
BOROUGH OF CHAMBERSBURG

100 South 2nd Street, Chambersburg, PA 17201

FY 2017 Annual Action Plan

*In Accordance with the HUD Guidelines for the
Community Development Block Grant Program*

Council President:

Allen B. Coffman

Mayor:

Darren Brown

Borough Manager:

Jeffrey Stonehill

**Land Use and Community
Development Director:**

Phil Wolgemuth



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DRAFT



Executive Summary

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 2017 Annual Action Plan for the period of July 1, 2017 through June 30, 2018. 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 third Annual Action Plan under the Borough's FY 2015-2019 Five Year Consolidated Plan.

The FY 2017 Annual Action Plan outlines the actions to be undertaken in Fiscal Year 2017 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 City's previous performance under the CDBG Program was discussed at the Public Hearings. The FY 2017 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 2017 Program Year, the Borough of Chambersburg, PA will receive the following Federal funds.

- **CDBG** - \$318,583.00

FY 2017 CDBG Budget:

The Borough of Chambersburg proposes to undertake the following activities with the FY 2017 CDBG Funds:

1. **General Administration** - \$63,716.00
2. **Borough of Chambersburg Elder Street Reconstruction** - \$254,867.00

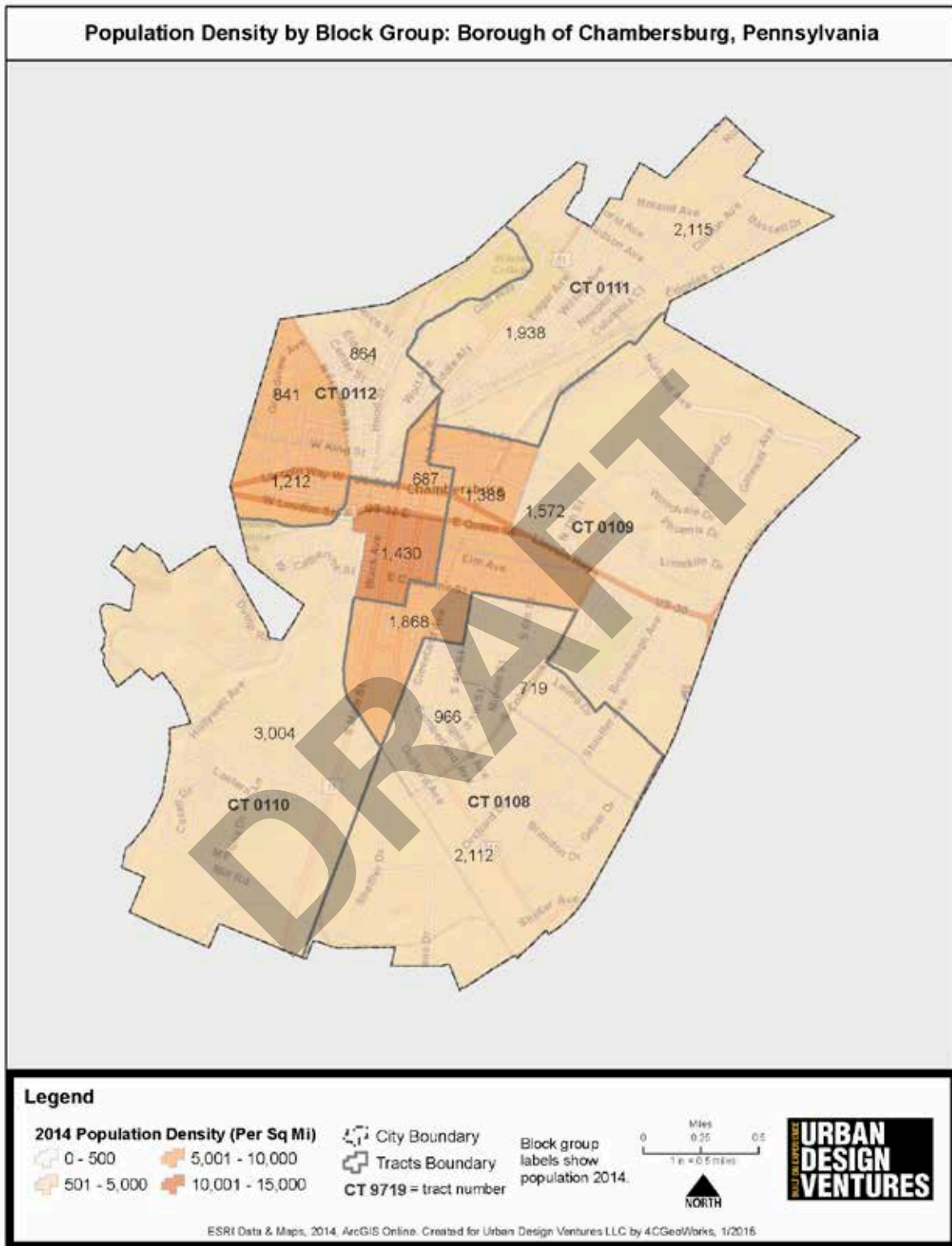
Total \$318,583.00

Maps:

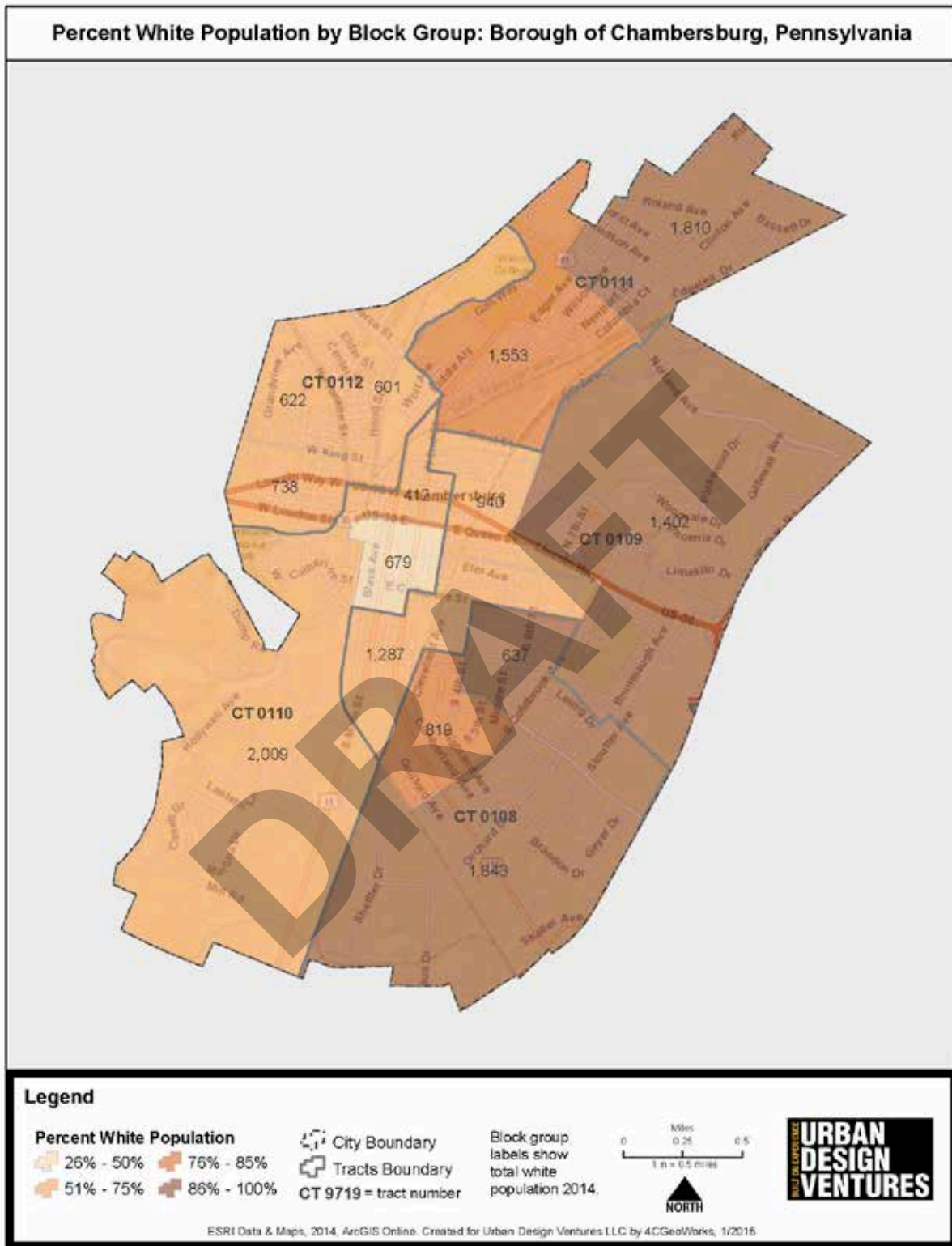
The following maps illustrate the demographic characteristics of the Borough of Chambersburg:

- Population Density by Block Group
- Percent White Population by Block Group
- Percent Minority Population by Block Group
- Percent Population Age 65+ by Block Group
- Total Housing Units by Block Points
- 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
- Low/Moderate Income with Minority Percentage by Block Group
- Commercial Hot Spots

