



# SHARON, PENNSYLVANIA

155 West Connelly Blvd, Sharon, PA 16146



## FY 2017 ANNUAL ACTION PLAN



# Table of Contents

AP-05 Executive Summary .....	2
PR-05 Lead and Responsible Agencies.....	6
AP-10 Consultation .....	7
AP-12 Participation .....	18
AP-15 Expected Resources.....	20
AP-20 Annual Goals and Objectives.....	23
AP-35 Projects.....	26
AP-38 Projects Summary.....	27
AP-50 Geographic Distribution .....	32
AP-55 Affordable Housing.....	33
AP-60 Public Housing .....	34
AP-65 Homeless and Other Special Needs Activities.....	35
AP-75 Barriers to Affordable Housing.....	38
AP-85 Other Actions.....	40
AP-90 Program Specific Requirements .....	45

DRAFT

# Executive Summary

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

### 1. Introduction

The City of Sharon, Pennsylvania is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant Program (CDBG). In compliance with HUD regulations, the City of Sharon has prepared its FY 2017 Annual Action Plan for the period of January 1, 2017 through December 31, 2017. The FY 2017 Annual Action Plan is a strategic guideline for the implementation of the City's housing, community, and economic development activities. This is the third Annual Action Plan under the City's FY 2015-2019 Consolidated Plan.

The FY 2017 Annual Action Plan is a collaborative effort between the City, the community at large, social service agencies, housing providers, community development agencies, and economic development groups. The planning process was accomplished through input received at public meetings, analysis of statistical data, and review of the City's strategic plans.

During the FY 2016 Program Year, the City of Sharon, PA will receive a CDBG FY 2017 allocation of \$500,792 and anticipates \$50,000 in CDBG Program Income.

The City proposes to undertake the following activities with the FY 2017 CDBG Funds:

1. Administration \$100,036
2. Public Facility Improvements \$140,490
3. Homeowner Housing Rehabilitation \$74,728
4. Homeowner Housing Rehabilitation Administration \$35,884
5. Shenango Valley Shuttle Service \$12,335
6. Zone 5 Police Patrol \$33,877
7. Clearance and Demolition \$103,623
8. Code Enforcement \$49,819

The following maps are included which illustrate the demographic characteristics of the City of Sharon:

- Population Density by Block Group
- Percent White Population by Block Group
- Percent Minority Population by Block Group
- Percent Population Age 65+ by Block Group
- Population Age 65+ by Block Group
- Total Housing Units by Block Points
- Percent Owner-Occupied Housing Units by Block Group
- Percent Renter-Occupied Housing Units by Block Group

- Percent Vacant Housing Units by Block Group
- Low/Moderate Income Percentage by Block Group
- Low/Moderate Income with Minority Percentage by Block Group
- Commercial Hotspots
- Public Housing and Low/Moderate Income with Minority Percentage by Block Group

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

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

During the FY 2017 CDBG Program Year, the City proposes to address the following priority need categories identified in its FY 2015 - 2019 Five Year Consolidated Plan:

- HS-1 Conserve and rehabilitate the existing housing stock in the community. HS-1 is a goal under the Housing Priority Need - There is a need for additional affordable, decent, safe, and sanitary housing for homebuyers, homeowners, and renters.
- CD-1 Improve the City's public facilities and infrastructure through rehabilitation and new construction. CD-1 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.
- CD-2 Improve the physical, visual, and handicapped accessibility and connectivity to all neighborhoods. CD-2 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.
- CD-3 Improve and increase public safety, city facilities and public services throughout the City. CD-3 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.
- CD-4 Remove and correct slum and blighting conditions throughout the City. CD-4 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.
- AM-1 Provide program management and oversight for the successful administration of federal, state, and local funded programs. AM-1 is a goal under Administration, Planning, and Management Priority - There is a need for planning, administration, management, and oversight of federal, state, and local funded programs.

## **3. Evaluation of past performance**

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

Each year the City prepares its Consolidated Annual Performance Evaluation Report (CAPER). This report is submitted within ninety (90) days after the start of the new program year. Copies of the CAPER are available for review at the City's Department of Community Development.

The FY 2015 CAPER, which was the first CAPER for the FY 2015-2019 Five Year Consolidated Plan, was approved by HUD in a letter dated July 18, 2016. In the FY 2015 CAPER, the City expended 90.39% of its CDBG funds to benefit low- and moderate-income persons. The City expended 10.95% of its funds during the FY 2015 CAPER period on public service, which is below the statutory maximum of 15%. The City expended 19.99% of its funds during this CAPER period on Planning and Administration, which is below the statutory maximum of 20%. The City's expenditure ratio at the end of the FY 2015 CAPER period was 0.82, which is under the 1.5 expenditure ratio maximum.

The City did not make any substantial amendments to prior year Annual Action Plans during the previous plan year and the City did not make any changes to its Five-Year Priorities and Goals during the previous plan year.

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

Summary from citizen participation section of plan.

The City prepared its Annual Action Plan in compliance with the City's Citizen Participation Plan. The City held its first public hearing on the needs of the community on Thursday, April 13, 2017. This provided the residents, agencies, and organizations with the opportunity to discuss the City's CDBG program and to provide suggestions for FY 2017 CDBG Program priorities and activities. The City had CDBG funding applications available to prospective applicants at the public hearing for FY 2017 CDBG funding.

A "Draft Plan" was placed on display on the City's website at [www.cityofsharon.net](http://www.cityofsharon.net) under the Important Public & Legal Notices section of the homepage and hard copies of the plan were available for review at the Community Development Department and the City Clerk's Office, both located at 155 West Connelly Boulevard, Sharon, PA 16146, as well as on display at the Shenango Valley Community Library, 11 N Sharpsville Avenue, Sharon, PA 16146 from Monday, June 19, 2017 until Wednesday, July 19, 2017 for review and comment. The draft plan review period was advertised in The Herald on Friday, June 16, 2017.

