

Chester County
Department of Community Development
CONSOLIDATED PLAN 2005-2009
2008 Action Plan

Introduction

The *2008 Action Plan* is a supplementary document to Chester County's five-year *Consolidated Plan (2005-2009)*. The *Consolidated Plan* identifies needs concerning affordable housing, homelessness, special needs housing, and community and economic development. It also includes goals and objectives that address the identified needs. This *Action Plan* presents the specific activities that will be undertaken in 2008 to achieve the five-year goals and objectives.

Each year, the U.S. Department of Housing and Urban Development (HUD), upon congressional approval, allocates housing and community development funds to Chester County through four entitlement programs: the Community Development Block Grant, the HOME Investment Partnerships Program, American Dream Downpayment Initiative, and the Emergency Shelter Grant. The funds are administered by the Chester County Department of Community Development (DCD), under the direction of the Chester County Board of Commissioners.

The following pages describe how Chester County, through DCD, intends to make progress on the *Consolidated Plan* goals and objectives. The *2008 Action Plan* includes an account of the entitlement programs and other available resources and a table listing the projects and activities selected to receive 2008 entitlement funds in Appendix A. A more detailed report linking the activities' proposed accomplishments to DCD's goals and objectives follows in Appendix C. Narrative sections highlight selected activities and discuss other efforts undertaken which are related to projects such as fair housing, homelessness, and public housing.

At the end of the year, a *Consolidated Annual Performance and Evaluation Report* (CAPER) will be compiled. The CAPER will explain how the 2008 activities fared and will document the County's progress toward achieving the *Consolidated Plan's* 2005-2009 goals and objectives.

Resources

Federal Resources

The *2008 Action Plan* focuses primarily on the four HUD entitlement programs administered by DCD. Chester County will not know the actual amount of the 2008 entitlement grants until Congress approves the federal budget and HUD notifies grantees of their allocation, usually near the end of the calendar year. To allow for preliminary funding decisions that must occur prior to that notification, 2008 funding allocations were projected based upon Congressional budget proposals, relative to the Chester County 2007 entitlement allocations. Final awards will be adjusted if necessary.

The estimated funding level for each program is:

- Community Development Block Grant: \$2,820,922
- HOME Investment Partnerships: \$1,111,134
- American Dream Downpayment Initiative: \$20,911
- Emergency Shelter Grant: \$121,916

DCD is not able to project any program income collections from the repayment of housing rehabilitation loans, rehabilitation settlements, and economic development loans made prior to 1995. Any program income that is received will be utilized for eligible activities.

The County, through DCD, actively pursues competitive federal grants through HUD's Continuum of Care Homeless Assistance program to address goals outlined in the *Consolidated Plan*. This comprehensive planning and application process has resulted in funding awards through the Supportive Housing Program and Shelter Plus Care Program that provide additional resources for homeless assistance initiatives.

In 2008, DCD will continue to administer three Shelter Plus Care contracts and four Supportive Housing Program contracts. Also, through the planning process coordinated by DCD, numerous agencies have been awarded Continuum of Care funding directly from HUD to carry out homeless assistance initiatives. DCD and all of the agencies included in Chester County's Continuum of Care are eagerly awaiting a response to the application submitted in 2007. In the Continuum of Care 2006 funding round, Chester County was awarded \$314,079 for four renewal activities.

In addition, the Housing Choice Voucher Program, administered by the Housing Authority of the County of Chester, will receive HUD funding in 2008.

State Resources

The Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) allocates funding to the County through the Community Services Block Grant. The Pennsylvania Department of Public Welfare allocates funding through the Homeless Assistance Program. Together, these grants amount to approximately \$666,887 for housing and community services for homeless and near-homeless people.

In 2008, the Housing Development Corporation of Lancaster County will continue to administer DCED's Weatherization Assistance Program, which will assist Chester County homeowners and renters with approximately \$315,000 worth of energy efficiency improvements to their homes.

Other major sources of funding for housing activities include the Federal Home Loan Bank's Affordable Housing Program and tax credits. Tax credits are offered in several forms including Low Income Housing Tax Credits and Historic Preservation credits. The Housing Development Corporation was awarded approximately \$10,000,000 in PHFA Low Income Housing Tax Credits, as well as \$641,500 in PA Department of Community and Economic Development funds for the Westminster Place at Parkesburg

project, which will provide affordable rental housing for seniors. In 2008, the Community, Youth & Women's Alliance will apply to the Pennsylvania Housing Finance Agency for approximately \$2 million in Low Income Housing Tax Credits for the rehabilitation of an apartment building that will provide 26 affordable rental units in the City of Coatesville.

County Resources

In 1993, the County established the Housing Trust Program (HTP) pursuant to state law. This funding is derived from a percentage of the recording fees received from real estate transactions that occur in Chester County. In 2008, it is anticipated that approximately \$1,254,000.00 will be generated for affordable housing activities. HTP funds will be used for first-time homebuyers' assistance, housing rehabilitation, housing services, rental assistance, emergency shelter, and new housing construction. Additionally, HTP funds will be used as a match for HOME funds and HUD Continuum of Care funds.

In addition to the HTP funds, the County's Community Revitalization Program (CRP) offers funding to the boroughs and the City of Coatesville for infrastructure and streetscapes improvements that are conducive to attracting and retaining residents and businesses in the towns. To date, 15 municipalities of the eligible 16 have been awarded funding. The Borough of South Coatesville is in the process of completing its Revitalization Plan and, at that time, will be eligible to apply for CRP funding.

Leveraging

Rarely does the County's federal entitlement funding pay 100% of activity costs. In addition to the funding sources listed above, recipients use other public funding, foundation and corporate grants, private loans, in-kind contributions, and general donations. In many cases, the credibility and commitment that accompany a federal funding award letter reassures other grant makers about the quality of the activity. Knowing this, the County, through DCD, takes seriously the obligation to work with its community partners throughout the year in preparation for an informed and thorough application review cycle.

Activities To Be Undertaken

2008 Projects and Activities

In HUD's Consolidated Plan terminology, *project* is used in a broad sense to identify an area of focus such as community construction or street and sidewalk improvements. A project is composed of one or more *activities*, each of which supports the main focus of the project.

The table in Appendix A lists the amount of funding allotted to each activity, detailed based upon the project category assigned to each activity. The list also includes activities funded out of the Housing Trust Program. A more detailed description of 2008 activities including corresponding goals, objectives, proposed accomplishments, and performance measures is included in Appendix C.

Application Process

The activities that comprise each project were selected as a result of the annual application process. Recipients of 2008 funding engaged in an application process that included ongoing technical assistance prior to submittal, review of the applications, site visits, rankings, and evaluation discussions. Only applications that complied with federal eligibility guidelines, and carried out at least one of the goals from the *Consolidated Plan (2005-2009)*, were considered for funding. Those applications were evaluated according to factors listed in the 2008 Request for Proposals. The factors included the degree to which the activity addressed community needs, potential benefits from the activity, and the capacity of the applicant to carry out the activity in a quality and timely manner. DCD staff presented funding recommendations to the County Commissioners who made the final selections.

Consolidated Plan Goals and Objectives (2005-2009)

The goals and objectives listed below will guide DCD's priorities and funding recommendations over the remaining two years of the Consolidated Plan. The accomplishment of these proposed goals and objectives is contingent upon the receipt of consistent funding allocations from the U.S. Department of Housing and Urban Development (HUD) during this five-year period.

All activities funded must benefit low- and moderate-income people in Chester County.

- Extremely low-income= individuals and families that earn 0-30% Area Median Income
- Low-income= individuals and families that earn 31-50% Area Median Income
- Moderate-income= individuals and families that earn 51-80% Area Median Income

(Note: Income levels apply to the Philadelphia Metropolitan Statistical Area. They are set by the U.S. Office of Management and Budget and are subject to change on a periodic basis).

Outcome Performance Measurement System

The Department of Community Development has integrated the new HUD CPD Outcome Performance Measurement System into the structure of the Consolidated Plan Goals and Objectives (2005-2009). Each activity that receives funding in Chester County is matched to one of the Goals and Objectives (detailed below). Each Consolidated Plan Objective has now been assigned a Performance Measurement Objective and Outcome. With program Year 2006, accomplishments reporting for HUD CPD program activities will be structured based upon the following:

One PM Objective is selected:

1. *Suitable Living Environment* relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.
2. *Decent Affordable Housing* focuses on housing activities whose purpose is to meet individual, family or community needs.
3. *Economic Opportunities* applies to activities related to economic development, commercial revitalization, or job creation.

One PM Outcomes is selected:

1. *Availability/ Accessibility* applies to activities that make services, infrastructure, public services, public facilities, housing or shelter available or accessible to low and moderate-income people.
2. *Affordability* is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-mod household.
3. *Sustainability* applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income.

HOUSING

GOAL 1: Preserve the existing housing stock in communities throughout Chester County.

OBJECTIVES:

Provide CDBG, HOME, ADDI, HTP, and/or other funds over the next five years:

1. To rehabilitate the homes of at least 40 extremely-low, low- or moderate-income families annually. These funds may also be utilized for administrative costs for a rehabilitation program.