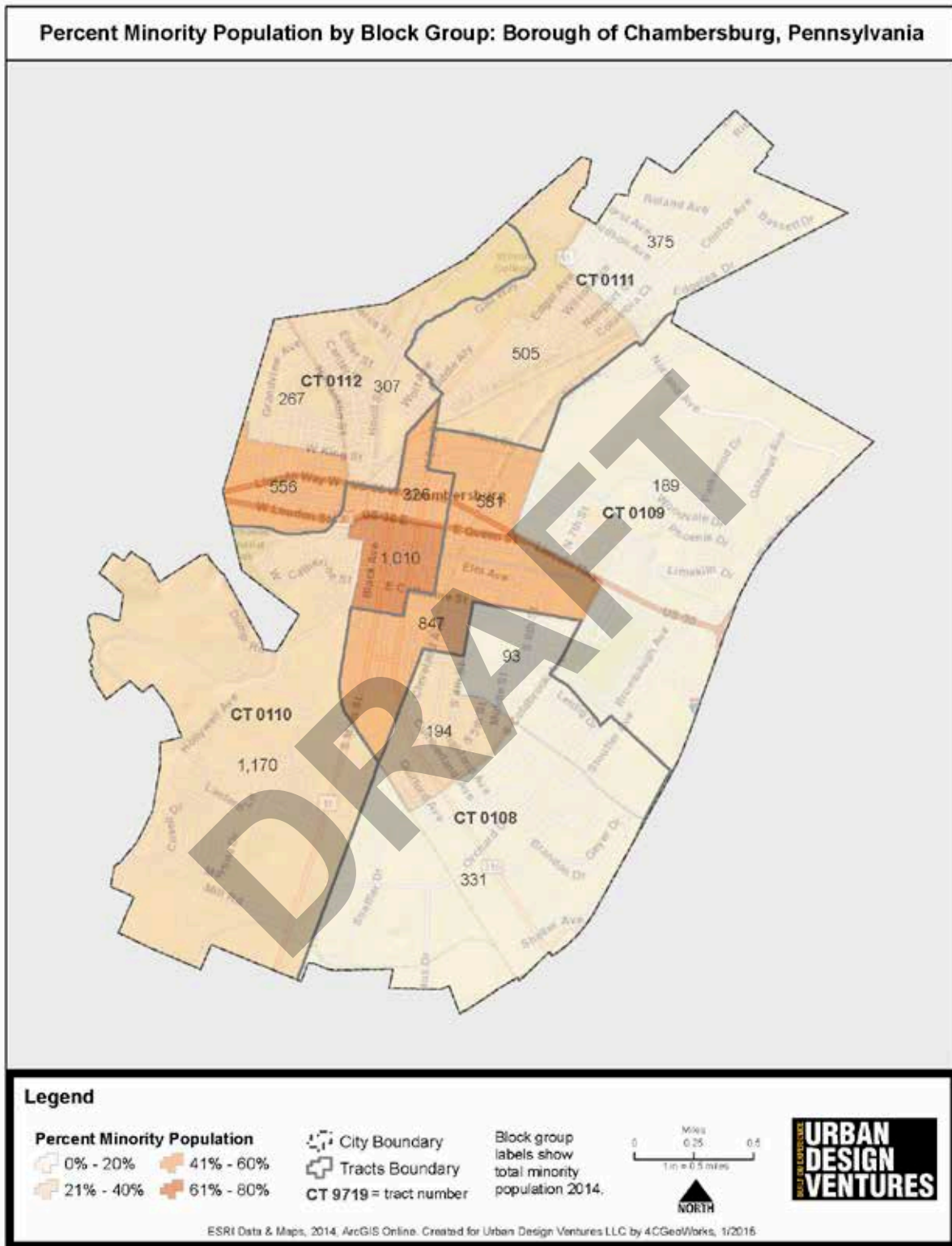
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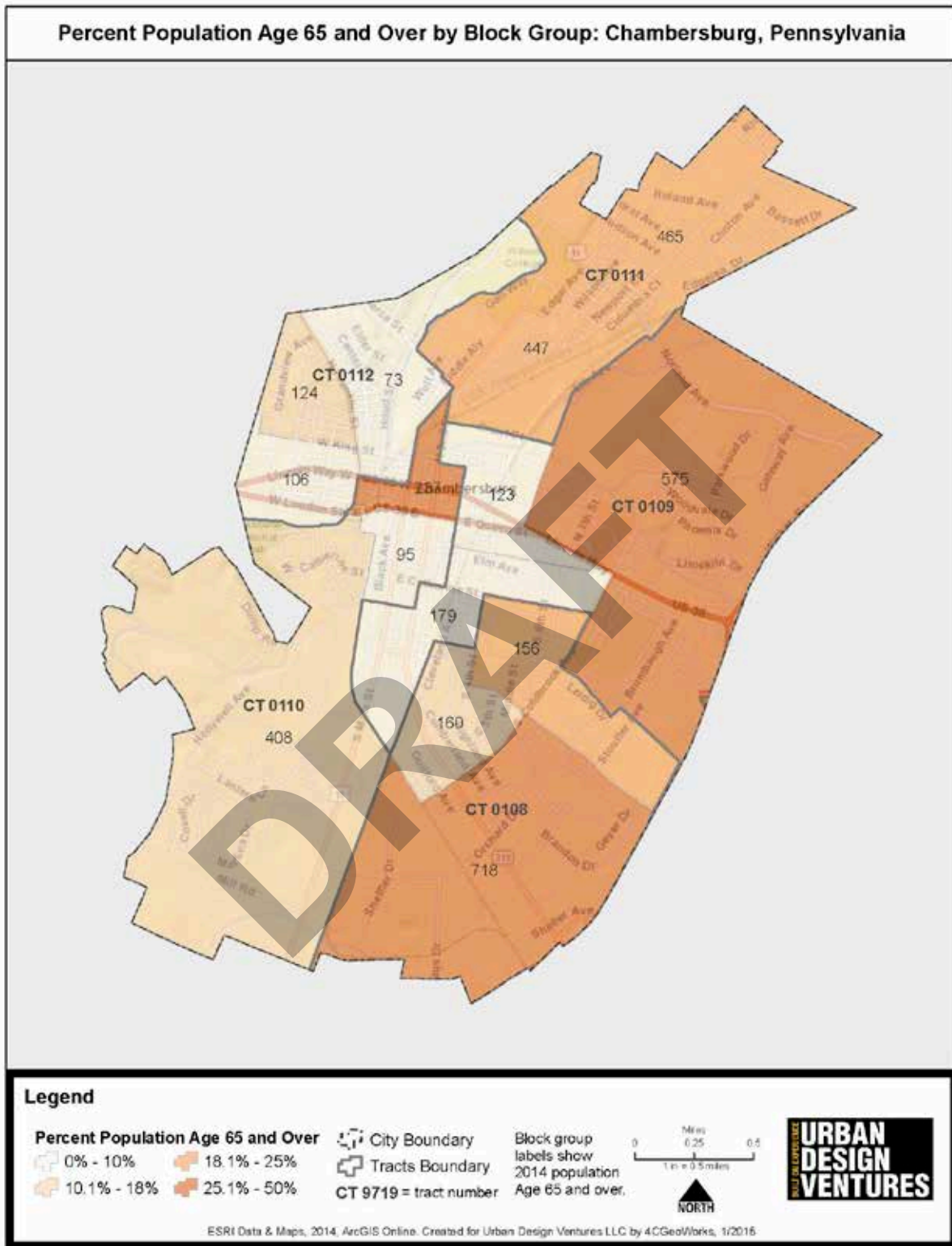
Population Density by Block Group



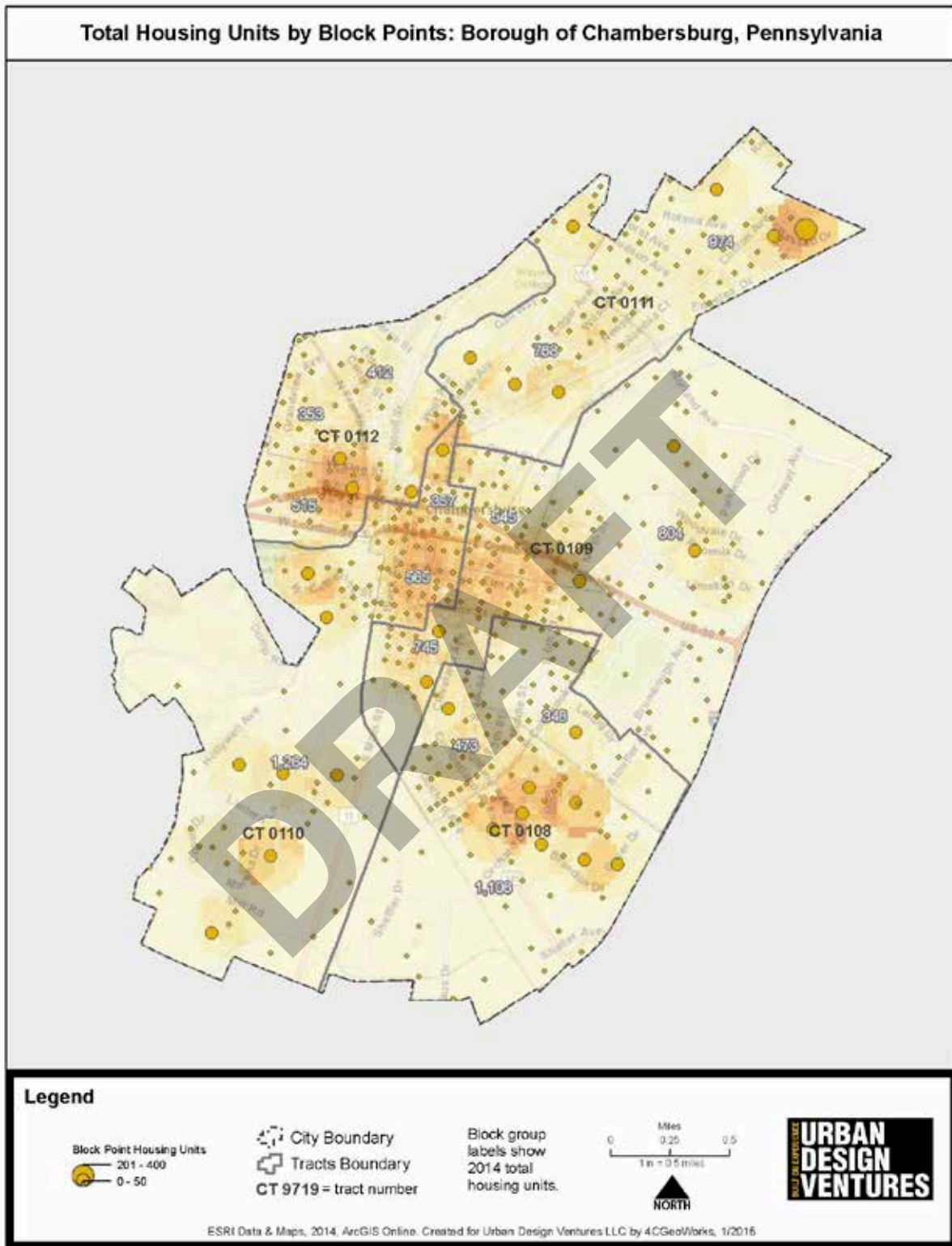
Percent White Population by Block Group



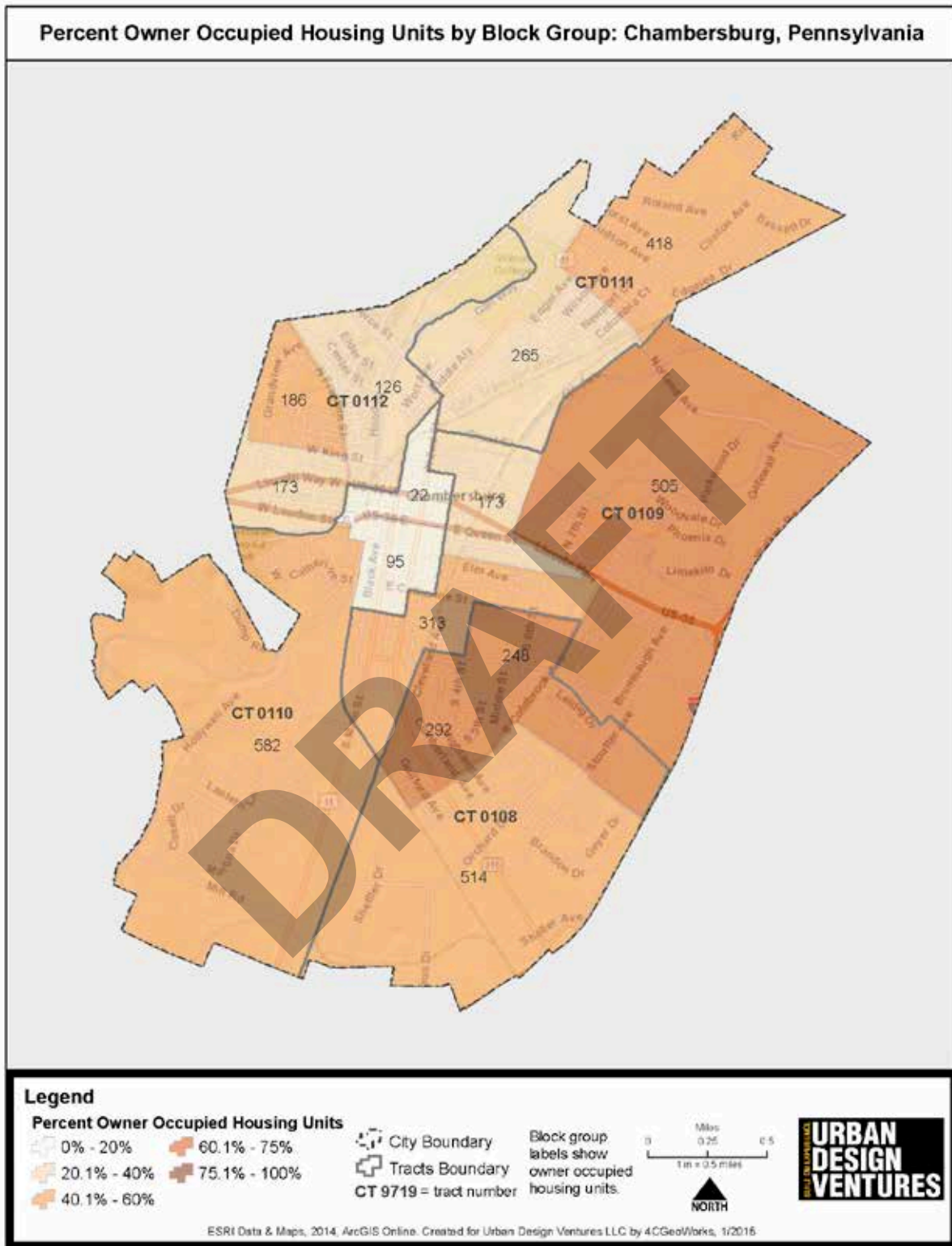
Percent Minority Population by Block Group



