

# CITY OF YORK, PA

## CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (**CAPER DRAFT**)

**2015**



### FEDERAL ENTITLEMENT PROGRAMS

**COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) & HOME INVESTMENT PARTNERSHIP  
(HOME)**

## Executive Summary

In 2015, the City of York prepared a Five-Year Consolidated Plan (CP) for the program years 2015 through 2019. Annually, the City of York must review and report its progress in carrying out its Five-Year strategic plan and the Annual Action Plan.

As required by federal Department of Housing and Urban Development (HUD) regulations, every grantee under the CDBG and HOME programs is required to prepare and make publicly available a Consolidated Annual Performance and Evaluation Report (CAPER) that highlights key performance measures. This CAPER report covers the City's CDBG and HOME expenditures from January 1, 2015 to December 31, 2015. In addition to the narrative, the required Integrated Disbursement System (IDIS) financial reports are included.

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The following are the major initiatives and highlights from the City of York's FY 2015 activities to carry out its strategic plan and its action Plan:

York City received HOME Investment Partnership Act (HOME) funds in the amount of \$355,800 and had \$110,000 in program income and unallocated funds for fiscal year 2015. HOME grant funds and program income were obligated to support program administration (10%) and other housing activities that benefit low-moderate income residents of the City of York. During 2015, the HOME Program and program Income expended totaled \$409,066. Program accomplishments for 2015 are summarized below.

- 1) HOME OWNERSHIP: The City used HOME grant funds to increase home ownership in the City. The York Homebuyer assistance Program (YHAP) is designed to provide down payment and closing cost assistance to low-moderate income households in York City.
- 2) RENTAL HOUSING: In 2015, \$300,000 in HOME Program funds was committed to the Boundary Avenue rental development project for the creation of 4 units of affordable rental, general occupancy housing on the south end of town. The Crispus Attucks Association is acting as developer and rental management entity for the project. HOME funds were used to leverage several other sources of funds to complete the project. In 2015 ground was broken, and the project got under way.

York City received Community Block Grant (CDBG) funds in the amount of \$1,224,799.00 and had \$110,100.00 in program income and unobligated funds for fiscal year 2015. CDBG grant funds and program income were obligated to program administration (20%) and to an array of housing and community development projects/activities. A more detailed description of CDBG Program accomplishments are summarized below.

- 1) PUBLIC SERVICES: Five public services activities received assistance through the CDBG Program during program year 2015 for a variety of services to lower income households. These services included the following:
  - A. First time homeowner education/counseling (200 city residents),
  - B. Fair housing (101 city residents and 12 training/ technical assistance opportunities),
  - C. HIV Testing and Awareness (112 city residents),

- D. Adult Literacy (42 residents).
- E. Summer Youth Employment: The City for the first time offered a summer youth employment program to income-eligible youth 16-18 years of age who resided in the City. Youth were placed in government offices in City Hall, worked in conservation or other non-profit organizations. The Summer Youth Program employed 21 young people during the summer of 2015.

Together, the funded agencies provided assistance to 475 eligible York City residents. Public Services CDBG obligations for 2015 amounted to \$129,126.00.

- 2) Public Facility and Infrastructure Improvements: In 2015, four public facility and infrastructure improvement activities were assisted using CDBG funds. In total, these activities were obligated \$350,000.00 from the 2015 CDBG program allocation. Activities included the following:
  - A. Improvements to one City park (Veterans Memorial Park)
  - B. Completion of three street resurfacing projects that included handicap curb and side walk cut improvements.
- 3) Elimination of Slum and Blight: In 2015, nine properties were demolished with \$75,000 of CDBG funds. City CDBG funds were also utilized to fund 2.5 Property Maintenance Inspectors to enforce property codes in the City of York.
- 4) Interim Assistance: 227 buildings were stabilized by the redevelopment authority in 2015 using \$45,000 in CDBG funds.
- 5) Code Enforcement: In 2015, code inspectors performed 13,518 inspections. The City provided \$150,000.00 in CDBG funds.
- 6) Economic Development: In 2015, the Community First Fund received a total of \$25,000 in CDBG funds. Services were provided to 42 individuals and businesses. A total of 39 received technical assistance, one business loan was facilitated, one existing distressed business was stabilized, one new business start-ups was assisted.
- 7) Housing Rehabilitation: Two rental units were created for income-eligible families. Work on the project started in 2014 and ended during the summer 2015. An additional unit was rehabilitated at 605 Cleveland Avenue. A total of \$273,116.25 in CDBG and HOME funds were invested in this project.

