Commonwealth of Pennsylvania
Citizen Participation Plan and Consultation for the Consolidated Plan, Amendments, and Performance Report

I. General

January 2019

As part of the regulations to administer HUD’s federal programs (24CFR Section 91.115), states are required to adopt a citizen participation plan that sets forth the State’s policies and procedures for citizen participation for the required Consolidated Plan, Annual Action Plans, Amendments to the Plans, and Performance Report. The Consolidated Plan consolidates the applications of several federal programs to the U.S. Department of Housing and Urban Development (HUD). These programs include; the Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program, the Housing Opportunities for Persons with AIDS (HOPWA), Emergency Solutions Grant (ESG), Community Development Block Grant Disaster Program (CDBG-DR), Neighborhood Stabilization Program (NSP), and the National Housing Trust Fund (HTF) programs. The Consolidated Plan also contains information on fair housing impediments and the Commonwealth’s activities to affirmatively further fair housing. The Pennsylvania Department of Community and Economic Development (DCED) has primary responsibility for preparing the Consolidated Plan and related documents for all the covered programs.

The Commonwealth will provide opportunities for and encourage citizen participation in the development of its Consolidated Plan, Action plans, Amendments, and Performance Report. Because the Commonwealth’s Consolidated Plan outlines very broad goals for the state, rather than very specific activities or projects tailored to Pennsylvania’s many unique communities, participation in the development process has come primarily from grantees, local governments, non-profit organizations, housing and redevelopment authorities, financial institutions, and related advocacy organizations. These groups are more aware of and interested in the impact of the Consolidated Plan because of their familiarity with housing and community development programs. The Commonwealth will continue to encourage citizens to participate in the process, but acknowledge that the grantees, local governments and organizations interested in housing and community development are likely to constitute the largest number of contributors to the process.

The Commonwealth recognizes the importance of citizen participation and is committed to continual improvement of its public participation process. To obtain broad public participation in the development of the Consolidated Plan, the Department of Community and Economic Development (DCED) relies on a variety of advisory groups. DCED also is committed to expanding citizen participation by:

- Communicating information about the development and availability of draft documents with statewide organizations and associations through a public participation mailing list (NOTE: The term “documents” hereafter refers to the Consolidated Plan, Annual Plan, amendments to either Plan and Performance Reports);
- Soliciting written comments on housing and community development needs and programs from citizens annually; and
- Evaluating the citizen participation process on a yearly basis.
II. Opportunities for Citizen and Public Participation

A. Regional Housing Advisory Committees (RHACs) and the Pennsylvania Housing Advisory Committee (PHAC)

To gather information on all matters of community development especially in terms of housing, DCED seeks advice of regional and statewide housing advisory committees. Act 172 of 1992, known as the Pennsylvania Affordable Housing Act, mandated the creation of five Regional Housing Advisory Committees (RHACs) (Northwest, Southwest, Central, Northeast, and Southeast) to advise DCED on the housing needs and problems of each region in Pennsylvania and how priorities should be addressed. In 2015, a sixth region was added in the Leigh Valley Region. The Act also established the Pennsylvania Housing Advisory Committee (PHAC) whose members would be selected from across the state, including the chairperson(s) from each of the six RHACs.

Members of the six RHACs are appointed by the Secretary of DCED. Membership consists of DCED’s regional director, representatives from local governments (both participating and nonparticipating jurisdictions under the HOME Program), representatives of county governments, the chairs of the Continuum of Care boards, for-profit and nonprofit developers of low income housing, representatives of the financial community, representatives of the housing and redevelopment authorities, representative of fair housing advocacy groups, representatives of organized labor, providers of technical assistance, and social services providers. (Please refer to the Appendices for the current membership of each regional RHAC).

Meetings of the six RHACs are held at least once a year and are open to the public. Members provide information and suggestions at these meetings which DCED uses to develop the sections of the Consolidated Plan. The RHAC meetings are the beginning of the citizen participation process for the Consolidated Plan. Information from these meetings is reported on by the committee’s chair at the PHAC meeting in the fall. DCED goes over the previous year’s Consolidated Plan Annual Performance Report (CAPER) with the committee and takes recommendations for changes to the federal programs including the Method of Distribution, needs, reporting, and public participation.

The Governor appoints the PHAC members. Representatives from the same categories as the RHACs must be appointed to the PHAC. These appointments are usually high-level officials of state agencies and associations that have a vested interest in housing throughout the Commonwealth. The PHAC, chaired by the Secretary of the Department of Community and Economic Development, also includes the Secretaries of Banking, Aging, Health, Public Welfare, Labor and Industry, members of the state House of Representatives and state Senate, and the Executive Director of the Pennsylvania Housing Finance Agency (PHFA). These representatives of state departments and the legislature have the capacity to develop policy affecting the community development and housing issues in the Commonwealth. In addition, each RHAC is represented by the chair(s) of their committee and the chairs of the two Balance of State Continuum of Care are also included in the membership. Their representation on the committee is one of providing awareness and information about the community development and housing needs across the state.

The PHAC meets twice a year and meetings are open to the public. These meetings provide an opportunity to synthesize information received from the regional advisory committees. The PHAC also gathers suggestions on how to link housing and community development programs among agencies. DCED uses the PHAC’s advice and comments to develop the Consolidated Plan and annual action plan. The committee is briefed on and approves the acceptance of the previous year’s CAPER at its meeting.
in October. Depending on when the Federal Budget is approved the submission of the Action Plan for that year is also made by the committee.

B. **Community Development Advisory Resources**

In addition to the RHACs and PHAC assistance to determine the Commonwealth’s community development needs, DCED gathers information from all local governments which receive the CDBG funds from DCED. All entities who receive an annual allocation of CDBG funds from DCED must prepare a Three-Year Plan which indicates the needs they intend to fund using the CDBG funds over the current application year as well as planning for the following two years. Since Pennsylvania’s program allocates funds to all counties not included in federal entitlement program for CDBG, all areas of the state which are eligible for DCED’s CDBG funds are covered by a Three-Year Plan. All totaled, 197 counties, cities, boroughs, and townships will be consulted on community development needs through their Three-Year Plan.

Additionally, DCED meets with the Community Development and Housing Practitioners Advisory Committee at least four times a year to seek additional advice on the community development and housing needs and problems in the Commonwealth. This committee is composed of grantee representatives appointed by the Pennsylvania League of Cities and Municipalities, County Commissioners Association of Pennsylvania, Pennsylvania State Association of Boroughs, Pennsylvania State Association of Township Commissioners, Pennsylvania State Association of Township Supervisors, Pennsylvania Association of Housing and Redevelopment Authorities and DCED. An equal representation of all the regions of the state that fall under the state’s CDBG program is also attempted with the membership.

C. **HIV/AIDS Planning Council**

Department of Health (DOH) which administers the HOPWA program meets with the HIV (AIDS) Planning Council to discuss the Consolidated Plan as it pertains to their program. The Council is composed of local coalitions which administer state and federal HIV/AIDS funds, including the Housing Opportunities for People with AIDS (HOPWA) Program.

Additionally, the RHACs have members that serve the HIV/AIDS population.

D. **Continuum of Care and the Homeless Population**

DCED serves as the Collaborative Applicant and HMIS Lead for the two BoS Continuum of Care (CoC), so the department is actively coordinating efforts with the CoCs in the needs of the homeless. The Eastern and Western CoC boards are canvassed for their input into the use of federally funding especially the Emergency Solutions Grant. In addition, the chairmen are members of the respective RHACs and are also represented in the PHAC membership.

E. **Statewide Community Needs Survey**

DCED will conduct a general statewide survey to determine residents' thoughts on the needs of their communities once every five years in coordination with the development of the Consolidated Plan. Requests to participate will be e-mailed to the listserv of DCED's Center for Local Government Services, along with all the contact lists maintained by DCED Center for Community and Housing Development for citizen participation (see Section F). Additional participation will be requested of all who received the survey by passing the notice along to other residents who may wish to respond.
Results from this survey impact the goal-setting of the Consolidated Plan by keeping the method of distribution as flexible as possible to encompass all the needs of the regions of the state.

F. Consolidated Plan Contact Listings

DCED uses electronic contact lists to disseminate information to citizens through the numerous organizations and groups interested in the Consolidated Plan. The Con Plan Contact Lists includes:

Grantees:
- CDBG
- CDBG-DR
- ESG
- HOME
- NSP
- HOPWA – through the administrator
- HTF – the administrator

Advisory Committees:
- CD&H Advisory Committee
- RHACs (SE, SW, NE, NW, Central, Lehigh Valley)
- HPC
- PHAC

CoCs:
- Eastern
- Western
- RHABs

Associations:
- Pennsylvania Housing & Redevelopment Agencies
- Pennsylvania League of Cities and Municipalities
- Pennsylvania State Association of Boroughs
- Pennsylvania State Association of Township Commissioners
- Pennsylvania Association of Township Supervisors
- County Commissioners Association of Pennsylvania

Others:
- PA Housing Alliance
- County Commissioners
- DCED Regional Directors
- District Libraries
- Interested Parties
- CAP agencies
- Fair Housing Stakeholders Listing

DCED asks these organizations to disseminate information to their membership about the public meetings, hearings, and the availability of draft documents.