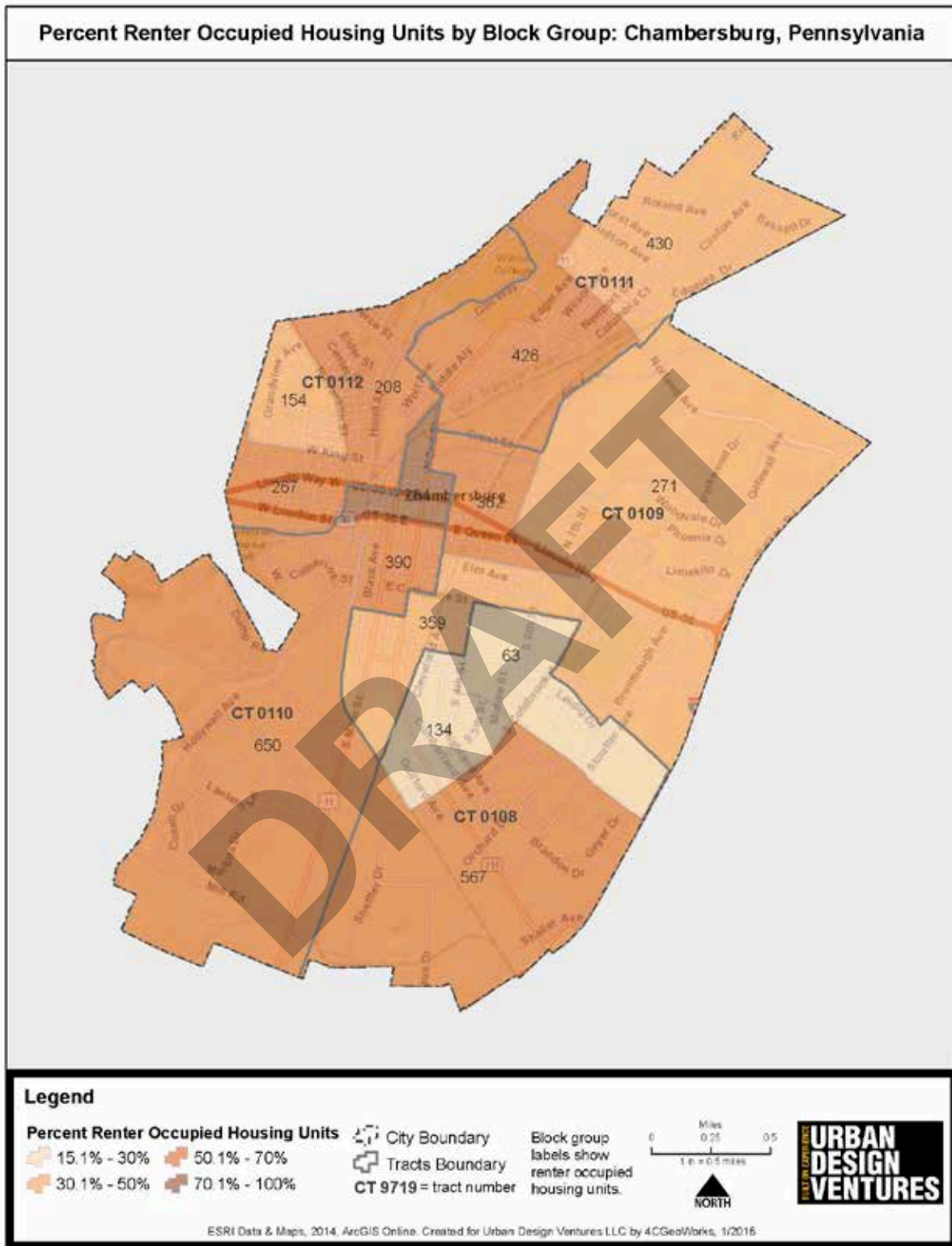
Percent Population Age 65 and Over by Block Group



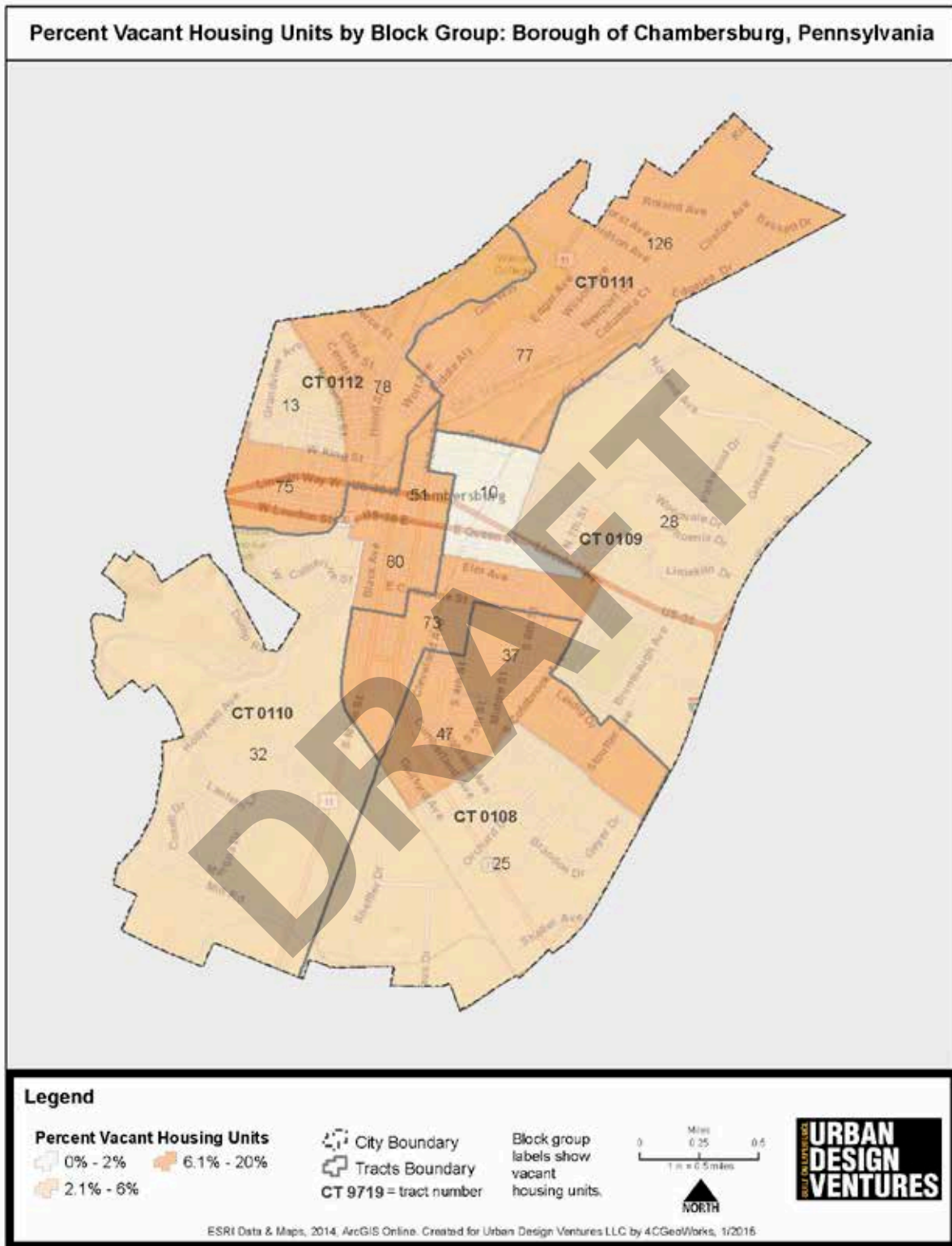
Total Housing Units by Block Points



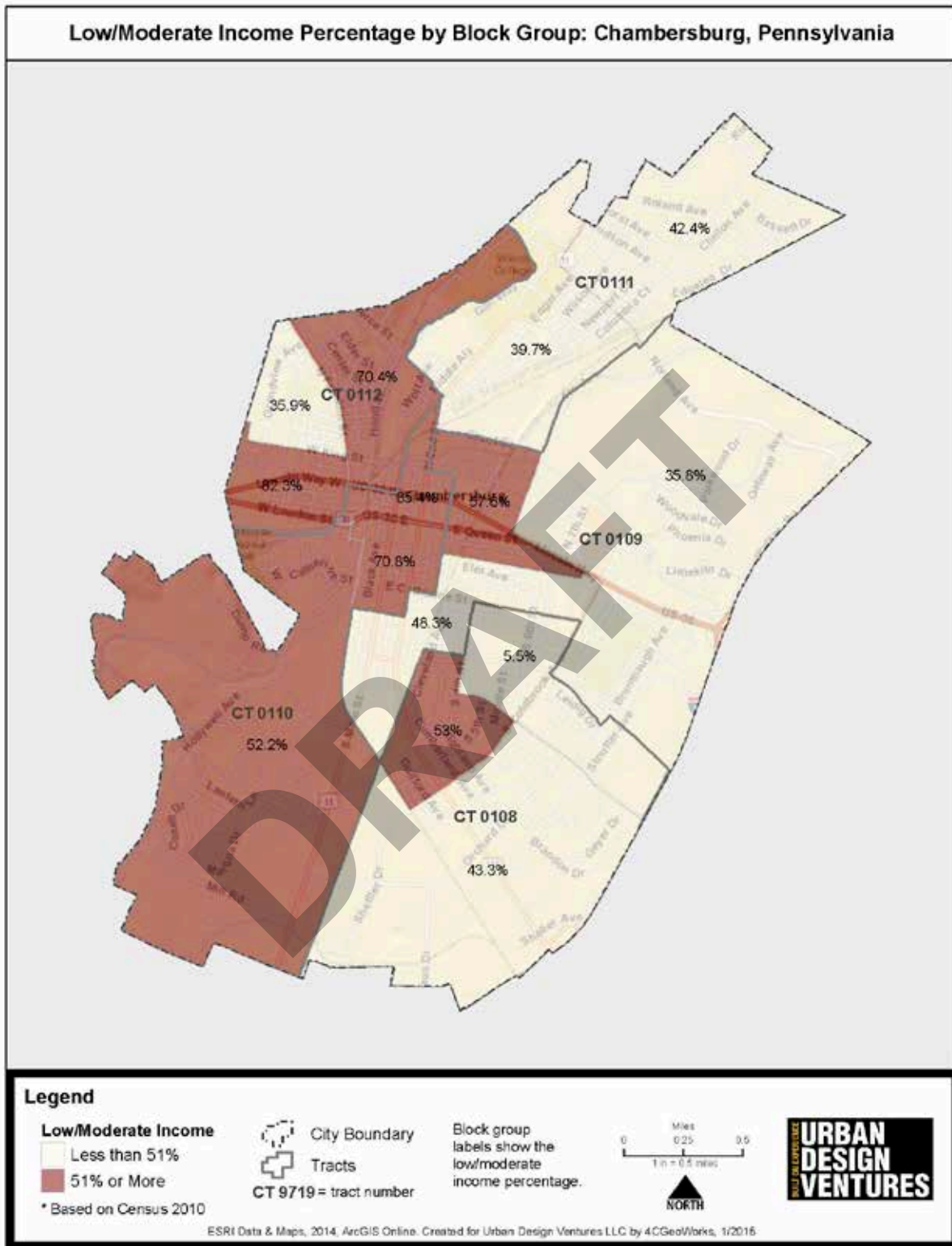
Percent Owner-Occupied Housing Units by Block Group



