

# CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

CITY OF YORK, YORK COUNTY, PENNSYLVANIA



## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM

FISCAL YEAR 2017

(1/1/2017 THROUGH 12/31/2017)

**PUBLIC DISPLAY PERIOD:**

**FEBRUARY 20, 2018 – MARCH 7, 2018**

PREPARED FOR:

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PHILADELPHIA, PA

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## 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 Annual Action Plan.

The City of York receives annual grant allocations from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program and the HOME Investment Partnership's (HOME) Program. As required by HUD regulations, every CDBG and HOME grantee 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, 2017 to December 31, 2017. In addition to the narrative, the required Integrated Disbursement and Information 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 2017 activities to carry out its Strategic Plan and its Action Plan:

The City of York received HOME Investment Partnerships (HOME) Program funds in the amount of \$388,677.00 and no program income or unallocated funds for fiscal year 2017. 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.

During 2017, the amount of HOME Program funds and program income expended totaled \$238,295.76. HOME Program accomplishments for 2017 are summarized below.

1. HOME OWNERSHIP: The City used \$28,693.15 of HOME grant funds to provide down payment and closing cost assistance to five low-moderate income households through the York Homebuyer Assistance Program (YHAP).
2. RENTAL HOUSING: In 2017, \$170,734.61 in HOME Program funds were expended for the creation of 5 units of affordable rental, general occupancy housing on the south end of town: four units on Boundary Avenue and one unit at 47 E. Maple Street. The unit at 47 E. Maple Street was completed in 2017. The four units on Boundary Avenue are expected to be completed in 2018. 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. In 2015 ground was broken, and the project got under way.

The City received Community Development Block Grant (CDBG) funds in the amount of \$1,289,810.00 and had \$138,000.00 in program income and unobligated funds for fiscal year 2017. 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 during FY 2017 is summarized below.

- 1) PUBLIC SERVICES: Five public services activities received assistance during program year 2017 for a variety of services to lower income households. These services included the following:
  - A. First time homeowner education/counseling (112 city residents),

- B. Fair housing – Human Relations Commission - (46 city residents and training for 10 organizations),
- C. HIV Testing and Awareness (244 city residents),
- D. Adult Literacy (39 residents).
- E. Summer Youth Employment: The City 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 with non-profit organizations. The Summer Youth Program employed 27 young people during the summer of 2017.

Together, the funded agencies provided assistance to 489 eligible York City residents and 10 organizations. Public Services CDBG expenditures for 2017 amounted to \$104,873.11.

- 2) Public Facility and Infrastructure Improvements: In 2017, three public facility and infrastructure improvement activities were assisted with \$264,651.64 of CDBG funds. Activities included the following:
  - a. Improvements to one City park (Memorial Park)
  - b. Completion of one street resurfacing projects (North Newberry Street between Jefferson and Madison Streets) that included handicap curb and side walk cut improvements.
  - c. Roof replacement at the Vonnie Grimes Community Center
- 3) Elimination of Slum and Blight: In 2017, three properties were demolished with \$109,692.88 of CDBG funds.
- 4) Interim Assistance: 268 buildings were stabilized by the City redevelopment authority in 2017 using \$62,190.01 in CDBG funds.
- 5) Code Enforcement: In 2017, code inspectors performed 5,095 inspections. The City provided \$150,000.00 in CDBG funds for this activity. City CDBG funds were also utilized to fund 2.5 property maintenance inspectors to enforce property codes in the City.
- 6) Economic Development: In 2017, the City expended a total of \$25,000 in CDBG funds. Services were provided to 55 individuals and businesses. A total of 48 received technical assistance, four business loans were facilitated, and three existing distressed business were stabilized.
- 7) Housing Rehabilitation: The Boundary Avenue project is in progress and is scheduled to be completed in 2018. One unit (47 E. Maple Street) was completed in 2017.

- 8) Owner Occupied Rehabilitation Program (62 years of age and older): A total of \$30,000 in CDBG funds was allocated for this activity, of which \$48,091.52 was expended. Two units were assisted in 2017.
- 9) Acquisition/Rehabilitation/Resale: Three properties were acquired in 2017. A total of \$39,396.50 was expended in 2017.

