CITY OF LEBANON

F.Y. 2014
ACTION PLAN
for the
CONSOLIDATED APPLICATION

Sherry L. Capello, Mayor

Members of Council
John Dissinger, Chairman
Wiley Parker
Richard Wertz
Anthony Matula
Patricia Royer

Submitted by:

City of Lebanon
Office of Community Development
Municipal Building
400 South 8th Street
Lebanon, PA 17042

(717) 228-4487
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April 2014

ACTION PLAN
Federal Fiscal Year 2014
Contents:

i. Introduction

The City of Lebanon, Pennsylvania, first prepared a Consolidated Plan (CP) at the direction of the U.S. Department of Housing and Urban Development (HUD) in 1995 for the period 1995 to 1999. Strategic plans for the period 2000 to 2004, 2005-2009 and 2010-2014 have been prepared. This Annual Plan has been developed to implement the strategies outlined in that Plan 2010-2014.

Under the Consolidated Plan regulations, HUD combined the applications and reporting requirements for four formula-based Federal grant programs: Community Development Block Grants (CMG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). By combining the process for these grants, HUD intended that communities develop a comprehensive vision that encompasses affordable housing, adequate infrastructure, fair housing, enhancement of civic design, vigorous economic development combined with human development and a continuum of care for helping the . homeless.

The goals of the Federal programs covered by the CP are to "strengthen partnerships among all levels of government and the private sector, including for profit and nonprofit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment and expand economic opportunities for every American, particularly for very low-income and low-income Americans." The CP has required the City of Lebanon to state in a single document its plan to pursue these goals for all the housing, community development and planning programs. It is these goals against which the CP and City's performance under the CP will be evaluated by HUD.

The CP is also a prerequisite to receiving funds under the following Federal programs:

- HOPE I - Public Housing Homeownership
- HOPE II - Homeownership of Multi-Family Housing Units
- HOPE III - Homeownership of Single Family Homes Low
- Income Housing Preservation
- Section 202 - Supportive Housing for the Elderly
- Section 811 - Supportive Housing for Persons with Disabilities
- Homeless Assistance Programs. - SuperNOFA
  - Supportive Housing Program
  - Single Room Occupancy (SRO) Housing
  - Shelter Plus Care
- Revitalization of Severely Distressed Public Housing
- Youthbuild - Hope for Youth
- John Heinz Neighborhood Development
- Lead-Based Paint Hazard Reduction
- Competitive HOPWA grants

Other programs do not require consistency with an approved CP. However, HUD funding for the Section 8 Certificate and Voucher Programs are to be made in a way that enables the City to carry out its CP action plan.

The City has developed a single, consolidated planning and application document in consultation with public and private agencies. This document encompasses the application for only the Community Development Block Grant (CDBG) Program. The City is not an entitlement community for the HUD HOME Program, Emergency Shelter Grant (ESG) or Housing Opportunities for Persons with AIDS (HOPWA) funding. The City competes at the state level for funding for these programs.

The CP serves the following functions for the City:

A ***planning document*** that enables the City to view its HUD funding, not in isolation, but as one tool in a comprehensive strategy to address housing and community development needs.

An ***application*** for Federal funds under HUD's formula grant programs, in particular the CDBG Program.

A ***strategy*** to be followed in carrying out HUD programs; and

An ***action plan*** that provides a basis for assessing performance.

In the needs and strategy parts of the Plan, the City considered not only the needs that have been identified by the local governing body and administration, but the needs of other public agencies and non-profit organizations that provide valuable services to the community. The input received from the community at-large was incorporated as well.

Public Participation Process: Two public hearings were held to solicit input for the plan. The first, held July 22, 2013, was designed to receive comments on housing and community development needs and requests for funding from non-profit agencies. The second will be held October 24, 2013, 4:45 p.m. Notice of both hearings were advertised and a notice was mailed to human service agencies serving the City.

Citizens wishing to comment on the plan may do so at the public hearing or in writing to the Office of Community Development, Municipal Building, 400 N. 8th Street, Lebanon, PA 17042

a. Standard form 424

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application ☐ Construction ☑ Non-Construction	Pre-application ☐ Construction ☐ Non-Construction	**2. DATE SUBMITTED**	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: CITY OF LEBANON	**Organizational Unit:** Department: OFFICE OF COMMUNITY DEVELOPMENT
Organizational DUNS: 04-973-7133	Division:
Address: Street: 400 SOUTH 8TH STREET	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: MRS. First Name: MELISSA
City: LEBANON	Middle Name: E.
County: LEBANON	Last Name: QUINONES
State: PA Zip Code: 17042	Suffix:
Country: USA	Email: MQUINONES@LEBANONPA.ORG
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 2 3 – 6 0 0 1 9 0 5	Phone Number (give area code): 717-228-4487 Fax Number (give area code): 717-274-2482

8. TYPE OF APPLICATION:

☑ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es)
(See back of form for description of letters.)

Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)

Other (specify)

9. NAME OF FEDERAL AGENCY: US DEPT. OF HOUSING AND URBAN DEVELOPMENT

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 4 – 2 1 8

TITLE (Name of Program): Labor Management Cooperation Program

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*:

ENTIRE CITY BASED ON ELIGIBILITY/FUNDABILITY OF ACTIVITY.

13. PROPOSED PROJECT		**14. CONGRESSIONAL DISTRICTS OF:**	
Start Date: 01/01/2014	Ending Date: 12/31/2014	a. Applicant 15TH	b. Project 15TH

15. ESTIMATED FUNDING:

a. Federal	$ 659,269.00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ 20,000.00
g. TOTAL	$ 679,269.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☑ PROGRAM IS NOT COVERED BY E. O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix: MRS.	First Name: SHERRY	Middle Name: L.
Last Name: CAPELLO		Suffix
b. Title: MAYOR		c. Telephone Number (give area code): 717-228-4401
d. Signature of Authorized Representative		e. Date Signed: 04/15/2014

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

b. Resources

1. FEDERAL RESOURCES

The City of Lebanon is receiving $659,269 as its F.Y. 2014 CDBG entitlement amount. In addition, the City will receive approximately $20,000 in program income. This sum is expected from loans that are being repaid to the City.

The City of Lebanon may receive HOME funds through the Commonwealth of Pennsylvania since the City is not a HOME entitlement community. The City is not an entitlement community for Emergency Shelter Grant funds nor HOPWA funding.

The Lebanon Housing Authority anticipates receiving federal funds during F.Y. 2014. The Housing Authority receives an annual Capital Fund Program entitlement and anticipates receiving Section 8 Rental Assistance funds.

