

# LEHIGH COUNTY, PENNSYLVANIA

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT  
17 SOUTH SEVENTH STREET, ROOM 519, ALLENTOWN, PA 18101

FY 2020 ANNUAL ACTION PLAN

AUGUST 12, 2020

In Accordance with the HUD Guidelines for the  
Community Development Block Grant Program

Frank Kane, Director  
Department of Community and  
Economic Development



# Executive Summary

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

### 1. Introduction

As a Federal Entitlement, Lehigh County is required to complete an annual application for the use of the Community Development Block Grant (CDBG) funds to the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan is a guide to how the County will allocate its resources for specific activities that support the Goals and Objectives of Lehigh County's Five Year Consolidated Plan. This is Lehigh County's Second Annual Action Plan as a part of the Five Year Consolidated Plan, which was approved by HUD-Philadelphia. The Five Year Consolidated Plan describes the housing and non-housing needs of County residents and presents a five-year strategy to address those needs. The FY 2020 Annual Action Plan for Lehigh County includes the County's CDBG Program and outlines which activities the County will undertake during the program year beginning October 1, 2020 and ending September 30, 2021. Lehigh County's Department of Community and Economic Development is the lead entity and administrator for the CDBG funds.

The FY 2020 Annual Action Plan outlines the actions to be undertaken in Fiscal Year 2020 with the Federal resources allocated to Lehigh County. The FY 2020 Annual Action Plan excludes the Cities of Allentown and Bethlehem (despite being located within Lehigh County) since they are both Federal Entitlements that receive their own CDBG allocations from HUD. The CDBG Program and activities outlined in this FY 2020 Annual Action Plan will principally benefit low- and moderate-income persons and will provide funding to targeted areas of the County where there is the highest percentage of low- and moderate-income residents. The Annual Action Plan does not incorporate the Public Housing Authority's Comprehensive Grant (Comp Grant) into this plan, but the public housing authority participated in the planning process for the development of this plan.

The Five Year Consolidated Plan relied upon efforts of many individuals, organizations, and citizens, in the development of a comprehensive strategy to address the needs of the County. The goal of Lehigh County is to improve the quality of life for County residents by funding improvements to public facilities, infrastructure, public services, and by retaining and increasing the stock of affordable owner and rental housing units.

#### Available Funds:

The following financial resources are included in the FY 2020 Annual Action Plan which anticipates the receipt of funding to address the priority needs and specific objectives identified in Lehigh County's Five-Year Consolidated Plan. Lehigh County anticipates it will receive the following Federal funds during the FY 2020 program year:

Please see attached table, titled "Table 1 - Federal Resources":

<b>Entitlement Funds</b>	<b>Amount</b>
FY 2020 CDBG Funds	\$1,288,293.00
CDBG Program Income	\$0.00
Totals:	\$1,288,293.00

**Table 1 - Table 1 - Federal Resources:**

**FY 2020 CDBG Program Budget:**

Lehigh County proposes to undertake the following activities with the FY 2020 CDBG funds:

**1. Public Facilities Improvements - \$508,017.00**

- Borough of Emmaus – Curb Cuts: \$32,000.00
- Borough of Fountain Hill – Rescue Pumper Purchase: \$200,000.00
- Borough of Slatington – East Church Street Reconstruction: \$91,895.00
- Salisbury Township – Sanitary Sewer Rehabilitation: \$45,522.00
- Whitehall Township – Curb Cuts: \$138,600.00

**2. Housing – \$333,085.00**

- Community Action Committee of the Lehigh Valley (CACLV) – Roof & HVAC Emergency Replacement Program: \$183,085.00
- County of Lehigh – County-Wide Housing Rehabilitation Program (CWHR): \$150,000.00

**3. Public Services – \$189,533.00**

- Catholic Charities – Self-Sufficiency & Intervention Program: \$29,700.00
- Coalition for Appropriate Transportation – Adult Bicycle Commuter Program: \$18,395.00
- Communities in Schools of the Lehigh Valley – School-to-Career Program: \$25,000.00
- Lehigh Carbon Community College – Job Training Scholarships: \$25,000.00
- Lehigh Carbon Community College Foundation – ESL for Communication Success: \$6,000.00
- Lehigh Valley Center for Independent Living – People Living in Accessible Community Environments (PLACE) Program: \$25,000.00
- Meals on Wheels – Staff Salaries: \$20,000.00
- New Bethany Ministries – Staff Salaries of Representative Payee Program: \$15,438.00
- North Penn Legal Services – LMI Legal Help: \$10,000.00
- The Literacy Center – ESL & ABE Courses: \$15,000.00

#### **4. Administration – \$257,658.00**

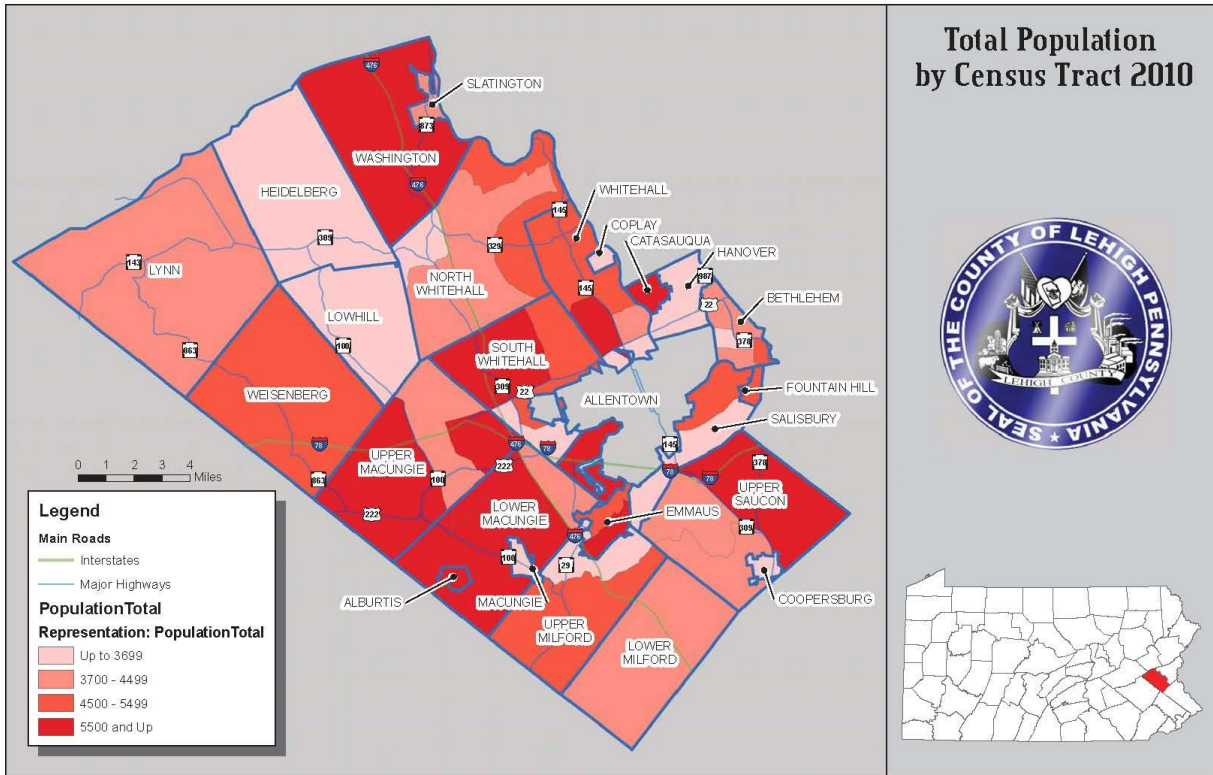
- Administration – General administration, oversight, and planning: \$247,658.00
- Third Street Alliance – LVRHAB Coordinator: \$10,000.00

**Total: \$1,288,293.00**

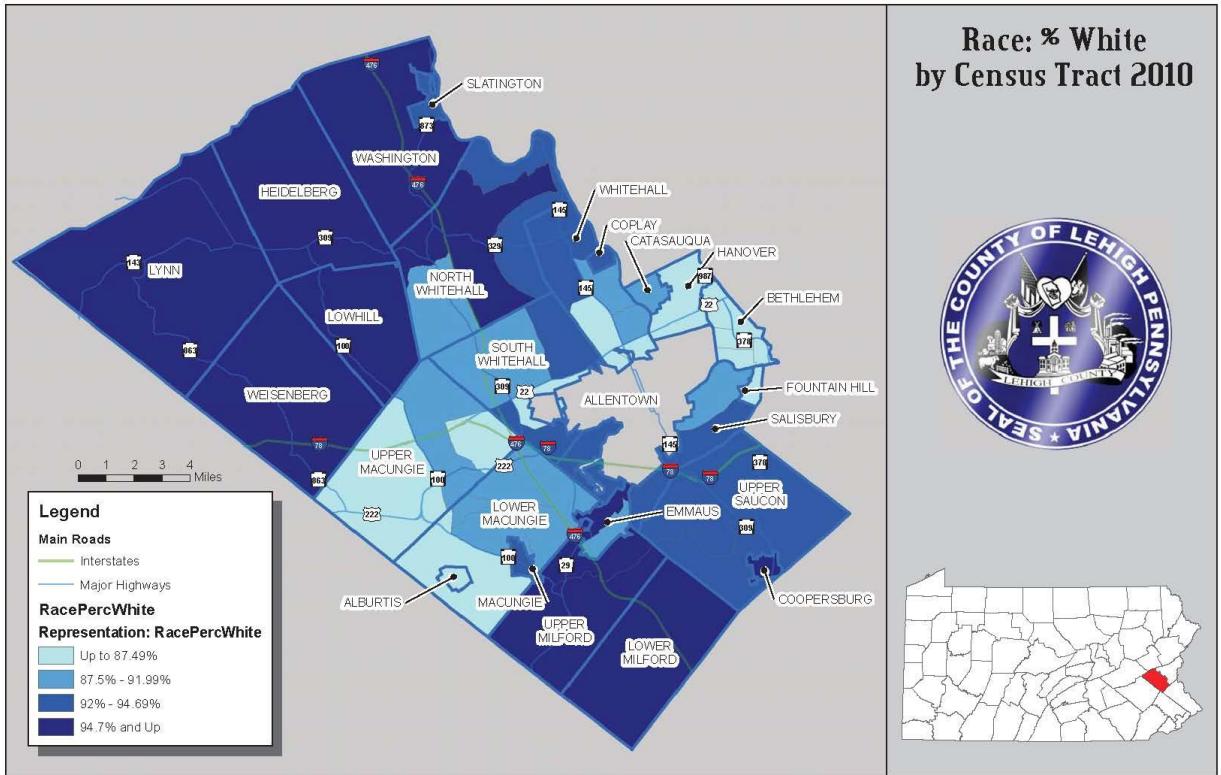
#### **Maps:**

Included in the Exhibits Section are the following maps which illustrate the demographic characteristics of Lehigh County at the time of the 2010 U.S. Census:

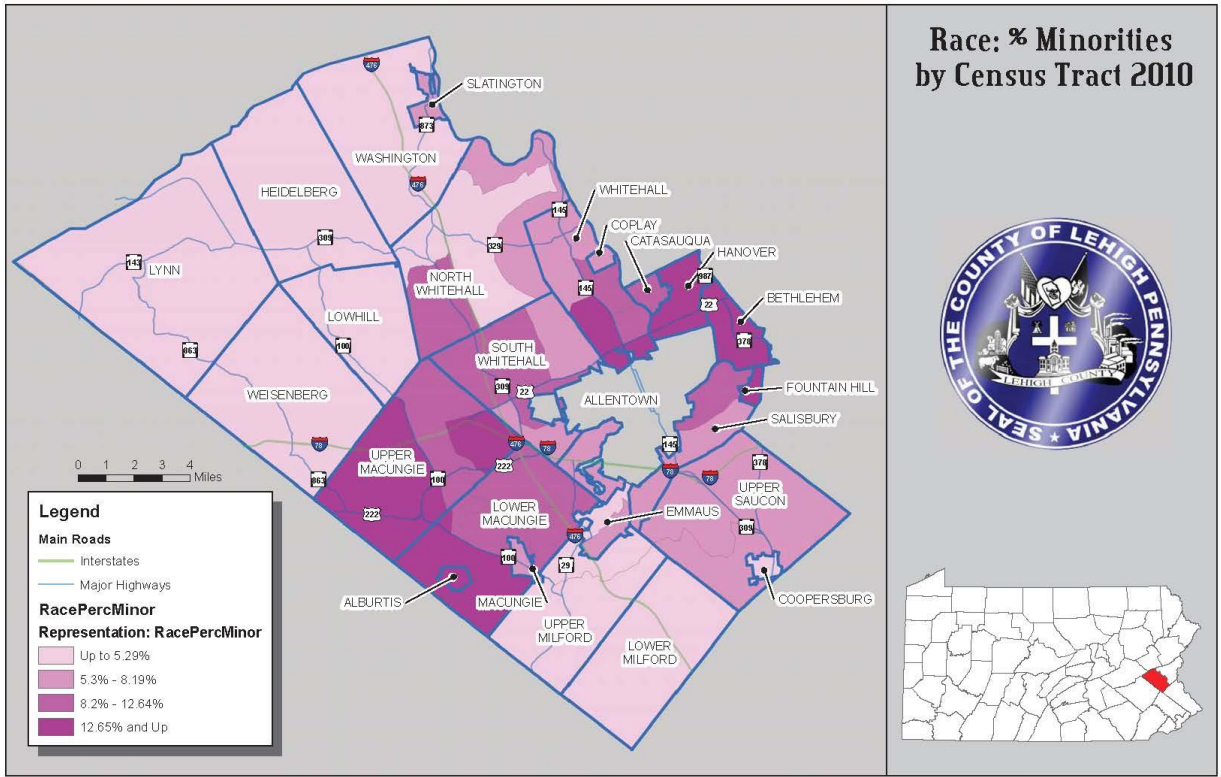
- Total Population by Census Tract Map
- Percentage of White Population by Census Tract Map
- Percentage of Minority Population by Census Tract Map
- Percentage of Hispanic Population by Census Tract Map
- Percentage of Population Ages 65 and Over by Census Tract Map
- Total Housing Units by Census Tract Map
- Percentage of Owner-Occupied Housing Units by Census Tract Map
- Percentage of Renter-Occupied Housing Units by Census Tract Map
- Low- and Moderate-Income by Block Group Map
- Low- and Moderate-Income by Block Group Map with Project Locations



## 1. Total Population by Census Tract 2010

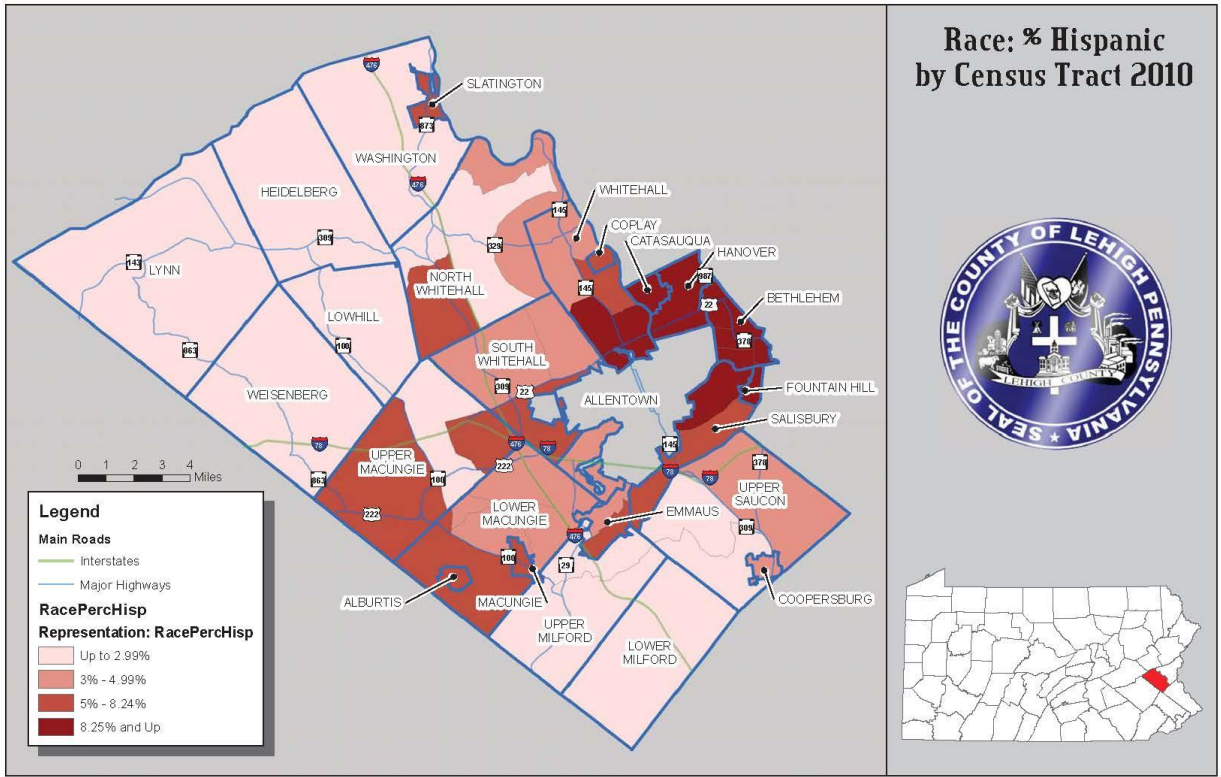


## 2. Race - Percent White by Census Tract 2010



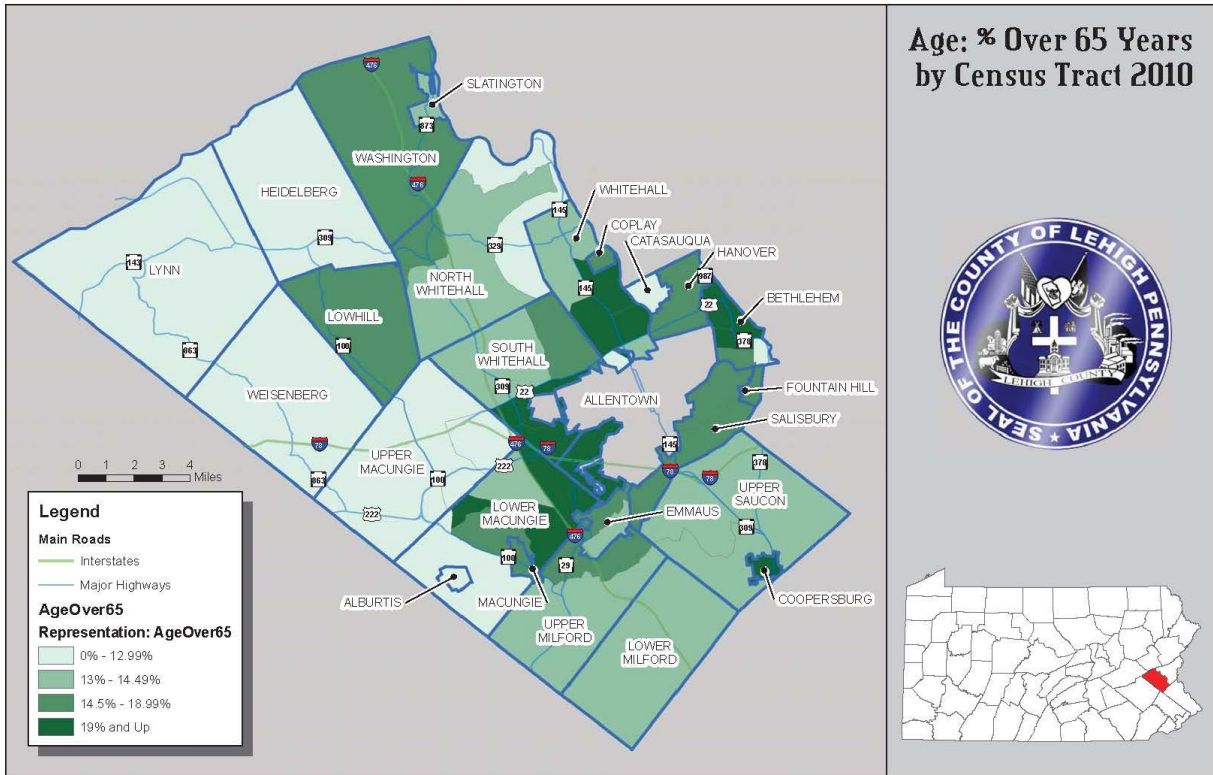
### 3. Race - Percent Minorities by Census Tract 2010



