

# PROGRAM YEAR 2013

## Fourth Annual Action Plan

### Executive Summary

Over the past four decades, the City of Altoona entitlement program has had great success in 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** –The City using Section 110.1, “Demolition”, and Section 110.3 “Failure to Comply” of the 2009 International Property Maintenance Code to streamline the process of removing dilapidated residential and commercial structures. 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. This allows the City to stay on top of blighted properties and areas to remove or improve them before they become full-blown slums. 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 nearing the end of the process of preparing a new City of Altoona Comprehensive Plan. The vision established by this plan, which was 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**: To improve the condition of housing occupied by low-to-moderate income residents of the City of Altoona. 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. These activities include:

**A. CDBG Funded Activities for PY 2013**

**Single Family Homeowner Rehabilitation**: The continued funding of citywide rehabilitation loans to low and moderate income homeowners. Funding for lead-based paint remediation to assist low/moderate income homeowners as part of the City's rehabilitation program. PY 2013 outcome of this activity is to create ten (10) housing units brought from substandard to standard condition and in compliance with lead safe housing rule.

**B. HOME Funded Activities for PY 2013**

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

**Rental Rehabilitation Loan Program**: 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 2013 outcome is to rehab eight (8) housing units

brought from substandard to standard condition and in compliance with lead safe housing rule.

**IDA-CDC Altoona Evergreen Manors, Inc. :** Rehabilitation of 84 units to address aging development components as funding permits at Evergreen Manors low/moderate housing development. PY 2013 outcome, 84 units will be in compliance with lead safe housing rule. Three (3) of these units will also comply with UFAS standards.

**SUITABLE LIVING ENVIRONMENT** - To remove all blighted properties and keep other properties from becoming blighted by maintaining code enforcement support to help prevent blighting influences and to stabilize neighborhoods. The City will also continue to fund the replacement of aging and dilapidated infrastructure and public facilities in qualifying low/moderate income areas as well as continued support of public services and youth facilities.

#### **A. CDBG Funded Activities for PY 2013**

**Blight Property Demolition and Safeguarding:** The safeguarding and demolition of vacant blighted properties are ongoing activities that will continue into the 2013 Program Year. Projected outcome for PY 2013 is 15 housing units to be demolished and 5 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.

**Safe Housing/Healthy Living Program:** 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 2013 is assistance to 12,546 people.

**Street Resurfacing** - in low/moderate income areas of the City providing 6,047 people with improved access to a facility or infrastructure benefit.

**ADA Ramp Upgrade** - 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 Light Enhancement** – Upgrade 100 watt high pressure sodium LED dusk to dawn fixtures in low/moderate income areas of the City. Project will be administered by the Department of Engineering. Providing 1,878 persons with improved access to a public facility or infrastructure benefit.

**Prospect Park Playground Installation** - Construction of a children's playground with ADA compliant fall zones, picnic shelter, park benches and accessible walkways throughout the park. Project will be administered by the Central Blair Recreation Commission with assistance from the City's

Engineering Department. Park is located in a low/moderate income area of the City serving 4,894 people with new access to a facility or infrastructure benefit.

**6<sup>th</sup> Ward Community Center Roof Improvements** - Replace shingle roofing on entire main recreation hall roof with 30 year Shingles. Installation of ice and water shield on all eaves and valleys of roof. New aluminum drip edge and gutter replacement. This center houses an Adult Day Care Program for approximately 50 mentally and physically challenged adults. Project will assist 50 persons with improved access to a public facility or infrastructure benefit.

**Altoona Housing Authority Curb and Sidewalk Project** - Installation of curb and sidewalk, driveways and ramp installation at the Fairview Hills Low/mod housing development. Project will assist 463 people with improved access to a facility or public infrastructure benefit.

**Neighborhood Police Patrol:** 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 2013 is to assist 19,682 people with improved access to a service.

**Altoona Area Public Library Intergenerational Outreach:** Project will bring library services and programs to the residents/children of IDA's Blair Tower senior residence, After School Program at Fairview Hills and to Head Start classrooms in the Steven's School, Fairview Hills, Juniata Elementary, Washington-Jefferson Elementary and ten classes in the Greenwood Center. Project administered by the Altoona Area Public Library. The projected outcome for PY 2013 is to assist 383 people with improved 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. The loan program or technical services program will not be funded in PY 2013 but the option will remain open for funding through the five year Consolidated Plan.

## ***EVALUATION OF PAST PERFORMANCE***

*The information below reflects outcomes for our PY2010, PY 2011 and PY2012 Projects for CDBG, ESG, and HOME*

### **DECENT HOUSING:**

The City of Altoona has addressed the need for affordable decent housing by offering rehabilitation assistance to low and very low-income homeowner households. This resulted in 37 housing units brought from substandard to standard condition and in compliance with lead safe housing rule.

The City of Altoona has addressed the need to conduct a rental rehabilitation program to continue to provide affordable housing units for low income renters. This resulted in 16 housing units brought from substandard to standard condition and in compliance with lead safe housing rule.

The City of Altoona has addressed the need to rehabilitate public housing units. This resulted in 67 affordable housing units brought from substandard to standard condition and in compliance with lead safe housing rule.

The City of Altoona has addressed the need for first time homeownership opportunities. This resulted in 4 newly constructed affordable housing units brought from substandard to standard condition and in compliance with lead safe housing rule.

The City of Altoona has addressed the need to end chronic homelessness. This resulted in 120 persons receiving financial assistance to prevent eviction or termination of utilities or receiving short term rental assistance.

### **SUITABLE LIVING ENVIRONMENT:**

The City of Altoona has addressed the need of providing accessible projects for the physically disabled. This resulted in providing 10,033 persons with improved access to a public facility or receiving a service provided by the public facility that is no longer substandard.

The City of Altoona addressed and supported social services activity for low and moderate income individuals. This resulted in 607 persons with new or improved access to a service.

The City of Altoona addressed activities providing assistance to prevent homelessness. This resulted in 1,598 persons with essential services such as shelter, food and individual support services and also with emergency and transitional housing.

The City of Altoona continued support of social services activities in the City of Altoona for low moderate income individuals and families. This resulted in 59,046 persons assisted with improved access to a service.

The City of Altoona improved the quantity of public improvement for low moderate income persons. This resulted in 21,021 persons assisted with improved or new access to a facility or infrastructure benefit.

The City of Altoona obligates funding to replace aging water, flood drainage, and sanitary sewer systems, street improvements and accessibility projects. This resulted in 0 persons assisted with new or improved access to a facility or infrastructure benefit. Project should be completed by the end of PY2012 or by June 30, 2013 showing persons assisted.