HUD Performance Measure: 2:1 *Decent Affordable Housing / Availability-Accessibility*

2. To assist with demolition, infrastructure improvements, and/or in-fill housing construction that will benefit at least one community annually where extremely low- and low-income families reside.

HUD Performance Measure: 1:3 *Suitable Living Environment / Sustainability*

3. To assist at least 5 low- or moderate-income families annually in making accessibility improvements to their homes. A family member must have a permanent disability.

HUD Performance Measure: 2:1 *Decent Affordable Housing/ Availability-Accessibility*

GOAL 2: Increase and/or improve the affordable housing stock and increase affordable housing opportunities for low- and moderate-income individuals and families in Chester County.

OBJECTIVES:

Provide CDBG, HOME, ADDI, HTP, and/or other funds over the next five years:

1. To develop or improve rental housing units to benefit at least 40 extremely-low, low- or moderate-income families annually.

HUD Performance Measure: 2:2 *Decent Affordable Housing/ Affordability*

2. To assist at least 2 Community Housing Development Organizations (CHDOs) annually with a rental housing activity. This activity should be targeted to extremely-low and low-income families.

HUD Performance Measure: 2:2 *Decent Affordable Housing/ Affordability*

3. To provide financial assistance for the operating expenses of at least 2 CHDOs annually that are actively serving extremely-low and low-income families.

HUD Performance Measure: N/A

4. To support at least one housing counseling program and/or homebuyers' assistance program that benefits a minimum of 10 families annually. These funds may also be utilized for administrative costs for a homebuyers' assistance program.

HUD Performance Measure: 2:2 *Decent Affordable Housing/ Affordability*

5. To develop or improve housing units for homeownership to benefit at least 10 low- or moderate-income families annually.

HUD Performance Measure: 2:2 *Decent Affordable Housing/ Affordability*

GOAL 3: Ensure equal housing opportunities are made available to all county residents.

OBJECTIVES:

Provide CDBG, HTP, and/or other funds over the next five years:

1. To conduct at least one fair housing audit to monitor fair housing compliance in Chester County.
HUD Performance Measure: N/A
2. To assist at least one non-profit in the provision of fair housing education and counseling annually.
HUD Performance Measure: 1:1 Suitable Living Environment / Availability-Accessibility

HOMELESS

GOAL 4: Provide shelter and supportive services to individuals and families who are near homeless, homeless or formerly homeless in Chester County to overcome barriers and prepare to live independently.

OBJECTIVES:

Provide CDBG, ESG, HTP, Continuum of Care and/or other funds over the next five years:

1. For emergency or gap rent assistance to benefit at least 50 extremely low- or low-income families and/or individuals annually that are facing a housing crisis.
HUD Performance Measure: 2:2 Decent Affordable Housing / Affordability
2. For legal services to assist at least 300 extremely low- or low-income families or individuals annually in housing matters that may result in homelessness.
HUD Performance Measure: 1:1 Suitable Living Environment / Availability-Accessibility
3. To support the operation and maintenance of at least 6 existing emergency shelters annually in Chester County.
HUD Performance Measure: 1:1 Suitable Living Environment / Availability-Accessibility
4. To support the operation and maintenance of at least 5 existing transitional housing programs annually in Chester County.
HUD Performance Measure: 1:1 Suitable Living Environment / Availability-Accessibility
5. To assist in the rehabilitation or renovation of at least one emergency or transitional shelter annually serving individuals and/or families.
HUD Performance Measure: 1:1 Suitable Living Environment / Availability-Accessibility
6. To make case management services available to at least 400 emergency shelter and transitional housing residents annually throughout Chester County.
HUD Performance Measure: 1:1 Suitable Living Environment / Availability-Accessibility
7. To assist a minimum of 15 homeless individuals or families annually to prepare to live independently. Programs may include, but are not limited to the following: practical money management and savings, job readiness, employment skills or life skills training.
HUD Performance Measure: 1:1 Suitable Living Environment / Availability-Accessibility

8. To support at least one program annually that provides a stable setting in which homeless individuals and families can obtain the skills needed to successfully move to and remain in permanent housing. This may be accomplished through the provision of rent assistance in conjunction with case management and supportive services.

HUD Performance Measure: 2:2 *Decent Affordable Housing / Affordability*

GOAL 5: End Chronic Homelessness

OBJECTIVES:

Provide CDBG, ESG, HTP, Continuum of Care and/or other funds over the next five years:

1. To support permanent supportive housing for at least 10 chronically homeless, disabled individuals annually.

HUD Performance Measure: 2:2 *Decent Affordable Housing / Affordability*

2. To assist at least 10 non-profit service providers in implementing a Homeless Management Information System (HMIS).

HUD Performance Measure: 1:1 *Suitable Living Environment / Availability-Accessibility*

3. To support targeted outreach activities annually to encourage at least 10 individuals living on the street to accept shelter and supportive services.

HUD Performance Measure: 1:1 *Suitable Living Environment / Availability-Accessibility*

SPECIAL NEEDS

GOAL 6: Increase affordable housing opportunities and supportive services for those individuals and families with special needs in Chester County.

OBJECTIVES:

Provide CDBG, HOME, HTP and/or other funds over the next five years:

1. To develop or improve rental housing units to benefit at least 40 low- and moderate-income elderly households.

HUD Performance Measure: 2:2 *Decent Affordable Housing / Affordability*

2. To assist at least 20 elderly homeowners annually to maintain their homes through small home repair activities.

HUD Performance Measure: 2:1 *Decent Affordable Housing / Availability / Accessibility*

3. To assist at least one housing developer utilizing HUD Section 202 or HUD Section 811 funds to develop housing for people with special needs.

HUD Performance Measure: 2:2 *Decent Affordable Housing / Affordability*

4. To support at least one program that will assist a minimum of 40 low- and moderate-income, disabled individuals or families annually to access housing of their choice.

HUD Performance Measure: 2:3 *Decent Affordable Housing / Sustainability*

5. To support the housing and supportive service needs of: persons with physical disabilities, persons with mental or developmental disabilities, persons with HIV/AIDS and their families, persons with drug or alcohol addiction, or victims of domestic violence. This funding will benefit at least 20 special needs individuals or families annually.

HUD Performance Measure: 1:1 *Suitable Living Environment / Availability-Accessibility*

3. To assist at least one non-profit service provider annually with construction, acquisition or rehabilitation activities. The service provider must provide services to low- and moderate-income individuals or families.

HUD Performance Measures: **Any of the nine matrix selections could apply to activities funded under this Goal/Objective:

- 1:1 *Suitable Living Environment / Availability-Accessibility*
- 1:2 *Suitable Living Environment / Affordability*
- 1:3 *Suitable Living Environment / Sustainability*

- 2:1 *Decent Affordable Housing / Availability-Accessibility*
- 2:2 *Decent Affordable Housing / Affordability*
- 2:3 *Decent Affordable Housing / Sustainability*

- 3:1 *Creating Economic Opportunities / Availability-Accessibility*
- 3:2 *Creating Economic Opportunities / Affordability*
- 3:3 *Creating Economic Opportunities / Sustainability*

GOAL 10: Provide public services to low- and moderate-income individuals and families in Chester County.

OBJECTIVES:

Provide CDBG, HTP and/or other funds over the next five years:

1. To provide public services to at least 100 low- and moderate-income individuals or families annually. Public services may include, but are not limited to the following: services for seniors, services for persons with disabilities, legal services, youth services, and health services.

HUD Performance Measures: **Any of the nine matrix selections could apply to activities funded under this Goal/Objective:

- 1:1 *Suitable Living Environment / Availability-Accessibility*
 - 1:2 *Suitable Living Environment / Affordability*
 - 1:3 *Suitable Living Environment / Sustainability*

 - 2:1 *Decent Affordable Housing / Availability-Accessibility*
 - 2:2 *Decent Affordable Housing / Affordability*
 - 2:3 *Decent Affordable Housing / Sustainability*

 - 3:1 *Creating Economic Opportunities / Availability-Accessibility*
 - 3:2 *Creating Economic Opportunities / Affordability*
 - 3:3 *Creating Economic Opportunities / Sustainability*
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2008 PRIORITY OBJECTIVES

For 2008, DCD selected three *Priority Objectives*. Funding applications for activities that addressed a *Priority Objective* received additional points within the review process.

HOUSING

Goal 3/Objective 2

- To assist at least one non-profit in the provision of fair housing education and counseling annually.

SPECIAL NEEDS

Goal 6/Objective 5

- To support the housing and supportive service needs of: persons with physical disabilities, persons with mental or developmental disabilities, persons with HIV/AIDS and their families, persons with drug or alcohol addiction, or victims of domestic violence. This funding will benefit at least 20 special needs individuals or families annually.