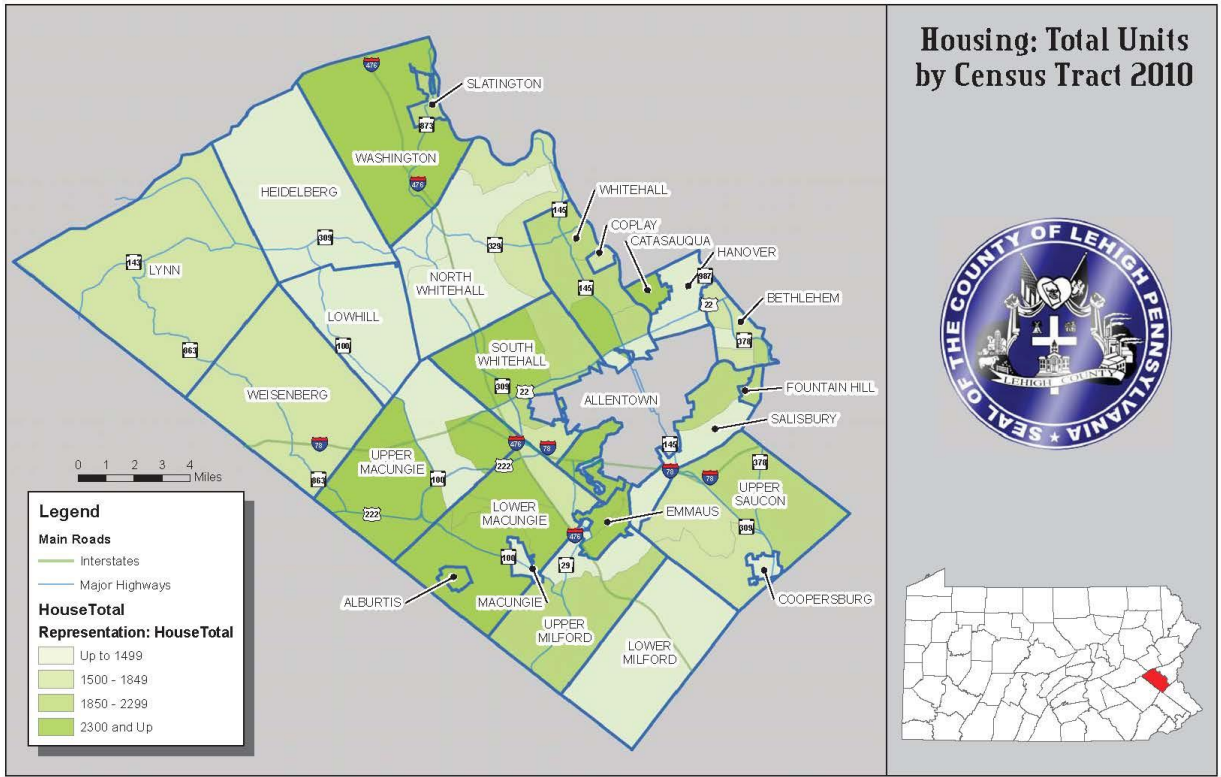


#### 4. Race - Percent Hispanic by Census Tract 2010

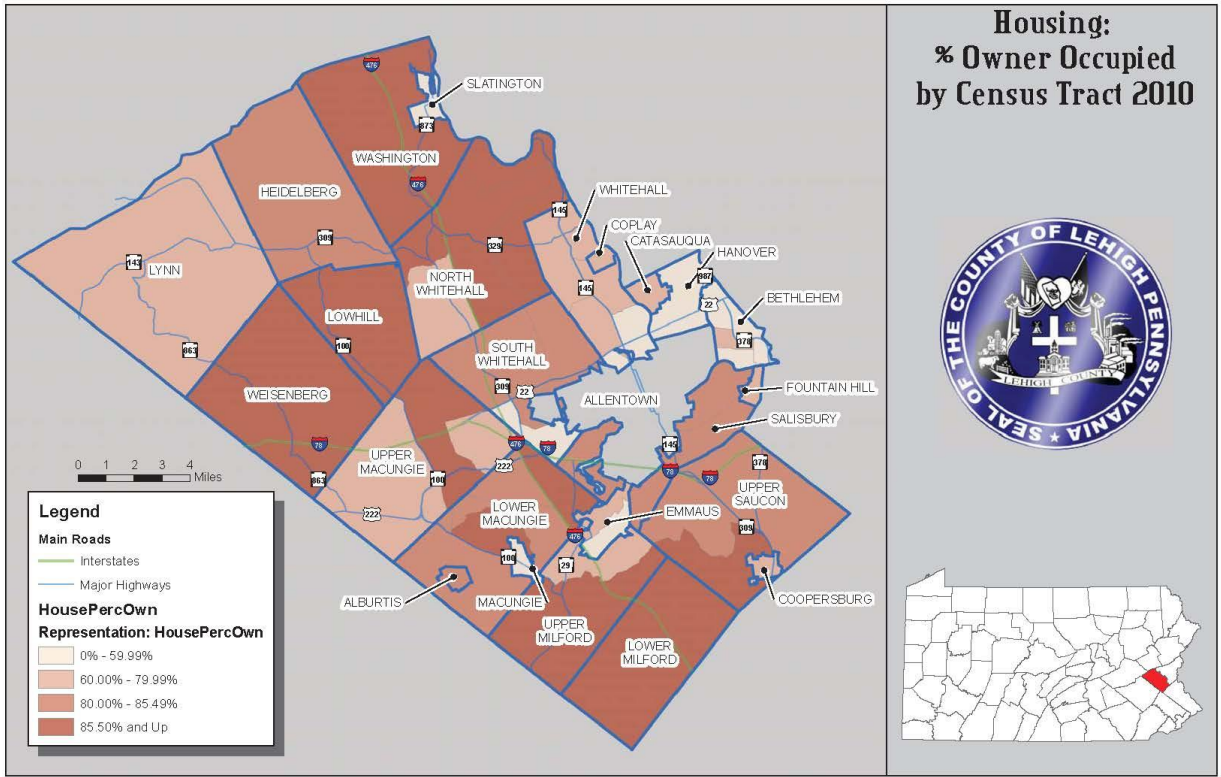




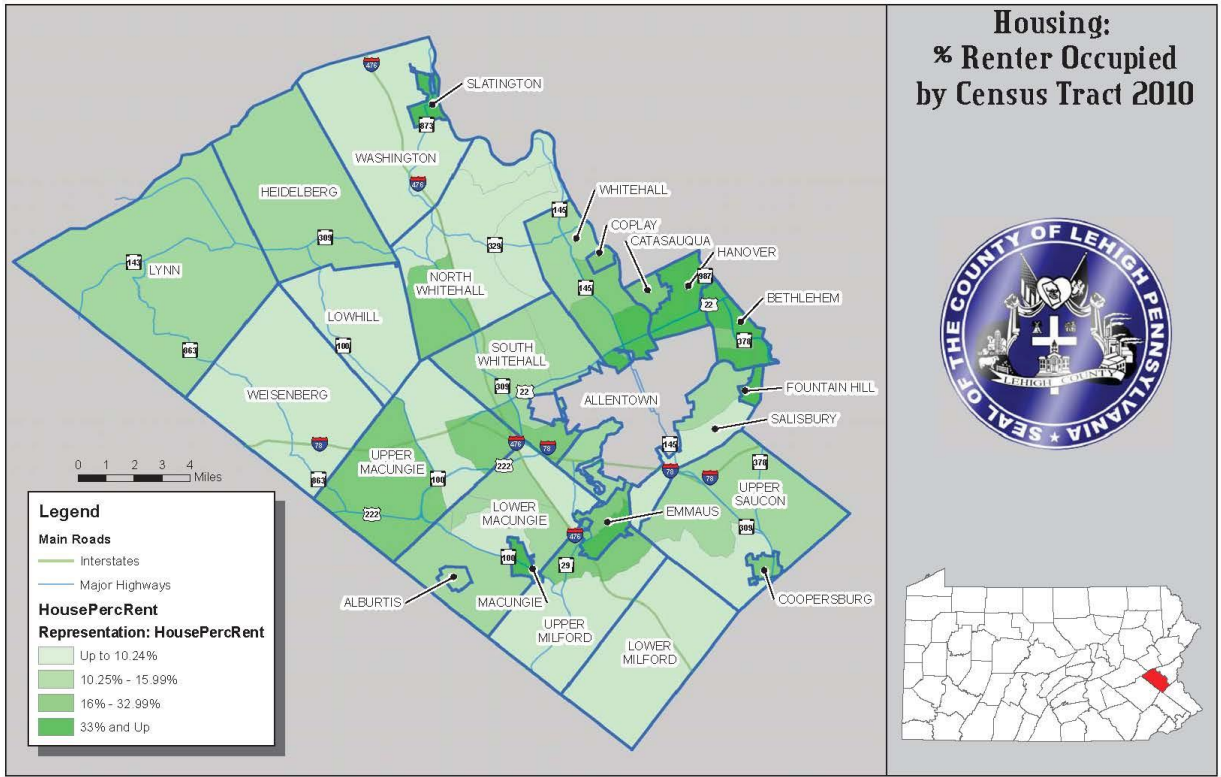
### 5. Age - Percent Over 65 Years by Census Tract 2010



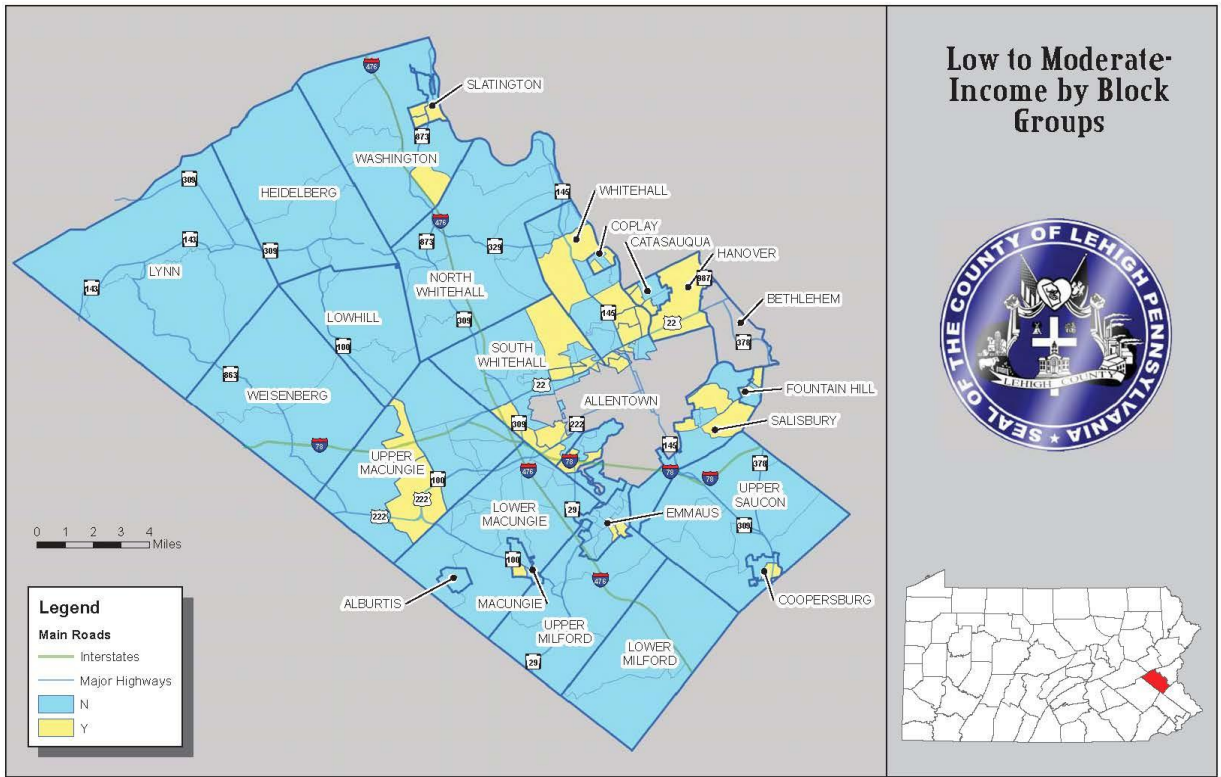
## 6. Housing - Total Units by Census Tract 2010



## 7. Housing - Percent Owner Occupied by Census Tract 2010

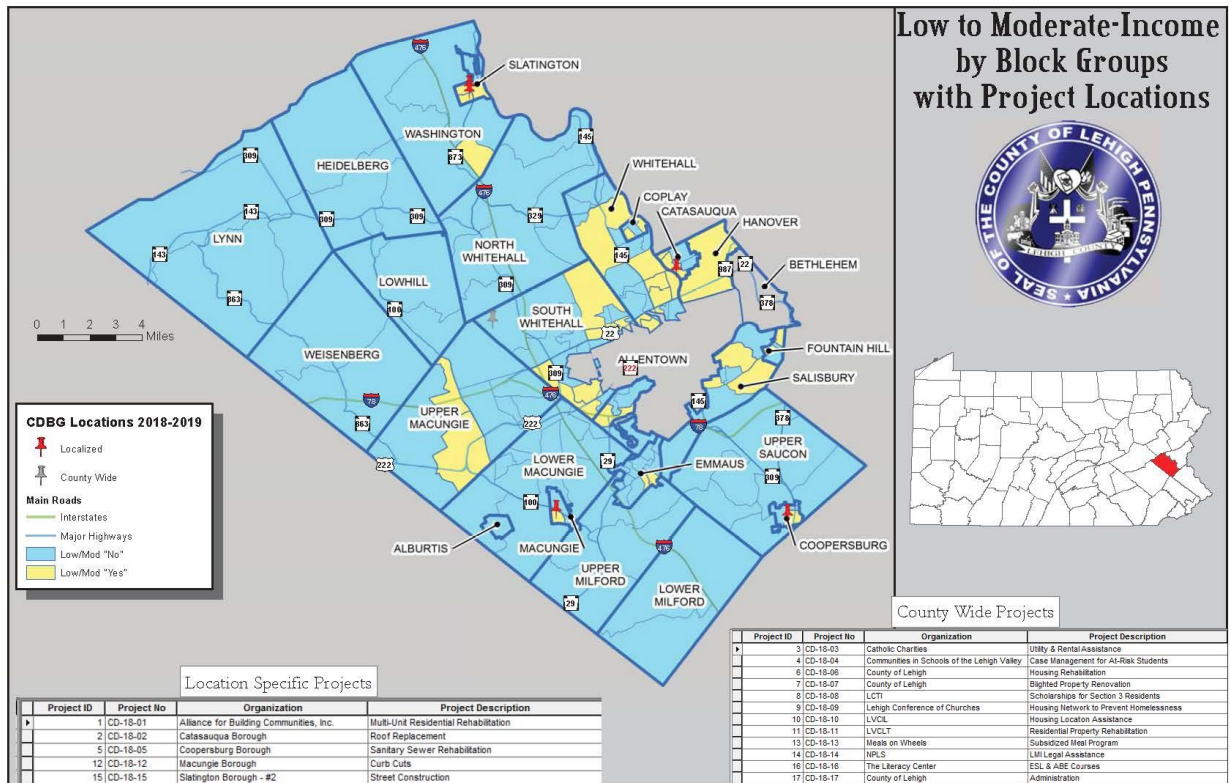


## 8. Housing - Percent Renter Occupied by Census Tract 2010



**9. Low to Moderate-Income by Block Groups**





## 10. Low to Moderate-Income by Block Groups with Project Locations

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

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

The goal of Lehigh County is to improve the quality of life for County residents by funding improvements to public facilities and infrastructure, providing public services, and by retaining and increasing the supply of affordable housing units for both owner occupants and renters. During the FY 2020 CDBG Program Year, the County proposes to address the following priority need categories identified in its Five Year Consolidated Plan:

### GOAL: HOUSING STRATEGY - HSS

**HSS-3: Housing Rehabilitation** – Promote and assist in the preservation of existing owner- and renter-occupied housing stock in the County.

The County's objectives to meet this goal are:

**Five year:**

- Rehabilitate 15 owner-occupied housing units.

**Annual:**

- Rehabilitate eighteen (18) owner-occupied housing units for low- and moderate-income families.

**HSS-6: Fair Housing-** Affirmatively further fair housing by promoting fair housing choice throughout Lehigh County.

The County's objectives to meet this goal are:

**Five year:**

- Provide services to help 205 low- to moderate-income clients in Lehigh County.

**Annual:**

- Provide free housing-related legal help to 40 low- to moderate-income clients in Lehigh County, including 2 housing outreach sessions.

**GOAL: HOMELESS STRATEGY- HOM**

**HOM-1: Housing** - Promote and assist in developing housing opportunities for homeless persons, families, and those who are at-risk of becoming homeless.

The County's objectives are:

**Five year:**

- Provide rent and utility assistance to 125 households to prevent homelessness.
- Prevent homelessness through effective discharge planning from publicly-funded institutions.

**Annual:**

- Provide rent and utility assistance to twenty-five (25) households to prevent homelessness.



## **GOAL: COMMUNITY DEVELOPMENT STRATEGY - CDS**

Community Development Block Grant (CDBG) funds are directed to local municipalities to improve the quality of life in low-income areas through infrastructure and public facility improvements.

### **CDS-1: Community Facilities**

The County's objectives are:

**Five Year:** Assist municipalities with projects of community significance

- Parks and recreation improvements (3 projects)
- Other municipal projects (?? projects)

**Annual:**

- Purchase rescue pumper for borough (1 project)

### **CDS-2: Infrastructure**

The County's objectives are:

**Five Year:** Assist municipalities with projects of community significance

- Clearance and demolition (2 units)
- Sewer, water improvements (8 projects)
- Storm sewer improvements (5 projects)
- Sidewalk improvements, including handicap accessibility (10 projects)
- Street improvements (5 projects)

**Annual:**

- Sanitary sewer rehabilitation (?? People) or project?
- Street reconstruction (?? People) or project?

### **CDS-3: Public Services**

The County's objectives are:

**Five Year:** Assist human service organizations to provide essential services to at-risk populations

- Homeless prevention services

- Housing referral and counseling for the disabled
- Literacy and English as a Second Language education
- Subsistence services
- Fair Housing outreach, education, and advocacy

**Annual:** Assist human service organizations provide essential services to at-risk populations

- Provide rent and utility assistance to prevent homelessness (25 households)
- Provide bicycles, necessary safety equipment, and traffic training as a low-cost method of transportation to work (50 people)
- Case management services for at-risk students (20 people)
- Scholarships to seek certifications in high demand career fields (5 people)
- ESL class targeted at parents of students (30 people)
- Housing referral and counseling for the disabled (50 people)
- Subsistence services staff salaries for meal program (75 people)
- Staff salaries for rep. payee program (10 people)
- Fair Housing outreach, education, and advocacy (40 people)
- Literacy and English as a Second Language education (30 people)

**CDS-4: Accessibility**

The County’s objectives are:

**Five Year:** ??

**Annual:**

- Removal of architectural barriers in the public rights-of-way by installing curb cuts and ramps, which meet ADA handicap accessibility requirements (?? Curb cuts)—Emmaus and Whitehall

**APM-1: Coordination**

The County’s objectives are:

**Five Year:** ??

**Annual:**

- Administer CDBG program
- LVRHAB Coordinator

**APM-2: Planning**

The County's objectives are:

**Five Year:**

**Annual:**

- None

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

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

Lehigh County has a good performance record with HUD and regularly meets its established performance standards. Each year the County prepares a Consolidated Annual Performance and Evaluation Report (CAPER). This report is submitted to HUD within ninety (90) days after the start of the next program year. Copies of the FY 2018 CAPER are available for review at the Lehigh County Department of Community and Economic Development Offices and also on the County website. The FY 2018 CAPER, which was the final CAPER for the FY 2012-2016 (plus two extensions) Five Year Consolidated Plan, was submitted to HUD on December 30, 2019. HUD approved the FY 2018 CAPER by electronic mail dated March 5, 2020. In the FY 2018 CAPER, Lehigh County expended 99.41% of its CDBG funds to benefit low- and moderate-income persons. The County expended \$139,328.81(13.23%) of its funds during the FY 2018 CAPER period on public services, which is below the statutory maximum of 15%. The County obligated \$245,439.00 (19.66%) of its funds during this CAPER period on Planning and Administration, which meets the 20% regulatory cap. As of August 2, 2019, Lehigh County was under the required 1.5 maximum drawdown ratio with a ratio of 1.09.

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

**Summary from citizen participation section of plan.**

The Annual Action Plan is made up of multiple components, which include: funding applications from municipalities, social service agencies, and housing organizations; citizen participation comments; and the development of the Annual Action Plan.

Each item of the plan primarily benefits the low- and moderate-income population in Lehigh County. Lehigh County has an approved Citizen Participation Plan, as required by HUD, which is on file with HUD and at the Lehigh County Department of Community and Economic Development. The County abided by its Citizen Participation Plan in the preparation and development of the FY 2020 Annual Action Plan.

The first step of the planning process for the FY 2020 Annual Action Plan started with the distribution of applications for CDBG funds. On Thursday, March 12, 2020 the Department of Community and Economic

Development distributed the FY 2020 CDBG Requests for Funding to local municipalities and non-profit agencies/organizations. These were due back to the County by 4:00 PM on Monday, May 4, 2020. Information was also available on the Lehigh County Department of Community and Economic Development's website.

The County held two (2) public hearings to obtain resident input on the needs of Lehigh County. The needs public hearing notice was published on Monday, February 10, 2020 in "The Morning Call," and the needs public hearing notice was posted on the County's website and emails were sent to local municipalities and non-profit agencies/organizations. The first needs hearing was held on Monday, March 23, 2020 at 2:00 PM and the second needs hearing was held on Thursday, March 26, 2020 at 5:30 PM; both hearings were held by way of a conference call. At these public hearings, residents had the opportunity to give their input and their thoughts on the housing, community development, and economic development needs in Lehigh County and how the CDBG funds should best be spent to benefit low- and moderate-income persons.

The Final Public Hearing Notice was published on Friday, July 10, 2020. At the Public Hearing, held on Monday, August 3, 2020 at 2:00 PM, the residents were given the opportunity to comment on the "draft" version of the FY 2020 Annual Action Plan and which projects/activities would be funded with FY 2020 CDBG funds.

The FY 2020 Annual Action Plan was on public display beginning July 10, 2020 through August 8, 2020 at the following locations in the County and on the County's website (<http://www.lehighcounty.org/>):

- **Lehigh County Department of Community and Economic Development** - Lehigh County Government Center, 17 South 7th Street, Allentown, PA 18101
- **Catasauqua Public Library** - 302 Bridge Street, Catasauqua, PA 18032
- **Coplay Library** - 49 South 5th Street, Coplay, PA 18037
- **Emmaus Public Library** - 11 East Main Street, Emmaus, PA 18049
- **Lower Macungie Library** - 3400 Brookside Road, Macungie, PA 18062
- **Parkland Community Library** - 4422 Walbert Avenue, Allentown, PA 18104
- **Slatington Library** - 650 Main Street, Slatington, PA 18080
- **Southern Lehigh Public Library** - 3200 Preston Lane, Center Valley, PA 18034
- **Whitehall Township Public Library** - 3700 Mechanicsville Road, Whitehall, PA 18052

#### **Schedule:**

The following schedule was used in the preparation of the FY 2020 Action Plan:

- **Resident, provider, and stakeholder consultation** - March 12, 2020 through August 8, 2020
- **Applications to request CDBG funds were made available** - March 12, 2020
- **Posting and emails were sent for the Needs Public Hearing** – March 12, 2020

- **Published the Needs Public Hearing Notice** - February 10, 2020
- **First Needs Public Hearing** - March 23, 2020
- **Second Needs Public Hearing** - March 26, 2020
- **CDBG Pre-Application Consultation and Review Period Ends** - April 27, 2020
- **CDBG Funding Requests due to Lehigh County** - May 4, 2020
- **Published the Final Public Hearing Notice** - July 10, 2020
- **FY 2020 Annual Action Plan on display; begin 30-day public comment period** - July 10, 2020
- **Final Public Hearing** - August 3, 2020
- **End 30-day public comment period** - August 8, 2020
- **Submission of Annual Plan to HUD** - On or before August 15, 2020
- **Program Year Begins** - October 1, 2020

## 5. Summary of public comments

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

Lehigh County recorded public comments at the two (2) public hearings on the needs of the County. There were two (2) attendees and two (2) Lehigh County Department of Community and Economic Development (DCED) staff members present at the first session of the first public hearing on Monday, March 23, 2020. A meeting summary can be found in the Appendices. There were zero (0) participants and two (2) Lehigh County DCED staff members at the second session of the first public hearing held on Thursday, March 26, 2020. A meeting summary can be found in the Appendices. All comments were accepted. There were TBA (?) participants and TBA (?) Lehigh County DCED staff members at the second public hearing on August 3, 2020 regarding the Draft version of the plan. A meeting summary can be found in the Appendices. All comments were accepted.

