

# Third Program Year Action Plan

**PROGRAM YEAR 2012**  
**July 1, 2012 thru June 30, 2013**

**ADOPTED BY CITY COUNCIL**

**May 9, 2012**

# PROGRAM YEAR 2012 Third Annual Action Plan

## Executive Summary

The City of Altoona entitlement program has had great success in its four decades of providing support for the City, its residents, and its businesses. A review of the successful programs and those not so successful suggests that the direction the program has taken in the past decade is a viable route for a program of this size in a City with our socioeconomic conditions.

Keeping in line with what the City has learned, the Consolidated Plan, covering the program years from 2010 through 2014, proposes a relatively steady course in overall program focus, program types, and our approach to determining who gets the assistance available. In short, the City of Altoona proposes to continue to address the following **priority needs**:

**Housing** – A core component historically, the housing component of the plan will continue with well-established partnerships and within the existing structure that has served Altoona well. The City will continue to participate in a regional consortium addressing continuum of care issues.

**Blight** – Another basic part of Altoona's entitlement program is the removal of blight. The City has established a revamped system for removing blight without the process of acquiring property before demolition. In order for this to work and protect the property owner's interest, the City goes through an extensive procedure involving the Blighted Property Review Committee and the Altoona City Planning Commission's review and determination of the property along with accompanying notification to the property owner giving them ample opportunity to respond before proceeding with demolition. The City using Section 110, "Demolition", and Section 110.3 "Failure to Comply" of the 2009 International Property Maintenance Code has streamlined the process of removing dilapidated residential and commercial structures. This allows the City to stay on top of blighted properties and areas to remove or improve them before they become full-blown slums. The City will continue to work with the Altoona Redevelopment Authority when acquisition or condemnation of a property is necessary. This blight removal program will continue during the 2010-2014 time period.

**Planning and Community Development** – To provide a more broad and inclusive vision for developing and redeveloping our community, we are in the process of completing a new City of Altoona Comprehensive Plan. The vision established by this plan, which will be at least partially funded by entitlement monies, will then be detailed through a series of neighborhood plans, design manuals, marketing strategies, and amendments to the 2003 *City of Altoona Planning Code*. Some of these projects will also be at least partially funded with entitlement monies, where eligible.

Although this planning will greatly aid economic development, the City will work closely with the Altoona Blair County Development Corporation to provide appropriate assistance to businesses to foster the creation and retention of jobs for low to moderate income people. The City will follow HUD requirements to provide job training opportunities for the disadvantaged under this need area as well (HUD release No. 09-200).

The 2010-2014 Consolidated Plan also puts forth projects in these categories should funding levels and regulation continue to permit such activities:

**Infrastructure** – The City has also relied heavily on the Community Development Block Grant program to redevelop deteriorated infrastructure throughout the City. The portion of the infrastructure supported by the entitlement program focuses on the income-eligible areas of the City. This includes water, sanitary sewer, storm sewer, transportation, sidewalks, curbs, and recreation. A major initiative over these five years will be to continue the City’s curb and sidewalk improvements in its eligible strategic gateway areas.

**Youth and Other Services** – The final portion of the program is the funding of the various services that support the income-eligible population – especially our youth, whose needs were assigned a higher priority by those responding to the survey and other public participation efforts behind this plan. These services may include recreation opportunities, counseling and character-development programs, policing services in eligible neighborhoods, and supportive services for disadvantaged people -- such as child day care, adult day care, and nursing, when funding permits.

The City proposes the following three **objectives** to meet the needs prioritized above.

**DECENT HOUSING:** The City of Altoona’s programmatic approaches to accomplish the Decent Housing objective of its Annual Plan are activities that have proven successful for the City in the past. The activities include:

A. CDBG Funded Activities

Single family homeowner rehabilitation, including the remediation of lead based paint issues. The outcomes of these activities are to create ten (10) affordable living units. The past year resulted in nine (9) units brought from substandard to standard condition and brought into compliance with lead safe housing rules.

During PY 2011 the City assisted the construction of 11 new housing units along Lexington Avenue. All units have been leased to low/moderate income households.

During PY 2011, the City assisted the Altoona Housing Authority with the installation of barrel roofs on the front entrances of 20 housing units brought from substandard to local code in the Fairview Hills low/moderate income housing development.

During PY 2011, the City began assisting The Nehemiah Project in rehabilitating an existing residential structure into transitional housing for men and women. This housing will offer men and women who have recently been facing difficult life situations and have no alternative home to return to. Life training programs such as credit counseling, home management and job training and placement will be offered to these men and women. This project will assist 8 men/women with essential services such as shelter, food and individual support services. Work on this project will likely continue through PY 2012, pending necessary approvals.

B. HOME Funded Activities.

These are multi-year funded activities with a local track record of success in generating and sustaining decent housing units.

Improved Dwellings for Altoona will strive to provide new single family homes as part of a multi year program to create affordable living units to low-to moderate income homebuyers. The PY 2012 outcome is to create one (1) housing unit. Three new affordable units were constructed during the 2010 and 2011 program years along East Cherry Avenue. Two of those units are occupied, still awaiting the sale of the final unit.

The City's deferred loan rental rehabilitation program is designed to provide affordable rental units in the City by renovating existing housing units for low-to moderate income individuals and families. PY 2012 outcome is to rehab eight (8) housing units. During the 2011 program year, four (4) units were brought from substandard to standard, affordable and brought into compliance with lead safe housing rules.

Using PY 2011 funds, we are assisting Improved Dwellings for Altoona (IDA), our CHDO, in refurbishing existing elevator cabs and upgrading electrical control systems.

Using PY 2011 funds, we are assisting Habitat for Humanity in the construction of one new housing unit to be occupied by an income eligible homeowner.

#### C. Emergency Solutions Grant (ESG) Activities.

The outcome of these activities is to make services, housing or shelter available for short durations until the human service support services can provide more permanent housing solutions.

##### *Homelessness Prevention*

For PY 2012, the Blair County Community Action Agency will provide short term rental assistance, medium term rental assistance, utility payments, utility deposits and moving costs for participants who may need to move to a more affordable house, and security deposits. This program will assist eligible program participants who are at risk of becoming homeless and become stability housed.

The Blair Senior Services Homeless Prevention Program did not request funding from the 2012 program year, but during PY 2011 33 persons were assisted receiving financial assistance to prevent eviction or termination of utilities.

##### *Shelter*

The Home Nursing Agency Tartaglio House is a personal care boarding home and crisis intervention for homeless persons with mental health problems. Their projected outcome is to assist 17 people during PY 2012. Seventeen (17) persons assisted with emergency and transitional housing during the PY 2011.

The Home Nursing Agency Blair House Crisis Residence Program provides housing to individuals who receive mental health services and are homeless or at risk of homelessness. The projected outcome for PY 2012 is provide service to twenty (20) persons. During PY 2011, sixteen (16) persons were served.

Family Services Inc. -- through their Domestic Abuse/Transitional Housing Project, Bridge Housing/Teen Center/Shelter and Emergency Shelter will assist 500 people during PY 2012. During PY 2011 they assisted 240 people.

The Skills Tyler Hall Shelter provides emergency and transitional housing for very low income, homeless and special needs population. During PY 2011 they served thirty (30) persons. Skills Tyler Hall did not apply for PY 2012 funding.

## **SUITABLE LIVING ENVIRONMENT**

### **A. CDBG Funded Activities**

The safeguarding and demolition of vacant blighted properties are ongoing activities that will continue into the 2012 Program Year. Projected outcome for PY 2012 is 20 housing units to be demolished and 3 housing units safeguarded. The units are secured and maintained until the demolition and stabilizing of the properties are completed. The outcome of these activities is to create sustainability by removing blighting influences. One (1) property was safeguarded and fifteen (15) were demolished during PY 2011.

The Safe Housing/Healthy Living Program is designed to support the sustainability of low-to moderate income neighborhoods by providing focused enforcement of the property maintenance and waste accumulation ordinances in order to minimize any blighting conditions. The projected outcome for PY 2012 is assistance to 12,546 people. The code officer funded by this program responded to 122 complaints from City residents last year and found 585 violations – 158 of which were corrected. Note that these figures only reflect the activities of the Code officer in the Safe Housing/Healthy Living Program, and not the activities of the entire Code Enforcement Department. 17,175 persons assisted with improved services in low/mod areas during PY 2011.

The City will continue to obligate funding to replace aging water, flood drainage and sanitary sewer systems in qualifying low/moderate income areas of the City. The City will also continue to fund street improvement projects and physically disabled accessibility projects as they are submitted to the city for funding.

PY 2012 projects consists of curb and sidewalk replacement on Lloyd Street, providing new improved access to a facility or infrastructure to benefit 948 people. The City is also funding the upgrade of handicapped ramps to meet the new ADA requirements in the downtown area, providing 19,366 persons with improved access to the public facility that is no longer substandard. Street resurfacing in low/moderate income areas of the City providing 6,047 people with improved access to the public facility that is no longer substandard.

Over the past year, the completion of street resurfacing in low/moderate income areas of the City includes Phase II of the 6<sup>th</sup> Avenue Curb and Sidewalk Installation project, 7<sup>th</sup> Street Passive Park Project, and the kitchen rehabilitation of the Nehemiah Community Center. The total number of persons assisted is 28,162 with new access to a facility or infrastructure that is no longer substandard.

The 19<sup>th</sup> Street Parking Lot project, the Sign Enhancement Project, Hope Community Playground, Lexington Avenue curb and sidewalk and the 6<sup>th</sup>

Ward Community Center are funded in PY 2011, but have no activity at this time.

The Neighborhood Police Patrol is a community policing program using officers on bicycles to police low and moderate income neighborhoods. Removed from squad-cars, the police have a more direct relationship with the community they patrol and are better able to sustain the livability of that neighborhood. Police officers are responsible for patrolling the low/moderate income areas of the city. The projected outcome for PY 2012 is to assist 19,682 people. Assistance was provided to 12,804 people in PY 2011 with improved access to a service. The City also provided funding for library services to children and the elderly. The PY 2011 outcome for this project provided assistance to 233 persons with new access to a service.

## **ECONOMIC OPPORTUNITY**

To encourage the development of new economic activity and the retention and expansion of existing businesses, to provide additional tax revenues, to expand employment opportunities for low and moderate income persons, and to diversify the City economy – stabilizing it over the long-term. Because community development was not prioritized as highly as planning, these activities will be considered during this five year period as funding allows

During PY 2011 the City funded the Economic Development Services project providing technical assistance to businesses in the City of Altoona to make available jobs for low/moderate income individuals. **This project has not provided the hiring or has expended any funds.** Two jobs were created through the Economic Development Loan Fund from prior year loans.

The loan program or technical services program will not be funded in PY 2012 but the option will remain open for funding through the five year Consolidated Plan.

## **Citizen Participation**

### **Summary of the citizen's participation and consultation process:**

The City of Altoona mailed schedules and funding applications for the 2012 Annual Plan to 62 organizations and agencies inviting them to participate in the City's 2012 application process for Community Development Block Grant, Emergency Shelter Grant and HOME Investment Partnership programs. To determine priority needs, the City mailed 255 questionnaires while preparing the 2010-14 Consolidated Plan process to community agencies, developers, lending institutions, housing managers, non profit organizations, realtors, contractors, advocacy groups, and landlords. Staff received 70 responses for a response rate of 27%.

The City published the schedule for preparing the 2012 Annual Plan in the *Altoona Mirror* on January 18, 2012. The City also listed the schedule on Altoona's Web Page ([www.altoonapa.gov](http://www.altoonapa.gov)), as outlined by the requirements of the Citizen Participation Plan. The schedule outlined the dates and times of various public hearings, and the City Council meeting being held to gain citizen input into the development of the Plan. Program schedules were mailed to 46 area churches as part of an effort to increase citizen awareness of and participation in the development of the Annual Plan. The schedule was also aired on local radio stations one day prior to each schedule meeting.

The Planning and Community Development Department held its first public hearing on the 2012 Action Plan on February 2, 2012. The purpose was to explain the program, announce target dates for the development of the Plan, and review eligible and ineligible project types. Also discussed was the substantial amendment to the Consolidated Plan for the new HEARTH Act.

**Comments received from the 1<sup>st</sup> Public Hearing of the 2012 Annual Plan Process (February 2, 2012):**

Judy Coutts, Architect, asked specific questions regarding how curb and sidewalks could be installed around her building once she completed rehab of her apartment units. Mr. Slusser and Mrs. Johnson stated that because she was not going to serve low/moderate income people it could not be considered eligible for CDBG funds under the benefit to low/moderate income individuals. Also discussed a low/mod area benefit, but because the area in question was not primarily residential it would not be eligible. Ms. Coutts asked if we could make it eligible under a slum and blight designation. Ms. Johnson mentioned that her building was in the Lower Altoona Urban Renewal Area (LAURA). Staff would look into the eligible activities listed in the LAURA and would get back to Ms. Coutts with their findings.

**Comments received from the 2nd Public Hearing of the 2012 Annual Plan Process:**

Comments will be added after the public hearing

**Comments received from the 1<sup>st</sup> Public Hearing of the 2010-14 Consolidated Plan Process (February 1, 2010):**

The Planning and Community Development Department held its first public hearing on the 2010 - 2014 Consolidated Plan on February 1, 2010. The purpose was to explain the new Consolidated Plan concept, announce target dates for the development of the Plan, and review eligible and ineligible project types. Those in attendance were urged to identify five-year City needs.

A neighborhood meeting was held on February 8, 2010 at the Altoona Area Public Library to provide the public information on the application process and to receive public testimony.

A **focus group meeting** was held on **June 3, 2009**, at City Hall to identify housing and economic development needs. A presentation of the City's demographic, socioeconomic, and housing trends was provided beforehand by planning staff, as was information on the City's fair housing program. Those invited to be part of the focus group included several private developers/homebuilders, the local economic development agency, the Altoona Housing Authority (public), Improved Dwellings for Altoona, Inc. (our CHDO), realtors, and representatives of various social service, mental health/mental retardation, drug/alcohol dependency, disability, and transitional housing/homeless programs. Six staff members also attended.

A public notice was advertised in the local newspaper and placed on the City's web site listing the proposed projects for the 2010 Action Plan and informing the public that a draft copy of the 2010-2014 Consolidated Plan was available for review at the Altoona Area Public Library, Altoona Housing Authority, City's Clerk Office and the Department of Planning and Community Development. This notice was advertised on March 31, 2010 to allow for the required 30 day comment period on the Plan.

The City Planning Department held its 2<sup>nd</sup> Community-wide Public Hearing on April 14, 2010 at City Hall to present and accept comment on the proposed 2010 Annual Plan and the Consolidated Plan.

The 2010-2014 HCD Consolidated Plan was presented to City Council for adoption at the May 12, 2010 meeting.