COMMUNITY DEVELOPMENT

Goal 7/Objective 1

- To assist at least 2 urban/suburban municipalities annually with sewer or water system upgrade activities, in low- and moderate-income areas.
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Geographic Distribution

Chester County encompasses 760 square miles in southeastern Pennsylvania. The County has a diverse landscape ranging from rural farmland to urban streets. It contains seventy-three municipalities consisting of one city, fifteen boroughs, and fifty-seven townships. For purposes of the Community Development Block Grant program, based on the 2000 Census/HUD low-mod summary data, thirty-two municipalities contain low- and moderate-income areas eligible to receive assistance. The Chester County population has grown from 433,501 in 2000 to 482,112 in 2006 (based upon American Community Survey estimates), an 11.2% increase over a six-year period.

Chester County's Comprehensive Plan, *Landscapes*, classifies the fifteen boroughs and one city in Chester County as "urban centers". *Landscapes* calls for public and private sector entities in the urban centers to foster development by rehabilitating existing housing, constructing new housing, revitalizing the commercial and industrial areas, preserving historic buildings, and upgrading infrastructure systems. These municipalities were traditionally centers for commerce and employment for county residents. Unfortunately, many of these older urban centers have declined over the past several decades, as a result of suburban sprawl and economic shifts which had reduced the number of opportunities available for residents of these communities.

Low-/Mod- Income Population Living in Chester County's "Urban Centers"
(2000 Census/ HUD low-mod summary data)

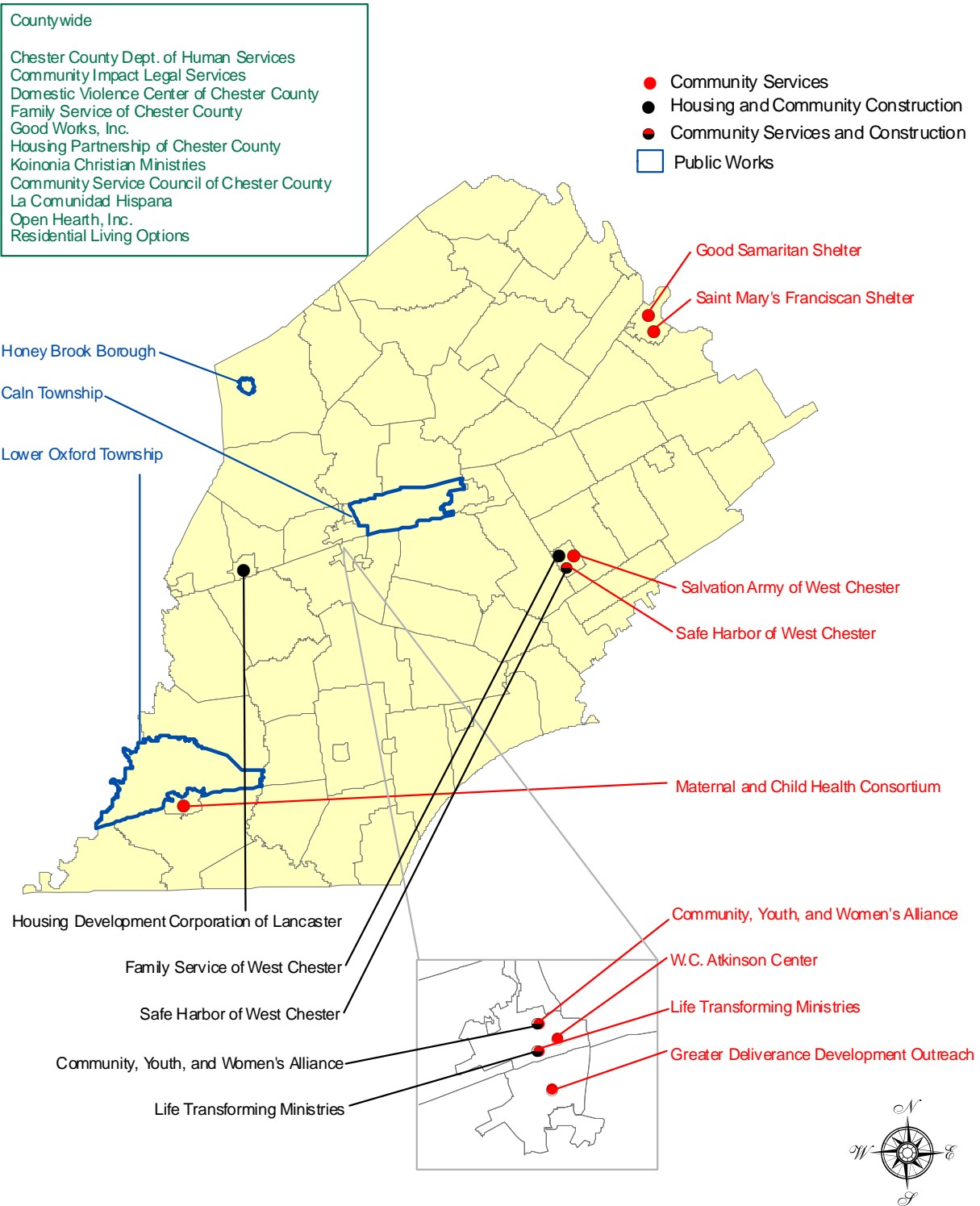
Municipality	% Low-/Mod-Income of Municipal Population	% of County's Low-/Mod-Income Population	% of County's Total Population
West Chester	54.02%	6.92%	4.12%
Coatesville	64.92%	6.16%	2.50%
Phoenixville	43.27%	5.58%	3.41%
Downingtown	43.04%	2.79%	1.75%
Oxford	59.53%	2.19%	0.99%
Kennett Sq.	43.61%	1.99%	1.21%
Spring City	49.30%	1.42%	0.76%
Parkesburg	43.49%	1.29%	0.77%
Malvern	27.35%	.73%	0.70%
West Grove	32.75%	.76%	0.61%
South Coatesville	59.03%	.52%	0.22%
Avondale	50.09%	.47%	0.25%
Honey Brook	42.21%	.47%	0.29%
Modena	65.10%	.33%	0.14%
Atglen	44.70%	.48%	0.28%
Elverson	30.13%	.25%	0.22%
Urban Totals	48.93%	32.40%	18.27%

Based on the 2000 census, only 18% of the county's total population resides in the urban centers, yet these centers are home to approximately 32.4% of low- and moderate-income residents in the county. In addition, 43% of the county's Hispanic population and 48% of the county's African American population reside in these urban centers. Consequently, in an effort to focus attention on the areas of greatest need and the areas of minority concentration while supporting the principles of *Landscapes*, funding available through DCD is sometimes concentrated in urban centers. However, in recent years Chester County has had the benefit of a County funding source, the Community Revitalization Program (CRP), which is targeted to infrastructure and streetscapes improvements in the urban centers, and supplements the County's CDBG funding.

(*The funding by municipality report found in Appendix B more clearly describes the specific location and geographic distribution of activities to be undertaken in 2008.)

A map found in Appendix D shows where the urban centers are located and depicts the concentrations of low-and moderate- income people in the urban centers (based on year 2000 data – nothing more recent available at this time). At the same time, the map illustrates that low-and moderate-income people are found throughout Chester County. As a result, activities are also funded that serve the entire county. Most of these activities are client-based services and have received entitlement funding in the past. The 2008 activities, which will impact the entire county, consist of housing rehabilitation for homeowners, housing counseling, first-time homebuyers' assistance, rental assistance, emergency shelter and transitional housing assistance, case management, legal, education, health, disability, and nutritional services.

Geography 2008 Action Plan Activities



Homeless And Other Special Needs Activities

Homelessness assistance and prevention continue to be priorities for the County. While the shortage of affordable housing is a major obstacle to ending or preventing homelessness, DCD also recognizes that improving people's ability to find and maintain decent housing impacts many social service areas that go beyond the cost of housing. For this reason, DCD will continue to concentrate time and resources on enhancing Chester County's Continuum of Care for Homeless Assistance and Prevention. The ultimate objective is to direct funding and technical assistance to the development of a comprehensive, seamless approach to housing, case management, and supportive services that incorporates all of the components necessary to support near-homeless and homeless people's efforts to stabilize their lives and move to a position where they can share in the local prosperity.

In 2008, DCD will work on the following areas:

Continuum of Care Planning Process

In 2008, DCD will coordinate the Community Services Planning Committee and related work groups. The Committee consists of representatives from County government, housing and social service providers, the Coatesville Veterans' Affairs Medical Center, the Housing Authority of Chester County and low-income consumers.

DCD staff serves as liaison to various networks and groups, communicating housing issues to the broader social service arena and passing on information learned at the meetings to housing providers and the Planning Committee.

The Planning Committee uses this input to monitor Chester County's Continuum of Care for gaps and inconsistencies in services and to rank projects proposed for Continuum of Care Homeless Assistance funding. In 2007, the committee ranked new and renewal proposals for permanent supportive housing, transitional housing and supportive services. At the time of submission of this Plan the committee is awaiting a response to these proposals. The Planning Committee will continue to meet regularly throughout 2008.