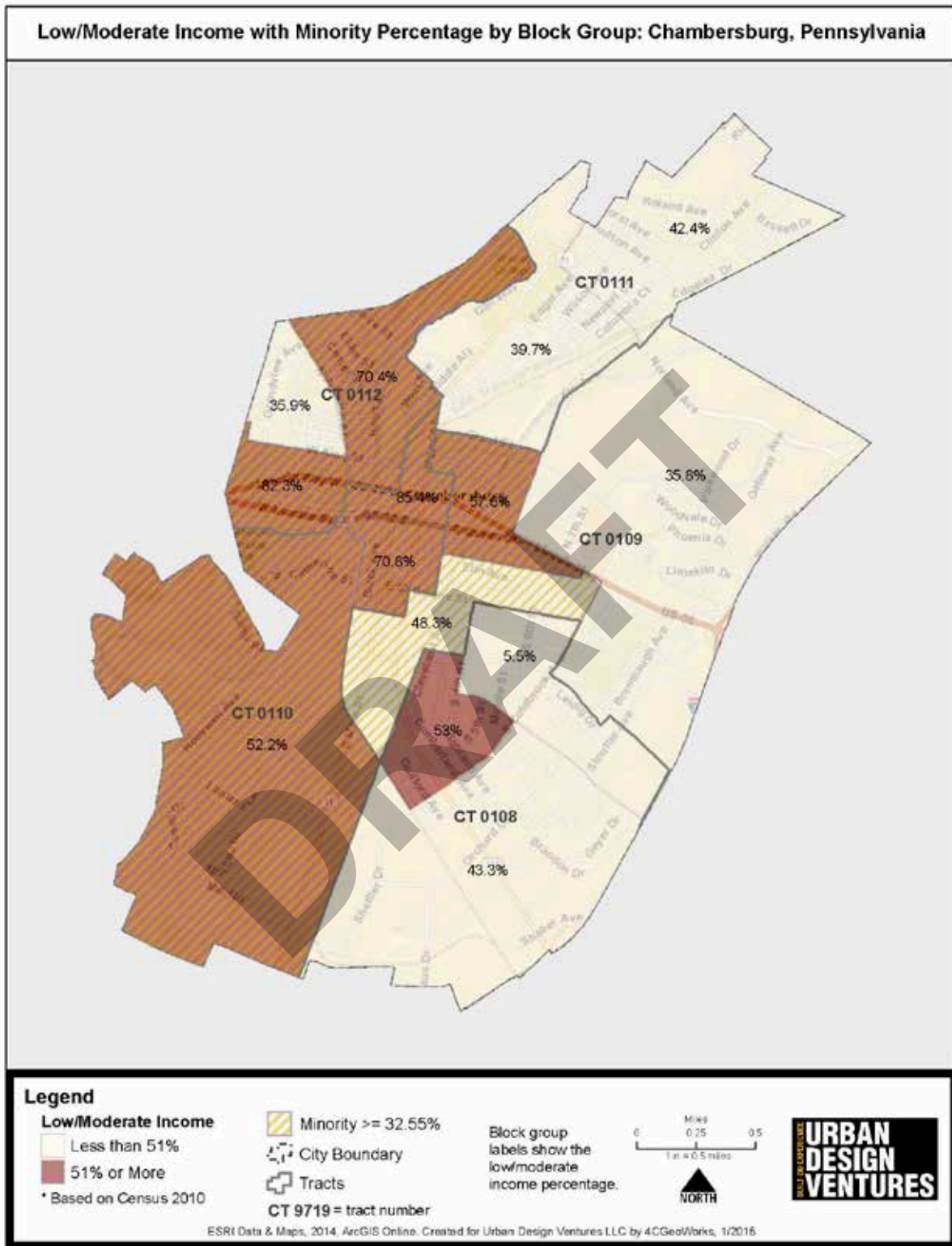
Percent Renter-Occupied Housing Units by Block Group



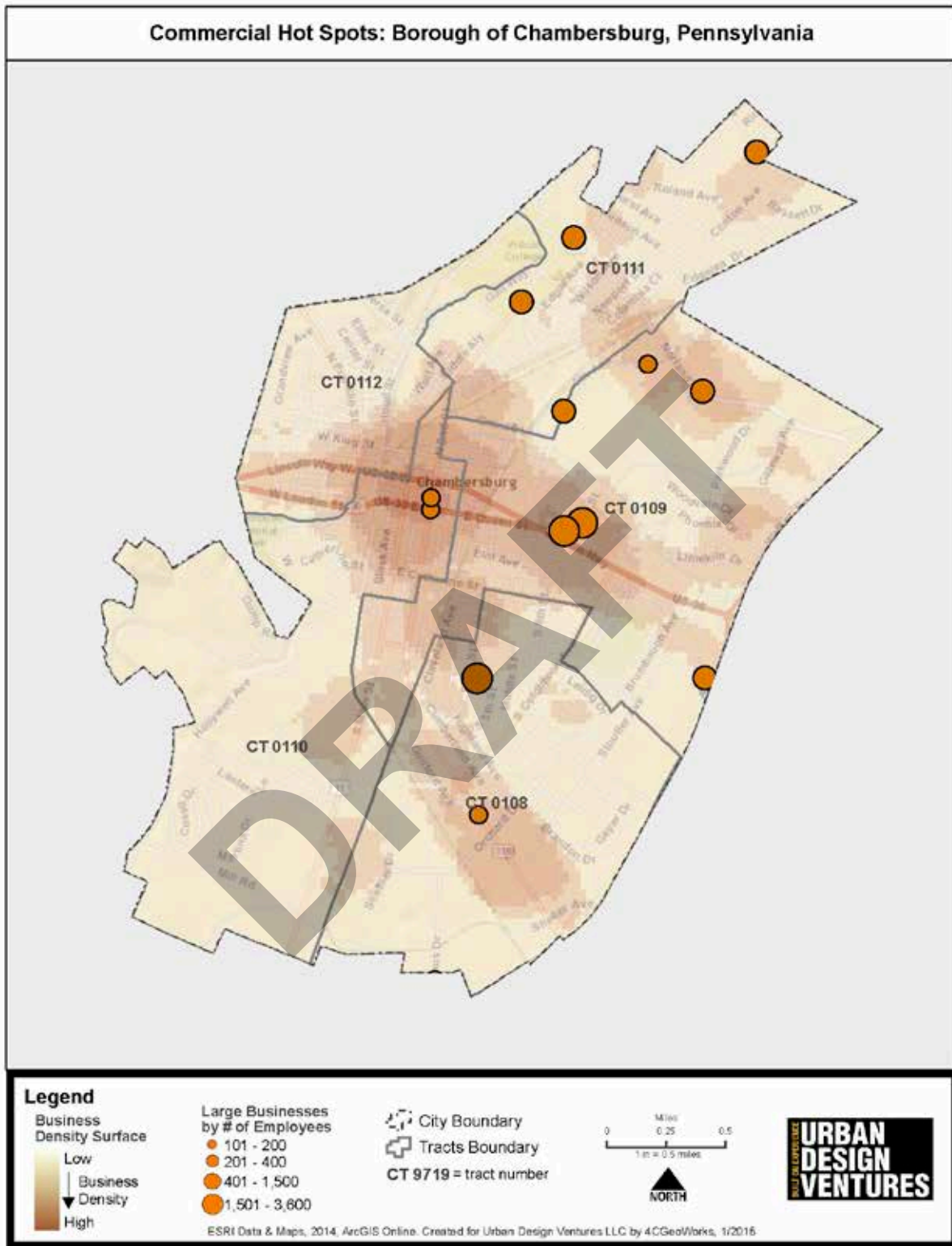
Percent Vacant Housing Units by Block Group



Low/Moderate Income Percentage by Block Group



Low/Moderate income with Minority Percentage by Block Group



Commercial Hot Spots

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 2017 CDBG Program Year, the Borough of Chambersburg proposes to address the following priority need categories identified in its FY 2015-2019 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:

- **CD-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.

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:

- **AM-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 2015 CAPER, which was the first CAPER for the FY 2015-2019 Five Year Consolidated Plan, was approved by HUD in a letter dated November 18, 2016. The FY 2015 CAPER covered the first year that the Borough of Chambersburg was a Federal Entitlement Community, as such, the Borough was only able to fund administration expenses. The Borough expended \$45,875.26 during this CAPER period on Planning and Administration, which is below the statutory maximum of 20%. The City is in compliance with the required 1.5 maximum drawdown ratio with a drawdown ratio of 1.00.

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 Wednesday, February 15, 2017. 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 2017 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 2017 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 2017 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 2017 Annual Action Plan was on public display from Thursday, July 6, 2017 through Friday, August 4, 2017.

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 2017 Annual Action Plan:

- **Resident, service providers, and stakeholder consultation** – February – July 2017
- **Publish First Public Hearing in the Newspaper** – Monday, January 30, 2017
- **First Public Hearing** – Wednesday, February 15, 2017 at 6:00 PM at the Borough Council Hall
- **CDBG Funding Applications are due to the Borough** – Friday, February 24, 2017 at 4:00 PM
- **Borough Staff and Council CDBG Committee met to develop the budget** – Friday, March 10, 2017
- **Publish Second Public Hearing and that Plan is on display** – Thursday, July 6, 2017
- **FY 2017 Annual Action Plan goes on Display** – Thursday, July 6, 2017
- **Second Public Hearing** – Tuesday, July 25, 2017 at 6:00 PM at the Recreation Center
- **FY 2017 Annual Action Plan off Display** – Friday, August 4, 2017
- **Borough Council Adoption of the FY 2017 Annual Action Plan** – Monday, August 7, 2017
- **Plan submitted electronically to HUD Philadelphia Office** – Wednesday, August 16, 2017
- **Program Year Begins** – July 1, 2017

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 Wednesday, February 15, 2017 at 6:00 PM. Comments received at that public hearing are included in the attachments at the end of the FY 2017 Annual Action Plan.

The FY 2017 Annual Action Plan was placed on public display on Thursday, July 6, 2017. The Second Public Hearing was held on Tuesday, July 25, 2017 at the Recreation Center. Comments that were received at the Second Public Hearing are included in the attachments at the end of the FY 2017 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 2017 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, 2017 and ending June 30, 2018. This is the Borough's third year of the FY 2015-2019 Five Year Consolidated Plan.

During the FY 2017 Program Year, the Borough of Chambersburg, Pennsylvania anticipates the following Federal financial resources:

- FY 2017 CDBG Funds \$318,583.00
- CDBG Program Income \$0.00
- **Total: \$318,583.00**

During the FY 2017 CDBG Program Year, the Borough of Chambersburg proposes to address the following priorities from the FY 2015-2019 Five Year Consolidated Plan:

- **CD-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.
- **AM-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.

A "draft" of the FY 2017 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, July 6, 2017 through Friday, August 4, 2017 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 Tuesday, July 25, 2017 to discuss the proposed activities and solicit resident comments. Upon completion of the 30-day comment period, the Borough of Chambersburg is submitting the FY 2017 Annual Action Plan online and submitting additional documentation to the U.S. Department of Housing and Urban Development Philadelphia Office on Wednesday, August 16, 2017.

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

Ms. Kathleen Newcomer
 Community Development Specialist & Property Maintenance Code Officer
 Borough of Chambersburg’s Land Use and Community Development Department
 100 South Second St., Chambersburg, PA 17201
Phone: (717) 660-2704
Fax: (717) 261-3240
Email: knewcomer@chambersburgpa.gov
Website: <http://www.chambersburgpa.gov>

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

1. Introduction

While preparing the FY 2017 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 now 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 state 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 Con Plan Jurisdictions follow the Con 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

1	Agency/Group/Organization	Chambersburg
	Agency/Group/Organization Type	Housing Other Government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-Poverty Strategy Lead-Based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Borough of Chambersburg Departments were contacted and submitted funding requests. The Borough funded the Elder Street Reconstruction project in 2017.
2	Agency/Group/Organization	Franklin County Housing Authority
	Agency/Group/Organization Type	Housing PHA Other Government - County Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Franklin County Housing Authority was contacted to determine the housing needs of its very low-income clients. The Borough received an application for funding from the Franklin County Housing Authority. The Borough decided not to fund the activity.

3	Agency/Group/Organization	Eastern PA CoC
	Agency/Group/Organization Type	Services - Homeless Publicly Funded Institution/System of Care Regional Organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied Youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Eastern PA CoC South Central-RHAB was contacted and presented the homeless needs in the region, Point-In-Time Survey results, and 2016 CoC funding amounts.
4	Agency/Group/Organization	United Way of Franklin County
	Agency/Group/Organization Type	Services - Children Services - Elderly Persons Services - Persons with Disabilities Services - Homeless Services - Health Services - Education Services - Employment Regional Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	United Way of Franklin County was contacted and submitted a funding request. The Borough decided not to fund the activity.
5	Agency/Group/Organization	Women in Need, Inc.
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Women in Need, Inc. submitted a funding request for Molly Pitcher Landing Apartments. The Borough decided not to fund the activity.
6	Agency/Group/Organization	Maranatha Ministries
	Agency/Group/Organization Type	Housing Services - Housing Services - Victims of Domestic Violence Services - Homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Maranatha Ministries was consulted to ascertain the homeless needs in the Borough of Chambersburg. Maranatha Ministries was invited to submit an application but did not. Maranatha Ministries did attend the Needs Public Hearing
7	Agency/Group/Organization	Bopic Inc.
	Agency/Group/Organization Type	Services - Children Services - Health Services - Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Bopic Inc. was consulted to ascertain the social service needs in the Borough of Chambersburg. Bopic, Inc. was invited to submit an application but did not.
8	Agency/Group/Organization	Chambersburg Hispanic American Center
	Agency/Group/Organization Type	Services - Housing Services - Children Services - Education Services - Employment

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Chambersburg Hispanic American Center was invited to submit an application for FY 2017 CDBG funding but did not. The Chambersburg Hispanic American Center did attend the Needs Public Hearing.
9	Agency/Group/Organization	Proverbs 31 House
	Agency/Group/Organization Type	Housing Services - Housing Services - Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Proverbs 31 House was invited to submit an application for FY 2017 funding but did not. Proverbs 31 House did attend the Needs Public Hearing.
10	Agency/Group/Organization	Valley Community Housing Corporation
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Valley Community Housing Corporation submitted a funding request for Stevens Senior Housing. The Borough decided not to fund the activity.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Eastern Pennsylvania South Central Regional Homeless Advisory Board (Central-RHAB)	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
Annual and Five Year Capital Plans	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.
Official Map	Borough of Chambersburg Community and Economic Development Office	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
Chambersburg Elm Street Neighborhood Plan	Borough of Chambersburg	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
Franklin County Greenways and Open Space Plan	Franklin County Planning Commission	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
Comprehensive Plan	Borough of Chambersburg	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
Comprehensive Recreation, Park, & Open Space Plan	Borough of Chambersburg	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
Energy Efficiency Program	Borough of Chambersburg	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
2014 Childhood Lead Surveillance Annual Report	Pennsylvania Department of Health	The data identified in the Report are incorporated in the Annual Action Plan.