- 8) Owner Occupied Rehabilitation Program (62 years of age and older): A total of \$90,000 in CDBG funds was allocated for this activity, but no units were rehabilitated in 2015.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Acquisition/Rehabilitation/Resale	Slum and Blight Removal	CDBG: \$0	Other	Other	5	0	0.00%	1	0	0.00%
Code Enforcement	Code Enforcement	CDBG: \$150,000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	6,000	0	0.00%	1,200	13,518	1,125%
Create new, affordable rental housing	Affordable Housing	CDBG: \$3,000 HOME: \$270,116.25	Rental units rehabilitated	Household Housing Unit	10	0	0.00%	2	3	150.00%
Economic Development	Non-Housing Community Development	CDBG: \$25,000	Businesses assisted	Businesses Assisted	100	0	0.00%	32	42	132.00%
Encourage Youth Employment	Youth Employment	CDBG: \$50,000	Public service activities other than	Persons Assisted	125	0	0.00%	25	21	84.00%

			Low/Moderate Income Housing Benefit							
Improve Public Infrastructure and Facilities	Non-Housing Community Development	CDBG: \$350,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15,000	0	0.00%	6,659	10,953	165.00%
Increase homeownership	Affordable Housing	HOME: \$50,000	Direct Financial Assistance to Homebuyers	Households Assisted	80	0	0.00%	16	5	31.25%
Increase the number of affordable units	Affordable Housing	HOME: \$53,370	Affordable Housing	Other	25	0	0.00%	5	0	00.00%
Interim Assistance	Interim Assistance.	CDBG: \$45,000	Other	Other	50	0	0.00%	10	227	2,270.00%
Loan Repayment	Section 108 Loan Repayment	CDBG: \$300,000	Other	Other	5	0	0.00%	1	1	100.00%
Public Services	Non-Homeless Special Needs Public Services	CDBG: \$79,126	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2,175	0	0.00%	435	454	105.00%
Slum and blight removal	Demolition	CDBG: \$75,500	Buildings Demolished	Buildings	15	0	0.00%	3	9	300.00%
Owner-occupied Rehabilitation	Affordable Housing	CDBG: \$90,000	Owner-occupied units rehabilitated	Household Housing Unit	50		0.00%	10	0	00.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of York continually assesses the relationship between CDBG and HOME funding and the priorities and objectives identified in its Five-Year Consolidated Plan (FY 2015 – 2019).

The City had identified the following priority needs: improving the existing housing stock, street improvements, park and playground improvements, clearance and demolition, code enforcement, case management for homeless persons, business micro enterprise development, public services (GED instruction, fair housing education, HIV testing and counseling, and homebuyer education), a summer youth program, and homeownership downpayment assistance.

The following are the goals identified in the Five-Year Consolidated Plan and the FY 2015 outcomes:

**Housing:**

1. Increase homeownership:

Goal: To increase homeownership between 2015 and 2019, the City of York hopes to assist 80 renters to become homeowners through various programs.

2015: Five households were assisted to become homeowners.

2. Create new, affordable rental housing:

Goal: The construction of 10 new, affordable rental units. All of the units will be designated as HOME units.

2015: Three households were assisted to occupy rental housing.



3. Increase the number of affordable units:

Goal: HOME funding will be allocated to a CHDO to provide 25 affordable housing to low- and moderate- income households. In addition, HOME funds will be provided to Crispus Attucks for the rehabilitation of two rental properties. Also, it is anticipated that HOME funds will be provided to Art Space for rental housing.

2015: No CHDO units were developed.

4. Owner Occupied Rehabilitation Program (62 years of age and older):

Goal: The Owner-Occupied Rehabilitation program (Home Improvement Program) is designed to preserve and improve the existing housing stock. Fifty units will be rehabilitated over the next five years.

2015: No owner-occupied units were preserved or improved.

**Non-Housing Community Development:**

1. Code enforcement:

Goal: Strengthening neighborhoods in the City of York continues to be a high priority. Six thousand households will benefit from housing code enforcement over the next five years.

2015: 13,518 inspections were conducted.

2. Economic development:

Goal: Provide loan and technical assistance to 100 small businesses to promote the creation and retention of jobs in the City of York.