Chester County Client Information Management System (CCCIMS)

During 2007, DCD completed the implementation of a comprehensive data collection system known as the Chester County Client Information Management System. All agencies funded through DCD are required to participate, with the client's consent, by entering basic demographic information about clients utilizing their services. DCD supplies the hardware and training for participating agencies. Utilization of the CCCIMS allows Chester County to comply with the congressional mandate to gather information on the homeless population in Chester County. CCCIMS also allows DCD to gather appropriate data to support the funding requests and to monitor the efforts of funded agencies. Also, DCD will be participating in AHAR IV.

Emergency Shelters and Transitional Housing

In 2008, DCD will continue to fund six homeless shelters through CDBG, ESG & HTP. Subpopulations served by the shelters include victims of domestic violence, single men, single women, families with children, veterans, persons with drug and/or alcohol dependencies, persons with mental health issues, persons with physical disabilities, persons with incomes less than 30% of the median income, and persons with HIV/AIDS and related diseases.

In 2008, DCD will provide HTP funds for two transitional housing programs, and DCD will continue to provide technical assistance to other programs throughout the county.

Homelessness Prevention

Once again, CDBG, ESG and HTP funds will be provided to agencies that help people remain in their homes or obtain suitable housing. Services include emergency rent assistance, housing counseling, housing rehabilitation, and legal services.

In addition, DCD will direct state and federal entitlement funding to prevention and community action activities. DCD continues to provide funding and technical assistance to expand the supply of affordable housing and strengthen the capacity of Community Housing Development Organizations. These efforts are described in more detail in the "Other Actions" section.

Special Needs Housing

Special needs housing is a critical component of the Continuum of Care, especially as it relates to people struggling with mental illness and/or substance abuse. Many people who enter Chester County's homeless shelters are struggling with one or both of these problems. Developing permanent supportive housing for people with disabilities has been, and will continue to be, a priority in the Continuum of Care Homeless Assistance application process.

During 2008, the Community, Youth & Women's Alliance will utilize HOME funds for renovations to the Samara House Residential Program in Coatesville, which will provide affordable housing for five families and provide treatment and support services for those recovering from addiction.

Senior citizens are another group with special housing needs. More than half of the affordable housing units funded by DCD have been for senior citizens. In 2008, the Housing Development Corporation of Lancaster County will receive HOME and HTP funding for the development of 72 units of affordable rental housing for seniors in the Borough of Parkesburg. This is the aforementioned Westminster Place activity.

Further, to help senior citizens maintain their own homes, DCD will once again fund the Home Maintenance Program with HTP funds, which provides small grants for needed repairs to qualified homeowners age - 65 and over

Other Actions

Obstacles to Meeting Underserved Needs

In 2008, DCD will work to increase public awareness of community needs and available programs. Participation in community events, distribution of informational brochures, DCD's web site (www.chesco.org/ccdcd) and newsletter will be the primary means of sharing information about local activities, funding sources, and other relevant information.

Training opportunities will be offered to assist non-profit agencies to develop and maintain the staff and administrative capacity to effectively serve low- and moderate-income people in need and contribute to healthier communities.

Community Construction

In 2008, DCD will use CDBG funds for four community construction activities:

- Life Transforming Ministries will acquire a building at 643 East Lincoln Highway in the City of Coatesville, which will establish a permanent location to operate the agency's CASH program, the Open Arms Transformation Center, the Share the Blessing Free Tax Preparation program, the New Mornings Reentry Services program, and the Target Area Local Leadership (TALL) Team.
- Family Service of Chester County will renovate its main building at 310 North Matlack Street in the Borough of West Chester which will include roof repair, sidewalk repairs, concrete patio repair, replacement of windows, and various smaller repairs.
- Safe Harbor of Greater West Chester will renovate its main building to expand the existing emergency shelter. The expansion will create a facility to support homeless single women in Chester County.
- The Community, Youth & Women's Alliance will renovate its Samara House Residential Program in Coatesville, which will provide affordable housing for five families and provide treatment and support services for those recovering from addiction.

Foster and Maintain Affordable Housing

In 2008, DCD will continue its strong support of affordable housing activities:

- **First-Time Homebuyers Assistance:** This program, which is administered by the Housing Partnership of Chester County (HPCC), has existed since 1993. The agency provides education in addition to direct financial assistance. Financial counseling and homeownership training are prerequisites to receiving down payment and closing cost assistance. In 2007, due to Chester County's increasingly expensive housing market, the program was modified to provide a maximum of \$20,000 of down payment and closing cost assistance to qualified first-time homebuyers purchasing a home in an urban center. Homebuyers purchasing in the 57 county townships are eligible for \$15,000 in financial assistance. In 2008, HPCC will receive HTP funds to operate the program.
- **Housing Rehabilitation for Homeowners:** The Housing Partnership of Chester County (HPCC) has administered the Homeowners' Rehabilitation Program since 1996. In 2008, the Housing Rehabilitation Program will receive CDBG funds for direct assistance to perform rehabilitation work that addresses health, safety and code issues. There has been a dramatic increase in costs per rehabilitation due to the implementation of HUD's "Lead Safe Housing Rule". The lead hazard reduction requirements in this regulation apply to housing units built before 1978.

Also, HPCC will continue to administer the Home Maintenance Program. This countywide program will utilize HTP funds to assist with moderate home repairs and modifications which improve the physical functioning level of elderly homeowners. In addition, Good Works, Inc. and Koinonia Christian Ministries will receive HTP funds to supplement volunteer efforts to make home repairs for homeowners who cannot afford to pay for the repairs themselves. Good communication between HPCC, Good Works and Koinonia ensures that these programs complement one another.

Housing Development: One housing activity will be funded with HOME and HTP funds in 2008.

- The Housing Development Corporation of Lancaster County will receive HOME and HTP funding for the development of 72 units of affordable rental housing for seniors in the Borough of Parkesburg.

Community Housing Development Organizations (CHDOs): The County has three certified CHDOs: the Community, Youth and Women's Alliance; Phoenixville Homes; and Alliance for Better Housing.

- To assist these agencies, the County will continue to allocate 5% of the HOME entitlement for CHDO operating costs and set aside 15% of the HOME entitlement for a CHDO-sponsored housing activity.
- The Community, Youth & Women's Alliance will receive CHDO set-aside funding from 2008 to renovate the Samara House Residential building in the City of Coatesville. The units will offer affordable rental apartments for very low-income individuals and families who are recovering from addiction.

Remove Barriers to Affordable Housing

In addition to the significant funding commitment described above, DCD will continue to work with the public and private sectors to improve understanding about the need for and benefits of affordable housing in local communities.

The following strategies are methods through which the County will continue to attempt to ameliorate or remove the negative effects of public policies that serve as barriers to affordable housing.

Tax Policies

The County will encourage appropriate economic development in urban and suburban centers to increase the tax base and subsequently decrease the tax burden on individual homeowners.

Land Use Controls

The County will recommend land use controls, as outlined in *Landscapes*, which will encourage the location of affordable housing in areas that are convenient to jobs, social services, and transportation. This will simultaneously preserve natural areas of the county while benefiting low- and moderate-income residents.

Zoning Ordinances

The County will discourage unfair zoning laws that serve as a barrier to affordable housing opportunities. In addition, the County will encourage higher density zoning in urban, suburban, and rural centers to keep housing costs at a minimum.

Fees and Charges

The County will recommend that municipalities and authorities introduce fees and charges that are reasonable to developers as well as residents.

Land Cost

The County will continue to award funds for land acquisition for the purposes of affordable housing development. This will reduce development costs and subsequently the housing cost to the low- and moderate-income resident. Land will be acquired in areas consistent with the *Landscapes* plan and convenient to jobs, services, and transportation.

Social Barriers

The County will continue to meet with local community groups to engage in dialogue concerning affordable housing needs. In addition, the County will work with both local governments and housing developers to resolve issues acting as barriers to affordable housing development in certain areas. The County will also market successful and attractive affordable housing developments completed throughout the county.

In addition, in 2008, DCD will sponsor at least one fair housing training for service providers and advocates to keep them informed concerning current developments and legal issues. Community Impact Legal Services will receive CDBG funds to coordinate training on housing-related issues and provide fair housing counseling. Past experience has shown that most of the incidents that generate questions about possible fair housing violations in reality are landlord/tenant issues. Community Impact Legal Services will be able to handle these clients directly. Whereas, situations involving possible discrimination will be referred to the Pennsylvania Human Relations Commission.

In order to increase public awareness of the Fair Housing Act, DCD will propose that April be proclaimed as Fair Housing Month in Chester County. During that month, Fair Housing literature and resources will be highlighted in the DCD quarterly newsletter, the DCD web site, and included in displays at the PA *CareerLink*-Chester County and the EARN Center in Coatesville. Fair Housing Month posters will be posted countywide in both English and Spanish, and a Fair Housing Quiz will be mailed to over 900 local residents, giving individuals an opportunity to examine their own awareness about the Fair Housing Act. In addition, DCD will invite a fair housing advocate to a public meeting to provide an update on fair housing in Chester County and to provide information related to the Fair Housing Act and fair housing discrimination.

