

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

I. General

May 2020

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), the National Housing Trust Fund (HTF) and any special purpose federal grant 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-DCEDcdbghomequestions@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 placed 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 administering 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	Lancaster County Library, Lancaster
Allentown Public Library, Allentown	Monessen Public Library, Monessen
Altoona Area Public Library, Altoona	New Castle Public Library, New Castle
Centre County Library, Bellefonte	Montgomery Co.-Norristown Public Library, Norristown
Bethlehem Area Public Library, Bethlehem	Carnegie Library of Pittsburgh, Pittsburgh
Delaware Co. Library, Brookhaven	Pottsville Free Public Library, Pottsville
Conococheague Dist. Library, Chambersburg	Reading Public Library, Reading
Clarion District Library, Clarion	Scranton Public Library, Scranton
Bucks County Free Library, Doylestown	Warren Public Library, Warren
Easton Area Public Library, Easton	Citizen Library, Washington
Erie County Library, Erie	Osterhout Free Library, Wilkes-Barre
Chester County Library, Exton	James V. Brown Library, Williamsport
Dauphin County Library, Harrisburg	Martin Memorial Library, York
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 special programs are awarded to the Commonwealth of Pennsylvania or if an emergency declaration is made that affects the administration of the existing federal programs, that are authorized under the Housing and Community Development Act of 1974, as amended, Cranston-Gonzales National Affordable Housing Act of 1990, as amended, and/or McKinney-Vento Homeless Assistance Act 1987, as

amended, and administered by DCED, the citizen participation requirements will be followed in accordance with either the statute or regulations set forth in the program. If HUD may allow for or provides opportunities to request waivers to specific elements of the citizen participation process DCED will determine whether a waiver is necessary and seek use of the waiver authority in accordance with information provided by HUD. Once the waiver is granted by HUD to the Commonwealth, the special conditions will be passed to its grantees, if necessary, to streamline the citizen participation process in accordance with the regulations in place.

In order to take advantage of the granted waiver authority, the grantee must amend their Citizen Participation Plan to meet the minimum standards included in the waiver if the required action is not already covered in their Citizen Participation Plan.

Amendment – 4-2020 - CARES ACT Authorization:

Emergency Declaration Citizen Participation and Expedited Modification Process:

Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allows for a grantee to adopt and use expedited procedures to prepare, propose, modify, or amend its statement of activities to the FY 2019 and FY 2020 grant and new CARES funding related to the use of funding to address emerging COVID-19 response.

As long as national or local health authorities recommend social distancing and limiting public gatherings for public health reasons, Grantees do not need to hold in-person public hearings but “shall provide citizens with notice and a reasonable opportunity to comment of no less than 5 calendar days. A grantee may create virtual public hearings to fulfill applicable hearing requirements for all grants from funds made available under this law”. Any virtual hearing “shall provide reasonable notification and access for citizens in accordance with the grantee’s certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses”.

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 GUIDELINES
and PLAN MANUAL
FOR FEDERAL PROGRAMS
OF DCED



Pennsylvania Department of Community and Economic Development

Center for Community and Housing Development

April 2020



CITIZEN PARTICIPATION GUIDELINES AND PLAN MANUAL FOR FEDERAL PROGRAMS

The Commonwealth of Pennsylvania, as a recipient of funding from the US Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) programs including Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and Housing Trust Fund (HTF) is obligated to provide citizens the opportunity to participate in the developments of and revisions to its Citizen Participation Plan, Consolidated Plan and Annual Action Plans for utilization of these funds, and development of the assessment of fair housing. 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.

By Pennsylvania Act 179 of 1984 and program guidelines and procedures it sets for the implementation of the CDBG programs, the Commonwealth extends this obligation to engage citizens in the development of and revisions to local priorities for use these funds to units of general local government in their preparation for and final submission of requests for funding to the PA Department of Community and Economic Development (DCED). 24 CFR 91.115 (e) also requires that Pennsylvania establish citizen participation requirements for units of general local government receiving CDBG funds from the state. DCED requires its grantees to have a written citizen participation plan that mirrors the requirements of each of the programs in which they receive or request funding.

These guidelines detail the requirements that units of general local government must follow when conducting the citizen participation for the federal programs administered by DCED. Additionally, DCED has included a manual in this tool to assist the applicant/grantee in the development and implementation of their local citizen participation plan. As part of the regulations to administer HUD's federal programs, applicants/grantees (grantees) are required to adopt a citizen participation plan that sets forth the grantee's policies and procedures for active participation of their residents in the application and modification processes of the federal programs. Citizens must be provided with information about the federal programs and the grantee's intended use of their allocation in a timely manner and afforded a reasonable opportunity to participate in the planning and evaluation process.

The Commonwealth of Pennsylvania (PA) strongly encourages a meaningful information gathering process while providing a municipality-wide outreach method by its grantees. It must include avenues and special efforts to engage the neediest of populations including the low-moderate income population, those living in slum and blighted communities, the disabled and those residents that have limited English proficiency. The Department of Community and Economic Development (DCED), as the administrator of the CDBG, HOME and ESG programs for the state will continually monitor its grantees to guarantee not only that they have an effective plan, but they are following the plan with every step of the administration process.