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

All of the previous comments were accepted, and the requests for funding were incorporated into the FY 2020 CDBG Program. Of the nineteen (19) funding applications received in FY 2020, sixteen (16) were funded.

There were three (3) funding applications that were not approved for FY 2020 funds. Of the projects not funded, two (2) were public facility improvements: The Borough of Slatington – Street Reconstruction – W. South Street project was not funded, as W. South Street project is not located in a low- to moderate-income area. The application for the Borough of Slatington’s E. Franklin Street Reconstruction was not funded because the project is a patchwork reconstruction of the street. However, this Borough’s first priority application was approved for funding.

Finally, the last project that was not funded was Lehigh Career & Technical Institute's (LCTI) scholarship program for low- to moderate-income individuals to attain a certification in a high demand field. LCTI has unspent funding from the 2018 and 2019 program years.

## 7. Summary

The FY 2020 Annual Action Plan for Lehigh County includes the County's CDBG Program and outlines which activities the County will undertake during the program year beginning October 1, 2020 and ending September 30, 2021. This is the County's second year of its Five Year Consolidated Plan.

During the FY 2020 Program Year, Lehigh County, Pennsylvania anticipates the following Federal financial resources:

- |                       |                 |
|-----------------------|-----------------|
| • FY 2020 CDBG Funds  | \$ 1,288,293.00 |
| • CDBG Program Income | \$ <u>0.00</u>  |

**Total: \$ 1,288,293.00**

During the FY 2020 CDBG Program Year, Lehigh County proposes to address the following priority need categories from its Five Year Consolidated Plan:

- **Housing Strategy Goal** - retain the existing housing stock, development of affordable housing, and homebuyer assistance.
- **Homeless Strategy Goal** - homelessness prevention, services, shelter and transitional housing, permanent housing, and non-homeless special needs.
- **Community Development Strategy Goal** - public facilities and infrastructure, economic development, and public services.
- **Administration and Planning**

A "draft" of the FY 2020 Annual Action Plan was placed on display at the Lehigh County Government Center and on the County's website, which is the location of the Department of Community and Economic Development offices at 17 South Seventh Street, Allentown, PA, as well as eight (8) regional libraries for public review. The display period started on Friday, July 10, 2020 through Saturday, August 8, 2020 for a 30-day display period. In addition, the County put the draft Plan on its website (<http://www.lehighcounty.org/>). A Final Public Hearing was held on Monday, August 3, 2020 to discuss the proposed activities and solicit citizen comments. All comments were accepted. Upon completion of the 30-day comment period, Lehigh County submitted the FY 2020 Annual Action Plan to the U.S. Department of Housing and Urban Development Philadelphia Office on Wednesday, August 12, 2020.

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

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

Agency Role	Name	Department/Agency
Lead Agency	LEHIGH COUNTY	
CDBG Administrator	LEHIGH COUNTY	Community and Economic Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 2 – Responsible Agencies**

**Narrative (optional)**

The Lehigh County Department of Community and Economic Development is the administrating agency for the CDBG program. The Community and Economic Development Department has four (4) full-time staff members, and one (1) part-time staff members, and a planning consulting firm to help assist with the oversight and compliance of the CDBG and housing programs. The Department of Community and Economic Development prepares the Five Year Consolidated Plan, Annual Action Plans, ERRs, and the Consolidated Annual Performance and Evaluation Reports (CAPER), draws down funds for invoices, performs contract administration, and oversees the program on a day-to-day basis. Sub-recipients are monitored on an annual basis for compliance, or more often as needed, and are provided with technical assistance as needed.

**Consolidated Plan Public Contact Information**

**Contact Person:** Mr. Frank Kane, Director for the Lehigh County Department of Community and Economic Development

**Address:** Lehigh County Government Center, 17 South 7th Street, Allentown, PA 18101

**Phone:** (610) 782-3304



**Fax:** (610) 871-2755

**Email:** FrankKane@lehighcounty.org

**Website:** <http://www.lehighcounty.org/>

DRAFT

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

### **1. Introduction**

While preparing the FY 2020 Annual Action Plan, Lehigh County consulted with the Lehigh County Housing Authority, local municipalities, non-profit agencies/organizations, and members of the Eastern Pennsylvania CoC - Lehigh Valley Regional Homeless Advisory Board, which includes the following two (2) counties: Lehigh and Northampton.

The Eastern Pennsylvania CoC serves and acts as the oversight and planning body for preventing and ending homelessness for the CoC general membership body. Lehigh County is a member of the Lehigh Valley Regional Homeless Advisory Board (LV-RHAB) under the Eastern PA CoC. The Board comprises a diverse set of representative stakeholders throughout Lehigh and Northampton Counties. The Board sets policy based on the knowledge and experience of its members. The Board also sets priorities and makes funding decisions.

Other members of the Board consist of the social service agencies, shelter providers, etc., that serve residents in the region. Coordination of the programs and funds is accomplished by the CoC Board for chronically homeless individuals and families, families with children, veterans, and unaccompanied youth, along with the administration of the HMIS System.

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

Lehigh County works with the following agencies to enhance coordination:

- **Lehigh County Department of Community and Economic Development** - oversees the CDBG program.
- **Lehigh County Housing Authority** - oversees the Section 8 Housing Choice Voucher Program, improvements to public housing communities, and the development of scattered site affordable housing.
- **Social Services Agencies** - the County provides funds to address the needs of low- and moderate-income persons.
- **Housing Providers** - the County provides funds to rehabilitate and develop affordable housing for low- and moderate-income families and individuals.
- **Lehigh Valley Regional Homeless Advisory Board** - oversees the Continuum of Care Network for Eastern Pennsylvania CoC - Lehigh Valley Regional Homeless Advisory Board for the following counties: Lehigh and Northampton.

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

Lehigh County is a member of the Lehigh Valley Regional Homeless Advisory Board (LV-RHAB) under the Continuum of Care Network for Eastern Pennsylvania (Eastern PA CoC). The Eastern PA CoC is administered by the Pennsylvania Department of Community and Economic Development (PA-DCED). Lehigh County's Department of Community and Economic Development staff attends the local CoC meetings and acts as the County's representative. The County coordinates its activities with the Continuum of Care and supports its applications for funds. The County helps the Eastern Pennsylvania CoC to address homelessness by working together to develop a framework to deliver housing and services to the homeless.

The RHAB identifies regional and local homeless issues; coordinates regional planning; identifies regional housing gaps and needs, strategies, and priorities; provides input for Supportive Services for Veteran Families (SSVF) and Emergency Solutions Grants (ESG) applications; participates in completion of the CoC application; monitors Homeless Management Information Systems (HMIS) participation and implementation; and coordinates and follows-up on the Point in Time (PIT) count and Annual Homeless Assessment Report (AHAR). Lehigh County is a member of the Lehigh Valley Regional Homeless Advisory Board (RHAB), which also includes Northampton County. Many of the homeless resources in Lehigh and Northampton Counties are utilized by residents of both Counties. The Lehigh Valley RHAB Co-Chairs are currently representatives of Catholic Charities in Allentown, PA, which is located in Lehigh County and the Third Street Alliance in Easton, PA, which is located in Northampton County.

The CoC solicits and considers a wide range of opinions through the five (5) Regional Homeless Advisory Boards' (RHABs) monthly meetings and semi-annual full CoC meetings. Both forums provide opportunities for persons to provide input and assistance in ending homelessness. The RHAB Chairs represent multiple interest groups including: CDBG Jurisdictions, Public Housing Authorities, domestic violence service providers, Veterans, youth service providers, Community Action Partnerships (CAP), homeless service providers, and faith-based organizations.

Most of the Eastern PA CoC comes under the State Consolidated Plan developed by PADCED, however, there are twelve (12) additional Consolidated Plan Jurisdictions representing the more populated areas of the Lehigh Valley and Cumberland County, plus cities. PADCED uses web-based forums to meet with Regional Housing Advisory Committees (RHACs). RHAC meetings are held annually and generally last two (2) hours. The RHACs include state grantees, housing officials, developers, non-profits, CoC Chairs, and PADCED staff. Also, as part of the citizen participation process, members of the CoC receive notice of public meetings, documents available for review, and citizen comment periods. The County and City Consolidated Plan Jurisdictions follow the Con Plan guidelines for consultation, including interviews, surveys, and focus groups with stakeholders knowledgeable about homelessness in their communities.

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

Most of the Eastern PA CoC ESG funding is allocated by PADCED. The CoC participated in developing priorities, target populations, outcome measures, and evaluation processes for ESG under HEARTH, including prioritizing Rapid Re-Housing (RRH) for 45% of funds (excluding emergency shelters, outreach, and administration). Since then, the CoC has provided input on ESG funding decisions and project scoring based on knowledge of projects, capacity of applicants and participation in CoC planning. PADCED, as the Collaborative Applicant and HMIS Lead, has access to Point in Time and Homeless Management Information System (HMIS) data. PADCED convened a Data Committee composed of CoC members to review and analyze quarterly CoC performance reports for establishing benchmarks and data driven performance standards for outcome evaluation and funding decisions.

The CoC finalized a Monitoring Plan in June 2017 which sets performance standards and outlines a process for evaluating the outcomes of projects receiving both CoC and ESG funding. This process will be carried out by the CoC's Data Committee, the five RHABs, and the Governing Board.

The CoC and the HMIS Lead work together to assess data quality throughout the CoC. This includes working on Annual Homeless Assessment Report (AHAR) submission, the PIT count, project review/ranking, and working with individual programs while completing their Annual Performance Reports (APRs). The CoC continues to work towards increasing the bed coverage percentage in HMIS. According to the Eastern PA CoC, the largest overall barrier to HMIS-participation remains non-HUD funded volunteer and faith-based operated projects and VA-funded projects, such as VASH. Additional outreach to volunteer and faith-based organizations will occur through the implementation of coordinated entry. Increased engagement and education among these groups should lead to increased HMIS participation. The CoC will work with Veterans to improve participation among VA-funded projects.

In addition, the CoC works closely with the HMIS Lead Agency on the HMIS policies and procedures. Specifically, many system modifications have been made in order to create the infrastructure for implementation of Coordinated Entry.

The HMIS Lead Agency maintains the CoC's Governance Charter for HMIS, the HMIS Privacy and Security Plan, the HMIS Data Quality and Functionality Plan, and the MOU with the CoC. These documents are reviewed and approved by the CoC's Governing Board.

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

**Table 3 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	LEHIGH COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Service-Fair Housing Other government - County Regional organization Planning organization Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lehigh County Department of Community & Economic Development submitted a funding request for the County-wide Housing Rehabilitation Program. The County continues to provide this program throughout the county each year. The program was funded in FY 2020.
2	<b>Agency/Group/Organization</b>	Lehigh County Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services-Persons with Disabilities Other government - County Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lehigh County Housing Authority was contacted and presented the housing needs of very low-income persons.

3	<b>Agency/Group/Organization</b>	North Penn Legal Services
	<b>Agency/Group/Organization Type</b>	Housing Services-Education Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	North Penn Legal Services was contacted and submitted a request for continued funding for fair housing activities and legal aide to LMI residents. The County reviewed the application and funded the activity because it met the goals and objectives as outlined in the County's Five Year Consolidated Plan.
4	<b>Agency/Group/Organization</b>	Lehigh Valley Regional Homeless Advisory Board (LV-RHAB)
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Services-Health Service-Fair Housing Regional organization Planning organization Correction Institutions
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	<p>Lehigh Valley Regional Housing Advisory Board was contacted to determine the needs of the homeless in Lehigh County. The County is a member of the Board and is part of the ongoing discussions on how to assist the homeless.</p> <p>The Third Street Alliance was contacted and submitted a request for funding of a LV RHAB Coordinator to provide a match source to their Northampton County grant to provide administrative funding to the LVRHAB to support efforts of the CoC.</p>
5	<b>Agency/Group/Organization</b>	Lehigh Valley Planning Commission
	<b>Agency/Group/Organization Type</b>	Other government - County Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lehigh Valley Planning Commission was contacted to determine the planning needs in Lehigh County. The County did not receive any comments on the Annual Action Plan.
6	<b>Agency/Group/Organization</b>	Lehigh Career & Technical Institute
	<b>Agency/Group/Organization Type</b>	Services-Education Regional organization Schools
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lehigh Career & Technical Institute was contacted about the needs of low income residents. Lehigh Career & Technical Institute (LCTI) continues to provide scholarships to low- to moderate-income individuals for high demand fields using previous years' CDBG funding. The County did not fund this project in FY 2020.
7	<b>Agency/Group/Organization</b>	COMMUNITIES IN SCHOOLS OF THE LEHIGH VALLEY
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Other government - County Regional organization Schools
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Communities in Schools was contacted and submitted a request for funding, in collaboration with LCTI, to continue its program for case management and assistance for low-income students enrolled in the Lehigh Career and Technical Institute. The County funded the activity in FY 2020.

8	<b>Agency/Group/Organization</b>	Lehigh Valley Center for Independent Living
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	LVCIL was contacted and submitted a request for continued funding for housing location assistance. The County reviewed the application and funded the activity because it met the goals and objectives as outlined in the County's Five Year Consolidated Plan.
9	<b>Agency/Group/Organization</b>	The Literacy Center
	<b>Agency/Group/Organization Type</b>	Services-Education Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Literacy Center was contacted and submitted a request for continued funding for ESL, GED and ABE instruction. The County reviewed the application and funded the activity because it met the goals and objectives as outlined in the County's Five Year Consolidated Plan.
10	<b>Agency/Group/Organization</b>	EPISCOPAL MINISTRIES OF THE DIOCESE OF BETHLEHEM, INC./D.B.A. New Bethany Ministries
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	New Bethany Ministries provided information on housing and community development needs in Lehigh County. New Bethany Ministries submitted an application for funding for staff of the representative payee program. The County funded the activity in FY 2020.
11	<b>Agency/Group/Organization</b>	Lehigh Valley Community Land Trust (a part of CACLV)
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Other government - County Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	<p>Lehigh Valley Community Land Trust (LVCLT) provided information on housing and community development needs in Lehigh County. LVCLT submitted and received FY 2019 funding for rehabilitation of existing residential properties and resale to low- and moderate-income households. The County is a member of the Board and is part of the ongoing discussions on how to provide housing in the County.</p> <p>CACLV</p> <p>Submitted an application for funding for roof and HVAC emergency replacement program for LMI homeowners. The County funded the activity in FY 2020.</p>
12	<b>Agency/Group/Organization</b>	CATHOLIC CHARITIES
	<b>Agency/Group/Organization Type</b>	<p>Services-homeless</p> <p>Regional organization</p> <p>Planning organization</p>
	<b>What section of the Plan was addressed by Consultation?</b>	<p>Homeless Needs - Chronically homeless</p> <p>Homeless Needs - Families with children</p> <p>Homelessness Needs - Veterans</p> <p>Homelessness Needs - Unaccompanied youth</p> <p>Homelessness Strategy</p>
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Catholic Charities provided information on homeless and special needs in Lehigh County. Catholic Charities submitted an application for funding for rent and utility assistance, and was funded in FY 2020.
13	<b>Agency/Group/Organization</b>	Meals on Wheels of the Greater Lehigh Valley
	<b>Agency/Group/Organization Type</b>	<p>Services-Elderly Persons</p> <p>Services-Health</p> <p>Regional organization</p> <p>Planning organization</p>

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meals on Wheels provided information on elderly, disabled, and special needs in Lehigh County. Meals on Wheels submitted an application to continue funding for a meal delivery program and was funded in FY 2020.
14	<b>Agency/Group/Organization</b>	Emmaus Borough
	<b>Agency/Group/Organization Type</b>	Other government - Local Community Development
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Emmaus Borough was contacted to determine the needs for the Borough. The Borough submitted a funding request for curb cuts and was funded in FY 2020.
15	<b>Agency/Group/Organization</b>	Fountain Hill Borough
	<b>Agency/Group/Organization Type</b>	Other government - Local Community Development
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Fountain Hill Borough was contacted to determine the needs for the Borough. The Borough submitted a funding request for a rescue pumper purchase and was funded in FY 2020.
16	<b>Agency/Group/Organization</b>	Salisbury Township
	<b>Agency/Group/Organization Type</b>	Other government - Local Community Development

	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Salisbury Township was contacted to determine the needs for the Township. The Township submitted a funding request for sanitary sewer rehabilitation and was funded in FY 2020.
17	<b>Agency/Group/Organization</b>	Slatington Borough
	<b>Agency/Group/Organization Type</b>	Other government - Local Community Development
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Slatington Borough was contacted to determine the needs for the Borough. The Borough submitted three (3) funding requests. One (1) request for East Church Street reconstruction was funded in FY 2020.
18	<b>Agency/Group/Organization</b>	Whitehall Township
	<b>Agency/Group/Organization Type</b>	Other government - Local Community Development
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Whitehall Township was contacted to determine the needs for the Township. The Township submitted a funding request for curb cuts and was funded in FY 2020.

19	<b>Agency/Group/Organization</b>	PENNSYLVANIA DEPARTMENT OF HEALTH
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Publicly Funded Institution/System of Care Other government - State Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The County consulted the 2015 Childhood Lead Surveillance Annual Report released by the Pennsylvania Department of Health. The data identified in the Report is incorporated in the Annual Action Plan.

20

Coalition for Appropriate Transportation

Was contacted and provided information on transportation and commuter needs in Lehigh County; Submitted an application for funding for adult bicycle commuter program, and was funded in FY 2020.

21

Lehigh Carbon Community College

Services-Education  
Regional organization  
Schools

Non-Homeless Special Needs  
Economic Development  
Anti-poverty Strategy



22

Was contacted and provided information on educational needs in Lehigh County; Submitted an application for funding for scholarships for LMI individuals to seek certifications in high demand career fields, and was funded in FY 2020.

Lehigh Carbon Community College Foundation

Services-Education

Regional organization

Schools

Non-Homeless Special Needs

Economic Development

Anti-poverty Strategy

Was contacted and provided information on educational needs in Lehigh County; Submitted an application for continued funding for ESL class at Whitehall High School targeted to LMI parents of students for communication success, and was funded in FY 2020.

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

All known types were consulted and contacted during the planning process.

**Describe other local/regional/state/federal planning efforts considered when preparing the Plan.**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Lehigh Valley Regional Homeless Advisory Board	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
Annual and Five Year Capital Plans	Lehigh County Housing Authority	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
2015 Childhood Lead Surveillance Annual Report	PA Department of Health	The data is incorporated in the Annual Action Plan.
Regional Analysis of Impediments to Fair Housing	Lehigh Valley Economic Development Corporation	They are incorporated in the Annual Action Plan.

**Table 4 – Other local / regional / federal planning efforts**

**Narrative (optional)**

Lehigh County consulted and coordinated with various agencies and organizations on both a county-wide and state-wide basis. The culmination of these efforts has resulted in the development of the County's FY 2020 Annual Action Plan.

The Lehigh County Department of Community and Economic Development (DCED) is the administrating agency for the CDBG program. Close coordination is maintained with other County departments, as well as regional organizations such as the Community Action Committee of the Lehigh Valley, Discover Lehigh Valley, Greater Lehigh Valley Chamber of Commerce, Lehigh County Industrial Development Authority, Lehigh Valley Economic Development Corporation, Lehigh Valley Industrial Park, Inc., Lehigh Valley Planning Commission, and the Eastern PA Continuum of Care. Lehigh County Department of Community and Economic Development coordinated with each municipality in Lehigh County as well as various non-profit organizations, such as New Bethany Ministries, Lehigh Valley Community Land Trust, Valley Youth House, Community First Fund, Catholic Charities, Communities in Schools of the Lehigh Valley, Lehigh Career & Technical Institute, Lehigh Valley Center for Independent Living, Meals on Wheels of the Greater Lehigh Valley, North Penn Legal Services, and The Literacy Center. These agencies and others helped aid the planning process. Lehigh County DCED works closely with the Lehigh County Commissioners and County staff to address projects and activities that extend beyond the County limits. The County and the regional agencies have a good working relationship.

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

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

The FY 2020 Annual Action Plan has many components which include citizen participation. These components include the following: applications for funding from CDBG agencies from municipalities/social service and housing organizations, meetings and phone calls with municipalities/social services, and housing agencies/organizations on how to complete the CDBG Applications. In addition, there were two needs hearings held, two (2) readings of the CDBG budget, and a final public hearing to gather public comments on the “draft plan” on public display. All these comments are included in the Annual Action Plan in the Citizen Participation Section of the Plan. Through the citizen participation process, the County uses citizen input to develop how the plan will best serve the needs of the low- and moderate-income population and to reach its goals of the Five Year Consolidated Plan.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	The needs public hearing notice for both hearings was published on Monday, February 10, 2020 in The Morning Call, and the needs public hearing notice was posted on the County's website and emails were sent to local municipalities and non-profit agencies/organizations. The second public hearing notice was published on Friday, July 10, 2020 in The Morning Call.	The proof of publication for the ads are included in the Citizen Participation Appendix of the Annual Action Plan.	None.	Not Applicable.

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing #1	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Agencies/Organizations</p>	<p>The first needs hearing was held on Monday, March 23, 2020, and the second needs hearing was held on Thursday, March 26, 2020. See public hearing comments in the summaries.</p>	<p>See public hearing summaries in the Citizen Participation section of the Plan.</p>	<p>None.</p>	<p><a href="http://www.lehighcounty.org">http://www.lehighcounty.org</a></p>
3	Internet Outreach	<p>Non-targeted/broad community</p>	<p>None.</p>	<p>None.</p>	<p>None.</p>	<p><a href="http://www.lehighcounty.org">http://www.lehighcounty.org</a></p>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Email Blast	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Agencies/Organizations</p>	<p>The email blast was sent out on March 12, 2020 and March 26, 2020. Municipalities and agencies/organizations submitted applications for funding and provided comments at the public hearings.</p>	<p>Of the nineteen (19) funding applications received in FY 2020, sixteen (16) were funded. Lehigh County needs were addressed through the funded projects.</p>	None.	Not Applicable.

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies/Organizations	The second public hearing notice was published in The Morning Call on Friday, July 10, 2020. This ad was published to inform the public that the Draft FY 2020 Annual Action Plan was on display and a second public hearing to solicit comments would be held on August 3, 2020.	The proof of publication for the ads are included in the Citizen Participation Appendix of the Annual Action Plan.	None.	Not Applicable.