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 2017 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 2017 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 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>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 Wednesday, February 15, 2017 at 6:00PM. There were a total of 10 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>	<p>None.</p>	<p>Not applicable.</p>
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, February 24, 2017.</p>	<p>The Borough of Chambersburg received four (4) applications for funding from social service organizations, public, and private entities.</p>	<p>None.</p>	<p>Not Applicable.</p>

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 will hold its second Public Hearing on Tuesday, July 25, 2017 at 6:00PM.	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.	http://www.borough.chambersburg.pa.us

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Borough of Chambersburg is receiving \$318,583 from CDBG funds. The program year goes from July 1, 2017 through June 30, 2018. 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 2017 Consolidated Annual Performance and Evaluation Report (CAPER).

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$318,583.00	\$0.00	\$0.00	\$318,583.00	\$557,023.00	Two (2) projects/activities were funded based on FY 2017 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 2017 Program Year to address needs identified in the FY 2015-2019 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 programs.
- **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.

Discussion

Maranatha Ministry, Inc. provided the following information regarding the recipients of Continuum of Care funds in the Borough of Chambersburg:

- **Maranatha Total Person Transitional Housing - \$286,578**
- **Franklin County HS/HAP to SCAAP - \$178,435**
- **Maranatha Candleheart - \$265,700**
- **Franklin County Project 2 - \$96,217**
- **Franklin County Plus Care Project - \$83,352**

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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.	CD-2 Infrastructure	2015	2019	Non-Housing Community Development	Borough Wide	Community Development Priority	CDBG: \$254,867.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 750 Persons Assisted
2.	AM-1 Overall Coordination	2015	2019	Administration, Planning, and Management	Borough Wide	Administration, Planning, and Management Priority	CDBG: \$63,716.00	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1.	Goal Name	CD-2 Infrastructure
	Goal Description	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.	Goal Name	AM-1 Overall Coordination
	Goal Description	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 2017 Annual Action Plan, the Borough is not funding any affordable housing projects/activities with CDBG funds.

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AP-35 Projects – 91.220(d)

Introduction

Listed below are the FY 2017 CDBG Activities for the Borough of Chambersburg.

#	Project Name
1.	General Administration
2.	Elder Street Reconstruction

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 2017 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 Elder Street Reconstruction is located in C.T. 11200, B.G. 1 and its low- and moderate-income percentage is 70.4%.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1.	Project Name	General Administration
	Target Area	Borough Wide
	Goals Supported	AM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Priority
	Funding	CDBG: \$63,716.00
	Description	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.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 9,525 individuals will benefit from this activity.
	Location Description	Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17207
	Planned Activities	The project matrix code is 21A, General Program Administration.
2.	Project Name	Elder Street Reconstruction
	Target Area	Borough Wide
	Goals Supported	CD-2 Infrastructure
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$254,867.00
	Description	Funds will be used to reconstruct Elder Street, from Hood Street to the end. This reconstruction includes installation of storm water improvements, curbing, and sidewalks with ADA curb ramps with detectable warning plates. (Multi-year Activity)
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 750 individuals will benefit from this activity.

	Location Description	C.T. 11200, B.G. 1.
	Planned Activities	The national objective is Low/Mod Area Benefit (LMA). The matrix code is 03K, Street Improvements.

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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 2011-2015 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 2011-2015 American Community Survey reports a population of 20,519 people, or an increase of 2,657 people since the 2000 Census
- According to the 2011-2015 ACS data, the Borough's male population was 9,347, or 45.6% of the total population and the Borough's female population was 11,172, or 54.4%

Age:

- Median age in the Borough of Chambersburg was 35.6 years, compared to 40.9 years in Franklin County and 40.5 years for Pennsylvania
- Youth under the age of 18 accounted for 25.3% of the Borough's population
- Seniors age 65 or over make up 16.9% of the Borough's population

Race/Ethnicity:

- 81.9% are White
- 9.6% are Black or African American
- 17.1% are Hispanic or Latino

Income Profile:

The Median Family Household Income for a family of four is \$67,563 in the Chambersburg-Waynesboro, PA MSA according to HUD's FY 2016 Income Limits. The following is a summary of income statistics for the Borough of Chambersburg:

- According to the 2011-2015 ACS data, median household income in the Borough of Chambersburg was \$41,751 which was lower than Franklin County (\$53,916) and Pennsylvania (\$53,599)
- 34.5% of households with earnings received Social Security income
- 5.5% received public assistance
- 19.7% received retirement income
- 60.4% of female-headed households with children were living in poverty
- 33.9% of all youth under 18 years of age were living in poverty

- 29.9% of the employed civilian population had occupations classified as management, professional, or related
- 22.0% of the employed civilian population had occupations classified as sales and office
- 23.0% were in the service sector
- The education, health, and social service industry represented 26.9% of those employed
- 84.9% of workers were considered in private wage and salary workers class
- 3.0% 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 2017 was 4.7%, compared 5.1% for the Commonwealth of Pennsylvania, and 4.5% 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 2017 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. 108, B.G. 2
- C.T. 109, B.G. 2
- 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. 3

Low/Mod Income Profile:

Chambersburg has an overall low- and moderate-income percentage of 50.96%.

Discussion

The geographic locations and the public benefit for the FY 2017 CDBG Activities/Projects are as follows:

- **General Administration** – Borough Wide
- **Borough of Chambersburg – Elder Street Reconstruction** – C.T. 11200, B.G. 1 and Low/Mod Income Area Benefit (LMA)

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The Borough of Chambersburg will not be undertaking any affordable housing activities using FY 2017 CDBG funds.

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

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
Total:	0

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 "provide comprehensive, affordable, decent, safe housing services for the community in a cost effective and efficient manner." 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 245 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. There are 352 families/individuals on the public housing waiting list. As of January 2017, this waiting list was opened. Families/individuals on the waiting list can be on multiple waiting lists at once.

The Franklin County Housing Authority also manages 311 Section 8 Housing Choice Vouchers. Of those 311 Section 8 Housing Choice Vouchers, 128 are located in the Borough of Chambersburg. There is currently a waiting list of 94 families/individuals for Section 8 Housing Choice Vouchers. The Section 8 Housing Choice Voucher waiting list has been closed since May, 2015.

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's Capital Fund Grant award for FY 2017 is \$531,123.00 and will be used for the following items:

- Operations: \$37,261.00
- Administration: \$53,112.00
- Fees and Costs: \$60,000.00
- Site Improvement: \$165,000.00
- Dwelling Structures: \$215,750.00
- **Total: \$531,123.00**

During the FY 2017 Program Year, the Franklin County Housing Authority plans to use its capital funds allocation to replace windows, replace sidewalks, and upgrade the plumbing at Meadow Creek 1, the elderly public housing community in the Borough of Chambersburg. FCHA also plans to replace tubs and

shower walls, replace sidewalk, and upgrade the plumbing at Meadow Creek 2, the family public housing community in the Borough of Chambersburg.

The Franklin County Housing Authority does not plan to demolish or remove any public housing units in the Borough of Chambersburg during the FY 2017 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, and Voucher-holders. During FY 2017, FCHA will pursue grant funds to start a pilot program to provide residents with the use of a tablet to increase digital connectivity.

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.

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

Introduction

In the past year, PA-507 CoC merged with PA-509 to create the Eastern PA CoC, serving 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. Maranatha Ministry, Inc. provided the following information regarding the recipients of Continuum of Care funds in the Borough of Chambersburg:

- **Maranatha Total Person Transitional Housing** - \$286,578
- **Franklin County HS/HAP to SCAAP** - \$178,435
- **Maranatha Candleheart** - \$265,700
- **Franklin County Project 2** - \$96,217
- **Franklin County Plus Care Project** - \$83,352

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 2016, the following numbers of homeless persons were reported in Franklin and Fulton Counties:

- **Unsheltered** - 37 individuals, 3 families with children (13 people), and 0 children only
- **Transitional Housing** - 49 individuals, 11 families with children (32 people), and 0 children only
- **Emergency Shelter** - 81 individuals, 9 families with children (32 people), and 0 children only

Addressing the emergency shelter and transitional housing needs of homeless persons

The SCCAP Franklin County Shelter provides temporary, emergency shelter and individualized programming, support, and follow-up.

The SCCAP Shelter does not provide services to current users of drugs and/or alcohol. Individuals who have previously used drugs or alcohol must be clean and sober for at least 30 days prior to admission or must come directly from a drug and alcohol rehab facility. 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.

Maranatha Ministries offers a cold weather shelter for fourteen (14) men and six (6) women from 7:00PM to 7:00AM daily, seven days a week. This shelter does not accept children. Maranatha staff counsels guests

and provides them with the resources to find more permanent housing. The staff also directs them to service agencies that will address their needs.

Maranatha uses the Total Person Transitional Housing Program (TPTHP), which matches a trained volunteer mentor with a family in need. The mentor is supported by a professional case manager many experienced support agencies in the community. Life-skills training topics offered through Maranatha includes: time management; parenting; support groups; relationships; cleaning; food safety, cooking, and nutrition; budgeting; and job readiness/resumes.

The transitional housing program is a structured 18-24-month program provided by Maranatha Ministries which assists homeless families with children with housing, by providing temporary housing and either giving them supportive services, such as obtaining their GED if they have not finished school, food from the food pantry, or by referring them to the appropriate agency for job placement, daycare, etc. Maranatha helps clients to budget their money, save for the future, and develop life-skills to help achieve self-sufficiency and become a part of the community and not return to homelessness.

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

Using HUD System Performance Measure Guidance, the HMIS Lead developed a CoC Performance Report with metrics for "Length of Time Homeless" (LOTH) and reviewed this data with the CoC Data Committee which meets quarterly to review CoC Performance and identify needed interventions. Comparing Length of Time Homeless (LOTH) from the prior year, 2015, with the past year revealed a decrease in LOTH of 23 days, from 186 to 163. The CoC developed and implemented a robust strategy to reallocated Transitional Housing beds and increase Permanent Housing beds in an effort to reduce the LOTH. The outcome of this process resulted in 163 fewer Transitional Housing Beds and 167 new Permanent Housing beds.

Through the use of the VI-SPDAT, the CoC will prioritize the most vulnerable families. Rapid Re-Housing (RRH) programs, along with all project types, will be expected to serve families based on their vulnerability score, while utilizing a Housing First approach.

The CoC also aims to reduce the rate of individuals and families who return to homelessness. HMIS was used to develop a Performance Report comparing rates of return to homelessness between program years. Based on first year HMIS data, overall 7% returned to homelessness in two (2) years. Of these 121 persons, nearly 79% (83) had exited emergency shelter housing. The CoC will significantly increase its allocation of resources to permanent housing operations through reallocation and a permanent housing bonus, which will assist those exiting a shelter. Currently only 50% of those who leave emergency shelters enter permanent housing. Technical assistance will be offered to these programs, looking at the

characteristics of the households who return to homelessness, staffing, collaborations, etc. to develop strategies to improve permanent housing retention. Strategies currently used include: 1) Follow-up after exit from Transitional Housing and Rapid Re-Housing with referral to housing counseling if in arrears; 2) For Rapid Re-Housing programs, locating units that households can afford when the rental assistance ends, and 3) Programs that facilitate connections to employment, education and benefits. Plans include: developing written standards to identify the most effective intervention based on each household's needs.

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. 81% of all CoC-funded projects are connecting with the above referenced employment partners, or others in their local communities.