Also, Community Impact Legal Services will receive HTP funds to continue the Suburban Philadelphia “Don’t Borrow Trouble” campaign in Chester, Delaware, Bucks, and Montgomery Counties. The campaign receives funding from all four counties and features a hotline for homeowners victimized by predatory lending practices, and education to prevent potential victims from entering into abusive loans. DCD will continue to provide updates and information related to the campaign in the 2008 publications.

Lead-Based Paint Hazards

The County’s Emergency Lead Hazard Reduction Program Policy combines the forces of the Chester County Health Department (CCHD), DCD, and Housing Partnership of Chester County (HPCC) in utilizing CDBG funds to eliminate lead hazards in low-income households. CCHD is thoroughly familiar with the requirements of HUD’s Regulations on Lead-Based Paint Hazards in Federally Owned Housing and Housing Receiving Federal Assistance. HPCC administers the Lead Hazard Reduction Program for DCD in conjunction with its Homeowners Rehabilitation Program. All contractors participating in the Homeowners Rehabilitation Program have U.S. Environmental Protection Agency Lead Hazard Control Certifications, which are regulated through the Commonwealth of Pennsylvania. The program guidelines were updated in 2000 to comply with new HUD regulations regarding lead-based paint reduction.

This lead hazard control process has been designed with the rehabilitation hard costs pre-determined to be between \$5,000 and \$25,000, which is typical for most rehabilitation activities in the county. Per the HUD-

Lead Regulations, rehabilitation hard costs are the construction costs excluding the costs to reduce lead hazards. The rehabilitation work performed as a result of the lead-based paint risk assessment will not be considered rehabilitation hard costs, but will instead be identified as lead reduction. If the rehabilitation hard costs exceed \$25,000 per unit, then the activity must abate all of the lead-based paint hazards in the unit. The rehabilitation activities over \$25,000 per unit will be addressed on an individual basis. Otherwise all rehabilitation activities under \$25,000 will utilize interim controls that best suit the property. DCD uses the most cost effective controls available for the situation, which will eliminate future lead-based paint hazards while providing attractive, safe, and affordable housing. Interim control decisions are made at the recommendation of the CCHD's Inspector and Environmental Health Specialist conducting the risk assessment.

CCHD continues to be actively involved in evaluating and reducing the number of housing units with lead-based paint. The Health Department requires laboratories and physicians to report cases of lead poisoning that have been brought to their attention. A County public health nurse is assigned to each case to educate parents about sources of lead, housekeeping methods to lower lead risk, and nutritional and personal hygiene practices that reduce the absorption of lead. The nurse visits homes to counsel and support the parents in identifying sources of lead in the home environment, in reducing these hazards, and in referring to the appropriate medical, developmental, and nutritional services.

The housing units of children identified with high levels of blood lead also receive a complete home inspection by the Health Department's Bureau of Environmental Health Protection staff who utilize special equipment to measure lead on various surfaces in the home. Health Department regulations require repair or renovation to remove or abate the lead hazard. CCHD is currently under a contract with DCD to provide risk assessments and clearance examinations for rehabilitation of properties within the county.

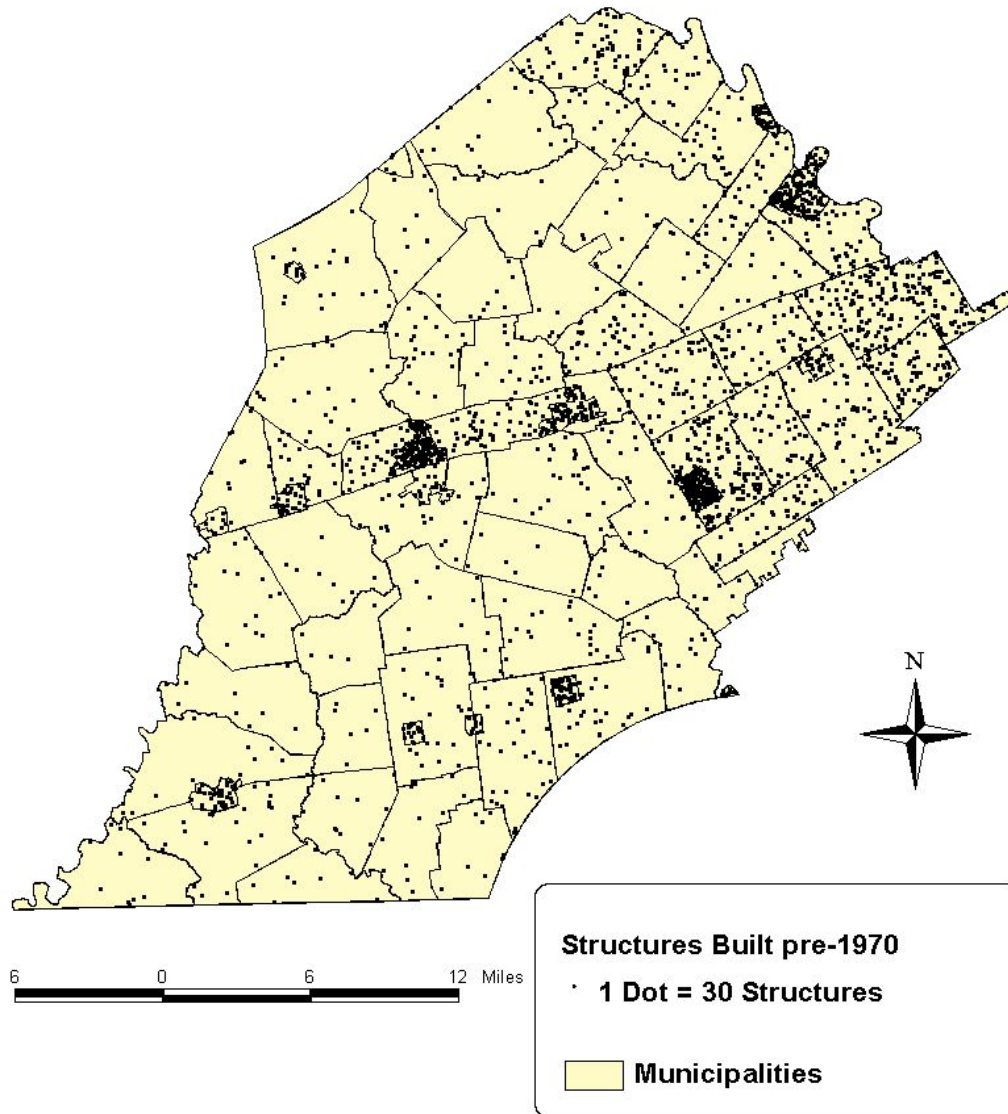
The key to community awareness of lead poisoning in children is education at all levels. The Health Department incorporates lead poisoning information in all of its maternal and child home visits and clinic visits. The Department also presents many programs on the topic to health care providers, childcare professionals, and the general public.

The County will continue its efforts to reduce the harmful effects of lead-based paint. CCHD and DCD will continue to work together to monitor the health and safety risks created by lead-based paint. Areas identified as having greater than 27 percent pre-1970 housing units will be emphasized as high-risk areas in terms of possible lead-poisoning areas. Housing units identified as having lead-based paint and containing residents less than six years of age will be referred to the appropriate resource for mitigation measures. In addition, the County will seek to further inform and educate municipal officials, landlords, and homeowners in Chester County of the dangers associated with lead-based paint, especially for children. Finally, the County will explore and actively pursue other funding sources that may be used to address the problems associated with lead-based paint and lead poisoning in children.

In anticipation of submitting an application to the U.S. Department of Housing and Urban Development (HUD) for the Lead Hazard Control Program in 2007, DCD plans to organize a working group to begin to conduct a needs assessment and develop a long-term strategy for addressing the issues related to lead-based paint hazards in the county.

The map below illustrates the geographic distribution of the pre-1970 housing units in the county.

Potential Lead-based Paint Locations



Anti-Poverty Strategy to Reduce the Number of Poverty Level Families

According to the 2006 American Community Survey, the number of people living below the poverty level in Chester County increased from 27,148 to 33,747, which represents an increase from 5.9% to 7% of the total population. While these numbers demonstrate that Chester County remains a wealthy county, it is important to realize that among the economic prosperity exist pockets of poverty, primarily in and around Chester County's towns or "urban centers". While the 15 boroughs and one city have 18% of the county's total population, according to the 2000 census, they were home to 42% of the people living in poverty.

Each year, entitlement funds are allocated to activities designed to reduce the number of poverty level families. DCD tries to assist both communities with concentrations of need and individual people in need. In 2008, the primary points of DCD's anti-poverty strategy will consist of prevention, economic development, and community action/self-sufficiency activities.

The countywide housing rehabilitation programs, and the public works activities funded in 2008 in Lower Oxford Township, Caln Township, and Honey Brook Borough, will improve infrastructure and assist in stabilizing the neighborhoods and increasing economic opportunities in these areas.