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Hearing #2	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Agencies/Organizations</p>	<p>A public hearing to solicit comments on the FY 2020 budget and draft FY 2020 Annual Action Plan was held on August 3, 2020. See public hearing comments and the sign-in sheets in the summaries.</p>	<p>See public hearing summaries in the Citizen Participation section of the Plan.</p>	<p>None.</p>	<p><a href="http://www.lehighcounty.org">http://www.lehighcounty.org</a></p>

**Table 5 – Citizen Participation Outreach**



## Expected Resources

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

#### Introduction:

Lehigh County will receive \$1,288,293 in CDBG funds for the FY 2020 program year. The program year is October 1, 2020 through September 30, 2021. These funds will be used to address the following priority needs: Housing, Homeless, Community Development and Administration and Planning, such as retaining the existing housing stock, development of affordable housing, homelessness prevention, services, public facilities and infrastructure, and public services. The accomplishments of these projects/activities will be reported in the FY 2020 Consolidated Annual Performance and Evaluation Report (CAPER).

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Housing Public Improvements Public Services	1,288,293	0	0	1,288,293	0	A total of 17 projects/activities and an administration activity were funded based on the CDBG allocations

Table 6 - Expected Resources – Priority Table

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

Lehigh County is eligible to receive funds during this program year from the following Federal, State, County, and Private Organizations:

- **Lehigh County Affordable Housing Trust Funds (AHTF)** - The Pennsylvania Optional County Affordable Housing Trust Funds Act of 1992 (Act 137), allows counties to raise revenues for affordable housing efforts by increasing the fees charged by the Recorder of Deeds Office for recording deeds and mortgages. The County raised the fee from \$13 to \$26 per document. Affordable Housing Trust Funds revenue is used to fund affordable housing initiatives and up to 15 percent may be used for the administrative costs to implement the initiatives. Eligible activities include using the revenues as the local matching funds to secure Federal and State Funds, construction or rehabilitation financing, housing related services, match for other State or Federal funds, and supporting first-time homebuyer second mortgage programs. Lehigh County will not allocate funds in FY 2020 from the Affordable Housing Trust Fund to allow the funds to grow and be used for future projects. The current balance of the AHTF is \$179,555.00.
- **Continuum of Care Grant** - Lehigh County is part of the Lehigh Valley Regional Housing Advisory Board. This is a two (2) county region that applies for Continuum of Care funds each year. In FY 2017, the Lehigh Valley received funding for sixteen (16) projects totaling \$3,088,260.00 for support services and permanent supportive housing projects throughout the region. Of the sixteen (16) projects funded, fourteen (14) were Tier 1 awards, and two (2) were Tier 2 awards.
- **The Lehigh County Housing Authority** - Expects to receive \$488,870.00 in FY 2018 funds from the Public Housing Capital Fund Program, as well as Public Housing Operating funds and Section 8 Housing Choice Voucher assistance.
- **Emergency Solutions Grant (ESG) Funds** – Lehigh County received \$154,483 from PADCED in FY 2016 State ESG funds for renovations to the Sixth Street Shelter operated by the Community Action Committee of the Lehigh Valley. **In FY 2019, the Lehigh Valley received \$183,605 and will use these funds during 2019 and 2020.**
- Other federal funds that may be used in support of housing, community development, and economic development during FY 2018 include loans through HUD’s Section 108 Loan Program, Brownfields Economic Development Initiative (BEDI) grants, and HUD Supportive Housing Programs.

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

Not applicable. The County has not acquired or improved on any land, property, or buildings that are available for sale with CDBG funds.

**Discussion**

Lehigh County is a member of the Eastern Pennsylvania Continuum of Care Network, PA-509 Continuum of Care, administered by the Lehigh Valley Regional Homeless Advisory Board (RHAB). The Lehigh Valley RHAB covers two (2) counties in the region. These counties include Lehigh and Northampton. The following agencies in Lehigh County received FY 2017 CoC funds:

- **The Salvation Army, a New York Corporation - Allentown Hospitality House Permanent Housing Program** - received \$159,766.00 for permanent supportive housing.
- **Catholic Charities of Diocese of Allentown, Inc. - Permanent Housing Program** - received \$71,863.00 for permanent supportive housing.
- **Lehigh County Conference of Churches - Outreach and Case Management for the Disabled, Chronically Homeless** - received \$97,559.00 for support services.
- **Lehigh County Conference of Churches - Pathways Housing** - received \$199,724.00 for permanent supportive housing.
- **Lehigh County Conference of Churches - Pathways Housing 2** - received \$185,277.00 for permanent supportive housing.
- **Lehigh County Conference of Churches - Pathways TBRA for Families, Youth, and Veterans** - received \$293,554.00 for permanent supportive housing.
- **Lehigh County Conference of Churches - Tenant Based Rental Assistance for the Disabled, Chronically Homeless** - received \$225,337.00 for permanent supportive housing.
- **Lehigh County Housing Authority - Shelter Plus Care** - received \$198,874.00 for permanent supportive housing.
- **Resources for Human Development, Inc. - LV ACT Housing Supports** - received \$189,316.00 for permanent supportive housing.
- **Valley Housing Development Corporation - SHP for Persons with Mental Illness # 2** - received \$204,168.00 for permanent supportive housing.
- **Valley Housing Development Corporation - SHP for Persons with Mental Illness # 3** - received \$131,657.00 for permanent supportive housing.
- **Valley Housing Development Corporation - SHO for Persons with Mental Illness # 4** - received \$113,486.00 for permanent supportive housing.
- **Valley Youth House Committee, Inc. - TH/RRH** - received \$479,930.00 for temporary and rapid re-housing.
- **Third Street Alliance for Women and Children - LV-RHAB – RRH** - received \$148,164.00 for

rapid re-housing.

- **Valley Youth House Committee, Inc. - Lehigh Valley RRH for Families** - received \$284,072.00 for rapid re-housing.
- **Northampton County Housing Authority - NCHA Support and Care** - received \$105,513.00 for permanent supportive housing.

In Lehigh County, there is a network of provider agencies that address the shelter and transitional housing needs of persons who are homeless. The shelter and transitional housing in Lehigh County include:

- Community Action Committee of the Lehigh Valley - Sixth Street Shelter (Emergency Shelter)
- Community Action Committee of the Lehigh Valley - Turner Street Apartments (Transitional Housing)
- Salvation Army Emergency Shelter (Emergency Shelter)
- Salvation Army Transitional Shelter (Transitional Housing)
- Allentown Rescue Mission (Emergency Shelter)
- Allentown Rescue Mission Christian Living and Values Transitional Program (Transitional Housing)
- Turning Point of the Lehigh Valley (Domestic Violence) (Transitional Housing)
- The Program for Women and Families, Inc. (Transitional Housing)
- Valley Youth House (Emergency Shelter)
- Valley Youth House - Maternity Group Home (Transitional Housing)
- Valley Youth House - Supportive Housing for Families (Transitional Housing)
- Valley Youth House - Supportive Housing for Youth (Transitional Housing)

## Annual Goals and Objectives

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

Will display when entry completed in IDIS

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## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

Listed below are the FY 2020 CDBG activities for Lehigh County:

#### Projects

#	Project Name
1	Catholic Charities - Self-Sufficiency & Intervention Program - \$29,700
2	Coalition for Appropriate Transportation - Adult Bicycle Commuter Program - \$18,395
3	Communities in Schools of the Lehigh Valley - Career Supports at LCTI - \$25,000
4	Lehigh Carbon Community College - Job Training Scholarships - \$25,000
5	Lehigh Carbon Community College Foundation - ESL for Communication Success - \$6,000
6	Lehigh Valley Center for Independent Living (LVCIL) – PLACE program - \$25,000
7	Meals on Wheels of the Greater Lehigh Valley – Staff Salaries - \$20,000
8	New Bethany Ministries - Staff Salaries of Representative Payee Program - \$15,438
9	North Penn Legal Services - LMI Legal Help - \$10,000
10	The Literacy Center – ESL, GED & ABE courses - \$15,000
11	Community Action Committee of the LV - Roof & HVAC Emergency Replacement Prog. - \$183,085
12	Emmaus Borough - Curb Cuts - \$32,000
13	Fountain Hill Borough - Rescue Pumper Purchase - \$200,000
14	Salisbury Township - Sanitary Sewer Rehabilitation - \$45,522
15	Slatington Borough – East Church Street - \$91,895
16	Whitehall Township - Curb Cuts - \$138,600
17	Third Street Alliance - LVRHAB Coordinator - \$10,000
18	Administration - \$247,658

**Table 7 - Project Information**

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

Rationale for funding activities was based on the eligibility of the activity, if it met a national objective, who are the beneficiaries of the activity, and evidence of the need in the community or by the agency/organization. Additional consideration was given based on the community's or the agency's/organization's past history of expenditure of the CDBG funds, the ability to leverage other funds for the activity, past performance outcomes, and whether the FY 2020 request was related to projects that, if not funded, would result in a special assessment against low-income homeowners.

Finally, a priority was given to activities based on the community or agency/organization's ability to complete the project in a timely manner.

Lehigh County allocated its FY 2020 CDBG funds to provide assistance with activities that met the underserved needs of the communities participating in the program. The projects that meet the HUD criteria for benefit to low- and moderate-income households are located in those census tracts or block groups that are defined as low/mod areas. In selecting projects, consideration was given to the communities with concentrations of racial or ethnic groups and disproportionate needs standards.

Lehigh County has established the following criteria when setting its priorities for CDBG projects:

- Meeting the statutory requirements of the CDBG program
- Meeting the needs of very low-, low- and moderate-income residents
- Focusing on low- and moderate-income areas or communities
- Coordinating and leveraging of resources
- Response to expressed needs
- Projects that would otherwise cause a special assessment to be levied against low- and moderate-income households
- Ability to complete the project in a timely manner

Lehigh County does not anticipate any obstacles in the performance of the FY 2020 CDBG activities. Affordable housing was identified as the largest underserved need in Lehigh County in the Five Year Consolidated Plan. Lehigh County is not a HUD entitlement community under the HOME program. Therefore, resources for housing activities are limited. The primary obstacle to meeting the underserved needs are the limited resources available to address the identified priorities in the County. Lehigh County will continue to partner with other agencies when feasible, to leverage resources and maximize outcomes in housing, community, and economic development.

**AP-38 Project Summary**  
**Project Summary Information**

Will display when entry completed in IDIS

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

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

The following information provides a profile of the population, age, and racial/ethnic composition of Lehigh County. This information was obtained from the U.S. Census Bureau American Factfinder website, <http://factfinder.census.gov>. The 2012-2016 American Community Survey 5-Year Estimates were used to analyze the social, economic, housing, and general demographic characteristics of Lehigh County. The 5-year estimates are the most recent data available for the County. The 2010 U.S. Census data is included where possible.

#### **Lehigh County's overall population:**

- Between 1980 and 2010, the population increased by approximately 28.3%, rising from 272,349 to 349,497.
- Between 2000 and 2016, the population increased by approximately 15.0%, rising from 312,090 to 358,792.

#### **Lehigh County's age of population:**

- Median age in Lehigh County is 39.5 years old.
- Youth under age 18 account for 22.8% of the population.
- Adults between the ages of 35 and 60 account for 33.2% of the population.
- Adults that are 62 years and old account for 19.4% of the population.

#### **Racial/ethnic composition of Lehigh County from the 2010 U.S. Census:**

- 79.1% are White
- 18.8% are Hispanic
- 6.1% are Black or African American

The median income for a family of four (4) in the Allentown-Bethlehem-Easton, PA HUD Metro FMR Area is \$78,200 for 2020. At the time of the 2012-2016 American Community Survey, median household income in Lehigh County was \$57,685 which was higher than the Commonwealth of Pennsylvania (\$54,895).

In Lehigh County, the overall percentage of low- and moderate-income (LMI) persons was 28.07% in 2010, while the First Quartile Low/Mod rate established by HUD is 38.92%. A total of 21 census tract and block groups across the County had a majority (i.e., more than 51.0%) of persons with incomes at or below 80% of the Median Family Income (MFI). A total of 36 block groups in the County had a Low/Mod rate equal to or greater than the First Quartile Low/Mod rate of 38.92%.

According to the U.S. Labor Department, the non-seasonally adjusted unemployment rate for Lehigh County in May 2020 was 13.8%, which was slightly higher than the seasonally adjusted preliminary rate of 13.1% for the Commonwealth of Pennsylvania in May 2020. The seasonally adjusted national unemployment rate for May 2020 was 13.3%.

Lehigh County will provide CDBG funds to activities principally benefitting low/mod income persons in the participating jurisdictions of the Urban County. Such assistance is not directed to any specific geographic area, but based on income benefit.

Areas of primary concern are those where race and income concentrations overlap. Low-income census tracts with concentration of Hispanic residents occur in: Whitehall Township, Catasauqua Borough, and Hanover Township.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Countywide	<b>100.0%</b>

**Table 8 - Geographic Distribution**

## Rationale for the priorities for allocating investments geographically

Rationale for funding activities were based on the eligibility of the activity, the activity must meet a national objective, and evidence must be presented on the need in the community or by the agency/organization. Additional consideration was given based on the community's or the agency/organization's past history of expenditure of the CDBG funds, the ability to leverage other funds for this activity, and whether the FY 2020 request was related to projects that if not funded, would result in a special assessment against low-income homeowners. Finally, a high priority was given to activities based on the community's or agency's/organization's ability to complete the project in a timely manner. Lehigh County will provide CDBG funds to activities principally benefitting low/mod income persons in the participating jurisdictions of the Urban County. Such assistance is not directed to any specific geographic area, but based on income benefit.

Lehigh County has established the following criteria when establishing priorities for CDBG projects:

- Meeting the statutory requirements of the CDBG program
- Meeting the needs of very low-, low- and moderate-income residents
- Focusing on low- and moderate-income areas or communities
- Coordinating and leveraging of resources
- Response to expressed needs
- Projects that would otherwise cause a special assessment to be levied against low- and moderate-income households
- Ability to complete the project in a timely manner

Lehigh County does not anticipate any obstacles in the performance of the FY 2020 CDBG activities. Affordable housing was identified as the largest underserved need in Lehigh County in the Five Year Consolidated Plan. Lehigh County is not a HUD entitlement jurisdiction under the HOME program. Therefore, resources for housing activities are limited. The primary obstacle to meeting the underserved needs is the limited resources available to address the identified priorities in the County. Lehigh County will continue to partner with other agencies when feasible to leverage resources and maximize outcomes in housing and community development needs.

## Discussion

The geographic locations and the public benefit for the FY 2020 CDBG Activities/Projects are as follows:

- **Catholic Charities – Self-Sufficiency & Intervention Program** – County-wide, excluding the cities of Allentown and Bethlehem; 900 South Woodward Street, Allentown, PA 18103; Low/Mod Clientele (LMC).
- **Coalition for Appropriate Transportation – Adult Bicycle Commuter Program** - County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).

- **Communities in Schools of the Lehigh Valley – School-to-Career Program** – County-wide, excluding the cities of Allentown and Bethlehem; 1501 Lehigh Street, Suite 206, Allentown, PA 18103; Low/Mod Clientele (LMC).
- **County of Lehigh – County-Wide Housing Rehabilitation Program** – County-wide, excluding the cities of Allentown and Bethlehem; 17 South Seventh Street, Allentown, PA 18101; Low/Mod Housing (LMH).
- **LCCC –Job Training Scholarships** - County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).
- **LCCCF – ESL for Communication Success – Whitehall-** County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).
- **Lehigh Valley Center for Independent Living – People Living in Accessible Community Environments (PLACE) Program** – County-wide, excluding the cities of Allentown and Bethlehem; 713 N. 13th Street, Allentown, PA 18102; Low/Mod Clientele (LMC).
- **Community Action Committee of the LV – Roof & HVAC** – County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Housing (LMH).
- **Meals on Wheels of the Greater Lehigh Valley – Staff Salaries** – County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).
- **New Bethany Ministries – Staff Salaries for Rep. Payee Program** - County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).
- **North Penn Legal Services – LMI Legal Aide** – County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).
- **The Literacy Center – ESL, GED and ABE courses** - County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).
- **Third Street Alliance – LVRHAB Coordinator** - County-wide, excluding the cities of Allentown and Bethlehem; Low/Mod Clientele (LMC).
- **Emmaus Borough – Curb Cuts** -
- **Fountain Hill Borough – Rescue Pumper Purchase** -
- **Salisbury Township – Sanitary Sewer Rehab.** -
- **Slatington Borough – Road Reconstruction – East Church Street** – Fourth Street between West Center Avenue and West Church Street. C.T. 5100, B.G. 4; Low/Mod Income Area Benefit (LMA).
- **Whitehall Township – Curb Cuts** -

## Affordable Housing

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

#### Introduction

Lehigh County will utilize its CDBG funds to rehabilitate housing units and provide subsistence payments. The one year goals for affordable housing in Lehigh County for FY 2020 are as follows:

One Year Goals for the Number of Households to be Supported	
Homeless	25
Non-Homeless	18
Special-Needs	0
Total	43

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	25
The Production of New Units	0
Rehab of Existing Units	18
Acquisition of Existing Units	0
Total	43

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

During the FY 2020 CDBG program year, Lehigh County will not be able to fund any projects that support the production of new units. In addition, the County does not have any projects that are dedicated to homeless and special-needs households. All the projects are open to all income eligible residents of the County.

- Lehigh County will assist Catholic Charities – Self-Sufficiency & Intervention Program. This program will assist twenty-five (25) households with emergency subsistence payments which include rent and utilities for up to three (3) months.
- Lehigh County will assist CACLV – Roof & HVAC Emergency Replacement program. This activity will result in the rehabilitation of fifteen (15) existing owner-occupied households.
- Lehigh County will continue to fund the County-Wide Housing Rehabilitation Program (CWHRP) for owner-occupied housing, which is anticipated to help three (3) owner occupied households.
- Lehigh County will not allocate funds in FY 2020 from the Affordable Housing Trust Fund to allow the funds to grow and be used for future projects. The current balance of the AHTF is

\$179,555.00. Eligible future activities for the AHTF funds include using the revenues as the local matching funds to secure HOME funds from the State, construction or rehabilitation financing, housing related services, match for other State or Federal funds, and supporting first-time homebuyer second mortgage programs.

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

### **Introduction**

The Lehigh County Housing Authority (LCHA) aims to address the needs of the extremely low-income, very low-income, and lower-income residents of Lehigh County. The mission of the Lehigh County Housing Authority is to provide affordable housing in the most efficient and effective manner to qualified individuals in accordance with the rules and regulations prescribed by the U.S. Department of Housing and Urban Development (HUD), the Commonwealth of Pennsylvania, the County of Lehigh and/or any other entity providing funding for affordable housing programs. This is done through LCHA assisting individuals and families through its public housing communities and Section 8 Housing Choice Vouchers. The Housing Authority promotes homeownership through its Family Self-Sufficiency Program.

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

Each year, the Lehigh County Housing Authority (LCHA) receives an allocation of funds from HUD under the Capital Fund Program to undertake physical improvements. In addition, the LCHA receives operating subsidies to offset the operating deficits associated with public housing units and to carry out maintenance. The Lehigh County Housing Authority received \$488,870.00 under a HUD Capital Fund grant for FY 2018 that it will use to replace 15 heat pumps at George Diliard Manor and 15 heat pumps at Ridge Manor. LCHA will also be making extensive repairs and painting to 4000 square feet of the fire stairwell and stairway at Ridge Manor; additionally, LCHA plans on using funds to replace 27 exterior doors along with replacing thresholds and adding 27 security screen doors.

The FY 2018 allocation will be used for the following activities:

- Operations \$48,887.00
- Administration \$48,887.00
- Fees and Costs \$25,000.00
- Dwelling Structures \$366,096.00
- **Total: \$488,870.00**

The Lehigh County Housing Authority (LCHA) maintains 289 units of public housing and has a 98.1% occupancy rate. The public housing waiting list contains 1,477 applications, of which 591 are from seniors and 886 are from families. The family housing waiting lists were closed as of August 16, 2016, but the senior housing list remains open. The waiting lists are open for both currently, with the family Public Housing list having limited criteria to be eligible to apply.

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

Lehigh County supports the Housing Authority's efforts to work with tenants of public housing and



Section 8 Housing Choice Vouchers to achieve self-sufficiency. There are no joint projects planned for the FY 2020 program year.

Family Self-Sufficiency (FSS) programs are provided to Section 8 Housing Choice Voucher holders and public housing tenants. FSS program residents work with a case manager to develop goals that will, over a five (5) year period, lead to self-sufficiency. These goals may include education, specialized training, job readiness, job placement activities, and career advancement objectives. The goals for each participating family member are set out in Individual's Training and Service Plan. LCHA has a baseline of 1,650 Section 8 Housing Choice Vouchers, with 1,252 applications on the waiting list. The Lehigh County Housing Authority has selected residents to access and review the Annual Action Plan when available.

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

The Lehigh County Housing Authority is not designated as "troubled" by HUD and is performing satisfactorily according to HUD guidelines and standards.

**Discussion**

Not applicable.

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

### **Introduction**

PA-507 CoC merged with PA-509 to create the Eastern PA CoC, serving a total of thirty-three (33) counties. The 33 counties are organized into five (5) geographically dispersed Regional Homeless Advisory Boards (RHABs). Lehigh County is part of the Lehigh Valley Regional Homeless Advisory Board. The region is made up of two (2) counties which include: Lehigh and Northampton Counties.

According to the Governance Charter for the PA Eastern Continuum of Care Collaborative, the mission of the PA Eastern CoC is to end homelessness throughout the 33-county Continuum of Care. The CoC works toward ending homelessness by providing a framework for a comprehensive and well-coordinated regional and local planning process. This includes identifying needs, conducting a system-wide evaluation of existing resources and program activities, and building a system of housing and services that addresses those needs. This mission will be pursued through the development of long-range plans to prevent and end homelessness in the geographic area, as well as the coordination necessary for successful implementation. The objectives of the CoC include the following:

- Promote development of adequate funding for efforts for preventing homelessness, rapidly re-housing homeless persons, and stabilizing their housing;
- Maximize potential for self-sufficiency among individuals and families experiencing homelessness;
- Promote full access to, and effective use of, mainstream programs.

The Funding Committee is responsible for project selection and ranking for submission through the annual application to HUD. In this capacity, it reviews all documents from the previous funding round; sets a schedule and time line for the current funding round; develops and edits forms for new project and renewal evaluations; develops ranking criteria; collaborates with the Data Management, Collection, and Outcomes Committee, as necessary; and provides ranking reports to the CoC. In addition, in order to increase CoC-wide performance, ensure the strategic use of HUD funds, and develop new resources, this Committee will also be charged with developing the CoC's reallocation strategy. This includes setting policy to make any funding cuts or allocate new resources, based on the NOFA for the Continuum of Care.

To reduce first-time homelessness, the CoC has increased its homeless prevention resources through PHARE (Marcellus Shale fees), ESG, Supportive Services to Veteran Families (SSVF), and other funds. The CoC's Coordinated Entry pilot program was initiated in the Lehigh Valley in December 2016 and expanded to all 33 counties in January 2018.

Lehigh County will not allocate funds in FY 2020 from the Affordable Housing Trust Fund to allow the funds to grow and be used for future projects. The current balance of the AHTF is \$179,555.00.

