chambers
- **FY 2021 Annual Action Plan off Display** – Monday, June 14, 2021 at 4:00 PM
- **Borough Council Adoption of the FY 2021 Annual Action Plan** – Monday, June 14, 2021
- **Plan submitted electronically to HUD Philadelphia Office** – Friday, June 18, 2021
- **Program Year Begins** – July 1, 2021



## ELIGIBLE CDBG ACTIVITIES

PUBLIC FACILITIES AND IMPROVEMENTS	
Eligible Public Facility and Improvement Projects	CDBG Conditions
Sewer and Water Facilities	<p>These projects may be undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration where it was determined that immediate action is necessary to arrest the deterioration and that permanent improvements will be carried out as practicable to repair:</p> <ul style="list-style-type: none"> <li>➤ Streets;</li> <li>➤ Sidewalks;</li> <li>➤ Park;</li> <li>➤ Playgrounds,</li> <li>➤ Publicly owned utilities; and</li> <li>➤ The execution of special garbage, trash, and debris removal, including neighborhood cleanup campaigns, but not the regular curbside collection of garbage or trash in an area.</li> </ul>
Streets and Sidewalks	
Curb and Gutters	
Parks and Playgrounds	
Senior Citizens' Center	
Parking Lots or Garages	
Utility Lines	
Recreation Center	
Police or Fire Station in which services to the public are actually provided (as opposed to administrative offices).	Fire protection equipment including fire trucks, fire fighters' protective clothing, "jaws of life," and other life-saving equipment are eligible for CDBG funding under Public Facilities and Improvements as this equipment is integral to the fire protection facility.
Aesthetic amenities on public land such as landscaping (trees, sculptures, pools of water and fountains and other works of art).	These include all improvements and facilities that are either publicly owned or that are traditionally provided by government, or owned by a non-profit, and operated so as to be open to the general public.
Jails or Prisons	Jails are considered to benefit the entire community served by the facility and thus would qualify under the low-moderate income (LMI) benefit national objective only if the percentage of LMI persons in the entire jurisdiction is sufficiently high to meet the "area benefit" test.
Library	Public facilities that serve the entire jurisdiction of the grantee, a main library for example, may qualify under the LMI benefit national objective only if the percentage of LMI persons in the entire jurisdiction is sufficiently high to meet the "area benefit" test.
Special Assessments	Special Assessments are used to recover the capital costs of a public improvement through a fee levied or a lien filed against a parcel of real estate either as, 1) a direct result of a benefit derived from the installation of a public improvement or 2) a one-time charge made as a condition of access to an improvement. Sewer tap-in fees are an example of a special assessment.
Privately Owned Utilities- 570.201 (I)	<p>CDBG funds may be used to acquire, construct, reconstruct, rehabilitate, or install the distribution lines and facilities for privately owned utilities.</p> <p>A privately-owned utility refers to service that is publicly regulated and is provided through the use of physical distribution lines to private properties.</p> <p>Examples of eligible utilities are electricity, telephone, water, sewer, natural gas and cable</p>