The City of Altoona improved the quality/increase the quantity of neighborhood facilities for low-income persons. This resulted in 13,687 persons assisted with new or improved access to a facility or infrastructure benefit.

The City of Altoona has provided removal slum and blight in such a time frame as to discourage the spread of blight in any neighborhood. This resulted in 89 housing units demolished and safeguarded.

The City of Altoona has provided the removal of slum and blight by using a proactive approach. This has resulted in 42,908 persons assisted with improved services in low and moderate income areas.

#### **ECONOMIC OPPORTUNITY:**

The City of Altoona encourages 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. This resulted in the creation of two (2) low/moderate income jobs.

## **Citizen Participation**

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

The City of Altoona mailed schedules and funding applications for the 2013 Annual Plan to 94 organizations and agencies inviting them to participate in the City's 2013 application process for Community Development Block Grant, Emergency Solutions Grant and HOME Investment Partnership programs. **After the application process started, the City of Altoona was informed by the Department of Housing and Urban Development that the City of Altoona will no longer be an ESG entitlement. Therefore this Annual Plan will eliminate items dealing with ESG Program funds allocated after PY 2012.**

## PY 2013 Available Funds

	CDBG	HOME
Entitlement Grant	\$1,489,572.00	\$217,406.00
Program Income	\$ 230,000.00	\$ 0.00
<b>TOTALS</b>	<b>\$1,719,572.00</b>	<b>\$217,406.00</b>

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 2013 Annual Plan in the *local newspaper (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 33 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.

Funding application packets were also distributed to the Blair County Local Housing Options Team (LHOT) at their regularly scheduled quarterly meeting. Twenty-five people were in attendance representing 16 different agencies.

The Planning and Community Development Department held its first public hearing on the 2013 Action Plan on February 6, 2013. 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 2013 Annual Plan Process (February 6, 2013):**

No attendance from the public, therefore no comments received.

The Planning and Community Development Department held its second public hearing on the 2013 Action on April 10, 2013. The purpose was to present and accept comment on the proposed 2013 Annual Plan and the review of the Consolidated Plan.

### **Comments received from the 2nd Public Hearing of the 2013 Annual Plan Process (April 10, 2013):**

No attendance from the public, therefore no comments received.

Email was received by Nancy Vincent after she reviewed, on the City's Web Site, the proposed list of projects. She commended the City on the proposed use of CDBG funds stating they are, "sterling planned uses for the good of the City where it can do the most good".

## **Participation Process used in the development of the Consolidated Plan :**

### **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 componet 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:	\$1,489,572.00
HOME Investment Partnership Grant:	\$ 217,406.00
Program Income:	\$ 230,000.00

**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 Penn Homes 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.

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 will be used to match CDBG funds in rehabilitation Prospect Park. 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.

## 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. Approximately \$20,000 per year is budgeted for the Shade Tree Commission, which plants and maintains trees that compliment CDBG funded streetscaping projects.

**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.

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

	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>							
	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	0	0
				2013	0	0	0
				2014	0	0	0
<b>DH—2 Affordability of Decent Housing</b>							
	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	14	100
				2011	10	16	100
				2012	10	7	70
				2013	10	0	0
				2014	10	0	0
	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	6	.06
				2013	8	0	0
				2014	8	0	0
	Address the need to rehabilitate public housing units	HOME CDBG	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	35	100
				2013	84	0	0
				2014	12	0	0
	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	1	50
				2013	0	0	0
				2014	0	0	0
	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	46	92
				2012	14	59	100
				2013	14	0	0
				2014	14	0	0
<b>SL-1 Availability/Accessibility of Suitable Living Environment</b>							
	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	19,366	10,033	52
				2013	19,366	0	0
				2014	0	0	0

	Outcome/Objective	Source of Funds	Performance Indicators	Program Year	Expected Number	Actual Number	% Complete
	Specific Annual Objectives						
	Address and support of social service activities for low/moderate income individuals	CDBG	Number of persons assisted: <ul style="list-style-type: none"> <li>with new or improved access to a service</li> </ul>	2010	301	374	100
				2011	301	233	77
				2012	0	0	0
				2013	383	0	0
				2014	301	0	0
	Address activities providing assistance to prevent homelessness	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	353	639	100
				2011	321	532	100
				2012	537	427	80
				2013	0	0	0
				2014	0	0	0
<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: <ul style="list-style-type: none"> <li>with improved access to a service</li> </ul>	2010	0	0	0
				2011	0	0	0
				2012	0	0	0
				2013	0	0	0
				2014	0	0	0
<b>SL-3 Sustainability 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: <ul style="list-style-type: none"> <li>with improved access to a service</li> </ul>	2010	19,682	19,682	100
				2011	19,682	19,682	100
				2012	19,682	19,682	100
				2013	19,682	0	0
				2014	19,682	0	0
	Improve quality/increase quantity of public improvement for low/moderate income persons	CDBG	Number of persons assisted: <ul style="list-style-type: none"> <li>With new access to a facility or infrastructure benefit</li> <li>With improved access to a facility or infrastructure benefit</li> </ul>	2010	12,900	96	.01
				2011	2,038	8,046	100
				2012	12,900	12,879	99
				2013	1,878	0	0
				2014	12,900	0	0
	Obligate funding to replace aging water, flood drainage, and sanitary sewer systems, street improvements and accessibility projects	CDBG	Number of persons assisted: <ul style="list-style-type: none"> <li>With new access to a facility or infrastructure benefit</li> <li>With improved access to a facility or infrastructure benefit</li> </ul>	2010	0	0	0
				2011	19,682	0	0
				2012	0	0	0
				2013	5,988	0	0
				2014	0	0	0
	Improve quality/increase quantity of neighborhood facilities for low-income persons	CDBG	Number of persons assisted: <ul style="list-style-type: none"> <li>With new access to a facility or infrastructure benefit</li> <li>With improved access to a facility or infrastructure benefit</li> </ul>	2010	3,756	3,756	100
				2011	29,951	0	0
				2012	3,756	9,931	100
				2013	9,444	0	0
				2014	3,756	0	0

Project #	Outcome/Objective	Source of Funds	Performance Indicators	Program Year	Expected Number	Actual Number	% Complete
	Specific Annual Objectives						
10-04 11-04 12-04 13-04	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	36	100
2011				20	33	100	
2012				20	20	100	
2013				20	0	0	
2014				30	0	0	
10-03 11-03 12-03 13-03	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	13,187	100	
2013				13,187	0	0	
2014				12,546	0	0	
<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	5	100
				2011	3	2	67
				2012	0	0	0
				2013	6	0	0
				2014	6	0	0

**DESCRIPTION OF ACTIVITIES:**

**TABLE 3C**

City Of Altoona

Program Year 2013

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-01

**National Objective:** ADM

**Project Name:** Planning & Community Development Administration

**Description:**

Operational budget for the Planning and Community Development Department for general management, monitoring, coordination, oversight and evaluation of projects within the Community Development Block Grant Program and monitoring of activities necessary for effective planning implementation such as update of the City's Comprehensive Plan. Fair housing activities including eliminating housing discrimination through the promotion of fair housing using educational programs, monitoring, research and community involvement.