**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: \$39,396.50	Other	Other	5	7	140.00%	1	3	300.00 %
Code Enforcement	Code Enforcement	CDBG: \$150,000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	6,000	35,660	594.33%	1,200	5,096	424%
Create new, affordable rental housing	Affordable Housing	HOME: \$170,734.61	Rental units rehabilitated	Household Housing Unit	10	4	40.00%	2	1	50.00 %
Economic Development	Non-Housing Community Development	CDBG: \$25,000	Businesses assisted	Businesses Assisted	160	161	101.00%	32	55	172.00 %
Encourage Youth Employment	Youth Employment	CDBG: \$34,177.39	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	73	58.40%	25	27	102.00 %

Improve Public Infrastructure and Facilities	Non-Housing Community Development	CDBG: \$264,651.64	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15,000	30,648	204.32%	6,659	11,960	179.60 %
Increase homeownership	Affordable Housing	HOME: \$28,693.15	Direct Financial Assistance to Homebuyers	Households Assisted	80	21	26.25%	15	5	33.33 %
Increase the number of affordable units	Affordable Housing	HOME: \$0	Affordable Housing	Other	25	0	0.00%	5	0	00.00 %
Interim Assistance	Interim Assistance.	CDBG: \$67,635.34	Other	Other	50	722	1,444.00 %	10	268	2,680.00%
Loan Repayment	Section 108 Loan Repayment	CDBG: \$218,381.26	Other	Other	5	3	60.00%	1	1	100.00 %
Public Services	Non-Homeless Special Needs Public Services	CDBG: \$70,695.72	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2,175	1,570	72.18%	435	462	94.15 %
Slum and blight removal	Demolition	CDBG: \$109,692.88	Buildings Demolished	Buildings	15	21	140.00%	3	3	100.00 %
Owner-occupied Rehabilitation	Affordable Housing	CDBG: \$48,091.52	Owner-occupied units rehabilitated	Household Housing Unit	50	6	12.00%	10	5	50.00 %

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 2017 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.

2017: 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.

2017: One household was assisted to occupy rental housing.



3. Increase the number of affordable units:

Goal: HOME funding will be allocated to a CHDO to provide 25 low- and moderate- income households with affordable housing.

2017: 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.

2017: Two 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.

2017: 5,096 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.

2017: 55 individuals and 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.

2017: 11,960 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; adult literacy; employment training; fair housing; code enforcement; lead screening; and HIV testing. Two thousand one-hundred and seventy-five persons will benefit.

2017: 489 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.

2017: 268 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.

2017: In 2017, three properties were acquired.

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.

2017: Three buildings were demolished.

8. Loan repayment:

Goal: Repayment of borrowed Section 108 funds (two loans paid over five years).

2017: Two loan payment were made (Note: Table 1 above notes one Section 108 loan. Two Section 108 loans are made each year).

9. Encourage youth employment:

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

2017: Twenty-seven 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	331	9
Black or African American	292	3
Asian	8	0
Asian and White	4	0
Black or African American and White	67	0
Multi Racial	33	0
		0
<b>Total</b>	<b>735</b>	<b>12</b>
Hispanic	5	7
Not Hispanic	730	5

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

### Narrative

More White families were assisted with CDBG funds than any other racial or ethnic group. Over 45% of the families receiving assistance through the CDBG program were White. The majority of families who received assistance through the HOME program (75%) were White. Hispanic families accounted for a small percentage (fewer than 1%) of the families assisted with CDBG funds, but over 58% of the families assisted with HOME funds.

## 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	CDBG	\$1,427,810.00	\$1,238,509.12
HOME	HOME	\$388,677	\$238,295.76

Table 3 - Resources Made Available

### Narrative

In FY 2017, the City allocated \$1,427,810 in CDBG funds and \$388,677 in HOME funds for housing and non-housing community development activities.