**Summary of Citizen Comments of the 2010-14 Consolidated Plan Process:**

There were three participants in attendance seven staff, and two City Councilmembers at the 1<sup>st</sup> Public Hearing. The comments received included Mahlon Fiscel of Family Services, Inc. He commented on the Emergency Shelter Grant (ESG) Program and explained that his Agency has combined the Men's Shelter with the Family House Shelter on Eighth Avenue in Altoona. Mr. Fiscel stated that another 50 beds are needed in order to shelter the homeless population in Altoona/Blair County. Mrs. Pellegrine pointed out that the ESG funds cannot be used to acquire or construct a structure, but may be used to renovate a building to provide a shelter. Mr. Fiscel stated that he would keep in touch with staff for future projects and any funding that may be available.

Mr. Gutshall suggested renovating some old churches in the area for emergency shelters. Mr. Fiscel stated that there is a staffing problem with scattered sites and also renovations can be costly due to handicapped accessibility requirements.

Councilman Mark Geist questioned if Mr. Fiscel's homeless program was coordinated with the Veterans' Administration services provided by the Veteran's Hospital.

Mr. Fiscel stated that his Agency and other human services agencies do work with the Veterans' Administration. Mr. Fiscel also stated that he would be taking a look into non-traditional youth programs using Internet based like facebook and myspace.

Ms. Tommi Burchfield, of Charitable Concepts and Consulting, discussed her request for funding a volunteer central web based database program. She is looking for startup funds for building acquisition and software purchase.

At the neighborhood meeting for the Consolidated Plan, three citizens and five staff members were in attendance. Comments received from Thomas Stout included a request for funding for: 1) upgrading the Geesey Ball Park; 2) providing maintenance to the Kissel and Garfield parks; and 3) new lighting system for the Veterans Field.

At the Focus Group Meeting, those invited included several private developers/homebuilders, the local economic development agency, the Altoona Housing Authority (public), Improved Dwellings for Altoona, Inc. (our private CHDO), realtors, and representatives of various social service, mental health/mental retardation, drug/alcohol dependency, disability, and transitional housing/homeless programs. Six staff members also attended. Topics that were discussed were Affordable Housing, Blight Removal, Economic Development, Emergency Shelters and Transitional Housing, Existing Housing Stock, Homeless, Infill Housing and Neighborhood Redevelopment, Infrastructure, Public Housing, Special Needs Housing, and Energy Efficiency Housing Upgrades.

**Second Public Hearing (April 14, 2010):** At the second public hearing for the Consolidated Plan, one citizen and a representative of the news media along with staff were in attendance. The Planning Director described the plan's objectives and explained the five priorities that are covered in the 2010-14 Consolidated Plan. No comments or testimony was received from those in attendance.

**Broaden Public Participation:**

The City has broadened the public participation efforts by the use of the internet creating a web page making available all information pertaining to the CDBG, ESG and HOME application process.

**Comments Not Accepted:** All comments received have been accepted and are noted in this plan.

**Managing the Process**

The lead agency for the development of this document is the Altoona City Planning & Community Development Department, 1301 Twelfth Avenue, Suite 400, Altoona, Pennsylvania. This agency provides the research and development and technical assistance services to the City Council, other City departments and the public. The Department is charged with the development of this document as well as the overall administration of the entitlement funds.

The Citizen Participation component of this application describes the process by which the plan was developed. Because of the small size of the City, interagency cooperation and coordination is necessary for effective and efficient service delivery. The city routinely communicates with the public housing agencies and participates in the County Human Service Agency meetings and functions. This document was developed with heavy reliance on the frame work established during the consolidated planning process used in 2010. Programs were selected using this framework on the basis of providing the most service for the dollar invested. This review enabled the staff to determine which programs are most effective at meeting the basic goals of housing, blight, and planning and economic development.

We will continue to communicate with the major housing providers, health and social service agencies, and city departments.

**Resources Expected**

**Identify Federal, State and Local Resources (including program income) the jurisdiction expects to receive to address the need identified in the plan:**

**Federal**

Community Development Block Grant:	\$1,460,799.00
Emergency Solutions Grant:	\$ 157,135.00
HOME Investment Partnership Grant:	\$ 250,137.00
Program Income:	\$ 250,000.00

**State**

See below.

**Local**

See below.

**Leveraging resources from private and non-federal public sources:** The Federal funds shown above have been leveraged as shown below.

## STATE PROGRAMS

The Pennsylvania Housing Finance Agency (PHFA) provides loans and grants under the PennHomes Program for development of rental housing and administers the Low Income Housing Tax Credit (LIHTC) Program for the Commonwealth of Pennsylvania.

The Pennsylvania Department of Community and Economic Development (DCED) administers several programs related to affordable housing. The Housing and Community Development (HCD) Program provides loans and grants for acquisition and development of housing for low and moderate income persons.

The Pennsylvania Department of Transportation Enhancement Program provides funds to municipalities for transportation related projects. The City of Altoona applies routinely for these funds. New street signs, decorative period street lights, and other various streetscape enhancements have been completed. This program requires the local municipality to provide engineering, design and inspection funds. Pennsylvania Department of Transportation liquid-fuel tax funds are and will be used to leverage CDBG funds for street resurfacing and curb/sidewalk replacements.

The Pennsylvania Keystone Opportunity Expansion Zone Program provides Tax Relief to individuals constructing and inhabiting homes in this designated Zone. The tax relief is available until the year 2013.

Pennsylvania Department of Conservation and Natural Resources funds have been and will be used to leverage CDBG funds for streetscape and tree planting projects.

## PRIVATE RESOURCES

Private donations and volunteer resources are to be leveraged against Federal funds for the Nehemiah Project kitchen rehabilitation and homeless shelter projects.

There is also private investment in the form of cash equity, private mortgage and other financing that may be available for housing. These resources can take many forms and may even be raised through obtaining either the Low Income Housing Tax Credits or an historic tax credit. Qualifying all of the activities of the private market far exceed the scope of the Consolidated Plan.

The Blair County Habitat for Humanity "2012 Build" project will leverage Home Investment Partnership funds with a loan from M&T Bank for \$10,000.00.

## LOCAL RESOURCES

Operation "Our Town" a local philanthropy often contributes funds to the Altoona Law Enforcement Community to assist in dealing with the illegal drug trade issues. The City also utilizes HUD funds to operate the Altoona Police Bike Patrol, which plays a big role in curtailing the illegal drug trade.

City general funds are used to leverage Federal funds for various public works projects, including street paving, streetscaping, code/zoning enforcement, planning and policing.

Our various human service agencies receive private and local funding as shown in the ESG Matching Funds Section of the matching plan.

**HOME Required Match:** The City is not required to provide a match for its HOME Funding as a result of its distressed status for this report period. The design of the HOME Rental Rehabilitation Program continues to require a match. Therefore, private match has been received and is reported in the HOME Section of this document under Home Match Report.

**ESG Matching Funds**

<b>AGENCY</b>	<b>AMOUNT</b>	<b>SOURCE</b>
Family Services, Inc.	\$91,891	Homeless Assistance Grant Homeless Assistance Program Nazareth Family Foundation
Home Nursing Agency Tartaglio Home	\$243,931	Blair Co. Mental Health Self Pay Rent
Home Nursing Agency	\$102,127	Tenant Rent Blair Co. Mental Health
Blair County Community Action Agency	\$519,000	HUD Supportive Services HUT Transitional Housing Program

TABLE 3A – SUMMARY OF SPECIFIC ANNUAL OBJECTIVES  
 PLAN YEARS 2010-2014  
 CITY OF ALTOONA, PA

Project #	Outcome/Objective	Source of Funds	Performance Indicators	Program Year	Expected Number	Actual Number	% Complete
	Specific Annual Objectives						
<b>DH-1 Availability/Accessibility of Decent Housing</b>							
11-26	Address activities providing assistance to prevent homelessness	CDBG ESG	Number of persons assisted: <ul style="list-style-type: none"> <li>▪ With essential services such as shelter, food and individual support services</li> <li>▪ With emergency and transitional housing</li> </ul>	2010	0	0	0
				2011	8	0	0
				2012	0		
				2013	0		
				2014	0		
<b>DH—2 Affordability of Decent Housing</b>							
10-02 11-02 12-02	Address the need for affordable decent housing by offering rehabilitation assistance to low and very low-income homeowner households	CDBG	Total number of units: <ul style="list-style-type: none"> <li>▪ Number of units brought from substandard to standard condition (HQS or local code)</li> <li>▪ Number of units brought into compliance with lead safe housing rule (24 CFR part 35)</li> </ul>	2010	10	10	100
				2011	10	9	90
				2012	10		
				2013	10		
				2014	10		
10-14 12-10 12-11	Address the need to conduct a rental rehabilitation program to continue to provide affordable housing units for low income renters.	HOME	Total number of units: <ul style="list-style-type: none"> <li>▪ Number of units brought from substandard to standard condition (HQS or local code)</li> <li>▪ Number of units brought into compliance with lead safe housing rule (24 CFR part 35)</li> </ul>	2010	8	6	75
				2011	8	4	50
				2012	93		
				2013	8		
				2014	8		
10-13 11-19 11-05	Address the need to rehabilitate public housing units	HOME	Number of housing units: <ul style="list-style-type: none"> <li>▪ Number brought from substandard to local code</li> <li>▪ Number brought into compliance with lead safe housing rule</li> <li>▪ Number affordable</li> </ul>	2010	12	0	0
				2011	146	32	22
				2012	12		
				2013	12		
				2014	12		
10-12 11-18 11-20 12-12 12-13	First Time Homeownership Opportunities	HOME	Number of housing units: <ul style="list-style-type: none"> <li>▪ Number brought from substandard to local code</li> <li>▪ Number brought into compliance with lead safe housing rule</li> <li>▪ Number affordable</li> <li>▪ New Construction</li> </ul>	2010	1	2	100
				2011	3	1	33
				2012	2		
				2013	0		
				2014	0		
10-18 11-22 12-15	End chronic homelessness	ESG	Total number of persons: <ul style="list-style-type: none"> <li>▪ Receiving emergency housing and utility assistance to persons diagnosed with HIV</li> <li>▪ Receiving financial assistance to prevent eviction or termination of utilities</li> <li>▪ Receiving short term rental assistance</li> <li>▪ Receiving permanent housing and self-sufficiency</li> </ul>	2010	14	15	100
				2011	50	33	66
				2012	14		
				2013	14		
				2014	14		
<b>SL-1 Availability/Accessibility of Suitable Living Environment</b>							
12-07	Address the need of providing accessible projects for the physically disabled	CDBG	Total number of persons: <ul style="list-style-type: none"> <li>▪ Number of persons with improved access to the public facility or receiving a service provided by the public facility that is no longer substandard</li> </ul>	2010	0	0	0
				2011	0	0	0
				2012	19366		
				2013	0		
				2014	0		

Project #	Outcome/Objective	Source of Funds	Performance Indicators	Program Year	Expected Number	Actual Number	% Complete
	Specific Annual Objectives						
10-09 11-15	Address and support of social service activities for low/moderate income individuals	CDBG	Number of persons assisted: ▪ with new or improved access to a service	2010	301	43	14
				2011	301	233	77
				2012	0		
				2013	301		
				2014	301		
10-16 10-17 10-19 11-23 11-24 11-25 12-16	Address activities providing assistance to prevent homelessness	ESG	Number of persons assisted: ▪ With essential services such as shelter, food and individual support services ▪ With emergency and transitional housing	2010	353	354	100
				2011	321	303	94
				2012	537		
				2013	353		
				2014	353		
<b>SL-2 Affordability of Suitable Living Environment</b>							
	Continue support of social services activities in the City of Altoona for low/moderate income individuals and families	CDBG	Number of persons assisted: ▪ with improved access to a service	2010	0	0	0
				2011	0	0	0
				2012	0		
				2013	0		
				2014	0		
<b>SL-3 Sustainability of Suitable Living Environment</b>							
10-10 11-16 12-08	Continue support of social services activities in the City of Altoona for low/moderate income individuals and families	CDBG	Number of persons assisted: ▪ with improved access to a service	2010	19,682	19,682	100
				2011	19,682	19,682	100
				2012	19,682		
				2013	19,682		
				2014	19,682		
10-05 10-08 11-07 11-08 11-12 11-13 12-05 12-06	Improve quality/increase quantity of public improvement for low/moderate income persons	CDBG	Number of persons assisted: ▪ With new access to a facility or infrastructure benefit ▪ With improved access to a facility or infrastructure benefit	2010	12,900	96	.01
				2011	2,038	8,046	100
				2012	12,900		
				2013	12,900		
				2014	12,900		
11-09	Obligate funding to replace aging water, flood drainage, and sanitary sewer systems, street improvements and accessibility projects	CDBG	Number of persons assisted: ▪ With new access to a facility or infrastructure benefit ▪ With improved access to a facility or infrastructure benefit	2010	0	0	0
				2011	19,682	0	0
				2012	0		
				2013	0		
				2014	0		
10-06 10-07 11-10 11-11 11-14	Improve quality/increase quantity of neighborhood facilities for low-income persons	CDBG	Number of persons assisted: ▪ With new access to a facility or infrastructure benefit ▪ With improved access to a facility or infrastructure benefit	2010	3,756	3,756	100
				2011	29,951	20,020	67
				2012	3,756		
				2013	3,756		
				2014	3,756		

Project #	Outcome/Objective	Source of Funds	Performance Indicators	Program Year	Expected Number	Actual Number	% Complete
	Specific Annual Objectives						
10-04 11-04 12-04	Removal of slum and blight in such a time frame as to discourage the spread of blight in any neighborhood.	CDBG	Number of housing units: <ul style="list-style-type: none"> <li>▪ Acquired, demolished, disposed of</li> <li>▪ Secured</li> </ul>	2010	30	21	70
				2011	20	16	80
				2012	20		
				2013	30		
				2014	30		
10-03 11-03 12-03	Removal of slum and blight by using a proactive approach.	CDBG	Number of persons assisted: <ul style="list-style-type: none"> <li>▪ with improved services in low/mod income areas</li> </ul>	2010	17,175	17,175	100
				2011	12,546	12,546	100
				2012	13,187		
				2013	12,546		
				2014	12,546		
<b>EO-3 Sustainability of Economic Opportunity</b>							
	Encourage development of economic activity and the retention and expansion of existing businesses to provide additional tax revenues, expand employment to LMI persons, and diversify the economy.	CDBG	Total number of jobs: <ul style="list-style-type: none"> <li>▪ Employer-sponsored health care (Y/N)</li> <li>▪ Type of jobs created</li> <li>▪ Employment status before taking job created</li> <li>▪ Number of unemployed</li> </ul>	2010	0	0	0
				2011	3	2	33
				2012	0		
				2013	6		
				2014	6		



**TABLE 3C**

**City Of Altoona**

**Program Year 2012**

**Proposed List of Projects**

UOG Code:	<b>PA420114 ALTOONA</b>
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**IDIS Project #:** 12-02                      **National Objective:** LMH  
570.208(a)(2)(i)(C)

**Project Name:** Single Family Homeowner Rehabilitation

**Description:** Continued funding of citywide rehabilitation loans to low/moderate income homeowners. Lead-based Paint remediation funding to assist low/moderate income homeowners as part of the City's rehabilitation program.