**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:**

**Matrix Code:** 21A General Program Administration 570.206

<b>PROPOSED \$ AMOUNT</b>	
<b>CDBG</b>	\$343,914.40
<b>HOME</b>	

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

**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*

**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-02                      **National Objective:** LMH  
570.208(a)(3)(i)(C)

**Project Name:** Single Family Homeowner Rehabilitation

**Description:**

The continued funding of citywide rehabilitation loans to low and moderate income homeowners. Funding for lead-based paint remediation 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

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	\$185,000.00
<i>HOME</i>	

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

**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*

**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-03

**National Objective:** LMA  
570.208(a)(1)(i)

**Project Name:** Safe Housing/Healthy Living

**Description:**

In order to prevent slum and blight, daily routine inspections of low/moderate income areas of the City to identify and address property maintenance, housing violations, health-related violations, etc.

**Location:**

C.T. 1003, BG1; C.T. 1004 BG 1,2; C.T. 1005 BG 1,2,3; C.T. 1007 BG 2; C.T. 1016 BG 1,2,3; C.T. 1017 BG 1,2,3,4; C.T. 1019 BG 1,2 66% L/M

**Priority Need Category:** Prevention and Elimination of Blight

**Objective category:**  *Suitable Living Environment*  *Decent Housing*  *Economic Opportunity*

**Outcome category:**  *Availability/Accessibility*  *Affordability*  *Sustainability*

**Specific Objective:**

Removal of slum and blight by using a proactive approach.

**Matrix Code:** 15 Code Enforcement 570.202(c)

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	\$71,054.38
<i>HOME</i>	

**Accomplishment Type:** 01 People

**Proposed Units:** 13,187

**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*

**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-04

**National Objective:** SBS  
570.208(b)(2)

**Project Name:** Blighted Property Program

**Description:**

Prevention or elimination of spot blight through property acquisition, relocation, safeguarding, demolition and disposition activities.

**Location:** Citywide

**Priority Need Category:** Prevention and Elimination of Blight

**Objective category:**  *Suitable Living Environment*  *Decent Housing*  *Economic Opportunity*

**Outcome category:**  *Availability/Accessibility*  *Affordability*  *Sustainability*

**Specific Objective:**

Removal of slum and blight in such a time frame as to discourage the spread of blight in any neighborhood

**Matrix Code/Citation:** 04 Clearance and Demolition 570.201(d)

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	\$347,095.37
<i>HOME</i>	

**Accomplishment Type:** 10 Housing Units

**Proposed Units:** 20

**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*





**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-07

**National Objective:**

LMA  
570.208(a)(1)(i)

**Project Name:** Street Light Enhancement

**Description:**

Upgrade 100 watt high pressure sodium to LED dusk to dawn fixtures in low/moderate income areas of the City. Project administered by the Department of Engineering.

**Location:**

Low/moderate income areas of the City. C.T. 1004 BG: 1,2 serving 1878 people or 54% low/mod. Exact locations will be advertised for a 30-day public comment period prior to project initiation.

**Priority Need Category:** Infrastructure

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

**Specific Objective:**

Improve quality/increase quantity of public improvements for low/moderate income persons

**Matrix Code:** 03K Street Improvements 570.201(c)

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	\$10,000.00
<i>HOME</i>	
<i>OTHER NON CDBG FUNDS</i>	\$ 4,500.00

**Accomplishment Type:** 11 Public Facilities

**Proposed Units:** 33

**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*







**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-11

**National Objective:** LMA  
570.208(a)(1)(i)

**Project Name:** Neighborhood Police Patrol

**Description:**

Community policing program in the low and moderate income neighborhoods of the City.

**Location:**

C.T. 1003 BG 1; C.T. 1004 BG 1,2; C.T. 1005 BG 1,2,3; C.T. 1007 BG 1,2; C.T. 1009 BG 3; C.T. 1012 BG 4; C.T. 1014 BG 1,2; C.T. 1016 BG 1,2,3; C.T. 1017 BG 1,2,3,4; C.T. 1019 BG 1,2 64% L/M

**Priority Need Category:** Services

**Objective category:**  *Suitable Living Environment*  *Decent Housing*  *Economic Opportunity*

**Outcome category:**  *Availability/Accessibility*  *Affordability*  *Sustainability*

**Specific Objective:**

Continue support of social services activities in the City of Altoona for low/moderate income persons.

**Matrix Code:** 05I Crime Awareness 570.201(e)

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	\$234,707.85
<i>HOME</i>	

**Accomplishment Type:** 01 People

**Proposed Units:** 19,682

**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*



**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-13

**National Objective:** ADM

**Project Name:** HOME Program Administration

**Description:**

Administration costs to provide 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

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	
<i>HOME</i>	\$21,740.60

**Accomplishment Type:** N/A

**Proposed Units:** N/A

**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*

**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-14

**National Objective:** LMH  
570.208(a)(3)

**Project Name:** HOME Rental Rehabilitation Program

**Description:**

This rehab program consists of a 50/50 financial match. Units will be made available to income eligible tenants and comply with HOME affordable period requirements. Structures located within the City's limits which contain substandard rental units are eligible.

**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 to conduct a rental rehabilitation program to continue to provide affordable housing units for low income renters

**Matrix Code:** 14B Rehab; Multi-Unit Residential 570.202

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	
<i>HOME</i>	\$113,548.22
<i>PRIVATE MATCH</i>	\$113,548.22

**Accomplishment Type:** Housing Units

**Proposed Units:** 8

**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*

**TABLE 3C**

**City Of Altoona**

**Program Year 2013**

**Proposed List of Projects**

UOG Code: **PA420114 ALTOONA**

**IDIS Project #:** 13-15

**National Objective:** LMH  
570.208(a)(3)

**Project Name:** IDA-CDC Altoona Evergreen Manors, Inc.,

**Description:** Rehabilitation of 84 units to address aging development components as funding permits at Evergreen Manors low/moderate housing development. PY 2013 outcome, 84 units will be in compliance with lead safe housing rule. Three (3) of these units will also comply with UFAS standards.