G. Citizen Comments

DCED provides for and encourages citizens’ participation by soliciting written comments on housing and community development needs prior to preparation of a draft Consolidated Plan or Annual Plan. These
citizen comments are used to make appropriate changes and additions to the consolidated Plan. Citizen comments are requested at every public hearing and/or meeting. Notification is also placed in the Pennsylvania Bulletin to gather comments on the needs of the citizens prior to the writing of the draft.

Once the draft document is placed on the website and advertised in the Pennsylvania Bulletin, a 30-day citizen comment period commences, and citizens are once again encouraged to comment on the document. For the CAPER this period is 15 days. Notices are once again sent to the Con Plan Contact lists (Please refer to Section F).

In all notices, information is given on how to submit written comments to DCED both hardcopy and electronically, including whom they should be directed to, the land address and electronic address. DCED maintains a mailbox for all citizen comments. RA-DCEDcbghomequestions@pa.gov. The comments are retrieved from the mailbox and placed in a folder on the DCED – Center Community and Housing Development shared drive for response and inclusion in the appropriate plan. Each comment or suggestion is responded to by the Chief, Small Communities Division. This response is also place in the plan as part of the citizen participation process.

H. Public Meetings and Public Hearings

DCED conducts public meetings and public hearings to allow any individual, group, or organization to provide comments about the Consolidated Plan and Annual Plan prior to its submission to HUD for funding. DCED holds at least one public hearing before the Consolidated Plan or Action Plan is printed and made available for public comment. DCED also conducts at least one public hearing during the 30-day public comment period on the draft Consolidated Plan or the draft Annual Plan. In addition, DCED accepts written comments in lieu of oral testimony after any meeting or hearing. Notice of this is placed in all advertisements for the meetings or hearings along with the contact information for DCED. These meetings and hearings are generally held electronically, either via webinar and conference call to allow for the most accessible method of reaching all the areas of the state. The RHAC and PHAC meetings are open to the public with conference call availability. Recordings of the public hearings are available for the public if requested.

All of these meetings are also posted according to the Sunshine Law for public meetings and hearings.

Public hearings and meetings will always be held in physically accessible locations. Anyone with a hearing impairment or other disability who wants to attend a public hearing or meeting is asked to notify DCED, so an accommodation can be made. When non-English speaking residents are expected to participate in either a public hearing or a public meeting, the Commonwealth will accommodate these residents as well. Notice of this is placed in all advertisements for the meetings or hearings along with the contact information for DCED.

III. Availability of Documents

A. Draft Documents

DCED publishes notices in the Pennsylvania Bulletin alerting citizens of the availability of all draft documents. Additionally, DCED sends out a CD & H Alert to its Con Plan Contact Lists (Please see Section II, F) regarding the availability of the draft Consolidated Plan, draft Annual Plan, CAPER, and all public meetings and hearings.

DCED has completed its Language Access Plan for the Department in 2017. From the Four Factor Analysis and removing the municipalities that receive HUD funds directly, there are no populations that meet the
threshold of requiring documents to be translated. DCED has decided to identify four populations that may meet the thresholds if one is to look at municipal census information. DCED has identified in their Language Access Plan (LAP) that PA Dutch, Spanish, Korean, and Chinese are populations that state grantees may encounter and where translation of vital documents may be warranted. DCED will have some of its vital documents, in administrating the programs, translated for the use by grantees, but will only have the plans and notices translated in Spanish. These documents are placed on DCED’s website at http://dced.pa.gov/library /Documentos en Español. Other populations may request a document to be translated by following the directions provided with each notice. The DCED website also is able to translate a document in other languages by opening the document and choosing the flag of the country of the language you need from the top of the webpage.

Accessibility of the documents for those with disabilities is again achieved through the website. The public may open any document off the website using electronic assistance devices. If the public still needs assistance, information is given on every notice on how to contact DCED and request a hardcopy of the document.

B. Comments on Draft Documents

Please refer to Section I-G above for the details of gathering citizen comments.

Considering the comments received, the Commonwealth may make changes to draft documents. A summary of the comments received, and a description of the changes made to draft documents are included in Section AP-12 of the Action Plan. There is also an Appendix for Public Comment in all plans and the CAPER in the final version of all documents that are submitted to HUD for approval. If changes are not made as a result of public comments, this is discussed in Section AP-12 also.

C. Comment Period

The public comment period for the Consolidated Plan, Action Plan and any substantial amendment to the plans is 30 days unless waived by HUD. Performance reports (CAPER) are available for public comment for at least 15 days before submission to HUD. If an amendment is required of the plan, no citizen participation is required but notice is made in the Pennsylvania Bulletin and sent to all on the Con Plan Contact Lists.

Exception to 30-day Citizen Comment Period:

DCED will allow for an expedited public notice process of 7 days (instead of the required 30-day notice) for federally declared disaster notices to allow for the use of HUD funds to address a disaster impacted area or need, if so directed by the regulations of the funding.

D. Final Documents

Once the final Consolidated Plan, Annual Plan, CAPER, substantial amendments, and amended versions are submitted to HUD via the E-Con Planning suite and approved, DCED places the copies on DCED’s website at: http://dced.pa.gov/library /Action Plans. These documents will be maintained there for the full course of the Consolidated Plan (5 years). After that the documents will be archived on the website and maintained on DCED’s shared drive on the computer for reference.
The translated copies of the documents will also remain on the website in the same location as the drafts for
the length of the Consolidated Plan period they represent. After that, the documents will be archived on the
website and maintained on DCED’s shared drive on the computer.

E. Public Locations of Documents

Draft and final copies of the documents are available for public inspection at the following locations:

County Commissioners: A notice of document availability will be provided to the office of each of the
Commonwealth’s 67 County Board of Commissioners. The County Commissioners may allow
residents to view the document in their offices or print a copy of the document for any resident.

Pennsylvania Department of Community and Economic Development Regional
Offices: A notice of document availability will be provided to the office of each of the six DCED
regional Offices. The Regional Director may allow residents to view the document in their offices or
print a copy of the document for any resident.

Southeast Regional Office – Philadelphia
Northeast Regional Office – Scranton
Central Regional Office – Harrisburg
Southwest Regional Office – Pittsburgh
Northwest Regional Office – Erie
Leigh Valley - Bethlehem

Pennsylvania’s 28 District Libraries: A notice of document availability will be provided to each of the
following district libraries. The library may allow residents to view the document in the library or print
a copy of the document for any resident.

B.F. Jones Memorial Library, Aliquippa
Allentown Public Library, Allentown
Altoona Area Public Library, Altoona
Centre County Library, Bellefonte
Bethlehem Area Public Library, Bethlehem
Delaware Co. Library, Brookhaven
Conococheague Dist. Library, Chambersburg
Clarion District Library, Clarion
Bucks County Free Library, Doylestown
Easton Area Public Library, Easton
Erie County Library, Erie
Chester County Library, Exton
Dauphin County Library, Harrisburg
Cambria County Library, Johnstown

CD Disks:

CD Disks of the plans are available upon request from DCED by calling (717) 787-5327.
IV. Public Meetings and Notices

A. Public Meetings

DCED conducts all RHAC meetings, PHAC meetings, public hearings, and public meetings in accordance with the Pennsylvania Sunshine Act.

All meetings are held in locations that are accessible to persons with disabilities. Upon request and given 72 hours, DCED will make arrangements to meet the needs of non-English speaking participants and those with physical disabilities who identify those needs in advance.

B. Notices of Public Meetings

For all public meetings and hearings, DCED will publish a notice in the Pennsylvania Bulletin with the notice of availability of the draft document prior to the meeting at least a week prior to the meeting. The notice contains the time, date, and location of the meeting as well as a contact name and phone number for additional information or to make arrangements for persons with disabilities.

C. Notices of the Availability of Documents

DCED publishes a notice in the Pennsylvania Bulletin alerting citizens of the availability of all draft documents. The day after the publication of this notice, starts the citizen participation period for the document. Additionally, DCED sends out a CD & H Alert to its Con Plan Contact Lists (Please see Section II, F) regarding the availability of the draft Consolidated Plan, draft Annual Plan, CAPER, and all public meetings and hearings.

The notices for draft documents contain a summary and a list of specific locations where the documents may be obtained. The summary for the Consolidated Plan and Annual Plan will contain the amount of financial assistance the state expects to receive, the Commonwealth’s priorities for allocating funds, changes in the method of distribution, citizen participation, beneficiaries, or other major changes in the guidelines of the various programs covered by the documents, a contact name, address and phone number for further information, and how the public may comment on the document if this notice is during the citizen comment period.

DCED provides one copy of these documents free of charge to any citizen who requests one. Information about requesting a copy is contained in the public notices. Also, information on how someone with a disability or limited English proficiency may receive a copy of the document is included in the notice.