**Location:** Citywide

**Priority Need Category:** Housing

**Objective category:**     *Suitable Living Environment*    *Decent Housing*    *Economic Opportunity*  
**Outcome category:**     *Availability/Accessibility*    *Affordability*    *Sustainability*

**Specific Objective:** Address the need for affordable decent housing by offering rehabilitation assistance to low and very low homeowner households.

**Matrix Code:** 14A Rehab; Single-Unit Residential 570.202

<b><i>PROPOSED \$ AMOUNT</i></b>	
<b><i>CDBG</i></b>	\$421,295.01
<b><i>HOME</i></b>	
<b><i>ESG</i></b>	

**Accomplishment Type:** 10 Housing Units    **Proposed Units:** 10

**Expected Completion Date:** June 30, 2013

*The primary purpose of the project is to help:*    *the Homeless*    *Persons with HIV/AIDS*    *Persons with Disabilities*    *Public Housing Needs*













**TABLE 3C**

**City Of Altoona**

**Program Year 2012**

**Proposed List of Projects**

UOG Code:	<b>PA420114 ALTOONA</b>
-----------	-------------------------

**IDIS Project #:** 12-09 **National Objective:** ADM

**Project Name:** HOME Program Administration

**Description:** Provides for staffing to oversee HOME funded projects

**Location:** 1301 12<sup>th</sup> Street, Altoona, PA 16601

**Priority Need Category:** Planning and Development

**Objective category:**  *Suitable Living Environment*  *Decent Housing*  *Economic Opportunity*  
**Outcome category:**  *Availability/Accessibility*  *Affordability*  *Sustainability*

**Specific Objective:** N/A

**Matrix Code:** 21H Admin/Planning Costs of PJ

<b>PROPOSED \$ AMOUNT</b>	
<b>CDBG</b>	
<b>HOME</b>	\$24,976.40
<b>ESG</b>	

**Accomplishment Type:** N/A **Proposed Units:** N/A

**Expected Completion Date:** June 30, 2013

*The primary purpose of the project is to help:*  *the Homeless*  *Persons with HIV/AIDS*  *Persons with Disabilities*  *Public Housing Needs*





**TABLE 3C**

**City Of Altoona**

**Program Year 2012**

**Proposed List of Projects**

UOG Code:	<b>PA420114 ALTOONA</b>
-----------	-------------------------

**IDIS Project #:** 12-12                      **National Objective:** LMC  
570.208(a)(3)

**Project Name:** IDA-CDC Homeownership Program

**Description:** Continuation of efforts to construct single family homes for sale to low/moderate income homebuyers. This program year proposes to construct 1 single family home on a site yet to be determined. IDA will work with the City to acquire a lot. Project will be administered by IDA-CDC, the City's CHDO.

**Location:** Citywide

**Priority Need Category:** Housing

**Objective category:**     *Suitable Living Environment*    *Decent Housing*    *Economic Opportunity*  
**Outcome category:**     *Availability/Accessibility*     *Affordability*     *Sustainability*

**Specific Objective:** Increase the availability of affordable owner housing

**Matrix Code:** 12 Construction of Housing 570.201(m)

<b>PROPOSED \$ AMOUNT</b>	
<b>CDBG</b>	
<b>HOME</b>	\$ 38,160.60
<b>ESG</b>	
<b>OTHER: REVOLVING</b>	\$105,000.00
<b>LOAN</b>	\$ 48,000.00

**Accomplishment Type:** 10 Housing Units

**Proposed Units:** 1

**Expected Completion Date:** June 30, 2013

*The primary purpose of the project is to help:*    *the Homeless*    *Persons with HIV/AIDS*    *Persons with Disabilities*    *Public Housing Needs*









**TABLE 3C**

**City Of Altoona**

**Program Year 2012**

**Proposed List of Projects**

	UOG Code: <b>PA420114 ALTOONA</b>
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**IDIS Project #:** 12-17 **National Objective:**

**Project Name:** **ESG12 Altoona PA 2012**

**Activity Name:** ESG12 Data Collection (HMIS)

**Description:** ***Blair County Community Action*** will be providing salaries for the operation of the HMIS. Budget \$4,360.00

**Location:** 2100 6<sup>th</sup> Avenue, Altoona, PA 16602

**Priority Need Category:** N/A

**Objective category:**  *Suitable Living Environment*  *Decent Housing*  *Economic Opportunity*  
**Outcome category:**  *Availability/Accessibility*  *Affordability*  *Sustainability*

**Specific Objective:** N/A

**Matrix Code:** 03C Homeless Facilities (not operating costs) 570.201(c)

<i><b>PROPOSED \$ AMOUNT</b></i>	
<i><b>CDBG</b></i>	
<i><b>HOME</b></i>	
<i><b>ESG</b></i>	\$4,360.00

**Accomplishment Type:** 01 People **Proposed Units:** 32

**Expected Completion Date:** June 30, 2014

*The primary purpose of the project is to help:*  *the Homeless*  *Persons with HIV/AIDS*  *Persons with Disabilities*  *Public Housing Needs*

**Priority Needs and Objectives  
Program Year 2012**

Priority Need & Subcategory	Priority Level	Obj.	Project Name	Entitlement Source	Funding	Accomplishment Units	Type
<b>Housing</b>							
<b>Objective: To improve the condition of housing occupied by low-to-moderate income residents of the City of Altoona</b>							
Rehab: Single Unit Residential	H	DH-2	Single Family Homeowner Rehab	CDBG	\$421,295.01	10	Housing Units
New Construction	H	DH-2	IDA-CDC Homeownership Program	HOME	\$38,160.60	1	Housing Units
Rehab: Multi-Unit Residential	H	DH-2	IDA-CDC Evergreen Manor I Lateral and Shut Off Replacement	HOME	\$32,000.00	85	Housing Units
Rehab: Multi-Unit Residential	H	DH-2	HOME Rental Rehab Program	HOME	\$130,000.00	8	Housing Units
New Construction	H	DH-2	Habitat for Humanity 2012 Build	HOME	\$25,000.00	1	Housing Units
<b>Prevention/Elimination of Blight</b>							
<b>Objective: To remove all blighted properties and keep other properties from becoming blighted and deteriorating neighborhoods. This is to be accomplished through property acquisition, relocation, safeguarding, demolition, disposition, and code enforcement activities as warranted.</b>							
Clearance & Demolition	H	SL-3	Blighted Property Program	CDBG	\$339,578.00	20	Housing Units
Code Enforcement	H	SL-3	Safe Housing/Healthy Living	CDBG	\$69,446.42	13,187	People
<b>Planning and Development</b>							
<b>Objective: Preparation of Actions Plans, IDIS, CAPER, RAMPS, Federal Reporting.gov, and E-SNAPS is vital to ensuring compliance with HUD and other Federal regulations and reporting requirements for providing funding for needed services. Additional studies may also need to be undertaken in order to determine the future needs of residents in eligible areas. Also, over the next five years the City intends to complete a new comprehensive plan for the City of Altoona as well as neighborhood plans for eligible areas. Administering and upgrading the Altoona Planning Code (zoning, subdivision, and land development regulations) to encourage appropriate development must continue. As a recipient of HUD funding, the City of Altoona will affirmatively further fair housing by identifying impediments and take appropriate actions to eliminate housing discrimination through the promotion of using educational programs, research and community involvement.</b>							
General Program Administration	H		Planning & Community Dev. Admin.	CDBG	\$342,159.80	N/A	N/A
General Program Administration	H		ESG Program Administration	ESG	\$11,785.00	N/A	N/A
HOME Admin/Planning Costs	H		HOME Program Administration	HOME	\$24,976.40	N/A	N/A
ESG Data Collection (HMIS)			Blair County Community Action - HMIS	ESG	\$4,360.00	N/A	N/A
<b>Infrastructure (public facilities and improvements)</b>							
<b>Objective: The City of Altoona intends to continue funding the replacement of aging and dilapidated infrastructure in qualifying low/moderate income areas. Over the next five years, the City may address the following and similar infrastructural projects, street paving, stop sign upgrade, curb ramps upgrade, curb/sidewalk replacement, and streetscape projects.</b>							
Sidewalks	M	SL-3	Lloyd St. btw. 4 <sup>th</sup> and 6 <sup>th</sup> Avenues	CDBG	\$100,000.00	948	People
Street Resurfacing	M	SL-3	Citywide	CDBG	\$157,000.00	6047	People
ADA Ramps Upgrade	M	SL-1	Downtown Area	CDBG	\$16,000.00	5	Public Facility

<b>Youth Facilities &amp; Youth/Other Services</b>							
<b>Objective: Those who responded to the public involvement efforts behind the plan placed a new emphasis on funding eligible youth facilities and other services. The City intends to meet this need while balancing continued support for social services such as senior recreation programs, library outreach services, and crime awareness programs for low-to-moderate income individuals and families.</b>							
Public Service	M	SL-1	Neighborhood Police Patrol	CDBG	\$265,319.77	19,682	People
Priority Need & Subcategory	Priority Level	Obj.	Project Name	Entitlement Source	Funding	Accomplishment Units	Type
<b>Homelessness</b>							
<b>Objective: The City will fund agencies that provide homeless prevention activities and emergency and transitional shelters, and it is our intention over the next five years to continually supplement the services being provided by these agencies in order to prevent homelessness in our community.</b>							
Homeless Facilities	H	DH-2	Blair County Community Action Homeless Prevention	ESG	\$68,315.00	30	People
Homeless Facilities	H	SL-1	Home Nursing Agency Tartaglio Home – Shelter	ESG	\$14,535.00	17	People
Homeless Facilities	H	SL-1	Home Nursing Agency Blair House - Shelter	ESG	\$14,535.00	20	People
Homeless Facilities	H	SL-1	Family Services Inc Domestic Abuse Shelter - Shelter	ESG	\$43,605.00	500	People

## Geographic Distribution/Allocation Priorities

The City of Altoona covers an area of nearly ten square miles, and is nestled in the Allegheny Mountains at the foot of the Allegheny Front in Blair County, Pennsylvania. Caucasians dominate the population: 95% of the Census 2000 population of 49,523, and **96% of the City's estimated 2007 population of 47,271** ([www.census.gov](http://www.census.gov)). The majority of the minority races are African-American (2.5%) with the remaining population Hispanic or Asian.

The City can be considered two cities in terms of development patterns. The "original" Altoona is the core of the city: a typical late nineteenth century development pattern of single-family detached housing on individual narrow lots built immediately adjacent to the street with alleys running behind. Although this pattern is favored by many modern planners and "new urbanists," the older part of Altoona is home to most of the low and moderate income population. The peripheral Altoona consists of the former suburbs that were annexed in the early twentieth century: the houses are set back from the street a bit, the lots are wider, and alleys were not always present. This area looks more like a Midwestern-style city in terms of development style and spaciousness. Few of these neighborhoods qualify as area-wide low and moderate income areas.

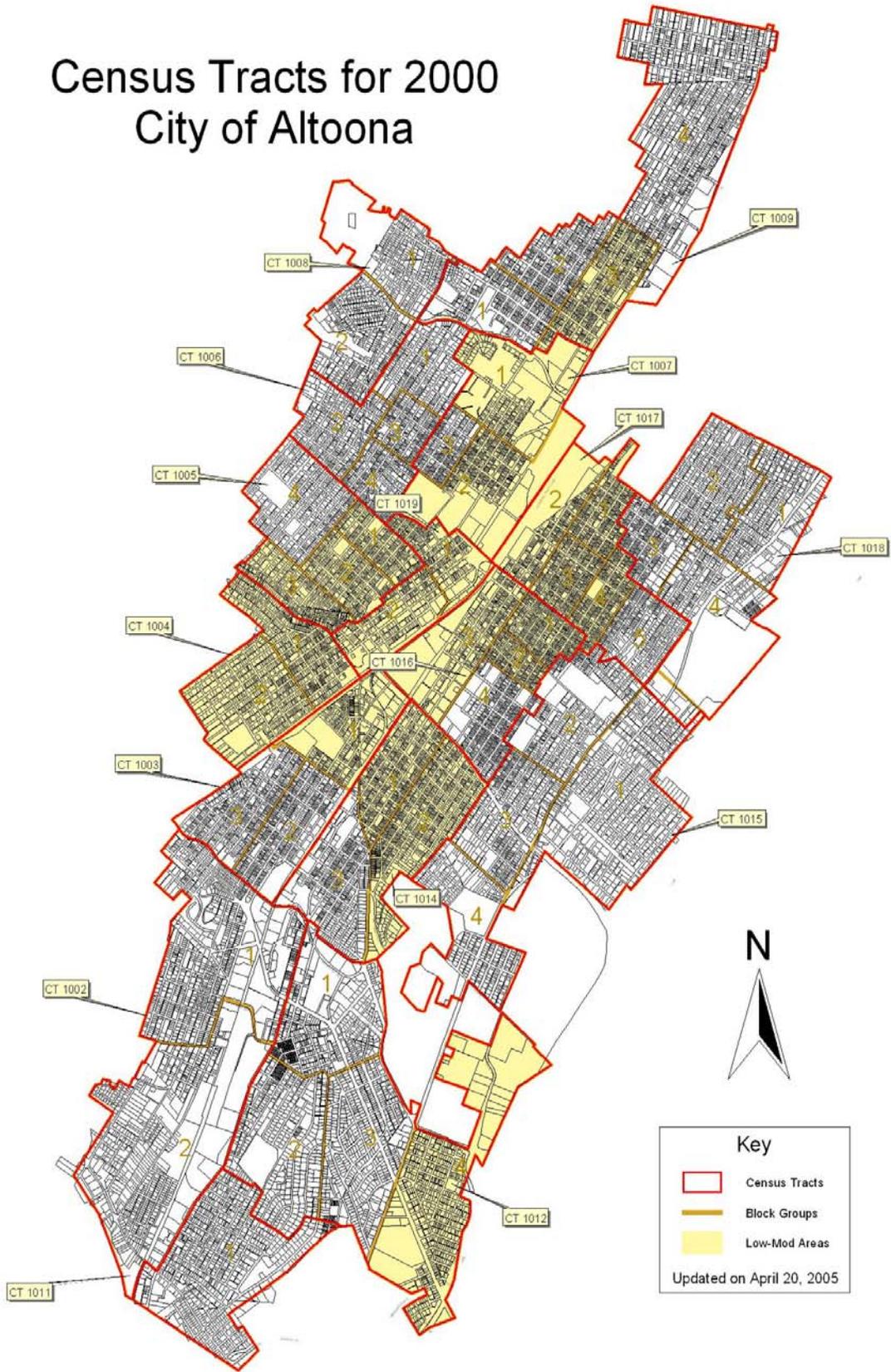
The City of Altoona will focus attention on the low and moderate income neighborhoods identified in the map on the following page. However, experience shows that a programmatic approach works best in Altoona. The 2000 census data demonstrates the city's success in eliminating blighted and deteriorated structures. To meet the needs of all low income residents, the City routinely goes outside these areas where the beneficiaries qualify. A comparison of the City's current map of low and moderate income areas with its counterparts from each of the three prior decades indicates a decrease in the number of such neighborhoods. Indeed, the City finds these areas shrinking with each new release of census figures. This is an indicator of the success of HUD-administered programs in Altoona, and the dispersal low-to-moderate income individuals and families throughout the City.