**Location:**

5919 Evergreen Court, Altoona, PA 16602

**Priority Need Category:** Housing

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

**Specific Objective:**

Address the need to rehabilitate public housing

**Matrix Code:** 14B Rehab; Multi-Unit Residential 570.202

<i>PROPOSED \$ AMOUNT</i>	
<i>CDBG</i>	
<i>HOME PY2013</i>	\$ 82,117.18
<i>PRIOR YEAR HOME \$</i>	\$129,953.60

**Accomplishment Type:** Housing Units

**Proposed Units:** 84

**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*

## Program Year 2013 Priority Needs and Objectives

Priority Need & Subcategory	Priority Level	Obj.	Project Name	Entitlement Source	Funding	Accomplishment Units	Type
<b>Housing</b>							
<i>Objective: To improve the condition of housing occupied by low-to-moderate income residents of the City of Altoona</i>							
Rehab: Single Unit Residential	H	DH-2	Single Family Homeowner Rehab	CDBG	\$185,000.00	10	Housing Units
Rehab: Multi-Unit Residential	H	DH-2	IDA-CDC Evergreen Manor UFAS accessible Rehab & Renovations	HOME	\$ 82,117.18	84	Housing Units
Rehab: Multi-Unit Residential	H	DH-2	HOME Rental Rehab Program	HOME	\$113,548.22	8	Housing Units
<b>Prevention/Elimination of Blight</b>							
<i>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.</i>							
Clearance & Demolition	H	SL-3	Blighted Property Program	CDBG	\$347,095.37	20	Housing Units
Code Enforcement	H	SL-3	Safe Housing/Healthy Living	CDBG	\$ 71,054.38	13,187	People
<b>Planning and Development</b>							
<i>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.</i>							
General Program Administration	H		Planning & Community Dev. Admin.	CDBG	\$343,914.40	N/A	N/A
HOME Admin/Planning Costs	H		HOME Program Administration	HOME	\$ 21,740.60	N/A	N/A
<b>Infrastructure (public facilities and improvements)</b>							
<i>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.</i>							
Sidewalks	M	SL-3	Altoona Housing Authority Curb & Sidewalk Project	CDBG	\$ 31,200.00	463	People
Street Resurfacing	M	SL-3	L/M Citywide	CDBG	\$220,000.00	5525	People
Street Improvements	M	SL-3	Street Light Enhancement	CDBG	\$ 10,000.00	33	Public Facility
Parks, Recreational Facilities	M	SL-3	Prospect Park Playground Installation	CDBG	\$151,200.00	9345	People
Sidewalks	M	SL-1	ADA Ramps Upgrade	CDBG	\$ 51,200.00	5	Public Facility
Neighborhood Facilities	M	SL-3	6 <sup>th</sup> Ward Community Center Roof Improvements	CDBG	\$ 71,200.00	1	Public Facility
Priority Need & Subcategory	Priority Level	Obj.	Project Name	Entitlement Source	Funding	Accomplishment Units	Type
<b>Youth Facilities &amp; Youth/Other Services</b>							
<i>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.</i>							
Public Service	M	SL-3	Neighborhood Police Patrol	CDBG	\$234,707.85	19,682	People
Public Service	M	SL-1	AAPL Intergenerational Outreach	CDBG	\$ 3,000.00	383	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 93.8% (43,435) of the City's 2010 population of 46,320 ([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.

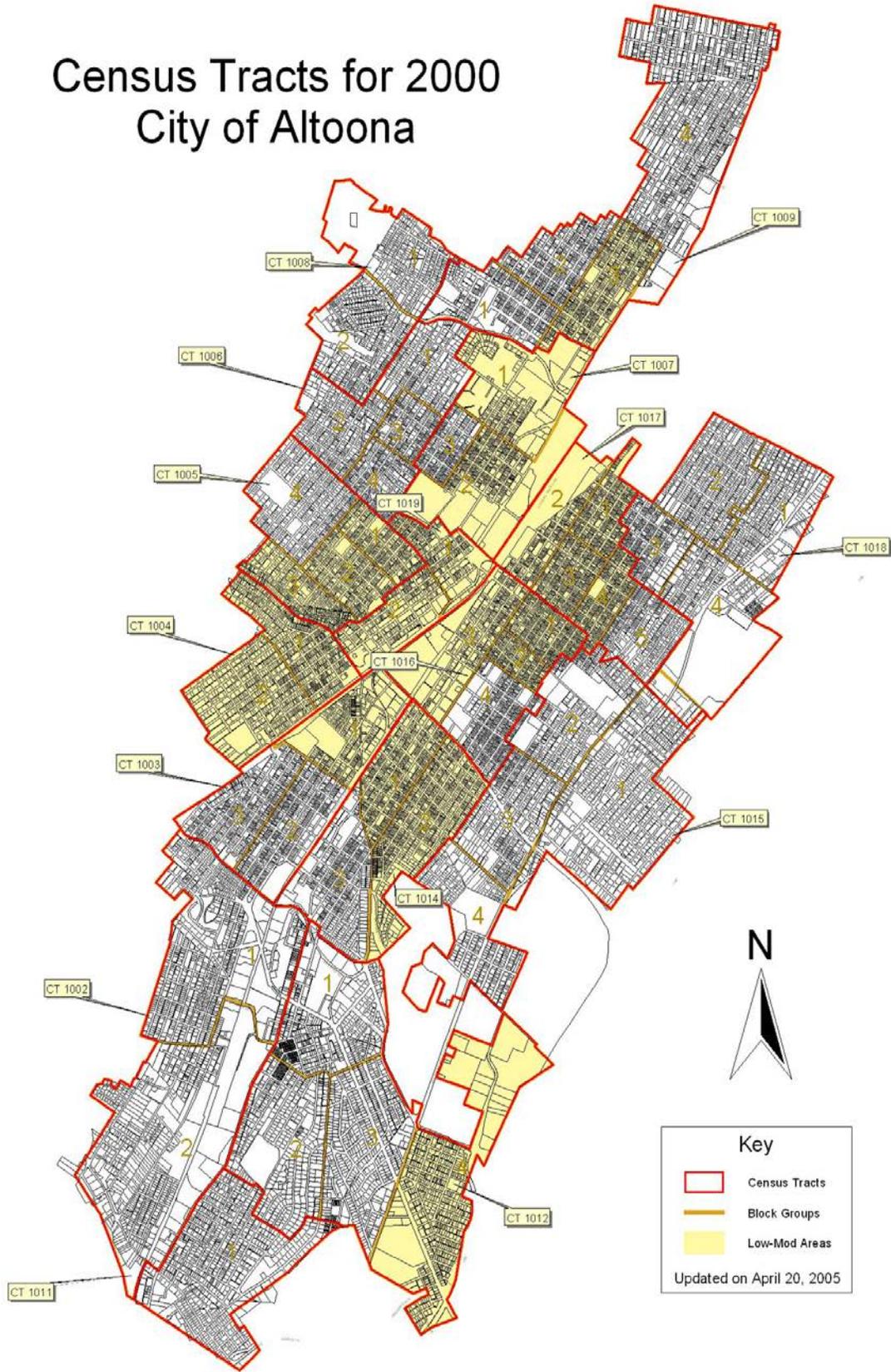
The City of Altoona will focus attention on the low and moderate income neighborhoods identified in the map on the following page. However, experience shows that a programmatic approach works best in Altoona. The 2000 census data demonstrates the city's success in eliminating blighted and deteriorated 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: 2013	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	92		<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>	92		<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	0		<input type="checkbox"/>	<input 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>	10		<input checked="" type="checkbox"/>	<input 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	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	102		<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>	102		<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	92		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	10		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	102		<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