Notice is also given once the document is finalized and submitted to HUD. All documents are retained on the DCED website http://dced.pa.gov for the period of applicability. The most current Con Plan, Action Plan, and CAPER may be found on the home page of the website. All previous copies may be found under the Action Plan tab in the library. Once the five year period of the Consolidated Plan has passed, copies of all the documents will be archived on DCED’s website and may also be found on the Center’s shared drive at R: HOUSING/Consolidated Plan or /CAPER.

IV. Amendments

On occasion a revision, deletion, or addition needs to be made to the Consolidated Plan, Action Plan, CAPER during the course of the funding year it represents. This change may warrant an amendment or a
substantial amendment to the document. DCED has established perimeters that directs the agency what will warrant a substantial amendment over an amendment, thus initiating the citizen participation requirements, as described in Section II above.

A. Substantial Amendments

When a Substantial Amendment is warranted over an amendment thus initiating the citizen participation process:

- To make a change in its allocation priorities or a change in the method of distribution of funds in an amount greater than 10% of the original allocation for the program;

- To carry out an activity, using at least $1,000,000 in funding from any program covered by the consolidated plan (including program income), not previously described in the action plan; or

- To change the purpose, scope, location, or beneficiaries (10% or more of the original) of a goal or objective of the program.

B. All Other Amendments

If the Consolidated Plan is amended in any other way, DCED will publish a notice in the Pennsylvania Bulletin containing either the amendment or information about how to obtain a copy of the amendment. A notice will also be sent to all grantees affected by the change and the Con Plan Contact Lists for their information. The Notice will highlight the changes being made and how the public may make comments. No citizen participation or citizen comment period is required. The revised copy of the document being amended, should replace the document on DCED’s website and be retained on the center’s shared drive as the amendment, keeping all previous copies of the document.

V. Local Government Requirements for Citizen Participation

The importance of citizen participation extends to DCED’s grantees as well. Citizens must be provided with information in a timely manner and afforded a reasonable opportunity to participate in the planning and evaluation process of all federal programs administered by the state. DCED requires its grantees to have a written citizen participation plan that mirrors the requirements of each of the program in terms of citizen participation.

CDBG:

Some elements of the required CDBG Citizen Participation Plan of the grantees include:

1. Follow procedures which inform and encourage citizens to participate in the CDBG planning and evaluation process. Special emphasis shall be placed on procedures which emphasize the participation of low and moderate income, minority and disabled persons who reside in slum and blight areas, and in other areas where CDBG funds are proposed for expenditure or are being expended.

2. Provide citizens with reasonable and timely access to local meetings, information and records relating to proposals for the use of funds being applied for as well as the actual prior use of CDBG funds. Applicants/grantees must take steps to ensure that pertinent application/program information and records are accessible to the public, and that the public has been made aware of when and where material is available for inspection.
3. Hold public hearings to obtain citizen views and to respond to proposals and questions at all stages of the program, including at least the development of needs, the review of proposed activities, and the review of program performance. The public hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the disabled and those with limited English proficiency. The public hearings will be held in connection with each entitlement allocation. Municipalities must hold a public hearing for citizen participation in the development of needs and conduct another public hearing after a plan for use of the funds is published and prior to application approval by the governing body. (Please refer to the Grantee Citizen Participation Guidelines for further details)

4. Provide technical assistance, upon request, to groups of persons of low and moderate income, or their representatives, when such assistance is needed in developing proposals for use of CDBG funds. The level and type of assistance is to be determined by each applicant/grantee but must also provide for assistance to those disabled and/or limited English proficiency.

5. Provide a timely written response to written complaints and grievances. A timely response is one which is made within fifteen (15) working days from receipt of the written complaint/grievance.

6. Identify if and when it may be necessary to meet the needs of non-English speaking citizens through the use of the Four Factor Analysis and/or the municipalities Language Access Plan. When such needs are identified, applicants/grantees must meet these needs as part of the advertising and public hearing requirements.

7. Maintain citizen participation files which contain documentation that demonstrates compliance with all requirements contained in the Citizen Participation Plan for the municipality.

Appendix A of this citizen participation plan contains the Citizen Participation Plan requirements for the CDBG grantees.

**HOME**

Local government applicants for HOME funds must hold a public meeting on the proposed use of the funds and allow affected residents an opportunity to comment on the application. The notice must be placed in a general circulation newspaper but not in the legal section. Applicants must pass a resolution endorsing the application for funding. These resolutions must be adopted in an open public meeting that is subject to the requirements of the Pennsylvania Sunshine Act.

**Emergency Solutions Grant (ESG)**

Local government applicants for Emergency Solutions Grant funds must hold a public meeting on the proposed use of the funds and allow affected residents an opportunity to comment on the application. The notice must be placed in a general circulation newspaper but not in the legal section. Applicants must pass a resolution endorsing the application for funding. These resolutions must be adopted in an open public meeting that is subject to the requirements of the Pennsylvania Sunshine Act.

**Other Special Projects Grant**

In the event that other federal programs are awarded to the Commonwealth of Pennsylvania, such as CDBG-Disaster Recovery or NSP and administered by DCED, the citizen participation requirements will be followed in accordance with either the statute or regulations set forth for the program. If no requirements are set forth, then as a minimum those established above for HOME and/or ESG will be followed.
VI. Access to Information and Complaints

A. Public Access to Information

Citizens who wish to review information obtained by DCED for the development of the Consolidated Plan, Annual Plan, or the Performance Report may do so by contacting the Pennsylvania Office of Open Records and file a Right to Know (RTK) request. The website for further information is www.openrecords.pa.gov

Hearings and meetings held to develop or discuss the documents are open to the public pursuant to the Pennsylvania Sunshine Act. A recording of the meeting is placed on the DCED website at http://dced.pa.gov/library /Action Plans.

B. Complaints

Citizens who would like to file a complaint about the Consolidated Plan, Action Plan or the Performance Report, either how the document was produced, information that was gathered, or that requirements of this citizen participation plan were not followed, should submit their complaint in writing to:

Department of Community and Economic Development
Director of the Center for Community and Housing Development
Keystone Community Building
400 North 4th Street, Fourth Floor -West
Harrisburg, PA 17120-0225.

DCED will respond to all written complaints within 15 business days. In that response DCED will either provide assistance to the citizen in resolving the issue, explain why that assistance cannot be provided and provide any further avenues to resolve the issue, or provide the citizen with an estimated time they will have an answer to their complaint.
APPENDIX A

CDBG GRANTEE GUIDE
TO CITIZEN PARTICIPATION
CITIZEN PARTICIPATION PLAN
FOR CDBG PROGRAMS
CITIZEN PARTICIPATION PLAN FOR CDBG PROGRAMS

Citizens must be provided with information in a timely manner and afforded a reasonable opportunity to participate in the CDBG planning and evaluation process.

Applicants/grantees shall comply with the following minimum citizen participation requirements and are encouraged to expand their efforts in order to maximize opportunities for citizen involvement. In satisfying these citizen participation requirements, applicants/grantees shall not be restricted in their responsibility or authority to develop and execute CDBG Programs.

A. General Requirements. All applicants/grantees shall:

1. Follow procedures which inform and encourage citizens to participate in the CDBG planning and evaluation process. Special emphasis shall be placed on procedures which emphasize the participation of low and moderate income, minority and handicapped persons who reside in slum and blight areas, and in other areas where CDBG funds are proposed for expenditure or are being expended.

2. Provide citizens with reasonable and timely access to local meetings, information and records relating to proposals for the use of funds being applied for as well as the actual prior use of CDBG funds. Applicants/grantees must take steps to ensure that pertinent application/program information and records are accessible to the public, and that the public has been made aware of when and where material is available for inspection.

3. Hold public hearings to obtain citizen views and to respond to proposals and questions at all stages of the Community Development Program, including at least the development of needs, the review of proposed activities, and the review of program performance. The public hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. The public hearings will be held in connection with each entitlement allocation. Municipalities must hold a public hearing for citizen participation in the development of needs, and conduct another public hearing after a plan for use of the funds is published and prior to application approval by the governing body.

4. Provide technical assistance, upon request, to groups of persons of low and moderate income, or their representatives, when such assistance is needed in developing proposals for use of CDBG funds. The level and type of assistance is to be determined by each applicant/grantee.
5. Provide a timely written response to written complaints and grievances. A timely response is one which is made within fifteen (15) working days from receipt of the written complaint/grievance.

6. Identify if and when it may be necessary to meet the needs of non English speaking citizens. When such needs are indentified, applicants/grantees must meet these needs as part of the advertising and public hearing requirements.

7. Maintain citizen participation files which contain documentation that demonstrates compliance with all requirements contained in this Citizen Participation Plan.