However, the City plans to continue to focus efforts on its core and on revitalizing its downtown.

According to the 2000 U.S. Census Data, there are approximately 2,000 minority persons living in the City of Altoona. The minority population is evenly distributed throughout the City according to tract-level data published by the United States Census. The City does not ignore the needs of minorities, however minority need is far less a function of geography in Altoona than it is in many other cities.

The city is not able to address the needs of persons with disabilities by itself. The City works in conjunction with other agencies and financial sources to address these needs. If anything critical arises, the City may consider funding eligible activities for this special needs population.

# Census Tracts for 2000 City of Altoona



**Table 3B**  
**Annual Affordable Housing Goals**

Grantee Name: City of Altoona, PA Program Year: 2012	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	93		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	93		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOMEOWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	2		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rehabilitation of existing units	10		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	12		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	2		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	103		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combine Total Sec 215 Goals*</b>	105		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal	93		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	12		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	105		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 2115 Beneficiary Goals" should be the same number.

## Public Housing

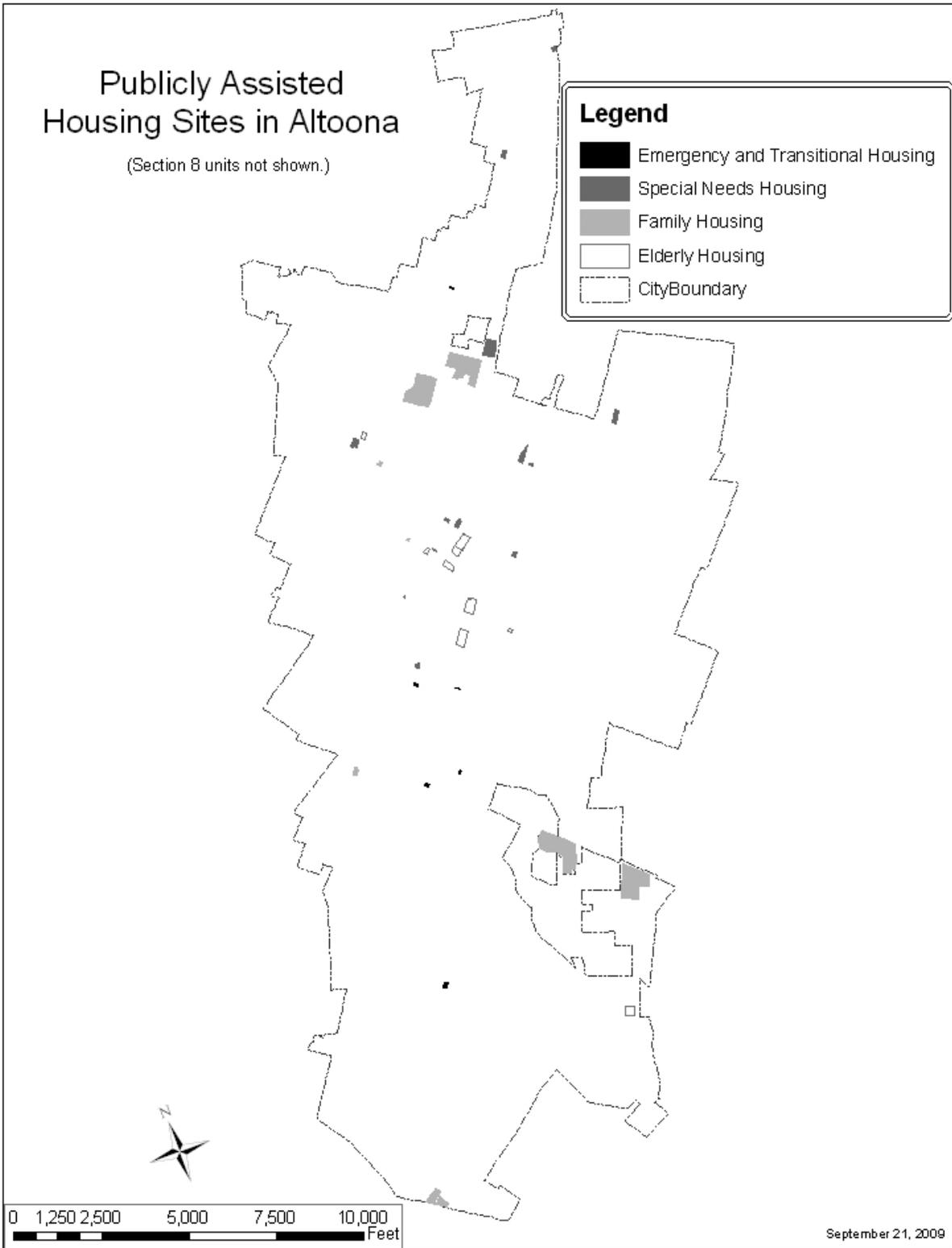
### Public and Assisted Housing Needs:

The staff of the City of Altoona's Department of Planning and Community Development spent hours meeting with the leadership of its public housing providers to jointly draft and update this section in September 2009. The Altoona Housing Authority's Executive Director Cheryl Johns and Improved Dwellings for Altoona's Executive Director Roger Bunnell both helped to write and review this section – for which the City is grateful.

There are **1,584** publicly assisted housing units in the City of Altoona (**6.9%** of all housing in the City). Altoona's assisted housing program is not old, and the oldest public assisted units were constructed just 35 years ago. Seventy percent of the publicly assisted housing is owned/operated by the Altoona Housing Authority (34%) and Improved Dwellings for Altoona (36%). Other private organizations control four projects of more recent vintage (Cherry Grove, Logan Hills, City Hall Commons, and Station Square). "Special Needs" housing is usually operated or jointly operated by human service and health agencies, IDA, and AHA.

There are **970 Section 8** rental units in the City, which constitutes about 4.3% of all the occupied rental units (including the publicly assisted housing projects).

Housing Sites: As the map below shows, assisted housing is geographically dispersed across the City of Altoona. There is no one "burdensome" concentration of public housing in a particular segment of the City. The largest concentration is the elderly housing located Downtown. The even distribution of assisted housing has resulted in an easier integration of these units into the surrounding neighborhoods.



The Altoona assisted housing facilities constitute an excellent inventory of housing stock. There is no need for HUD HOPE funds to demolish public housing. The existing high rise units were constructed for the elderly and are in excellent shape. The Altoona Housing Authority is considered a "high performance" public housing agency by the Housing and Urban Development Department, and IDA has been serving the City and the County for over

40 years. IDA-Community Development Corporation also provides the only Community Housing Development Organization (CHDO) operating in Altoona.

There is a high level of cooperation among the Altoona Housing Authority, IDA, and the City Planning & Community Development Department -- which together offer a wide array of housing services for the City. In the past the separate funding streams for housing allowed each agency to pursue its own objectives. Today, the funding streams encourage collaboration to make the maximum use of scarce resources. Interagency contracting is common.

Effective Maintenance Programs: There are 1,584 units of publicly assisted housing in Altoona, 70% of which are operated by the Altoona Housing Authority (AHA) and Improved Dwellings for Altoona (IDA). AHA continually updates its five-year maintenance plan with a local engineering firm. This plan includes a detailed list of maintenance actions, and demonstrates an "end-of-life-cycle" replacement and improvement schedule that responsibly maintains existing units. Neither organization is chasing a deteriorated public housing problem. IDA has recently completed renovating and restoring Evergreen Manor (the oldest publicly assisted housing project in the City), the Taylor, the Fairview, Walnut Place, and Towne Place. Over the next five years, IDA plans to renovate Harmony House, IDA Tower, and some of the Lexington Park and IDACON homes on scattered sites.

IDA reports that some of the contractual obligations of the older assisted housing units place severe limitations on the ability to develop adequate maintenance reserves. This results in the units gradually sliding toward functional obsolescence and then requiring major financial reinvestments to restore. Evergreen Manor was indicative of this problem before the renovations. The Altoona Housing Authority reported that developing a well-financed maintenance program was not a problem for the public sector. Both agencies were hopeful that as the HOPE projects were phased out by HUD, that this issue affecting the not-for-profit assisted housing providers could be addressed.

All of the publicly assisted housing organizations -- public, not-for-profit and private -- are supplying clean, well-maintained affordable housing for the low to moderate income families and the elderly. The condition of these units is typically more than adequate. Residents will continue to be involved in the management of their facilities.

Adequate Supply for Elderly: Consultations with the Altoona Housing Authority and IDA revealed there was an adequate supply of assisted housing units for the elderly. Both agencies are experiencing somewhat less demand for efficiency units serving the elderly, although most units were nonetheless filled. The Housing Authority reported that they often go through their waiting list twice in one year, offering interested parties the units they requested only to have the parties decide they do not wish to relocate now, or perhaps they do not like the location of the units offered.

Waiting Lists: There are 970 Section 8 rental units in the City, which comprise 4.3% of all occupied rental units (including public housing units). AHA and IDA agreed with the CHAS data's suggestion that there is a need for assisted rental units for small families. AHA reported that the waiting time for an offer of a Section 8 certificate was less than a year, but still wishes to expand the number of Section 8 vouchers available if possible. Both agencies felt that the waiting lists provided limited insight into the demand for housing because of their duplication. IDA maintains a waiting list for each site. Meanwhile, the Altoona Housing Authority maintains a single list for all of its sites and a separate list for Section 8 assistance. Both agencies will maintain a person on the waiting list, at their request, despite repeated refusals to accept units.

The agencies agreed that the availability of inexpensive private rental units in Altoona provided some competition for the Section 8 and public housing programs. While many of

the private apartments may be substandard and not offer the amenities of public housing, they do not have the rules that apply for public housing living.

To address some of these problems, the City of Altoona initiated a Rental Inspection Program in 2002 that inspects all rental units in a three year recurring cycle. Both public and private units are inspected. The purpose of the program is to insure that all rental units meet the repair requirements of the International Property Maintenance Code.

The Altoona Housing Authority has initiated an educational outreach program for the Section 8 program all interested landlords, agencies and the general public are encouraged to attend. Authority Director Cheryl Johns feels that this outreach might clarify what Section 8 landlords are required to provide, and perhaps improve the standard of living for some Section 8 tenants.

Both the Housing Authority and IDA concurred with the need for additional assistance for small family low income rental housing.

Supply for Disabled: IDA and AHA feel that there is a need of units suited for the disabled, but each has made major strides towards meeting this need over the past five years. AHA's project to renovate and maintain at least 5% of its units for the disabled (first reported in the last consolidated plan) is now largely completed. These units for the disabled will be located in the Towers and Fairview Hills. Meanwhile, IDA maintains 25 such units. In 2005, the Altoona Housing Authority created six units for physically handicapped clients at Pleasant Village. CDBG funds are assisting with this project. The Housing Authority is currently updating its five-year plan and IDA is planning to pursue funding through the IDA Community Development Corporation (our CHDO) to better serve the disabled.

Home Ownership: Both housing organizations emphasized the need to create home ownership opportunities in Altoona as central to maintaining viable neighborhoods.

Both agencies discussed the need for a more comprehensive approach to neighborhood revitalization, suggesting that efforts are needed to leverage private investment that is encouraged by the public investment.

Social Service Integration: The Altoona Housing Authority now provides a social service coordinator for its residents located at the Towers. It provides social services to its residents via contracts with Blair Senior Services, the Home Nursing Agency, Penn State University's Altoona Campus, the Community Action Agency, the Pennsylvania Department of Public Welfare, and others. Meanwhile, IDA also provides social service coordinators at IDA Tower, Blair Tower, the Taylor, the Fairview, and Evergreen Manor. It also supports the Gloria Gates after-school program and other social service providers by providing them facilities for free. IDA provides social services through the same organizations contracted by AHA plus Skills of Central PA and the County mental health/mental retardation offices.

Anticipated Loss of Units: Neither the Housing Authority nor IDA anticipated the loss of Section 8 certificates or publicly assisted housing units over the next five years. It is also not anticipated that private owners of assisted housing will convert their units to market rentals. IDA may have to sell some of its non-assisted, tax subsidized, scattered sites homes in Lexington Park and IDACON if they remain financially unsustainable. Likewise, the Altoona Housing Authority may sell some of its scattered sites homes to the homeowners under the Home Choice Program. IDA may sell some of its scattered sites homes under this program as well.

## Public Housing Strategy

The Altoona Housing Authority is not designated as “troubled” by HUD. The public housing agency’s strategies to serve the needs of extremely low-income, low-income and moderate-income families is by providing support services for residents and partnerships with community agencies. The Housing Authority holds resident advisory meetings and quarterly meetings with residents.

The Altoona Housing Authority offers GED classes, literacy programs and an annual neighborhood health and safety day, and is committed to encourage tenants to participate in programs and services designed to have a positive impact upon independence and to enhance their quality of life. The Healthy for Life Program promotes health awareness and onsite screening and educational workshops. Other programs offered provide support services for residents through partnerships with community agencies. Blair Senior Services, Inc. provides an elderly service coordinator, Child Advocates of Blair County assists with the Head Start Program for child care, Blair County Community Action supports the Self Sufficiency Program which currently has several dozen participants, and the Altoona Area School District provides an after school program.

The public housing agency’s strategy for addressing the revitalization and restoration needs of its projects has been identified through a study that was completed and is regularly updated by Gwin, Dobson & Foreman, Inc., consulting engineers.

The City of Altoona and the Altoona Housing Authority signed a cooperation agreement to assist in creating up to 100 housing units for low to moderate income persons at the discretion of the Authority. The HOME Choice program is designed to provide an affordable opportunity for low and moderate-income families to purchase a home. This program allows families who need time to prepare for the financial responsibilities of home ownership to obtain a lease with option to purchase agreement. To date, many of these homes have been rehabilitated and transferred to private ownership under the guidance of the Authority.

The housing assistance to low income families is provided through two main programs, Public Housing and the Section 8 Home Choice Program. The Housing Authority owns and manages 536 apartments and 970 Section 8 Home Choice Vouchers. The needs are still overwhelming, however, with a **waiting list of 640 households**. IDA, meanwhile, has renovated 80 homes over the years for homeownership and maintains 564 apartments in the City as well. Note that the size of the waiting list is a poor indicator of need, since it can be duplicative and counts those “shopping” for the housing option that best suits them.