These Citizen Participation Guidelines and Plan Manual set the minimum requirements that must be followed by every grantee in developing their plan and conducting successful citizen participation. Additional steps may be added by the grantee in accordance with their own local ordinances or knowledge of their community and how best to communicate with its residents. As the means to connect with citizens evolve, technologies such as virtual meetings, website notices, and community service cable stations, in addition to other methods of outreach, should be thoroughly researched and utilized as a means of informing the most people. A good citizen participation plan looks beyond the minimums and actively engages the community to determine the best use of the federal funds.

THESE GUIDELINES SHOULD NOT BE ADOPTED VERBATIM BY THE APPLICANT/GRANTEE FOR THEIR CITIZEN

PARTICIPATION PLAN. Specifics of the process are unique to each municipality and its needs should be incorporated into the plan. The plan should be written in a manner that the public can read it and identify exactly how the grantee is executing its citizen participation process specific to its municipality.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Minimum Citizen Participation Requirement

Recipients of CDBG funds through DCED 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, 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 populations, minority and handicapped persons, those who reside in blighted 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 annual allocation. Municipalities must hold a public hearing for citizen participation in the development of needs and conduct a second 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 must also provide for assistance to those disabled and/or individuals or persons with 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 use of the Four Factor Analysis and/or the municipality's 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.

B. Minimum Citizen Participation Requirements During the Application Planning Development, and Submission Process. Refer to Manual section of this packet for specifics required in the citizen participation plan and a Sample of Plan and Notices.

Specific Activities for Citizen Participation – in required order			
Activity	Timing	Documentation	OBO
<p>First Notice of Public Hearing – Collection of Needs</p> <p>Provide for written comments with deadline for submission</p>	<p>Publish or post at least 5 days before hearing</p> <p>Public comment period must also be reasonable, at least 10-calendar days for public comment.</p>	<p>Publish – Proof of Publication or Tear sheet</p> <p>Posting – Pictures of posting, List of where posted and when</p>	<p>Should include county and all entitlements hearings in one Notice or there may be separate individual Notices (In full).</p>
<p>First Public Hearing – Collection of Needs</p>	<p>At least 5 days after publication or posting of Notice.</p> <p>Time and place are conducive to public attendance.</p>	<p>Agenda, Attendance List, Minutes including public comment</p>	<p>Must have separate hearings at each municipality. County may have their meeting at county seat.</p>
<p>OBO only:</p> <p>Public Meeting of Entitlements local elected officials. – Approval of activities to be recommended to the County Commissioners</p>	<p>May occur, in a separate public meeting immediately following the first public hearing.</p>	<p>Resolution from the Entitlement local elected officials.</p> <p>Minutes</p>	<p>This step is only for those Counties that have OBO Entitlements.</p>
<p>Second Notice of Public Hearing – Announcement of Activities</p> <p>Provide for written comments with deadline for submission</p>	<p>Publish or post at least 5 days before hearing</p> <p>Public comment period must also be reasonable, at least 10-calendar days for public comment.</p>	<p>Publish – Proof of Publication or Tear sheet</p> <p>Posting – Pictures of posting, List of where posted and when</p>	<p>Must include the county and all entitlements’ activities in one Notice</p>
<p>Second Public Hearing – Announcement of Activities</p>	<p>At least 5 days after publication or posting of Notice.</p> <p>Time and Place is conducive to public attendance.</p>	<p>Agenda, Attendance List, Minutes including public comment</p>	<p>May have one meeting covering all activities of county and entitlements</p>
<p>Public Meeting of Local Elected Officials to Approve Application</p>	<p>In a separate regularly scheduled public meeting from hearing.</p>	<p>Resolution of Governing Board and minutes of meeting</p>	<p>County Commissioners approve the submission of the county’s and entitlements’ activities.</p>

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 may be published or posted and 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 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 may be published or posted and 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 or posted a minimum of five (5) calendar days prior to the public hearings and in a newspaper(s) of general circulation or by posting in places that serve the general public and citizens in low-mod or distressed areas and facilities serving persons with disabilities. 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.

Public comment period must also be reasonable, at least 10-calendar days for public comment.

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, including businesses, developers, and community and faith-based organizations located in or serving low- and moderate-income areas.

C. Minimum Citizen Participation Requirements for Program Modifications:

Schedule of Events for Modification Citizen Participation		
Activity	Timing	Documentation
Notice of Public Hearing – Announce Modification	Publish or post at least 5 days before hearing	Publish – Proof of Publication or Tear sheet
Provide for written comments with deadline for submission	Public comment period must also be reasonable, at least 10-calendar days for public comment.	Posting – Pictures of posting, List of where posted and when
Public Hearing – Announcement of Proposed Changes	At least 5 days after publication or posting of Notice. Time and Place is conducive to public attendance.	Agenda, Attendance List, Minutes including public comment
Public Meeting of Local Elected Officials to Approve Modification	In a separate regularly scheduled public meeting from hearing.	Resolution of Governing Board and minutes of meeting

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, which may be published or posted, 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 or if posting, what localities in the County would ensure their widest accessibility to its citizens.