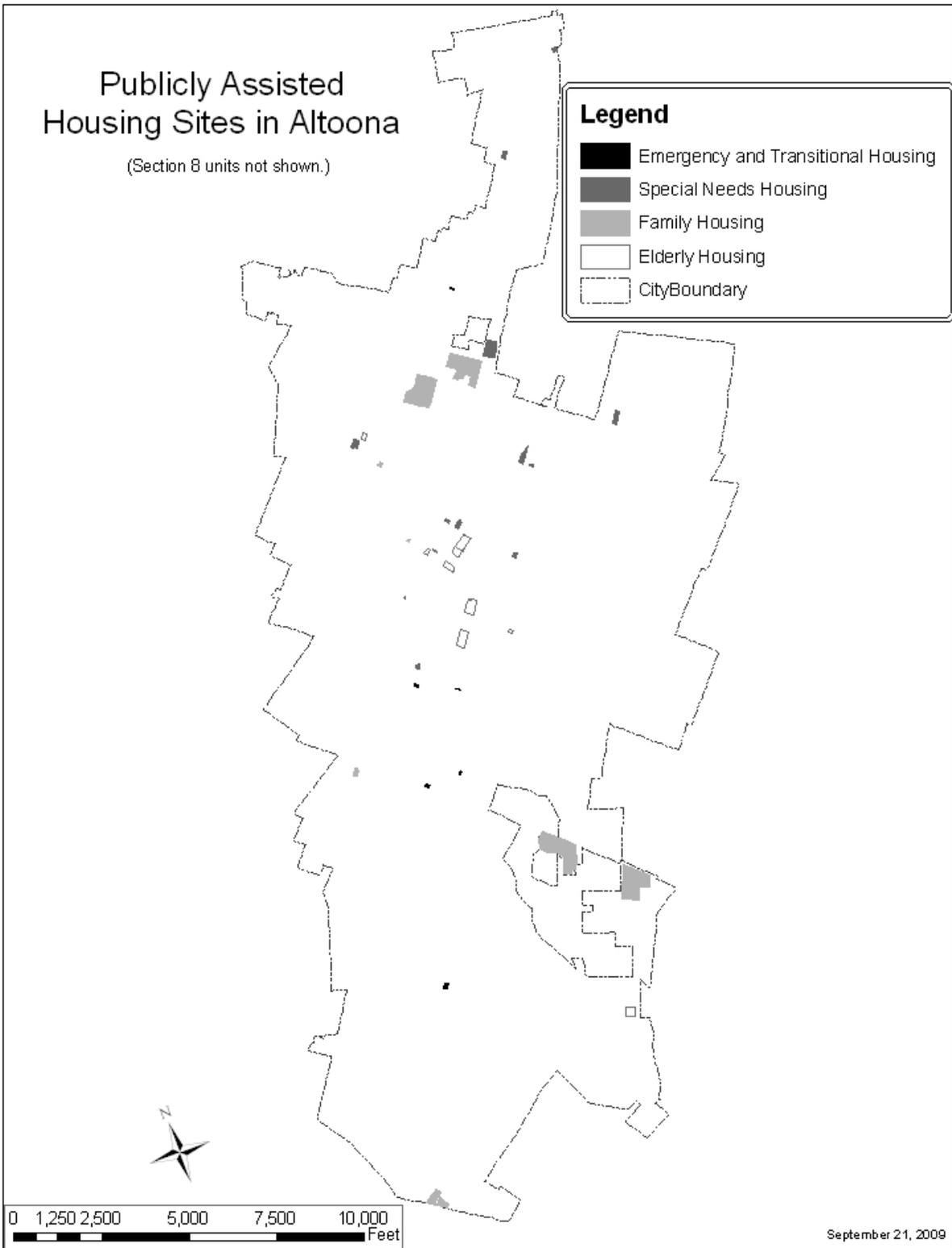
### Public and Assisted Housing Needs:

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 935 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 the demolition of 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 935 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 voucher was more 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 Resident Services 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 Vouchers 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 dispose all of its scattered sites homes from its inventory 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 Family Self Sufficiency Programs on site to both Section 8 Voucher clients and Public Housing residents. In addition, the AHA partners with the GGMF and provides on-site after school program, 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.

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 536 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

In general, the City will work with its sub-recipients to reduce the number of households becoming homeless, reduce the amount of time that homeless households remain homeless, and increase employment opportunities for the homeless and those in danger of becoming so. Our priority needs are identified in the executive summary, whereas our one year goals and specific action steps for reaching out to the homeless, reducing their numbers, addressing emergency shelter and transitional housing needs, helping homeless persons transition to permanent and independent housing, and helping low income individuals from becoming homeless are detailed in Table 3A on pages 15 through 17. Our general policy for low income families being discharged or receiving assistance from publicly funded institutions or agencies is that they be referred to the appropriate care or housing provider – typically our subrecipients.