Much consideration is given to those persons on the waiting list. For example, on the application, they are asked what accommodations are necessary to meet their needs. During an applicant interview process, the housing authority staff assists with completing applications for those who may have difficulty reading, writing or understanding terms and conditions. They also provide an easy-to-understand form with guidelines for better understanding of terminology.

## Homeless and Special Needs

The City of Altoona has coordinated with the Blair County Human Services Council to enhance and focus services provided by the existing agencies in their efforts serve the homeless. Through the Emergency Solutions Grant (ESG) Program, administered by the City, we will continue to provide annual assistance to the human service efforts to assist the homeless in an effort to eliminate chronic homelessness. Generally this assistance is focused in two areas of activity, prevention and the provision of emergency shelter.

The best estimate for the number of persons in various sub-populations that have a potential for acquiring housing or supportive services in the City of Altoona can be gleaned from the US Census and other relevant data.

### 1. Elderly and Frail Elderly:

The elderly are a major portion of the City's population. With 8,318 residents over 65 years of age in Census 2000, the elderly comprise the largest special needs group in Altoona. It is unknown what percentage of this population in the future will require housing or supportive services.

Since the health of this population is the mitigating factor that determines the need for health care or other supportive services, it is important that the City have readily available social services. Currently, elderly in need of housing or supportive services are referred to Blair Senior Services and assigned a case manager if appropriate, or directed to other social service agencies and housing authorities. This is usually done at the time of discharge from a hospital or institution. The Altoona Hospital, as part of discharge procedures, makes arrangements for housing in nursing homes, rehab hospitals, etc.

In responding to the aforementioned survey on non-homeless special needs, Blair Senior Services noted that there is an ongoing high need for affordable handicapped accessible housing for the elderly and frail elderly in Altoona: wheelchair accessible with wider doorways and lowered countertops, cabinets, and bathrooms. Blair Senior Services noted that many elderly are forced into unnecessary placements when they cannot afford to make these modifications to their homes that would otherwise allow them to stay there.

Blair Senior Services also identified a supportive service need for additional funding for "in home" services for the elderly. They noted that many middle class elderly "fall between the cracks when their middle class income, which makes them ineligible for many entitlement benefits, also drives up the co-pays for such services – making these services unaffordable." Blair Senior Services estimated that \$175,000 would provide one year of such service to approximately 60 clients.

### 2. Persons with Disabilities:

#### Physical

The 2000 US Census data shows that approximately 20% of the city's population is disabled, taking into consideration sensory and/or physical disabilities. Physically disabled individuals require modified living space and the removal of physical barriers. The Center for Independent Living utilized the City's Home Access Grant in modifying existing homes for the physically disabled. The Altoona Housing Authority's project to renovate and maintain at least 5% of its units for the disabled (first reported in the last consolidated plan) is now 95% complete. These units for the disabled will be located in the Towers and Fairview Hills. Meanwhile, IDA maintains 25 such units. The Altoona Housing Authority maintains six units for physically handicapped clients at Pleasant Village.

As noted above with the elderly, an obstacle is the lack of affordable accessible housing for the physically disabled. The age of the housing stock limits this housing availability because housing built more than thirty years ago tended to contain elevated entrances and multiple stories that are not compatible with physical disabilities.

#### Mental/Developmentally

In 2010, there were 487 individuals in the mental health system, 106 in the mental retardation system, 250 in the drug and alcohol treatment system, and 48 (City residents) in the early intervention system who were currently not homeless but in need of services provided by social service agencies. The number of people not in the system is unknown.

Persons with severe mental illness and the developmentally disabled in need of housing and housing supportive services are referred to personal care homes. Also, human services agencies make arrangements with a number of mental health housing facilities that are available. Home Nursing Agency operates Tartaglio House (a transitional personal care facility) and Blair House in the City. Skills of Central Pennsylvania operates Tyler Hall (which is also transitional housing), Twin Mountain Apartments, and Waupalani Apartments – all in the City. Improved Dwellings for Altoona operates the Union Avenue Apartments, permanent housing for people with mental illness. Several agencies provide scattered site housing options throughout the City.

#### Persons with Alcohol/Drug Addictions

In terms of alcohol and drug addiction, substance abuse has become a higher priority over the past few decades. Pyramid Healthcare formerly operated a three-month drug and alcohol rehabilitation program for dually diagnosed persons, providing counseling and supportive services, within the City of Altoona. Since the last consolidated plan was submitted, however, they have moved to a suburban location near Hollidaysburg/Duncansville – about five miles south of the City. Within the City, however, the Altoona Hospital still operates a substance abuse treatment program and the Salvation Army also offers shelter and rehabilitation programs.

The lack of available housing for recovering substance abuse addicts is sometimes a problem due to a discriminatory attitude on the part of some local landlords. There is a need for housing for individuals attempting to reemerge into society through reentry plans. The Blair County MH/MR office is currently examining the possibility of securing vouchers as a method of providing housing opportunities to this population. However, Pyramid does offer in-patient and halfway house housing, and Family Services of Blair County offers housing for recovering addicts through its D&A Transitional Housing program.

#### Persons with HIV/AIDS and their families

Figures for the number of persons with HIV/AIDS living in Altoona are not available. Home Nursing Agency's Homeless Prevention Project provides rent and utility assistance to HIV/AIDS clients, utilizing the City's Emergency Shelter Grant Funds. There is a need for single room occupancy housing and other support services for this population.

Other special supportive housing needs have been identified by local focus groups and questionnaires. These include employment and housing for people with addictions reentering the labor force and society from either prison or drug and alcohol centers.

Since our last consolidated plan was submitted, a new Altoona Rescue Mission homeless shelter was constructed to replace the SRO facility lost in a fire. Also, Family Services, Incorporated, has expanded its emergency shelter so that it can help families and single males, with a capacity of 16. Other scattered shelters operated by this organization can house 21 victims of domestic abuse and teens (3 units).

The City does not intend to use HOME Funds or any other tenant based rental assistance to assist the above mentioned sub-populations.

To summarize, services for homeless populations and special need non-homeless population categories overlap. By meeting/networking locally and participating in the regional Continuum of Care network (for planning, administration, and monitoring), the Blair County human service agencies work together in both a locally coordinated and regionally coordinated manner. Referrals are made to help both the homeless and special needs populations, and their needs are anticipated and planned for.

Homeless Prevention: Funds are provided by the City to primarily provide short term emergency assistance with utility and rent payments. These homeless prevention activities are provided by Blair Senior Services and the Home Nursing HIV/AIDS project. Historically, there are more agencies which have provided homeless prevention activities with Emergency Shelter Grant funds. However, since the Homeless Prevention Rapid Re-housing Program funds (HPRP) have been made available through the Federal Stimulus Package, ESG monies have been directed to the operations of local shelters.

Emergency Shelters: ESG funds are allocated by the City to several existing human service organizations to provide emergency shelter. Skills, Inc. provides emergency and transitional shelter for people with disabilities. The Blair House & the Tartaglio House provide emergency and transitional housing for people with mental health problems. Family Services Inc, provides emergency & transitional shelter for victims of domestic abuse and runaway youth and operates an emergency shelter for homeless adults and children

The homeless issue recognizes no municipal boundaries and the role of the City of Altoona is limited to enhancing the existing services provided for the homeless by existing County wide human service agencies. Both CDBG and ESG funds are used to address the homeless issues and homeless prevention.

## **Barriers to Affordable Housing**

With the limited CDBG and HOME funding available, the City intends to continue to increase its supply of affordable housing by rehabilitating homes for eligible homeowners and constructing new homes through its CHDO and Habitat for Humanity. Given the resources available, this will reduce, although not eliminate, barriers to affordable housing. Our support for code enforcement and policing services also helps preserve housing units, keeping them in the market and reducing prices.

This past year, our staff presented a substantial series of changes to the *Altoona Planning Code* (our zoning and land development regulations) that made redeveloping older homes and smaller lots in the City easier and cheaper. These changes, which were adopted by Altoona City Council in March and November 2011, eliminated the need for many zoning variances when rebuilding, expanding, or rehabilitating homes in many zoning districts. These new relaxed setbacks more closely match the existing pattern of the City.

## Other Actions

Using our consolidated plan, its analyses and its priorities as a base, we will continue to work with the other agencies in our jurisdiction to identify and prioritize underserved populations and needs. Our consolidated plan carefully identifies underserved populations, however, we will work to stay on top of changing needs. Our PY 2012 projects meet the priorities developed for underserved populations in the consolidated plan. Our Single Family Homeowner Rehabilitation Program, our HOME Rental Rehabilitation Program, our homeownership programs, our Neighborhood Police Patrols, our Safe Housing/Healthy Living Program, our ramp upgrades, our Emergency Solutions Grant programs and our support for our CHDO specifically help underserved populations.

The primary action taken in addressing obstacles to meeting underserved needs is identifying additional financial resources and leveraging funds with available state and local fund resources. An additional strategy for meeting unmet needs is to coordinate with other local service providing organizations so to minimize duplication of service and maximize collaborative efforts to meet identified needs. These are the primary strategies utilized in meeting unmet needs.

With the limited CDBG and HOME funding available, the City intends to continue to increase its supply of affordable housing by rehabilitating homes for eligible homeowners and constructing new homes through its CHDO and Habitat for Humanity. Given the resources available, this will reduce, although not eliminate, barriers to affordable housing. Our support for code enforcement and policing services also helps preserve housing units, keeping them in the market and reducing prices. Our annual affordable housing goals are identified in Table 3B.

The City intends to reduce the number of housing units containing lead-based paint hazards by 18 this year using CDBG and HOME funds.

Virtually all of the City's housing activities, programs, and projects are intended to benefit low-to-moderate income persons, and moreover, to reduce the number of poverty-level families. One of the City's primary anti-poverty components of the CDBG program is to provide safe and sanitary housing for the low and moderate income individuals residing in the City. Because two-thirds of City residents own their home, a high percentage in comparison with State and National figures, maintaining low-to-moderate-income residents in their own home is a primary component of the City's antipoverty program. We address this through our ongoing single-family housing rehabilitation program.

The City supplements programs and projects to retain and enhance the public and private housing stock that serve low and moderate income population. These programs and projects include various infrastructure projects, the Safe Housing/Healthy Living Program (administered through Code Enforcement) and the Neighborhood Bicycle Patrol administered through our police. The City CDBG program, in conjunction with the Altoona Housing Authority (AHA), will assist the rehabilitation of housing for low and moderate income families when funding is available and the projects are eligible.

In conjunction with the Improved Dwellings for Altoona (IDA), Altoona's CHDO, the City provides financial assistance to maintaining this organization's existing housing stock serving the low-to-moderate income population.

The City of Altoona assists in providing land and infrastructure improvements to the local chapter of Habitat for Humanity to construct housing to serve low-to-moderate income families.

The City also provides an ongoing 50% matching funds through its HOME program for private landlords to upgrade or remodel housing units that are rented to low income families and individuals.

Providing safe and affordable housing opportunity for the low-to-moderate income population is a major deterrent to poverty.

The City of Altoona, in conjunction with the Altoona-Blair County Development Corporation, provides economic development outreach and technical assistance services to businesses located in the City so long that involved business makes opportunities available for low and moderate persons. This also helps reduce the number of poverty level families.

Community development, housing, and human service needs are provided by a wide variety of agencies and organizations. The City takes the lead in administering the program through its Planning & Community Development Department. Annually, the city surveys the human service agencies and public and private housing providers and other non profit organizations to determine the unmet needs of clients eligible for CDBG, HOME and ESG programs. Project applications for unmet needs are invited from these agencies. These agencies are encouraged to identify service gaps and recommend methods for filling those gaps. The consolidated plan is implemented through the human service agencies in Blair County, the Altoona Housing Authority, the Altoona-Blair County Development Corporation, the Altoona Redevelopment Authority, the Altoona Department of Public Works, and Improved Dwellings for Altoona (CHDO). This is a large portion of our regional cooperation efforts.

Other participating agencies include the Home Nursing Agency, Blair Senior Services, Family Services Inc., Skills of Central Pennsylvania, Reliance Bank, Investment Savings Bank, M & T Bank, the Blair County Community Action Agency, the Blair County Department of Human Services, the Central Blair Recreation Commission, the Easter Seals Society, AMTRAN, and Saint Vincent de Paul.

Additionally, there are other federal, state, county, and regional governmental efforts to meet these needs independent of Altoona's program. Efforts are made to eliminate duplication and contradiction of efforts and to coordinate and/or enhance these services and projects to maximize the impact on the community.

The City of Altoona contracts with the agencies most experienced and capable of meeting the identified needs in the delivery system. Duplication of efforts and programs is avoided.

Altoona City Council appoints the members to the Altoona Housing Authority Board. The Housing Authority Board provides an annual report to City Council on its activities including its capital improvements and proposed development initiatives. There is an informative and cooperative relationship between the City of Altoona, its departments, and the Altoona public housing authority.

The major strength in the delivery system rests in the fact that the human service agencies, housing agencies, and the City of Altoona operate in a small geographic, demographic, and socioeconomic environment. As a direct result of this, routine communication and coordination are relatively easy.

The Department is aware of a few minor gaps in delivery of services in Altoona. These gaps are not related to institutional capabilities, but rather in insufficient funding of the services. The staff and agencies are aware of these areas and are working with providers and agencies to develop appropriate solutions.

The City of Altoona created the Altoona Housing Authority (AHA), a body independent of city government whose members are appointed for staggered terms of office by the Mayor with

a concurring vote from Altoona City Council. This organizational relationship is determined by Pennsylvania law.

The administrative activities of the agency are determined in accordance with Pennsylvania law and agency policy, including hiring, contracting and procurement. The relationships between the Altoona Housing Authority and the City of Altoona can be delineated by contract for specific projects. The City and the Housing Authority cooperate in providing police protection to the housing projects and provide funding assistance for specific housing projects. The City also reviews and concurs on capital improvements conducted by the AHA and provides annual inspections on rental units under the City's rental inspection program. The construction of new developments or the demolition or disposition of existing developments is within the exclusive purview of the Housing Authority, although the authority consults routinely with the City of Altoona on these matters.

AMTRAN and Blair Senior Services, the area's local public transportation providers, serve each of the major subsidized housing facilities in the City. City Council appoints AMTRAN's Board of Directors. City, Blair Senior Services and AMTRAN staff communicate regularly to address potential deficiencies.

## **PROGRAM SPECIFIC REQUIREMENTS**

### **CDBG**

The following are responses to the information requested in the Consolidated Plan Regulations at 91.220(l)(1), which are summarized by the HUD document "Annual Action Plan, Narrative Responses."

1. The City is proposing to receive \$250,000.00 in Program income from the following two activities:

Economic Development Loan Fund Repayments	\$150,000.00 (Program Income)
Single Family Homeowner Rehabilitation	\$100,000.00 (Revolving Loan)

The City does not have a float-funded activity
2. All program income received in the preceding program year has been amended into that program year's projects.
3. The City does not have Section 108 loan guarantees.
4. The City does not have any surplus funds from any urban renewal settlement for community development and housing activities.
5. The City does not have any returned funds to the line credit for which the planned use has not been included in a prior statement or plan.
6. The City does not have income from a float-funded activity.
7. The City does not have any urgent need activities.
8. The City estimates spending \$1,029,061.20 or 75.19% for activities that will benefit persons of low and moderate income.