2015: 42 businesses were assisted.

3. Improve public infrastructure and facilities:

Goal: Public infrastructure and facility improvements, including water, sewer, streets, sidewalks, storm sewer, curb cut improvements for ADA accessibility, and park and playground improvements. Fifteen thousand persons will benefit from the improvements.

2015: 10,953 persons benefited from the improved public infrastructure and facilities.

4. Public services:

Goal: Ensure that quality public services that provide for community health; youth development; housing counseling; child care; child care; employment training; community policing; code enforcement; lead screening; and HIV testing. Two thousand one-hundred and seventy-five persons will benefit.

2015: 454 persons were assisted with public services.

5. Interim assistance:

Goal: City-wide interim assistance will be provided to 50 structures to secure and alleviate emergency conditions threatening the public health, safety and welfare, including program delivery cost of \$1,500.

2015: 227 structures were stabilized with the interim assistance.

6. Acquisition/Rehabilitation/Resale:

Goal: City-wide acquisition of five blighted, vacant properties undertaken by the York Redevelopment Authority. The City of York seeks to improve the sustainability of suitable living environments by having the York Redevelopment Authority acquire abandoned buildings and making them available for resale and/or rehabilitation.

2015: Funds were reallocated from this activity in 2015 to the owner-occupied rehabilitation program.

7. Slum and Blight Removal:

Goal: The City of York seeks to improve the sustainability of suitable living environments by having the York Redevelopment Authority acquire 15 abandoned buildings, making them available for resale and/or rehabilitation or demolishing them.

2015: Nine buildings were demolished.

8. Loan repayment:

Goal: Repayment of borrowed Section 108 funds (one loan paid over five years).

2015: One loan payment was made.

9. Encourage youth employment:

Goal: The City will implement a paid summer work experience for 125 high school students to work in City government.

2015: Twenty-one youths were employed during the summer.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	182	10
Black or African American	238	14
Asian	1	0
American Indian or American Native	1	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>422</b>	<b>24</b>
Hispanic	49	1
Not Hispanic	373	23

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	HUD	\$1,334,799	\$304,039
HOME	HUD	\$355,799	\$13,364

Table 3 - Resources Made Available

### Narrative

In FY 2015, the City allocated \$1,334,799 in CDBG funds and \$355,799 in HOME funds for housing and non-housing community development activities.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

A map depicting low/mod income areas (i.e., those areas where at least 51% of the residents have income at or below 80% of the area median income as adjusted for family size) and project locations has been provided for reference. The map is attached as an appendices in CR-15. The majority of activities funded in 2015 were considered “citywide.” Activities such as acquisition, demolition, interim assistance (Clean and Seal and building stabilization), economic development, homeownership (York Homebuyer Assistance Program), and housing rehabilitation provide services where needed and requested. Likewise a service that is provided to all lower income persons based on presumed benefit and need without regard for area benefit is the HIV Testing by the Health Bureau. The Community Progress Council responds to needs for housing services based on need and income.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City has continuously sought public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs to implement the Consolidated Plan. The City administers a Real Estate Tax Abatement Program for substantial improvements to residential properties. In agreement with State legislation, York also has established zones that provide tax abatement for industrial uses in support of economic revitalization.

The City of York is exempt from the match requirements. The City of York is a distressed community and has a Match Waiver of 100%.

### **Any publicly owned land or property??**

In 2014, the City continued to position itself in the event of an announcement of a new City Revitalization and Improvement Zone (CRIZ) designation round. The purpose of the program is to provide opportunity to spur new growth, helping to revive downtowns and create jobs for residents. Vacant and underutilized or abandoned space would be developed ultimately creating jobs, increasing personal incomes and reviving local economies and improving the lives of City residents. A CRIZ designation would have meant approximately 8,200 per year within the City of York once all CRIZ development was in operation. Unfortunately the City of York was denied a CRIZ designation in 2013. The CRIZ Authority is still in tact and is working to make sure that York's application for the next round of designations, expected in 2016, if not sooner will be competitive.

There were no Low Income Housing Tax Credit project funded in the City during 2015.

#### 1. Federal Funds

The City of York is a part of the York City and County Continuum of Care. In June 2011, York County was approved by HUD to create a local County/City Continuum of Care (COC), thus officially seceding from the Central Harrisburg Region COC that it was a part of since 2005.