Eight public service activities funded in 2008 with CDBG funds will be available to help families struggling to rise above poverty. Community Impact Legal Services, Inc. (CILS) will receive funding to provide legal services to low-income people, housing-related education, and fair housing counseling. Through community education efforts, CILS strives to help people prevent crises that lead to problems such as eviction or bankruptcy, as well as represent them should those problems prove unavoidable.

As in years past, the Chester County Department of Human Services is receiving CDBG funding. In 2008, they will use the funding to provide drug and alcohol residential and treatment services for low- and moderate-income citizens. Life Transforming Ministries will receive continued funding for the CASH initiative (Character, Assets, Savings and Hope), an employment skills training program featuring goal achievement and asset building. Greater Deliverance Development Outreach, Inc. will receive funding to support the continued development and operation of education programs for children and youth.

Maternal & Child Health Consortium will provide pre-natal home visiting to increase access to healthcare services, information and education for low-income pregnant women. La Comunidad Hispana will receive funding to provide a Spanish-speaking case manager to support homeless assistance & prevention, and other housing and community services in the Kennett area. The Community Service Council will receive funding to provide nutritional supplements to low- and moderate-income individuals who suffer from illness or disease. Finally, Family Service of Chester County will provide employment and self-sufficiency case management and counseling to low-income unemployed and underemployed individuals.

In addition to CDBG public service funding, DCD commits Community Services Block Grant funding to anti-poverty efforts. As Chester County's Community Action Agency, DCD subcontracts with local non-profit agencies to carry out activities such as case management and job readiness that are designed to help lower income people become self-sufficient.

Develop Institutional Structure and Enhance Coordination Between Public and Private Housing and Social Service Agencies

In 2008, DCD will continue to promote organizational capacity and coordination through the work of its own committees and work groups and by participating in outside groups.

Committees and work groups coordinated by DCD are:

- Non-profit Housing Meetings: regular meetings between DCD staff, the three CHDOs, the Housing Partnership of Chester County and other housing non-profits to discuss plans and progress, share ideas and resources, and streamline administration.
- Community Services Planning Committee: an interdisciplinary group that monitors the current Continuum of Care strategy and ranks projects proposed for Continuum of Care Homeless Assistance funding, and the Community Services Block Grant program.
- Countywide Case Managers' Meetings: an opportunity for case managers from housing, drug and alcohol, mental health/mental retardation and other related agencies throughout the county to network, discuss issues, and learn the latest developments in trends and services.
- Chester County Client Information Management System (CCCIMS) Taskforce: an interdisciplinary group of representatives from an array of community service backgrounds whose main purpose is to accomplish a review and revision of the County's Homeless Management Information System (HMIS) policies and procedures and to create a CCCIMS Best Practices document that will lead to universal procedures of system usage throughout Chester County.
- Urban Centers Meetings: an opportunity for municipal leaders to share information, learn about new approaches to local problems, gain knowledge about available funding, and inform the county about emerging issues.
- Reinvestment Fund/DCD meetings: meetings, when necessary, to discuss progress on activities receiving assistance through the Pre-Development Loan program established by the two agencies.
- Chester County Youth Council: promotes local labor market and career awareness to both in- and out-of-school youth in Chester County.
- Chester County Workforce Investment Board: an interdisciplinary panel that advises DCD on workforce development efforts.

Groups that DCD participates in include:

- Council for Latino Concerns: an interdisciplinary group that identifies and advocates for the social service needs of the Latino community in Chester County.
- Latino and Hispanic Needs Assessment Project: coordinated by the Chester County Health Department and the Philadelphia Health Management Corporation (PHMC) to explore the need for healthcare and housing, and to assess education, employment and various other services targeted toward the increasing Latino and Hispanic population residing in Chester County.
- MidAtlantic Regional Homeless Management Information System Workgroup (MARHMIS): regional group of HMIS stakeholders that meet bimonthly to address the issues of homelessness within their communities in order to help each other with an efficient means of technical assistance, with regard to HMIS implementation and data gathering. The group also serves as the voice of advocacy with federal agencies such as HUD.
- Local Housing Options Team: specifically developed to address the issue of limited resources for people with disabilities in the community, prominent organizations in the disability and housing communities come together to combine their existing resources and, as a result, more effectively serve the community. The goal of the LHOT is to assist people with disabilities over the age of 18, in coordinating a comprehensive array of services and resources essential in reaching their individual, permanent housing goals.
- Local Management Committee: PA Department of Public Welfare mandated local workgroup that sets policies for and coordinates Welfare-to-Work initiatives in Chester County.

- Maternal and Child Health Consortium Advisory Board: information and referral workgroup designed to address the needs of pregnant and parenting individuals in the county.
- Community Volunteers in Medicine Advisory Board: information and referral workgroup designed to address the medical needs of the low-and moderate-income residents in the county.
- Pennsylvania Partners and Workforce Investment Board Association of Pennsylvania: promote statewide and regional collaboration on critical workforce system issues.
- Community Action Association of Pennsylvania: promotes statewide and regional collaboration on critical Community Service Block Grant funded issues.
- Workforce Development Partners Group: to assist in the efficient delivery of workforce services to both employers and job seekers.
- Vocational Education Advisory Committee of the Chester County Intermediate Unit Centers for Arts and Technology: to promote business and education alliances for the development of the emerging workforce.
- Community Bridge Project Advisory Committee: Oversees the provision of employment, housing, and transportation services to the homeless, welfare recipients and pregnant or parenting youth.

Foster Public Housing Improvements and Resident Initiatives

The Director of DCD currently serves on the Board of Directors for the Housing Authority of the County of Chester (HACC). His involvement helps to guide the activities of the Housing Authority and increase communication and coordination between DCD and the Housing Authority. In addition, a DCD staff member serves on the Family Self-Sufficiency Task Force. The task force assists the staff of the Housing Authority to screen program applicants.

The Housing Authority of the County of Chester

In 2007, HUD mandated that a new management system be implemented for all public housing. This program, called “Asset Management”, requires all HAs to manage properties similar to the private sector, with each development having its own management team, financial resources, systems, etc.

The Housing Authority of the County of Chester began preparation for this fundamental change in the management of public housing in 2007, with full implementation to begin with the next fiscal year – January 2008.

In addition, the Authority has completed its FY 2008 Annual Plan as well as the Five Year Plan for FY 2008 – 2012.

Activities planned this year are:

For Public Housing:

- Development of new family Public Housing utilizing HUD funds specifically designated for this purpose [Replacement Housing Factor – “RHF”]. Construction should commence in the Spring of 2008. Further, the Authority has received a second “RHF” award as well as additional “RHF” funding due to the demolition of housing units in the 1990’s. It is anticipated that awards of RHF funds will continue. The County of Chester has pledged funding for this future activity.
- An extensive modernization effort, begun in late 2005, will continue through 2008.
- Through a County DCD grant awarded in 2006, the Authority will complete the installation of additional security lighting at the family sites in West Chester and Phoenixville.
- The Authority has initiated a program for broad-based energy conservation measures through a special HUD-funded program, “Energy Performance Contracting”. The contract for this work has been awarded; implementation will begin in 2008.

For Section 8:

- The Section 8 “Homeownership Program” will be in its fifth year. The Authority has again been awarded special HUD funding for both a “Family Self-Sufficiency” coordinator and an FSS Homeownership Program coordinator. These programs now have about 50 participants in different stages of the process, including attending classes and addressing credit issues.
- Landlord seminars will continue through 2008 and beyond. The purpose of these programs is to educate landlords about new HUD regulations, explain inspection criteria, and especially to encourage participation of landlords with properties outside the geographic areas where Section 8 voucher holders are already concentrated.

Program Specific Requirements

Community Development Block Grant Requirements

CDBG Entitlement Funds: The activities to be funded with CDBG funds are fully described in the “Activities to be Undertaken” section. The amount of funding allotted to each project and the anticipated activities to be undertaken within each project category. Activities are linked to 2008 goals and objectives and proposed accomplishments in Appendix C. No more than 10% of the total CDBG funds available will be designated for contingencies.

CDBG Funds from Other Sources:

- Program Income: No program income collection is projected for 2008. However, if any program income is received, it will be used for CDBG-eligible activities.
- Grant Funds Returned: Grant funds that become available because a planned use does not go forward are reprogrammed through the specified amendment process. All amendments are processed in accordance with the procedures outlined in the *Citizen Participation Plan* and are submitted to HUD at year’s end. All new activities are considered substantial amendments and therefore subject to the citizen participation process.
- Urban Renewal Settlements: No funds are expected to be received as a result of urban renewal settlements.
- Float Funded Activities: No funds are expected to be received as a result of float funded activities.
- Section 108 Loan Guarantees:
- Chester County has recently completed administering one Section 108 Loan in conjunction with a Brownfields Economic Development Initiative (BEDI) grant from the U.S. Department of Housing and Urban Development in the Borough of Phoenixville.

The Gateway Building, developed by the Phoenix Property Group, was completed in 2006. The leasing of this 33,500 square foot office building occurred in 2007 and will lead to the creation of eighty-six jobs.