B. Minimum Citizen Participation Requirements During the Application Planning Development, and Submission Process. In developing applications for CDBG funds, applicants shall meet the following minimum requirements:

1. Provide public notice(s) of the first public hearing to obtain citizens views and comments on how CDBG funds should be used. This public notice shall contain:

   (a) The date, time and location of the first public hearing;

   (b) The amount of CDBG funds available;

   (c) The range of activities which may be undertaken with CDBG funds;

   (d) The amount of CDBG funds proposed to benefit low and moderate income persons;

   (e) An identification of activities that could result in displacement and the applicant’s plans for minimizing such displacement. The notice must also state that the applicant is responsible for replacing all low and moderate income housing units that may be replacing all low and moderate income housing units that may be demolished or converted. The types and levels of assistance the applicant plans to make available to persons displaced by CDBG funded activities even if no displacement is expected to occur, must be explained at this public hearing; and

   (f) A statement that citizens may also comment on the applicant’s prior use of CDBG funds.
2. Hold the first public hearing to elaborate upon the contents of the public notice(s) and to obtain citizen comments and questions.

At this public hearing, the applicant must explain its responsibility to replace all occupied and vacant occupiable low and moderate income dwelling units that may be demolished or converted to another use. The applicants’ explanation must include the following:

(a) Replacement must take place within three years of demolition/conversion;

(b) Replacement units must be located within the applicant’s jurisdiction (within the same municipality where demolition/conversion may occur);

(c) The replacement units must be of sufficient size to house at least the same number of occupants that could have been housed in the units demolished/converted;

(d) The replacement units must be provided in standard condition;

(e) The replacement units must be designed to remain low and moderate income units for at least ten years from the date of initial occupancy.

The applicant must also explain that prior to obligating or expending funds that will result in the demolition or conversion of low and moderate income housing units, it will publicize and provide opportunity for citizen comment on the following:

(a) A description of the proposed demolition/conversion activity;

(b) The general location and the number of units by size that will be demolished/converted;

(c) A time schedule for the start and completion of demolition/conversion;

(d) The general location and number of units by size that will be provided as replacement units;

(e) The source of funding and a time schedule for the provision of replacement units; and
(f) The basis for concluding that the replacement units will remain low/mod for at least 10 years from initial occupancy.

3. Following the first public hearing, the applicant must consider all comments and views received and develop its proposed use of funds.

4. Provide public notice(s) on the second public hearing to obtain citizens’ views and comments on the proposed use of funds. This public notice shall contain:

   (a) The date, time and location of the second public hearing;

   (b) Sufficient detail on the proposed use of funds to permit meaningful citizen comments at the public hearing;

   (c) The deadline for public comment prior to the date that the local governing body will meet to consider the application and where and when the proposed application may be inspected prior to the meeting of the local governing body; and

   (d) The date, time and location of the meeting where the local governing body will consider approval of the application. (This meeting must be after the second public hearing and the deadline for public comment.)

5. Hold the second public hearing to elaborate on the proposed use of funds and to allow for citizens’ comments and questions.

NOTE: Public notices must be published a minimum of five (5) days prior to the public hearings and in a newspaper(s) of general circulation. The location and time of public hearings are critical to a successful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations. Special accommodations must be extended to persons with disabilities, and public notices must inform such persons as to how they may request and obtain needed accommodations. Public hearing sites must be accessible to persons with disabilities.
Applicants are encouraged to take other reasonable steps to inform citizens, especially those identified in A.1. above. Other informational media that should be considered are:

(1) Radio/television public service announcements;

(2) Public and private organization bulletins and newsletters;

(3) Social service organizations;

(4) Public housing bulletin boards;

(5) Minority organizations; and

(6) Other organizations, institutions or businesses located in or serving low and moderate income areas.

C. **Minimum Citizen Participation Requirements for Program Modifications :**

When it is necessary for grantees to modify approved projects, the following citizen participation requirements must be met.

Prior to modifying approved projects grantees must:

1. Provide a public notice, at least once in a newspaper of general circulation, of the proposed modification and provide the deadline by which public comments must be received. The notice must also indicate the date that the local governing body will conduct a public hearing concerning the proposed modification. Timeliness of these notifications must be in accordance with the grantee’s Citizen Participation Plan.

2. The grantee must consider all comments received as a result of the public notice and hearing, and if appropriate, modify the proposed modification.

3. Upon approval of the modification by the local government, it must be made available for public inspection.

See the resource manual on modifications and revisions procedures for processing.
D. **Special Considerations For Counties In Meeting Citizen Participation Requirements:**

1. Counties Applying for County Funds:
   
   (a) Counties applying for funds that will be used to benefit the non-entitlement municipalities of the County, must consider the location of these municipalities in determining the location of public hearings;

   (b) The County must also determine if the notices of public hearings should be placed in more than one general circulation newspaper to ensure their widest availability.

2. Counties Applying on Behalf of Other Entitlement Entities:
   
   (a) If a County applies for funds on behalf of one or more entitlement entities, it must apply these Citizen Participation requirements separately and distinctly to each entitlement entity. The intent of this requirement is to ensure that the residents, especially the low and moderate income, have easy access to the public hearings concerning the use of CDBG funds in their municipality;

   (b) The County must also determine if the notice of public hearings should be placed in more than one newspaper of general circulation.

E. **Competitive Applications**

The Citizen Participation requirements for the Competitive applications remain the same as those for the Entitlement applications, only for Counties applying for additional funding under the competitive process may incorporate the first (planning/development) notice and hearing into the notice and hearing for their entitlement application and wording to that fact must include “proposals for competitive funding”. Documentation of this hearing should be included with the project file for the competitive application as well as that for the entitlement.
APPENDIX B

CDBG, HOME, ESG Programs
Citizen Participation Plan – Public Hearing Directive

CP-01-2016
Citizen Participation Plan - Public Hearing Directive
CP-01-2016
CDBG, HOME and ESG Programs

A number of grantees have requested DCED to allow public hearings for their federal grant applications be held at the time of regularly scheduled local government meetings; such as a Borough Council meeting or a County Commissioners meeting, as the public is accustomed to attending these meetings and grantees believe they will get the best attendance. This directive provides specific guidance in those instances.

The federal program public hearing process is conducted in a two-step process. The first public hearing, only for the CDBG program (HOME and ESG only require one public hearing), is to solicit input from the community on potential projects and proposed uses of CDBG funds in low and moderate income areas of communities. The second hearing is used to inform the community of proposed activities, once selected, that will be included in the formal funding application for CDBG, HOME and ESG grant funds. This is one part of a grantee’s citizen participation plan. The Citizen Participation Plan also calls for specifics in timelines, etc. for advertising and processes for conducting each hearing. These will not be part of this discussion and if any clarification is needed please contact your specific grant manager.

BACKGROUND

The purpose of this directive is to outline when and where public hearings should be conducted. As previously mentioned the first public hearing is to solicit input from the community. It is used to inform the community of the regulations of the CDBG Program, update the status of current and on-going activities and solicit ideas, proposals and potential uses of new CDBG funds. The optimal method is to conduct this hearing in the low/moderate income (LMI) communities of a jurisdiction. As the main objective of the CDBG program is to provide benefit for low/mod persons, the respective program staff should conduct these hearings in the LMI communities for the initial hearing. The hearings should also be conducted at such time to allow maximum participation per 24 CFR 570.486(a)(5). As example conducting a hearing at 10:00 a.m. during the work week may not allow for maximum participation of the public due to work schedules of community residents. Consultation with neighborhood leaders may lead to both a preferable time and location to increase participation. It may be necessary to conduct the first public hearing more than one time in order to allow for input from LMI individuals throughout the jurisdiction. If this is not a feasible option, then the grantee must document all attempts to make the information available to the lower income neighborhoods and actions taken to allow for their input. For counties administering “On Behalf Of” a Pennsylvania entitlement community(ies), this first public hearing must be held as one county hearing and one in each entitlement jurisdiction at reasonable times for maximum participation and attendance. The purpose of this public hearing is to gather input from the community especially low-moderate neighborhoods on the use of upcoming year’s allocation. It is not to be just a formality that the grantee checks off the box on the application and held at the convenience of the grantee.

For the second public hearing of the CDBG process and for HOME and ESG public hearings, the purpose of which is to review selected projects to be included in the funding application and can be conducted as one hearing and may be held in a place of general attendance. The most preferred method of conducting the public
hearing would be to hold it in the community that is having the largest expenditure of funding, such as a water or sewer line extension or owner occupied housing rehabilitation program due to the need of informing LMI persons benefiting from the CDBG, HOME or ESG Programs and to inform potential applicants of the availability of these funds to address their needs. After allowing for citizen comment, the local governing body approves the submission of the application to DCED.