The purpose of the COC is to develop and implement a local 10 year strategy to end homelessness in York City and York County. In 2015, the COC applied for \$1,239,509 to fund 10 projects. FY 2015 funds have not been approved by HUD. As of March 1, 2016.

The York City Housing Authority also administers the federal public housing and Section 8 programs in the City of York. YCHA received funds in 2014 in the amount of \$11,226,795 and Capital Grants Program funds in the amount of \$1,037,854.

## 2. Non-Federal

In addition to the federal entitlement funds received by the City of York, other sources of funding were used to help the City accomplish its housing and community development goals.

Via the PA DCED Elm Street program, the City of York secured a \$250,000 grant to help fund the rehabilitation of the Gus's project located in the Salem Square neighborhood on the West end of town. The funds were applied for and secured in 2013. The actual contract was not signed until January 2014. The Gus's rehabilitation project continues the City's effort and focus on transforming a problem area of the City into a vibrant and welcoming neighborhood. The City and other investors have invested millions of dollars into this neighborhood in the form of housing rehabilitation for rent and sale, street scaping, and street repairs. The Gus's rehab project will continue the transformation in this community.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	N/A
2. Match contributed during current Federal fiscal year	N/A
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	N/A
4. Match liability for current Federal fiscal year	N/A
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	N/A

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

### HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$

Table 7 – Program Income



<b>Minority Business Enterprises and Women Business Enterprises –</b> Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Number						
Dollar Amount						
<b>Sub-Contracts</b>						
Number						
Dollar Amount						
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number						
Dollar Amount						
<b>Sub-Contracts</b>						
Number						
Dollar Amount						

**Table 8 – Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property –</b> Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Dollar Amount						

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired						
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Cost						

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	0	3
Number of special-needs households to be provided affordable housing units	0	0
<b>Total</b>	0	3

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	2	3
Number of households supported through the acquisition of existing units	2	0
<b>Total</b>	4	3

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City is undertaking projects and activities consistent with its five-year goals. The City of York employed a multi-faceted approach in attempting to meet its affordable housing needs. The City recognizes that available resources and production capacity limit the extent to which affordable housing needs can be addressed. Recognizing that available resources are not sufficient to meet all of its affordable housing needs, the City is prioritizing projects based on need.

Many of the planned housing activities, such as the Crispus Attucks Boundary Avenue rental development project, broke ground in 2015 but won't be completed until 2016.

**Discuss how these outcomes will impact future annual action plans.**

The City of York will continue to address the need for affordable housing using CDBG and HOME funding. The City is undertaking projects and activities consistent with its five-year goals. The City of York employed a multi-faceted approach in attempting to meet its affordable housing needs. The City recognizes that available resources and production capacity limit the extent to which affordable housing needs can be addressed. Recognizing that available resources are not sufficient to meet all of its affordable housing needs, the City is prioritizing projects based on the need.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	0
Low-income	0	3
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>3</b>

**Table 13 – Number of Persons Served**

## **Narrative Information**

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Many of the unsheltered homeless in York County also struggle with mental health issues. Bell Socialization Services, a nonprofit in York County, does some outreach to these populations through their PATH program, which attempts to engage these populations and encourage those with mental health issues to seek permanent housing.

In addition, York County completes an unsheltered homeless count for HUD on a biannual basis. The County continually refines the questions asked to get a better sense of those who are unsheltered and potentially not seeking homeless services from the providers in the area. In addition, those unsheltered homeless who are interviewed and counted every other year are offered a variety of services and provided with a pack of goods to help them as well.

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

Emergency shelters and transitional housing programs are major parts of the homeless housing services provided in York County. York County has seven transitional housing programs (serving families, domestic violence victims, single men, and seniors), and six emergency shelters (serving families, individuals, and domestic violence victims). These programs are predominately funded through a variety of state funding sources (such as the Homeless Assistance Program and the Human Services Development Fund) due to the shift in many HUD funding sources to rapid re-housing and permanent supportive housing. Most of the emergency shelter options in York County run a waiting list, as do the transitional housing programs – especially for families. York County is working to determine how it can provide more permanent housing options to families, with the intent of moving them from emergency and transitional housing programs into something more long-term. The largest obstacles to providing families with permanent housing in York County continues to be lack of jobs that pay a living wage, and scarcity of affordable housing that can accommodate large families.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

York County closely follows several Pennsylvania-state mandated policies in regards to discharge from a variety of institutions, including foster care, health care facilities, mental health facilities and corrections

programs and institutions. These policies identify the initial steps that prevent those exiting these programs and places from becoming homeless.