2. OTHER RESOURCES

As noted above, the City received an allocation of HOME Program funds from the Commonwealth of Pennsylvania in the amount of $500,000 in May 2010. These funds would be used to support housing rehabilitation and homebuyers in the City of Lebanon during 2010 through 2014.

Table 3A
Summary of Specific Annual Objectives

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/ Objective*
	Housing					
	First-Time Homebuyer Program	CDBG	DH-1	3		
	Homeowner Rehabilitation Program	CDBG	DH-2	2		
	Infrastructure Objectives					
	Street Improvements	CDBG	SL-1	1		
	Water-Main Improvements	CDBG	SL-3	1		
	Code Enforcement	CDBG	Sl-3	3		
	Public Services Objectives					
	Crime Prevention	CDBG	SL-3			

***Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

c. Activities to be Undertaken

ACTIVITY	Budget	
Public Services: Police	$100,000	Police serve a low income area: CT 03 and CT 04 BG 2,4 &5 67% low -mod income
Street Improvements	$110,000	Low income areas
Housing Rehabilitation, Homebuyer Assistance, and Rental Rehabilitation Programs	$80,000	Administered by Redevelopment Authority. Applicants eligibility determined by intake.
Code Enforcement	$95,000	Limited to low income areas
General Administration/Planning	$130,000	Limited to 20% of grant and program income
Watermain Improvements	$164,269	Limited to low income areas
TOTAL	$679,269	

Funding Sources

Entitlement Grant (includes reallocated funds)		
CDBG	$659,269	
ESG	$0	
HOPWA	$0	
Total		$659,269
Prior Years' Program Income NOT previously programmed or		
CDBG	$20,000	
ESG	$0	
HOME	$0	
HOPWA	$0	
Total		$20,000
Reprogrammed Prior Years' Funds		
CDBG	$0	
ESG	$0	
HOME	$0	
HOPWA	$0	
Total		
Total Estimated Program Income		
Program Income	$20,000	
Total		$20,000
Section 108 Loan Guarantee Fund		$0
TOTAL FUNDING SOURCES		$679,269
Other Funds		
Submitted Proposed Projects Totals		$679,269
Un-Submitted Proposed Projects Totals		$0

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Lebanon

Priority Need
Housing

Project Title
Housing Rehabilitation

Project Description

Grants to owner occupied households to bring the property up to code standards and address Lead Based Paint Hazards. Maximum assistance is $25,000.00 for rehabilitation and $10,000.00 for Lead Hazard Control work. Emergency Assistance will also be provided for immediate health and safety concerns.

Performance Measure – Outcome Statement
Create Decent Housing with Improved/New Affordability

Location: Community Wide

Objective Number	Project ID 0005
HUD Matrix Code 13	CDBG Citation 570.202
Type of Recipient	CDBG National Objective 570.208(a)(3)
Start Date (mm/dd/yyyy) 01/01/201	Completion Date (mm/dd/yyyy) 12/31/2014
Performance Indicator 10 – Housing Units	Annual Units 2
Local ID	Units Upon Completion 2

Funding Sources:	
CDBG	40,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	40,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Lebanon

Priority Need
Housing

Project Title
First-Time Homebuyers

Project Description

Grants for low/moderate income individuals to assist with the purchase of a home through the First-Time Homebuyer Program. $5,000.00 is also included for rehabilitation of major systems as needed.

Performance Measure – Outcome Statement
Create Decent Housing with Improved/New Accessibility

Location: Community Wide

Objective Number	Project ID 0006
HUD Matrix Code 13	CDBG Citation 570.201(n)
Type of Recipient	CDBG National Objective 570.208(a)(3)
Start Date (mm/dd/yyyy) 01/01/2014	Completion Date (mm/dd/yyyy) 12/31/2014
Performance Indicator 10 – Housing Units	Annual Units 3
Local ID	Units Upon Completion 3

Funding Sources:	
CDBG	40,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	40,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Lebanon

Priority Need
Community Development

Project Title
Crime Prevention

Project Description
Funding of a year-round police patrol to reduce criminal activities in low/moderate area. Additional police patrol in the City's Northside area. Area is 67% low/mod. Northside: CT 3, BG 1-3, CT 4, BG 2, 4 and 5.

Performance Measure – Outcome Statement
Enhance suitable living environmental through Improved/New Sustainability

Location: CT & BG's

Objective Number	Project ID 0001
HUD Matrix Code 05I	CDBG Citation 570.201(e)
Type of Recipient	CDBG National Objective 570.208(a)(1)
Start Date (mm/dd/yyyy) 01/01/2014	Completion Date (mm/dd/yyyy) 12/31/2014
Performance Indicator 01 People	Annual Units 7,431
Local ID	Units Upon Completion

Funding Sources:	
CDBG	100,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	100,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Lebanon

Priority Need
Planning and Administration

Project Title
Administration

Project Description

Audit, planning, legal, salaries, public information, supplies, rent, telephone, miscellaneous expenses related to general management and oversight.

Performance Measure – Outcome Statement
N/A

Location: Community Wide

Objective Number	Project ID 0008
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy) 01/01/2014	Completion Date (mm/dd/yyyy) 12/31/2014
Performance Indicator N/A	Annual Units N/A
Local ID	Units Upon Completion

Funding Sources:	
CDBG	135,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	135,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Lebanon

Priority Need
Housing

Project Title
Code Enforcement

Project Description

Improve housing conditions in areas targeted for infrastructure improvements and public services. Northside: CT 3, BG 1-3, CT 4, BG 2, 4 AND 5.

Performance Measure – Outcome Statement
Enhance suitable living environmental through Improved/New Sustainability

Location: Community Wide

Objective Number	Project ID 0007
HUD Matrix Code 15	CDBG Citation 570.202(c)
Type of Recipient	CDBG National Objective 570.208(a)(1)
Start Date (mm/dd/yyyy) 01/01/2014	Completion Date (mm/dd/yyyy) 12/31/2014
Performance Indicator 01 people	Annual Units 7,431
Local ID	Units Upon Completion

Funding Sources:	
CDBG	95,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	95,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Lebanon

Priority Need
Infrastructure

Project Title
Water Main Construction

Project Description

Replacement of deteriorated water mains in low income areas. Specific locations to be determined.