### Identify the geographic distribution and location of investments

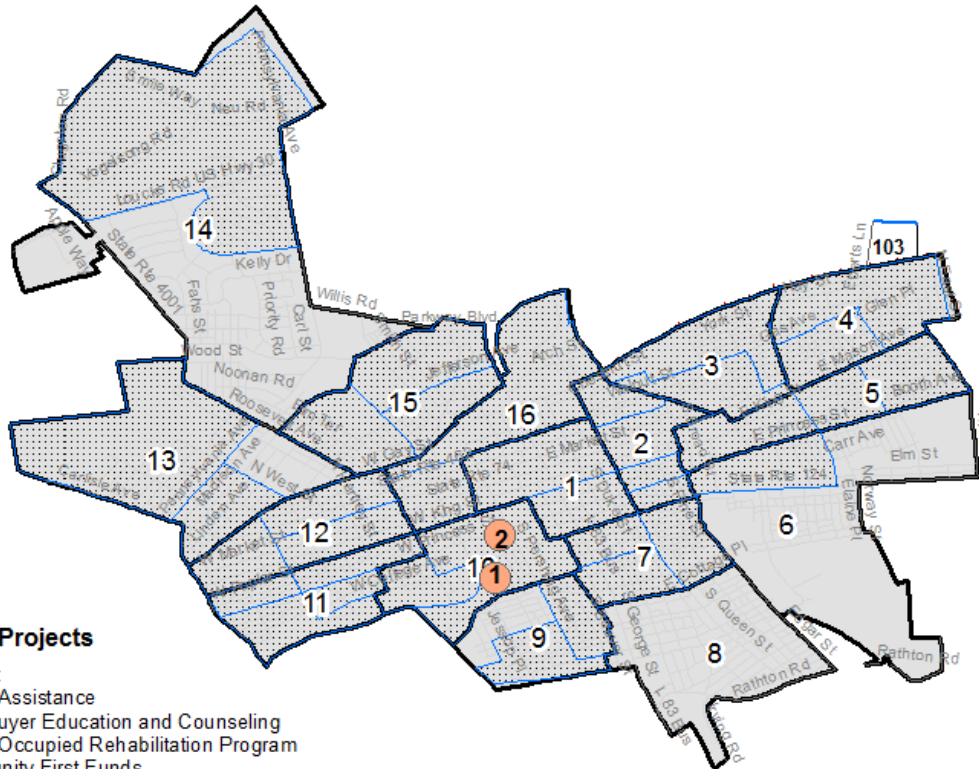
Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide			Citywide

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 on the following page for reference (in IDIS, the map is attached as an appendix in CR-15.) The majority of activities funded in 2017 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 Lancaster Housing Opportunity Partnership (LHOP) responds to needs for housing services based on need and income.

# City of York FY 2017 CAPER: CDBG and HOME Activities



### CDBG Projects

- Citywide:
- Interim Assistance
  - Homebuyer Education and Counseling
  - Owner-Occupied Rehabilitation Program
  - Community First Funds
  - Code Enforcement
  - Demolition
  - Section 108 Loan Program
  - Public Improvements
  - HIV/AIDS Testing
  - Fair Housing Enforcement and Administration
  - Literacy Council - 800 East King Street
  - Summer Youth Program
  - Acquisition/Rehabilitation/Resale

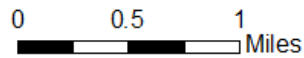
### HOME Projects

- Crispus Attucks Youth Build Program:
1. 22-30 W. Boundary Avenue (4 units to be completed in 2018)
  2. 47 E. Maple Street (1 unit completed in 2017)

- Citywide:
- Homeownership Down Payment and Closing Cost Assistance
  - CHDO

**Legend**

- LMI Areas
- Roads
- 2010 Census Tracts
- York City Limits



## 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%.

There were no Low Income Housing Tax Credit project funded in the City during 2017.

### 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. For FY 2017, the COC was awarded \$1,278,307 for eleven projects.

The Housing Authority of the City of York (HACY) administers seven different resident supportive programs, all funded by the federal government. They are as follows:

Low Rent Public Housing	\$3,269,477
Public Housing Capital Fund Program	\$823,418
Resident Opportunity and Supportive Services	\$73,942
Special Needs Assessment Program	\$138,561
Housing Choice Vouchers	\$8,891,553
Section 8 Moderate Rehabilitation SRO	\$138,838
LIHA Program – Section 8 ModRehab	\$319,995
Grand Total of Federal Funds received in FY 2017:	\$13,655,784

**Note: HACY receives no funding from the state or local governments.**



2. Non-Federal

In December 2017, the Salem Square Neighborhood was awarded an Elm Street designation from DCED.