**Foster Care Discharge Protocol:** York County is required by Pennsylvania state law to provide discharge plans for individuals exiting foster care, as identified in the state PA OCYF Bulletin #31030-11-04, & Independent Living Guidelines. A law passed in 2012 allowed youth under 21 who age out of the foster care system to remain in care until 21. These policies are designed to ensure that youth served by the foster care system are not discharged to homelessness. York County's Office of Children, Youth, & Families (York County OCYF) is required to develop transition plans before youth are discharged from foster care. These youth-driven transition plans begin when a youth is 16 or a minimum of six months before discharge. State policy says the plan may not include referrals to shelters and should include a court-approved plan for safe/sustainable housing.

**Health Care/Hospital Discharge Protocol:** York County follows the Pennsylvania-state mandated laws regarding discharge from health care facilities/hospitals. Pennsylvania hospitals must have written discharge policies meeting requirements of the federal Conditions of Participations (CoPs) in Medicare. York County's Continuum of Care stays current on hospital policies regarding discharge of homeless patients and on 'super utilizer' projects that work with clients with multiple, chronic needs to stabilize them and avert homelessness and ER visits. Both York hospitals (York and Memorial) have patients meet with a social worker to assess needs, develop a discharge plan, assess psycho-social issues and screen for homelessness and ER visits. All hospitals arrange for case management when needed and referrals for primary care upon discharge from the facility. Hospitals assist in the Medical Assistance (MA) application process and provide information on subsidized housing. Contact with assisted living/nursing social workers is made when needed.

**Mental Health Facility Discharge Protocol:** York County follows the Pennsylvania-state mandated policies on discharge from a mental health facility – also referred to as a 'state hospital.' Discharge from a state hospital cannot occur unless housing, treatment, case management and rehabilitation services are in place at the county level. The goal of the Office of Mental Health and Substance Abuse Services (OMHSAS) is that individuals be engaged and supported in identifying and moving into the most integrated housing of their choice in the community. York/Adams Mental Health (MH)/Intellectual and Developmental Disabilities (IDD) Programs have housing options available to discharged individuals with serious and persistent mental illness who are facing homelessness. Case management works with the consumer to identify the level of support needed to make referrals to agencies providing the needed service, and to link the consumer to local supportive services. York County MH Program uses housing caseworkers to assist consumers in locating affordable permanent housing. If a consumer with mental illness is facing homelessness and no permanent housing option can be identified, York County MH has respite care beds that case managers can access.

**Corrections Facility Discharge Protocol:** York County follows the Pennsylvania-state mandated discharge policies on individuals leaving correctional institutions. Pennsylvania ensures that individuals released from state correctional institutions do not become homeless in two ways: PA Department of Corrections

(DOC) 1-5-06 Policy Statement on Inmate Reentry and Transition requires Continuity of Care Planners to try to assure viable home plans and follow-up services for all maxouts by providing information on housing, photo ID and other documents. Links are also made with the Veterans Administration (VA) to access benefits. PA Board of Probation and Parole (PBPP) has a formal policy that no person may be released on parole without an approved home plan. DOC and PBPP also work to improve the discharge planning process and to provide housing counseling to inmates prior to discharge. In York County, some judges require a permanent residence as a condition of release.

**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**

York County has made Rapid Re-Housing (RRH) a priority and had a new RRH program funded through the Continuum of Care in the 2013 funding round. Additional RRH funds were applied for in the 2014 funding round, and were approved. RRH also voted and approved to be an eligible application activity in York County for Emergency Solutions Grant (ESG) funds beginning in 2015. In addition, to prevent homelessness York County provides Pennsylvania Homeless Assistance Program (HAP) dollars to individuals who are at risk of losing their homes and to those who need help with a down payment or first month's rent to get into a home of their own. All of these sources of rapid re-housing and homeless prevention funds are managed through the same local non-profit, Community Progress Council, thereby increasing the odds of an individual or family finding the most appropriate funding source(s) to address their needs.