2. Counties Applying “On Behalf Of” Entitlement Entities

Citizen Participation:

- (a) If a County applies for funds on behalf of one or more entitlement entities, it may execute the first notice requesting needs, separately for each entitlement or as one notice but delineating each entitlement’s public hearing individually. The decision on how this will be handled should be outlined in the plan of the applicant/grantee. 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 and/or posted in strategic locations in the entitlement communities.

Public Hearings

- (a) 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.
- (b) 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.

Competitive Applications

The Citizen Participation requirements for the Competitive applications remain the same as those for the Entitlement applications, however Counties or Cities 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. Notifications published or posted should contain wording, to that effect, by including: “proposals for competitive funding”. Documentation of the first hearing should be included with the project file for the competitive application as well as that for the entitlement.

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

Local governments applying for HOME funds administered by DCED must hold one public meeting on the proposed use of the funds and allow affected residents an opportunity to comment on the application. The notice of the public meeting 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 one public meeting on the proposed use of the funds and allow affected residents an opportunity to comment on the application. The notice of the public meeting 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 Project Grants or Emergency Declaration:

In the event that other federal special programs are awarded to the Commonwealth of Pennsylvania or if an emergency declaration is made that affects the administration of the existing federal programs, that are authorized under the Housing and Community Development Act of 1974, as amended, Cranston-Gonzales National Affordable Housing Act of 1990, as amended, and/or McKinney-Vento Homeless Assistance Act 1987, as amended, and administered by DCED, the citizen participation requirements will be followed in accordance with either the statute or regulations set forth in the program. If HUD may allow for or provides opportunities to request waivers to specific elements of the citizen participation process DCED will determine whether a waiver is necessary and seek use of the waiver authority in accordance with information provided by HUD. Once the waiver is granted by HUD to the Commonwealth, the special conditions will be passed to its grantees, if necessary, to streamline the citizen participation process in accordance with the regulations in place.

In order to take advantage of the granted waiver authority, the grantee must amend their Citizen Participation Plan to meet the minimum standards included in the waiver if the required action is not already covered in their Citizen Participation Plan.

Amendment – 4-2020 - CARES ACT Authorization:

Emergency Declaration Citizen Participation and Expedited Modification Process:

Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allows for a grantee to adopt and use expedited procedures to prepare, propose, modify, or amend its statement of activities to the FY 2019 and FY 2020 grant and new CARES funding related to the use of funding to address emerging COVID-19 response.

As long as national or local health authorities recommend social distancing and limiting public gatherings for public health reasons, Grantees do not need to hold in-person public hearings but “shall provide citizens with notice and a reasonable opportunity to comment of no less than 5 calendar days. A “grantee may create virtual public hearings to fulfill applicable hearing requirements for all grants from funds made available under this law”. Any virtual hearing “shall provide reasonable notification and access for citizens in accordance with the grantee’s certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses”.

Resources:

24 CFR 91.115 – Citizen Participation Plan for States

24 CFR 570.486 – Local Government Requirements for Citizen Participation

Commonwealth of Pennsylvania’s Citizen Participation Plan

DCED Directive CP-01-2016 Citizen Participation – Public Hearing Directive

GRANTEE CITIZEN PARTICIPATION PLAN MANUAL

The importance of citizen participation extends to DCED's grantees as well. Units of local government that receive annual block grants for community development, or seek competitive funding for affordable housing, and homelessness must—as a condition of receiving the grant funds—engage stakeholders and the public regarding the community's needs in these areas. Grantees report the results of their citizen participation and consultation efforts in their 3- Year Plan as part of their application (CDBG Only). 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 programs in terms of citizen participation. The following manual assists the applicant/grantee to have a complete and successful citizen participation plan that meets all the requirements.

This manual provides the necessary sections that must be in the grantee's citizen participation plan and the information that the grantee needs to include in each section. This information should be specific to the grantee and the process that the grantee will be able to carry out. DCED monitoring of citizen participation of the grantee will be based on this plan, meeting the required processes and if the grantee followed its own plan. The grantee's plan should be as detailed as possible, so it can be followed by future grant administrators, citizens who have questions about the process, and any audits either by DCED or HUD.

A sample Citizen Participation Plan and Notices are provided for the grantee as an example of a concise plan and notices that meet the requirements of the program. Grantees may use these as guides in developing their own plans but should take every opportunity to make the plan their own community's document, with the required information for executing your own successful citizen participation process.

DCED encourages alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance. The grantee's Citizen Participation Plan should continue to be amended as the grantee continues to gain access to technology that improves the avenues of participation. Because the world has progressed beyond hardcopy, technologies such as virtual meetings, social media, website notices, and community service cable stations, among others should be thoroughly researched and utilized as a means of informing the most people. A good citizen participation plan looks beyond the minimums and actively engages the community to determine the best use of the federal funds.

Sections of the Plan – Does not have to be in this order

- I. Purpose of the Citizen Participation Plan – Include why the grantee must have the plan, who citizen participation is to benefit, and what citizen participation is to accomplish. Grantee should identify if there are any on behalf of (OBO) entitlements that are being covered by the plan besides the grantee.
- II. Contact Person- Identify a position of the grantee who will coordinate all citizen participation activities and will receive the written comments and complaints of the citizens. A specific name is required, but the title, contact information including telephone number and e-mail must be included.
- III. Technical Assistance – Specifies the type of assistance the grantee will provide residents, neighborhoods, organizations of the specific targeted populations; low- to moderate income, persons living in areas of slum and blight and where proposed CDBG activities will be carried out.