The Second Public Hearing was held on Thursday, July 6, 2017 to discuss the proposed FY 2017 CDBG activities. Upon completion of the thirty-day comment period, the Department of Community Development submitted the Plan to City Council for HUD submission approval at the City's regularly scheduled Council meeting on Thursday, July 20, 2017. The Annual Action Plan was then electronically submitted through HUD's online IDIS system on Friday, August 11, 2017.

For a more detailed description of the citizen participation and consultation process, please refer to Sections AP-10 and AP-12.

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

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

The City held its Needs Public Hearing on Thursday, April 13, 2017 at 5:30 PM. No comments were received.

The City held its Second Public Hearing on Thursday, July 6, 2017 at 6:00 PM. No comments were received.

For a more detailed description of the citizen participation and consultation process, please refer to Sections AP-10 and AP-12.

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

All comments and suggestions that were received to date have been accepted and incorporated into the Annual Action Plan.

## **7. Summary**

The goal of the FY 2017 Annual Action Plan is to improve the living conditions for all residents of the City of Sharon, to create a suitable and sustainable living environment, and to address the housing and community development needs of the City. The FY 2017 Annual Action Plan presents which activities the City will undertake during the program year beginning January 1, 2017 and ending December 31, 2017. During the FY 2017 Program Year, the City anticipates the following federal financial resources: FY 2017 CDBG Funds of \$500,792 and CDBG Program Income of \$50,000.

During the FY 2017 CDBG Program Year, the City proposes to address the following goals and strategies from its Five Year Consolidated Plan:

1. Administration \$100,036
2. Public Facility Improvements \$140,490
3. Homeowner Housing Rehabilitation \$74,728
4. Homeowner Housing Rehabilitation Administration \$35,884
5. Shenango Valley Shuttle Service \$12,335
6. Zone 5 Police Patrol \$33,877
7. Clearance and Demolition \$103,623
8. Code Enforcement \$49,819

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SHARON	Department of Community Development

Table 1 – Responsible Agencies

#### Narrative (optional)

The City of Sharon Department of Community Development is the administrating agency for the CDBG program. The Department of Community Development prepares the Five Year Consolidated Plans, Annual Action Plans, Environmental Review Records (ERR), the Consolidated Annual Performance Evaluation Reports (CAPER), monitoring, pay requests, contracting, and oversight of the programs on a day to day basis. In addition, the City of Sharon has a private planning consulting firm available to assist the City on an as needed basis.

#### Consolidated Plan Public Contact Information

Robert Fiscus, City Manager  
City of Sharon  
155 West Connelly Boulevard  
Sharon, PA 16146  
Phone: (724) 983-3230  
E-mail: rfiscus@cityofsharon.net

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

### **1. Introduction**

While preparing the FY 2017 Annual Action Plan, the City of Sharon consulted with local housing providers, social service agencies, community and economic development organizations, Mercer County Housing Authority, members of the Continuum of Care, City Department Directors, and City residents. Input from the meetings and consultations were used in the development of the specific goals and strategies to be addressed with FY 2017 CDBG funds.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City of Sharon acts as the single point of contact to coordinate efforts between public and assisted housing providers, as well as private and governmental health, mental health, and social service agencies. The City works with the following agencies to enhance funding and service allocations to address the housing and community development needs of the City:

- City of Sharon Department of Community Development - oversees the CDBG program and administers HOME funds as a sub-recipient provided through the Commonwealth of Pennsylvania's state HOME entitlement program (DCED is the PJ).
- Mercer County Housing Authority - coordinating on affordable housing (Section 8 Housing Choice Vouchers and Public Housing improvements) especially for the very low- and extremely low-income residents of the City.
- Social Services Agencies - coordinating on funding allocations to improve the availability and efficacy of social service programs for low- and moderate-income persons.
- Housing Providers - coordinating on rehabilitation and development affordable housing needs for low- and moderate-income households.

All members of the housing and social service community are encouraged to actively participate on the CoC's activities. Each year, as part of the CDBG application planning process, local agencies and organizations are invited to submit proposals for CDBG project funding for eligible project activities. These groups participate in the planning process by attending the public hearings and informational meetings, requesting CDBG funds, and commenting on draft plans.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Sharon is a member of the PA 602 Northwest PA Continuum of Care. The City coordinates its activities with the Continuum of Care and supports its applications for funds. The City helps the CoC to address homelessness by working together to develop a framework to deliver housing and services to the homeless.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

ESG - ESG funds for the CoC member communities are administered through the Pennsylvania Department of Community and Economic Development (DCED). The Western CoC is consulted by DCED regarding past program performance and involvement of ESG applicants. The CoC provides input on the allocation of ESG funding to subrecipients, through a "Performance Interview Planning Checklist" that was developed as a standardized tool for CoC input on applicant capacity and participation in the CoC. The Northwest PA Regional Homeless Advisory Board (RHAB) provides input on ESG applications and ranks and reviews projects.

Develop Performance Standards and Evaluate Outcomes – The Northwest and Southwest CoCs have merged to form the Western PA CoC. Data collection and outcomes are standardized by DCED through the PA HMIS Policies and Standard Operating Procedures.