York County is also working on the planning and implementation of a Coordinated Entry process, which will allow all those seeking housing to be evaluated on the same criteria and ranked on the level of their need. This will allow the community to ensure that chronically homeless individuals and families are being offered stable housing as a first priority. Implementation of the Coordinated Entry system is slated for late 2016.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The York Housing Authority (YHA) continued to use its Capital Fund grant to make, physical, operational and management improvements at its various housing developments and administrative sites. YHA completed a self-implemented, self-directed \$4.5 million Energy Performance Contract for water, electric and gas improvements at all public housing properties.

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

YHA has resident councils in four of its developments. These resident councils have input/involvement with YHA management operations and modernization needs. Resident council officers serve on YHA's Resident Advisory Board (RAB). YHA completed two actions to increase resident involvement in management:

1. RAB membership was extended to residents of developments that do not have a Resident Council.
2. When possible and appropriate, the Resident Initiative Coordinator increased the involvement of residents in meetings with outside agencies or committees. Resident ideas and suggestions assisted the process, resulting in increased collaboration among agencies.

YHA has both a public housing homeownership program and a Section 8 homeownership program and is proposing to increase homeownership opportunities by having its Family Self Sufficiency (FSS) Program Coordinator meet with all incoming public housing applicants to review and discuss homeownership opportunities available to them. The FSS coordinator will pursue similar action with eligible Section 8 tenants.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable



## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken 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. 91.220 (j); 91.320 (i)**

The City of York conducted an Analysis of Impediments to Fair Housing Choice (AI) in 2009. One of the AI findings was that affordable housing developers and stakeholders in the City identified several impediments to the development of affordable housing and operation of housing programs in the City of York. These impediments included a lack of coordination in the code enforcement process, inconsistency in review and lack of enforcement by the York Historic Architectural Review Board, an inefficient and arbitrary zoning permitting process, and a backed-up City licensing procedure.

To address these issues, the AI's Fair Housing Action Plan proposed additional discussion between various City departments and affordable housing stakeholders to determine the magnitude of each identified barrier and to make decisions on how to address each issue.

Since the adoption of the AI, the City's code enforcement process has improved. Staff of the City's Permits, Planning and Zoning Department, and the fire department cooperate in the property inspection process and all other code-related matters. The two departments jointly perform all required certificate of occupancy and certificate of compliance inspections and do not require a separate licensing inspection for each certificate.

The City's zoning permitting process has also improved and has become more consistent and efficient. The City intends to continue improving the process even more by having the zoning officer and city planner work together to further streamline the process.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The chief obstacle to meeting underserved needs is a lack of, or inadequate, resources---both financial and human (staffing). The City of York will continue to collaborate with human and social service agencies and the Continuum of Care (CoC) to identify potential resources for meeting the service needs of City residents. The City will support the efforts of service agencies to maximize the use of available resources and to obtain additional resources whenever possible.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Lead-based paint abatement is an eligible rehabilitation program, and participation in the City's housing rehabilitation programs will reduce the number of homes with lead-based paint hazards. The City of York's Bureau of Health provided lead-based paint hazard education and lead-based paint risk assessments and code enforcement for City children and the homes they live in.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The resources that the City of York has to reduce the number of persons with incomes below the poverty level are limited. In 2015, the City continued to pursue and support various economic development and housing activities in an effort to provide an environment that attracted and retained businesses or facilitated the expansion of existing businesses to secure employment and increase incomes for City residents. These activities included the following:

- **Community Progress Council/Rental Assistance Program – Rental assistance provided to homeless and near-homeless to secure and/or maintain housing.**
- First-time Homebuyer Assistance- Counseling and downpayment/closing cost assistance to five first-time homebuyers.
- Crispus Attucks Association – Rehabilitation of two properties into affordable, decent rental housing.
- Micro-Enterprise Assistance Program – Provided loans and technical assistance to 42 small businesses to encourage creating or maintaining jobs.
- York County Literacy Council – Provided funding for English as a Second Language classes. Also provided funding for pre-GED instruction in reading, writing, math, computer and critical thinking skills to serve as a springboard for more education, training and better jobs. Forty-two residents benefited from the program.
- HIV Testing – Funded the Bureau of Health to provide outreach, counseling, and testing in order to prevent and reduce risk of HIV/AIDS for 112 clients.