Performance Measure – Outcome Statement
Enhance suitable living environmental through Improved/New Sustainability

Location: CT & BG's

Objective Number	Project ID 0003
HUD Matrix Code 03J	CDBG Citation 570.201(c)
Type of Recipient	CDBG National Objective 570.208(a)(1)
Start Date (mm/dd/yyyy) 01/01/2014	Completion Date (mm/dd/yyyy) 12/31/2014
Performance Indicator 01 – People	Annual Units 15,023
Local ID	Units Upon Completion

Funding Sources:	
CDBG	164,269
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	164,269

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Lebanon

Priority Need
Community Development

Project Title
Street Improvements

Project Description

Reconstruction of streets in low income areas. Specific streets to be determined.
Low Income Areas: CT, BG 1, 2, 3, 5
CT 2, BG 1, 4
CT 3, BG 1.a, 1-3
CT 4, BG 2, 4, 5
CT 5, BG 1, 3

Performance Measure – Outcome Statement
Enhance suitable living environmental through Improved/New Accessibility

Location: CT & BG's

Objective Number	Project ID 0004
HUD Matrix Code 03K	CDBG Citation 570.201(c)
Type of Recipient	CDBG National Objective 570.208(a)(1)
Start Date (mm/dd/yyyy) 01/01/2014	Completion Date (mm/dd/yyyy) 12/31/2014
Performance Indicator 01 people	Annual Units 15,023
Local ID	Units Upon Completion

Funding Sources:	
CDBG	110,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	110,000

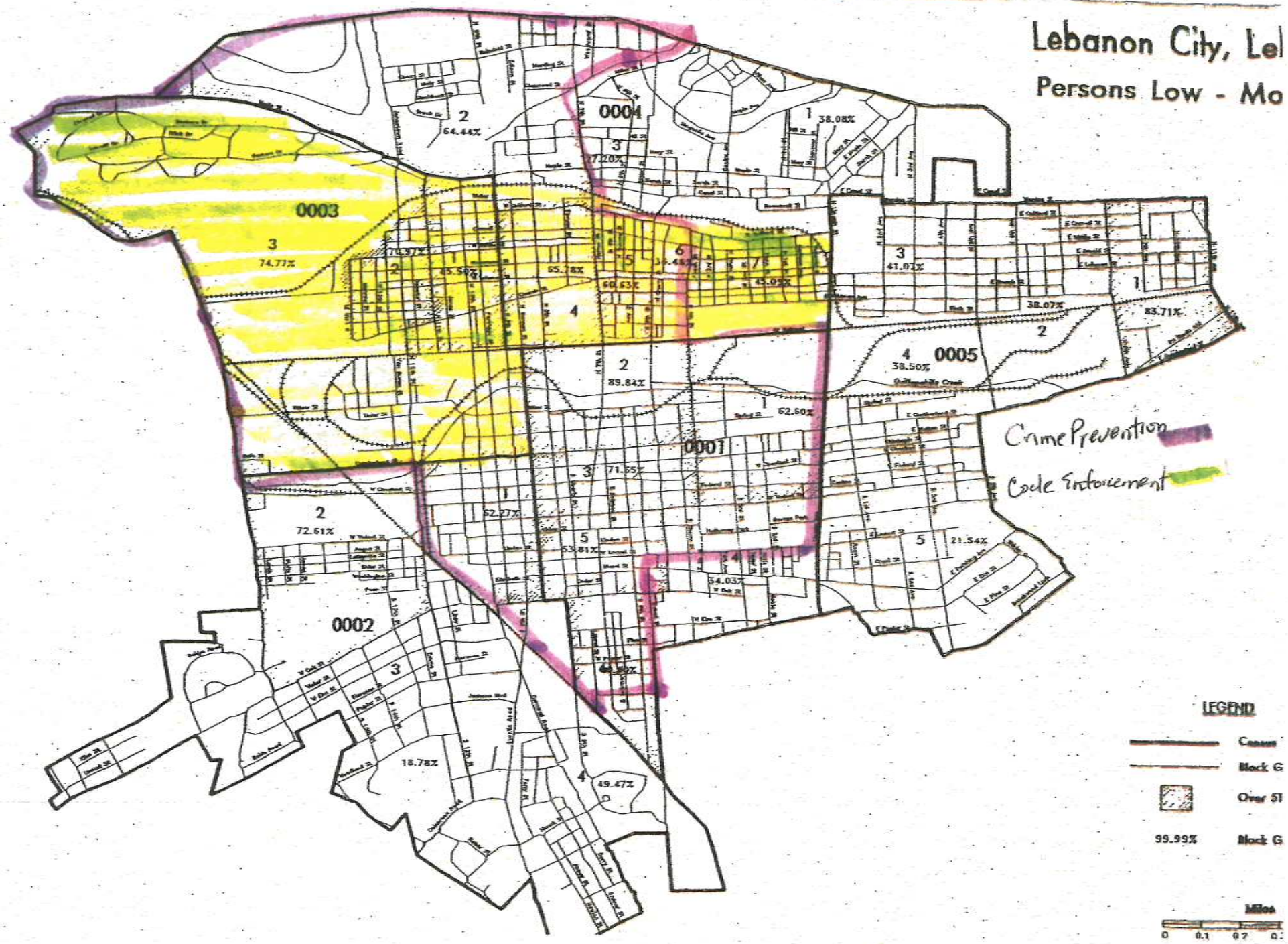
The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

d. Geographic Distribution

As described above, most activities will serve a low income area as defined by the Census. The attached map depicts project locations. Projects serving low income areas include: Street improvements, crime prevention, and Code Enforcement.

Some projects serve the entire City or may be located city-wide: Housing Rehabilitation, First-Time Homebuyer Program, and Spot Blight Acquisition and Demolition.

Specific census tract benefit information is contained in the chart of activities. The accompanying map depicts site locations relative to areas of minority concentration.


Lebanon City, Le
Persons Low - Mo
0003
0004
0005
0001
0002
Crime Prevention
Code Enforcement
LEGEND
Block G
Over 51
99.99%
Block G
Miles
0
0.1
0.2

e. ***Homeless and Other Special Needs Activities***

1. Emergency Shelter and Transitional Housing Needs

City staff has been active with the Coalition to End Homelessness, a local task force composed of representatives of agencies that serve low income and homeless persons. However, the Redevelopment Authority is a major sponsor of the Coalition. Lebanon is part of the state organized central area Continuum of Care. Locally, shelter and transitional housing is provided by several agencies. The City would support requests for funding to other government agencies to provide such services.

2. Prevention of Homelessness

The Redevelopment Authority administers the state HARP funds which are used to prevent homelessness. Requests for CDBG funds for these activities have not been made. The City would support requests for funding to other government agencies to provide such services.

3. Help homeless persons make the transition to permanent housing and independent living.

The City has no direct role in providing services to the homeless. The Coalition to End Homelessness works to strengthen the interagency bonds and to make seamless service delivery available to persons who are homeless.

f. Public Housing

The Lebanon County Housing Authority administers public housing in the City of Lebanon. The Housing Authority has not made any significant changes in the Capital Fund Grant Plan. The agency is listed by HUD as a High Performer. The Housing Authority has prepared a new 5 Year Plan.

g. Anti-Poverty Strategy

The City of Lebanon will continue to pursue economic development in all forms to increase the supply of good-paying jobs available to City residents. Redevelopment efforts in the City are aimed at expanding opportunity for businesses to located in the community and provide jobs for City residents.