HMIS – Throughout different times of the year, the CoC and the HMIS lead work together to assess data quality throughout the CoC. This includes working on Annual Homeless Assessment Report (AHAR) submission, the PIT count, project review/ranking, and working with individuals' programs while completing their Annual Performance Reports (APRs). Data quality has tremendously improved over the years, largely due to PA HMIS system enhancements. The system ensures data quality by requiring many of the universal data elements upon enrolling a participant into a program. Additionally, the system has an alert system with exit date reminders. The work flow of data entry has been updated to improve data quality. The HMIS lead supports users through the staffing of a Help Desk and ongoing training opportunities. Agency users are able to run self-reports to assess their program's data quality. CoC-funded organizations are motivated to have good data quality, because the CoC has moved toward a data-driven project review and ranking system. Projects with poor data quality are more likely to show poor outcomes, which can impact their funding.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

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

1	<b>Agency/Group/Organization</b>	MERCER COUNTY HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Mercer County Housing Authority was consulted for their input on the housing and community development needs and goals for the City of Sharon.
2	<b>Agency/Group/Organization</b>	PENNSYLVANIA DEPARTMENT OF HEALTH
	<b>Agency/Group/Organization Type</b>	Services-Health Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Pennsylvania Department of Health was consulted for data concerning lead hazards.
3	<b>Agency/Group/Organization</b>	Western PA CoC (PA-601)
	<b>Agency/Group/Organization Type</b>	Services-homeless Planning organization Continuum of Care

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The CoC was consulted for their input on the housing and community development needs and goals for the City of Sharon.
4	<b>Agency/Group/Organization</b>	SHENANGO VALLEY URBAN LEAGUE
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Mercer County Housing Authority was consulted for their input on the housing and community development needs and goals for the City of Sharon.

5	<b>Agency/Group/Organization</b>	F.H. BUHL CLUB
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Recreation needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Buhl Recreation Center was consulted for their input on the housing and community development needs and goals for the City of Sharon.
6	<b>Agency/Group/Organization</b>	Mercer County Regional Planning Commission
	<b>Agency/Group/Organization Type</b>	Other government - County Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	MCRPC was consulted for their input on the housing and community development needs and goals for the City of Sharon.
7	<b>Agency/Group/Organization</b>	COMMUNITY COUNSELING CENTER
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-homeless Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CCC was consulted for their input on the housing and community development needs and goals for the City of Sharon.

8	<b>Agency/Group/Organization</b>	COMMUNITY ACTION PARTNERSHIP OF MERCER COUNTY
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CAP of Mercer County was consulted for their input on the housing and community development needs and goals for the City of Sharon.

9	<b>Agency/Group/Organization</b>	AWARE
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	AWARE was consulted for their input on the housing and community development needs and goals for the City of Sharon.
10	<b>Agency/Group/Organization</b>	PRINCE OF PEACE CENTER
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Prince of Peace was consulted for their input on the housing and community development needs and goals for the City of Sharon.
11	<b>Agency/Group/Organization</b>	Salvation Army
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Salvation Army was consulted for their input on the housing and community development needs and goals for the City of Sharon.
12	<b>Agency/Group/Organization</b>	COMMUNITY FOOD WAREHOUSE
	<b>Agency/Group/Organization Type</b>	Food Pantry

<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development Anti-poverty Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Community Food Warehouse was consulted for their input on the housing and community development needs and goals for the City of Sharon.

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

All agencies were consulted.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Western PA CoC (PA 601)	Western PA CoC is the primary provider of housing and supportive services for the City of Sharon's homeless and at risk of being homeless population. The goals of the City and the CoC are complementary.
PHA Annual and Five Year Plan	Mercer County Housing Authority	The Mercer County Housing Authority is the lead agency providing public housing assistance and Section 8 vouchers in the City of Sharon. The goals of the City and MCHA are complementary.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Joint Comprehensive Plan	Farrell, Hermitage, Sharon, and Wheatland	The 2007 Comprehensive Plan was developed as a regional approach to growth in the area. The goals of the plans are complementary.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The City of Sharon Department of Community Development is the lead planning and administrating agency for the City's CDBG program. Close coordination is maintained between the Department and other City departments to ensure the needs for affordable housing and community development are being met. Cooperation extends beyond the City limits to the county and state level. Communication between the City's CDBG program and the County's CDBG program exist to ensure activities are coordinated and efficiently utilize CCBG and HOME funds. The City of Sharon applies for HOME funds through the Commonwealth of Pennsylvania's Department of Community and Economic Development.

The strategy of the City's Annual Action Plan is to develop a viable community by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low- and moderate-income persons. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations. The Annual Action Plan is an application for FY 2017 CDBG funds under HUD's formula grant program. The Annual Action Plan combined with the Five Year Consolidated Plan act as a strategic vision to be followed by the City and its partners in carrying out programs that primarily benefit low- and moderate-income persons.

**AP-12 Participation – 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

In compliance with the City's Citizen Participation Plan, the City held a needs public hearing during the development phase of the Annual Action Plan and a second public hearing held during the thirty (30) day draft review and comment period. The public hearings were advertised in The Herald on Thursday, March 30, 2017 and Friday, June 16, 2017.

A “Draft Plan” was placed on display on the City's website at [www.cityofsharon.net](http://www.cityofsharon.net) under the Important Public & Legal Notices section of the homepage and hard copies of the plan were available for review at the Community Development Department and the City Clerk's Office, both located at 155 West Connelly Boulevard, Sharon, PA 16146, and the Shenango Valley Community Library, 11 N Sharpsville Ave, Sharon, PA 16146 from Monday, June 19, 2017 until Wednesday, July 19, 2017 for review and comment. The draft plan review period was advertised in The Herald on Friday, June 16, 2017.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/broad community	A public hearing was held on April 13, 2017 to discuss the community needs for the FY 2017 Annual Action Plan.	Related Public Hearing documents can be found in the appendix section of this Plan.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Non-targeted/broad community	A public hearing was held on July 6, 2017 to discuss the draft FY 2017 Annual Action Plan.	Related Public Hearing documents can be found in the appendix section of this Plan.	All comments were accepted.	