**DIRECTIVE**

It has been requested that DCED consider allowing CDBG, HOME, and ESG public hearings to be part of the regularly scheduled public meeting of the governing body to have the best attendance at the hearing. Title 24 Housing and Urban Development – Part 570 –CDBG §570.486 Local government requirements regulations on Citizen Participation, Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended are very clear that the public hearing must be separate from the normal business of the local governing body. To comply with these regulations but still allow for the hearing to be conducted at the normal time for the local governing body’s meeting the following steps must be taken and documented in the grantee’s file:

- Have a separate advertisement for the public hearing with all the required language including, but not limited to: time, date, LMI benefit, anti-displacement requirements, where plans can be found, how written citizen comments can be made, ADA accessibility, Limited English notification if applicable, etc.
- The public hearing cannot be an agenda item of the regular meeting, but rather a note in the agenda that a recess in the public meeting will be made to hold the public hearing. (example 10:10-10:40 am: RECESS for CDBG Public Hearing)
- It is recommended that the public hearing be made at the beginning or the end of the regular meeting to have it stand alone from the regular meeting of the government.
- Formally close/recess the public meeting – i.e. council meeting, commissioners meeting, etc. and open the public hearing, having its own minutes, agenda and citizen comment opportunity.
- Provide any handouts to the attendees including a formal sign-in sheet to include with the submission of the application.
- Have a means to record separate minutes of the hearing as these become part of the official record and must be submitted with the application. A notation or agenda item of the public hearing in the record/minutes of the regularly scheduled meeting is not adequate documentation of the hearing being held.
- For the second public hearing of the process and for HOME and ESG public hearings, the separate public hearing must include discussion of the proposed activities, the process used to solicit input on the activities and selection of activities and why any proposed activities were not selected for funding. This information needs to be included in the written minutes of the public hearing.
- Request public input and answer questions posed, all of which should be included in the minutes of the hearing.
- Approval of the submission of the application immediately after the second public hearing cannot occur once the regular scheduled meeting is resumed if there are public comments. Adequate time to review the citizen comments received must be provided by the local government officials. A special meeting of the local government or the next regularly scheduled public meeting is recommended for approval of the submission of the application. If no comments are received, the application could be
approved when the regular scheduled meeting is resumed, as long as the advertised comment period has expired.

- As positive comments are generally not going to generate the need for a response, the application could be acted upon at the resumption of the meeting, again if the advertised public comment period has passed or coincides with the date of the public meeting. These positive comments must be recorded as part of the minutes of the hearing and placed in the program files for later reference. These comments may be used for support of the program or activity. If comments are received that are not pertinent to the subject matter of the public hearing, they should be noted, not in detail especially if of a personal nature, and addressed as needed but should not impact the ability of the governing body to act on the application at the resumption of the regularly scheduled meeting, again if the advertised public comment period has passed or coincides with the date of the public meeting.

Should you have additional questions contact your assigned Grant Manager.
APPENDIX C

Regional Housing Advisory Committee
Membership
January 2019
<table>
<thead>
<tr>
<th>REPASSING FROM ACT</th>
<th>SALUTATION</th>
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<tr>
<td>#1</td>
<td>Mr.</td>
<td>Theodore</td>
<td>Martin</td>
<td>Regional Director</td>
<td>DCED</td>
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<td>17120</td>
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<tr>
<td>#2</td>
<td>Mr.</td>
<td>James</td>
<td>Crosby</td>
<td>Deputy Director</td>
<td>City of York, Bureau of Housing Services</td>
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<td>PA</td>
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<tr>
<td>#2</td>
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<td>Betsy</td>
<td>Barndt</td>
<td>Housing Program Specialist</td>
<td>Centre County Govern. Adult Services</td>
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<td>16801</td>
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<td>Mr.</td>
<td>Terry</td>
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<td>#4</td>
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<td>Ms.</td>
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<td>#5</td>
<td>Mr.</td>
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<td>Chatman</td>
<td>Board President</td>
<td>Salem Square Community Association, Inc.</td>
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<td>#6</td>
<td>Mr.</td>
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<td>Serpe, CFRE</td>
<td>Chief Executive Officer</td>
<td>Adams County Community Foundation</td>
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<td>#7</td>
<td>Mr.</td>
<td>Andrew</td>
<td>Haines</td>
<td>Vice President, Affordable Housing</td>
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<td>Ms.</td>
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<td>Musser</td>
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<td>Housing Authority of the County of Mifflin</td>
<td>141 S. Pine Rd.</td>
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<td>Mr.</td>
<td>Tim</td>
<td>Whelan</td>
<td>Executive Director</td>
<td>Cumberland County Redevelopment Authority</td>
<td>114 North Hanover Street</td>
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<td>Ms.</td>
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<td>Mr.</td>
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<td>Chief Executive Officer</td>
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<td>#11</td>
<td>Mr.</td>
<td>John</td>
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<td>Chief Operating Officer</td>
<td>Hamilton Health Care</td>
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<td># 12</td>
<td>Ms.</td>
<td>Ho-Thanh</td>
<td>Nguyen</td>
<td>Founder and President</td>
<td>PA Immigrant &amp; Refugee Women's Network</td>
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<td>#12</td>
<td>Mr.</td>
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<td>Huntingdon</td>
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<td>16652-2196</td>
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<td>#12</td>
<td>Mr.</td>
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<td>Sanders, MSW, LCSW*</td>
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<td>New Hope Ministries</td>
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<td>Mr.</td>
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<td>Newcomer</td>
<td>South Central RHAB</td>
<td>Director, Maranatha Ministries</td>
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<td>#12</td>
<td>Ms.</td>
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<td>Kranz**</td>
<td>Operations Manager, Transitions of PA</td>
<td>Northern Tier RHAB</td>
<td>PO Box 170</td>
<td>Lewisburg</td>
<td>PA</td>
<td>17837</td>
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</tbody>
</table>
**Representing Party From Act Legend**

1. The regional director for the department.
2. One or more representatives of local municipalities that will be participating jurisdictions under the HOME Investment Partnership Program.
3. One or more representatives of local municipalities that will be nonparticipating jurisdictions under the HOME program.
4. One or more representatives of county governments.
5. One or more representatives of independent, nonprofit organizations involved in developing housing for very low-income, low-income and moderate-income people.
6. One or more representatives of the private financial community, including banks, savings and loan associations, other lenders and foundations.
7. One or more representatives of for-profit owners and developers of housing for very low-income, low-income and moderate-income people.
8. One or more representatives of housing authorities.
9. One or more representatives of redevelopment authorities.
10. **One or more representatives of organized labor.**
11. One or more representatives of for-profit or nonprofit organizations which provide technical assistance in financing, constructing, managing or linking social services with low-income housing developments.
12. One or more representatives of social service organizations, including those knowledgeable about the housing needs of special needs groups such as elderly persons, persons with mental illness, persons with mental retardation, persons with physical disabilities, persons with drug or alcohol dependencies, persons with HIV/AIDS, victims of domestic violence, very low-income and low-income individuals and families, migrant and seasonal farmworkers, minorities and persons who are homeless.
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<td>Ms.</td>
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<td>Halma</td>
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<td>Regional Office Director</td>
<td>DCED-Lehigh Valley Regional Office</td>
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<td>717-877-8481</td>
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<td>Ms.</td>
<td>Maria</td>
<td>Quigney</td>
<td></td>
<td>HUD Grant Manager</td>
<td>Department of Community &amp; Economic Development</td>
<td>435 Hamilton Street</td>
<td>Allentown</td>
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<td>Mr.</td>
<td>Kenneth L.</td>
<td>Pick</td>
<td></td>
<td>Com Dev Director</td>
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<td>610-478-6326</td>
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<td>Ms.</td>
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<td>Director, Community and Economic Dev</td>
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<td>Mr.</td>
<td>J. Michael</td>
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<td>Ms.</td>
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<td>Kline</td>
<td></td>
<td>Assistant Vice President/Mort g. Loan Spec.</td>
<td>The Northumberland National Bank</td>
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<td>Ms.</td>
<td>Donna</td>
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<td>President</td>
<td>Taggart Associates</td>
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<td>Mr.</td>
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<td>Executive Director</td>
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<td>Mr.</td>
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<td>#11</td>
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<td>18109</td>
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<td>Ms.</td>
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<td>Michael</td>
<td>Toledo</td>
<td>Executive Director</td>
<td>Hispanic Center</td>
<td>P.O. Box 8652, 501 Washington Street, Reading,</td>
<td>PA</td>
<td>19601</td>
<td>610-376-3748</td>
<td>610-372-2619</td>
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<td>#12</td>
<td>Ms.</td>
<td>Alisa</td>
<td>Baratta</td>
<td>Executive Director, Third Street Alliance for Women &amp; Children</td>
<td>Lehigh Valley RHAB</td>
<td>41 North Third St, Easton,</td>
<td>PA</td>
<td>18042</td>
<td>610-258-6271 ext. 232</td>
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<tr>
<td>#12</td>
<td>Ms.</td>
<td>Victoria</td>
<td>Montero</td>
<td>Executive Director</td>
<td>Hispanic Center of Lehigh Valley</td>
<td>520 E 4th St, Bethlehem,</td>
<td>PA</td>
<td>18015</td>
<td>484-764-9462</td>
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<tr>
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<td>Mr.</td>
<td>Chris</td>
<td>Cassidy</td>
<td>Senior Planner</td>
<td>Community Action Committee of the Lehigh Valley</td>
<td>1337 East Fifth St, Bethlehem,</td>
<td>PA</td>
<td>18015</td>
<td>484-893-1047</td>
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## 2018 Lehigh Valley RHAC Membership List