- Chester County is currently administering three Section 108 Loans in conjunction with three Brownfields Economic Development Initiative (BEDI) grants from the U.S. Department of Housing and Urban Development in the Borough of Phoenixville, City of Coatesville and East Whiteland Township.

In Phoenixville, the Shoppes at French Creek project will develop 60,000 square feet of retail space. The Delta Organization (project developer) will utilize \$1 million of BEDI funds and \$2 million of Section 108 Loan funds, which will lead to the creation of eighty-six jobs.

In Coatesville, the Coatesville Hotel and Office Building project will develop a 125-room hotel and 90,000 square foot office building at the intersection of Route 82 and the Route 30 bypass. This economic development activity will utilize \$1 million of BEDI funds and \$4 million of Section 108 Loan funds, which will lead to the subsequent creation of 143 jobs.

The Whitebrook Hills project in East Whiteland Township will develop an 113,000 square foot retail center within three separate buildings. Developed by the O’Neill Properties Group, this economic development activity will utilize \$2 million of BEDI funds and \$5 million of Section 108 Loan funds, which will lead to the creation of 200 jobs.

Home Investment Partnerships Program Requirements

Resale Provisions: The following guidelines will apply to all units and homeowners who receive funding from the HOME program to assist with the purchase of a single-family home through the First-Time Homebuyers Program. These restrictions will apply to down payment and closing costs subsidies.

All subsidies will be in the form of a loan, liened against the property, with the buyer required to sign a Note, Subordinate Mortgage and HOME Program Disclosure. This lien will remain on the property until the owner sells or transfers the property, or no longer occupies the property. Loans will not be subordinated to accommodate additional loans or refinancing by the homeowner during the five-year Period of Affordability.

If the property is sold within the Period of Affordability, and there are insufficient funds from the net proceeds to repay the loan, recapture provisions will be used to calculate the portion of HOME funds due.

Payoffs will be calculated and made available to Lenders and Title Agents upon written request. Amounts will include the appropriate Satisfaction recording fee. A Satisfaction will be filed upon receipt of funds.

Tenant-Based Rental Assistance: HOME funds are not expected to be used to fund tenant-based rental assistance.

Other Forms of Investment: The County does not anticipate using any other forms of investment not described in Section 92.205(b).

Refinancing: HOME funds are not expected to be used to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME funds.

Affirmative Marketing Plan: Chester County, in accordance with the requirements of the HOME Investments Partnerships Program, has established this Affirmative Marketing Plan. This Plan will ensure that the HOME Program is operated in compliance with Title VIII of the Civil Rights Act of 1968 and Executive Order 11063.

The objectives of the Affirmative Marketing Plan of the HOME Program are three-fold:

- 1) To ensure that potential applicants for funding from all racial, ethnic, and gender groups are informed of the availability of funding through the HOME Program.
- 2) To ensure that potential tenants or homeowners from all racial, ethnic, and gender groups are informed of the availability of vacant units that are rehabilitated or constructed through the HOME Program.
- 3) To ensure that those persons not likely to apply for assistance without special outreach efforts are informed about vacant units that will be made available through the HOME Program.

In order to meet the objectives of this Affirmative Marketing Plan, the County will take the following steps:

- 1) Notify the owners of rental property or sponsors of homeownership projects of the availability of funding through the Program through the following sources:
 - A. Advertisements in local newspapers.
 - B. Direct mail solicitation.
 - C. Publicity in local media.
 - D. Contact with realtors and professional organizations.
- 2) Notify the owners of units rehabilitated or constructed through the Program of the Affirmative Marketing requirements through the following sources:
 - A. HOME Program Guidelines.
 - B. HOME Program Request for Proposals.

C. HOME Program Grant Agreement.

- 3) Notify the Housing Authority of the County of Chester of the Affirmative Marketing requirements of the HOME Program.
- 4) Notify all tenants of an occupied property being considered for rehabilitation through a written notice prior to rehabilitation of the provision of the Federal Fair Housing Laws and this Affirmative Marketing Plan. Additionally, in all projects of five or more units, owners/sponsors must post a HUD Fair Housing Poster and the Pennsylvania Fair Housing Practices Notice in the office/unit where the rental activity takes place.

Tenant and homeowner selection will be done in accordance with the following requirements, in order to ensure that all vacant units are made available to persons of all racial, ethnic, and gender groups:

- 1) Owners must notify the Housing Authority that their units will be available to persons on the waiting list for Section 8 assistance with the Housing Authority. The Housing Authority is not currently adding applicants to the Section 8 waiting list, and does not anticipate doing so for a least several years.

If that situation should change, however, the Housing Authority administers its Section 8 Program in accordance with an Administrative Plan that includes provisions for attracting applications from all groups of persons and for special outreach to those persons least likely to apply for assistance. From time to time, when the Housing Authority has identified a special need for outreach to persons least likely to apply, steps have been taken to attract these persons to apply for assistance. In particular, the Housing Authority has in the past targeted persons of Hispanic/Latino descent, Native Americans, Asians, Whites, and elderly persons for special outreach. At this time, no outreach is needed, as the waiting list is closed.

- 2) Owners must notify DCD of the availability of units so that DCD can make social service providers aware that units are available to special needs clients.
- 3) In choosing a tenant, an owner must publicly advertise the vacancy and must meet the following requirements:
 - A. Advertisements must state that the unit and rental assistance are being made available on a non-discriminatory basis.
 - B. The advertisement for tenants must be placed in a local newspaper, including newspapers geared to specific community groups.
 - C. The owner/sponsor must maintain records showing all steps taken to attract tenants. These records are to be made available to the County upon request.
- 4) In homeownership programs, the project sponsor will be required to affirmatively market the availability of all housing units. The project sponsor must take steps to make the public aware of the availability of these units through advertisements in newspapers or other media.

The County requests the following information from all owners and sponsors as a part of the HOME Program Application:

- 1) Racial, ethnic, and gender characteristics of the property owner.
- 2) Racial, ethnic, and gender characteristics of each tenant occupying the unit before rehabilitation.
- 3) Racial, ethnic, and gender characteristics of each tenant moving out of the unit before rehabilitation is completed.

- 4) Racial, ethnic, and gender characteristics of all applicants for tenancy within ninety (90) days of project completion.
- 5) Racial, ethnic, and gender characteristics of all applicants for homeownership.

If a tenant is referred to a vacant unit by the Housing Authority, then demographic data is supplied to the County by the Housing Authority.

If a tenant is chosen by the owner from a source other than the Section 8 waiting list, demographic data must be submitted by the owner to the County prior to tenancy.

The County will monitor all actions taken by owners and sponsors in order to assess whether the selection of tenants by owners has achieved the objectives of this Affirmative Marketing Plan. Monitoring will take place prior to initial occupancy of all vacant units. Owners and sponsors will be required to notify the County in writing of all steps taken to market the unit and the outcome. All owners and sponsors will be sent a report to be completed yearly detailing any changes in tenancy and any actions the owner or sponsor has taken to fill those units. The Agreement between the owner/sponsor and County specifies that the owner/sponsor must comply with these requirements for a specific period. The County will, therefore, monitor the owner's/sponsor's performance over this period. If the County finds non-compliance with these requirements, then corrective actions as specified in the Agreement and the lien on the property will be taken to enforce the requirements of this Program.

Minority/Women's Business Outreach: DCD will continue to implement affirmative actions and solicitations of Minority-owned Business Enterprise (MBE)/ Women-owned Business Enterprise (WBE) developers, sponsors, and contractors for the HOME program. DCD uses the application format to solicit MBE/WBE participation. It is the policy of DCD to make a good faith, comprehensive and continuing endeavor to outreach to minority- and women-owned businesses with the following six points:

- Maintain an inventory of certified MBE/WBE businesses that is updated during the first quarter of each year and includes the businesses' capabilities, services, supplies and/or products.
- Utilize the DCD web site and other local media to market and promote contract and business opportunities for MBEs and WBEs.
- Make available annual procurement forecasts to the certified MBE/WBE businesses on contract/subcontract opportunities for MBEs and WBEs to participate as vendors and suppliers of goods and services.
- Require that the sub-recipients contact certified MBEs/WBEs from Chester County and adjacent counties, as appropriate per the activity description and the MBE/WBE's capabilities, services, supplies and/or products.
- Sponsor periodic MBE/WBE seminars with minority and women business organizations to provide the annual procurement forecasts and to recruit MBE/WBE participation in these programs.
- Maintain centralized records with statistical data on the utilization of MBEs and WBEs as contractors/subcontractors in all federal and state program contracting activities.

The County's sub-recipients will make a good faith, comprehensive and continuing endeavor to outreach to minority- and women-owned businesses by mailing solicitation letters inviting proposals from MBEs and WBEs for DCD-funded activities. These letters should specifically describe the work to be completed by the MBEs and WBEs and must be mailed timely to permit the MBEs and WBEs reasonable opportunity to respond on or before the bid opening.