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

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

The Continuum of Care completes a regular “Point in Time Count Survey” each January to determine the number of homeless individuals and families in the Eastern Pennsylvania Region. Based on the Point in Time Count (PITC) conducted during January 23 and 24, 2019, the following numbers of homeless persons were reported in Lehigh County: (January 2020 PIT data has not been finalized)

- **Unsheltered Persons** - 56 individuals: 47 were male, 8 were female, and 1 was unknown gender.
- **Unsheltered Households** – 51 households, of which 0 had children under the age of 18.
- **Sheltered (in Warming Center)** - 32 individuals: 20 were male, 11 were female, and 1 was transgender.
  - **Transitional Housing:** 53 persons; 39 households, of which 14 had children under the age of 18.
  - **Emergency Shelter:** 218 persons; 116 households, of which 89 had children under the age of 18.
- **Homeless Veterans** - Of those counted, 18 were sheltered veterans and 1 was an unsheltered veteran.

Unsheltered homelessness is not common in the mostly rural Eastern PA CoC. The largest percentage of unsheltered homeless are typically located in Lehigh, Northampton, and Monroe Counties. Ongoing street outreach occurs in these three (3) counties. Lehigh Carbon Community College in the Lehigh Valley tracks unsheltered persons in their Efforts to Outcomes (ETO) database. Identified persons are provided with immediate shelter and services. Intake and permanent housing placement occur as quickly as possible.

In the entire Eastern Pennsylvania COC, there were 337 unsheltered persons, 445 persons in transitional shelter, and 1,061 in emergency shelter. There were 467 children under the age of 18, with 143 in a transitional shelter and 317 in an emergency shelter. During the 2019 PIT Count, 1,843 people were identified as experiencing homelessness in the Eastern PA CoC. There has been a 29% decline in homelessness in the Eastern PA CoC from 2016 to 2019.

CoC policies require all Permanent Supportive Housing (PSH) projects to prioritize beds based on Notice 14-012, “Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status”, which directs Permanent Supportive Housing resources to those with the greatest “Length of Time Homeless” (LOTH). However, some PSH projects have had very little turnover

since the adoption of the policy.

The biggest risk factors of homelessness continued to be: 1) a person or family doubled-up with another family, 2) being released from a psychiatric facility, 3) being released from a substance abuse treatment facility, or 4) being released from a correctional facility. The Data points to the need to identify which institutions within the 33-County Eastern PA CoC were not using adequate discharge planning, and to improve their coordination with the CoC. To reduce first-time homelessness, the CoC has increased its homeless prevention resources through PHARE (Marcellus Shale fees), ESG, Supportive Services to Veteran Families (SSVF), and other funds. The Coordinated Entry pilot program, recently approved by the 33-county Eastern PA CoC, began in the Lehigh Valley in December 2016.

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

- While the County did not apply for any ESG funds in FY 2017, the County applied for a PADCED Emergency Solutions Grant (ESG) in FY 2016 in the amount of \$177,101 for renovations to the Sixth Street Shelter operated by the Community Action Committee of the Lehigh Valley, and homeless prevention and rapid re-housing services through Catholic Charities. The County was approved for \$154,483 which included: administration (\$5,783/ Lehigh County staff hours only), HMIS (\$1,500) and renovations (\$147,200) at the Sixth Street Shelter only. The Sixth Street Shelter matched the ESG funds with Human Services Block Grant (HSBG) funds. **In FY 2019, the Lehigh Valley received \$183,605 and will use these funds during 2019 and 2020.**

The shelter and transitional housing that is available in Lehigh County included the following:

- Community Action Committee of the Lehigh Valley - Sixth Street Shelter (Emergency Shelter)
- Community Action Committee of Lehigh Valley - Turner Street Apartments (Transitional Housing)
- Salvation Army Emergency Shelter (Emergency Shelter)
- Salvation Army Transitional Shelter (Transitional Housing)
- Allentown Rescue Mission (Emergency Shelter)
- Allentown Rescue Mission Christian Living and Values Transitional Program (Transitional Housing)
- Turning Point of the Lehigh Valley (Domestic Violence) (Transitional Housing)
- The Program for Women and Families, Inc. (Transitional Housing)
- Valley Youth House (Emergency Shelter)
- Valley Youth House - Maternity Group Home (Transitional Housing)
- Valley Youth House - Supportive Housing for Families (Transitional Housing)
- Valley Youth House - Supportive Housing for Youth (Transitional Housing)

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Using HUD System Performance Measure Guidance, the HMIS Lead developed a CoC Performance Report with metrics for “Length of Time Homeless” and reviewed this data with the CoC Data Committee, which meets quarterly to review CoC Performance and identify needed interventions. In 2015, the LOTH in Transitional Housing was 317 days. As such, the CoC reallocated all Transitional Housing projects in FY 2016 and FY 2017 allowing for significant expansion of Rapid Rehousing and Coordinated Entry.

HMIS is used to monitor and record returns to homelessness, which is monitored through the Data Subcommittee each quarter. Based on First Year System Performance Measure results, an overall 12% of persons returned to homelessness within two (2) years. Of these 243 persons, nearly 66% (160) had exited Emergency Shelter. The CoC is significantly increasing Permanent Housing resources through reallocation and Permanent Housing bonuses, which will assist those exiting shelters. Currently, 67% of persons staying in shelters are exiting to Permanent Housing.

Severity of need is taken into consideration in prioritizing people experiencing homeless. This is

determined in a number of different ways in the ranking criteria. Specific vulnerabilities considered included chronic homelessness; most significant health and behavioral health needs; youth; and victims of domestic violence. CoC policies require all Permanent Supportive Housing (PSH) projects to prioritize beds to those with the greatest LOTH, but some PSH projects have had very little turnover since the adoption of policy. As a result, the level of vulnerability within PSH projects may widely vary. To adjust for this discrepancy, the ranking included a question measuring “severity of need” based on the vulnerabilities from the Annual Performance Report to HUD. This question asked about additional criteria relevant to vulnerability, including not scoring victims of domestic violence on recidivism, and scoring youth differently on employment outcomes.

At the time of the 2019 PITC, there was one (1) unsheltered Veteran in Lehigh County and eighteen (18) sheltered Veterans. The state’s ESG program prioritizes funding for programs providing homeless services to Veterans, and there are eight (8) Supportive Services for Veteran Families (SSVF) funded organizations providing outreach throughout the 33-countywide CoC. This includes street outreach, marketing, and providing information to shelter residents/staff. SSVF staff works with Veterans to determine eligibility.

The Lehigh Valley Homeless Veteran Task Force was created in February 2015. The Lehigh County Office of Veterans Affairs coordinates the Task Force. The three SSVF providers serving Lehigh and Northampton counties, Hope for Veterans, Catholic Charities, and the Lehigh Valley Center for Independent Living (LVCIL), are the main resource for rapid re-housing and homelessness prevention. These organizations have the financial resources to provide rental assistance immediately to qualifying veterans. Veterans are also linked to these agencies’ Support Coordinators by shelters and community resource providers. The Allentown Housing Authority administers the HUD-VASH program for the Lehigh Valley. This program is coordinated through the Wilkes-Barre VA Medical Center.

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

In the Eastern PA Continuum of Care’s Five-Year Strategic Plan to Reduce and End Homelessness (2017-2021), the COC outlines the following goals and actions under “Strategy 1: Prevent and Divert Homelessness.”

#### **A. Evaluate and Improve Discharge Planning where Needed**

- Evaluate current discharge planning from these systems to help stem the flow of individuals leaving institutional settings and entering homelessness because they lack stable housing

options.

- Research and provide information to other systems/organizations on effective discharge planning policies/procedures for individuals and households at risk of entering homelessness upon discharge, as well as information on available housing resources.
- Engage with statewide efforts to improve discharge planning policies across systems, emphasizing the need for permanent housing placement for those exiting institutions.

## **B. Increase Coordination of Homeless Prevention Sources**

- Assess the use of existing funding available for prevention and identify gaps.
- Coordinate funding (including ESG, HAP, PHARE) across the CoC so that resources are used effectively. For example, the CoC may decide to channel prevention resources to geographic areas where emergency shelter access is limited, either due to wait lists or lack of shelter facilities.
- Investigate the use of tools, such as the Prevention VI-SPDAT, to help the CoC more effectively assess households requesting assistance.
- Ensure coordination of prevention activities with Coordinated Entry to increase the effectiveness of the system.

Furthermore, “Strategy 2” of the CoC’s Five-Year Strategy Plan focuses on the streamlining of the system and better coordination among housing and social services through the CoC’s Coordinated Entry System. Lack of resources, combined with the lack of a well-developed coordinated entry process, results in severe hardships for persons experiencing homelessness who often face long wait times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and identify gaps to help communities plan their assistance and resources.

The Eastern PA CoC undertook a comprehensive Coordinated Entry planning process including stakeholder input across the CoC via survey and public meetings. Coordinated Entry is currently being piloted in the Lehigh Valley. It was rolled-out to the entire CoC in early FY 2018. A core component of the CoC’s ongoing efforts to utilize resources more effectively and reduce unnecessary entries into the homeless system is the implementation of this Coordinated Entry System (CES). As part of the CES, household needs will be assessed and matched with the housing intervention that best addresses their needs. This will allow the CoC to better understand who is entering the homeless system, along with their level of need, and to deploy resources more efficiently across the system. The CoC’s Coordinated Entry System Committee will continue to lead the implementation of the CES. The Governing Board will be updated regularly regarding the progress of the CES implementation and provide input as needed.

The value of a coordinated entry system for housing crisis response services is described by the Lehigh

Valley Coordinated Entry Pilot Project below:

**Text Continued in "Discussion"**

**Discussion**

(Continued)

- Connects more people to the right solution to end their housing crisis as quickly as possible
- Ensures fair and equal access to services
- Helps overcome geographic, cultural and linguistic barriers to access
- Prioritizes service for families and individuals who are literally homeless and most vulnerable
- Empowers providers to end homelessness rather than simply manage it
- Frees providers to focus on service provision with more accurate information to make decisions
- Improves communications, response time, data collection and efficient use of scarce funding and resources
- Generates better data about community needs, gaps in service, system performance and system/community/provider outcomes
- Supports a "Housing First" approach to exiting people from homelessness to permanent housing with stability and then connecting them to mainstream and community services and benefits

Lehigh County budgeted \$29,700.00 in FY 2020 CDBG funds for the Catholic Charities – Self-Sufficiency & Intervention Program to assist twenty-five (25) households. This program provides counseling, short-term rental assistance, and utility payments to assist in the prevention of homelessness. Lehigh County, through its various human services programs, provides support to all the categories of non-homeless special needs populations. The County also budgeted \$25,000.00 in FY 2020 CDBG funds for the Lehigh Valley Center for Independent Living - People Living in Accessible Community Environments (PLACE) Program, which will assist fifty (50) persons with housing location assistance and provide for fair housing workshops for landlords.

The Lehigh County Department of Human Services provides a wide range of programs for its elderly, substance abusers, people with mental health and intellectual disabilities, children and youth, and veterans. During this program year, the County also budgeted \$20,000.00 in FY 2020 CDBG funds for the Meals on Wheels of the Greater Lehigh Valley for staff salaries. The agency provides meals to homebound seniors and adults with disabilities.



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

### **Introduction:**

Lehigh County completed and submitted the 2018-2022 Analysis of Impediments (AI) report to HUD and FHEO on February 28, 2019. In August 2009, Lehigh County prepared and submitted to HUD an Analysis of Impediments to Fair Housing Choice. The Analysis of Impediments identified the following impediments and strategies:

### **Impediment #1: Increase and Enhance Fair Housing Education and Outreach**

1. Facilitate fair housing training for real estate sales persons, municipal officials and planners, landlords, low-income housing developers, housing authority staff, and local mortgage lenders.
2. Make presentations annually to local churches, soup kitchens, seniors, housing authority residents and/or nonprofit organizations on fair housing issues.
3. Develop a webpage on the County website dedicated exclusively to fair housing issues. Add the fair housing logo to all federal program materials.
4. Development of an up-to-date, centralized housing database for Lehigh County on a Lehigh County Community Development Office website.
5. Continue to make referrals to the Pennsylvania Human Relations Commission and U.S. Department of HUD in instances of discrimination.
6. Disseminate current information on Fair Housing Rights in the form of posters and pamphlets throughout Lehigh County. In addition, utilize public service announcements on cable television. Notify local municipalities on zoning issues that may impact housing choice. Post HUD's Spanish-language fair housing video on the county's website.
7. Appoint a Fair Housing Officer for Lehigh County.

### **Impediment #2: Continue Support of Affordable Housing Programs**

8. Continue the commitment to affordable housing activities (rehabilitation, land banking). These activities provide a valuable opportunity to improve housing choice for members of the protected classes who are most often low- and moderate-income households.
9. Ensure the housing units rehabilitated or constructed with Federal funds comply with ADA requirements and encourage visitable units beyond the minimum requirements.
10. Expand accessibility requirements to universal design for all housing projects financed with federal funds.
11. Support the initiatives of housing providers who work to provide affordable housing for low-income and disabled households.
12. Encourage development of affordable rental housing realizing that not all households should be owners and that decent rental housing stabilizes neighborhoods and creates new homeownership opportunities by moving renters away from single-family homes.

13. Adopt a fair housing resolution to publicly advance fair housing choice.

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

North Penn Legal Services (NPLS) is a sub-recipient of FY 2020 CDBG funds from Lehigh County. NPLS is funded as a public service activity and provides legal aid related to affordable housing, serving low- and moderate-income residents living in Lehigh County outside of Allentown and Bethlehem. NPLS staff provides assistance to residents who face eviction, are denied housing, or are forced to live in uninhabitable conditions. This activity is conducted through workshops held at local social service agencies and in mobile home parks. Information on foreclosures, consumer issues, and fair housing is also provided to the residents of Lehigh County.

In addition, NPLS monitors housing practices and counsels victims of discrimination. NPLS policies and activities promote the awareness of fair housing requirements. They provide consultation to developers and municipalities to ensure that rental and for-sale units are marketed in accordance with the affirmative marketing rules of the U.S. Department of Housing and Urban Development. NPLS ensures that all housing programs and services provided by Lehigh County, its municipalities, and NPLS itself, are administered in a way that promotes fair housing on the basis of race, national origin, religion, gender, disability, and familial status. NPLS' fundamental mission is to increase access to affordable housing for all persons.

The Community Action Committee of Lehigh Valley (CACLV) implements the Community Action Financial Service Program, which will be funded through the Affordable Housing Trust Funds. The program provides homebuyer education, counseling, foreclosure prevention and recovery counseling to LMI persons living within the targeted area of Lehigh County. These areas include Whitehall, Coopersburg, Orefield, Emmaus, Fountain Hill, Coplay, and Slatington. Program outreach is conducted in all of these areas. In addition to the housing counseling services provided to income-eligible persons, at least one (1) home ownership seminar will be conducted within the targeted areas.

The Lehigh Valley Planning Commission's plans to continue to offer the "Beyond Codes: Fair Housing and Inclusionary Zoning" presentation in partnership with North Penn Legal Services to municipalities, their officials, planning commissions and chief administrators. The presentation explains the differences between the Fair Housing Act, inclusionary zoning, and the Uniform Construction Code (PA's building code), as well as what the rights and the obligations are of the municipalities in abiding by the federal and state fair housing regulations. It also offers examples of what municipalities can and cannot do in zoning practice, subdivision and land development regulations, and zoning administration.

**Discussion:**

The Lehigh Valley Planning Commission (LVPC) developed and is promoting the use of their model

ordinances for inclusionary zoning. The model ordinances were made public and are available through the LVPC website ([www.lvpc.org](http://www.lvpc.org)) and the LVPC office. They have been praised by HUD as the standard for Pennsylvania communities to adopt. The titles of the model ordinance and guidance documents include the following: Conservation Subdivisions, Cottage Housing Development, Density Bonuses/Minimum Density, Inclusionary Zoning, Street Connectivity, Traditional Neighborhood Development, and Mixed Use Zoning and Development.

To further promote Fair Housing, the following actions will be implemented by Lehigh County through its Fair Housing Plan by Affirmatively Furthering Fair Housing through various activities noted below:

A Fair Housing Officer has been appointed to administer (responsibilities include accepting complaints, record keeping and investigation in conjunction with NPLS).

Continue to enlist NPLS in the enforcement of fair housing through public education and outreach.

Continue to fund fair housing providers to report housing discrimination complaints.

Continue to investigate testing and auditing of fair housing practices through its regional fair housing providers.

Educate and attempt to overcome the “Not in My Back Yard” (NIMBY) attitude throughout the County through its fair housing providers.

Make every attempt to increase geographic choice in housing by providing links on its website for its low-income households.

Promote desegregation of public housing.

Update its fair housing section on the County website with news and items regarding fair housing (i.e. links to fair housing providers to report housing discrimination).

Assist in the organization of a federally supported community-based system (such as LANTA) that organizes key elements in its community to direct attention to, and help develop strategies to, affirmatively further fair housing.

On an annual basis, Lehigh County will declare, via proclamation, April to be Fair Housing Month.

Outreach to public – provide updated Housing Discrimination information.

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

### **Introduction:**

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

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

Despite efforts made by Lehigh County and social service providers in the County, a number of significant obstacles to meeting underserved needs remain. Funding becomes the greatest obstacle for Lehigh County to meet its underserved needs. Insufficient funding lessens the ability to fund many worthwhile public service programs, activities, agencies, and the needs of local municipalities. Lehigh County will use its CDBG funds to provide assistance to activities that meet the underserved needs of the communities participating in the program. The most difficult obstacle to meeting the needs for affordable housing is a considerable lack of public and private finances to fully address the priorities identified in the Five-Year Strategic Plan. Building the organizational infrastructure to undertake projects and programs that rehabilitate and expand the housing supply is also challenging. In the Lehigh Valley Housing Needs Assessment, the following findings were identified:

- There are opportunities available for more collaborative initiatives between for-profit developers and non-profit organizations in the Lehigh Valley. By partnering with an experienced for-profit developer, a smaller non-profit can enhance its capacity in budgeting, planning, financing, and construction management skills.
- There are also opportunities for public housing authorities to create new affordable housing outside of HOPE VI funding.
- Developers identified the insufficient supply of land zoned for multi-family housing as one of the factors driving up the cost of land acquisition and development. Outreach initiatives focused on educating public officials and planning commissions on the benefits of affordable housing may encourage the rezoning of more land to multifamily zoning designations, as well as eliminate unnecessary and excessive development standards for multi-family housing.
- Active and productive non-profit housing developers need ready access to capital in order to finance the front-end soft costs associated with new development. Utilizing a lesser-restrictive source of financing for this (such as Act 137 Affordable Housing Trust Fund resources) would enable non-profits to seek out additional development opportunities and fully investigate the financial feasibility of potential projects early on.

The Lehigh Valley Planning Commission has developed various model zoning and land use controls to encourage affordable housing. Lehigh County will continue its work with the Lehigh Valley Planning Commission (LVPC) to develop and promote model ordinances for inclusionary zoning.

Lehigh County has an Affordable Housing Trust Fund. The fund provides support for affordable housing projects in the County.

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

Under its FY 2020 CDBG Program, Lehigh County proposes to foster and maintain affordable housing through the following Five Year goals and strategies:

#### **GOAL: HOUSING STRATEGY - HSS**

**HSS-3: Housing Rehabilitation** – Promote and assist in the preservation of existing owner- and renter-occupied housing stock in the County.

The County's objectives to meet this goal are:

##### **Five year:**

- Rehabilitate 15 owner-occupied housing units.

##### **Annual:**

- Rehabilitate eighteen (18) owner-occupied housing units for low- and moderate-income families.

**HSS-6: Fair Housing-** Affirmatively further fair housing by promoting fair housing choice throughout Lehigh County.

The County's objectives to meet this goal are:

##### **Five year:**

- Provide services to help 205 low- to moderate-income clients in Lehigh County.

##### **Annual:**

Provide free housing-related legal help to 40 low- to moderate-income clients in Lehigh County, including 2 housing outreach sessions.

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

Lead-based paint poses a particular hazard to children under the age of six and is the focus of efforts by the U.S. Department of Housing and Urban Development (HUD) to raise awareness of the problem and

mitigate or eliminate the hazard. Lead-based paint was banned in 1978, but housing constructed prior to that time typically contains lead-based paint to some degree. Lead hazards are addressed during housing rehabilitation efforts. All homes built prior to 1978 that receive rehabilitation assistance are tested for the presence of lead-based paint. When evidence of the paint is found, the paint surfaces are removed or the material is encapsulated to prevent exposure.

The EPA guidelines for renovation, paint and repair, effective April 22, 2010, require that all contractors notify owners of properties constructed prior to 1978 of the potential for lead-based paint hazard and to perform work in a lead safe manner. Contractors must be trained and registered with EPA to do work in older homes that disturbs painted surfaces. Local building code officers will be made aware of these requirements. Contractors must provide appropriate notice to owners of properties that will be rehabilitated about the dangers of lead-based paint.

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

Approximately 13.0% of Lehigh County's residents live in poverty, which is slightly less than the Commonwealth of Pennsylvania, where 13.3% of residents live in poverty. Female-headed households with children in the County are particularly affected by poverty, at 36.8%. This information is taken from the 2012-2016 American Community Survey Five-Year Estimates. The County's goal is to reduce the extent of poverty by actions the County can control and through work with other agencies/organizations.

Poverty is related to education, job training, and employment. Lehigh County remains committed to addressing the needs of its residents who live at or below the poverty level. The presence of poverty and the related social and economic problems can be a destabilizing element in communities.

In Lehigh County, the Community Action Committee of the Lehigh Valley (CACLV) is the official anti-poverty agency. CACLV provides rent and utility assistance, case management, and counseling services to assist with financial management, benefit entitlement assistance, home weatherization to reduce utility costs, furniture and household goods, alcohol and mental health counseling, foreclosure mitigation counseling, child care, transportation to work for up to six (6) months and assistance in purchasing a dependable vehicle, and other various programs that empower low-income households by assisting them to develop the skills needed for independent living.