## REAL PROPERTY AND HOUSING PROJECTS

Eligible Real Property & Housing Projects	CDBG Conditions
Acquisitions of land or buildings -570.201 (a)	<ul style="list-style-type: none"> <li>• CDBG funds may be used for acquisition of real property, either in whole or in part, by purchase, long-term lease, donation, or otherwise for any public purpose.</li> <li>• Examples include land, air rights, easement, water rights, rights-of-way and buildings.</li> <li>• Examples of ineligible activities include costs of moveable equipment and acquisition of newly-constructed housing or an interest in construction of new housing.</li> </ul>
Disposition – 570.201 (b)	<ul style="list-style-type: none"> <li>• CDBG funds may be used to dispose of property acquired with CDBG funds through sale, lease, donation or other means.</li> <li>• Property must have a reuse plan that meets a National Objective.</li> <li>• The property may be disposed at less than fair market value.</li> <li>• Costs may include preparation of legal documents, surveys, marketing, financial services, transfer of taxes or ownership.</li> </ul>
Clearance Activities- 570.201 (d)	<ul style="list-style-type: none"> <li>• Demolish buildings and improvements.</li> <li>• Remove rubble and debris after demolition.</li> <li>• Remove environmental contaminants or treat them to make them harmless.</li> <li>• Move structures to other sites.</li> </ul>
Code Enforcement – 570.202 (c)	<ul style="list-style-type: none"> <li>• Code enforcement activities are eligible provided that the enforcement takes place in a deteriorated or deteriorating area and the enforcement effort is accompanied by public or private improvements or service and can be expected to arrest the decline of the area.</li> <li>• Eligible costs include costs incurred for inspections for code violations (including salaries and overhead) and the enforcement of code requirements (including legal proceedings).</li> <li>• Both residential and commercial structures may be included in code enforcement activities.</li> </ul>
Historic preservation - 570.202 (d)	<ul style="list-style-type: none"> <li>• CDBG funds may be used for the rehabilitation, preservation or restoration of historic properties, whether publicly or privately owned.</li> <li>• Historic properties are those sites or structures that are either listed in or eligible to be listed in the National Register of Historic Places, listed in the Pennsylvania or local inventory of historic places or designated as a Pennsylvania or local landmark or historic district by appropriate law or ordinance.</li> <li>• Examples of eligible activities include historic preservation plans, rehabilitation of the property, relocating residents while preservation work is performed.</li> <li>• Historic preservation is not authorized for buildings used for the general conduct of government.</li> </ul>
Renovation of closed buildings – 570.202 (e)	<ul style="list-style-type: none"> <li>• CDBG funds may be used to renovate closed buildings, such as closed school buildings, for use as an eligible public facility or to rehabilitate or convert closed buildings for residential and commercial uses.</li> <li>• Examples of ineligible activities include creation of secondary housing units attached to a primary unit and costs of equipment, furnishings or other personal property that are not integral structural fixtures, such as window air conditioners or clothes washers.</li> </ul>
Lead – based paint (LBP) hazard, evaluation and reduction, and clearance – 570.202 (f)	<ul style="list-style-type: none"> <li>• Cost associated with the evaluation and reduction of LBP.</li> <li>• Examples of eligible activities include inspecting buildings for LBP hazards, testing surfaces abatement of lead hazards and payment of temporary relocation costs for residents on which their home is receiving abatement services.</li> </ul>
Handicap Accessibility - 570.201	<ul style="list-style-type: none"> <li>• Removal of materials and architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons.</li> <li>• Activities must take place on existing structures.</li> </ul>

Energy Efficiency – 570.201	<ul style="list-style-type: none"> <li>• Examples of eligible activities include weatherization of home or apartment building, installation of solar or wind equipment, finance energy – efficient rehab, provision of free insulation or home energy audits, and preparation of comprehensive community energy use strategies.</li> </ul>
Rehabilitation of buildings and improvements eligible for rehabilitation assistance – 570.202 (a)	<ul style="list-style-type: none"> <li>• CDBG may be used to finance the rehabilitation of privately –owned homes, publicly –owned residential housing, nonresidential buildings owned by nonprofits, and manufactured housing when it is part of the permanent housing supply.</li> </ul>