IV. Public Hearings

- a. Time and Location - If the public hearings will generally be held in one specific location, identify the location with the address.
- b. "On Behalf Of" Entitlement (if applicable)- Identify the locations where the OBOs will hold their first public hearings. Include the location and the address of the sites.
- c. First Hearing - Identify what will be discussed at this meeting in accordance with the citizen participation guidelines. Make sure the plan identifies that displacement, eligible activities, past performance of the grantee and how a citizen may submit written comments are discussed.
- d. Second Hearing - Identify what will be discussed at this meeting in accordance with the citizen participation guidelines. Make sure the plan identifies that proposed activities for the CDBG grant, the percentage of low-to-moderate benefit, if there is any displacement and how a citizen may submit written comments are discussed. Identify that one public hearing will be held for the grantee and all the OBOs.
- e. Modification Hearings- Identify the modifications to be made, if there are any changes in beneficiaries, the amount of funding to be changed and how citizens may make written comments.

V. Public Hearing Notices – Be specific of what information must be in the notices. Grantee must identify if they are going to publish and/or post the notices. If publishing, the grantee must list what publication or newspaper they will use and when it will be published. (not less than five (5) business days before the hearing). If posting, the grantee must identify where the notice will be posted and how long it will be posted at that site (not less than five business days before the hearing). In either case, the plan should include what documentation will be maintained in the citizen participation file for monitoring. Don't forget the Fair Housing logo on each notice. Include in the plan, copies of the notices that are used. Again, this is good reference for future grant administrators.

- a. First notice should not list any activities as this notice and public hearing is to gather needs of the municipality. The OBOs should be listed and identify the fact that OBOs will hold their own first hearings at locations within their municipalities. The location and address generally used for the hearings should be listed. List what will be discussed at the meeting. Information on how a citizen may make a written comment and what are the deadlines for submittal. DCED is requiring at least ten (10) calendar days after the publication or posting of the notice for written comment.
- b. Second notice will identify the proposed activities of the grantees and OBOs. It should include the estimated cost of each activity and administration as well as the benefit to low-to-moderate income persons. It should identify if there would be any displacement caused by the activities. Identify when the governing body will be approving the activities and when the application will be submitted to HUD. Information on how a citizen may make a written comment and what the deadlines for submittal. DCED is requiring at least ten (10) calendar days after the publication or posting of the notice for written comment.

VI. Accessibility to Low to Moderate Income Persons, Persons with Disabilities and Persons with Limited English Proficiency – Identify how the grantee will address the requests of these populations. The grantee must provide accommodations if notified within 72 hours of the public hearing.

If from completing the Four Factor Analysis for their municipality, the grantee identifies a limited English proficient population, these public hearing notices need to be translated into that language. The notices need to be either published or posted in accordance with the plan. This process should be delineated in the plan, so it is followed.

VII. Complaint Process- Identify what the process is, who will receive the complaints and how long it will take to respond. HUD's regulations require a response within fifteen (15) calendar days. Also identify how the citizen can get further assistance in the event they are not satisfied with the local response. This will include DCED and HUD – Philadelphia Field Office addresses.

VIII. Amendments- Annually as part of the application process the grantee should review the citizen participation plan and identify any changes that are necessary. There may be new technology that the grantee may find helpful in getting more citizens involved in the planning process. DCED may have given a new directive that changes how the municipality complies with the requirements of citizen participation. The grantee needs to identify the process these amendments will need to go through to be incorporated into the plan. At a minimum, they need to be presented to the public for their review and approved by the local board of officials.

IX. Other Special Project Grants or Emergency Declarations- From time to time a new special program will be released by HUD or an emergency declaration will be made that will allow grantees to change the use of their federal funds to address the immediate needs of the municipality. Along with the new programs or eligible activities, there will be waivers to the standard citizen participation process. Detail what the process will be to temporarily change the municipality's citizen participation plan to avail themselves to these funds.

X. Signatures of Local Elected Officials and Date of approval. The plan should be presented at a regularly scheduled meeting of the elected officials and acted on. The plan becomes a policy of the local unit of government.

Once completed the Citizen Participation Plan becomes the navigation tool of the grantee to meaningful and successful citizen participation. The plan should not be a document that is completed and forgotten. It should be reviewed annually before the CDBG application process starts and should be approved with every new board of local officials, at least every four to six years depending on the municipalities term of office for the officials. Local government officials should be informed of the citizen participation process for the federal programs, so that they don't accidentally avoid the process.

If the grantee has any questions about the citizen participation process or the plan, they should contact DCED's FHEO Compliance Officer.