## HOME

The following are responses to the information requested in the Consolidated Plan Regulations at 91.220(l)(1), which are summarized by the HUD document "Annual Action Plan, Narrative Responses."

1. There are no additional forms of investment exclusive of 92.205(b).
2. The City will not refinance existing debt by multi-family housing using HOME funds.
3. The following are the City's resale provisions.
  - A. The housing must be single-family housing.
  - B. The housing must be modest housing as follows:
    - a. In the case of acquisition of newly constructed housing or standard housing, the housing has a purchase price for the type of single-family housing that does not exceed 95 percent of the median purchase price for the area.
    - b. In the case of acquisition with rehabilitation, the housing has an estimated value after rehabilitation that does not exceed 95 percent of the median purchase price for the area.
  - C. The housing must be acquired by a homebuyer whose family qualifies as a low-income family and the housing must be the principal residence of the family throughout the period described in paragraph 4.
  - D. Periods of affordability. The HOME-assisted housing must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion. The per unit amount of HOME funds and the affordability period that they trigger are described more fully in paragraph 5 (recapture) of this section.

Affordability requirements will be incorporated into lease-purchase agreements, lien agreements, and through deed restriction.

Homeownership assistance HOME amount per-unit	Minimum period of affordability in years
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

- E. Recapture. The participating jurisdiction (PJ) recoups all or a portion of the HOME assistance to the homebuyers, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability. The period of affordability is based upon the total amount of HOME funds subject to recapture.
  - a. Reduction during affordability period. The PJ will reduce the HOME investment amount to be recaptured on a prorata basis for the time the homeowner has owned and occupied the housing measured against the required affordability period.

- b. Shared net proceeds. If the net proceeds are not sufficient to recapture the reduced amount of HOME investment as provided for in paragraph 5 (a) plus enable the homeowner to recover the amount of the homeowner's downpayment and any capital improvement investment made by the owner since purchase, the PJ will share the net proceeds. The net proceeds are the sales price minus loan repayment (other than HOME funds) and closing costs. The net proceeds will be divided proportionally as set forth in the following mathematical formulas:

Home Investment/HOME Investment + homeowner investment	X Net Proceeds =	HOME amount to be recaptured
HOME Investment/HOME Investment + homeowner investment	X Net Proceeds =	Amount to Homeowner

c. Amount subject to recapture. The HOME investment that is subject to recapture is based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value of the property (i.e. the development subsidy). If the HOME assistance is only used for the development subsidy and therefore not subject to recapture, a resale option must be developed and used.

d. Lease-purchase. The housing must be purchased by a homebuyer within 36 months of signing the lease-purchase agreement. The homebuyer must qualify as a low-income family at the time the lease-purchase agreement is signed. If HOME funds are used to acquire housing that will be resold to a homebuyer through a lease-purchase program, the HOME affordability requirements for rental housing shall apply if the housing is not transferred to a homebuyer within forty-two months after project completion.

e. Contract to purchase. HOME funds that are used to assist a homebuyer who has entered into a contract to purchase housing to be constructed, the homebuyer must qualify as a low-income family at the time the contract is signed.

F. Homeownership is defined as ownership in fee simple title or a 99-year leasehold interest in a one-to-four unit dwelling. The ownership interest may be subject only to the restrictions on mortgages, deeds of trust, or other liens or instruments securing debt on the property as approved by the PJ.

4. The City does not provide tenant based rental assistance.

5. The City does not intend to use other forms of investment.

6. **AFFIRMATIVE MARKETING POLICIES AND PROCEDURES**  
 In accordance with the Regulations of the HOME Investment Partnership (HOME) Program, and in furtherance of the City of Altoona's commitment to non-

discrimination and equal opportunity in housing, the City of Altoona establishes procedures to affirmatively market units rehabilitated under the HOME Program. These procedures are intended to further the objectives of Title VIII of the Civil Rights Act of 1968, Executive Order 11063, and the City of Altoona's local Fair Housing Resolution.

The City of Altoona believes that individuals of similar economic levels in the same housing market area, should have available to them a like range of housing choices regardless of their race, color, religion, sex, familial status, handicap, and national origin.

The City of Altoona is committed to the goals of affirmative marketing which will be implemented in our HOME Program through a specific set of steps that the City and participating owners will follow. These goals will be reached through the following procedures.

1. Informing the public, potential tenants, and owners about Federal fair housing laws and affirmative marketing policies

Through its Department of Planning and Community Development, the City of Altoona will inform the public, potential tenants, and property owners about this policy and fair housing laws. The City of Altoona's Department of Planning and Community Development will inform the general public by:

- a. Placing a special news release and advertisements in the Altoona Mirror;
- b. Inform potential tenants by providing information pamphlets on Federal fair housing laws in buildings scheduled for rehabilitation; and
- c. Inform owners by mailing letters to property owners who will participate in the program.

The Department of Planning and Community Development will provide the above information as soon as possible after they receive notification the HOME Program has been approved by HUD.

2. Requirements for owners to inform the general renter public about available rehabilitated units

It is the City of Altoona's policy to require substantial steps by project owners to carry out affirmative marketing. Owners should provide for costs associated with these requirements in their planned operating costs and City's subsidy decisions, which by necessity, will take these costs into account. Owners of small properties with limited management staff may seek waivers of these requirements on a case-by-case basis from the City. The City will carry out the following requirements when waivers are given.

If it is feasible to advertise in advance of selecting a tenant, without holding units off the market, participating property owners will be required to make information on the availability of units known through:

- a. Advertisements in the Altoona Mirror, if, the owner ordinarily advertises available rentals in news media;

- b. Notifying the Altoona Housing Authority and Improved Dwellings for Altoona requesting that staff inform applicants on its waiting list about upcoming vacancies.

We will emphasize to owners that to the extent feasible without holding units off the market, they make information about upcoming vacancies to the general public after special outreach efforts are underway (see Procedure 3).

The City of Altoona will require that property owners selected for participation in the program comply with affirmative marketing requirements by means of an agreement which will be applicable for a period of five years. Failure to carry out the agreement could make an owner ineligible to participate in the program with future projects, have steps taken to recapture federal funds which were used in the project, or foreclosure.

### 3. Special Outreach

In order to inform as well as solicit applications from persons in the housing market who are not likely to apply for units without special outreach, the City of Altoona has established methods property owners must use in order to reach this objective. The landlords shall provide vacancy information to the Department of Planning and Community Development who in turn, develop renter listings which will be distributed on a regular basis to minority groups and churches, as well as special needs housing providers in the area.

We will also require that owners begin their special outreach activities immediately upon learning that a vacancy will occur. We have asked that owners request a 30-day notification from tenants intending to move so that special outreach to minorities and special needs individuals can begin before notification to the general public. While owners may not always have early notice from tenants, we hope the 30-day period will be the norm.

### 4. Recordkeeping

The City of Altoona will require that owners keep records on:

- a. The racial, ethnic, and gender characteristics of tenants and applicants;
- b. Activities they undertake to inform the general renter public, specifically:
  - 1) Copies of advertisements placed in the Altoona Mirror;
  - 2) Dates on which the owner contacted the Altoona Housing Authority and Improved Dwellings for Altoona.

We will also ask property owners to provide us, where possible, the data on how applicants heard about the housing opportunities.

### 5. Assessment and Corrective Action

The affirmative marketing efforts of property owners will be assessed by the Department of Planning and Community Development as follows.

To determine if good faith efforts have been made, examine records we have required owners to maintain on actions they have taken, and compare them

with the actions we required them to take. If we find that the required actions have been carried out as specified, we will assume that owners have made good faith efforts to carry out these procedures.

To determine results, assess property owners' affirmative marketing efforts in relation to whether or not persons from the variety of racial and ethnic groups in our area and, in particular, African-Americans have in fact applied for and/or become tenants in the rehabilitated units. If we find they have, we will assume that owners have carried out procedures 2 and 3 effectively.

If the representation of racial/ethnic groups is not broad, we will review the affirmative marketing procedures to determine what changes, if any, might be made to make the affirmative marketing efforts more effective in informing persons in all groups about rental opportunities.

We will also ask property owners, the Altoona Housing Authority and staff of the Department of Planning and Community Development for their analysis and suggestions concerning our affirmative marketing practices.

6. Corrective Action

The City of Altoona will take corrective action if we find that any owner fails to carry out the procedures we required or fails to maintain the records on tenants and applicants in accordance with the HOME Program. If there are problems, we will discuss ways to improve owners' efforts prior to taking corrective actions.

As an initial step, we will require owners with vacancies to notify the Department of Planning and Community Development immediately upon learning that a unit will become vacant. We are asking that owners give us this information as close to 30 days prior to the upcoming vacancy as possible. The Department of Planning and Community Development Staff will then be able to verify on a "spot check" basis if these owners are following the prescribed procedures.

If an owner continues to fail to meet the affirmative marketing requirements, the City of Altoona, after fair warning and an opportunity to correct identified deficiencies, may disqualify an owner from further participation in future rehabilitation programs administered by the City.

7. Minority Outreach Program--MBE/WBE POLICIES AND PROCEDURES

The City of Altoona abides by Section 3 of the Housing and Urban Development Act of 1968 and the applicable regulations 24CFR Part 135 to ensure that MBEs/WBEs are afforded the opportunity to participate in all CDBG, ESG and HOME contracts.

Method for identifying MBE/WBE

The City of Altoona continues to identify MBE/WBE in and around the area and to encourage participation on the bidding of contracts including CDBG, ESG and the HOME Program.

The City of Altoona has in place the following process for reaching MBE/WBE applicants:

Marketing procedures

The City of Altoona will place an ad in the local paper and surrounding areas. The ad will give a definition of what MBE/WBE is and encourage MBE/WBE to participate. Also, it will include a contact person to call for assistance from the City of Altoona on the procedures necessary to acquire state certification.

The City of Altoona will also place an ad on the local public access channel which will run periodically. This will include the City’s website where they will be able to acquire information and a contact name for assistance.

In a combined effort with the Fair Housing Department, the City will include equal housing opportunities information and the Fair Housing Department will also distribute materials on MBE/WBE in their outreach education programs. The Fair Housing Department sends information to contractors, lending institutions, realtors etc. which may reach potential MBE/WBE applicants.

Development of Informational Material

Assistance will include how to apply for an application for certification as a Minority or Women Business Enterprise with the Commonwealth of Pennsylvania or answer any other questions of concerns.

All sub recipient agreements for CDBG, ESG and HOME Programs will require utilizing the MBE/WBE Program. A list of State Certified MBE/WBE will be available for their use by contacting the Planning and Community Development Office. Also, they will be instructed to use the state website to acquire company names.

Procurement Procedures

As vendors and suppliers of goods and services, a list will be developed and available upon request. Also, the state’s website will be included for locating local businesses for a particular service or goods.

Maintaining Records

Records will be kept and documented of all inquiries to the program, the assistance offered and when the certification has been received an updated list will be developed.

- 8. The City does not intend to use HOME funds to refinance existing debt secured by multi-family housing that has been rehabilitated by HOME funds.

The City’s intended use of HOME funding for this program year is summarized below.

Rental Rehabilitation	\$130,000.00
Community Housing Development Organization	\$ 70,160.60
New Construction	\$ 25,000.00
Program Administration	\$ 24,976.40
	TOTAL \$250,137.00

**HOPWA**

The City does not receive HOPWA funds.



#### 4. FAIR HOUSING

The following table displays the goals and activities proposed to further our fair housing goals in the City of Altoona.

**FAIR HOUSING IMPEDIMENTS, GOALS AND STRATEGIES CHART O=Ongoing X=Completed**

IMPEDIMENTS TO BE ADDRESSED	GOALS	ACTIVITIES (DETAILED ACTIVITIES & ACCOMPLISHMENTS ARE LISTED IN THE CAPER REPORTS)	YR 1 2010-2011	YR 2	YR 3	YR 4	YR 5
FAIR HOUSING PUBLIC AWARENESS & EDUCATION	Expand educational activities on advertising policies and practices	<ol style="list-style-type: none"> <li>1. Mail information to all housing managers, landlords, real estate agents, lenders etc. to help publicize events</li> <li>2. Research new material for distributions at presentations, fairs etc.</li> <li>3. To work with Southwestern PA Legal Services on enforcement.</li> <li>4. Participate at local meetings that are housing related such as emergency shelters, special housing task force etc. to distribute information.</li> </ol>	<p>X</p> <p>O</p> <p>Concerns w/ cooperation</p> <p>O</p>				
FAIR HOUSING IMPROVE KNOWLEDGE TO HOMEOWNERS, HOMEBUYERS AND RENTERS	Include participation and services to landlords, contractors and real estate agents	<ol style="list-style-type: none"> <li>1. Target members of protected classes and inform them as to their rights under the Fair Housing Act.</li> <li>2. Encourage accessible design</li> <li>3. To educate clients in shelters on the Fair Housing laws and to promote decent affordable housing.</li> </ol>	<p>O</p> <p>O</p> <p>O</p>				
HOMEBUYER EDUCATION & FAIR HOUSING LAWS	Conduct homebuyer training to low-moderate income persons and tenants who may be potential homeowners	<ol style="list-style-type: none"> <li>1. Meet with other organizations that provide homebuyer training and discuss possible way to have low to moderate income persons attend a free homebuyer training and fair housing workshop.</li> <li>2. Encourage faith based organizations to be more informational on directing people to the fair housing programs offered.</li> </ol>	Not at this time				
FAIR HOUSING WORKSHOPS FOR HOUSING PROFESSIONALS, TENANTS, AND LANDLORDS	Include workshops for the housing professionals in updates and changes to the fair housing laws	<ol style="list-style-type: none"> <li>1. Work with other organizations such as local lenders, contractors, realtors, advocacy groups, non profit organizations to discuss the needs of housing workshops, education needed, for tenants, first time homebuyers, and persons with disabilities on their rights and responsibilities in the sale and rental of housing.</li> <li>2. Conduct one workshop for housing professionals.</li> </ol>	<p>O</p> <p>X (2) workshops</p>				
Total Budget For FY July 1, 2010-June 30, 2011	\$61,122	Includes Program activities, Advertising, dues, Education & Training, Memberships, Travel, Subscriptions, Supplies, Wage & Benefits	\$61,122				

## MONITORING

The Planning and Community Department staff engages in monthly meetings to review the status of the program as a whole as well as each individual project. Staff checks our expenditure rates at these monthly meetings as well. Problems are identified and a plan of action formulated to correct any matters requiring such action.

The City staff prepares purchase orders prior to the payment of any invoice. Each invoice is reviewed by at least three people in the Department before it is paid, and if an inconsistency is detected, payment is withheld until it is rectified. All invoices submitted must be accompanied by backup documentation so the staff is able to ascertain whether the funds requested are for legitimate purposes. Subrecipients are also required to submit quarterly reports.