The 2016 Point-in-Time Count will determine needs for 2017. 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 state's ESG program has prioritized funding for programs providing homeless services to veterans. There are nine (9) Supportive Services for Veteran Families (SSVF) funded organizations providing street outreach, marketing, and information to shelter residents and staff. SSVF staff will work with veterans to determine eligibility. This may be done over the phone, online, or in-person at one of the three (3) Veteran Affairs Medical Centers within the CoC. CoC-funded organizations are also providing SSVF services, both as a direct VA grantee or subgrantee. Additionally, some of the SSVF-funded organizations have non-SSVF resources that can provide assistance.

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.

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

Introduction

The Borough of Chambersburg's 2015 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: Housing Affordability - Decent, safe, sound, and affordable housing remains a high priority to ensure fair housing choice, quality of life, and attractive neighborhoods.

- **Goal:** Maintain the supply of decent, safe, sound, and affordable housing targeted to lower income households, both renters and owners.

Impediment 2: Housing Accessibility - There appears to be an unmet need for housing that is accessible to the older population and persons with disabilities.

- **Goal:** Increase the supply of housing that meets the accessibility, visitability, and quality of life needs of the older population and persons with disabilities.

Impediment 3: Fair Housing Education, Advocacy, Monitoring, and Enforcement - As in any community, there is a lack of awareness of the rights and responsibilities under the Fair Housing Act and a need to continually monitor and enforce the Fair Housing Act.

- **Goal:** Increase the knowledge and awareness of the rights of individuals and the responsibilities of building owners in regard to the Fair Housing Act through educational advocacy, monitoring, and enforcement to eliminate discrimination in housing and providing fair housing choices for all individuals and families.

Impediment 4: Accessibility of Public Facilities - The accessibility of public facilities remains a fundamental quality of life issue for most communities, especially for the older population, and persons with disabilities.

- **Goal:** Maintain and continue to upgrade Borough facilities, public spaces, and sub-recipient facilities to make them accessible to persons with disabilities.

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 2015 Analysis of Impediments to Fair Housing Choice recommended the following changes to the Borough's Zoning Ordinance:

Under §901.03 – Statement of Community Development Objectives. Add a new subsection “L”:

Affirmatively further fair housing by:

- Abiding by the provision of the Fair Housing Act of 1968, as amended.
- Promoting fair housing choice for all residents of Chambersburg
- Assuring the rights of all individuals that are identified as members of a protected class by the Federal government.
- Prevention of discrimination in housing based on a person’s race, color, national origin, religion, sex, familial status, or handicap.

Under §300.7 – Definitions.

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

- “Family” – should be revised and include “disabled,” a group of up to five (5) unrelated individuals who are disabled and live together as a group and share responsibility for housekeeping.
- “Group Housing Development” – not applicable for small group homes or community living arrangements, since it requires two (2) or more buildings on five (5) acres or more plots of land.
- “Affirmatively furthering fair housing” – a definition should be added.
- “Fair Housing Act” – a definition should be added.
- “Americans with Disabilities Act” – a definition should be added.
- “Disabled” – a definition should be added
- “Visitability” – a definition should be added.
- “Accessibility” – a definition should be added.

Discussion

To promote Fair Housing, the Mayor has proclaimed April as “Fair Housing Month” in 2017 and will continue this practice in the coming years. A copy of the 2017 proclamation can be found in the exhibits section. 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, the Libraries, social service organizations, charitable organizations, and code enforcement officers to handout during inspections.
- Display the Fair Housing Poster “Its Not an Option – It’s the Law.”
- Provide fair housing information to landlords.
- Fair Housing Proclamation from the Mayor.

- Hold a workshop in conjunction with the Pennsylvania Human Relations Commission entitled “Fair Housing and Landlords: What You Need to Know”. This fair housing informational session will be held on Tuesday, September 19, 2017.

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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:

- **HS-1 Housing Rehabilitation** - Continue to rehabilitate the existing owner and renter occupied housing stock in the Borough, including handicap accessibility modifications.
- **HS-2 Housing Construction/Rehabilitation** - Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the Borough through new construction and rehabilitation of vacant units.
- **HS-3 Fair Housing** - Affirmatively further fair housing by promoting fair housing choice through monitoring, education, and outreach.

- **HS-4 Homeownership** - Assist low- and moderate-income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.

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 properly determines whether proposed projects are exempt from some or all 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.
- 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 home purchaser receives the required lead based paint pamphlet and notices.

The 2014 Childhood Lead Surveillance Annual Report from the Pennsylvania Department of Health reported that 1,287 children seven (7) years of age or younger were tested for elevated blood lead levels in Franklin County. Of those tested, 109 (8.47%) tested positive for blood lead levels above 5 µg/dL.

Actions planned to reduce the number of poverty-level families

According to the 2011-2015 American Community Survey, approximately 22.3% of Chambersburg's residents live in poverty. Female-headed households with children are particularly affected by poverty at 60.4%. Additionally, 33.9% 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.

Discussion

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.

Program Specific Requirements

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
Total Program Income:	\$0.00

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 100.00% 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

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:** 20.00%
- **Public Service Percentage:** 0.00%
- **Low- and Moderate- Income Percentage:** 100.00%
- **No Slum and Blight Activities**

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SF 424 FORM

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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" value="B-17-MC-42-0024"/>
--	---

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 & Com. Dev. Dept."/>	Division Name: <input type="text" value="Com. & 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 Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grants (CDBG)/Entitlement Grants

*** 12. Funding Opportunity Number:**

CPD-16-18

* Title:

Guidance on Submitting Consolidated Plans and Annual Action Plans for Fiscal Year (FY) 2017

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Borough of Chambersburg's FY 2017 Annual Action Plan for the Community Development Block Grant 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="318,583.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="318,583.00"/>

*** 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:

CERTIFICATION

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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

8/7/2017

Date

President, Town 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) 2015, 2016, and 2017 [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

8/7/2017

Date

President, Town Council

Title

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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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RESOLUTION

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**A RESOLUTION OF TOWN COUNCIL OF
THE BOROUGH OF CHAMBERSBURG APPROVING
THE FY 2017 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 2017, the Borough is eligible to apply for an entitlement grant under the Community Development Block Grant (CDBG) Program in the amount of \$318,583; and

WHEREAS, the Borough of Chambersburg's Land Use & Community Development Department has prepared an Annual Action Plan for Fiscal Year 2017 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 2017 Annual Action Plan was on public display from July 6, 2017 through August 4, 2017 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 2017 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 2017 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 \$318,583; 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 7TH DAY OF AUGUST 2017 BY TOWN COUNCIL OF THE BOROUGH OF CHAMBERSBURG, PENNSYLVANIA.

IN WITNESS WHEREOF, I Allen B. Coffman, 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 7th day of August 2017.

BOROUGH OF CHAMBERSBURG, PA

Allen B. Coffman,
President of Town Council

ATTEST:

Jamia L. Wright, Borough Secretary

FIRST PUBLIC HEARING

DRAFT



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

Notice is hereby given that the Borough of Chambersburg, Franklin County, PA will hold a public hearing on Wednesday, February 15, 2017 at 6:00 PM, prevailing time, in the Borough of Chambersburg's Council Hall in the Municipal Building located on the second 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 Ms. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, at (717) 261-3208, and 711 for the hearing impaired, to make those arrangements no later than Wednesday, February 8, 2017.

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 2017, which the Borough must submit to the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) Funds.

The Borough of Chambersburg anticipates that it will receive an estimated allocation of \$322,370 in CDBG funds based on last year's Federal grant amounts and subject to final HUD FY 2017 allocation to Chambersburg. 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 2017 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 4:00PM on Friday, February 24, 2017.

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 2017. Written comments may be addressed to Ms. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201.

Mr. Allen B. Coffman, President of Town Council

PUBLIC HEARING NOTICE
BOROUGH OF CHAMBERSBURG, PENNSYLVANIA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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Mr. Allen B. Coffman, President of Town Council

DRAFT

This is great news for all.

Heart disease is preventable and, in some cases, reversible. Join us for National Wear Red Day (February 9) to raise awareness of heart disease and encourage colleagues, family members and friends to do the same. Talk to your doctor to learn more about how to live a heart-healthy lifestyle.

According to the National Institutes of Health, coronary heart disease is the main form of heart disease. A heart attack may happen when an artery becomes blocked, preventing oxygen and nutrients from getting to the heart. Other cardiovascular diseases include stroke, high blood pressure, angina (chest pain) and rheumatic heart disease.

showing compassion, being kind, being respectful, being inclusive, being less judgemental, showing that you care, loving one another and exercising your faith.

Combining both advances in medicine and people's experiences in life truly gives us all real heart health. Do your best to take care of your heart, and the heart of others, too! This means that what goes into one's mouth (like food) is just as important as to what comes out of one's mouth (like words). Happy heart day!

Send your health questions to Hola, Oralia at dr.oralia@gmail.com. Together we can help keep Pennsylvania residents and their families healthy. Salud! •



Notice is hereby given by the Borough of Chambersburg, Pennsylvania, that it intends to apply for the Community Development Block Grant Funds (CDBG) for the fiscal year 2017 to the U.S. Department of Housing and Urban Development (HUD) on or before May 15, 2017.

The Borough wishes to encourage all residents to attend this public meeting to have the opportunity to present oral or written comments concerning the proposed use of these federal funds.

El Municipio de Chambersburg, Pennsylvania notifica a los residentes que tiene la intención de hacer una solicitud al Departamento de Vivienda y Desarrollo Urbano de EE.UU. (HUD), en o antes del 15 de Mayo, 2017, para el "Community Development Block Grant" (CDBG).

La ciudad desea animar a todos los ciudadanos a asistir a esta reunión pública para tener la oportunidad de presentar comentarios orales o escritos respecto al propuesto uso de estos fondos federales.

Si es necesario realizar arreglos especiales para ayudar a que los ciudadanos puedan participar en la audiencia pública, incluyendo intérpretes en español, por favor, llame a la Srta. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201 para hacer los arreglos, a más tardar el miércoles 8 de febrero, 2017. ♦

If special arrangements need to be made to accommodate residents in order for them to participate in the public hearing, including a Spanish interpreter, please call Ms. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201 to make those arrangements no later than Wednesday, February 8, 2017. ♦



Borough of Chambersburg, Pennsylvania
FY 2017 Annual Action Plan
First Public Hearing
Borough Council Chambers
Wednesday, February 15, 2017 at 6:00 PM

Name	Address	Phone Number	Email Address
Oliver Arispe	1624 ALEXANDER AVE	717-809-7022	
Kathy Leedy	191 Eisenhower Dr.	267-0580	kleedy@chambersburgpa.gov
Diana Marbes	252 S main st	717-252-2400	c1hac1@comcast.net
KILEM MAHNEZ			C.H.A.C.
Craig Jefferson	234 south 3rd st.	1717809-5908	Cjjefferson667@gmail
Don House	340 Wertz AVE	717-331-0244	
CRAIG NEWCOMER	195 W LOUDEN	717-830-3487	craignewcomermmi@gmail.com



Borough of Chambersburg, Pennsylvania
FY 2017 Annual Action Plan
First Public Hearing
Borough Council Chambers
Wednesday, February 15, 2017 at 6:00 PM

Name	Address	Phone Number	Email Address
Karl Haglund	212 East 7 th Ave Homesfield, PA	(412) 461-6916	Karl@urbandedesignventures.com
Jonathan Russell	212 East 7 th Ave Homesfield, PA 15720	(412) 461-6916	Jonathan@urbandedesignventures.com
Heath E. Takhelm			



ELIGIBLE CDBG FUNDED ACTIVITIES

§570.201 Basic Eligible Activities:

- (a) **Acquisition** – By purchase, long-term lease and donation of real estate.
- (b) **Disposition** – Through sale, lease and donation of real property acquired with CDBG funds, including reasonable costs for temporary management
- (c) **Public Facilities and Improvements** – Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, including removal of architectural barriers. This includes streets, curbs, walks, parks, recreational facilities, etc.
- (d) **Clearance** – Demolition and removal of buildings and improvements.
- (e) **Public Services** – Labor, supplies and materials for public services concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, etc.
- (f) **Interim Assistance** – Activities that require immediate action to arrest deterioration and that permanent improvements will be carried out as soon as practicable; including clean-up, clearance, etc.
- (g) **Payment of Non-Federal Share** – Funds for the local share of eligible type activities and projects from other Federal or State Programs.
- (h) **Urban Renewal Completion** – Payment of the cost of completing an urban renewal project.
- (i) **Relocation** – Payments and other assistance for permanently and temporarily relocating individuals, families, businesses, non-profit organizations, and farm operations as a result of a CDBG funded activity or project.
- (j) **Loss of Rental Income** – Payments to housing owners for loss of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by program activities.
- (k) **Housing Services** – Housing counseling in connection with tenant – based rental assistance and affordable housing projects.