No publicly owned land or property within the city was used to address the needs identified in the plan.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	0

**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
0	0	0	0	0	0	0	0	0

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 \$
0	0	0	0	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Number	3	0	0	3	0	0
Dollar Amount	\$27,990	0	0	\$27,990	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number	3	0	3			
Dollar Amount	\$27,990	0	\$27,990			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

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

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**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	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**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	27	11
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>27</b>	<b>11</b>

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	2	1
Number of households supported through Rehab of Existing Units	10	5
Number of households supported through Acquisition of Existing Units	15	5
<b>Total</b>	<b>27</b>	<b>11</b>

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.

The Crispus Attucks Boundary Avenue rental development project broke ground in 2015 but won't be completed until 2018. The project consists of four units on Boundary Avenue and one unit at 47 E. Maple Street. The unit at 47 E. Maple Street was completed in 2017. The four units on Boundary Avenue are expected to be completed in 2018.

**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 Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	0
Low-income	5	5
Moderate-income	0	0
<b>Total</b>	<b>5</b>	<b>5</b>

**Table 13 – Number of Households Served**

## **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 an annual 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 seven emergency shelters (serving families, individuals, domestic violence victims, and youths). 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 has continued to add RRH through CoC funding in the past five rounds. 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. A majority of these sources of rapid re-housing and homeless prevention funds are managed through the same local non-profit, Bell Socialization Services (Next Door Program), thereby increasing the odds of an individual or family finding the most appropriate funding source(s) to address their needs.

York City/County's Coordinated Entry process was launched on October 1, 2017, and incorporates all rental assistance (rapid rehousing and prevention) as well as permanent supportive housing options in the homeless continuum. Anyone presenting at a permanent housing agency funded by ESG, CoC, or HAP sources is assessed using the CoC's universal tool and then referred appropriately.

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

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

The Housing Authority of the City of York (HACY) continues to use its Capital Fund grant (s) to make physical and management improvements at its various housing communities and administrative sites.

### **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.

In 2017, the Community Progress Council presented the "First Time Home Buyers Seminar" on site to housing authority residents living in the housing authority's tax credit housing.

### **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 2017, 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:

- Bell Socialization/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 one property into affordable, decent rental housing. Four remaining units will be available in 2018.
- Micro-Enterprise Assistance Program – Provided loans and technical assistance to 55 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. Thirty-nine 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 244 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 2017, 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 adoption of the AI, the City's code enforcement process has improved. Staff of the City's Permits, Planning and Zoning Department, and Q Dot Engineering cooperate in the property inspection process and all other code-related matters. The two entities 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, 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 2017 CAPER for public review beginning on February 20, 2018. The advertisement stipulated that comments received through March 7, 2018 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 \$30,000 in CDBG funds were invested in this activity.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[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.

Monitored Properties 2017:

#### **Homes at Thackston Park**

39 Units. 13 Units Inspected. Date Inspected 4/7/17

The tenant files reviewed and the property inspections completed on the sample units show that the Homes at Thackston Park is doing an acceptable job with their files and maintenance of their rental units. There were however some very minor items identified during the inspection that should be addressed. A crack in the seam between wall and ceiling in 2 units. Bedroom door not latching in 3 units. The carpet in 3 units is wrinkled in certain spots.

#### **Historic Fairmont**

38 Units. 14 Units Inspected. Date Inspected. Date Inspected 7/18/17

As noted last year, the application and marketing materials do not contain the required Equal Housing Opportunity (EHO) logos or language. Electronic (web based) advertisements do not contain the required EHO logos. Property management is not providing the most current HUD-required Violence Against Women (VAWA) Notice and Certification forms to new and current tenants per the final rule.

There were also some minor repairs identified during the inspections. Nothing requiring immediate attention. Repairs such as replacing a bathroom vanity stopper, front burners on the stove not working, cabinet door missing, exhaust fan switch and exhaust fan taped.

### **George Street Commons**

28 Units. 6 Units Inspected. Date Inspected 8/22/17

The lease states that the owner may terminate the lease immediately upon learning the resident, a household member or guest has engaged in criminal activity. The HOME program requires at least thirty (30) days written notice for any lease termination. The termination language must be revised immediately.