The varied activities helped to create job opportunities, reduce burdens (e.g. housing cost burden), and educationally/economically empower city residents, all of which prevented or alleviated poverty in the community. In addition, in the award of contracts, the City implemented the Section 3 Plan to promote the utilization of firms owned by low-income persons.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

In 2015, the City of York continued to rely on a network of public sector, private sector, and non-profit organizations to deliver needed housing and community development services to City residents, particularly the homeless and special needs populations. Many of the organizations in the network operate on a county or regional level.

The demand for services greatly exceeds the available resources. The City of York continued to collaborate with human and social service agencies and the Continuum of Care to identify potential resources for meeting the service needs of City residents. The City supported the efforts of service agencies to obtain needed resources.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

See previous answer.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Since the adoption of the AI, the City's code enforcement process has improved. Staff of the City's Permits, Planning and Zoning Department, and the fire department cooperate in the property inspection process and all other code-related matters. The two departments jointly perform all required certificate of occupancy and certificate of compliance inspections and do not require a separate licensing inspection for each certificate.

The City's zoning permitting process has also improved and has become more consistent and efficient. The City intends to continue improving the process even more by having the zoning officer and city planner work together to further streamline the process.

Also, the City continued to encourage and facilitate communication between and among City departments, affordable housing stakeholders, and other parties, e.g., Historic York, to identify both barriers to affordable housing and ways to remove or reduce such barriers.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of York's Bureau of Housing Services has primary responsibility for monitoring the CDBG and HOME activities. It keeps records on the progress toward meeting the Consolidated Plan goals and on the statutory and regulatory compliance of each activity.

For each activity that is authorized under the National Affordable Housing Act, the Bureau has established fiscal and management procedures that ensure program compliance and funds accountability and that reports to HUD are complete and accurate. The Bureau of Housing Services carries out the subrecipient Monitoring Plan.

The objectives of the Monitoring Plan are:

- To ensure compliance with Federal statutory and regulatory requirements for CDBG and HOME Programs.
- To ensure that funds are used effectively and for the purpose for which they were made available.
- To enhance the administrative and management capabilities of subrecipients through training, orientation, and technical assistance.
- To ensure production and accountability.
- To evaluate organizational and project performance.

The City uses several approaches to achieve sub-recipient compliance. These include, but are not limited to, orientation, technical assistance, program management, record management, and program monitoring.

As in past years, the Bureau of Housing Services has performed financial and programmatic monitoring through reviews of requests for reimbursement, activity reports, and client benefit reports. The reports document sub-recipient progress, compliance with funding agreements, and numbers and characteristics of beneficiaries. Maintaining complete and accurate project files is an important aspect of program monitoring.

The Bureau of Housing Services also has performed monitoring visits to determine whether agencies implemented and administered CDBG/HOME funded activities according to all applicable Federal requirements. This includes monitoring construction projects subject to Section 3, Davis-Bacon Wage

Rates, Minority and Women-Owned businesses, Housing Quality Standards, Section 504/ADA, and other federal requirements.

To ensure compliance, the City monitored each sub-recipient and required periodic, timely, and complete written reports on beneficiaries and submission of annual audits.

The City of York encouraged participation by minority-owned businesses in CDBG and HOME assisted activities. The City maintained records concerning the participation of minority-owned businesses to assess the results of its efforts and to complete the semi-annual "Minority Business Enterprise Report" to HUD.

#### **Citizen Participation Plan 91.105(d); 91.115(d)**

To ensure compliance with the comprehensive planning requirements of the Consolidated Plan process, the City reviews the process on an ongoing basis. The review ensures compliance with federal requirements concerning citizen participation and consistency of actions taken with those specified in the City's Citizen Participation Plan. The City maintains records that document participation and consistency actions taken each program year.

#### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Ads were placed in the York Dispatch and the York Daily Record newspapers notifying the community of a public hearing to obtain input on performance reports and the availability of the FY 2015 CAPER for public review beginning on March 9, 2016. The advertisement stipulated that comments received through March 23, 2016 would be considered, providing a 15-day comment period. The notice and summary of comments received can be found attached in IDIS.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no amendments or major changes to the overall Consolidated Plan (CP) program priorities or objectives during the program year. Because some of the priorities of the Consolidated Plan are fairly broad, there is flexibility for new programs that fit into these categories to be added when reprogramming occurs and as each funding cycle arises.