Lehigh County provides CDBG funds to public service agencies to assist households below the poverty level with services and program support. The County will work with service providers to pursue resources and innovative partnerships to support the development of affordable housing, homelessness prevention, and emergency food and shelter. Lehigh County funded several projects with FY 2020 CDBG funds to assist residents and families living in poverty:

- Catholic Charities – Self-sufficiency & Intervention Program – \$29,700.00
- Coalition for Appropriate Transportation – Adult Bicycle Commuter Program - \$18,395.00

- Communities in Schools of the Lehigh Valley – Career Supports at LCTI – \$25,000.00
- Lehigh Carbon Community College – Job Training Scholarships - \$25,000.00
- Lehigh Carbon Community College Foundation – ESL for Communication Success - \$6,000.00
- Lehigh Valley Center for Independent Living – People Living in Accessible Community Environments (PLACE) Program – \$25,000.00
- Meals on Wheels – Staff Salaries for Meal Program – \$20,000.00
- New Bethany Ministries – Staff Salaries for Representative Payee Program - \$15,438.00
- North Penn Legal Services – LMI Legal Help – \$10,000.00
- The Literacy Center – ESL, GED & ABE Courses – \$15,000.00

To assist with economic development and to promote job creation, Lehigh County administers various programs and supports agencies for economic development:

- Lehigh County works in conjunction with Lehigh Valley Economic Development Corporation (LVEDC), community organizations, other economic development groups and the Workforce Investment Board to help enhance programs and create opportunities in the County.
- Lehigh County Economic Development Corporation (LVEDC) is able to provide manufacturing, industrial, and nonprofit organizations with low-interest financing generated through tax exempt revenue bonds.
- Pennsylvania CareerLink® Lehigh Valley offers job search counseling, skills assessment programs, GED courses, information on training programs and workshops on many subjects, including resume writing and interview skills. Considered a one-stop location for all employment needs, CareerLink offers a multi-faceted approach to the job market.

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

The primary responsibility for the administration of the Annual Action Plan is assigned to the Lehigh County Department of Community and Economic Development. This agency coordinates activities among local municipal governments, public and private organizations, in their efforts to implement different elements and to realize the prioritized goals of the Annual Action Plan.

In order to address the County’s housing and community development needs, the County has established an extensive public-private partnership aimed at revitalization in the County. In 2020, the partnership includes the following agencies:

- North Penn Legal Services
- Catholic Charities, Diocese of Allentown
- Lehigh Career & Technical Institute
- Meals on Wheels of Lehigh County, Inc.
- Lehigh Valley Center for Independent Living (LVCIL)
- The Literacy Center



- Lehigh Conference of Churches
- Lehigh Valley Regional Homeless Advisory Board
- Lehigh Valley Community Land Trust (LVCLT)
- Communities in Schools of the Lehigh Valley

Lehigh County consults with business and civic leaders during its planning process for the preparation of its Annual Action Plan and Five Year Consolidated Plan. This includes, but is not limited to, the following:

- The Greater Lehigh Valley Chamber of Commerce
- Community Action Committee of the Lehigh Valley
- Lehigh Valley Workforce Development Board
- Local elected officials

The County hired a third-party vendor, Community Grants, Planning & Housing, LLC (CGP&H) to implement its County-wide housing rehabilitation program. CGP&H is continuing its work with the County to ensure that the housing rehabilitation program provides assistance to lower income homeowners.

Lehigh County is part of the Lehigh Valley Regional Housing Advisory Board. To promote a more local approach, the City of Allentown has initiated a planning process that will require regional support. Lehigh County has been supportive of this initiative.

The Lehigh Valley Planning Commission will also be the entity responsible for performing project oversight required under Executive Order 12372. HUD has acknowledged that the Commonwealth of Pennsylvania no longer has a standing committee for this required function and has asked jurisdictions instead to utilize committees under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966. This function will be carried out by the Lehigh Valley Planning Commission.

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

The primary responsibility for the administration of the Annual Action Plan is assigned to Lehigh County's Department of Community and Economic Development. This agency will coordinate activities among local municipalities, public, and private organizations in their efforts to implement different elements and to realize the prioritized goals of the Annual Action Plan. The County is committed to continuing its participation and coordination with public, housing, and social service organizations. The County solicits applications for CDBG funds. In addition, the County sends out applications to a list of agencies, organizations, housing providers, and local municipalities that have previously submitted an application or which have expressed an interest in submitting an application. The applications are reviewed by the Department of Community and Economic Development staff and any questions are discussed with the applicant.

The Affordable Housing Task Force is a regional group that includes Lehigh County. This group is developing the tools for and interest of the local municipalities for inclusionary zoning, cottage housing development, density bonuses, and transit-oriented development.

The Lehigh Valley Economic Development Corporation (LVEDC) was awarded a Sustainable Communities Regional Planning Grant from HUD during Lehigh County's Five Year Consolidated Plan period of 2012-2016. Through this effort, that Five-Year Strategic Plan and the larger regional plan was being prepared. As described in Prosper Lehigh Valley, a blog on economic development in the Lehigh Valley, eleven (11) agencies came together to apply for this grant through the U.S. Department of Housing and Urban Development (HUD). This grant was one of a few programs that was made possible through the Federal Office of Sustainable Communities, a historic collaboration among HUD, U.S. Department of Transportation, and the U.S. Environmental Protection Agency. Locally, the eleven (11) partners applied through the Lehigh Valley Economic Development Corporation as the Lehigh Valley Sustainability Consortium (LVSC).

The members of the LVSC consist of:

1. Lehigh County Department of Community and Economic Development
2. Northampton County Department of Community and Economic Development
3. Lehigh Valley Planning Commission
4. Lehigh and Northampton Transportation Authority
5. Community Action Committee of the Lehigh Valley
6. The Wildlands Conservancy
7. Lehigh Valley Economic Development Corporation
8. Renew Lehigh Valley
9. City of Allentown
10. City of Bethlehem
11. City of Easton

## **Discussion:**

### **Monitoring**

Performance monitoring is an important component in the long-term success of the County's Community Development Block Grant (CDBG) Program. The County, through the Department of Community and Economic Development (DCED), has developed standards and procedures for ensuring that the recipients of CDBG funds meet the regulations and that funds are disbursed in a timely fashion. The County has promulgated sub-recipient monitoring procedures and developed checklists to ensure that each activity is completed in a manner consistent with the requirements of the Community Development Block Grant Program. Municipal sub-recipients are desk audited through submission of quarterly and annual reports.

The DCED staff regularly monitors the progress of every activity to ensure timeliness. Municipal projects and sub-recipients are held to a performance schedule through contract obligations. When these milestones are not met, the DCED staff works closely with the municipality to get the project back on track or reallocate the funds.

The DCED's standards and procedures for monitoring are designed to ensure that:

- Objectives of the National Affordable Housing Act are met,
- Program activities are progressing in compliance with the specifications and schedule for each program, and
- Recipients are in compliance with other applicable laws, implementing regulations, and with the requirements to affirmatively further fair housing and minimize displacement of low-income households.

Activities of sub-recipient non-profit agencies will be closely monitored and will include review and approval of budgets, compliance with executed grant agreements, review and approval of vouchers, review of fiscal reports on a quarterly basis, and a review of audits on an annual basis. Monitoring will also occur through on-site monitoring visits. These visits will occur as necessary, but will be conducted at least once a year.

All sub-recipients must identify the personnel working on the project, keep accurate records and filing systems to document program benefits and compliance, maintain an appropriate financial management system and submit an audit.

There are monitoring responsibilities that go beyond the time of completion of various activities. The overall performance of the program relative to the Five-Year Strategic Plan goals is monitored at least bi-annually through the selection of the annual activities and again during the preparation of the Comprehensive Annual Performance and Evaluation Report (CAPER). If it appears that proposed goals are not being addressed, the County will re-evaluate the goals, project performance and determine the

course of action needed to bring the program into compliance.

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## Program Specific Requirements

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

#### Introduction:

Lehigh County receives an annual allocation of CDBG funds. The County does not expect to generate program income from any CDBG funded activities in FY 2020. The County-wide Housing Rehabilitation program has a five (5) year forgivable loan period. However, should the owner of the residence sell, move, or the residence is no longer its principal residence, the owner would have to repay a prorated portion of the loan to the County. Repayment is based on the time the homeowner resided in the residence during the lien period. Since the County receives a CDBG Federal allocation, the questions below have been completed, as applicable.

Lehigh County has allocated \$257,658.00 for general administration of the CDBG Program, which is at the 20% administrative cap. The County has allocated \$189,533.00 to public service activities, which is **above the 15% public service cap**. The balance of funds will be allocated to activities which principally benefit low- and moderate-income persons in the amount of \$841,102.00 (65.3%).

#### CDBG Program Income:

- Lehigh County does not anticipate the receipt of Program Income during this program year.

#### CDBG Percentages:

- Administrative Percentage: 20.0%
- **Public Service Percentage: 18.4%**
- Low- and Moderate-Income Percentage: 65.3%

#### **Does the County plan to limit beneficiaries or give preferences to a particular segment of the low-income population?**

Lehigh County does not limit the beneficiaries or give preferences to a particular segment of the low-income population. The County assists on a first come, first serve basis for its Housing Rehabilitation Program.

**Attachments**

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# CITIZEN PARTICIPATION

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INSERT TWO EMAILS THAT SENT THE APPLICATIONS TO LIST AND THE REVISED DUE DATE TO LIST

ALSO INSERT AD AFFIDAVITS FOR FEB 10<sup>TH</sup> 2020 AD

DRAFT



**From:** Stacy Milo  
**Sent:** Thursday, March 26, 2020 3:14 PM  
**To:** 'jessica@habitatlv.org'; Aging Adult Services I-mail; 'ajennings@caclv.org'; 'amybeck@lvcil.org'; 'Ann Marie Ganchoso'; 'Anthony Branco'; 'Barbara Schlegel, Catasauqua DIG-IN'; 'Barry Moyer'; 'Beam, George E'; 'bncorder@northwhitehall.org'; 'Brandon Szoke'; 'Brian Carl'; 'Brian Dietrich'; 'Jennifer Doyle'; 'Bruce Paulus'; 'Byron Reed'; 'Carol Halper'; 'Carolyn Clark'; 'Cassidy, Chris'; 'Cathy Bonaskiewish'; 'Charles Volk'; 'dan@lcha-vhdc.org'; 'daniellej@lehighvalleychamber.org'; 'David Fink'; 'ddelong@uppermilford.net'; Liz Best; 'dharleman@cwsauthority.org'; 'Diana Frank'; 'dlamb@lvcconline.org'; 'Doug Yingling'; 'Drew Sonntag'; 'Ellen Larmer'; 'Gary Hovis'; 'Gwen Pongracz'; 'Howard Lieberman'; informationandreferral; 'Jan Brna'; 'Janice Meyers'; 'jason.newhard@ssmgroup.com'; 'Jeff Bartlett'; 'jfarns@borough.emmaus.pa.us'; 'Jim Buerger'; 'John Donches'; 'John Felch'; 'Joseph Bundra'; 'Joseph McMahan III'; 'Justin Smith'; 'Kathi Krablin (kkrablin@valleyyouthhouse.org)'; 'Kermit DeLong'; 'Lawrence Rapp'; 'Lee Rackus, Whitehall Twshp'; 'Lupe Pearce'; 'Marta Gabriel'; 'Matthew D. Szuchyt (mszuchyt@pasen.gov)'; 'Mayor Robert Mader'; 'Mayor Walter Niedermeyer'; 'mhandzo@caclv.org'; 'Michelle Raber'; 'Nanse Wolfington'; 'Nathan Brown'; 'Pam Russo'; 'Patty Vahey'; 'Rebecca Strobel'; 'rick@lehighseniors.org'; 'rnicolella@allentowndiocese.org'; 'Ron Heintzelman'; 'Rosemary Shokunbi'; 'Shane Pepe'; 'Sharol Lilly (slilly@caclv.org)'; 'sharon@alburtis.org'; 'Slatington Manager'; 'Steven Bachman'; 'Tammy White'; 'tbeil@uppersaucon.org'; 'Terri Keefe'; Terry L. Hollinger; Thomas Applebach; 'Thomas Mulderick (tmulderick@lccc.edu)'; 'Tim Mulligan (mulligant@cislv.org)'; 'Tim Paashaus'; 'Todd Weidman'; 'Tracy Fehnel'; Tracy MacDonald; Virginia Haas; 'Wendy Seiffert'; 'Wes Barrett'; 'Zach Graves'; 'Alburtis'; 'Alfred Regits'; 'Bill Vogler'; 'Bob Ibach'; 'Bud Carter'; 'Celia Petiprin'; 'Charles Volk'; 'Cindy Evans'; 'coopersburg@enter.net'; 'D Stevens'; 'Dan Stevens'; 'Daniel Mohr'; 'Darlene Uherick'; 'Ellen Koplin'; 'ESEP'; 'Gail Hoffmann'; 'Gary Hovis'; 'gkormanik@lvwib.org'; 'Helen Carroll'; 'Ira Faro'; 'James Molinaro'; 'Jane Kelly'; 'Jeff Zehr'; 'Jenn Antinoro'; 'Joan Cheesbrough'; 'Joe Sikorski'; 'Rev. Dr. Larry D. Pickens, Esq.'; Lori Sywensky; 'Marvin Mann'; 'Barbara Schlegel, Catasauqua DIG-IN'; 'Mayor of Macungie'; 'Myra Saturen'; 'Nanse Wolfington'; 'Norma Cusik'; 'Peg McCormick'; 'Renee Bickel'; 'Richard Nalichowski'; 'SDHP'; 'Sean W. Morrow'; 'Steve Ackerman'; 'Timothy Hayes'; 'Tori Morgan'; 'Upper Milford'; 'Vicky Roth'; 'William Roy'; 'Brad Fatzinger'; 'marybeth@catasauqua.org'; 'Irodriguez@workforcelv.org'; 'm.grasso@vianet.org'; 'Doug Yingling'; 'd.pioli@ViaNet.org'; 'tallen@maserconsulting.com'; 'Rayne@nhslv.org'; 'scott@lvcat.org'; 'Daniel Witczak, P.E.'; Jill Smith; 'Rich Fain, CSI, CCCA'; 'Janice Meyers'; 'jmeyers@whitehalltownship.com'; 'travers@catasauqua.org'; 'ndischinat@lvwib.org'; 'ndischinat@workforcelv.org'; 'gkormanik@workforcelv.org'; 'Lisa Walkiewicz'; 'David Lear'; 'publicworks@coplayborough.org'; 'Kim Bachman'; 'Peter Barnard'; 'greese@lvpc.org'; 'jscott@communityfirstfund.org'; 'ohinson@allentowndiocese.org'; 'mbertalan@allentowndiocese.org'; 'dbosket@caclv.org'; 'Jack Felch'; 'sethoderewski@lvcil.org'; 'debbierozear@lvcil.org'; 'Anthony.Strobel@lvhn.org'; 'deidre.govan@use.salvationarmy.org'; 'kshoemaker@arcoflehighnorthampton.org'; 'Jan Brna'; 'ldelabar@casalv.org'; 'Coplay Mayor Dean Molitoris'; 'Joan Cheesbrough'; 'cgarges@hanleco.org'; 'bbeitel@lowermac.com'; 'mayor@whitehalltownship.com'; 'Victoria Coyle'; 'Tina Sargent'; 'Lori Molloy'; 'Becky Bradley'; 'mkovalchick@lccc.edu'; 'Deanne Best'; 'Adrian Shanker'; 'Alisa Baratta'; 'Deborah Nevells'; 'Derek Petroski'; 'Dawn Godshall'; 'ddietrich@nhsgreaterberks.org'; 'glandi@allentowndiocese.org'; 'tdakuginow@allentowndiocese.org'; 'jmrittle@newbethanyministries.org'; 'Katie Suppes'; 'Matt Easterwood'; 'Robert Glisson'; 'Kate Cohen'; 'publicworks@coplayborough.org'; 'cyfvat@aol.com'; Vicki Piontek  
**Cc:** Laurie A Moyer; Cyndi King; Paulette Gilfoil  
**Subject:** Re: 2020 CDBG Application - Due Monday, April 13, 2020 by 4:00pm EST

**Importance:** High

Dear Prospective 2020 CDBG Applicants:

The deadline for submitting the 2020 CDBG application has been extended to May 4<sup>th</sup> at 4pm. The deadline for municipalities to contact us for L/M income eligibility has also been extended. That deadline is now April 27<sup>th</sup>.

All other application requirements remain the same.

The second session of our Public Hearing will occur tonight at 5:30pm. The call in number is 717-275-8940 or 712-832-8330; access code is 4120745 then #. This hearing is NOT mandatory for applicants.

Sincerely,

**Stacy C. Milo, M.P.A.**

**CDBG Program Coordinator**

**County of Lehigh, Department of Community and Economic Development**

**17 S. Seventh St., 5<sup>th</sup> Floor, Room 519**

**Allentown, PA 18101-2401**

**Phone: 610-782-3855**

**Fax: 610-871-2893**

**Email: [stacymilo@lehighcounty.org](mailto:stacymilo@lehighcounty.org)**



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**P Please consider the environment before printing this email.**



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**From:** Stacy Milo

**Sent:** Friday, March 13, 2020 1:07 PM

**To:** 'jessica@habitatlv.org'; Aging Adult Services I-mail; 'ajennings@caclv.org'; 'amybeck@lvcil.org'; 'Ann Marie Ganchoso';

'Anthony Branco'; 'Barbara Schlegel, Catasauqua DIG-IN'; 'Barry Moyer'; 'Beam, George E'; 'bncorder@northwhitehall.org'; 'Brandon Szoke'; 'Brian Carl'; 'Brian Dietrich'; 'Jennifer Doyle'; 'Bruce Paulus'; 'Bryon Reed'; 'Carol Halper'; 'Carolyn Clark'; 'Cassidy, Chris'; 'Cathy Bonaskiewish'; 'Charles Volk'; 'Chris Becker'; 'Cnthia Sopka'; 'dan@lcha-vhdc.org'; 'daniellej@lehighvalleychamber.org'; 'David Fink'; 'ddelong@uppermilford.net'; 'Liz Best'; 'dharleman@cwsauthority.org'; 'Diana Frank'; 'dlamb@lvcconline.org'; 'Doug Yingling'; 'Drew Sonntag'; 'Ellen Larmer'; 'Gary Hovis'; 'Gwen Pongracz'; 'Howard Lieberman'; 'informationandreferral'; 'Jan Brna'; 'Janice Meyers'; 'jason.newhard@ssmgroup.com'; 'Jeff Bartlett'; 'jfarns@borough.emmaus.pa.us'; 'Jim Buerger'; 'John Donches'; 'John Felch'; 'Joseph Bundra'; 'Joseph McMahan III'; 'Justin Smith'; 'Kathi Krablin ([kkrablin@valleyyouthhouse.org](mailto:kkrablin@valleyyouthhouse.org))'; 'Kermit DeLong'; 'Lawrence Rapp'; 'Lee Rackus, Whitehall Twshp'; 'Lupe Pearce'; 'Marta Gabriel'; 'Matthew D. Szuchyt ([mszuchyt@pasen.gov](mailto:mszuchyt@pasen.gov))'; 'Mayor Robert Mader'; 'Mayor Walter Niedermeyer'; 'mhandzo@cacvl.org'; 'Michelle Raber'; 'Nanse Wolfington'; 'Nathan Brown'; 'Pam Russo'; 'Patty Vahey'; 'Rebecca Strobel'; 'rick@lehighseniors.org'; 'rnicolella@allentowndiocese.org'; 'Ron Heintzelman'; 'Rosemary Shokunbi'; 'samanthac@lehighvalleychamber.org'; 'Shane Pepe'; 'Sharol Lilly ([slilly@cacvl.org](mailto:slilly@cacvl.org))'; 'sharon@alburtis.org'; 'Slatington Manager'; 'Steven Bachman'; 'Tammy White'; 'tbeil@uppersaucon.org'; 'Terri Keefe'; 'Terry L. Hollinger'; 'Thomas Applebach'; 'Thomas Mulderick ([tmulderick@lccc.edu](mailto:tmulderick@lccc.edu))'; 'Tim Mulligan ([mulligant@cisvl.org](mailto:mulligant@cisvl.org))'; 'Tim Paashaus'; 'Todd Weidman'; 'Tracy Fehnel'; 'Tracy MacDonald'; 'Virginia Haas'; 'Wendy Seiffert'; 'Wes Barrett'; 'Zach Graves'; 'Alburtis'; 'Alfred Regits'; 'Bill Vogler'; 'Bob Ibach'; 'Bud Carter'; 'Celia Petiprin'; 'Charles Volk'; 'Cindy Evans'; 'coopersburg@enter.net'; 'D Stevens'; 'Dan Stevens'; 'Daniel Mohr'; 'Darlene Uherick'; 'Ellen Koplin'; 'ESEP'; 'Gail Hoffmann'; 'Gary Hovis'; 'gkormanik@lvwib.org'; 'Helen Carroll'; 'Ira Faro'; 'James Molinaro'; 'Jane Kelly'; 'Jeff Zehr'; 'Jenn Antinoro'; 'Joan Cheesbrough'; 'Joe Sikorski'; 'Kristy Gehman'; 'Rev. Dr. Larry D. Pickens, Esq.'; 'Lori Sywensky'; 'Marvin Mann'; 'Mayor of Catasauqua'; 'Mayor of Macungie'; 'Myra Saturen'; 'Nanse Wolfington'; 'Norma Cusik'; 'Peg McCormick'; 'Renee Bickel'; 'Richard Nalichowski'; 'SDHP'; 'Sean W. Morrow'; 'Stephen Costa'; 'Steve Ackerman'; 'Timothy Hayes'; 'Tori Morgan'; 'Upper Milford'; 'Vicky Roth'; 'William Roy'; 'Brad Fatzinger'; 'marybeth@catasauqua.org'; 'Irodriguez@workforcelv.org'; 'm.grasso@vianet.org'; 'Doug Yingling'; 'd.pioli@ViaNet.org'; 'tallen@maserconsulting.com'; 'Rayne@nhslv.org'; 'scott@lvcat.org'; 'Daniel Witczak, P.E.'; 'Jill Smith'; 'Rich Fain, CSI, CCCA'; 'Janice Meyers'; 'jmeyers@whitehalltownship.com'; 'travers@catasauqua.org'; 'ndischinat@lvwib.org'; 'ndischinat@workforcelv.org'; 'gkormanik@workforcelv.org'; 'Lisa Walkiewicz'; 'David Lear'; 'publicworks@coplayborough.org'; 'Kim Bachman'; 'Peter Barnard'; 'greese@lvpc.org'; 'jscott@communityfirstfund.org'; 'ohinson@allentowndiocese.org'; 'mbertalan@allentowndiocese.org'; 'dbosket@cacvl.org'; 'Jack Felch'; 'sethoderewski@lvcil.org'; 'debbierozear@lvcil.org'; 'Anthony.Strobel@lvhn.org'; 'deidre.govan@use.salvationarmy.org'; 'kshoemaker@arcoflehighnorthampton.org'; 'Jan Brna'; 'ldelabar@casalv.org'; 'Coplay Mayor Dean Molitoris'; 'slatebor@ptd.net'; 'cgarges@hanleco.org'; 'bbeitel@lowermac.com'; 'mayor@whitehalltownship.com'; 'Victoria Coyle'; 'Tina Sargent'; 'Lori Molloy'; 'Becky Bradley'; 'mkovalchick@lccc.edu'; 'Deanne Best'; 'Adrian Shanker'; 'Alisa Baratta'; 'Deborah Nevells'; 'Derek Petroski'; 'Dawn Godshall'; 'ddietrich@nhsgreaterberks.org'; 'glandi@allentowndiocese.org'; 'tdakuginow@allentowndiocese.org'; 'jmrittle@newbethanyministries.org'; 'Katie Suppes'; 'Matt Easterwood'; 'Robert Glisson'; 'Kate Cohen'; 'publicworks@coplayborough.org'; 'cyfvvet@aol.com'

**Cc:** Paulette Gilfoil

**Subject:** RE: 2020 CDBG Application - Due Monday, April 13, 2020 by 4:00pm EST

Dear Prospective 2020 CDBG Applicants:

The NPLS Healthy Home Summit has been postponed according to the following from NPLS:

After carefully monitoring the latest announcements about COVID-19 (Coronavirus) from the CDC and the PA Department of Health, we have decided to postpone the Healthy Home Summit. We apologize for any inconvenience and will announce a future date when it is re-scheduled.