There were also several concerns. Management was not able to provide a copy of an affirmative fair housing marketing plan, the resident at 241SG did not have the proper income verification. Only 3 pay stubs were used, when HOME requires 8 weeks. The income of the resident at 243SG was calculated incorrectly. All the income at 247SG was not considered during eligibility determination. For the resident at 21EC, management did not use consecutive pay stubs to determine income and there were bank statements showing regular deposits that did not appear to be related to employment.

### **Smyser Street Apartments**

21 Units. 4 Units Inspected. Date Inspected 9/19/17

There were several safety items noted in the inspection report involving inoperable smoke alarms and emergency lighting, as well as the elevator. These items were to be repaired within 24 hours of inspection. Full tenant income certifications were due in 2016, but were not completed according to the new manager. The City permitted management to do the re-certifications in 2018.

In addition, there are four (4) households with incomes that exceed 50% AMI occupying Low HOME units and at least four households with incomes below 50% AMI occupying High HOME units. The owner should consider switching unit designations accordingly as the lease allows in order to restore the appropriate unit mix.

In two (2) units smoke alarms needed to be replaced. Emergency lighting on the third floor needed repair and the elevator was out of order. These repairs require immediate action.

### **Liberty Apartments**

6 Units. 4 Units Inspected. Date Inspected 9/29/17

The lease contained language regarding notice of termination that does not comply with the HOME Program Final Rule. The language must be revised immediately. Household assets are not being verified in accordance with HOME Program Rule. Staff is not requesting third party verification of employment, but instead uses 6 weeks of pay stubs. Pay stubs have not always been consecutive. The 18<sup>th</sup> year full certification was not completed in 2013. The manager attempted full certification in 2016.

The emergency lights in units #6 and #5 are not working and require immediate attention.

### **East King Street Apartments**

6 Units. 4 Units Inspected. Date Inspected 10/29/17

As noted in a previous monitoring report, the lease contains language regarding notice of termination that does not comply with the HOME Program Final Rule. The language must be revised immediately. Household assets and annual income must be verified in accordance with HOME program rules.

The dining room light in 334B is inoperable and the cover is missing on the hallway ceiling light fixture. There are no repairs requiring immediate action.

### **York SMB Properties**

31 Units. 8 Units Inspected. Date Inspected 10/31/17

The rental application and marketing material did not have the appropriate Equal Housing Opportunity (EHO) logo as mandated by HOME the final rule. The owner must ensure that staff has the appropriate information to determine eligibility for residency. Staff is not performing income certifications consistently using HOME regulations. The inconsistencies do not have an impact on the clients income eligibility.

The property inspection revealed there are two (2) items requiring immediate attention. In unit 201, immediate action is required to repair the emergency light in the kitchen and in unit 301, the emergency light in the hallway is inoperable.

### **Crispus Attucks Scattered Sites- SKW and SHP**

SKW-34 Units. 7 Units Inspected. Date Inspected 12/5/17. SHP-30 Units. 6 Units Inspected. Date Inspected 1/5/18

SKW- There is no specific language in the lease regarding the terms for rent increases or HOME rent restriction.. All rent increases must be preceded by at least 30 days written notice. As noted last year, the lease contains prohibited language in at least two sections. The lease must be modified.

There were no items identified in the inspection that required immediate action. There were, however, some minor repairs needed, such as a towel bar being loose, drywall damage on the ceiling, cover missing from an exhaust fan and a bar missing on the inside of the refrigerator door.

SHP- Same as above.

There were no inspection items that required immediate action. There were a couple of concerns. The kitchen refrigerator bulb in unit 620 S George Street #1 is inoperable, broken VCT tiles in rear bedroom drywall damage on the 3<sup>rd</sup> floor leading to the front bedroom.

**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 2017 that were required to comply with an affirmative marketing plan. However, those projects monitored in 2017 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 IDIS PR 26.

**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 spent a total of \$170,734.61.00 of FY 2017 HOME funds to create four units on Boundary Avenue and one unit at 47 E. Maple Street. The unit at 47 E. Maple Street was completed in 2017. The four units on Boundary Avenue are expected to be completed in 2018. T

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.