Our written standards for providing ESG assistance are included in our 2011 substantial amendment. They are also included in this document on Page 60. These standards were developed in consultation with our subrecipients, our Continuum of Care organization, and our Blair County Local Housing Options Team (LHOT). Our process for making subawards is based on our public participation process and consultation with our RHAB and local LHOT (which includes homeless or formerly homeless individuals). Our funding choices were guided solely by this and by the priorities established in our consolidated plan. The City of Altoona will work closely with all sub-recipients to meet the goals and objectives that are outlined in the proposals selected for funding.

Our COC (represented by the RHAB) has not developed any regional policies, priorities or performance standards for the region. So instead, we developed these at the County level. Our local RHAB, organized as the Blair County Local Housing Options Team (LHOT) provided input. Almost all counties in PA have an LHOT group that meets to discuss housing and homeless issues. As all of the Blair County Representatives to the RHAB are also on the LHOT, we used the LHOT as a sort of local subcommittee to the RHAB.

We used the LHOT to help identify priorities and performance standards. We developed a survey for LHOT attendees to help identify their perceived priorities. Agencies who participated were Blair County Community Action, Center for Independent Living of Central PA, Blair County Human Services, Family Services, Inc., Blair Senior Services, Altoona Area School District, Home Nursing Agency, Blair County Mental Health and the American Rescue Worker. In addition to the survey, we asked the ESG subgrantees to answer a list of questions regarding our policies and procedures. We combined the LHOT Survey with the provider answers and input from the public hearings that were held to address “how to allocate funds for eligible activities” and “to develop performance standards.” A copy of the LHOT survey used is attached.

Pennsylvania DCED has developed and implemented policies and procedures for the operation of the HMIS on our behalf. Our subgrantees have been using HMIS for the past four years.

The City of Altoona has coordinated with the Blair County Human Services Council, which includes homeless or formerly homeless individuals, to enhance and focus services provided by the existing agencies in their efforts. 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 three areas of activity, rapid re-housing, prevention and the provision of emergency shelter.

**Note that the City will no longer receive entitlement ESG funds beginning in PY 2013. After this date, the City may or may not apply for these funds on a competitive basis through Pennsylvania DCED.**

### DISCHARGE COORDINATION POLICY:

The human service agencies that address homelessness meet regularly on a county-wide basis. At this point in time, their discharge policy is a simple interagency agreement, specific to services. They also have agreements with the state hospitals. The continual local interagency communications, coupled with the continuum of care efforts developing on a regional and statewide basis, including the development of a Homeless Management Information System (HMIS) on a national & statewide basis, is evolving into a more cohesive program.

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, formerly utilizing the City's Emergency Solutions Grant Funds (discontinued after PY 2012). 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, an Altoona Rescue Mission homeless shelter was constructed to replace the SRO facility lost in a fire. This facility is currently closed but looking to reopen. 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 Solutions Grant funds.

Emergency Shelters: Prior to PY 2012, ESG funds were 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.

In 2011, 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 2013 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 (prior to PY 2012) 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. Identify program income expected to be received during the program year including amount to be generated by and deposited to revolving loan funds and the total amount to be expected from new and prior year float-funded activities.

**Response:** *The City is proposing to receive \$230,000.00 in Program income from the following two activities:*

<i>Economic Development Loan Fund Repayments</i>	<i>\$130,000.00 (Program Income)</i>
<i>Single Family Homeowner Rehabilitation</i>	<i>\$100,000.00 (Revolving Loan)</i>

*The City does not have any prior year or current float-funded activities.*

2. Program income received in the preceding program year that has not been included in a statement or plan.

**Response:** *All program income received in the preceding program year has been amended into that program year's projects.*

3. Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.

**Response:** *The City does not have Section 108 loan guarantees.*

4. Surplus funds from any urban renewal settlement for community development and housing activities.

**Response:** *The City does not have any surplus funds from any urban renewal settlement for community development and housing activities.*

5. Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.

**Response:** *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. Income from float-funded activities

**Response:** *The City does not have income from a float-funded activity.*

7. Urgent need activities, only if the jurisdiction certifies.

**Response:** *The City does not have any urgent need activities.*

8. Estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate income.

**Response:** The City estimates spending \$1,028,562.23 or 74.77% 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."

Describe other forms of investment not described in Subsection 92.205(b)

**Response:** There are no additional forms of investment exclusive of 92.205(b).

If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under Subsection 92.206(b).

**Response:** The City will not refinance existing debt by multi-family housing using HOME funds.

Resale Provisions – For homeownership activities, describe its resale or recapture guidelines that ensure affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4)

### Response:

1. The housing must be single-family housing.
2. 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.
3. The housing must be acquired by a homebuyer whose family qualifies as a low-income family as determined by the HOME Investment Partnership Program and the housing must be the principal residence of the family throughout the period described in paragraph 4.
4. *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

5. *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. If the homebuyer or the homeowner breaches the terms and conditions for any reason, e.g. no longer occupies the property as his/her/their/ principal residence, the full amount of the subsidy is immediately due and payable.

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 at the following rate. Five (5) year period-1/60<sup>th</sup> per month, ten (10) year- 1/120<sup>th</sup> per month, fifteen (15) year-1/180<sup>th</sup> per month.

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 a "Fair Return on Investment", the amount of the homeowner's downpayment and any capital improvement investment made by the owner since purchase. The PJ may 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:

$\frac{\text{HOME Investment}}{\text{HOME Investment} + \text{Homeowner Investment}}$	x Net Proceeds =	HOME amount to be recaptured

$\frac{\text{Homeowner Investment}}{\text{HOME Investment} + \text{Homeowner Investment}}$	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.

6. *Resale Provisions.* The resale policy is enforced through the use of a Restrictive Covenant signed by the homebuyer at closing. The Restrictive Covenant will specify:

1. the length of the affordability period (based on the dollar amount of HOME funds invested in the unit; either 5, 10, or 15 years);
2. that the home remain the Buyer's principal residence throughout the affordability period; and
3. the conditions and obligations of the Owner should the Owner wish to sell before the end of the affordability period, including:
  - a. the Owner must contact the City of Altoona Planning and Community Development Department or it's representative in writing if intending to sell the home prior to the end of the affordability period;
  - b. The subsequent purchaser must be low-income as defined by HOME, and occupy the home as his/her new purchaser's primary residence for the remaining years of the affordability period. (However, if the new purchaser receives direct assistance through a HOME-funded

program, the affordability period will be re-set according to the amount of assistance provided); and

- c. The sales price must be affordable to the subsequent purchaser; affordable is defined as limiting the Principal, Interest, Taxes and Insurance (PITI) amount to no more than 30% of the new purchaser's monthly income.