**Therefore, there will be no opportunity for applicants to receive an extra point toward their FY 2020-2021 CDBG funding application.** Thank you for understanding.

Sincerely,

Stacy C. Milo

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**From:** Stacy Milo

**Sent:** Thursday, March 12, 2020 3:43 PM

**To:** 'jessica@habitatlv.org'; 'Aging Adult Services I-mail'; 'ajennings@cacvl.org'; 'amybeck@lvcil.org'; 'Ann Marie Ganchoso'; 'Anthony Branco'; 'Barbara Schlegel, Catasauqua DIG-IN'; 'Barry Moyer'; 'Beam, George E'; 'bncorder@northwhitehall.org';

'Brandon Szoke'; 'Brian Carl'; 'Brian Dietrich'; 'Jennifer Doyle'; 'Bruce Paulus'; 'Bryon Reed'; 'Carol Halper'; 'Carolyn Clark'; 'Cassidy, Chris'; 'Cathy Bonaskiewish'; 'Charles Volk'; 'Chris Becker'; 'Cnthia Sopka'; 'dan@lcha-vhdc.org'; 'daniellej@lehighvalleychamber.org'; 'David Fink'; 'ddelong@uppermilford.net'; 'Liz Best'; 'dharleman@cwsauthority.org'; 'Diana Frank'; 'dlamb@lvconline.org'; 'Doug Yingling'; 'Drew Sonntag'; 'Ellen Larmer'; 'Gary Hovis'; 'Gwen Pongracz'; 'Howard Lieberman'; 'informationandreferral'; 'Jan Brna'; 'Janice Meyers'; 'jason.newhard@ssmgroup.com'; 'Jeff Bartlett'; 'jfarns@borough.emmaus.pa.us'; 'Jim Buerger'; 'John Donches'; 'John Felch'; 'Joseph Bundra'; 'Joseph McMahon III'; 'Justin Smith'; 'Kathi Krablin ([kkrablin@valleyyouthhouse.org](mailto:kkrablin@valleyyouthhouse.org))'; 'Kermit DeLong'; 'Lawrence Rapp'; 'Lee Rackus, Whitehall Twshp'; 'Lupe Pearce'; 'Marta Gabriel'; 'Matthew D. Szuchyt ([mszuchyt@pasen.gov](mailto:mszuchyt@pasen.gov))'; 'Mayor Robert Mader'; 'Mayor Walter Niedermeyer'; 'mhandzo@caclv.org'; 'Michelle Raber'; 'Nanse Wolfington'; 'Nathan Brown'; 'Pam Russo'; 'Patty Vahey'; 'Rebecca Strobel'; 'rick@lehighseniors.org'; 'rnicolella@allentowndiocese.org'; 'Ron Heintzeman'; 'Rosemary Shokunbi'; 'samanthac@lehighvalleychamber.org'; 'Shane Pepe'; 'Sharol Lilly ([slilly@caclv.org](mailto:slilly@caclv.org))'; 'sharon@alburtis.org'; 'Slatington Manager'; 'Steven Bachman'; 'Tammy White'; 'tbeil@uppersaucon.org'; 'Terri Keefe'; 'Terry L. Hollinger'; 'Thomas Applebach'; 'Thomas Mulderick ([tmulderick@lccc.edu](mailto:tmulderick@lccc.edu))'; 'Tim Mulligan ([mulligant@cislv.org](mailto:mulligant@cislv.org))'; 'Tim Paashaus'; 'Todd Weidman'; 'Tracy Fehnel'; 'Tracy MacDonald'; 'Virginia Haas'; 'Wendy Seiffert'; 'Wes Barrett'; 'Zach Graves'; 'Alburtis'; 'Alfred Regits'; 'Bill Vogler'; 'Bob Ibach'; 'Bud Carter'; 'Celia Petiprin'; 'Charles Volk'; 'Cindy Evans'; 'coopersburg@enter.net'; 'D Stevens'; 'Dan Stevens'; 'Daniel Mohr'; 'Darlene Uherick'; 'Ellen Koplin'; 'ESEP'; 'Gail Hoffmann'; 'Gary Hovis'; 'gkormanik@lvwib.org'; 'Helen Carroll'; 'Ira Faro'; 'James Molinaro'; 'Jane Kelly'; 'Jeff Zehr'; 'Jenn Antinoro'; 'Joan Cheesbrough'; 'Joe Sikorski'; 'Kristy Gehman'; 'Rev. Dr. Larry D. Pickens, Esq.'; 'Lori Sywensky'; 'Marvin Mann'; 'Mayor of Catasauqua'; 'Mayor of Macungie'; 'Myra Saturen'; 'Nanse Wolfington'; 'Norma Cusik'; 'Peg McCormick'; 'Renee Bickel'; 'Richard Nalichowski'; 'SDHP'; 'Sean W. Morrow'; 'Stephen Costa'; 'Steve Ackerman'; 'Timothy Hayes'; 'Tori Morgan'; 'Upper Milford'; 'Vicky Roth'; 'William Roy'; 'Brad Fatzinger'; 'marybeth@catasauqua.org'; 'Irodriguez@workforcelv.org'; 'm.grasso@vianet.org'; 'Doug Yingling'; 'd.pioli@ViaNet.org'; 'tallen@maserconsulting.com'; 'Rayne@nhslv.org'; 'scott@lvcat.org'; 'Daniel Witczak, P.E.'; 'Jill Smith'; 'Rich Fain, CSI, CCCA'; 'Janice Meyers'; 'jmeyers@whitehalltownship.com'; 'travers@catasauqua.org'; 'ndischinat@lvwib.org'; 'ndischinat@workforcelv.org'; 'gkormanik@workforcelv.org'; 'Lisa Walkiewicz'; 'David Lear'; 'publicworks@coplayborough.org'; 'Kim Bachman'; 'Peter Barnard'; 'greese@lvpc.org'; 'jscott@communityfirstfund.org'; 'ohinson@allentowndiocese.org'; 'mbertalan@allentowndiocese.org'; 'dbosket@caclv.org'; 'Jack Felch'; 'sethoderewski@lvcil.org'; 'debbierozear@lvcil.org'; 'Anthony.Strobel@lvhn.org'; 'deidre.govan@use.salvationarmy.org'; 'kshoemaker@arcoflehighnorthampton.org'; 'Jan Brna'; 'ldelabar@casalv.org'; 'Coplay Mayor Dean Molitoris'; 'slatebor@ptd.net'; 'cgarges@hanleco.org'; 'bbeitel@lowermac.com'; 'mayor@whitehalltownship.com'; 'Victoria Coyle'; 'Tina Sargent'; 'Lori Molloy'; 'Becky Bradley'; 'mkovalchick@lccc.edu'; 'Deanne Best'; 'Adrian Shanker'; 'Alisa Baratta'; 'Deborah Nevells'; 'Derek Petroski'; 'Dawn Godshall'; 'ddietrich@nhsgreaterberks.org'; 'glandi@allentowndiocese.org'; 'tdakuginow@allentowndiocese.org'; 'jmriddle@newbethanyministries.org'; 'Katie Suppes'; 'Matt Easterwood'; 'Robert Glisson'; 'Kate Cohen'; 'publicworks@coplayborough.org'; 'cyfvvet@aol.com'

**Cc:** Laurie A Moyer ; Cyndi King ; Frank Kane ; Paulette Gilfoil ; Commissioners Office

**Subject:** 2020 CDBG Application - Due Monday, April 13, 2020 by 4:00pm EST

Dear Prospective 2020 CDBG Applicants:

Lehigh County is once again beginning the process of accepting applications for its Community Development Block Grant (CDBG) Program. Lehigh County anticipates receiving an award of \$1,288,293 for the 2020 CDBG allocation.

The primary objective of Lehigh County's CDBG Program is the development of viable communities by providing decent housing and a suitable living environment as well as expanding economic opportunities, principally for low- to moderate-income persons. Lehigh County CDBG dollars are reserved for Lehigh County communities and residents living outside of the cities of Allentown and Bethlehem.

Attached please find Lehigh County's 2020 Community Development Block Grant (CDBG) applications' cover letter. Guidelines for completing the appropriate application forms are provided within the cover letter. The application forms are pdf fillable forms and may be found on our webpage. For your convenience, here is a link to the webpage:

<https://www.lehighcounty.org/Departments/Community-Economic-Development/CDBG-Grant-Application>. The 2020 CDBG application forms, documents and upload functions will be available by close of business on Thursday, March 12, 2020.

For those applicants considering a construction project, please perform an adequate amount of due diligence to propose an

accurate work scope and project footprint within your application. Lehigh County realizes that applicants wish to keep expenses low at the time of application, but we ask that an engineer be consulted when determining a project's scope and footprint. After Lehigh County announces the project awards (May), please do a thorough analysis of the project to determine any necessary changes. Any modification to the project which changes the scope, impact and/or location, must be presented to Lehigh County prior to the initiation of the environmental review process (late August). Should there be additional modifications reported after August, the environmental review will need to be modified, which will significantly delay your project. For projects funded with 2020 CDBG or after, environmental reviews, once complete, will not be modified until the following year.

**Applications are due by 4:00pm EST on April 13, 2020.** Applications may be uploaded via the Lehigh County Department of Community & Economic Development webpage on Lehigh County's website. Applications may also be mailed or delivered by courier, to my attention, and received by the due date and time. Applicants must submit 3 copies plus one original of the entire proposal. No binders, please.

If you should have any questions, please do not hesitate to contact me. If you no longer wish to receive this annual mailing, please contact me by email. Thank you.

Sincerely,

**Stacy C. Milo, M.P.A.**

**CDBG Program Coordinator**

**County of Lehigh, Department of Community and Economic Development**

**17 S. Seventh St., 5<sup>th</sup> Floor, Room 519**

**Allentown, PA 18101-2401**

**Phone: 610-782-3855**

**Fax: 610-871-2893**

**Email: [stacymilo@lehighcounty.org](mailto:stacymilo@lehighcounty.org)**



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**Please consider the environment before printing this email.**



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# PUBLIC NEEDS HEARING #1

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# PUBLIC NEEDS HEARING #2

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First Public Hearing for FY 2020 CDBG  
March 23, 2020 & March 26, 2020  
Agenda

CDBG Application

- Applications due April 13, 2020 at 4:00 pm; **REVISED DUE TO COVID-19 TO MAY 4, 2020**
- Submittal Methods
  - 1 original, 3 copies mailed or delivered
  - Upload application
- Project Selection
  - Does the project fit within an eligible category?
    - List of CDBG eligible activities
  - Does the “eligible” project meet a national objective?
    - Is the project fundable?
      - Does it benefit low-to-moderate income households and in what way?
      - Is the activity addressing blight?
      - Is the activity addressing an immediate public health emergency?
- Annual Plan Process Guidelines
  - Scoring criteria used to determine award amounts
    - Planning
    - Public Services
    - Demolition
    - Housing Rehab
    - Economic Development
    - Municipal Construction Projects
- Questions about Application Forms?

Discuss Project Ideas—must contact LC by April 6<sup>th</sup> if a municipality to discuss l/m income eligibility;  
**REVISED DUE TO COVID-19 TO APRIL 27, 2020**



## March 23, 2020 Public Hearing Notes for Session #1

The hearing began at 2:02pm. Those in attendance were: Mary Kovalchick of Lehigh Carbon Community College; Scott Slingerland of LVCAT; Laurie Moyer and Stacy Milo of Lehigh County Department of Community and Economic Development.

Each attendee provided his/her name and the organization he/she represents. Ms. Milo explained the need for the conference call to replace the in-person public hearing scheduled in the County of Lehigh's Government Center, which is currently closed to the public due to the COVID-19 pandemic. Ms. Milo explained that this is the first public hearing for the FY 2020 Annual Action Plan planning process; the public hearing at 5:30pm on March 26th will have the same agenda and will cover the same material. Ms. Milo explained that both of the CDBG applications, eligible activities, national objectives, five-year consolidated plan goals and objectives, and other information is available to the public on the LC DCED grant application webpage. Ms. Milo provided the attendees with her cell phone number to reach her with any questions while applying for the CDBG program. She further explained that two application forms are for either public facility or public service projects and are due on April 13th unless the due date is extended. If the due date is extended, Ms. Milo stated that an email would be sent to the CDBG application email mailing list and a notice would be added to the webpage. She explained that the Annual Action Plan would most likely still be due to HUD by August 15th. Ms. Milo stated the submittal methods as being an upload method via the webpage or by mail; hand delivery was not recommended since the Government Center is closed to the public. Ms. Milo gave a few examples of eligible activities and how they must meet a national objective, usually low- to moderate-income or elimination of slum/blight. Ms. Milo explained the basic steps in the Annual Action Plan process that the next public hearing will be after the due date for the applications and is scheduled on August 3, 2020, and the types of projects the County itself uses funds to provide.

Ms. Milo then opened the floor to any questions regarding the CDBG applications or the funding process. Mr. Slingerland, LVCAT, asked specifically about a new project versus an existing project, how they are defined, if they must prove an increase in the project by 40% or more, and what they need to provide in their application. Ms. Milo asked him a few questions about the project's current status, current funding, and current location of services provided. She then asked Mr. Slingerland to contact her by email or telephone to discuss this specific program for his application.

Ms. Milo then asked if anyone had any project ideas they wanted to discuss. Hearing none, Ms. Milo reminded everyone that the next deadlines are:

April 6th for municipalities to discuss income eligibility for a project with Lehigh County, and

April 13th for the CDBG application.

Ms. Milo thanked everyone for attending the public hearing. The hearing ended at 2:15pm.

March 26, 2020 Public Hearing Notes for Session #2

The hearing began at 5:30pm. Those in attendance were: Stacy Milo and Cyndi King of Lehigh County Department of Community and Economic Development.

Since no one from the public was in attendance, the hearing ended at 5:45pm.

**DUE TO HAVING THE HEARINGS VIA CONFERENCE CALL, ATTENDANCE WAS TAKING VERBALLY INSTEAD OF BY SIGNING AN ATTENDANCE SHEET.**

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# 2<sup>ND</sup> PUBLIC HEARING

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INSERT AD, AGENDA, MINUTES INCLUDING ATTENDANCE FOR AUGUST 3, 2020

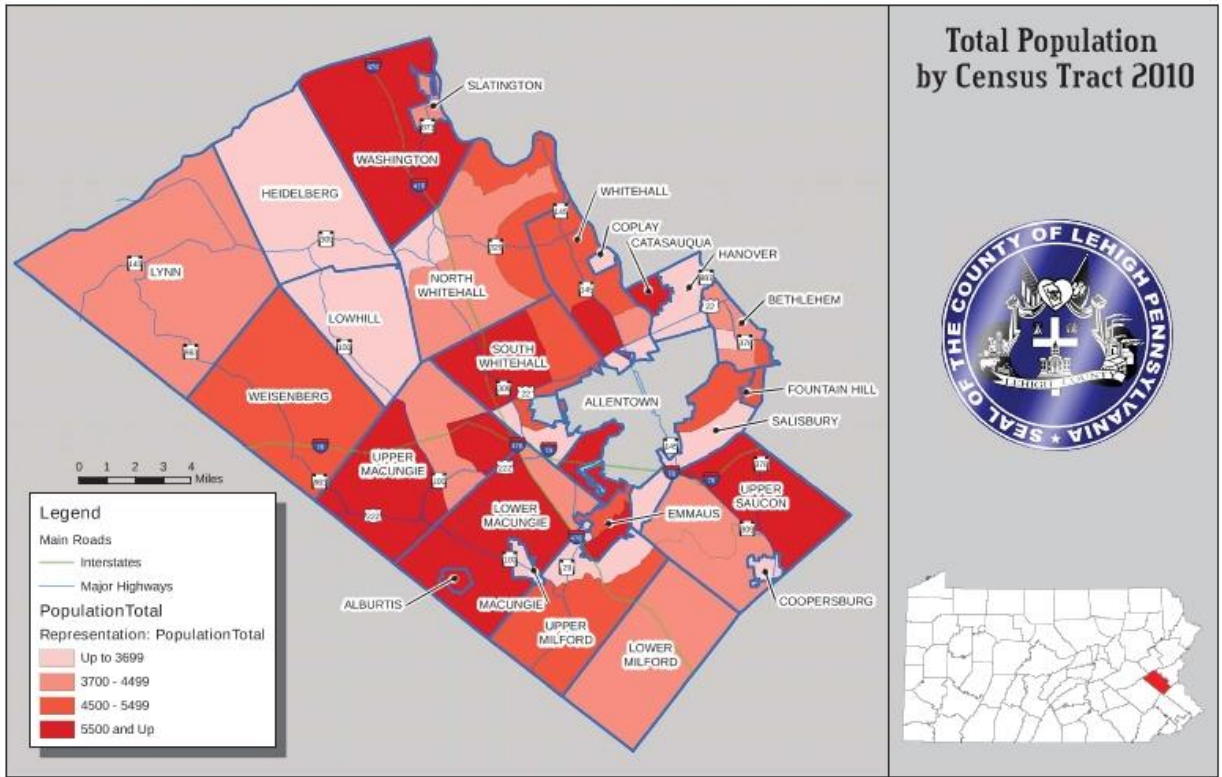
DRAFT

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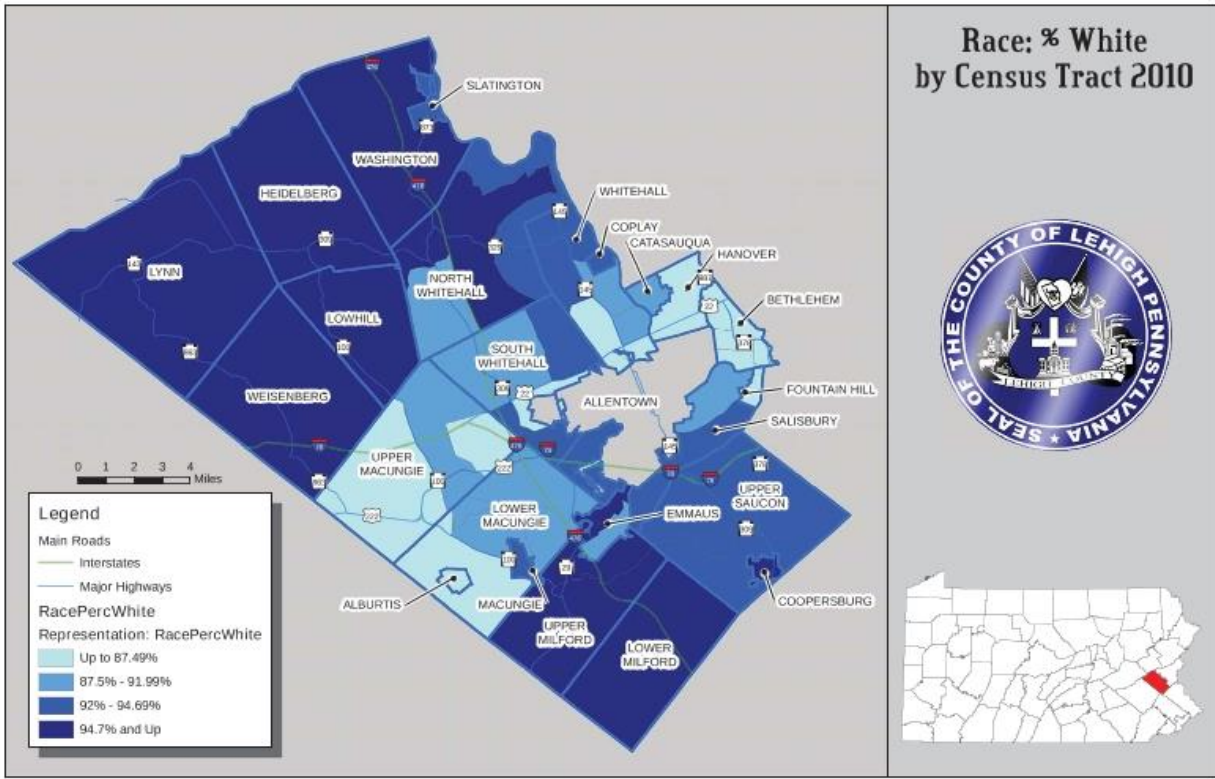
# MAPS

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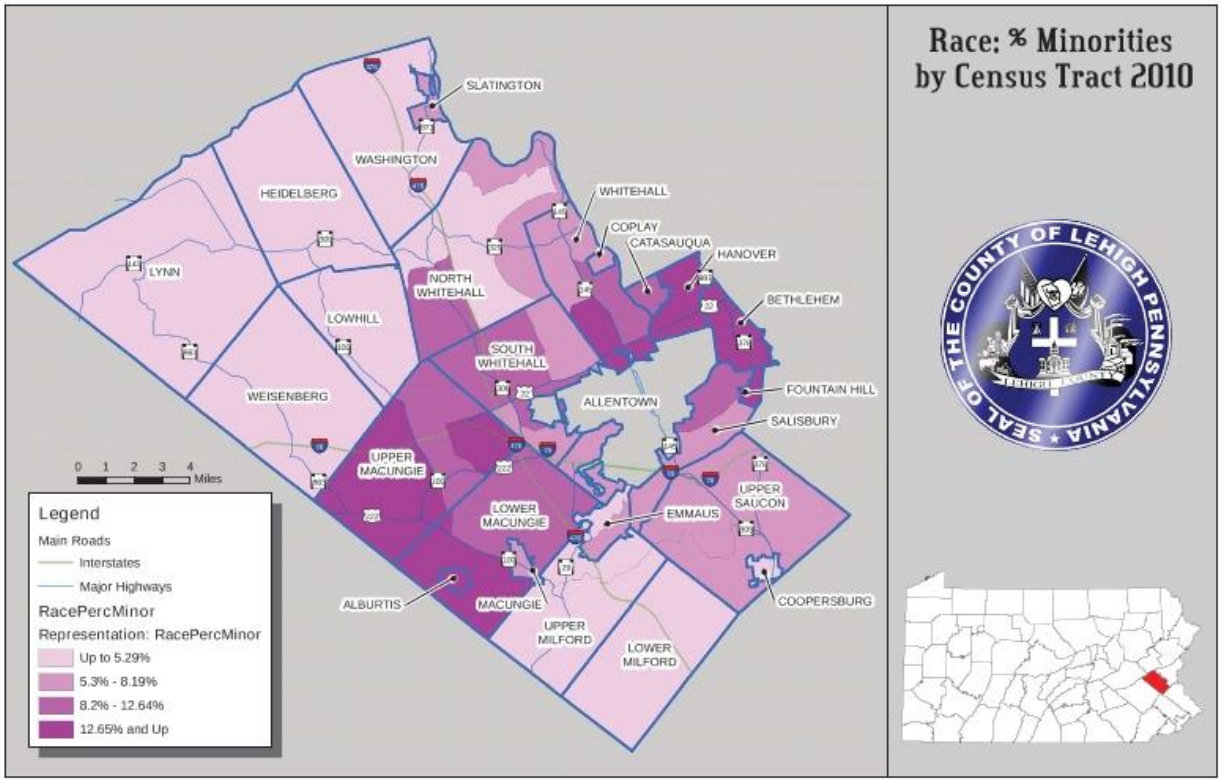