In the award of contracts, the City will continue to implement the Section 3 Plan which promotes the utilization of firms owned by low income persons.

h. Lead Paint Strategy

The city has procured and contracted with a Risk Assessor and has rewritten the housing guidelines to properly administer the housing program in a manner consistent with the regulations. Several local contractors attended HUD sponsored Working Safely with Lead Based Paint courses which enable them to undertake work involving lead hazard control. Working with the Lebanon Redevelopment Authority, a strategy has been developed to increase the supply of contractors and other certified technicians available for this type of work. The Risk Assessor will provide paint testing and job specifications, construction oversight and training for contractors. Additional activities are being considered to train other local personnel to work safely with Lead. Based Paint.

I. Other Actions

i. Meeting Underserved Needs

The City of Lebanon will work with social service agencies and the County of Lebanon to identify and develop strategies to meet the needs of underserved populations as identified. The City is not a social service delivery agency and does not address social service needs directly. However, should specific funding requests for programs that address such needs be recommended to the City of Lebanon, City Council will consider these requests.

ii. To foster and maintain affordable housing

The City will continue to provide assistance to low and moderate income households to rehabilitate housing. A majority of the City's housing stock is affordable although often in poor condition. The City of Lebanon recognizes the need to enforce the current codes and ordinances pertaining to housing maintenance. To this end, a code enforcement program was incorporated into the CDBG program and will continue this year.

The Housing Rehabilitation Program continues to support the rehabilitation of affordable housing.

iii. Remove barriers to affordable housing

The major barrier to affordable housing in the City of Lebanon was identified as a gap in what households can afford to pay for housing and the price of housing. As stated previously, the City has a significant affordable housing stock, yet the income level for individual households such as single parent, elderly, disabled, or others of limited economic means, is not sufficient to afford even the lowest of the market rate units. The City will continue to work on economic development to provide better job opportunities, to work with the Housing Authority and social service providers to assist such households.

The City has funded a Homeownership Program, which is administered by the Redevelopment Authority and provides downpayment and closing costs to lower income households that are purchasing a home. Often the huge up-front investment in housing is the only factor prohibiting a household from becoming homeowners. This program will work with private lenders to identify households in need of downpayment and closing cost assistance.

iv. Develop institutional structure

The Office of Community Development will continue to implement the CDBG program and other development programs that the City participates in. The office will continue to be a conduit for federal funds and for implementing the Housing and Community Development Plan. The City will continue to work with the Lebanon Redevelopment Authority, which administers the City's housing rehabilitation and first-time homebuyer programs.

The staff of the office will continue to avail themselves of HUD training and technical assistance to provide more efficient and comprehensive program management and oversight.

v. Enhance coordination between public and private housing, health and social service agencies.

The City will continue efforts to enhance coordination between agencies.

vi. Foster public housing improvements and resident initiatives

As stated in the previous section on public housing, the City takes no direct authority in regards to public housing.

J. Monitoring

The City of Lebanon's Community Development Office will have primary responsibility for monitoring the CP. This office will keep records on the progress toward meeting the CP goals and on the statutory and regulatory compliance of each activity.

For each activity that is authorized under the National Affordable Housing Act, the Department of Community Development will establish fiscal and management procedures that will ensure program compliance and funds accountability, and that reports to HUD are complete and accurate. These programs are subject to the Single Audit Act.

The following outcomes will be measured for each of the goals specified in the annual plan:

Goal – Preserve the Housing Stock Through Rehabilitation

Primary Measures:

- Number of homes assisted with housing code violations that are eliminated.
- Number of homes that addressed lead based paint problems.

Optional Measures:

- Saved demolition costs by maintaining housing as based on average demolition cost per rehab.
- Dollars spent on lead paint abatement.
- Number of persons with disabilities who can continue to live in independently in the community.

Goal - Increase Home Ownership

Primary Measure:

- Number of successful homebuyers assisted after three years (not foreclosed after three years).

Optional Measures:

- Increase rate of home ownership either City-wide or in targeted areas based on the 2010 Census.
- Private dollars leveraged.
- Increased value of homes based on the 2010 Census.

Goal - Improve Rental Housing Opportunities

Primary Measures:

- Number of homes assisted with housing code violations that are eliminated.
- Number of homes that addressed lead based paint hazards.

Optional Measures:

- Waiting list reductions.

- Saved demolition costs by maintaining housing as based on average demolition cost per rehab.

Goal - Improve Public Facilities

Public facilities in the City of Lebanon are important to supporting the quality of life by providing spaces for provision of services, supporting downtown business community, addressing public safety concerns. They also support needs for open space and recreational needs in the urban setting. The City will continue to support these community development needs.

Primary Measure

- Number of public facilities that are made accessible.
- Number of expanded services resulting from improved public facilities.
- Number of new retail businesses in downtown.

Optional Measure

- Increased number of low income persons served.
- Improved hours of operation by service providers
- Added programs that address critical needs.

Goal – Improve and Maintain Infrastructure

Primary Measure

- Percentage of low income households served within the benefit area.

Optional Measure

- Improved emergency vehicle access
- Reduced traffic accidents.
- Improved delivery of goods and services.
- Reduced flooding.
- Reduced infiltration of sewer and water systems.
- Reduced emergencies due to line breakages.

Goal – Support Vital Public Services

Primary Measure

- Percentage of low income households served within the benefit area.

Optional Measure

- Reduction of crime.

Goal – Support for Urban Revitalization and Economic Development

Business and investment and renewal of numerous properties in and around the downtown is focus of economic development with attracting new businesses and retaining and expanding existing ones. Economic development will continue to be important to the overall revitalization of the community.

Primary Measure

- Jobs created and retained.

Optional Measure

- Percentage increase in household income as determined by the 2010 Census.
- Jobs with health benefits.
- New commercial businesses located in the City in targeted economic development areas.

CITY OF LEBANON

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT MONITORING POLICY

APRIL 2010

INTRODUCTION

The purpose of this document is to define the duties and responsibilities of the City of Lebanon and its subrecipients in carrying out projects assisted under the Community Development Block Grant (CDBG) Program. A Subrecipient is any local unit of government or organization that received CDBG funds from the City of Lebanon and is assigned responsibility for contract administration.

The administration of a CDBG funded project represents a dual responsibility of both the City and its Subrecipients. The City of Lebanon acts as the grantee recipient of CDBG funds from HUD. As such, the City assumes overall responsibility for program management. As in most federal funding programs, there are numerous conditions, regulations and rules which govern the CDBG Program, and these are legally imposed upon the City through the grant contract issued by HUD.