Sample Citizen Participation Plan with OBO's

(GRANTEE), PENNSYLVANIA Including the Entitlements of (OBO Listing) CITIZEN PARTICIPATION PLAN Community Development Block Grant Program

SECTION 1 – INTRODUCTION

The **(Grantee)** have designed this county-wide Citizen Participation Plan, including the entitlements of **(listing of OBOs)** to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program. This Plan is an essential element of the County's present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the Pennsylvania Department of Community and Economic Development (DCED) and the US Department of Housing and Urban Development (HUD). This Plan supersedes all other Citizen Participation Plans which may have been previously adopted by the **(Grantee)**.

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the County's CDBG program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the **(Grantee)**.

SECTION 2 – PURPOSE OF THE PLAN

(Grantee) will make reasonable efforts to provide for citizen participation throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the County. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a) Identification and assessment of housing and community development needs; determination of CDBG projects and documentation; and the development of CDBG applications;
- b) Modifications to approved CDBG projects; and,
- c) Assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of **(Grantee)** are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

SECTION 3 – CITIZEN PARTICIPATION CONTACT PERSON

The **(Grantee)** CDBG Administrator has been designated to serve as the contact person for all matters concerning citizen participation activities by the **(Grantee)**. This person shall be responsible for overseeing citizen participation throughout the community development process, and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the contact person shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The contact person **(Name)** may be contacted at **(telephone number)** or by email at **(e-mail address or resource mailbox)** or by mail at the **(Address)**. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation contact person.

SECTION 4 – TECHNICAL ASSISTANCE

The **(Grantee)** CDBG Administrator shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG programs.

Such technical assistance is intended to increase citizen participation in the community development decision-making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided upon request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures, and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to development statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the **(Grantee)** or the Citizen Participation contact person.

SECTION 5 – PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a county-wide basis and will actively involve the views and proposals of all citizens, especially low- and moderate-income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during various phases of the planning process for the annual application, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received and

reviewed as part of the application process. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

Documentation that will be retained in the citizen participation file will include the Notice, agenda, list of attendees, minutes, and any written comments received.

5.1 – Public Hearing Times and Locations

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas. Public hearings will be scheduled for convenient times as determined by the **(Grantee)**. Public hearings may be held at any site which, in the opinion of **(Grantee)**, provides adequate access for citizen participation.

Hearings will normally be held at the **(Location with address)**. This site is generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the County, be held at an alternate location to be specified in the public hearing notice(s).

The first public hearings of the “OBO” entitlements will be held within the municipality at a location and time most conducive for the entitlement’s residents. Generally, these hearings will be held:

(List OBO Entitlements and the location and address of their meeting place)

Times will be listed in the public hearing notices.

5.2 – Application Public Hearing

At least two public hearings shall be held prior to the submission of an application to DCED for CDBG assistance. The primary purposes of the public hearings shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; evaluation of the past performance of the CDBG program in **(Grantee)** and also, to present for public comment and review the program activities which have been selected by the County to resolve the identified needs.

An initial public hearing will be held during the development of each year’s CDBG program to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the County during any fiscal year. Substantial changes in community development or housing needs in the community as determined by local officials may necessitate another hearing to fulfill the role of the first public hearing prior to the submission of other CDBG applications later in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; the application timetable(s); activities previously

funded in the County through the CDBG program; and, an identification of projects which could result in the displacement of area residences or businesses; and the actions that would be undertaken if such relocation were necessary. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan will also be discussed at this meeting.

A second public hearing will be held prior to the Commissioners' approval and submission of a CDBG application. The objective of this second hearing is to inform citizens of the proposed project activities to be included in the CDBG application(s) and to solicit comments from citizens concerning these activities. The second public hearing will include all of the activities of the "OBO's in one hearing.

Citizens attending this second hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low- and moderate-income persons; and, the anticipated application submittal date.

The County may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year, for example a competitive application. Each such hearing shall be held prior to, and in preparation for, the application's approval by the **(Grantee)** Commissioners.

5.3 – Modification Public Hearings

(Grantee) will assure the opportunity for citizen participation during the consideration of any modifications to previously-approved CDBG program(s). Citizen participation shall be obtained and considered prior to the approval of any modification to a CDBG program which involves the addition of any new activity to a CDBG program and/or the deletion of any previously-approved activity. Citizen participation will also be sought in the event that the service area or beneficiaries of an activity are substantially changed from what has been approved by DCED.

To ensure adequate opportunity for citizen participation during CDBG programs, the County shall hold a public hearing on all formal modifications which require the approval of DCED. For budget revisions (as defined by DCED) input from citizens concerning changes or amendments will be received at regularly scheduled meetings of the **(Grantee)** Commissioners where such changes or amendments are considered.

5.4 – Additional Hearings

Other public hearings may be held as deemed necessary by the **(Grantee)** Commissioners in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this plan.

5.5 – Public Hearing Notice

Notice of public hearings will be posted on the (Grantee) website (web link) under the "Public Notice" section of the homepage and will be published in (Name of Newspaper (s)) at least five (5) days prior to the hearing date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed. Notices for public hearings may be published or posted, separately or together, as may be deemed appropriate by the **(Grantee)** Commissioners. Notices must also give the necessary information about how the citizen can provide written comment. It should include the address, e-mail of the **(Grantee)** contact person and the deadline comments will be accepted. **(Grantee)** will give a minimum of ten (10) days from the day after publish/post date for receipt of written comments.