The City of York added an owner-occupied rehabilitation program to address the need for housing rehabilitation in the City of York. The Owner Occupied Rehabilitation Program is designed to preserve and improve the existing housing stock in the City of York by providing the financial and technical assistance to address substandard major systems such as, but not limited to roofing, heating, electrical, plumbing, structural components, repairs to eliminate health and safety deficiencies, repairs identified by code violations and repairs that will assist York City residents to qualify for the York County Weatherization Assistance program (moisture,/mold issues, kitchen and bath ventilation, or other items that would need to be addressed to qualify for a home for weatherization) A total of \$90,000 in CDBG funds were invested in this activity.

## **Explain changes in housing funds? (Artspace?)**

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

Not applicable.

## CR-50 - HOME 91.520(d)

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

As required by 24 CFR 92.504(d), during the required affordability period for HOME-assisted rental units, the Program Compliance Specialist performed on-site inspections of HOME-assisted rental housing to determine compliance with the HUD-required property standards of 24 CFR 92.251. As required by HUD, HOME –assisted rental projects with total units from one to four (1-4) units are inspected every three (3) years, projects from five to twenty-five (5-25) units are inspected every two (2) years; and projects with twenty-six (26) or more units are inspected annually.

On-site inspections conducted in 2015 are shown on the following table.

Rental Site Visited	Address	Number of Units Inspected	Date Visited	Issues Addressed
YCDC	353 W. King St. Apt. #201	7	??	Several tenant income certification forms were incomplete. Missing move in inspection forms in 2 files.
	367 W. King St. Apt. #202			
	272 W. Market St. Apt. #202			
	292 W. Market St. Apt. #201, #202, #302			
	342 W. Market St. Apts. #201,			
Historic Fairmount	453 N. Beaver St.-Unit 301	8	??	No findings or concerns
	453 N. Beaver St. Apt. #101			
	338 N. Beaver St. Apt. #102			
	339 N. Beaver St. Apt. #301			
	405 N. Beaver St.-Unit 101			
	438 N. Beaver St.-Unit 201			
	452 N. Beaver St. Units 101			
	446 N. Beaver St. Unit-201			
YMCA/SRO	310 E Phila. St.- Rooms 327, 403, 409, 412, 420, 428, 430, 453, 435, 439, 441, 506, 509, 513, 515, 520, 522, 527, 305, 309, 312, 315, 318, 322	24	??	No findings or concerns

Rental Site Visited	Address	Number of Units Inspected	Date Visited	Issues Addressed
Crispus Attucks	500 S. George St. – 2nd floor	12	??	No problems or concerns
	453 S George St. –1 <sup>st</sup> Floor			
	431 S George St. – 2 <sup>nd</sup> floor Rear			
	431 S. George St. – 3 <sup>rd</sup> floor Rear			
	423 S. George St – 1st floor			
	15 E. King St – 1 <sup>st</sup> floor			
	421 S. Duke St.- SFH			
	518 S. George St – 2nd floor			
	500 S. George St – 1 <sup>st</sup> Floor Rear			
	616 S. George St – 1 <sup>st</sup> floor			
	620 S. George St – Apt b			
Smyser St. Apartments	201 N. Penn. St. – Apts. 106, 103, 201	3	??	No findings or concerns.
Shady Oaks Apartments	252 W. College Ave. – Apts.	7	??	No concerns or problems.
	200,117,114,109,107, 102,100			
YADC – King St. Apartments	312 E. King St. – Unit 312 B, 314 E. King St Unit A	2	??	No problems or concerns
YADC – Liberty Apartments	37 E. Phila. St. – Unit 4 & 5	2	??	No problems or concerns



**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.  
92.351(b)**

The City of York uses affirmative marketing strategies in its projects. There were no new projects in 2015 that were required to comply with an affirmative marketing plan. However, those projects monitored in 2015 all had affirmative marketing plans in place. The Community Housing Development Organization (CHDO) agreement between Y-Community Development Corporation, York Area Development Corporation, Creating Opportunities in Neighborhood Environments (CONE) are encouraged by the City of York to develop and utilize an Affirmative Marketing Plan in the sale and/or rental of HOME assisted units.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

See attached IDIS reports for details on program income.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing).  
91.320(j)**

The City of York allocated a total of \$270,116.25 of FY 2015 HOME funds to create two units of affordable rental housing.

The City also supported the efforts of the York Housing Authority to maintain and increase the supply of affordable housing for public housing residents and Housing Choice voucher holders.

## City of York FY 2015 CAPER: CDBG and HOME Activities