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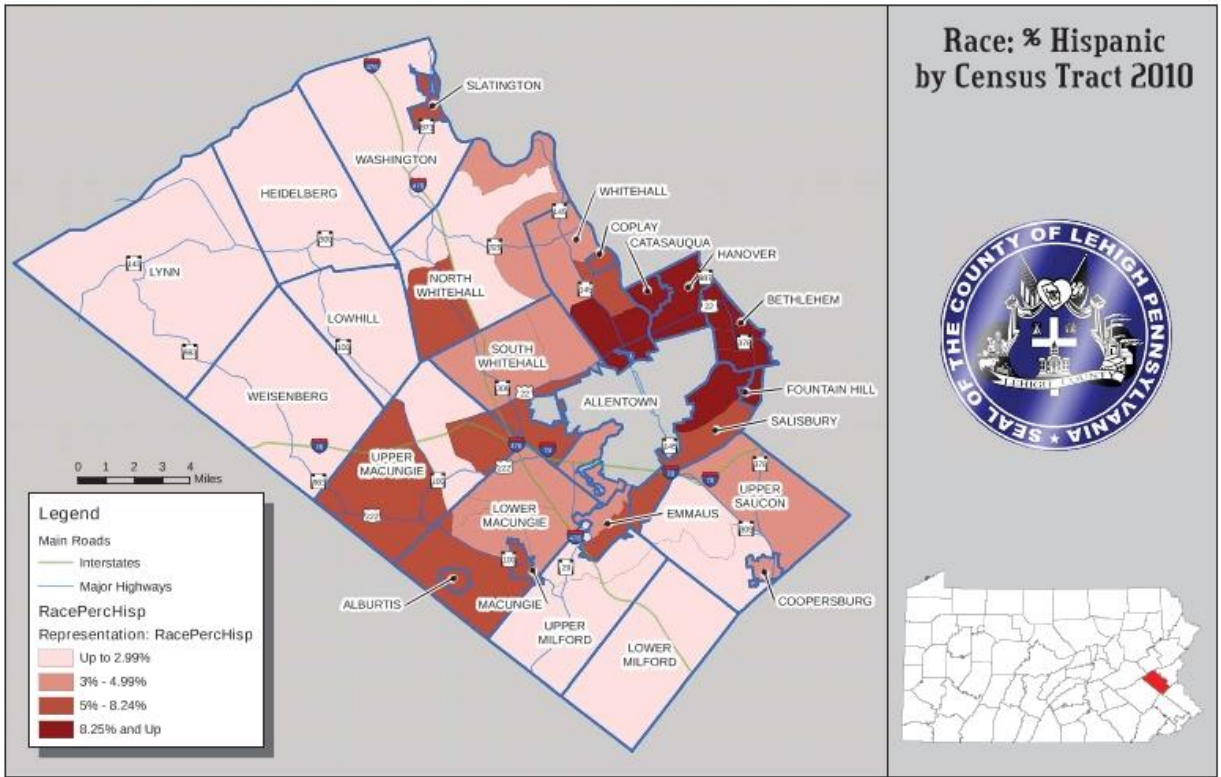


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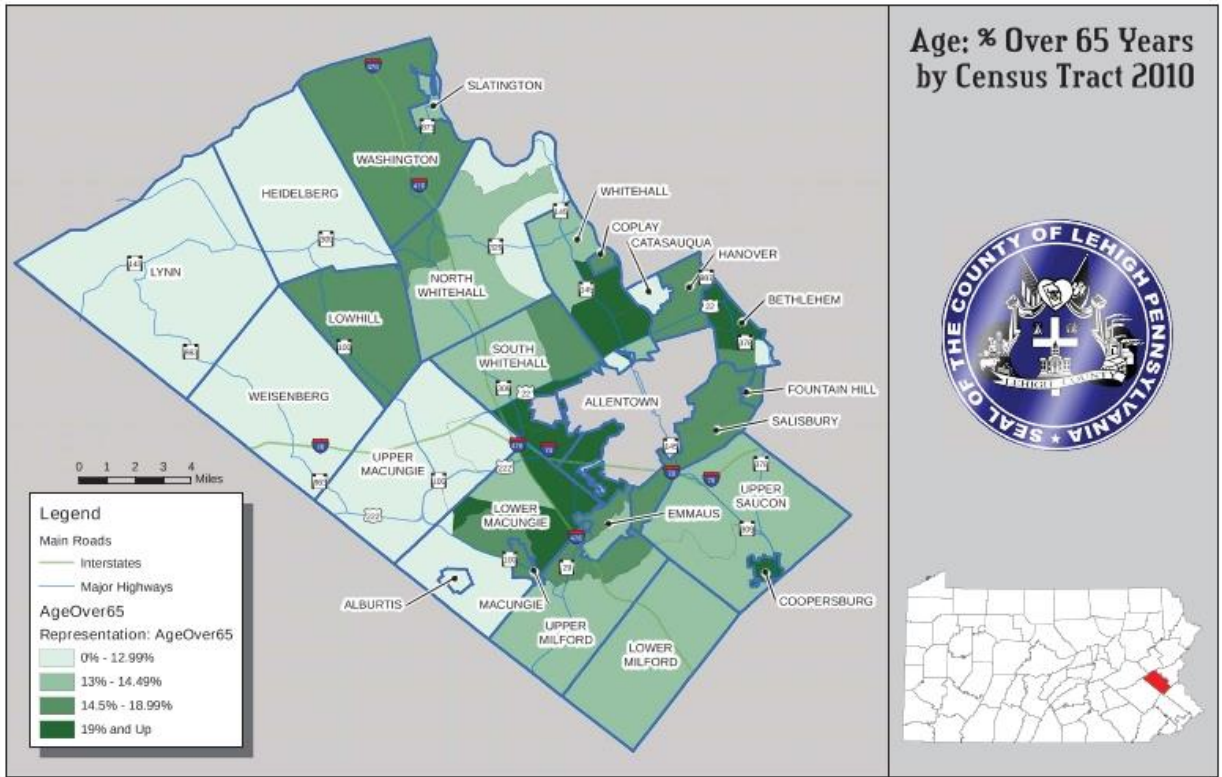


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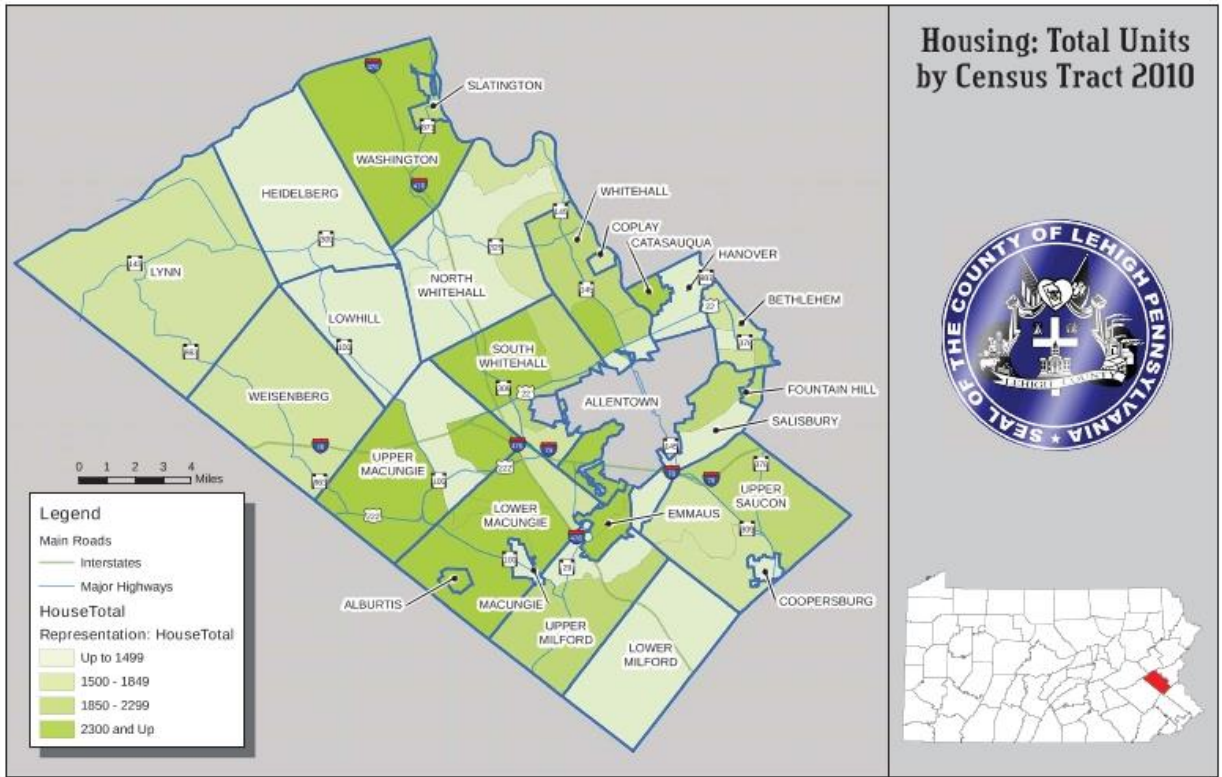




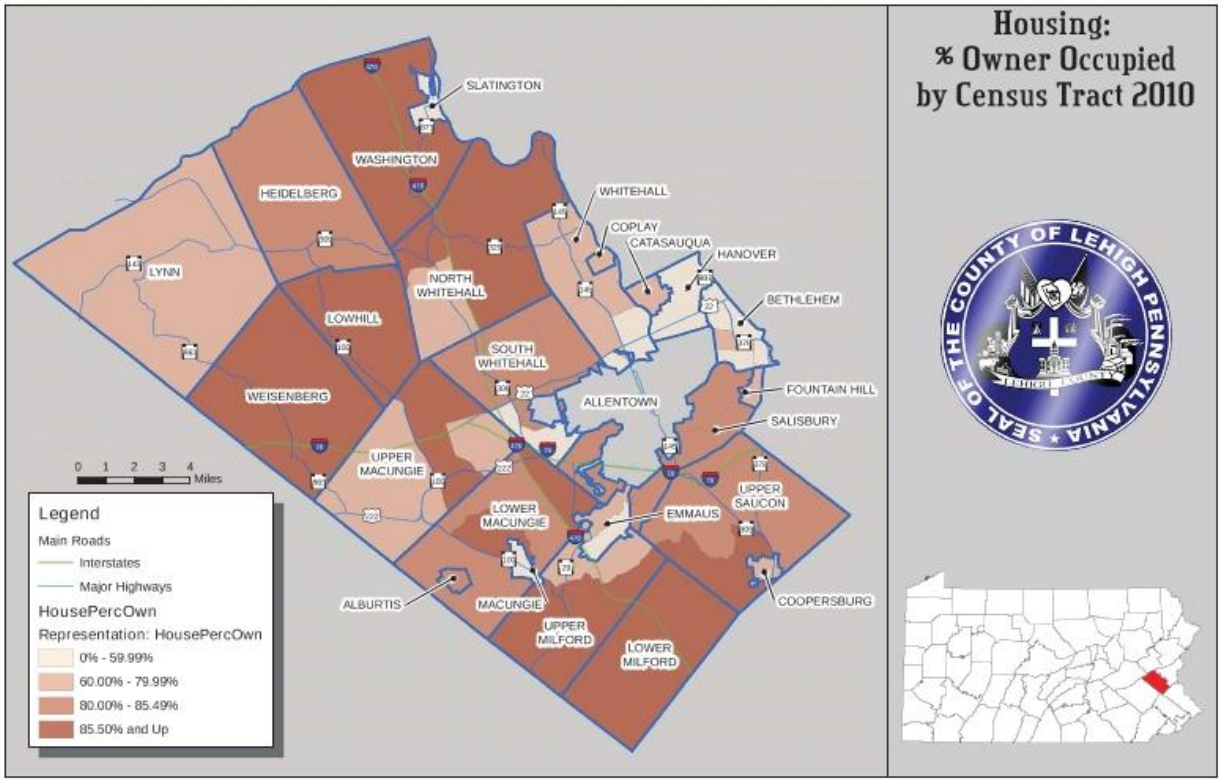
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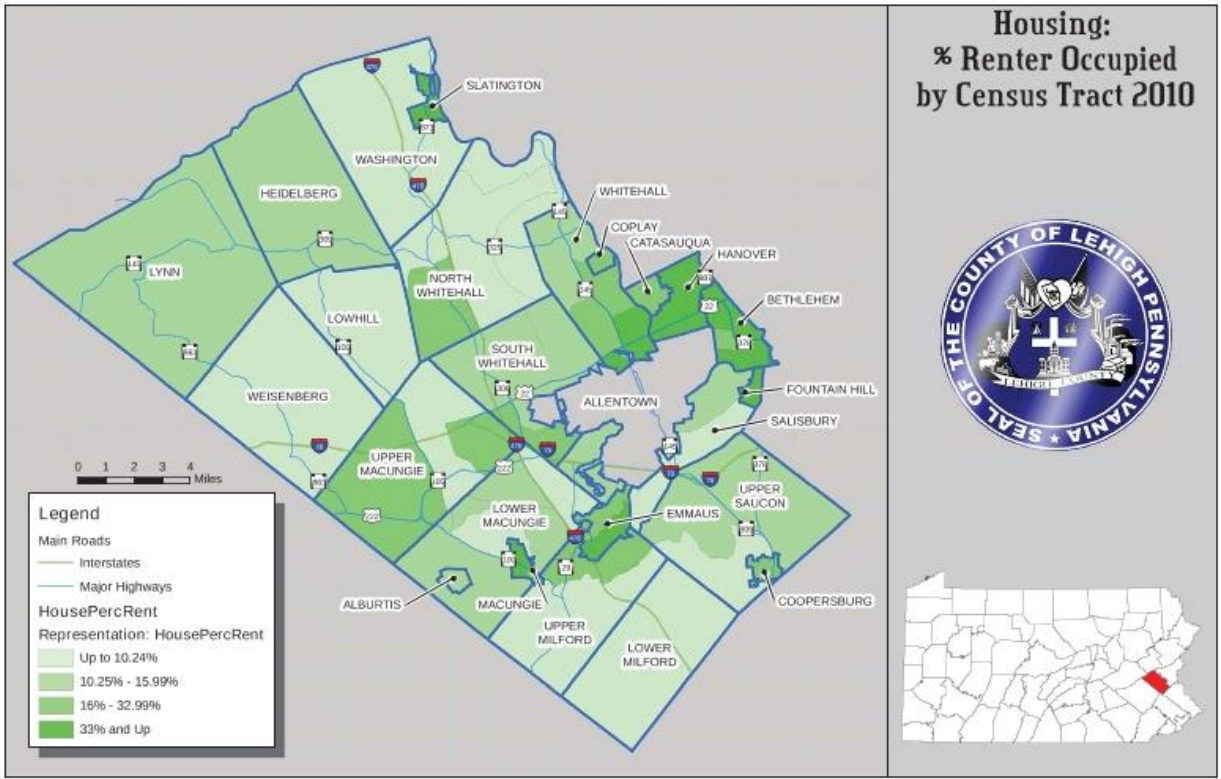
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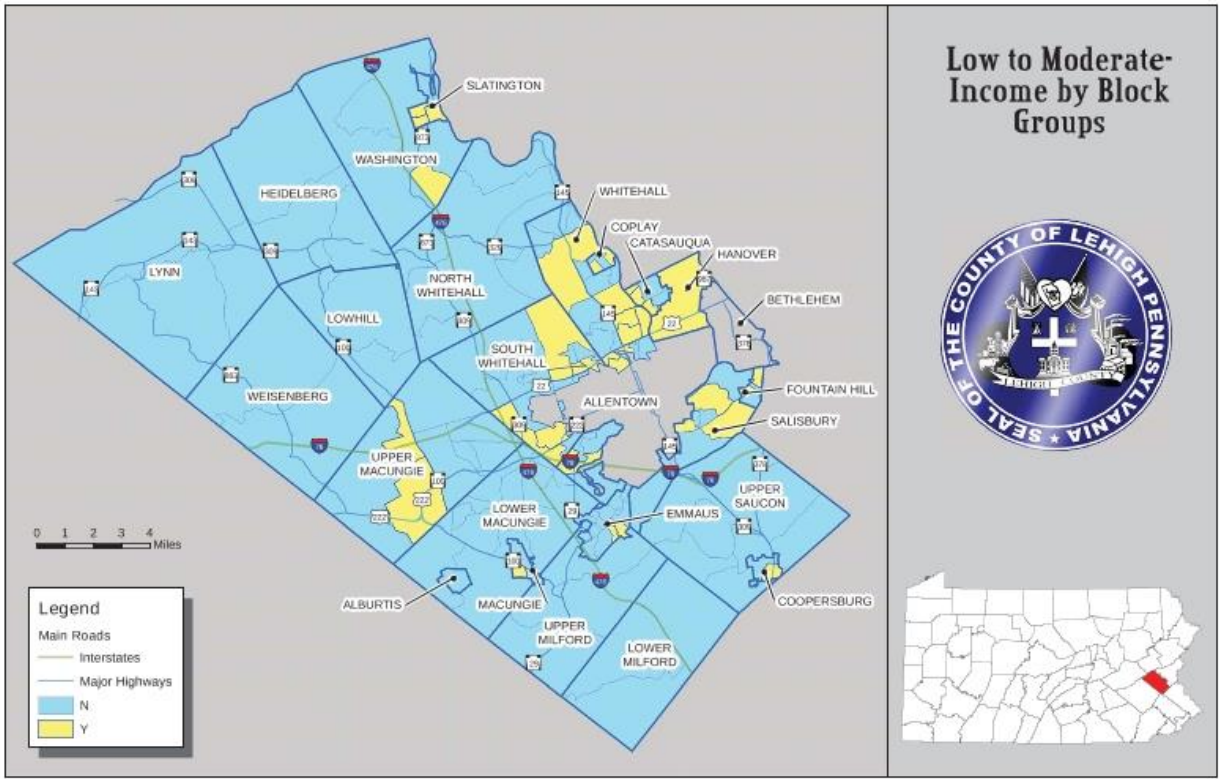


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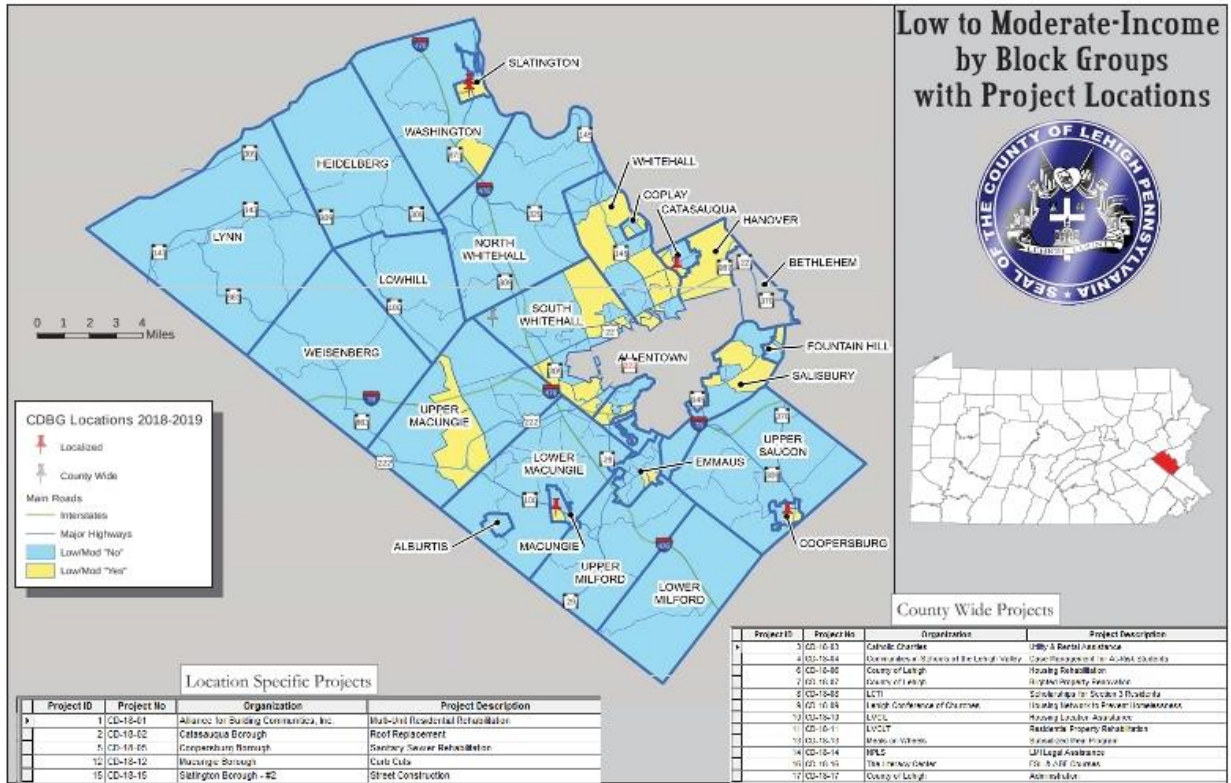


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Grantee SF-424's and Certification(s)

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# SF 424 FORM

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INSERT NEW FORMS WHEN SIGNED BY PHIL, ETC.

DRAFT

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# SF 424 **D** FORM

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# CERTIFICATIONS

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DRAFT