**Table 4 – Citizen Participation Outreach**

DRAFT

## Expected Resources

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

#### Introduction

The City of Sharon will be receiving \$500,792 from CDBG funds for the FY 2017 program year. The City anticipates that it will receive \$50,000 in program income (PI) for FY 2017. The City's FY 2017 CDBG program year starts on January 1, 2017 and concludes on December 31, 2017. The financial resources identified in the FY 2017 Annual Action Plan will be used to address the following priority needs: Housing; Homeless; Other Special Needs; Community Development; Economic development; and Administration, Planning, and Management. The accomplishments of these projects/activities will be reported in the FY 2017 Consolidated Annual Performance and Evaluation Report (CAPER).

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	500,792	50,000	0	550,792	0	The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

Table 5 - Expected Resources – Priority Table

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

The City regularly applies for and receives HOME funds through the Pennsylvania Department of Community and Economic Development HOME Investment Partnership Program. HOME funds can be used in a variety of ways, including market-oriented approaches that offer opportunities such as housing rehabilitation, homeownership or rental activities to revitalize communities with new investment. Homeownership and housing rehabilitation creates economic prosperity for communities and families and acts as a dynamic generator of economic growth.

CDBG sub recipients are encouraged to leverage additional resources (such as private, state and local funds) for CDBG projects. Sub recipients are required to submit matching fund sources in the sub recipient contracts. The City assists sub grantees to match federal grants with the following private, state and other funds:

- Low-Income Housing Tax Credit Program (LIHTC)
- Pennsylvania Housing Finance Agency (PFHA)
- HUD NOFAs
- Section 8 Rental Assistance Program
- Shelter Plus Care
- Pennsylvania Department of Community and Economic Development (DCED)
- Federal Home Loan Bank (FHLB)
- Financial Institutions - Several local financial institutions have developed flexible underwriting criteria to encourage homeownership in the City

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

The City does not intend to use publicly owned land or property located within the jurisdiction to address the needs identified in the plan.

**Discussion**

The City of Sharon's FY 2017 CDBG Program Year runs from January 1, 2017 through December 31, 2017. CDBG funds leveraged with additional

resources will be used to address the following Consolidated Plan priority needs:

- Housing
- Homeless
- Other Special Needs
- Community Development
- Economic Development
- Administration, Planning, and Management

DRAFT

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	AM-1	2015	2019	Program Management	Citywide	Administration, Planning, and Management Priority	CDBG: \$135,920	Other: 2 Other
2	HS-1	2015	2019	Affordable Housing	Citywide	Housing Priority	CDBG: \$74,728	Homeowner Housing Rehabilitated: 10 Household Housing Unit
3	CD-1	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: \$140,490	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
4	CD-2	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: \$12,335	Public service activities other than Low/Moderate Income Housing Benefit: 14285 Persons Assisted
5	CD-3	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: \$33,877	Public service activities other than Low/Moderate Income Housing Benefit: 14285 Persons Assisted
6	CD-4	2015	2019	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: \$153,442	Public service activities for Low/Moderate Income Housing Benefit: 14285 Households Assisted Buildings Demolished: 7 Buildings

Table 6 – Goals Summary

## Goal Descriptions

<b>1</b>	<b>Goal Name</b>	AM-1
	<b>Goal Description</b>	AM-1 Provide program management and oversight for the successful administration of federal, state, and local funded programs. AM-1 is a goal under Administration, Planning, and Management Priority - There is a need for planning, administration, management, and oversight of federal, state, and local funded programs.
<b>2</b>	<b>Goal Name</b>	HS-1
	<b>Goal Description</b>	HS-1 Conserve and rehabilitate the existing housing stock in the community. HS-1 is a goal under the Housing Priority Need - There is a need for additional affordable, decent, safe, and sanitary housing for homebuyers, homeowners, and renters.
<b>3</b>	<b>Goal Name</b>	CD-1
	<b>Goal Description</b>	CD-1 Improve the City's public facilities and infrastructure through rehabilitation and new construction. CD-1 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.
<b>4</b>	<b>Goal Name</b>	CD-2
	<b>Goal Description</b>	CD-2 Improve the physical, visual, and handicapped accessibility and connectivity to all neighborhoods. CD-2 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.
<b>5</b>	<b>Goal Name</b>	CD-3
	<b>Goal Description</b>	CD-3 Improve and increase public safety, city facilities and public services throughout the City. CD-3 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.

6	<b>Goal Name</b>	CD-4
	<b>Goal Description</b>	CD-4 Remove and correct slum and blighting conditions throughout the City. CD-4 is a goal under Community Development Priority - There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Sharon.

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The City of Sharon does not receive a direct HOME entitlement allocation. The City is a sub-recipient of HOME funds through DCED. The City was awarded \$300,000 on June 30, 2015. As of April 2017, the City has expended \$106,025.44 of the allocation on homeowner housing rehabilitation. During FY 2017, the City expects to provide 10 LMI households with affordable housing assistance. The assistance will be in the form of homeowner housing assistance with CDBG and HOME funds.

## AP-35 Projects – 91.220(d)

### Introduction

In order to address the identifiable needs of the City of Sharon, the proposed FY 2017 Annual Action Plan proposes the following activities:

#	Project Name
1	General Administration
2	Streets and Sewers
3	Housing Rehabilitation
4	Housing Rehabilitation Administration
5	Shenango Valley Shuttle Service
6	Zone 5 Police Patrol
7	Clearance and Demolition
8	Code Enforcement

Table 8 – Project Information

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

CDBG funds are intended to provide low- and moderate-income households with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. Eligible activities include community facilities and improvements, housing rehabilitation and preservation, affordable housing development activities, public services, economic development, planning, and administration.