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<tr>
<th>REPRESENTING PARTY FROM ACT</th>
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<tr>
<td>#12</td>
<td>Ms.</td>
<td>Sue</td>
<td>Auman</td>
<td>Executive Director</td>
<td>Union-Snyder Community Action Agency</td>
<td>713 Bridge St., Suite 10</td>
<td>Selinsgrove,</td>
<td>PA</td>
<td>17870</td>
<td>570-374-0181</td>
<td>570-374-2330</td>
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<tr>
<td>#12</td>
<td>Mr.</td>
<td>Rob</td>
<td>Nicoletta</td>
<td>Lehigh Valley RHAB Administrator, Catholic Charities, Diocese of Allentown</td>
<td>900 S Woodward St</td>
<td>Allentown,</td>
<td>PA</td>
<td>18103</td>
<td>610-435-1541</td>
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* Lehigh Valley RHAC Chair

** Lehigh Valley RHAC Co-Chair

### Representing Party From Act Legend

1. The regional director for the department.
2. One or more representatives of local municipalities that will be participating jurisdictions under the HOME Investment Partnership Program.
3. One or more representatives of local municipalities that will be nonparticipating jurisdictions under the HOME program.
4. One or more representatives of county governments.
5. One or more representatives of independent, nonprofit organizations involved in developing housing for very low-income, low-income and moderate-income people.
6. One or more representatives of the private financial community, including banks, savings and loan associations, other lenders and foundations.
7. One or more representatives of for-profit owners and developers of housing for very low-income, low-income and moderate-income people.
8. One or more representatives of housing authorities.
9. One or more representatives of redevelopment authorities.
10. One or more representatives of organized labor.
11. One or more representatives of for-profit or nonprofit organizations which provide technical assistance in financing, constructing, managing or linking social services with low-income housing developments.
12. One or more representatives of social service organizations, including those knowledgeable about the housing needs of special needs groups such as elderly persons, persons with mental illness, persons with mental retardation, persons with drug or alcohol dependencies, persons with HIV/AIDS, victims of domestic violence, very low-income and low-income individuals and families, migrant and seasonal farmworkers, minorities and persons who are hom
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<tr>
<td><a href="mailto:fhalma@pa.gov">fhalma@pa.gov</a></td>
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<tr>
<td><a href="mailto:maria.quigney@allentownpa.gov">maria.quigney@allentownpa.gov</a></td>
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<td><a href="mailto:Kpick@countyofberks.com">Kpick@countyofberks.com</a></td>
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<td><a href="mailto:nbrown@monroecountypa.gov">nbrown@monroecountypa.gov</a></td>
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<td><a href="mailto:dave@hadcallentown.org">dave@hadcallentown.org</a></td>
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<td><a href="mailto:donna@flaggartassociates.com">donna@flaggartassociates.com</a></td>
</tr>
<tr>
<td><a href="mailto:bfatzinger@housingabc.org">bfatzinger@housingabc.org</a></td>
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<td>----------------------------------------</td>
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<tr>
<td><a href="mailto:Ed_christiano@hotmail.com">Ed_christiano@hotmail.com</a></td>
</tr>
<tr>
<td><a href="mailto:exdirector@monroecountyrd.org">exdirector@monroecountyrd.org</a></td>
</tr>
<tr>
<td><a href="mailto:panthony@ibew375.org">panthony@ibew375.org</a></td>
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<td><a href="mailto:amybeck@lvcl.org">amybeck@lvcl.org</a></td>
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<td><a href="mailto:jessica@habitatlv.org">jessica@habitatlv.org</a></td>
</tr>
<tr>
<td><a href="mailto:crinker@lehighchurches.org">crinker@lehighchurches.org</a></td>
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<td><a href="mailto:abaratta@thirdstreetalliance.org">abaratta@thirdstreetalliance.org</a></td>
</tr>
<tr>
<td><a href="mailto:Victoria.Montero@sluhn.org">Victoria.Montero@sluhn.org</a></td>
</tr>
<tr>
<td><a href="mailto:ccassidy@caclv.org">ccassidy@caclv.org</a></td>
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<tr>
<td><a href="mailto:sauman@union-snyderca.org">sauman@union-snyderca.org</a></td>
</tr>
<tr>
<td><a href="mailto:nicoella@allentowndiocese.org">nicoella@allentowndiocese.org</a></td>
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On, persons with physical disabilities, nonetheless.

9/12/2018
| #1 | Mr. | Paul | Macknosky | Director | DCED-Northeast Regional Office | Oppenheim Bldg., 409 Lackawanna Avenue, 3rd Fl. | Scranton | PA | 18503 | 570-963-4598 | 570-963-3439 |
| #2 | Mr. | Andy | Reilly | Executive Director | Luzerne County Community Development | 54 West Union Street | Wilkes-Barre | PA | 18702 | 570-824-7214 | 570-829-2910 |
| #3 | Mr. | George | Kelly | Director of Economic Development | Lackawanna County | 135 Jefferson Ave 2nd Fl; Scranton | PA | 18503 | (570) 963-6574 |
| #4 | Ms. | Helen | Kelly | Housing Coordinator, Wayne County Human Services | 925 Court St. | Honesdale | PA | 18431 | 570-251-0750 |
| #5 | Mr. | Jeffrey A. | Feeser* | Director of Housing | Schuylkill Community Action | 206 North Second Street | Pottsville | PA | 17901 | 570-622-1995 | 570-622-0429 |
| #5 | Ms. | Jody | Baden | Director of Development | Lackawanna Neighbors, Inc. | 670 Adams Avenue | Scranton | PA | 18510 | 570-963-7616 | 570-963-7604 |
| #5 | Mr. | Dennis | Phelps | Executive Director | Trehab Center | 10 Public Avenue, P.O. Box 366 | Montrose | PA | 18801 | 570-278-3338 | 570-278-1889 |
| #5 | Mr. | Richard | Kisner | Executive Director | Community Strategies Group | 700 Sawmill Rd., Ste. 101 | Bloomsburg | PA | 17815 | 570-784-9373 X111 |
| #6 | Mr. | Jim | Musto | Vice President | Honesdale National Bank | 38 North Franklin Streets | Wilkes-Barre | PA | 18701 | 570-826-1800 | 570-826-6087 |
| #6 | Mr. | Kevin | Rogers | VP/Community Consultant | PNC Bank | P. O. Box 231 | Scranton | PA | 18503 | 570-961-7337 | 570-961-6753 |
| #6 | Ms. | Jill | Morrissey | Reinvestment Act Officer/AVP, Compliance Dept | Jersey Shore State Bank and Luzerne Bank | 300 Market St. | Williamsport | PA | 17701 | 570-567-2085 |
| #7 | Ms. | Graysha | Harris** | President | GKH Consulting Co (Engineering Services) | 452 Schoolhouse Road | Tunkhannock | PA | 18657 | 570-333-5471 | 570-333-5374 |
| #8 | Mr. | Joseph | Kohut | Executive Director | Wayne County Housing Authority | 130 Carbondale Road | Waymart | PA | 18472 | 570-488-6069 | 570-488-6496 |
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<tr>
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<tr>
<td>#9</td>
<td>Ms.</td>
<td>Kelley</td>
<td>Cevette</td>
<td>Executive Director</td>
<td>Tioga/Bradford County Housing &amp; Redevelopment Authorities</td>
<td>4 Riverside Plaza</td>
<td>Blossburg, PA</td>
<td>16192</td>
<td>570-638-2151</td>
<td>570-638-2156</td>
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<tr>
<td>#10</td>
<td>Mr.</td>
<td>Drew</td>
<td>Simpson</td>
<td>Council Representative</td>
<td>Greater Pa Council of Carpenters</td>
<td>314 Pear St</td>
<td>Scranton, PA</td>
<td>18505</td>
<td>(570) 347-5891</td>
<td>5703423175</td>
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<tr>
<td>#11</td>
<td>Mr.</td>
<td>Timothy</td>
<td>Moran</td>
<td>Executive Director</td>
<td>NE PA Ctr. For Independent Living</td>
<td>1142 Sanderson Avenue, Suite 1</td>
<td>Scranton, PA</td>
<td>18503</td>
<td>570-344-7211</td>
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<tr>
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<td>Mr.</td>
<td>Gene</td>
<td>Brady</td>
<td>Executive Director</td>
<td>Commission on Economic Opportunity of Luzerne County</td>
<td>165 Amber Lane</td>
<td>Wilkes-Barre, PA</td>
<td>18702</td>
<td>570-826-0510</td>
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<td>Mr.</td>
<td>William E.</td>
<td>Cockerill, Jr.</td>
<td>AFL/CIO Community Services Liaison</td>
<td>United Way of Lackawanna County</td>
<td>615 Jefferson Avenue, P.O. Box 526</td>
<td>Scranton, PA</td>
<td>18510</td>
<td>570-343-1267</td>
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<tr>
<td>#12</td>
<td>Ms.</td>
<td>Tara</td>
<td>Day Ulrich</td>
<td>Northern Tier RHAB</td>
<td>YWCA of Williamsport</td>
<td>815 W. 4th St. Williamsport, PA 17701</td>
<td>Williamsport, PA</td>
<td>17701</td>
<td>570-322-4637</td>
<td>ext. 117</td>
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** NE RHAC Co-Chair