Documentation to be retained in the citizen participation file will include a screen shot of the public notice on the website that includes a date, a proof of publication from the newspaper, any written comments received during the citizen comments period and a copy of the notice.

5.6 – Accessibility to Low- and Moderate-Income Persons

The public hearing procedures outlined herein are designed to promote participation by low- and moderate-income citizens, as well as residents of blighted neighborhoods and CDBG project areas. Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded, or should additional action be deemed necessary. Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low- and moderate-income persons and holding public hearings in low- and moderate-income neighborhoods or areas of existing or proposed CDBG project activities.

5.7 – Accessibility to Persons with Disabilities

The locations of all public hearings described herein shall be made accessible to persons with disabilities. The County shall attempt to provide reasonable accommodations whenever the Citizen Participation contact person is notified at least 72 hours before the hearing that one or more persons with hearing, vision, mobility, or developmental disabilities will be in attendance.

5.8 – Accessibility to Persons with Limited English Proficiency

The County shall provide translators for citizens with limited English proficiency whenever the Citizen Participation contact person is notified at least 72 hours before the hearing or if the County knows that a proposed activity will be benefitting a neighborhood that has limited English proficiency and it is expected that residents will be in attendance.

SECTION 6 – PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the County shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation contact person will keep all documents related to a CDBG program on file in the (**Grantee**) Courthouse or another nearby County facility, which will be identified in the notice. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled County Commissioner meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearings; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; environmental review records; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by DCED and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the County; and,

copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the County disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the County shall not disclose any information which may, in the opinion of the **(Grantee)** Commissioners, be deemed of a confidential nature.

SECTION 7 – PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the County.

Any citizen or citizen’s group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments, or objections in writing to the **(Grantee)** CDBG Administrator. Should, after at least fifteen days, a party believes that his/her comment or complaint has not been properly addressed or considered by the **(Grantee)** CDBG Administrator, then the aggrieved may appeal his/her case to the **(Grantee)** Commissioners.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. Should the **(Grantee)** Commissioners be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to DCED.

Citizens may, at any time, contact DCED and/or HUD directly to register comments, objections or complaints concerning the County’s CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting DCED or HUD.

All comments or complaints submitted to DCED or HUD shall be addressed in writing to:

PA Department of Community & Economic Development
Center for Community and Housing Development
Commonwealth Keystone Building, 4th Floor
400 North Street
Harrisburg, PA 17120

Or:

US Department of Housing & Urban Development
Office of Community Planning and Development
The Wanamaker Building
100 Penn Square East, 12th Floor
Philadelphia, PA 19107

Records of all comments, objections and/or complaints by citizens concerning the County's CDBG program and subsequent action taken in response to those comments shall be maintained on file at the **(Grantee)** Courthouse and shall be made available for public inspection upon request.

SECTION 8 – AMENDMENTS

The County may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the County to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the County. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by the **(Grantee)** Commissioners and shall be incorporated into this Plan.

SECTION 9 – AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected and appointed officials of **(Grantee)** in the development, implementation, and execution of any Community Development Block Grant program.

SECTION 10 – Other Special Project Grants or Emergency Declaration:

In the event that other federal special programs are awarded to the Commonwealth of Pennsylvania or an emergency declaration is made that affects the administration of the existing federal programs, that are authorized under the Housing and Community Development Act of 1974, as amended and administered by DCED, the citizen participation requirements will be followed in accordance with either the statute or regulations set forth for the program or provide HUD with a request for waivers to the citizen participation process in accordance with information provide by HUD. Once the waiver is granted by HUD to the Commonwealth, the special conditions will be passed to its grantees, if necessary, to streamline the citizen participation process in accordance with the regulations in place.

(Grantee) must amend their Citizen Participation Plan if the required action is not already covered in their Citizen Participation Plan.

Amendment – 4-2020 - CARES ACT Authorization:

Emergency Declaration Citizen Participation and Expedited Modification Process:

Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allows for a grantee to adopt and use expedited procedures to prepare, propose, modify, or amend its statement of activities to the FY 2019 and FY 2020 grant and new CARES funding related to the use of funding to address emerging COVID-19 response.

As long as national or local health authorities recommend social distancing and limiting public gatherings for public health reasons, Grantees do not need to hold in-person public hearings but “shall provide citizens with notice and a reasonable opportunity to comment of no less than 5 calendar days. A “grantee may create virtual public hearings to fulfill applicable hearing requirements for all grants from funds made available under this law”. Any virtual hearing “shall provide reasonable notification and access for citizens in accordance with the grantee’s certifications,

timely responses from local officials to all citizen questions and issues, and public access to all questions and responses”.



APPROVED this _____ day of

(Grantee) Commissioners

Chairman

Commissioner

Commissioner

Example of First Citizen Comment Period and Public Hearing Notice

PUBLIC HEARING NOTICE AND REQUEST FOR PROPOSALS FOR THE (Fiscal Year) CDBG PROGRAM

Notice is hereby given by the **(Grantee's name, if OBO add On Behalf of.....)**, that it will hold a Public Hearing(s) on **(Date)**, at **(Time)** in **(Location including address)**. **(Add each "OBOs" Hearings information as separate items)** This meeting is accessible to individuals with disabilities and/or for persons with Limited English Proficiency. If you wish to attend and require special accommodations, please notify the **(Grant Administrator's)** office 72 hours in advance of the public hearing at **(Phone numbers including (TDD) and e-mail contact)**.