The system for establishing the priority for the selection of these projects is predicated upon the following criteria:

- Meeting the statutory requirements of the CDBG program
- Meeting the needs of very-low, low-, and moderate-income residents
- Focus on low- and moderate-income areas or neighborhoods
- Coordination and leveraging of resources
- Response to expressed needs
- Sustainability and/or long term impact
- The ability to measure or demonstrate progress and success

# Projects

## AP-38 Projects Summary

### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	General Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	AM-1
	<b>Needs Addressed</b>	Administration, Planning, and Management Priority
	<b>Funding</b>	CDBG: \$100,036
	<b>Description</b>	CDBG grant administration by the Community Development Department for general management, monitoring, coordination, oversight, and evaluation of the City's CDBG program.
	<b>Target Date</b>	12/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Based on the HUD 2006-2010 Low Mod Data for the City of Sharon, the total City's population was 14,285.
	<b>Location Description</b>	City of Sharon 155 West Connelly Blvd. Sharon, PA 16146
	<b>Planned Activities</b>	Matrix code is 21A General Program Administration 570.206
<b>2</b>	<b>Project Name</b>	Streets and Sewers
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	CD-1
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$140,490
	<b>Description</b>	Design and Construction of streets, curbs, alleys, sewers, catch basins, and parks.
	<b>Target Date</b>	12/31/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2000 Persons
	<b>Location Description</b>	Citywide in eligible Census Tracts and Block Groups
	<b>Planned Activities</b>	Matrix Code - 03 Public Facilities and Improvements (General) 570.201(c) National Objective - LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)
<b>3</b>	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	HS-1
	<b>Needs Addressed</b>	Housing Priority
	<b>Funding</b>	CDBG: \$74,728
	<b>Description</b>	Housing Rehabilitation of owner occupied housing units to ensure decent, safe, and sanitary housing for income eligible low- and moderate-income homeowners.
	<b>Target Date</b>	12/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 LMI Households
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Matrix Code - 14A Rehab; Single-Unit Residential 570.202 National Objective - LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208(a)(3)
<b>4</b>	<b>Project Name</b>	Housing Rehabilitation Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	AM-1
	<b>Needs Addressed</b>	Administration, Planning, and Management Priority
	<b>Funding</b>	CDBG: \$35,884

	<b>Description</b>	Administration and delivery of owner occupied housing rehabilitation program.
	<b>Target Date</b>	12/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 LMI Households
	<b>Location Description</b>	City of Sharon 155 West Connelly Blvd. Sharon, PA 16146
	<b>Planned Activities</b>	Matrix Code is 14H Rehab: Administration National Objective - LMH Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households. 570.208(a)(3)
<b>5</b>	<b>Project Name</b>	Shenango Valley Shuttle Service
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	CD-2
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$12,335
	<b>Description</b>	Free transportation for senior citizens and reduced fare for unemployed and disabled.
	<b>Target Date</b>	12/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Citywide benefit 14,285 persons
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Matrix Code - 05 Public Services (General) 570.201(e) National Objective - LMC Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income. 570.208(a)(2)
<b>6</b>	<b>Project Name</b>	Zone 5 Police Patrol
	<b>Target Area</b>	Citywide

	<b>Goals Supported</b>	CD-3
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$33,877
	<b>Description</b>	Crime prevention community outreach in the LMI neighborhoods.
	<b>Target Date</b>	12/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Citywide 14,285 persons
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Matrix Code - 05 Public Services (General) 570.201(e) National Objective - LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)
	7	<b>Project Name</b>
<b>Target Area</b>		Citywide
<b>Goals Supported</b>		CD-4
<b>Needs Addressed</b>		Community Development Priority
<b>Funding</b>		CDBG: \$103,623
<b>Description</b>		Demolition of unoccupied deteriorated structures citywide.
<b>Target Date</b>		12/31/2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>		Citywide 14,285 persons
<b>Location Description</b>		Citywide
<b>Planned Activities</b>	Matrix Code - 04 Clearance and Demolition 570.201(d) National Objective - SBS Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a slum/blight area. 570.208(b)(2)	
8	<b>Project Name</b>	Code Enforcement
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	CD-4

<b>Needs Addressed</b>	Community Development Priority
<b>Funding</b>	CDBG: \$49,819
<b>Description</b>	Support the delivery of code enforcement activities in the low- and moderate-income Census Tracts and Block Groups of the City.
<b>Target Date</b>	12/31/2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Citywide 14,285 persons
<b>Location Description</b>	Citywide
<b>Planned Activities</b>	Matrix Code 15 Code Enforcement National Objective - LMA Low/mod area benefit: the service area identified for activities is primarily low/mod income. 570.208(a)(1)

DRAFT

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Sharon will direct CDBG funds citywide. Overall the City has a low- and moderate-income population of 54%.

The City of Sharon identified the following CTs and BGs with minority concentrations over 29%: CT 303, BG 4, 31.48%; CT 305, BG 3, 40.09%; CT 332, BG 1, 44.54%; CT 332, BG 2, 59.08%; CT 332, BG 3, 60.06%.

The City of Sharon has identified the following CTs and BGs as qualifying low-mod areas: CT 301, BG 1, 57.46%; CT 301, BG 2, 93.55%; CT 301, BG 3, 67.29%; CT 303, BG 3, 65.48%; CT 303, BG 4, 63.45%; CT 305, BG 2, 52.63%; CT 332, BG 1, 97.62%; CT 332, BG 2, 76.06%; CT 332, BG 3, 88.50%; CT 332, BG 4, 57.14%.

### Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 10 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The City of Sharon has allocated its CDBG funds for the FY 2017 based on which activities will principally benefit low- and moderate-income persons. The Public Facilities Improvements activities are either located in a low- and moderate-income census area or have a low- and moderate-income service area benefit or clientele. The Housing Rehabilitation Improvements have an income eligibility criterion; therefore, the income requirement restricts funds only to low- and moderate-income households throughout the City. The Public Services activities are for social service organizations with low-income clients.

### Discussion

Under the FY 2017 CDBG Program, the City of Sharon will receive a grant in the amount of \$500,792 and anticipates program income of \$50,000. The City will budget \$100,036 for general administration. The balance of funds (\$450,756) will be allocated to: activities which principally benefit low- and moderate-income persons in the amount of \$347,133 (77%) and \$103,623 for the removal of slums and blight (23%).

## Affordable Housing

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

#### Introduction

The City of Sharon will utilize its CDBG and HOME funds to rehabilitate existing affordable housing units and provide housing counseling to facilitate housing affordability.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	10
Special-Needs	0
Total	10

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	10

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

#### Discussion

During the FY 2017 CDBG program year, the City of Sharon does not plan to fund any projects that will construct new units, acquire existing units, or provide any rental assistance. The City of Sharon will fund the following projects:

- CD-17-03 – Owner Occupied Housing Rehabilitation

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

### **Introduction**

The Mercer County Housing Authority is dedicated to enhancing the quality of life for people who need affordable, safe housing choices, and supportive services in well maintained neighborhoods for the residents of Mercer County and the City of Sharon. MCHA provides affordable housing in the most efficient and effective manner to qualified individuals in accordance with the rules and regulations prescribed by the U.S. Department of Housing and Urban Development, the Commonwealth of Pennsylvania, Mercer County, the City of Sharon, and any other entity providing funding for affordable housing programs. This is achieved by MCHA assisting individuals and families through its public housing communities, Housing Choice Vouchers, and LIHTC properties.

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

All Public Housing Units in Sharon have been converted to HUD's Rental Assistance Demonstration (RAD) program.

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

The Mercer County Housing Authority encourages residents of its public housing units to organize community groups to become more involved in housing management. MCHA works closely with the City of Sharon and local social service providers to offer residents opportunities by connecting the residents to available housing programs. The City will post Section 3 job opportunities at the Public Housing units and at the Housing Authority offices.

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

Not applicable, the Mercer County Housing Authority is not designated as troubled.

### **Discussion**

The City of Sharon has identified that there is a need for decent, safe, and sanitary housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The largest income group affected by housing problems is the extremely low-income households. The Mercer County Housing Authority is an important part of the City of Sharon's housing strategy. MCHA is the primary assisted housing provider of housing for extremely low income, very low income, and lower income residents of Mercer County and the City of Sharon.

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

### **Introduction**

The City of Sharon is a member of the Western PA CoC. the Western PA CoC is comprised of the Northwest RHAB (Crawford, Warren, McKean, Potter, Mercer, Venango, Forest, Elk, Cameron, Lawrence, Clarion, Jefferson, and Clearfield counties) and the Southwest RHAB (Butler, Armstrong, Indiana, Washington, Westmoreland, Greene, and Fayette counties).

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

DCED and the Balance of State CoCs have customized a standardized assessment that utilizes Southwest PA 211 to expand and improve coverage. The tool was designed to be a detailed common assessment tool to identify housing and services appropriate to the individuals' needs. The methods for conducting the unsheltered count utilized by CoC members:

1. Public places with interviews on PIT night: Standardized Interview Forms were used in interviewing households to collect/record data
2. Public places count: During count, if a family/person was sleeping, not willing to be interviewed or safely reached, details about their household size, gender, estimated age, location, clothes, and appearance were recorded on the Interview Form.
3. Service-based count: Some counties within the CoC have moved to a service-based count. This includes conducting interviews at soup kitchens, day centers, food pantries, health clinic, etc. Some counties conducted the service based count in combination with the public places count.

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

Program funding will be provided through the CoC.

**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**

The Balance of State CoC supports the Housing First approach to ending homelessness that centers on providing people experiencing homelessness with housing as quickly as possible – and then providing services as needed. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. Housing First programs share critical elements: A focus on helping individuals and families access and sustain permanent rental housing as quickly as possible without time limits; A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; and A standard lease agreement to housing – as opposed to mandated therapy or services compliance.

Currently PAHMIS is the primary tool to track returns to homelessness. It has the capability of tracking people through the recently implemented “client data sheet” which provides users the ability to see other places in the CoC where that client has appeared for service. This system is not yet widely used, but over the course of the coming year, providers will be trained in its value for tracking returns to homelessness and for developing strategies to prevent future returns. PAHMIS staff will, through user input, develop reports that can be used to further this effort. A current limitation of this is that in rural communities, where there are few shelters and reliance on informal support, there are numerous instances of people not returning to CoC programs after returning to homelessness. When coordinated, assessment is fully operational, integrated with HMIS and well-advertised as point of entry for homeless assistance, the CoC will have greater ability to track returns to homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Western PA CoC follows the State’s Homeless Plan, known as the PA Agenda to End Homelessness. On 1/10/13, the PA Housing Advisory Committee endorsed and adopted Opening Door’s 4 goals, with a caveat on the timeline. The State Homeless Steering Committee has established subcommittees responsible for recommendations and implementation of goals. Examples of outcomes to date include: letter to the Department of Public Welfare to request consideration of TANF funds for housing; improved outreach for youth and veterans; recommendations for improved data collection and housing options for youth; and prioritization of chronic, Veterans, youth and families for State ESG. Children aging out of foster care are protected by laws to ensure that youth are not discharged into homelessness. The Federal Fostering Connections Act and State Court Rule require a Transition Plan before discharge from foster care. The PA Office of Children, Youth & Families guides Transition Plan components. Also, recent state law allows youth under 21 who have aged out to re-enter foster care and receive placement and services. County agencies are required to enter into youth-driven transition