*Fair Return on Investment.* The City of Altoona will administer its resale provisions by ensuring that the Owner receives a fair return on his/her investment and that the home will continue to be affordable to a specific range of incomes. Fair Return on Investment means the total homeowner investment which includes the total cash contribution plus the approved capital improvements credits as described below:

1. The amount of down payment;
2. The cost of any capital improvements, documented with receipts provided by the homeowner, including but not limited to:
  - a. Any additions to the home such as a bedroom, bathroom, or garage;
  - b. Replacement of heating, ventilation, and air conditioning systems;
  - c. Accessibility improvements such as bathroom modifications for disabled or elderly, installation of wheel chair ramps and grab bars, and any and all of which must have been paid for directly by the Owner and which were not installed through a federal, state, or locally-funded grant program; and
  - d. Outdoor improvements such as a new driveway, walkway, retaining wall, or fence.

NOTE: All capital improvements will be visually inspected to verify their existence.

3. The percentage of change as calculated by the Housing Price Index (HPI) Calculator of the Federal Housing Finance Agency. The HPI Calculator is currently located at [www.fhfa.gov](http://www.fhfa.gov) and projects what a given house purchased at a point in time would be worth today if it appreciated at the average appreciation rate of all homes in the area. The calculation shall be performed for the Altoona, PA Metropolitan Statistical Area.

*Affordability to a Range of Buyers.* The City will ensure continued affordability to a range of buyers, particularly those whose total household incomes range from 65 percent to no greater than 80 percent MFI.

Sales prices shall not be set such that the amount of Principal, Interest, Taxes and Insurance does not exceed 30 percent of the new Buyer's annual income. The affordable sales price shall not exceed the applicable Section 203(b) Mortgage Limit for the Altoona area.

7. *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.

8. *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.

9. 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.

APPENDIX  
BASIC TERMINOLOGY

*Affordable Housing* – The City of Altoona follows the provisions established in 24 CFR 92.254, and consider that in order for homeownership housing to qualify as affordable housing it must:

- Be single-family, modest housing;
- Be acquired by a low-income family as its principal residence, and
- Meet affordability requirements for a specific period of time as determined by the amount of assistance provided

*The City:* means the City of Altoona’s Department of Planning and Community Development Department or its sub recipient

*Fair Return on Investment:* means the total homeowner investment which includes the total cash contribution plus the approved capital improvements credits.

*Capital Improvement:* means additions to the property that increases its value or upgrades the facilities. These include upgrading the heating and air conditioning system, upgrading kitchen and bathroom facilities, adding universal access improvements, or any other permanent improvement that would add to the value and useful life of the property. The costs for routine maintenance are excluded.

*Capital Improvement Credit:* means credit for verified expenditures for Capital Improvements.

*Direct HOME subsidy:* is the amount of HOME assistance, including any program income that enabled the homebuyer to buy the unit. The direct subsidy includes down payment, closing costs, interest subsidies, or other HOME assistance provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduced the purchase provide from fair market value to an affordable price.

*Net proceeds:* are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

*Recapture:* the recapture provisions are established at SS92.253(a)(5)(ii), permit the original homebuyer to sell the property to any willing buyer during the period of affordability while the PJ is able to recapture all or a portion of the HOME-assistance provided to the original homebuyer.

Home Tenant-Based Rental Assistance – Describe the local market conditions that led to the use of HOME funds for a tenant based rental assistance program.

***Response:*** *The City does not provide tenant based rental assistance*

If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), describe these forms of investment.

***Response:*** *The City does not intend to use other forms of investment.*

Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.

***Response:*** *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.*

Describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment bank firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.

**Response:** *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 with the PA Department of General Services 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.*

If a jurisdiction intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitation with HOME funds, state its financing guidelines required under 24 CFR 92.206(b)

**Response:** *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.*

<i>Rental Rehabilitation</i>	<i>\$113,548.22</i>
<i>CHDO</i>	<i>\$ 82,117.18</i>
<i>Program Administration</i>	<i>\$ 21,740.60</i>

*TOTAL \$217,406.00*

## **HOPWA**

The City does not receive HOPWA funds.

## **ESG**

As of the Program Year 2013, the City does not receive ESG 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**

IMEDIMENTS TO BE ADDRESSED	GOALS	ACTIVITIES (DETAILED ACTIVITES & ACCOMPLISHMENTS ARE LISTED IN THE CAPER REPORTS)	YR 1 2010-2011	YR 2 2011-2012	YR 3 2012-2013	YR 4	YR 5
FAIR HOUSING PUBLIC AWARENESS & EDUCATION	Expand educational activities on advertising policies and practices	1. Mail information to all housing managers, landlords, real estate agents, lenders etc. to help publicize events 2. Research new material for distributions at presentations, fairs etc. 3. To work with Southwestern PA Legal Services on enforcement. 4. Participate at local meetings that are housing related such as emergency shelters, special housing task force etc. to distribute information.	X  O Concerns w/ cooperation  O	X  X O  O	X  X X  X		
FAIR HOUSING IMPROVE KNOWLEDGE TO HOMEOWNERS, HOMEBUYERS AND RENTERS	Include participation and services to landlords, contractors and real estate agents	1. Target members of protected classes and inform them as to their rights under the Fair Housing Act. 2. Encourage accessible design 3. To educate clients in shelters on the Fair Housing laws and to promote decent affordable housing.	O  O  O	O  X  O	O  O  O		
HOMEBUYER EDUCATION & FAIR HOUSING LAWS	Conduct homebuyer training to low-moderate income persons and tenants who may be potential homeowners	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. 2. Encourage faith based organizations to be more informational on directing people to the fair housing programs offered.	Not at this time	O	O Difficulty		
FAIR HOUSING WORKSHOPS FOR HOUSING PROFESSIONALS, TENANTS, AND LANDLORDS	Include workshops for the housing professionals in updates and changes to the fair housing laws	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. 2. Conduct one workshop for housing professionals.	O  X (2) workshops	X  O	O  0		
Total Budget For FY July1, 2010-June 30, 2014	\$61,122.00	Includes Program activities, Advertising, dues, Education & Training, Memberships, Travel, Subscriptions, Supplies, Wage & Benefits	\$39,085.08	\$48,377.27	\$34,263.72		

## 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, audit submissions, Section 504 compliance, ADA compliance, and Fair Housing Regulations.

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.