Once projects are identified, the City may allocate CDBG funds to subrecipients such as local development organizations. In allocating these funds to a Subrecipient, the City advises its subrecipients that requests for payment will only be honored when file documentation has been received at the OCD that supports the expenditure of CDBG funds. In this manner, the Subrecipient is compelled to provide supportive documentation before a disbursement of CDBG funds will be made. This procedure has been found to be an effective method of insuring the eligibility of every CDBG funded action being carried out by a Subrecipient. The responsibility for submitting project documentation and following acceptable authorization for payment procedures is spelled out through a legal instrument known as a Subrecipient Agreement.

In most cases, the Subrecipient Agreement authorized the subrecipient to contract for CDBG funded improvements. The role of the City is to provide on-going advice and assistance to the Subrecipient in meeting the requirements of the agreement. Since the City is ultimately liable for the expenditure of CDBG funds and the timeliness of project implementation, it is the City's intent to perform certain program management functions to insure the appropriate and timely expenditure of grant funds.

This document is designed to clarify the process of contract administration and to clearly define the function of both parties to the Subrecipient Agreement.

SUBGRANTEE MONITORING

Monitoring will be conducted as follows:

1. Day to day informal contact in person. This involves informing, direction and answering questions of a routine nature.

2. Periodically, as the situation requires, correspondence will be required to document information flow, decisions or requests and resp0nses to information and reporting needs.

3. On a monthly basis or upon request for reimbursement, Subrecipients shall submit the following information:

    a) Time records indicating payroll costs, as applicable

    b) Invoices for expenditures approved by subrecipient

    c) Contractor payroll for Davis-Bacon verification, as applicable

    d) Program income, if any

4. The City shall review these items for adequacy relative to financial control and measuring accomplishment of assignment.

5. At least one time each year, a formal monitoring evaluation will be conducted. The monitoring evaluation will be based on the format of the checklist attached to this document and identified as Exhibit "A".

6. The timing of the formal monitoring evaluation will be designed to coincide with HUD performance reporting requirement. The City's annual Grantee Performance Report, (CAPER), must be submitted to HUD no later than 90 days after the anniversary of the City's CDBG Program Year. In order that subrecipient performance can be incorporated into the City's annual CAPER, the following subrecipient monitoring schedule will be followed:

    a) Subrecipients will complete an evaluation and summary of its CDBG funded activities for the prior CDBG Program Year within 30 days after the anniversary of the City's CDBG Program Year.

    b) They City will complete its formal monitoring evaluation of its subgrantees no sooner than 30 days and no later than 60 days after the anniversary of the City's CDBG Program year.

SUBRECIPIENT MONITORING SCHEDULE

Anniversary of CDBG Program Year

30 Days	60 Days	90 Days
Subrecipient completes internal review, including collection of loan recipient information.	City completes formal monitoring evaluation of subrecipients	City completes annual CDBG CAPER; submits same to HUD.

7. Upon completion of the annual monitoring evaluation, the City will make a determination as to the overall capacity of the Subrecipient. The determination will be based on the following criteria:

   a) progress toward achievement of assignment

   b) compliance with program requirements

   c) expenditures and budget balance in terms of their adequacy to complete assignment and meet objectives

   d) staffing adequacy and quality of performance

   e) adjustments necessary (if any) to the assignment

   f) adequacy of record keeping for grantor monitoring and audit purposes

8. The City shall determine if more frequent formal monitoring is required.

EXHIBIT "A"

City of Lebanon
Community Development Block Grant Program

Subrecipient Monitoring Checklist

A. GENERAL INFORMATION

1. Name of Subrecipient _____

2. Address of Subrecipient _____
_____
_____

3. Telephone _____

4. Name of Contact Person (s) _____

5. Date of Most Recent Monitoring _____

6. Today's Date _____

B. PROJECT INFORMATION

1. Subrecipient Activities Being Monitored

Project No. Project Description

2. Is performance consistent with terms of the contract?

_____ Yes _____ No

3. Are the record keeping requirements of the CDBG regulations being followed?

a. eligibility documentations? _____ Yes _____ No

b. benefit documentation? _____ Yes _____ No

4. Is there sufficient information being collected from loan recipients, etc. to provide accurate data for any reports required by the City?

_____ Yes _____ No

5. When program income is generated by subrecipient activities, what is the process for reporting it and using it?

_____

_____

_____

6. Has any portion of the subrecipient's administrative assignment been contracted out to other parties?

_____ Yes _____ No

7. Who has responsibility for administering the project?

_____

_____

_____

8. Is there any evidence of conflict of interest?

_____ Yes _____ No

9. Are financial records kept in accordance with CDBG administrative requirements?

a. In the case of for-profit organizations and units of government, is the financial management system in compliance with 24 CFR 85.20(b)?

(1) financial reporting? _____ Yes _____ No

(2) accounting records? _____ Yes _____ No

(3) internal control? _____ Yes _____ No

(4) budget control? _____ Yes _____ No

(5) allowable costs? _____ Yes _____ No

(6) source documentation? _____ Yes _____ No

(7) cash management? _____ Yes _____ No

(8) three day disbursement rule? _____ Yes _____ No

(9) credit procedures? _____ Yes _____ No

(10) method for resolution of audit findings? _____ Yes _____ No

b. In the case of non-profit organizations, is the financial management system in compliance with OMB Circular A-122?

(1) information on source and use of funds? _____ Yes _____ No

(2) accountability for all funds, property And other assets? _____ Yes _____ No

(3) expenditures consistent with approved Budget? _____ Yes _____ No

(4) three day disbursement rule? _____ Yes _____ No

(5) allowable costs? _____ Yes _____ No

(6) source documentation? _____ Yes _____ No

c. (1) audit procedures in compliance with Attachment D of OMB Circular A-133 _____ Yes _____ No

(2) method for resolution of audit Findings? _____ Yes _____ No

10. How does the subrecipient verify actual beneficiaries of the project?

_____

_____

_____

11. Has the subrecipient used CDBG funds for the retention of the professional services?

_____ Yes _____ No

12. If yes, what type of professional services have been retained?

Type of Service	Name of Contractor

13. How were professional services procured?

_____

_____

_____

14. Has the subgrantee used CDBG funds for the purchase of materials and/or supplies?

_____ Yes _____ No

15. If yes, what type of materials and supplies have been purchased?

Type of Materials	Supplier

16. How were materials and supplies procured?

_____

_____

_____

17. Has the subrecipient entered into CDBG funded construction contracts?

_____ Yes _____ No

Description of Project	Contractor	Contract Amount

18. Does a review of CDBG funded construction contracts reveal the inclusion of all federal terms and conditions?

_____ Yes _____ No

19. Are CDBG funds being expended in accordance with the performance schedule in the subrecipient agreement?

_____ Yes _____ No

20. For projects or contracts involving a slower than expected rate of expenditure, complete the following:

Name of Contractor	Reason for delay

21. Does the subrecipient employ a system to adequately identify CDBG property and assets?

_____ Yes _____ No

22. Are appropriate time distribution records being maintained for all subrecipient employees on the CDBG payroll?

_____ Yes _____ No

23. Based on this review, does there appear to be any significant differences between actual performance and the

_____ Yes _____ No

24. In reviewing the activities and costs charged by the subrecipient, are there any costs that appear to be clearly unreasonable?