planning as early as age 16 and at least 6 months prior to discharge. The court approved Plan may not include referrals to shelters and must address living arrangements for 6 months, as well as a budget and source of income to address the youth's living expenses. However, County agencies provide limited housing support upon discharge, ending at age 21. Youth go to relatives or family, transitional living placements, four year schools, to live with roommates/friends, reunite with family of origin, or remain with foster family. There were no unaccompanied youth counted in Mercer County in the Point In Time counts for 2012, 2013, and 2014.

Hospitals must have written discharge policies for "appropriate referral and transfer plans" including evaluation of a patient's capacity for self-care and possibility of being cared for in "the environment from which s/he entered the hospital." The actual discharge varies with the individual being discharged, their primary and behavioral health needs, and resources and supports available. While planners try to send individuals home or to family, sometimes they discharge to a nursing home, rehab hospital or as last resort, non-HUD funded shelter. Some shelters have protocols against accepting certain individuals directly from a hospital.

DRAFT

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

### **Introduction**

The City will monitor and review public policies for discriminatory practices and/or impacts on housing availability. The City of Sharon completed an Analysis of Impediments to Fair Housing Choice concurrent with the preparation of the FY 2015-2019 Consolidated Plan. The City is committed to removing or reducing barriers to the development of affordable housing whenever possible. A variety of actions include, among others, to reduce the cost of housing to make it affordable:

- Provide developers with incentives for construction of affordable housing
- Restructuring of fees for construction, tap-ins, plan review, etc.
- Modifying development standards to increase density
- Reuse of the 2nd and 3rd floors in the downtown business district to promote new residential housing units

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

From the City's AI, there are no known public policies in the City that are barriers to affordable housing. The following public policies were analyzed:

- Tax policies affecting land and other property
- Use Controls
- Zoning Ordinance
- Building Codes
- Fees and Charges
- Growth Limits
- Return on residential investment

The City will continue to undertake the following actions through CDBG and HOME funding:

- City will leverage its financial resources and apply for additional public and private housing funding
- Continue to provide funds for housing rehabilitation for both owner and renter occupied

- housing units
- Provide funding for housing counseling programs
- Use of state funds to abate housing units from lead based paint hazards

### **Discussion**

The City of Sharon will fund the following affordable housing projects with FY 2017 CDBG funds:

- CD-17-03 – Owner Occupied Housing Rehabilitation

DRAFT

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

The City of Sharon has developed the following actions to address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based hazards, reduce the number of poverty-level families, develop institutional structures, and enhance coordination between public, private housing and social service agencies.

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

The primary obstacle to meeting the underserved needs in the City of Sharon is the limited financial resources available to address the priorities identified in the Five Year Consolidated Plan and the lack of affordable housing. The City of Sharon is not a HUD entitlement jurisdiction under the HOME program. Therefore, resources for housing activities are limited. Under the FY 2017 CDBG Program the City will undertake the following actions:

- Continue to leverage its financial resources and apply for additional public and private funds
- Continue to provide financial assistance for housing rehabilitation
- Continue to provide funding for public service activities
- Continue to do provide public facility improvements
- Continue to remove slum and blighting conditions in the City
- Continue to provide funding for code enforcement activities

### **Actions planned to foster and maintain affordable housing**

The City of Sharon will fund the following affordable housing projects with FY 2017 CDBG funds:

- CD-17-03 – Owner Occupied Housing Rehabilitation
- CD-17-04 – Owner Occupied Housing Rehabilitation Administration

The Mercer County Housing Authority will continue to fund the following activities to foster and maintain affordable housing in the City of Sharon:

- Continue to provide Housing Choice Vouchers and RAD housing units
- Continue to rehabilitate and make improvements to RAD housing units

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

The City of Sharon will continue to comply with Title 24 Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures (Current Rule) for its Housing Rehabilitation Program. In order to meet the requirements of the new lead-based paint regulations, the City of Sharon will take the following actions

regarding housing rehabilitation:

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determines whether proposed projects are exempt from some or all lead-based paint requirements.
- The level of Federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.
- Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures are incorporated into project rehabilitation specifications.
- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable
- Standards established in 24 CFR Part 35, Subpart R.
- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented.
- Program documents establish the rental property owner's responsibility to perform and document ongoing lead-based paint maintenance activities, when applicable.
- Program staff monitors owner compliance with ongoing lead-based paint maintenance activities.

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

Based on 2011-2015 ACS data, approximately 24.5% of the City of Sharon's residents live in poverty, which is greater than the State of Pennsylvania where 13.5% of residents live in poverty. Especially affected are: female-headed households with children living in poverty at 54.5% and youth under the age of 18 living in poverty at 34.1%. The City's goal is to reduce the extent of poverty by actions the City can control and through work with other agencies and organizations. During this program year the City will fund:

- CD-17-05 – Shenango Valley Shuttle Service

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

The City of Sharon Department of Community Development will coordinate activities among the public and private agencies and organizations in the City. This coordination will ensure that the goals and objectives outlined in the FY 2015-2019 Five Year Consolidated Plan will be effectively addressed by more than one agency. The staff of the Department of Community Development will facilitate and coordinate the linkage between these public and private partnerships and develop new partnership opportunities in

the City.