PUBLIC SERVICES, ECONOMIC DEVELOPMENT AND “OTHER” ACTIVITIES	
Activities	CDBG Conditions
Relocation – 570.201 (i)	<ul style="list-style-type: none"> <li>• Relocation of payments and other assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations and farm operations.</li> </ul>
Loss of Rental Income- 570.201 (j)	<ul style="list-style-type: none"> <li>• Compensation to property owners for the loss in rental income incurred while temporarily holding housing units to be used for the relocation of individuals and families displaced by CDBG-assisted activities.</li> </ul>
Public Services – 570.201 (e)	<ul style="list-style-type: none"> <li>• CDBG funds may be used for a wide range of public service activities including, but not limited to, job training, crime prevention, public safety, child care, health services, substance abuse services, fair housing counseling, education programs, energy conservation, senior citizen services, homeless person services, subsistence payment service and recreational services</li> <li>• In order for a first-time public service application to be considered the applicant must prove that: <ol style="list-style-type: none"> <li>1) the service is a new initiative for the agency (new service); OR</li> <li>2) the service existed but was not provided by or on behalf of a government agency with funding from that government agency; OR</li> <li>3) there was a quantifiable increase in the level of an existing service within the 2013 calendar year.</li> </ol> </li> </ul>
Micro – Enterprise Assistance – 570.201 (o)	<p>The provisions of assistance to facilitate economic development by:</p> <ul style="list-style-type: none"> <li>• Providing credit, including, but not limited to, grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of micro-enterprises;</li> <li>• Providing technical assistance, advice, and business support services to owners of micro-enterprises and persons developing micro-enterprises; and</li> <li>• Providing general support to owners of microenterprises and persons developing microenterprises including child care, transportation, counseling and peer support groups.</li> <li>• A microenterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the microenterprise business.</li> </ul>

The table below provides eligible Planning & Administration expenses.

Eligible Planning & Administration Projects 570.205 & 570.206
➤ Preparation of general plans such as the Consolidated Plan
➤ Functional plans such as housing plans
➤ Neighborhood plans and general historic preservation plans
➤ Policy planning, management, and capacity building activities
➤ Monitoring



## INELIGIBLE CDBG FUNDED ACTIVITIES

§570.207 Ineligible Activities:	
(a)	<b>General Rule</b> – Any activity that is not authorized as an “eligible activity.”
(b)	<b>Government Buildings</b> – Funds cannot be used for improvements to a public building used for the general conduct of government.
(c)	<b>General Government Expenses</b> – Funds cannot be used for expenses that are considered the regular responsibilities of the local government.
(d)	<b>Political Activities</b> – Funds cannot be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.
(e)	<b>Purchase of Equipment</b> – The purchase of equipment is generally ineligible, which includes construction equipment, motor vehicles, furnishings, or personal property. The only exception is fire equipment assigned to a low- and moderate-income area.
(f)	<b>Operating and Maintenance Expenses</b> – The general rule is that any expense associated with repairing, operating, or maintaining public facilities, improvements, and services is ineligible.
(g)	<b>New Housing Construction</b> – Funds cannot be used for the construction of new permanent residential structures or for any program to subsidize or consist such new construction except by a CBDO. However, the cost of site assemblage, clearance, and site improvements are eligible activities.
(h)	<b>Income Payments</b> – Funds cannot be used for subsistence – type grant payments for food, clothing, housing, or utilities.



# MEETING A NATIONAL OBJECTIVE

National Objective Subcategory	Conditions for Eligibility	Example
Low-Moderate Income (LMI) Area Benefit	<p>A facility or improvement will be used for a purpose that benefits all residents in a defined area primarily residential in which at least 51% are LMI households.</p> <p>Paying all or part of a special assessment on behalf of LMI Households qualifies under this objective.</p>	<p>The Installation of paved streets, sidewalks, curbs and gutters in a predominantly LMI household neighborhood.</p> <p>CDBG funds pay the assessment made to Low-Mod Income household homeowners when a new water/sewer system is installed in their neighborhood.</p>
Low-Moderate Income Limited Clientele	<p>The majority of public service activities qualify under this national objective.</p> <p>Services provided to a specific group of people who are comprised of at least 51% LMI households.</p>	<p>Home ownership counseling provided to a group of LMI individuals.</p> <p>Renovation or expansion of a food pantry.</p>
Low-Moderate Income Housing	<p>The facility or improvement exclusively benefits housing to be occupied by LMI households.</p>	<p>A parking lot and landscaping are improved on the site of a rental property with 51% LMI households paying affordable rents.</p>
Low-Moderate Income Jobs	<p>Public improvement is for an economic development project that creates or retains permanent jobs.</p> <p>In order for a CDBG funded economic development activity to qualify as an activity that benefits low and moderate income persons, at least 51% of the jobs created or retained (full time equivalent basis) will be held by or made available to low and moderate income persons.</p>	<p>A new water tower will enable factory expansion and owners to commit to hiring at least 51% of new permanent jobs to LMI persons.</p>
Area Blight	<p>Public improvements and facilities are in a designated blighted area and activity addresses conditions that contributed to blight.</p>	<p>An outdated fire hall is rehabilitated and equipment is updated to prevent further loss of life and property due to fires.</p>
Spot Blight	<p>Public improvements or facility is outside designated blighted area and activity is limited to eliminate specific conditions of blight or decay.</p>	<p>Historic library building located outside a designated area is rehabilitated.</p>
Urgent Need	<p>Acquisition, construction, or reconstruction of a public facility or improvement that is designated to alleviate recent serious and imminent threat to public health and safety and no other funds are available.</p>	<p>A storm sewer system is reconstructed after a severe flood damaged it. All other funding sources are unavailable or exhausted.</p>