- (l) **Privately Owned Utilities** – Funds for acquisition, construction, reconstruction, rehabilitation, or installation of distribution lines and facilities of privately owned utilities.
- (m) **Construction of Housing** – Funds for the rehabilitation of housing under Section 17 of the Housing Act of 1937, as amended.
- (n) **Homeownership Assistance** – Funds may be used to provide direct homeownership assistance to low- and moderate-income households to subsidize payments for homeowners, finance acquisition, mortgage guarantees, down payment assistance, and closing costs.
- (o) **Microenterprise Assistance** – Provide financial assistance for small enterprises including credit, grants, loans, guarantees, technical assistance, etc.
- (p) **Rehabilitation and Preservation** – Funds to finance the rehabilitation of privately owned buildings and improvements for single family residential properties, low-income public housing, public or privately owned commercial or industrial buildings, manufactured housing, etc.
- (q) **Code Enforcement** – Cost incurred for inspection for code violations and enforcement of codes, limited to salaries and related expenses of code enforcement and legal proceedings.
- (r) **Historic Preservation** – Funding for the rehabilitation, preservation, or restoration of historic properties.
- (s) **Special Economic Development Activities** – Funds may be used for an economic development activity, including loans and grants to a for-profit business.
- (t) **Special CBDO Activities** – Funds may be used as grants or loans to a Community Based Development Organization (CBDO) to carryout neighborhood revitalization, community or economic development, or an energy conservation project.
- (u) **Planning and Management** – Funds may be used for planning activities which consist of all costs of data gathering, studies, analysis, preparation of plans and applications, environmental review records, mapping, etc.
- (v) **Administration** – Funds may be used for the reasonable administrative costs for general management, oversight, and coordination of the CDBG Program.



INELIGIBLE CDBG FUNDED ACTIVITIES

§570.207 Ineligible Activities:

- (a) **General Rule** – Any activity that is not authorized as an “eligible activity.”
- (b) **Government Buildings** – Funds cannot be used for improvements to a public building used for the general conduct of government.
- (c) **General Government Expenses** – Funds cannot be used for expenses that are considered the regular responsibilities of the local government.
- (d) **Political Activities** – Funds cannot be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.
- (e) **Purchase of Equipment** – 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) **Operating and Maintenance Expenses** – The general rule is that any expense associated with repairing, operating, or maintaining public facilities, improvements, and services is ineligible.
- (g) **New Housing Construction** – 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) **Income Payments** – 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>



**BOROUGH OF CHAMBERSBURG, PA
FY 2017 ANNUAL ACTION PLAN FIRST PUBLIC HEARING
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

WEDNESDAY, FEBRUARY 15, 2017 @ 6:00 PM

- Agenda -

- I. **Introduction and Purpose of Hearing –**
- II. **Overview of the FY 2017 Annual Action Plan –**
- III. **Proposed Timeline of the FY 2017 Annual Action Plan –**
 - **First Public Hearing** – Wednesday, February 15, 2017 at 6:00 PM at the Borough Council Chambers
 - **CDBG Funding Applications are due to the Borough** – Friday, February 24, 2017 by 4:00 PM
 - **FY 2017 Annual Action Plan goes on Display** – Thursday, April 6, 2017
 - **Second Public Hearing** – Tuesday, April 18, 2017 at 6:00 PM at the Borough Council Chambers
 - **FY 2017 Annual Action Plan off Display** – Friday, May 5, 2017
 - **Borough Council Adoption of the FY 2017 Annual Action Plan** – Monday, May 8, 2017
 - **Plan submitted electronically to HUD Philadelphia Office** – Monday, May 15, 2017
 - **Program Year Begins** – July 1, 2017
- IV. **Estimated Allocation –**
- V. **CDBG Eligible/Ineligible Activities –**
- VI. **Review of Past Performance –**
- VII. **Public Comments –**



Borough of Chambersburg, Pennsylvania First Public Hearing Meeting Summary

Date/Time: Wednesday, February 15th, 2017 at 6:00 PM

Location: Borough of Chambersburg Recreation Center, 100 South Second Street, Chambersburg, 17201

In attendance:

<i>Oliver Arispe</i>	<i>Borough of Chambersburg, Spanish Language Interpreter</i>
<i>Diana Martes</i>	<i>Director at Chambersburg Hispanic American Center</i>
<i>Kicem Martinez</i>	
<i>Heath E. Talhelm</i>	<i>Borough of Chambersburg, Borough Council Vice President</i>
<i>Kathy J. Leedy</i>	<i>Borough of Chambersburg, Borough Council Member</i>
<i>Kathy Newcomer</i>	<i>Borough of Chambersburg, Community Development Specialist</i>
<i>Clarence Jefferson</i>	<i>Proverbs 31</i>
<i>Don Houser</i>	<i>Proverbs 31, CEO</i>
<i>Craig L Newcomer</i>	<i>Maranatha Ministries</i>
<i>Karl M. Haglund</i>	<i>Urban Design Ventures, LLC</i>
<i>Jonathan B. Russell</i>	<i>Urban Design Ventures, LLC</i>

Summary of Hearing:

Kathy Newcomer, Community Development Specialist, opened the Public Hearing at 6:09 PM.

- Kathy Newcomer introduced the purpose of the First Public Hearing, the CDBG program, Borough Council members in attendance along with Borough staff, and the Consultants.
- Karl Haglund introduced himself and explained the Annual Action Plan.
- Mr. Haglund explained that the Borough of Chambersburg Program year goes from July 1st to June 30th each year.
- Jonathan Russell detailed the priorities outlined in the Borough of Chambersburg's FY 2015-2019 Five Consolidated Plan. They include: Housing

Priority; Homeless Priority; Other Special Needs Priority; Community Development Priority; Economic Development Priority; and Administration, Planning, and Management Priority.

- Karl Haglund reviewed the schedule for the submission of the FY 2017 Annual Action Plan and stated if the Borough has its FY 2017 Allocation by the end of March the following schedule would apply:
 - **First Public Hearing** – Wednesday, February 15, 2017 at 6:00 PM at the Borough Council Chambers
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 - **Program Year Begins** – July 1, 2017
- Jonathan Russell differentiated between eligible and ineligible CDBG activities.
- Jonathan Russell provided an overview of the Borough of Chambersburg's prior year accomplishments with CDBG funds. 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). This report is submitted to HUD within ninety (90) days after the start of the new program year. Copies of the FY 2015 CAPER are available for review at the Borough of Chambersburg's Land Use and Community Development Department. The following was reported in the FY 2015 CAPER
 - The Borough of Chambersburg expended 100.00% of its CDBG funds to benefit low- and moderate-income persons.
 - The Borough obligated 20% of its funds during this CAPER period on Planning and Administration, which was equal to the statutory maximum of 20%.
- The Borough met the required 1.5 maximum drawdown ratio. The Borough's ratio was 1.00 as of August 8, 2016.
- The meeting was then opened up to public comment on the needs in the Borough:

Don Houser: How are the priorities for the five year period determined?

Karl Haglund: The priorities are determined through public hearings, public input, and an examination of housing, economic, and demographic data.

Jonathan Russell: The “Low” and “High” priority designations for each priority reflect the likelihood that CDBG funds will be used during the Five-Year period to fund a project that meets one of the goals under each priority. If it is unlikely that a project will be funded during the Five-Year period that meets one of the goals of a priority, the priority was designated “low”. The “Low” and “High” priority designations do not reflect the Borough’s acknowledgement of a need in the community, only the likelihood of funding during the 5-year period.

Don Houser: The United Way’s “Stepping Forward Works Program” serves the same clientele as our organization. How should I reflect that in the CDBG application?

Karl Haglund: Does your organization provide housing and economic development services?

Don Houser: Yes.

Karl Haglund: When completing the application, it will be important to outline your relationship with the United Way program as well as to differentiate your services from theirs. When completing the application, make sure to explain in detail what services you are proposing to provide and which population you intend to serve. HUD requires that when CDBG funds are used for public service projects, those activities demonstrate there is a quantifiable increase in those who are served.

Don Houser: How does HUD define a quantifiable increase?

Karl Haglund: In order for the “quantifiable increase” requirement to be met, HUD wants to see that additional people are being helped by CDBG fund. For example, if a soup kitchen provides meals to 25 persons without HUD funds, and then provides 35 total meals when HUD funds are included, that would reflect a quantifiable increase of 10.

Don Houser: Our clients use our address as their mailing address but come from prisons outside of the Borough of Chambersburg. We drive these clients to job sites outside of the Borough limits. Would this program qualify as one that serves Borough residents?

- Karl Haglund:** If your clients' residence is in the Borough of Chambersburg, I think this activity would qualify. I am not sure. I need to check with HUD and get back to you.
- Heath Talhelm:** If a non-profit proposed to replace a roof or a kitchen and make improvements to their facility, would that be an eligible activity?
- Karl Haglund:** Yes, public facility improvements to nonprofit buildings can be eligible CDBG expenditures. The nonprofit must own the building or have a long-term lease on the building. Other public facility improvements might include window replacement or ADA accessibility improvements. ADA accessibility improvements are not subject to the same low- and moderate-income clientele requirements as other projects because the benefit is presumed to be for low- and moderate-income individuals.
- Kathy Leedy:** Can a nonprofit purchase a vehicle to provide transportation to income eligible clients?
- Karl Haglund:** Yes. That would be an eligible expenditure but maintenance or repairs to vehicles are an ineligible expenditure.
- Don Houser:** In a CDBG grant application to Harrisburg, a similar organization to ours fell under the "Crime Prevention" priority. Does the Borough of Chambersburg have a "Crime Prevention" priority?
- Karl Haglund:** Each grantee creates different priorities based on the needs in the community. The Borough of Chambersburg has a Public Services goal which is to "Improve and increase programs for the youth, the elderly, the disabled, and social/welfare programs for Borough residents." A proposed activity from your organization might fall under that category.
- Craig Newcomer:** HUD eliminated funding to our transitional housing programs. Our organization is in the process of securing funding for a new building to conduct a transitional housing program. In the meantime, we are asking for funding to continue to provide services until our building is ready. We also request funds for architectural and engineering services for a building that will be constructed over the next five-years. We have drafted an application for funds but are required to include architectural drawings and engineering documents in the application.

Karl Haglund: HUD requires that when CDBG funds are drawn down in IDIS, the Borough enter accomplishment numbers for the activity. Because the project will not be completed for another five-years, the accomplishment will not have occurred when funds need to be drawn down, so the project would be considered ineligible.

Craig Newcomer: The services our organization provides have been decimated by the elimination of transitional housing funding. Throughout the Eastern PA CoC, over \$6 million in HUD funds for transitional housing have been eliminated. We are trying to provide transitional housing services to our clients using only private funds and no Federal funds.

Don Houser: How does HUD define transitional housing?

Karl Haglund: Transitional housing is housing for homeless that lasts between 6 and 9 months. Mr. Newcomer might be better able to explain it.

Craig Newcomer: Transitional housing is housing with supportive services. Instead of just placing a homeless individual from a shelter directly into permanent housing (which is what current HUD policy dictates) transitional housing works with homeless individuals to provide them with the life and job skills to be successful in permanent housing.

Heath Talhelm: If an organization does not receive CDBG funds from the Borough of Chambersburg this year, please consider applying in the future.

Karl Haglund asked if there were any additional comments or questions. Seeing none, the meeting was adjourned at 7:30PM.

SECOND PUBLIC HEARING

DRAFT



**NOTICE OF PUBLIC HEARING
FY 2017 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 Tuesday, July 25, 2017 at 6:00 PM, in the:

**Borough of Chambersburg Recreation Center
Room B-1
235 South Third Street
Chambersburg PA, 17201**

The Borough of Chambersburg Recreation Center 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, including a Spanish interpreter, please call Ms. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, at (717) 660-2704, and 711 for the hearing impaired, to make those arrangements no later than Wednesday, July 19, 2017.

The purpose of the public hearing is to receive testimony or comments on the draft FY 2017 Annual Action Plan for the use of Community Development Block Grant (CDBG) Program funds. The Borough intends to submit its FY 2017 Annual Action Plan in the amount of \$318,583. The FY 2017 Annual Action Plan will be submitted to HUD on or before Wednesday, August 16, 2017.