This coordination and collaboration between agencies is important to ensure that the needs of the residents of Sharon are being addressed. The main agencies that are involved in the implementation of the Plan, as well as additional financial resources that are available are the following:

### **Public Agencies**

- City of Sharon Department of Community Development – is responsible for administration of the CDBG program.
- Mercer Housing Authority – is responsible for administering Housing Choice Vouchers and public housing units.

**Non-Profit Agencies** There are several non-profit agencies that serve low income households in the City. The City will continue to collaborate with these agencies.

- Shenango Valley Urban League
- Mercer County Habitat for Humanity, Inc.
- Community Action Partnership of Mercer County
- Mercer County Housing Coalition
- The Salvation Army
- Medical Equipment Recycling Program
- Sharon Family Center for Child Development
- Mercer County Area Agency on Aging
- AID's Service Program
- Mercer County Behavior Health Commission, Inc.
- Children's Aid Society of Mercer County
- Diversified Family Services, Inc.
- Consumer Credit Counseling
- Community Counseling Center
- Community Food Warehouse
- Mercer County Association for the Retarded, Inc.
- Shenango Valley Community Library
- F.H. Buhl Community Recreation Center
- Mercer County Regional Council of Governments (Shenango Valley Shuttle Service)
- United Way of Mercer County

**Private Sector** The private sector is a key collaborator in the services and programs associated with the Five Year Consolidated Plan. The private sector brings additional financial resources and expertise that can be used to supplement existing services in the City. Examples of these private sectors are: local lenders, affordable housing developers, business owners, community and economic development

organizations, healthcare organizations, and others. The City will continue to collaborate with local financial institutions, private housing developers, local realtors, etc.

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

The City of Sharon is committed to continuing its participation and coordination with social service agencies, housing agencies, community and economic development agencies, county, federal, and state agencies, as well as with the private and non-profit sectors, to serve the needs of target income individuals and families in the City of Sharon. The City solicits funding requests for CDBG funds annually. The City Department of Community Development staff provides help and assistance as needed to assist these public agencies that receive CDBG funding. During this program year, the City will fund Project CD-17-01: Program Administration in the amount of \$100,036 to accomplish this.

### **Discussion**

The Community Development Department has the primary responsibility for monitoring the City's Consolidated Plan and Annual Action Plan. The department maintains records on the progress toward meeting the goals and the statutory and regulatory compliance of each activity. Service area documentation is achieved through scheduling activities, drawdown of funds, and maintenance of budget spread sheets which indicate the dates of expenditures. Program modifications are considered if project activities are not able to be completed within the allowable time limits of the grant. The Department of Community Development is also responsible for the on-going monitoring of any sub recipients for similar compliance.

The Department of Community Development has a "monitoring process" that is directed to the following:

- Program Performance
- Financial Performance
- Regulatory Compliance

The City responsibility is to ensure that Federal Funds are used in accordance with all program requirements, determining the adequacy of performance under sub-recipient agreements; and taking appropriate action when performance problems arise. The Department of Community Development developed a "monitoring checklist" that is utilized when programs and activities are reviewed. A checklist, was developed in accordance with Sub-Part J of 24 CFR, Part 85 "Uniform administrative Requirement for Grants and Cooperative Agreements of State and Local Governments."

CDBG funded activities are monitored periodically, during the construction phase and a final inspection is performed which details the cost benefit and benefit to low/moderate income persons. During the on-site inspections, compliance with the local building and housing codes are reviewed. The City also reviews all affordable housing projects it has funded to insure compliance with all CDBG Program requirements.

Copies of financial statements and audit reports are required and kept on file. For those activities which trigger Davis-Bacon Wage Rates, employee payrolls are required prior to payment and on-site employee interviews will be held.

These monitoring standards are required for all administered projects and sub-recipient activities. For each activity authorized under the National Affordable Housing Act, the Department of Community Development has established fiscal and management procedures that will ensure program compliance and fund accountability. The monitoring process is an ongoing system of planning, implementation, communication and following up. In the planning stage, sub-recipients are required to submit "proposals for funding". These proposals are reviewed by the Department for eligibility and recommendations are then forwarded to the City's administrator and City Council for final funding approval. After a sub-recipient is approved for funding, the Community Development staff conducts "orientation" meetings to provide agencies information on their regulatory, financial and performance responsibilities. In addition, the monitoring process is outlined for the groups who are then guided into the "implementation" phase of the project. A scope of services and budget are finalized and the contract with each agency is executed.

The City monitors its performance with meeting its goals and objectives with its Five Year Consolidated Plan. It reviews its goals on an annual basis in the preparation of its CAPER and makes adjustments to its goals, as needed.

The City has a Section 3 Plan that to the greatest extent possible, provides job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

## Program Specific Requirements

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

#### Introduction

The City of Sharon will receive an annual allocation of CDBG funds in the amount of \$500,792 and \$50,000 in program income for FY 2017. Since the City receives a CDBG allocation, the questions below have been completed as applicable.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	50,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>50,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	77.01%

## Discussion

Under the FY 2017 CDBG Program, the City of Sharon will receive a grant in the amount of \$500,792 and anticipates \$50,000 in program income for the year. The City will budget \$103,036 for general administration and fair housing activities. The balance of funds (\$450,756) will be allocated to: activities which principally benefit low and moderate income persons in the amount of \$347,133 (77%) and \$103,623 for the removal of slums and blight (23%).

The City makes applications available to non-profits, for-profit agencies, and other public agencies/organizations for CDBG eligible funded activities. A percentage of the City's Community Development Block Grant (CDBG) funds are awarded on a competitive basis to applicants of eligible activities. The applications are reviewed by the Department of Community Development and submitted to the City Council for approval.

DRAFT