## 2013 Projects and Outcome Indicators

Funding Source	Proj. No.	Project Name	Outcome	Proposed Amount
CDBG	01	Program Administration	Administration	\$343,914.40
CDBG	02	Single Family Homeowner Rehabilitation	10 housing units brought from substandard to standard condition and brought into compliance with lead safe housing rules	\$185,000.00
CDBG	03	Safe Housing/ Healthy Living Program	13,187 persons assisted with improved services in low/moderate income areas	\$ 71,054.38
CDBG	04	Blighted Property Demolition Program	15 blighted units demolished 5 units secured for safety	\$347,095.37
CDBG	05	Street Resurfacing	5,525 persons with improved access to a facility or infrastructure benefit	\$220,000.00
CDBG	06	ADA Ramps Upgrade	10,033 persons with improved access to a public facility or receiving a service provided by the public facility that is no longer substandard.	\$ 51,200.00
CDBG	07	Street Light Enhancement	1,878 persons assisted with improved access to a facility or infrastructure benefit	\$ 10,000.00
CDBG	08	Prospect Park Playground Installation	9,345 persons assisted people with improved access to a facility or infrastructure benefit	\$151,200.00
CDBG	09	6 <sup>th</sup> Ward Community Center Roof Improvements	50 persons assisted with improved access to a facility or infrastructure benefit	\$ 71,200.00
CDBG	10	Altoona Housing Authority Curb and Sidewalk Project	463 persons with improved access to a facility or infrastructure benefit	\$ 31,200.00
CDBG	11	Neighborhood Police Patrol	19,682 persons assisted with improved access to a service	\$234,707.85
CDBG	12	AAPL Intergenerational Outreach	383 people persons assisted with new or improved access to a service	\$ 3,000.00
HOME	13	HOME Program Administration	Administration	\$ 21,740.60
HOME	14	HOME Rental Rehabilitation Program	8 housing units brought from substandard to standard condition and brought into compliance with lead safe housing rules	\$113,548.22
HOME	15	IDA-CDC Evergreen Manors	84 housing units brought from substandard to local code	\$ 82,117.18

# **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 MINORITY/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.

## **2013 Attachments**

The following pages include the attachments for the preparation of the Consolidated Plan and the 2013 Action Plan. These attachments include the following:

- Appendix A: Standard Form 424
- Appendix B: Certifications
- Appendix C: 2013 Budget Worksheet
- Appendix D: Newspaper Advertisements
- Appendix E: Meeting Minutes
- Appendix F: Resolution Adopting the Plan
- Appendix G: Project Map
- Appendix H: Amended Citizen Participation Plan
- Appendix I: Racial/Ethnic Data for PY2013 Projects

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

	A	B	C	D	E	F	G
1	CITY OF ALTOONA HOUSING & COMMUNITY DEVELOPMENT ENTITLEMENT PROGRAM						
2	FISCAL YEAR STARTING JULY 1, 2013 THROUGH JUNE 30, 2014						
3							
4							
5			<b>P.S. Calculation</b>			<b>2013 EST PI</b>	
6	2013 CDBG Entitlement	\$ 1,489,572.00	\$ 1,489,572.00			Rehab	\$ 100,000.00
7	<b>Est. FY 2013 Program Income</b>	\$ 230,000.00				EDLF	\$ 130,000.00
8	FY 2012 Program Income		340,000.00	Estimate			
9	Subtotal	\$ 1,719,572.00	\$ 1,829,572.00				
10	Plan & Admin. 20%	\$ (343,914.40)					
11	<b>CDBG Total</b>	<b>\$ 1,375,657.60</b>					
12	<b>HOME</b>	<b>\$ 217,406.00</b>					
13							
14	<b>CDBG PROGRAM</b>						
15		<i>Low/ Mod</i>	<i>Public Service</i>	<i>Slum &amp; Blight</i>	<i>Plan &amp; Admin</i>		
16	<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		
17	<b>Project Name</b>	<b>\$ 962,960.32</b>	<b>\$ 274,435.80</b>	<b>\$ 412,697.28</b>	<b>\$ 343,914.40</b>		
18							
19	<b>ADMINISTRATION 20%</b>						
20	HCD Administration				\$ 343,914.40		
21							
22	<b>PRIORITY #1 HOUSING</b>						
23	Single Family Rehabilitation Program	\$ 185,000.00					
24	Code Enforcement Officer	\$ 71,054.38					
25							
26	<b>PRIORITY #2 BLIGHT ELIMINATION</b>						
27	Blighted Property Program			\$ 347,095.37			
28							
29	<b>PRIORITY #3 PLANNING &amp; DEVELOPMENT</b>						
30							
31	<b>PRIORITY #4 INFRASTRUCTURE</b>						
32	CBRC - Prospect Park	\$ 151,200.00					
33	CBRC - 6th Ward CC Roof Replacement	\$ 71,200.00					
34	City- ADA Ramp Upgrade	\$ 51,200.00					
35	City - Street Resurfacing	\$ 220,000.00					
36	City - Street Light Enhancement	\$ 10,000.00					
37	AHA Fairview Hills C & S	\$ 31,200.00					
38							
39	<b>PRIORITY #5 SERVICES</b>						
40	Bike Patrol		\$ 234,707.85				
41	AAPI Intergenerational Outreach		\$ 3,000.00				
42							
43	<b>CDBG Total</b>	<b>\$ 790,854.38</b>	<b>\$ 237,707.85</b>	<b>\$ 347,095.37</b>	<b>\$ 343,914.40</b>		
44							
45	B44+ C44 = total low/mod benefit	\$ 1,028,562.23					
46		74.77%	12.99%	25.23%	20.00%		
47							
48	<b>Calc. Check B44+C44+D44+E44=B9</b>	<b>\$ 1,719,572.00</b>					
49		\$ -					
50							
51							
52							
53	<b>HOME PROGRAM</b>	<b>ADMIN</b>	<b>CHDO</b>	<b>PROJECTS</b>			
54		Max 10% of B13	Min 15% of B13	No limitations			
55		\$ 21,740.60	\$ 32,610.90				
56							
57	HOME Admin	\$ 21,740.60					
58	Home Rental Rehabilitation			\$ 113,548.22			
59	IDA CDC Evergreen Manor I		\$ 82,117.18				
60							
61	<b>HOME TOTALS</b>	<b>\$ 21,740.60</b>	<b>\$ 82,117.18</b>	<b>\$ 113,548.22</b>			
62							
63	<b>HOME GRAND TOTAL</b>	<b>\$ 217,406.00</b>					