**NOTICE OF PUBLIC HEARING  
FY 2021 ANNUAL ACTION PLAN  
FOR THE BOROUGH OF CHAMBERSBURG, PENNSYLVANIA**

Notice is hereby given that the Borough of Chambersburg, Franklin County, PA will hold a public hearing on Thursday, June 10, 2021 at 2:00 PM, in the:

**Borough of Chambersburg Municipal Building  
Council Chambers  
100 South Second Street  
Chambersburg PA, 17201**

The Borough of Chambersburg Municipal Building is accessible to persons with physical disabilities. If special arrangements need to be made for residents to accommodate them in order to participate in the public hearing, please contact Guy Shaul, Community and Economic Development Specialist, at 717-251-2446 or [gshaul@chambersburgpa.gov](mailto:gshaul@chambersburgpa.gov), and 7-1-1 for persons who may have a hearing impediment.

The purpose of the public hearing is to receive testimony or comments on the draft FY 2021 Annual Action Plan for the use of Community Development Block Grant (CDBG) Program funds. The Borough intends to submit its FY 2021 Annual Action Plan in the amount of \$335,484. The FY 2021 Annual Action Plan will be submitted to HUD on or before Friday, June 18, 2021.

In order to obtain the views of residents, public agencies, and other interested parties, the Borough of Chambersburg will place its FY 2021 Annual Action Plan on display beginning Friday, May 14, 2021 through Monday, June 14, 2021, at the following locations:

**Borough of Chambersburg, Land Use and Community Development Department,  
Community and Economic Development Office  
100 South 2nd Street  
Chambersburg, PA 17201**

**Coyle Free Library  
102 North Main St  
Chambersburg, PA 17201**

**Borough of Chambersburg Recreation Center  
235 South Third Street  
Chambersburg PA, 17201**

The FY 2021 Annual Action Plan and the FY 2021 CDBG Budget will be available at these locations for examination during normal business hours of operation and online at the Borough of Chambersburg's website <http://www.borough.chambersburg.pa.us> for a period of thirty (30) days until 4:00 PM on Monday, June 14, 2021. This plan will be submitted to the Town Council on the evening of Monday, June 14, 2021, at which time this document will be presented to the Borough of Chambersburg Town Council for approval at its regular Town Council Meeting at 7:00 PM, prevailing time.

The FY 2021 Annual Action Plan was prepared after conducting a public hearing on housing and community development needs and meetings with Borough staff and officials.

If the Borough would undertake an activity that would result in the displacement of families or individuals, then the Borough would utilize its policy for minimizing such displacement. Furthermore, the Borough is responsible for replacing all low- and moderate-income housing units that may be demolished or converted as a result of CDBG 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 uses of Federal funds under the FY 2021 Annual Action Plan.

Written or verbal public comments on the FY 2021 Annual Action Plan will be received until 4:00 PM on Monday, June 14, 2021 and should be addressed to Guy Shaul, Community and Economic Development Specialist, Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201. The phone number is 717-251-2446 and the TDD number is 7-1-1.

**Ms. Alice C. Elia,  
President of Town Council**

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