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<tr>
<td>#1</td>
<td>Ms.</td>
<td>Kim</td>
<td>Thomas</td>
<td>Director</td>
<td>DCED-Northwest Regional Office</td>
<td>100 State Street, Suite 205</td>
<td>Erie,</td>
<td>PA</td>
<td>16507</td>
<td>814-871-4245</td>
<td>814-871-4896</td>
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<tr>
<td>#2</td>
<td>Ms.</td>
<td>Debra</td>
<td>Smith</td>
<td>Assistant Director</td>
<td>City of Erie, DECD</td>
<td>626 State Street - 4th Floor</td>
<td>Erie,</td>
<td>PA</td>
<td>16501</td>
<td>814-870-1274</td>
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<td>#3</td>
<td>Ms.</td>
<td>Sara</td>
<td>Andrews**</td>
<td>Community Development Manager</td>
<td>Bradford, City of</td>
<td>Office of Economic &amp; Community Development, P. O. Box 490</td>
<td>Bradford,</td>
<td>PA</td>
<td>16701</td>
<td>814-368-7170 x13</td>
<td>814-368-6894</td>
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<td>#4</td>
<td>Ms.</td>
<td>Shelby</td>
<td>Karns</td>
<td>MH Team Leader</td>
<td>Erie County MH/ID Office</td>
<td>154 West Ninth Street, 4th Floor</td>
<td>Erie,</td>
<td>PA</td>
<td>16501-1303</td>
<td>814-451-6846</td>
<td>814-451-6868</td>
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<td>#5</td>
<td>Mr.</td>
<td>Tom</td>
<td>Scott</td>
<td>Executive Director</td>
<td>Lawrence County Social Services, Inc.</td>
<td>241 West Grant Street</td>
<td>New Castle,</td>
<td>PA</td>
<td>16101</td>
<td>724-658-7258</td>
<td>724-658-7664</td>
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<td>#6</td>
<td>Mr.</td>
<td>Ronald</td>
<td>Andzelik</td>
<td>VP Compliance/Community Reinvestment Officer</td>
<td>Northwest Savings Bank</td>
<td>301 Second Avenue</td>
<td>Warren,</td>
<td>PA</td>
<td>16365</td>
<td>814-728-7207</td>
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<td>Ms.</td>
<td>Deborah</td>
<td>Gilmour-Bertges</td>
<td>Vice President</td>
<td>Liberty Mortgage</td>
<td>3818 Liberty St.</td>
<td>Erie,</td>
<td>PA</td>
<td>16509</td>
<td>814-868-8564</td>
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<td>Mr.</td>
<td>Thomas</td>
<td>Kennedy</td>
<td>President</td>
<td>Prudential Advantage Realty Property Management</td>
<td>1001 State Street</td>
<td>Erie,</td>
<td>PA</td>
<td>16501</td>
<td>814-833-2741</td>
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<td>#8</td>
<td>Ms.</td>
<td>Holly</td>
<td>Campbell</td>
<td>Acting Executive Director</td>
<td>Mercer County Housing Authority</td>
<td>80 Jefferson Avenue</td>
<td>Sharon,</td>
<td>PA</td>
<td>16146</td>
<td>724-342-6303</td>
<td>724-342-4029</td>
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<td>#8</td>
<td>Ms.</td>
<td>Linda</td>
<td>Thompson</td>
<td>Housing and Homeless Services Coordinator</td>
<td>MeKean County Redevelopment &amp; Housing Authorities</td>
<td>11 Campus Drive</td>
<td>Bradford,</td>
<td>PA</td>
<td>16701</td>
<td>814-887-5563 X412</td>
<td>814-568-3882</td>
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<tr>
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<tbody>
<tr>
<td>#9</td>
<td>Mr.</td>
<td>Scott</td>
<td>Henry</td>
<td>Executive Director</td>
<td>Redevelopment Authority of the City of Erie</td>
<td>626 State Street - 1st Floor, Erie, PA 16501</td>
<td>Erie,</td>
<td>PA</td>
<td>16501</td>
<td>814-870-1540</td>
<td>814-870-1331</td>
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<tr>
<td>#9</td>
<td>Ms.</td>
<td>Beverly</td>
<td>Weaver</td>
<td>Executive Director</td>
<td>Erie County – Corry City Housing &amp; Redevelopment Authorities</td>
<td>120 S. Center Street, P. O. Box 38, Corry, PA 16407</td>
<td>Corry,</td>
<td>PA</td>
<td>16407</td>
<td>814-665-5161</td>
<td>814-664-7230</td>
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<tr>
<td>#10</td>
<td>Mr.</td>
<td>TJ</td>
<td>Sandell</td>
<td>Business Agent</td>
<td>Plumbers Local 27</td>
<td>1040 Montour West Industrial Park, Corapolis, PA 15108</td>
<td>Corapolis,</td>
<td>PA</td>
<td>15108</td>
<td>412-616-1599</td>
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<tr>
<td>#11</td>
<td>Ms.</td>
<td>Catherine</td>
<td>Byrne</td>
<td>Regional Manager</td>
<td>Conifer Realty, LLC</td>
<td>2101 Peninsula Drive, Erie, PA 16506</td>
<td>Erie,</td>
<td>PA</td>
<td>16506</td>
<td>814-833-7665</td>
<td>814-833-8865</td>
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<tr>
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<td>Mr.</td>
<td>Ron</td>
<td>Oliver</td>
<td>Labor Liaison</td>
<td>United Way of Erie County</td>
<td>420 W. 6th Street #200, Erie, PA 16507-1216</td>
<td>Erie,</td>
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<td>16507-1216</td>
<td>814-456-2937</td>
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<td>#12</td>
<td>Mr.</td>
<td>Bob</td>
<td>Raible</td>
<td>Executive Director</td>
<td>Warren-Forrest Economic Opportunity Council</td>
<td>1209 Pennsylvania Avenue, West, P.O. Box 547, Warren, PA 16365</td>
<td>Warren,</td>
<td>PA</td>
<td>16365</td>
<td>814-726-2400</td>
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<td>#12</td>
<td>Ms.</td>
<td>Kim</td>
<td>Stucke</td>
<td>Northwest RHAB Co-Chair</td>
<td>Stairways Behavioral Health</td>
<td>138 E 26th Street, Erie, PA 16504</td>
<td>Erie,</td>
<td>PA</td>
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<td>814-878-2170</td>
<td>814-453-4757</td>
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<td>#12</td>
<td>Ms.</td>
<td>Wilma</td>
<td>Torres</td>
<td>President/CEO</td>
<td>Community Action Partnership of Mercer County, Inc.</td>
<td>75 S. Dock Street, Sharon, PA 16146</td>
<td>Sharon,</td>
<td>PA</td>
<td>16146</td>
<td>724-342-6294</td>
<td>724-342-6222 Ext. 15</td>
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* NW RHAC Chair
** NW RHAC Co-Chair - Sara Andrews

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7. One or more representatives of for-profit owners and developers of housing for very low-income, low-income and moderate-income people.
8. One or more representatives of housing authorities.
9. One or more representatives of redevelopment authorities.
10. One or more representatives of organized labor.