In addition to the above review, staff conducts annual risk assessment evaluations on all CDBG, ESG and HOME projects and activities. Desk-top reviews or on-site monitoring visits are determined based on the risk assessment. These reviews are conducted once a year unless issues arise during the program year requiring more intense supervision. These subrecipients are informed in writing before the visit takes place informing them of the areas that will be reviewed. During the review, the areas monitored are project eligibility, project progress, project documentation such as low/moderate income compliance of clients and job creation, regulatory compliance such as procurement procedures, and Davis Bacon Wage compliance, where appropriate. Also reviewed are financial management and audit submissions.

The City of Altoona also undergoes an annual audit to ensure compliance with federal and state regulations, local practice, as well as established accounting practices. Issues discovered in the audit are presented to the Department, which then responds with appropriate steps to address the finding.

On-site inspections shall be conducted by City staff to ensure compliance with income and rent requirements as well as local property standards during a project's period of affordability. Inspections will comply with the following schedule.

<b>Units</b>	<b>Cycle</b>
1-4	Every 3 years
5-25	Every 2 years
26+	Annually

Where projects may utilize other state or federal funding sources requiring inspections, the City may accept such reports to ensure compliance with applicable standards. Regardless of the source of funding, all inspections shall uphold local code requirements as a minimum.

## 2012 Projects and Outcome Indicators

Funding Source	Proj. No.	Project Name	Outcome	Proposed Amount
CDBG	01	Program Administration	Administration	\$342,159.80
CDBG	02	Single Family Homeowner Rehabilitation	10 units brought from substandard to standard condition	\$421,295.01
CDBG	03	Safe Housing/ Healthy Living Program	13,187 persons assisted with improved services in low/mod areas	\$ 69,446.42
CDBG	04	Blighted Property Demolition Program	20 blighted units demolished 5 units secured for safety	\$339,578.00
CDBG	05	Street Resurfacing	6047 people with improved access to a facility or infrastructure benefit	\$157,000.00
CDBG	06	Lloyd St btw 4 <sup>th</sup> & 6 <sup>th</sup> Avenue Curb & Sidewalk Installation	948 people with improved access to a facility or infrastructure benefit	\$100,000.00
CDBG	07	ADA Ramps Upgrade	5 public facilities improved	\$ 16,000.00
CDBG	08	Neighborhood Police Patrol	19,682 persons assisted with improved access to a service	\$265,319.77
HOME	09	HOME Program Administration	Administration	\$ 24,976.40
HOME	10	HOME Rental Rehabilitation Program	8 housing units brought from substandard to local code	\$130,000.00
HOME	11	IDA-CDC Evergreen Manors I water laterals and shut off valves	85 housing units brought from substandard to local code	\$ 32,000.00
HOME	12	IDA-CDC IDA Homeownership	1 new affordable housing unit constructed	\$38,160.60
HOME	13	Habitat for Humanity 2012 Building Project	1 new affordable housing unit constructed	\$ 25,000.00
ESG	14	ESG Program Administration	Administration	\$ 11,785.00
ESG	15	Homeless Prevention – Blair County Community Action	30 persons receiving financial assistance to prevent homelessness	\$ 68,315.00
ESG	16	Shelter – Home Nursing Agency Tartaglio Home and Blair House Family Services Inc.	537 persons assisted with essential services such as a shelter, food and individual support services or with emergency and transitional housing	\$ 72,675.00
ESG	17	HMIS – Blair County Community Action	Data Collection	\$ 4,360.00

# **NONDISCRIMINATION POLICY**

## **CITY OF ALTOONA NONDISCRIMINATION POLICY**

The City of Altoona does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The City of Altoona does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to the City of Altoona's designated ADA Compliance Coordinator.

Name: Paulette Cornet

Title: Fair Housing Administrator/ADA Compliance Coordinator

Office Address: Planning & Community Development Department  
1301 12<sup>th</sup> Street, Suite 400  
Altoona, PA 16601

Phone Number: Voice (814) 944-9958  
TDD 711  
FAX (814) 949-0372

Days/Hours Available: Monday through Friday, except holidays  
8:30 A.M. to 4:30 P.M.

Individuals who need auxiliary aids of effective communication in programs and services of the City of Altoona are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape, and in Braille from the ADA Compliance Coordinator.

# AFFIRMATIVE MARKETING POLICIES AND PROCEDURES

## THE CITY OF ALTOONA AFFIRMATIVE MARKETING POLICIES AND PROCEDURES

### STATEMENT OF POLICY

In accordance with the Regulations of the HOME Investment Partnership (HOME) Program, and in furtherance of the City of Altoona's commitment to non-discrimination and equal opportunity in housing, the City of Altoona establishes procedures to affirmatively market units rehabilitated under the HOME Program. These procedures are intended to further the objectives of Title VIII of the Civil Rights Act of 1968, Executive Order 11063, and the City of Altoona's local Fair Housing Resolution.

The City of Altoona believes that individuals of similar economic levels in the same housing market area, should have available to them a like range of housing choices regardless of their race, color, religion, sex, familial status, handicap, and national origin.

The City of Altoona is committed to the goals of affirmative marketing which will be implemented in our HOME Program through a specific set of steps that the City and participating owners will follow. These goals will be reached through the following procedures.

1. Informing the public, potential tenants, and owners about Federal fair housing laws and affirmative marketing policies

Through its Department of Planning and Community Development, the City of Altoona will inform the public, potential tenants, and property owners about this policy and fair housing laws. The City of Altoona's Department of Planning and Community Development will inform the general public by:

- a. Placing a special news release and advertisements in the Altoona Mirror;
- b. Inform potential tenants by providing information pamphlets on Federal fair housing laws in buildings scheduled for rehabilitation; and
- c. Inform owners by mailing letters to property owners who will participate in the program.

The Department of Planning and Community Development will provide the above information as soon as possible after they receive notification the HOME Program has been approved by HUD.

2. Requirements for owners to inform the general renter public about available rehabilitated units

It is the City of Altoona's policy to require substantial steps by project owners to carry out affirmative marketing. Owners should provide for costs associated with these requirements in their planned operating costs and City's subsidy decisions, which by necessity, will take these costs into account. Owners of small properties with limited management staff may seek waivers of these requirements on a case-by-case basis from the City. The City will carry out the following requirements when waivers are given.

If it is feasible to advertise in advance of selecting a tenant, without holding units off the market, participating property owners will be required to make information on the availability of units known through:

- a. Advertisements in the Altoona Mirror, if, the owner ordinarily advertises available rentals in news media;
- b. Notifying the Altoona Housing Authority and Improved Dwellings for Altoona requesting that staff inform applicants on its waiting list about upcoming vacancies.

We will emphasize to owners that to the extent feasible without holding units off the market, they make information about upcoming vacancies to the general public after special outreach efforts are underway (see Procedure 3).

The City of Altoona will require that property owners selected for participation in the program comply with affirmative marketing requirements by means of an agreement which will be applicable for a period of five years. Failure to carry out the agreement could make an owner ineligible to participate in the program with future projects, have steps taken to recapture federal funds which were used in the project, or foreclosure.

### 3. Special Outreach

In order to inform as well as solicit applications from persons in the housing market who are not likely to apply for units without special outreach, the City of Altoona has established methods property owners must use in order to reach this objective. The landlords shall provide vacancy information to the Department of Planning and Community Development who in turn, develop renter listings which will be distributed on a regular basis to minority groups and churches, as well as special needs housing providers in the area.

We will also require that owners begin their special outreach activities immediately upon learning that a vacancy will occur. We have asked that owners request a 30-day notification from tenants intending to move so that special outreach to minorities and special needs individuals can begin before notification to the general public. While owners may not always have early notice from tenants, we hope the 30-day period will be the norm.

### 4. Recordkeeping

The City of Altoona will require that owners keep records on:

- a. The racial, ethnic, and gender characteristics of tenants and applicants;
- b. Activities they undertake to inform the general renter public, specifically:
  - 1) Copies of advertisements placed in the Altoona Mirror;
  - 2) Dates on which the owner contacted the Altoona Housing Authority and Improved Dwellings for Altoona.

We will also ask property owners to provide us, where possible, the data on how applicants heard about the housing opportunities.

### 5. Assessment and Corrective Action

The affirmative marketing efforts of property owners will be assessed by the Department of Planning and Community Development as follows.

To determine if good faith efforts have been made, examine records we have required owners to maintain on actions they have taken, and compare them with the actions we required them to take. If we find that the required actions have been carried out as specified, we will assume that owners have made good faith efforts to carry out these procedures.

To determine results, assess property owners' affirmative marketing efforts in relation to whether or not persons from the variety of racial and ethnic groups in our area and, in particular, African-Americans have in fact applied for and/or become tenants in the rehabilitated units. If we find they have, we will assume that owners have carried out procedures 2 and 3 effectively.

If the representation of racial/ethnic groups is not broad, we will review the affirmative marketing procedures to determine what changes, if any, might be made to make the affirmative marketing efforts more effective in informing persons in all groups about rental opportunities.

We will also ask property owners, the Altoona Housing Authority and staff of the Department of Planning and Community Development for their analysis and suggestions concerning our affirmative marketing practices.

#### 6. Corrective Action

The City of Altoona will take corrective action if we find that any owner fails to carry out the procedures we required or fails to maintain the records on tenants and applicants in accordance with the HOME Program. If there are problems, we will discuss ways to improve owners' efforts prior to taking corrective actions.

As an initial step, we will require owners with vacancies to notify the Department of Planning and Community Development immediately upon learning that a unit will become vacant. We are asking that owners give us this information as close to 30 days prior to the upcoming vacancy as possible. The Department of Planning and Community Development Staff will then be able to verify on a "spot check" basis if these owners are following the prescribed procedures.

If an owner continues to fail to meet the affirmative marketing requirements, the City of Altoona, after fair warning and an opportunity to correct identified deficiencies, may disqualify an owner from further participation in future rehabilitation programs administered by the City.

# **GUIDELINES FOR MINORITYI /WOMEN BUSINESS OUTREACH PROGRAM**

## **City of Altoona Guidelines for Minority/Women Business Outreach Program**

In accordance with Section 281 of the HOME Investment Partnership Act, and in furtherance of the City of Altoona's commitment to non-discrimination and equal opportunity, the City of Altoona establishes procedures to further opportunities for minority and women-owned businesses.

The City of Altoona is committed to the goals of Section 281 of the HOME Investment Partnership Act which will be implemented in the City's HOME Program through the following steps that the City will follow:

1. Develop a systematic method for identifying and maintaining an inventory of certified Minority and Women's Business Enterprises, their capabilities, services, supplies, and/or products.
2. Use local media, electronic and print to market and promote contract and business opportunities for Minority and Women's Business Enterprises.
3. Develop informational and documentary materials on contract/subcontract opportunities for Minority and Women's Business Enterprises.
4. Develop solicitation and procurement procedures that facilitate opportunities for Minority and Women's Business Enterprises to participate as vendors and suppliers of goods and services.
5. Maintain centralized records with statistical data on the use and participation of Minority and Women's Business Enterprises as contractors/subcontractors in all HUD-assisted program contracting activities.

## **2012 Attachments**

The following pages include the attachments for the preparation of the Consolidated Plan and the 2012 Action Plan. These attachments include the following:

- Appendix A: Standard Form 424
- Appendix B: Certifications
- Appendix C: 2011 Budget Worksheet
- Appendix D: Newspaper Advertisements
- Appendix E: Meeting Minutes
- Appendix F: Resolution Adopting the Plan
- Appendix G: Project Map

These documents are an integral part of the adoption and implementation process and are included here for reference.

**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> May 12, 2012	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>3. DATE RECEIVED BY STATE</b>		State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
<b>Legal Name:</b> City of Altoona, Pennsylvania		<b>Organizational Unit:</b> Department: Altoona Planning & Community Development	
<b>Organizational DUNS:</b> 96-903503		<b>Division:</b>	
<b>Address:</b> <b>Street:</b> 13012 12th Street, Suite 400		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> <b>Prefix:</b> Mr. <b>First Name:</b> Lee	
<b>City:</b> Altoona		<b>Middle Name:</b> Charles	
<b>County:</b> Blair		<b>Last Name:</b> Slusser	
<b>State:</b> Pennsylvania	<b>Zip Code:</b> 16601	<b>Suffix:</b>	
<b>Country:</b> USA		<b>Email:</b> lslusser@altoonapa.gov	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 23-6001899		<b>Phone Number (give area code)</b> 814-949-2470	<b>Fax Number (give area code)</b> 814-949-0372
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		<b>7. TYPE OF APPLICANT: (See back of form for Application Types)</b> Municipal Other (specify)	
Other (specify)		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 14-231		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Emergency Solutions Grant Program for Altoona, PA, Program Year 2012	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City of Altoona, Pennsylvania			
<b>13. PROPOSED PROJECT</b> <b>Start Date:</b> July 1, 2012 <b>Ending Date:</b> June 30, 2013		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant: 9th, PA      b. Project: 9th, PA	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ 157,135 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ . <sup>00</sup>	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ . <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ . <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
e. Other	\$ . <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ . <sup>00</sup>		
g. TOTAL	\$ 157,135 <sup>00</sup>		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>			
<b>a. Authorized Representative</b>			
<b>Prefix:</b> Mr.	<b>First Name:</b> Joseph	<b>Middle Name:</b> Frederick	<b>Suffix:</b>
<b>Last Name:</b> Weakland		<b>c. Telephone Number (give area code):</b> 814-949-2408	
<b>b. Title:</b> City Manager		<b>e. Date Signed:</b> May 12, 2012	
<b>d. Signature of Authorized Representative</b>			

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> May 12, 2012	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name: City of Altoona, Pennsylvania		<b>Organizational Unit:</b> Department: Altoona Planning & Community Development	
Organizational DUNS: 96-903503		Division:	
<b>Address:</b> Street: 13012 12th Street, Suite 400		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
City: Altoona		Prefix: Mr.	First Name: Lee
County: Blair		Middle Name Charles	
State: Pennsylvania		Last Name Slusser	
Zip Code 16601	Suffix:		
Country: USA		Email: lslusser@altoonapa.gov	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 23-6001899		Phone Number (give area code) 814-949-2470	Fax Number (give area code) 814-949-0372
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Municipal Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): HOME Investment Partnership Program 14-229		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City of Altoona, Pennsylvania		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> HOME Investment Partnership Program for Altoona, PA, Program Year 2012	
<b>13. PROPOSED PROJECT</b> Start Date: July 1, 2012		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant 9th, PA	
Ending Date: June 30, 2013		b. Project 9th, PA	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ 250,137 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$ . <sup>00</sup>	DATE:	
c. State	\$ . <sup>00</sup>	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ . <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ . <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
f. Program Income	\$ . <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 250,137 <sup>00</sup>		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>			
<b>a. Authorized Representative</b>			
Prefix Mr.	First Name Joseph	Middle Name Frederick	
Last Name Weakland		Suffix	
b. Title City Manager		c. Telephone Number (give area code) 814-949-2408	
d. Signature of Authorized Representative		e. Date Signed May 12, 2012	