The purpose of the Public Hearing is to discuss the Community Development Block Grant (CDBG) program in general, the needs of the **(municipality(ies))**, and the **(Grantee's name, if OBO add On Behalf of.....)** performance under the previously funded CDBG Program years, and to discuss the required Three – Year Community Development Plan of the **(municipality(ies))**

The **(Grantee's name, if OBO add On Behalf of.....)** is expected to receive an allocation of approximately **(allocated amount)** of **(FY)** CDBG funds from the Commonwealth of Pennsylvania. In addition, the **(Grantee's name, if OBO add On Behalf of.....)** anticipates the receipt of **(amount, if applicable)** in program income during the **(FY)** program year. At least 70% of the available funding must be used for activities which benefit low- and moderate-income persons. The proposed activities must benefit at least 51% low-moderate income persons in the service area to qualify as a low-moderate income project. The PA Department of Community and Economic Development (DCED) has announced the application submission deadline of **(Date applications are due to DCED)**.

The following types of activities may be eligible for funding under the CDBG Program: water and sewer line replacement and improvements; housing rehabilitation; construction of affordable housing; construction/reconstruction of public/community facilities; recreational facilities; public services that are new or provide quantifiable increases in the delivery of services; street improvements; historic preservation; removal of architectural barriers; code enforcement; economic development; acquisition and relocation; clearance and demolition; and general administration, planning, audit if required, and preparation of the CDBG application.

If the **(Grantee's name, if OBO add On Behalf of.....)** would undertake activities that result in the displacement of families or individuals, then the **(Grantee's name)**, policy for minimizing such displacement would be in effect. The **(Grantee's name, if OBO add On Behalf of.....)** is responsible for replacing all low- and moderate-income housing units that may be demolished or converted as a result of the use of CDBG funds.

All interested citizens are encouraged to attend and will be offered the opportunity to give oral testimony at the Public Hearing and/or to present written comments concerning the needs of the **(Grantee's name, if OBO add On Behalf of.....)**, proposed CDBG Program activities, the prior use of CDBG funds, as well as the CDBG Program in general by Proposals and comments may be submitted to **(Location including address and e-mail) by (deadline date and time)**.



Example of Second Public Notice with Modifications

**NOTICE OF PUBLIC HEARING ON PROPOSED USE OF
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR (*Grantee's*) FEDERAL
FISCAL YEAR (*FY Date*) CDBG PROGRAM
AND ON THE MODIFICATIONS OF THE COUNTY'S (*FY Date*) CDBG PROGRAMS**

Notice is hereby given that (*Grantee*) and its entitlement communities of (*Entitlements*) will conduct a public hearing at (*time*) on (*day and date*) at the (*Location with address*). The purpose of the hearing is to obtain citizen views and comments on the County's proposed use of (**allocation**) in Federal Fiscal Year (*FY date*) CDBG funds which includes the entitlements allocations, to receive any complaints or grievances regarding the County's CDBG funds, and to discuss the modifications of the County's (*FYs*) CDBG Program. This meeting is accessible to individuals with disabilities and/or for persons with Limited English Proficiency. If you wish to attend and require special accommodations, please notify the CDBG Administrator office 72 hours in advance of the public hearing at (*Telephone #*) or TDD: (**1.800.654.5984**) or (*e-mail address*) to make such arrangements.

The projects proposed for funding and to be discussed at the hearing include:

<u>COMMUNITY</u>	<u>PROJECT</u>	<u>BUDGET</u>
Metro Suburban Joint Water Authority	Oak Township S.R. 243 Water Line Extension Project (Multi-Year)	\$196,607
East Apple Township	Township-wide Housing Rehabilitation Project	\$67,869
Jones Township	Township-wide Housing Rehabilitation Project	\$72,595
Smith Township	Street Improvements – Boyd Road Street Reconstruction Project (Multi-Year)	\$28,533
Administration		
County		\$ 43,157
East Apple Township		\$14,897
Jones Township		\$15,935
Total Grant Request		\$248,246

These proposed activities plan for no displacement of any persons or affordable housing units. The activities will benefit 68.7% low to moderate income residents.

The County of (*Grantee*) also proposes modifying various County CDBG Programs:

(FY) CDBG Program

Activity to be Reduced	Amount	Activity to Receive the Funding
County-wide Housing Rehabilitation	\$35,000	Mainline Water Treatment Plant Rehabilitation Program
Bend Township -Emergency Generator	\$47,616	Main Street Improvement Project

None of the above listed and described activities are expected to result in displacement.

The deadline to submit the *(FY)* CDBG Application is *(Date)*. The application and modification documents will be available for public inspection at the *(Location, address, time available)*

The deadline to receive written comments on the County's proposed use of CDBG funds, the proposed modifications, and/or any complaints or grievances regarding the County's CDBG funds is *(Date)* and may be forwarded to: *(Name, Title, Address, e-mail)* via FAX at: *(Number)*. Additional information on the public hearing, the CDBG Program, the modifications, and/or how to express any complaints or grievances regarding the County's CDBG funds may be obtained by calling: *(Telephone number)* or through email at: *(e-mail or resource account)*.