_____ Yes _____ No

25. In interviewing the subrecipient staff, does there appear to be adequate knowledge of CDBG rules and regulations to insure compliance?

_____ Yes _____ No

Describe areas of weakness: _____

_____

_____

26. Based on the results of the Subrecipient Monitoring, the following concerns and findings are noted:

(NOTE: findings are violations of applicable laws, regulations or executive orders while concerns are issues that if not corrected could lead to a future monitoring finding.)

FINDINGS	CONCERNS

(attach additional sheets as necessary)

City of Lebanon Subrecipient Monitoring Policy
Monitoring Finding/Concerns Clearance Process

Date subrecipient notified in writing of
Monitoring concerns and findings: _____

Deadline established for subrecipients written
Response to monitoring findings/concerns: _____

Disposition of Case:

Date of all findings/concerns cleared by grantee: _____

_____
Signature of authorized representative of
Grantee

ATTACHMENT 1

SUBRECIPIENT AGREEMENT

CERTIFICATIONS

k. Certifications

CERTIFICATIONS

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

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

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

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about-

   (a) The dangers of drug abuse in the workplace;
   (b) The grantee's policy of maintaining a drug-free workplace;
   (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -

   (a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer *or* other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted

   (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

   (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

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

Signature/Authorized Official

4/16/14
Date

Mayor
Title

Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight, The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2014, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

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

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

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

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

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

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

S Capeller
Signature/Authorized Official

5/14/14
Date

Mayor
Title

NOT APPLICABLE

OPTIONAL CERTIFICATION CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

_____ _____

Signature/Authorized Official Date

_____

Title

NOT APPLICABLE

Specific **HOME Certifications** The HOME

participating jurisdiction certifies that:

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

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

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92,209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

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

_____ _____

Signature/Authorized Official Date

_____

NOT APPLICABLE

ESG Certifications

The Emergency Shelter Grantee certifies that:

Major rehabilitation/conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services -- It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served,

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

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance:

Matching Funds -- It will obtain matching amounts required under §576.71 of this title.

Confidentiality -- It will develop and implement procedures to. ensure the confidentiality of records pertaining to *any* individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

_____ _____

Signature/Authorized Official Date

Title

_____

NOT APPLICABLE

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

_____ _____

Signature/Authorized Official Date

_____

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

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

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

Municipal Building
400 N.8th St.
Lebanon, PA 17042

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

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

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

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

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

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

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

EVIDENCE OF CITIZEN PARTICIPATION

Lebanon Daily News – One Insertion – July 4, 2013 – **legal Section**
Please mail Proof of Publication to Community Development Office,
Rm. 218, Municipal Building, 400 South 8th Street, Lebanon, PA 17042
Bill Department "A" Administration

NOTICE OF PUBLIC HEARING
CITY OF LEBANON

Notice is hereby given that the City of Lebanon in accordance with the City's Citizen Participation Plan, will hold a public hearing on July 22, 2013. The hearing will be held at 6:30 p.m. with the City Council Meeting immediately following in the Municipal Building, City Council Meeting Room, 2nd Floor, 400 S. Eighth Street, Lebanon, PA. The purpose of the hearing is as follows:

a. Obtain the views and comments of individuals and organizations concerning the City's housing and community development needs. The information gathered will be used in the preparation of the Annual Action Plan for Fiscal Year 2014 Community Development Block Grant and related Programs.

b. Review the City's CDBG Program and provide an opportunity to the public to comment on program performance.

Agencies wishing to request funding must do so in writing by 4:00 p.m. August 23, 2013. The City intends to submit its application for F.Y. 2014 funds to HUD on or about November 1, 2013. The City anticipates that its F.Y. 2014 Community Development Block Grant (CDBG) Program allocation will be $600,000. Program income in the amount of $20,000 is also anticipated.

All interested individuals and organizations are invited to attend this hearing and offer their views and comments on the housing and community development needs of the City of Lebanon. Individuals who require the information in an alternate format or who require special accommodations at the public hearing, may contact the Office of Community Development at (717) 228-4487 or (TTY: 717-228-4450).

By Order of

Sherry L. Capello, Mayor
City of Lebanon

RECEIVED
JUL 10 2013
BY:

Proof of Publication
State of Pennsylvania

Lebanon Daily News is the name of the daily newspaper(s) of general circulation published continuously for more than six months at its principal place of business, 718 Poplar Street, Lebanon, PA.

The printed copy of the advertisement hereto attached is a true copy, exactly as printed and published, of an advertisement printed in the regular issues of the said **Lebanon Daily News** published on the following dates, viz:

07/04/2013

NOTICE OF PUBLIC HEARING
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By Order of
Sherry L. Capello, Mayor
City of Lebanon

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LEBANON

Before me, a Notary Public, personally came Linda Smith who being duly sworn deposes and says that she is the Layout Supervisor of The Lebanon Daily News and her personal knowledge of the publication of the advertisement mentioned in the foregoing statement as to the time, place and character of publications are true, and that the affiant is not interested in the subject matter of the above mentioned advertisement.

Sworn and subscribed to before me, on
this 4 day of July 2013

Sharon K. Wentz } Linda Smith

Notary Public

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Sharon K. Wentz, Notary Public
West Manchester Twp., York County
My Commission Expires March 1, 2017
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

The charge for the following publication of above mentioned advertisement and the expense of the affidavit.

Advertisement Cost	$212.60
Affidavit Fee	$5.00
Total Cost	$217.60

PUBLIC HEARING REGARDING
COMMUNITY DEVELOPMENT BLOCK
GRANT FY 2014 ACTION PLAN

July 22, 2013

A public hearing regarding the CDBG FY 2014 Action Plan was held on the above date in City Council Chamber, Room 210 of the Municipal Building, 400 South Eighth Street, Lebanon, Chairperson Dissinger presiding.

The hearing was called to order at 6:30 p.m.