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED May 12, 2012	Applicant Identifier	
			3. DATE RECEIVED BY STATE	State Application Identifier	
			4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name: City of Altoona, Pennsylvania			Organizational Unit: Department: Altoona Planning & Community Development		
Organizational DUNS: 96-9035203			Division:		
Address: Street: 1301 12th Street, Suite 400			Name and telephone number of person to be contacted on matters involving this application (give area code)		
City: Altoona			Prefix: Mr.	First Name: Lee	
County: Blair			Middle Name Charles		
State: Pennsylvania			Last Name Slusser		
Zip Code 16601		Suffix:			
Country: USA			Email: lslusser@altoonapa.gov		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 23-6001899			Phone Number (give area code) 814-949-2470	Fax Number (give area code) 814-949-0372	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>			7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-218 TITLE (Name of Program): Community Development Block Grant			9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Altoona, Pennsylvania			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Community Development Block Grant Program for Altoona, PA, Program Year 2012		
13. PROPOSED PROJECT Start Date: July 1, 2012			14. CONGRESSIONAL DISTRICTS OF: a. Applicant 9th, PA		
Ending Date: June 30, 2013			b. Project 9th, PA		
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$	1,460,799 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$	<sup>00</sup>	DATE:		
c. State	\$	<sup>00</sup>	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$	<sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$	<sup>00</sup>	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$	230,000 <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$	1,690,799 <sup>00</sup>			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Authorized Representative					
Prefix Mr.	First Name Joseph		Middle Name Frederick		
Last Name Weakland			Suffix		
b. Title City Manager			c. Telephone Number (give area code) 814-949-2408		
d. Signature of Authorized Representative			e. Date Signed May 12, 2012		

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

5/12/12  
Date

City Manager  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2012, \_\_\_\_\_ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

_____	5/12/12
Signature/Authorized Official	Date

City Manager  
Title

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

\_\_\_\_\_  
Signature/Authorized Official

5/12/12  
\_\_\_\_\_  
Date

City Manager  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

\_\_\_\_\_  
Signature/Authorized Official

5/12/12  
\_\_\_\_\_  
Date

City Manager  
\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Planning & Community Development Dept.

1301 12th Street, Suite 400

Altoona, PA 16601

222 E. 6th Avenue

Altoona, PA 16601

Check  if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**PUBLIC NOTICE**

The City of Altoona has established the following schedule for community participation in the development of the City's 2012 CDBG/HESG/HOME Annual Plan and the review of the 5-Year HUD Consolidated Plan. The Annual Plan is the 1-year Housing and Community Development Program containing projects that will be funded by Community Development Block Grant (CDBG), Homeless Emergency Assistance and Rapid Transition to Housing Grant (HESG) and HOME Investment Partnership funding from the U.S. Department of Housing and Urban Development (HUD). The 5-Year Plan is a community planning document containing housing and community development needs that have been identified in Altoona, a 5-year strategy for addressing those needs and the Annual Plan. The 2012 Annual Plan will address funding for the period of July 1, 2012 to June 30, 2013. The 5-Year Plan was established for the period of 2010 through 2014.

City of Altoona  
Schedule for Preparing the 2012 Annual Plan and  
Update of the 5-year HUD Consolidated Plan

Thursday, February 2, 2012 5:00 p.m. City Hall Conference Room 1301 12th Street, 4th Floor	1st Community Public Hearing – To provide information on the Consolidated Plan, the Annual Plan and eligible activities and to accept comments on identified community needs, programs and projects.
Friday, March 2, 2012	Deadline for submission of applications for the 2012 projects.
Wednesday, March 28, 2012	Anticipated date of City publication of proposed 2012 Annual Plan. Note: Date of publication begins mandatory 30-day public comment period before action can be taken.
Wednesday, April 11, 2012 5:00 p.m. City Hall Conference Room 1301 12th Street, 4th Floor	2nd Community Public Hearing – To present and accept comment on the proposed 2012 Annual Plan and the Consolidated Plan.
Wednesday, May 9, 2012 7:00 p.m. Altoona Training Facilities and Council Chambers 1320 Washington Avenue	Anticipated date for City Council to present the finalized 2012 Annual Plan, accept final comments, and adopt Annual Plan.
Thursday, May 10, 2012	Submit 2012 Annual Plan to HUD

The City encourages participation on housing and community development needs prior to preparation/update of the 5-Year HUD Consolidated Plan and Annual Plan by all citizens, organizations and other interested parties. Participation and involvement is especially recommended for lower income residents and residents of community development and urban renewal areas. The City will provide, upon request, technical assistance to citizens and citizen organizations that represent persons of low and moderate income. Assistance may include special informational meetings, meetings with technical advisors, requested information, assistance with preparing a project request and completing the application form or any such assistance necessary to aid in understanding and participation. Citizens who wish to review information obtained by the City for the development of the 5-Year HUD Consolidated Plan or Annual Plan may do so by contacting the City. Meetings held to develop or discuss the documents are open to the public pursuant to the Pennsylvania Sunshine Act and citizens may attend or request a copy of the summary of a meeting. If you are unable to attend the community public hearings and wish to comment, or if you wish to obtain a project application form, please contact the City, at the address or phone numbers shown below, for assistance. Comments can be made at any time, in person, by phone, FAX or mail. Project requests must be submitted in writing using the City's application form and must be submitted by Friday, March 2, 2012.

All meetings are held in locations that are accessible to persons with disabilities. Upon request, the City of Altoona will accommodate the needs of participants with hearing or visual impairments and non-English speaking participants who identify those needs in advance. Information will be made available upon request in large print, on audio tape or in Braille. Please contact the City at the address or phone numbers shown below. A Consolidated Annual Performance and Evaluation Report (CAPER) is prepared by the City after the close of each program year. The 2011 CAPER will be available for review no later than August 27, 2012, for a 30-day comment period and a public hearing before filing with HUD. The CAPERs are available for review upon request. Citizens who would like to file a complaint about the Consolidated Plan, Annual Plan or CAPER Report should submit their complaint in writing to the City at the address shown below. The City will respond to all written complaints within 15 days, when practicable. Citizens may also file complaints with HUD at: U.S. Department of Housing and Urban Development, Moorehead Federal Building, 1000 Liberty Avenue, Pittsburgh, PA 15222-2515, to the attention of Mr. John Tolbert, CPD Director. The City uses a Public Participation Mailing List to disseminate information to special needs groups, minority organizations, as well as other individuals and groups interested in the Consolidated Plan. If you do not currently receive information and wish to be placed on the mailing list, please contact the City at the address or phone numbers shown below.

**City of Altoona**  
Department of Planning & Community Development  
1301 12th Street, Suite 400 Altoona, PA 16601  
Voice: (814) 949-2470  
TDD: 711  
FAX: (814) 949-0372

**DEAR COUNTY**

## City to hold HUD meetings

Altoona will hold a public hearing at 5 p.m. today in City Hall for comments and suggestions on the use of its annual allocation of funds from the federal Department of Housing and Urban Development.

Attendees can learn about the rules of the Community Development Block Grant, HOME and Emergency Shelter Grant programs that use the funds and learn how the city has previously spent the money.

The amount available for the variety of programs and projects the funding supports has been shrinking in recent years.

It was about \$3 million in 2010.

Among perennial beneficiaries: the city's blighted building demolition program, its bike police patrol, curb and sidewalk construction along gateways and Amtran bus service.

Generally, the money benefits low- to moderate-income residents.

The deadline for submitting projects is March 2.

2/1/12

Altoona Mirror

Meeting Minutes  
City of Altoona  
1st Community Public Hearing  
Community Development Block Grant  
HOME Investment Partnership Grant  
Emergency Solutions Grant

City Hall Conference Room  
1301 12<sup>th</sup> Street, 4<sup>th</sup> Floor  
Tuesday, February 2, 2012  
5:00 P.M.

Mr. Slusser, Director of Planning and Community Development Department, welcomed everyone to the hearing. Other than staff only three people were in attendance. These people were very familiar with the various programs' rules and regulations so a brief overview of the Community Development Block Grant and HOME Programs' funding and eligible activities were discussed. Because of the new rules and regulations for the Emergency Solutions Grant Program a more in-depth discussion was had. Paulette Cornet, Fair Housing Administrator, discussed the changes that had been amended on January 4, 2012 by the HEARTH Act changing the Emergency Shelter Grant to the Emergency Solutions Grant with the focus being on Homeless Prevention and Rapid Rehousing. She explained that there will now be 5 components or categories under this Act: 1) Street Outreach; 2) Emergency Shelter; 3) Homeless Prevention; 4) Rapid Re-Housing; and 5) HMIS. She explained that anyone receiving these grants must have a HMIS Program.

Mrs. Cornet then discussed the Substantial Amendment to the 2011 Program Year's Emergency Solutions Grant. She explained that there will be a second Allocation of ESG funds in the amount of \$49,535.00. This second allocation will have a two year limit of expenditures starting with the date HUD signs the grant agreement. The priority for the additional monies is rapid re-housing and homeless prevention. Ms. Cornet stated that we'll see a shift in the priorities from emergency shelters to homeless prevention and rapid re-housing, in order to reduce the number of persons who are living in shelters and on the streets, in order to end homelessness.

Mrs. Cornet then reviewed the time schedule for preparation of the HEARTH ACT Emergency Solutions Grant substantial amendment for the 2011 2<sup>nd</sup> allocation of funds.

Mrs. Johnson then reviewed the time schedule for preparation of the 2012 Annual Plan.

## Comments

Judy Coutts, Architect, asked specific questions regarding how curb and sidewalks could be installed around her building once she completed rehab of her apartment units. Mr. Slusser and Mrs. Johnson stated that because she was not going to serve low/moderate income people it could not be considered eligible for CDBG funds under the benefit to low/moderate income individuals. Also discussed a low/mod area benefit, but because the area in question was not primarily residential it would not be eligible. Ms. Coutts asked if we could make it eligible under a slum and blight designation. Ms. Johnson mentioned that her building was in the Lower Altoona Urban Renewal Area (LAURA). Staff would look into the eligible activities listed in the LAURA and would get back to Ms. Coutts with their findings.

As there were no further comments or testimony, Mr. Slusser thanked all in attendance and adjourned the meeting.

	A	B	C	D	E	F	G
1	CITY OF ALTOONA HOUSING & COMMUNITY DEVELOPMENT ENTITLEMENT PROGRAM						
2	FISCAL YEAR STARTING JULY 1, 2012 THROUGH JUNE 30, 2013						
3							
4							
5			<i>P.S. Calculation</i>			<b>2012 EST PI</b>	
6	2012 CDBG Entitlement	\$ 1,460,799.00	\$ 1,460,799.00			Rehab	\$ 100,000.00
7	Est. FY 2012 Program Income	\$ 250,000.00				EDLF	\$ 150,000.00
8	FY 2011 Program Income		308,000.00	(Need to use 2011 actual PI and estimate last couple of months			
9	Subtotal	\$ 1,710,799.00	\$ 1,768,799.00				
10	Plan & Admin. 20%	\$ (342,159.80)					
11	<b>CDBG Total</b>	<b>\$ 1,368,639.20</b>					
12	ESG	\$ 157,135.00					
13	HOME	\$ 250,137.00					
14							
15		<b>CDBG</b>					
16		<i>Low/ Mod</i>	<i>Public Service</i>	<i>Slum &amp; Blight</i>	<i>Plan &amp; Admin</i>		
17	<i>change as needed</i>	Min 70% of B-11	Max 15% of C-9	Max 30% of B-11	Max 20% of B-9		
18	<b>Project Name</b>	<b>\$ 958,047.44</b>	<b>\$ 265,319.85</b>	<b>\$ 410,591.76</b>	<b>\$ 342,159.80</b>		
19							
20	<b>ADMINISTRATION 20%</b>						
21	HCD Administration				\$ 342,159.80		
22							
23	<b>PRIORITY #1 HOUSING</b>						
24	Single Family Rehabilitation Program	\$ 421,295.01					
25	Code Enforcement Officer	\$ 69,446.42					
26							
27	<b>PRIORITY #2 BLIGHT ELIMINATION</b>						
28	Blighted Property Program			\$ 339,578.00			
29							
30							
31	<b>PRIORITY #3 PLANNING &amp; DEVELOPMENT</b>						
32							
33							
34	<b>PRIORITY #4 INFRASTRUCTURE</b>						
35	Street Resurfacing	\$ 157,000.00					
36	ADA Ramps Upgrade	\$ 16,000.00					
37	Lloyd Street Curb and Sidewalk	\$ 100,000.00					
38	<b>PRIORITY #5 SERVICES</b>						
39	Bike Patrol		\$ 265,319.77				
40							
41	<b>CDBG Total</b>	<b>\$ 763,741.43</b>	<b>\$ 265,319.77</b>	<b>\$ 339,578.00</b>	<b>\$ 342,159.80</b>		
42							
43	B37+ C37 = total low/mod benefit	\$ 1,029,061.20					
44		75.19%	15.00%	24.81%	20.00%		
45							
46	<b>Calc. Check B37+C37+D37+E37=B9</b>	<b>\$ 1,710,799.00</b>					
47							
48	<b>ESG PROGRAM</b>						
49		<b>ADMIN</b>	<b>Street Outreach</b>	<b>Homeless</b>	<b>Rapid</b>	<b>HMIS</b>	
50			<b>Emerg Shelter</b>	<b>Prevention</b>	<b>Re-Housing</b>		
51		Max 7.5% of B-12	Max 60% of B-12	No Max or Min	No Max or Min	No Max or Min	
52		\$ 11,785.13	\$ 94,281.00				
53							
54	ESG Administration	\$ 11,785.00					
55	HNA Blair House Crisis		\$ 14,535.00				
56	HNA Tartaglio Home		\$ 14,535.00				
57	Family Services		\$ 43,605.00				
58	Blair CAP Agency			\$ 68,315.00		\$ 4,360.00	
59							
60	<b>ESG TOTALS</b>	<b>\$ 157,135.00</b>					
61							
62	<b>HOME PROGRAM</b>						
63		<b>ADMIN</b>	<b>CHDO</b>	<b>PROJECTS</b>			
64		Max 10% of B13	Min 15% of B13	No limitations			
65		\$25,013.70	\$ 37,520.55				
66							
67	HOME Admin	\$ 24,976.40					
68	Home Rental Rehabilitation			\$ 130,000.00			
69	IDA CDC Evergreen Manor I		\$ 32,000.00				
70	Habitat for Humanity			\$ 25,000.00			
71	IDA CDC Homeownership Program		\$ 38,160.60				
72	<b>HOME TOTALS</b>	<b>\$ 250,137.00</b>					