American Dream Downpayment Initiative

In order to receive an ADDI formula allocation, as a participating jurisdiction, Chester County must address the use of the ADDI funds in its Consolidated Plan submitted in accordance with 24 CFR part 91.

Chester County's required action plan is detailed below:

1) A description of the planned use of ADDI funds.

ADDI funds will be utilized to support the administration of the County's established First-Time Homebuyers' (FTHB) Program. The Housing Partnership of Chester County (HPCC) administers this program which consists of down payment and closing cost assistance for low- and moderate- income households earning below 80% AMI to purchase a home.

To be eligible for a loan, a borrower must:

- Be 18 years of age or older
- Have a total gross household income at or below 80% of the median income, adjusted for household size
- Intend to occupy the property being purchased as a primary residence
- Be able to secure a 30-year, fixed rate mortgage from a local lending institution
- Not have owned a home in the last 3 years or be a displaced homeowner

Loan Terms:

- Loan amount is based on financial needs of applicant
- Maximum loan of \$15,000 for purchase of a home in a township
- Maximum loan or \$20,000 for purchase of a home in the City of Coatesville or in a Borough
- Interest rate of zero percent (0%)
- Recording of a second mortgage lien on the property being financed; and
- Repayment of the loan when the home is sold, transferred or refinanced

Buyer Cash Contribution:

- At least \$1000 towards the purchase of the home plus (2) months reserves by settlement;
- Maximum allowable down payment 20% (minimum LTV 80%)
- Liquid assets of borrower after closing cannot exceed \$10,000

Eligible Properties must:

- Be existing or newly constructed single family residences within Chester County
- Be detached, semi-detached, attached, or condominiums
- Meet HUD housing quality and lead-based paint standards
- Have a sales price that does not exceed \$292,685 – adjusted annually per FHA limits

2) A plan for conducting targeted outreach to residents and tenants of public and manufactured housing, and to other families assisted by public housing agencies, for the purpose of ensuring that the ADDI funds are used to provide downpayment assistance for such residents, tenants, and families.

DCD, HPCC, and the Housing Authority of the County of Chester (HACC) will partner to conduct targeted outreach to low- and moderate- income households and residents of public housing through the Housing Voucher Choice Program.

The outreach efforts will be the primary responsibility of HPCC. Outreach will include:

- Hosting various workshops and public meetings throughout the county in order to affirmatively market the FTHB Program.
- Partnering with affordable housing developers to market homeownership opportunities and the FTHB program to potential buyers.
- Producing marketing materials for distribution to eligible residents of Chester County and local media outlets. (Marketing materials will include the eligibility criteria for the program as well as a brief summary of program guidelines).
- Conducting targeted mailings of program materials to those that receive housing assistance payments from HACC as well as large-scale manufactured housing sites around the county.
- Distributing program marketing materials to all municipalities in the county. In addition, upon request, HPCC staff will be available to attend meetings to discuss the details of the program.
- Expand outreach to the Spanish-speaking community, including remote areas of the county.

Furthermore, HPCC will make special efforts to outreach to non-profit agencies that serve income eligible clients within the county. These would include various social services agencies, neighborhood groups, and other housing providers.

3) A description of the actions to be taken to ensure the suitability of families receiving ADDI assistance to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

HPCC offers credit counseling for all clients in the program. Individuals and families interested in obtaining a loan through the FTHB Program must complete individual and group pre-purchase homeownership counseling sessions prior to signing an agreement of sale. These sessions educate potential homeowners about selecting a home, budgeting, qualifying for a mortgage, completing home inspections, maintaining the property, and securing down payment and closing financial assistance. HPCC can provide post-purchase counseling if needed, and is a designated intake agency for the Pennsylvania Homeowners' Emergency Mortgage Assistance Program (HEMAP) which assists eligible homeowners who, through no fault of their own, are financially unable to make their mortgage payments and are in danger of losing their homes to foreclosure.

DCD estimates that approximately 10 households will be assisted in becoming homeowners in Chester County each year of the *Consolidated Plan (2005-2009)* for a total of 50 households. DCD anticipates that approximately 50% of these households (25 households) will be minority households.

Emergency Shelter Grant Requirements

Awarding of Grants: ESG funds are awarded through the consolidated application process described throughout the *2008 Action Plan*. Applications were ranked according to criteria such as the need for the activity, degree to which the activity will address community needs, the degree of coordination and collaboration involved in the activity, and the agency's capacity and past experience in carrying out the proposed activity.

Matching Funds: The matching funds are expected to come from the subrecipient's payroll and utility expenditures paid for out of non-entitlement sources.

Monitoring

In most cases, DCD, on behalf of the County, subcontracts with other entities to carry forth activities; however, since the County is ultimately responsible for administration and compliance, monitoring of all funded activities is a major responsibility and is implemented in a systematic manner.

General Procedures

Monitoring consists of reviewing subrecipients' programmatic and administrative procedures. It begins with the grant award and subcontracting process, continues through invoicing, report submittal and standard site visits, and concludes at activity closeout.

Periodic reports are used to determine progress and identify problems. During the annual monitoring visit, the staff reviews the report with the subrecipient and suggests changes or modifications as needed.

If issues are identified, DCD makes specific recommendations for addressing the problem and identifies actions that must be taken, citing applicable laws, regulations, or program policies. Deadlines for such compliance issues are included in the monitoring letter.

If issues are identified relative to an activity, a plan for corrective action must be submitted by the subrecipient in writing to DCD, and action must be taken within sixty days of receipt of the monitoring letter. If there is no response, DCD may suspend disbursement of funds for the activity until there is compliance. In severe cases of non-compliance, funding may be withheld or withdrawn. In all cases, the audit guidelines attached to each contract must be followed. Subrecipient audits are reviewed to determine administrative and programmatic compliance.

DCD recognizes that technical assistance is an essential part of monitoring and staff members are available to any organization which requests assistance with contract administration or program requirements.

Community Services

Monitoring of most client-based community service activities takes place throughout the year through a multi-part system, which addresses all aspects of program implementation. This system is used for ESG, CDBG public service, HTP, and state funding administered by DCD.

During the first half of the programmatic year, DCD staff conducts a formal monitoring of every subrecipient using a Uniform Monitoring Package (UMP). Deficiencies and target dates for corrective action are annotated in the UMP and reviewed for compliance.

In addition, each subrecipient submits narrative updates and demographic data on a "Consolidated Plan Quarterly Report" or a quarterly report specific to the particular funding stream. The information is used for IDIS updates as well as a quarterly summary report.

Aside from the UMP review, there is at least one additional monitoring session per year. These additional monitoring sessions focus on more specific programmatic and/or financial issues and also serve as a follow-up to any previously suggested corrective action.

Construction Activities

Construction activities are inspected and monitored on a schedule determined by the entitlement program requirements. Since the construction activities are mainly funded by the HOME and CDBG programs, the inspecting and monitoring procedures outlined for those programs will be utilized. If other funds (such as state or competitive federal grants) are used, the most stringent inspecting and monitoring procedures will be applied.

In regard to construction activities, the term “inspect” refers to the actual construction work while the term “monitor” refers to the review of the programmatic requirements. All construction activities are inspected for work completion. The inspections take place as work is completed prior to the disbursement of funds. To expedite payment, DCD staff coordinates inspections between the subrecipient, the engineer or architect, and the contractor. The staff concurrently inspects work and monitors regulatory compliance to ensure that the funds are expended appropriately. Within each contract, dates are established to ensure the timely expenditure of funds.

DCD staff monitors subrecipients’ construction files, as necessary, to provide direct communication between the County, municipalities, non-profits, and developers. These consultations provide valuable DCD feedback to enable more community improvements and partnerships throughout Chester County.

Results of Action Plan Public Participation

A draft of the *2008 Action Plan* was prepared in October 2007. The *Action Plan* was available for a 30-day public review period from October 10 through November 10, 2007, at the following locations: DCD, the Chester County Library in Exton, and the municipal buildings in the City of Coatesville, Kennett Square Borough, West Chester Borough, and Phoenixville Borough. It was also available in PDF format on DCD’s web site (www.chesco.org/ccdcd). Notice of draft availability, the process for public review and comment, and the date and location of the public hearing was advertised in one local newspaper – the *Daily Local News* – and on the DCD web site.

A public hearing was conducted on October 18, 2007, 5:00 p.m, at the Parkesburg Borough Municipal Building. The purpose of the hearing was to provide citizens with an opportunity to comment on the proposed *2008 Action Plan*, to learn about the progress of 2007 activities, and to offer an opportunity for public input. The public hearing was attended by four members of the DCD staff, one person representing a local non-profit agency that serves as a Community Housing Development Corporation (CHDO), and two representatives from municipal government. Comments included the need for a focus on the social service needs of local youth. There were also suggestions on how local non-profits can improve partnering and collaboration to successfully serve citizens countywide. Additionally, there was acknowledgement that the need for senior housing development is being supported by DCD’s on-going and planned activities. There was a suggestion about increased marketing of the first-time homebuyers programs, as well as choosing convenient locations for events such as the Homeownership Fair.

No other comments were received during the 30-day public comment period.