In order to obtain the views of residents, public agencies, and other interested parties, the Borough of Chambersburg will place its FY 2017 Annual Action Plan on display beginning Thursday, July 6, 2017 through Friday, August 4, 2017, 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 2017 Annual Action Plan and the FY 2017 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 Friday, August 4, 2017. This plan will be submitted to the Town Council on the evening of Monday, August 7, 2017, 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 2017 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 2017 Annual Action Plan.

Written or verbal public comments on the FY 2017 Annual Action Plan will be received until 4:00PM on Friday, August 4, 2017 and should be addressed to Ms. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201. The phone number is (717) 660-2704 and the TDD number is 711.

Mr. Allen B. Coffman, President of Town Council

DRAFT



PUBLIC HEARING AND NOTICE OF DISPLAY

Borough of Chambersburg, Pennsylvania

FY 2017 Annual Action Plan

Notice is hereby given that the Borough of Chambersburg, Franklin County, PA will hold a public hearing on:

TUESDAY, July 25, 2017 at 6:00 PM

**Borough of Chambersburg's Recreation Center – Room B-1
235 South Third Street, Chambersburg, PA 17201**

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**Borough of Chambersburg, Land Use and Community Development Department,
Community and Economic Development Office**

Coyle Free Library

Borough of Chambersburg Recreation Center

Borough of Chambersburg's website

<http://www.borough.chambersburg.pa.us>

If special arrangements need to be made to accommodate residents in order for them to participate in the public hearing, including a Spanish interpreter, please call Ms. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, at (717) 660-2704 to make those arrangements no later than Wednesday, July 19, 2017. The TDD number is 711.

REUNIÓN PÚBLICA

Aviso de exhibición

Municipio de Chambersburg, PA

FY 2017 Plan Anual

Aviso- El Municipio de Chambersburg, Condado de Franklin, PA se dará a cabo una audiencia pública él:

**MARTES, JULIO 25, 2017 a las
6:00 PM**

**Borough of Chambersburg's Recreation Center – Room B-1
235 South Third Street, Chambersburg, PA 17201**

El propósito de esta audiencia pública es de recibir testimonios o comentarios sobre el Plan Anual para el Año Fiscal 2017 para el uso de los fondos del Programa de Subvenciones Globales de Desarrollo Comunitario (CDBG). El Municipio tiene la intención de presentar su Plan de Acción Anual FY 2017 por un monto de \$ 318,583 el miércoles 16 de agosto de 2017 o antes.

Con el fin de obtener las opiniones de los residentes, agencias públicas y otras partes interesadas, el Municipio de Chambersburg pondrá en exhibición su Plan de Acción Anual FY 2017 a partir del jueves 6 de julio de 2017 hasta el viernes 4 de agosto de 2017 en los siguientes lugares :

Municipio de Chambersburg, Departamento del Uso terrenal y Desarrollo de la Comunidad.

Comunidad y la Oficina de Desarrollo Económico
Coyle Free Library

Municipio de Chambersburg centro de recreación

Página web del Municipio de Chambersburg

<http://www.borough.chambersburg.pa.us>

Si es necesario adoptar disposiciones especiales a los ciudadanos para que puedan participar en la audiencia pública, incluyendo una traducción en español, por favor, llame a la Srta. Kathleen Newcomer al (717) 660-2704, Community Development Specialist, Borough of Chambersburg, 100 South Second Street, Chambersburg, PA 17201 para hacer los arreglos, a más tardar el miércoles, Julio 19 del 2017.

FAIR HOUSING

DRAFT





**FAIR HOUSING MEETING
“FAIR HOUSING - IT’S YOUR RIGHT”
BOROUGH OF CHAMBERSBURG, PENNSYLVANIA**

Notice is hereby given that the Borough of Chambersburg, Franklin County, PA will hold a fair housing meeting on Wednesday, May 24, 2017 at 6:00 PM, prevailing time, in the Borough of Chambersburg’s Recreation Center in Bard Hall located at 235 South Third Street, Chambersburg, PA 17201. Bard Hall and the Recreation Center are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate residents in order for them to participate in this public meeting, including a Spanish interpreter, please call Ms. Kathleen Newcomer, Community Development Specialist, Borough of Chambersburg, at (717) 660-2704, and 711 for the hearing impaired, to make those arrangements no later than Wednesday, May 17, 2017.

The Borough of Chambersburg is a Federal Entitlement under the Community Development Block Grant Program. The purpose of this event is to provide information to the residents, landlords, agencies, organizations, and interested parties regarding the Fair Housing Act of 1968, and your rights under the Act.

All interested residents landlords, agencies, and organizations are encouraged to attend this fair housing event.

Mr. Allen B. Coffman
President of Town Council

DRAFT

Fair Housing Informational Session

Fair Housing is Your Right!

What:

Borough of Chambersburg will host a fair housing informational session on the Fair Housing Act of 1968

Where:

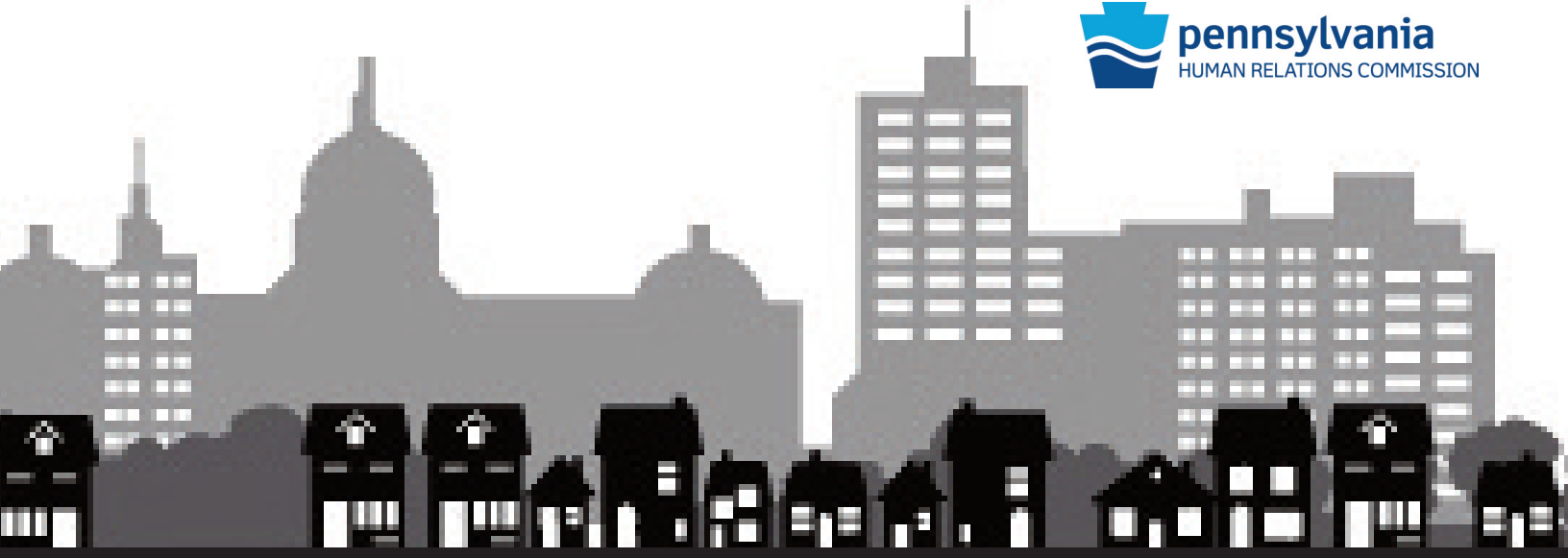
Eugene C. Clarke Community Center - Bard Hall
235 South Third Street, Chambersburg, PA 17201

When:

Wednesday, May 24, 2017 at 6:00 PM

Speakers: Heather Roth, Harrisburg Regional Director,
PA Human Relations Commission and Jinada Rochelle, Assistant Director
of Enforcement PA Human Relations Commission

Any residents who need special accommodations, including a Spanish interpreter, should call Kathleen Newcomer, Borough of Chambersburg Community Development Specialist, at 717-660-2704 to make those arrangements no later than Wednesday, May 17, 2017.



Sesión informativa sobre la vivienda

La vivienda justa es su derecho!

Qué:

Municipio de Chambersburg tendrá una sesión de información sobre la “vivienda justa” sobre la Ley de Vivienda Justa de 1968

Donde:

Centro Comunitario Eugene C. Clarke - Sala Bard
235 South Third Street, Chambersburg, PA 17201

Cuando:

Miércoles 24 de mayo de 2017 a las 6:00 PM

Oradores: Heather Roth, Directora Regional de Harrisburg, Comisión de Relaciones Humanas de la Autoridad Palestina y Jinada Rochelle, Directora Adjunta de Cumplimiento PA Comisión de Relaciones Humanas.

Cualquier residente que necesite adaptaciones especiales, incluyendo Intérprete en Español, debe llamar a Kathleen Newcomer, Municipio de Chambersburg Especialista en Desarrollo Comunitario, al 717-660-2704 para a más tardar el miércoles 17 de mayo de 2017.

Fair Housing Informational Session Fair Housing is Your Right!

What:

Borough of Chambersburg will host a fair housing informational session on the Fair Housing Act of 1968

Where:

Eugene C. Clarke Community Center - Bard Hall
235 South Third Street, Chambersburg, PA 17201

When:

Wednesday, May 24, 2017 at 6:00 PM

Speakers: Heather Roth, Harrisburg Regional Director,
PA Human Relations Commission and Jinada Rochelle, Assistant Director
of Enforcement PA Human Relations Commission

Any residents who need special accommodations, including a Spanish interpreter, please call Kathleen Newcomer, Community Development Specialist at 717-660-2704 to make those arrangements no later than Wednesday, May 17, 2017.



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FAIR HOUSING MEETING

Borough of Chambersburg, Pennsylvania

“FAIR HOUSING - IT’S YOUR RIGHT”

Notice is hereby given by the Borough of Chambersburg, Pennsylvania, that it will host a fair housing meeting to provide information on the Fair Housing Act of 1968 and citizens’ rights under the Act.

The Borough wishes to encourage all residents to attend this informational meeting to learn about fair housing issues and to ask questions about fair housing. You will be informed of your rights and what a landlord is required to do under the Act, including what are “reasonable accommodations.”

WEDNESDAY, MAY 24, 2017 at 6:00 PM

Eugene C. Clarke Community Center - Bard Hall
235 South Third Street, Chambersburg, PA 17201

If special arrangements need to be made to accommodate any residents in order for them to participate in this public meeting, including a Spanish interpreter, please call Ms. Kathleen Newcomer, Community Development Specialist at 717-660-2704 to make those arrangements no later than Wednesday, May 17, 2017.





Borough of Chambersburg, Pennsylvania
 "Fair Housing is Your Right"
 Eugene C. Clarke Community Center
 Bard Hall
 Wednesday, May 24, 2017 at 6:00 PM

Name	Address	Phone Number	Email Address
Kathy Newcomer	Borough of Chg- 100 S. Second St.	660-2074	KNEWCOMER@chambersburgpa.gov
Donna Siboney	Wash & Apple 70 W. Wash St	717- 4114-5030	Siboney dsiboney@interfaithhousing.org
P. III Collins	Penn roof	717-389- 5281	"
Victoria Beard	230 E LWE Chby MidPenn Legal Service	717-264 5354 ext 2306	vbeard@midpenn.org
Brandon Copeland	230 LWF Chambersburg MidPenn Legal Service	717-264 5354 ext 2303	b.copeland@midpenn.org
Volstead Cox			landames2@yahoo.com landames2@yahoo.com
Jack V. Jones	Elm Street Prog	717 263-2100	elmstreet@bopicinc.org bopic@bopicinc.org



Borough of Chambersburg, Pennsylvania
"Fair Housing is Your Right"
Eugene C. Clarke Community Center
Bard Hall
Wednesday, May 24, 2017 at 6:00 PM

Name	Address	Phone Number	Email Address
Barbara Lahr	1428 Alexander Ave		BABSLAHR1@gmail.com -
Larry Lahr	" "		ljlpanners@gmail.com

Fair Housing and Landlords: What you need to know

What:

Borough of Chambersburg will host a fair housing informational session on the Fair Housing Act of 1968

Where:

Eugene C. Clarke Community Center - Bard Hall
235 South Third Street, Chambersburg, PA 17201

When:

Tuesday, September 19, 2017 at 6:00 PM

Speaker: Jinada Rochelle, Assistant Director of Enforcement PA Human Relations Commission

Questions should be directed to Kathleen Newcomer, Community Development Specialist at 717-660-2704.