Present--Mr. Matula, Mr. Parker, Ms. Royer, Mr. Wertz, and Mr. Dissinger, Chairperson. Absent—none.

Also present were Mayor Sherry L. Capello; City Solicitor Donna L. Brightbill; Director of Administration-Assistant to the Mayor Debra J. Gates; Director of Public Works Gordon Kirkessner; Community Development Administrator Melissa Quinones; Staff Accountant Helen Westphal; Chief of Police Daniel Wright; 10 persons in the audience; and 2 members of the news media.

Ms. Quinones stated the purpose of today's hearing is to obtain the views and comments from individuals and organizations concerning the city's housing and community development needs. She stated that the city anticipates receiving a CDBG entitlement of $600,000 plus $20,000 in program income for FY 2014. Mrs. Quinones announced that the deadline for submitting applications to be considered for funding in the 2014 program is August 23, 2013.

The proposed budget will be presented to Council in mid-October for approval at the October Council meeting. Mrs. Quinones stated that funding is used for police protection, water mains, code enforcement, street improvements, administration, the First Time Homebuyers Program, and elimination of blight.

Cornell Wilson, 920 Linden Street, Lebanon, asked if the city will have official notice of the allocation prior to the 2014 budget being finalized. Mrs. Quinones replied that official notice is not received until after the budget is submitted. She added that the city just recently received notice of an increase in the 2013 allocation and a public hearing will be held in the near future to re-budget some of the funds.

Mayor Capello stated that as a result of the decreased funding in the past few years, the community projects were cut from the budget. Additionally, the "fight blight" funding was eliminated. She stated that the funding for fight blight is necessary because from time to time there are buildings in deplorable condition and the property owner walks away. For the safety of the public, the City is sometimes forced to step in and take responsibility for demolition.

Mrs. Quinones also explained that the funding for police protection and administration is limited to 15 and 20 percent, respectively, of the total allocation.

Cornell Wilson asked if the CDBG funds are used to pay for the salaries and benefits of the Code Enforcement Inspectors. Mrs. Quinones replied that 3 part-time positions for code enforcement are funded through the CDBG program.

There being no further questions or comments, the hearing was adjourned at 6:37 p.m.

Cheryl J. Gibson, City Clerk

Lebanon Daily News – One Insertion – September 20, 2013– Legal Section

Please mail Proof of Publication to Community Development Office,

Rm. 218, Municipal Building, 400 South 8th Street, Lebanon, PA 17042

Bill Department "A" Administration

NOTICE OF PUBLIC HEARING
HOUSING AND COMMUNITY DEVELOPMENT PLAN
FY 2014 Community Development Block Grant Program

CITY OF LEBANON, PA

In accordance with the federal regulations at 24 CFR, Part 91, the City has prepared a Consolidated Submissions for Community Planning and Development Programs. This document, known as the Housing and Community Development Plan, is a requirement for direct assistance under certain HUD funding programs including the Community Development Block Grant Program. On an annual basis, the City shall describe its action plan for achieving the goals set forth in the Plan. Amendments to the Plan shall also be described and citizen's comments solicited.

The City of Lebanon will hold a public hearing on Thursday, October 20, 2013, 4:45 p.m. with Pre-Council Meeting immediately following to solicit citizen comments on the 2014 Annual Plan. The hearing will be held in the Council Chambers, City/County Building, 400 S. 8th Street, Lebanon.

Copies of the FY 2014 Annual Plan are available for public inspection and review from September 20, 2013 through October 24, 2013 at the following locations:

City Clerk's Office, City/County Building, 400 S. 8th Street, Lebanon
9:00 AM to 4:00 PM Monday through Friday
Lebanon Community Library: 125 N. 7th Street, Lebanon
Senior Center: 710 Maple Street, Lebanon

The 2014 Annual Plan specifies available resources to meet the identified needs. The financial resources the City expects to have available include an entitlement grant of $600,000 of Community Development Block Grant funds and program income in the amount of $20,000 during the program year which will run January 1, 2014 through December 31, 2014.

The Lebanon Housing Authority will have other funds available including Section 8 assistance and HUD funds for public housing modernization. The city will seek additional funding from the Commonwealth of Pennsylvania and private sources to accomplish the goals outlined in the Consolidated Plan.

The City intends to use the FY 2014 HUD funds it receives as described below:

PROPOSED BUDGET

ACTIVITY	Budget	Comments/Location
Public Services: Police	$93,000	Limited to Low income areas of the City as defined by Census
Street Improvements	$ 100,000	Low income areas of the City
Housing Rehabilitation, Rental Rehabilitation and Homebuyer Assistance Programs	$80,000	Administered by Redevelopment Authority, City-wide
Code Enforcement	$83,000	Limited to low income areas
General Administration/Planning	$124,000	Limited to 20% of grant and program income.
Watermain Improvements	$140,000	Limited to low income areas
TOTAL	$620,000	

Comments on Historic Preservation Activities

The City will be undertaking an evaluation of the activities to be funded in an effort to identify historic and archaeological resources that may be affected by the activities. By this Notice, the City invites interested parties who have an interest in activities that may impact historic and archaeological resources to make themselves known. Parties should contact the Community Development Office, at the City/County Building at the address below or call 717-273-6711 or (TTY: 717-228-4450). The City will involve such parties in the notification and review process of the National Council on Historic Preservation as set forth in Part 800.

Comments on Flood Plain Activities

Pursuant to Executive Order 1198, the City of Lebanon is requesting comments on its proposal to spend funds on activities that may be located within or may affect a 100-year flood plain. The City of Lebanon is reviewing its program for the effects on floodwaters, for alternatives to floodplain development and for consistency with federal, state and local policies and regulations of floodplain management. Issues raised during the review will be integrated into the decision-making process. The City anticipates completing its review no later than November 15, 2013. After the findings are published, a 7-day period will be permitted to the public for comments on the decision.

Public Comment

The City of Lebanon intends to submit the Housing and Community Development Plan to the U.S. Department of Housing and Urban Development (HUD) on or before November 1, 2013. City Council will consider the Plan at its regularly scheduled meeting on October 28, 2013 beginning at 6:30 p.m. in the City Council Chambers, City/County Building. Interested persons are encouraged to express their views on the Plan at the public hearing or in writing to the Office of Community Development, City/County Building, 400 S. 8th St. Lebanon, PA 17042. All comments received by the end of business on October 24, 2013 will be considered.

BY ORDER OF:

Sherry L. Capello, MAYOR

Proof of Publication
State of Pennsylvania

Ad # 0001392530-01

Lebanon Daily News is the name of the daily newspaper(s) of general circulation published continuously for more than six months at its principal place of business, 718 Poplar Street, Lebanon, PA.