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tal retardation, persons with physical d persons who are homeless.
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<td>#1</td>
<td>Ms.</td>
<td>Aliyah</td>
<td>Furman</td>
<td>Director</td>
<td>DCED-Southeast Regional Office</td>
<td>200 S Broad St., 11th Floor</td>
<td>Philadelphia, PA</td>
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<tr>
<td>#2</td>
<td>Mr.</td>
<td>Randy S.</td>
<td>Patterson</td>
<td>Director</td>
<td>City of Lancaster</td>
<td>Econ Dev &amp; Neighborhood Revitalization, PO Box 1599, 120 N. Duke St.</td>
<td>Lancaster, PA</td>
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<tr>
<td>#2</td>
<td>Ms.</td>
<td>Linda F.</td>
<td>Hill*</td>
<td>Director</td>
<td>Delaware County Housing &amp; Community Development</td>
<td>600 N. Jackson Str, Suite 101</td>
<td>Media, PA</td>
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<tr>
<td>#3</td>
<td>Mr.</td>
<td>Edward</td>
<td>Geiger</td>
<td>Consultant for Limerick Twp. Montgomery, PA Owner</td>
<td>Edge Strategic Consulting</td>
<td>11 Kingswood Dr.</td>
<td>Mechanicsburg, PA</td>
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<td>#4</td>
<td>Mr.</td>
<td>Patrick</td>
<td>Bokovitz</td>
<td>Deputy Director</td>
<td>Chester County Dept of Community Development</td>
<td>601 Westtown Road, Ste 365</td>
<td>West Chester, PA</td>
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<tr>
<td>#5</td>
<td>Mr.</td>
<td>John</td>
<td>Chin</td>
<td>Executive Director</td>
<td>Philadelphia Chinatown Development Corporation</td>
<td>301-5 North 9th Street</td>
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<td>#5</td>
<td>Mr.</td>
<td>Rick</td>
<td>Sauer</td>
<td>Executive Director</td>
<td>Phila Association of Community Development Corporations</td>
<td>1315 Walnut Street, Suite 1600</td>
<td>Philadelphia, PA</td>
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<td>#5</td>
<td>Mr.</td>
<td>Carlos</td>
<td>Graupera</td>
<td>Executive Director</td>
<td>Spanish American Civic Association</td>
<td>453 South Lime Str., Suite A</td>
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<td>#6</td>
<td>Mr.</td>
<td>Mark</td>
<td>Adelsberger</td>
<td>Vice President</td>
<td>Boulevard Mortgage</td>
<td>3569 Bristol Pike, Bld.2</td>
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<td>#6</td>
<td>Ms.</td>
<td>Leigh</td>
<td>Picariello</td>
<td>Assistant Vice President</td>
<td>Citizens Bank</td>
<td>2001 Market Street, 6th Flr.</td>
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<tr>
<td>#7</td>
<td>Mr.</td>
<td>Michael</td>
<td>Colaizzo</td>
<td>Past President/Life Director</td>
<td>Building Industry Association of Phila</td>
<td>1735 Market St. Ste. 432A</td>
<td>Philadelphia, PA</td>
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<tr>
<td>#7</td>
<td>Mr.</td>
<td>Mark H.</td>
<td>Dambly**</td>
<td>President</td>
<td>Penrose Properties, LLC</td>
<td>One Brewry Park, 1301 N. 31st St</td>
<td>Philadelphia, PA</td>
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<tr>
<td>#8</td>
<td>Ms.</td>
<td>Aimee</td>
<td>Tyson</td>
<td>Co-Chair Entitlement Group</td>
<td>Lancaster County Housing &amp; Redevelopment Authorities</td>
<td>202 North Prince Street, Suite 400</td>
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<td>#9</td>
<td>Mr.</td>
<td>John F.</td>
<td>Nugent, III</td>
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<td>Montgomery County Redevelopment Authority</td>
<td>104 W. Main Street, Suite 2</td>
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<td>#10</td>
<td>Mr.</td>
<td>Patrick</td>
<td>Jordan</td>
<td>Housing Representative #690</td>
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<td>#11</td>
<td>Mr.</td>
<td>Ira</td>
<td>Goldstein</td>
<td>Director, Policy and Information Systems</td>
<td>The Reinvestment Fund</td>
<td>1700 Market Street, 19th Fl.</td>
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<td>#11</td>
<td>Mr.</td>
<td>Andy</td>
<td>Toy</td>
<td>Director, Retail Resource Network</td>
<td>The Enterprise Center</td>
<td>4548 Market Street</td>
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<td>Mr.</td>
<td>Edward</td>
<td>Coleman</td>
<td>Chief Executive Officer</td>
<td>Community Action Agency of Delaware County</td>
<td>Delaware Co. Gov. Center, Second &amp; Orange Sts, Ground Floor</td>
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<td>Nancy</td>
<td>Wieman</td>
<td>Deputy Administrator for Mental Health Services</td>
<td>Montgomery County Mental Health/Mental Retardation</td>
<td>Montgomery Co. Human Services Center, 1430 DeKalb Street</td>
<td>Norristown, PA</td>
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<td>*SE RHAC Chair - Linda Hill</td>
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<td>Johnna</td>
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<td>Director</td>
<td>DCED-Southwest Regional Office</td>
<td>301 5th Avenue, Suite 250</td>
<td>Pittsburgh, PA</td>
<td>15222</td>
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<td>Ms.</td>
<td>Ali</td>
<td>Doyle</td>
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<td>DCED-Southwest Regional Office</td>
<td>301 5th Avenue, Suite 250</td>
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<td>Ms.</td>
<td>Cathy</td>
<td>Smith</td>
<td>Housing/CSP Coordinator</td>
<td>Community Development Program</td>
<td>1013 Eighth Avenue</td>
<td>Beaver Falls, PA</td>
<td>15010</td>
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<td>Mr.</td>
<td>Alfred</td>
<td>Tedesco</td>
<td>Community Development Director</td>
<td>City of McKeesport</td>
<td>Community Development, 500 Fifth Ave. 2nd Floor</td>
<td>McKeesport, PA</td>
<td>15132</td>
<td>412-675-5020 x 617</td>
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<td>#4</td>
<td>Ms.</td>
<td>Robbie</td>
<td>Matesic</td>
<td>Executive Director</td>
<td>Dept. of Economic Dev. For Greene County</td>
<td>49 S. Washington St.</td>
<td>Waynesburg, PA</td>
<td>15370</td>
<td>724-852-5300</td>
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<td>#5</td>
<td>Ms.</td>
<td>Richard</td>
<td>Morris</td>
<td>Director of Housing</td>
<td>Urban League of Greater Pittsburgh</td>
<td>One Smithfield Street, 3rd Floor,</td>
<td>Pittsburgh, PA</td>
<td>15222-2222</td>
<td>412-227-4163</td>
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<td>Mr.</td>
<td>John</td>
<td>Bendel</td>
<td>Director, Community Investment</td>
<td>Federal Home Loan Bank of Pittsburgh</td>
<td>601 Grant Street</td>
<td>Pittsburgh, PA</td>
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<td>Mr.</td>
<td>John</td>
<td>Ginocchi</td>
<td>Director of Development</td>
<td>Trek Development Group</td>
<td>130 7th Street, Ste. 300</td>
<td>Pittsburgh, PA</td>
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<td>Mr.</td>
<td>Pat</td>
<td>Nardelli</td>
<td>Partner</td>
<td>Casselbrook Development Group</td>
<td>428 Boulevard of the Allies, Suite 100</td>
<td>Pittsburgh, PA</td>
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<td>#8</td>
<td>Mr.</td>
<td>Frank</td>
<td>Aggazio</td>
<td>Executive Director</td>
<td>Allegheny County Housing Authority</td>
<td>625 Stanwix Street, 12th Fl.</td>
<td>Pittsburgh, PA</td>
<td>15222</td>
<td>412-402-2488</td>
<td>412-355-8954</td>
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<td>#9</td>
<td>Mr.</td>
<td>Andrew</td>
<td>French</td>
<td>Exec. Dir.</td>
<td>Fayette County Redevelopment Authority</td>
<td>500 Court Plaza Tower, 45 E. Main St.</td>
<td>Uniontown, PA</td>
<td>15401</td>
<td>724-437-1547 x 16</td>
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<td>Mr.</td>
<td>Tom</td>
<td>Cummings</td>
<td>Director of Housing</td>
<td>Urban Redevelopment Authority</td>
<td>200 Ross Street</td>
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<td>#11</td>
<td>Mr.</td>
<td>John Jeffrey</td>
<td>Lengel</td>
<td>President CEO</td>
<td>Residential Resources, Inc.</td>
<td>650 Smithfield St., 18th Fl, Ste. 1870</td>
<td>Pittsburgh, PA</td>
<td>15222</td>
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<td>Ms.</td>
<td>Laura R. Zinski</td>
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<td>Mon Valley Initiative</td>
<td>303 East Eighth Street,</td>
<td>Homestead, PA</td>
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<td>Ms.</td>
<td>Tammy Knouse*</td>
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<td>Director of Customer Service</td>
<td>Fayette County Community Action Agency</td>
<td>140 N. Beeson Avenue,</td>
<td>Uniontown, PA</td>
<td>15401</td>
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<td>Ms.</td>
<td>Amanda Feltenberger**</td>
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<td>SW RHAB Co-Chair</td>
<td>Butler County Human Services</td>
<td>P.O. Box 1208,</td>
<td>Butler, PA</td>
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<td>Ms.</td>
<td>Kathleen Tremé</td>
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<td>AFL-CIO Community Services Liaison</td>
<td>United Way of Butler County</td>
<td>325 New Castle Road, Building 11A</td>
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*SW RHAC Chair - Tammy Knouse
** SW RHAC Co-Chair - Amanda Feltenberger

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4. One or more representatives of county governments.
5. One or more representatives of independent, nonprofit organizations involved in developing housing for very low-income, low-income and moderate-income people.
6. One or more representatives of the private financial community, including banks, savings and loan associations, other lenders and foundations.
7. One or more representatives of for-profit owners and developers of housing for very low-income, low-income and moderate-income people.
8. One or more representatives of housing authorities.
9. One or more representatives of redevelopment authorities.
10. One or more representatives of organized labor.
11. One or more representatives of for-profit or nonprofit organizations which provide technical assistance in financing, constructing, managing or linking social services with low-income housing developments.
12. One or more representatives of social service organizations, including those knowledgeable about the housing needs of special needs groups such as elderly persons, persons with mental illness, persons with physical disabilities, persons with drug or alcohol dependencies, persons with HIV/AIDS, victims of domestic violence, very low-income and low-income individuals and families, migrant and seasonal farmworkers who are homeless.
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<td><a href="mailto:kathleen.unitedway@zoominternet.net">kathleen.unitedway@zoominternet.net</a></td>
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- mental retardation, persons
- elders, minorities and persons
APPENDIX D

Pennsylvania Housing Advisory Committee
Membership
January 2019