The printed copy of the advertisement hereto attached is a true copy, exactly as published, of an advertisement printed in the regular issues of the said s published on the following dates, viz:

LTH OF PENNSYLVANIA
EBANON
Public, personally came Linda Smith who being duly sworn hat she is the Layout Supervisor of The Lebanon Daily News owledge of the publication of the advertisement mentioned in nent as to the time, place and character of publications are true, is not interested in the subject matter of the above mentioned

ibed to before me, on
tember 2013

} Linda Smith

NOTARIAL SEAL
BRIAN C LAUGHLIN
Notary Public
WEST MANCHESTER TWP., YORK COUNTY
My Commission Expires Apr 1, 2016

following publication of above mentioned advertisement and the avit.

Advertisement Cost	$727.60
Affidavit Fee	$5.00
Total Cost	$732.60

RECEIVED
OCT 01 2013

BY:

NOTICE OF PUBLIC HEARING
HOUSING AND COMMUNITY DEVELOPMENT PLAN
FY 2014 Community Development Block Grant Program

CITY OF LEBANON, PA

In accordance with the federal regulations at 24 CFR, Part 91, the City has prepared a Con-dated Submissions for Community Planning and Development Programs. This document, wn as the Housing and Community Development Plan, is a requirement for direct assistance ler certain HUD funding programs including the Community Development Block Grant Pro-m. On an annual basis, the City shall describe its action plan for achieving the goals set forth ne Plan. Amendments to the Plan shall also be described and citizen's comments solicited.

The City of Lebanon will hold a public hearing on Thursday, October 20, 2013, 4:45 p.m. with -Council Meeting immediately following to solicit citizen comments on the 2014 Annual Plan. hearing will be held in the Council Chambers, City/County Building, 400 S. 8th Street, Leb-n.

Copies of the FY 2014 Annual Plan are available for public inspection and review from Sep-ber 20, 2013 through October 24, 2013 at the following locations:

City Clerk's Office, City/County Building, 400 S. 8th Street, Lebanon
9:00 AM to 4:00 PM Monday through Friday
Lebanon Community Library: 125 N. 7th Street, Lebanon
Senior Center: 710 Maple Street, Lebanon

The 2014 Annual Plan specifies available resources to meet the identified needs. The finan-resources the City expects to have available include an entitlement grant of $600,000 of nmunity Development Block Grant funds and program income in the amount of $20,000 dur-the program year which will run January 1, 2014 through December 31, 2014.

The Lebanon Housing Authority will have other funds available including Section 8 assis-e and HUD funds for public housing modernization. The city will seek additional funding the Commonwealth of Pennsylvania and private sources to accomplish the goals outlined e Consolidated Plan.

City intends to use the FY 2014 HUD funds it receives as described below:

PROPOSED BUDGET

ACTIVITY	Budget	Comments/Location
Public Services: Police	$93,000	Limited to Low income area of the City as defined by Census
Street Improvements	$ 100,000	Low income areas of the City
Housing Rehabilitation, Rental Rehabilitation and Homebuyer Assistance Programs	$80,000	Administered by Redevelopment Authority, City-wide
Code Enforcement	$83,000	Limited to low income areas.
General Administration/Planning	$124,000	Limited to 20% of grant and program income.
Watermain Improvements	$140,000	Limited to low income areas
TOTAL..	$620,000	

Comments on Historic Preservation Activities

City will be undertaking an evaluation of the activities to be funded in an effort to identify oric and archaeological resources that may be affected by the activities. By this Notice, the invites interested parties who have an interest in activities that may impact historic and ar-sological resources to make themselves known. Parties should contact the Community De-pment Office, at the City/County Building at the address below or call 717-273-6711 or : 717-228-4450). The City will involve such parties in the notification and review process of National Council on Historic Preservation as set forth in Part 800.

Comments on Flood Plain Activities

uant to Executive Order 1198, the City of Lebanon is requesting comments on its proposal end funds on activities that may be located within or may affect a 100-year flood plain. The of Lebanon is reviewing its program for the effects on floodwaters, for alternatives to flood-development and for consistency with federal, state and local policies and regulations of plain management. Issues raised during the review will be integrated into the decision-ing process. The City anticipates completing its review no later than November 15, 2013. the findings are published, a 7-day period will be permitted to the public for comments on decision.

Public Comment

City of Lebanon intends to submit the Housing and Community Development Plan to the Department of Housing and Urban Development (HUD) on or before November 1, 2013. Council will consider the Plan at its regularly scheduled meeting on October 28, 2013 be-ing at 6:30 p.m. in the City Council Chambers, City/County Building. Interested persons are uraged to express their views on the Plan at the public hearing or in writing to the Office of munity Development, City/County Building, 400 S. 8th St. Lebanon, PA 17042. All com-ts received by the end of business on October 24, 2013 will be considered.

ORDER OF:
ry L. Capello, MAYOR

PUBLIC HEARING REGARDING
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM 2014 ANNUAL PLAN
October 24, 2013

A public hearing regarding the Community Development Block Grant Annual Plan for fiscal year 2014 was held on the above date in City Council Chamber, Room 210 of the Municipal Building, 400 South Eighth Street, Lebanon.

The hearing was called to order at 4:45 p.m., Chairperson Dissinger presiding.

Present--Mr. Matula, Mr. Parker, Ms. Royer, Mr. Wertz, and Mr. Dissinger, Chairperson. Absent--none.

Also present were Mayor Sherry L. Capello; Elm Street Manager Aurelis Garcia; Director of Public Works Gordon Kirkessner; Community Development Administrator Melissa Quinones; Fire Commissioner Duane Trautman; Finance Officer Helen Westphal; Chief of Police Dan Wright; six persons in the audience; and two members of the news media.

Community Development Administrator Melissa Quinones stated that the plan has been on public display at multiple locations for the past 30 days. The city anticipates receiving an entitlement grant in the amount of $600,000.00, plus an additional $20,000.00 in program income.

Ms. Quinones reviewed the activities funded in the proposed budget, as follows:

➢ Public Services: Police	$ 93,000
➢ Street Improvements	100,000
➢ Housing Rehabilitation, Rental Rehabilitation and Homebuyer Assistance Programs	80,000
➢ Code Enforcement	83,000
➢ General Administration/Planning	124,000
➢ Water Main Improvements	140,000
TOTAL	$620,000

Reese Hammer, 307 Old North Tenth Street, Lebanon, asked if the $600,000 is the amount that has been received. Mrs. Quinones replied that the city anticipates receiving $600,000 for fiscal year 2014. The city will not receive the official amount of the award until sometime in 2014.

There being no further questions or comments, the hearing was adjourned at 4:47 p.m.

Cheryl J. Gibson, City Clerk