The County Commissioners will consider approval of the CDBG application and the modifications at a regular public meeting of the County Commissioners to be held at *(Time and Date)* at the Commissioners Conference Room, *(Location)*.



When Do I Publish - When Do I Post, or Can I Do Either???

Notice	Publish	Comments	Post	Comments	Either	Comments
Application						
1st Public Hearing Notice	X	Must be in paper of general circulation that covers the entire service area of the grantee, that publishes at least once a week. May have published in multiple newspapers if they serve target areas or entitlements.	X	Needs to be posted throughout the municipality, especially any entitlement areas	X	Must be consistent to the Citizen Participation Plan. Must include LEP & ADA info. Must be at least 5 days before hearing. If grantee is required to have a LAP, notice must be in the covered languages and efforts must be made to target covered communities.
2nd Public Hearing Notice	X		X	Needs to be posted throughout the municipality especially targeting the potential project areas.	X	
Modification Public Hearing Notice	X		X	Needs to be posted throughout the beneficiary area, targeting the potential project areas.	X	
FHEO						
Fair Housing Officer Notice	X	Annually Must include LEP info. If under a LAP Must be published in covered languages.				
Fair Housing Resolution			X	Annually approved by the local government body and posted throughout the municipality, especially in housing complexes, real estate and rental offices, banks, LAP neighborhoods etc.		
Section 504 Officer & Grievance Procedures (If over 15 employees)			X	Needs to be posted throughout the municipality, especially any entitlement areas LEP & ADA info. must be included. If under LAP, Notice must be in covered languages and posted in covered neighborhoods		

Notice	Publish	Comments	Post	Comments	Either	Comments
Environmental Review						
ERR- 8 Step Floodplain:						
1st notice - Early Notice and public review of Proposed Activity in a [100-Year/500-year Floodplain or Wetland]	X	15 Days Must include LEP & ADA info.				
2nd Notice - Early Notice and public review of Proposed Activity in a [100-Year/500-year Floodplain or Wetland]	X	7 Days Must include LEP & ADA info.				
Finding Of No Significant Impact (FONSI)	X	15 Days Must include LEP & ADA info.	X	18 Days	X	Must include LEP & ADA info. If grantee is required to have a LAP, notice must be in the covered languages and efforts must be made to target covered communities.
Notice of Intent	X	7 Days Must include LEP & ADA info.	X	10 Days	X	
Labor Standards						
Labor Standards Officer			X	At Project Site During the Entire Construction period		
Wage Rates			X	At Project Site During the Entire Construction period		

Acceptable Documentation for:

Publication - Proof of Publication, Tear Sheet that includes Date of publication and newspaper name, legible picture of page from newspaper that shows the Notice/Ad, Date of publication and newspaper name.

Posting - Pictures of Notices that are posted including where and when posted, listing of all places where posted, Screen shots of notices on the Website, Statement from TV or Radio, on Station letterhead and signed, stating the dates and times the Notice/Ad ran.

FAIR HOUSING LOGO AND EQUAL HOUSING OPPORTUNITY STATEMENT MUST BE ON ALL NOTICES.



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 DCED's FHEO Compliance Officer.

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

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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.

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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
May 2020**

2019 Central RHAC Membership List

REPRESENTING FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE
#1	Ms.	Marita	Kelley	Regional Director	DCED	400 North St. 4th Floor	Harrisburg,	PA	17120
#2	Mr.	James	Crosby	Deputy Director	City of York, Bureau of Housing Services	116 N. George St.	York,	PA	17401
#3	Mr.	Terry	Stacey	CDBG Administrator	Bedford County Planning Office	200 S. Juliana St.	Bedford	PA	15522
#4	Mr.	George	Barnock	Chief of Programs Management & Compliance Division	York County Planning Commission	28 East Market Street, Suite 301	York,	PA	17401
#5	Ms.	Rachelle	Abbott	Chief Operations & Planning Officer	STEP, Inc.	2138 Lincoln Street	Williamsport,	PA	17701 -55
#5	Mr.	Dommonick	Chatman	Board President	Salem Square Community Association, Inc.	531 W. King St.	York,	PA	17402
#6	Mr.	Ralph	Serpe, CFRE	Chief Executive Officer	Adams County Community Foundation	P.O. Box 4565	Gettysburg,	PA	17325
#7	Mr.	Andrew	Haines	Vice President, Affordable Housing	S&A Homes	2121 Old Gatesburg Road, Suite 200	State College,	PA	16803
#8	Ms.	Marcia	Musser	Executive Director	Housing Authority of the County of Mifflin	141 S. Pine Rd.	Lewistown,	PA	17044
#9	Mr.	Tim	Whelan	Executive Director	Cumberland County Redevelopment Authority	114 North Hanover Street	Carlisle,	PA	17013

2019 Central RHAC Membership List

REPRESENTING FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE
#10	Mr.	Christopher	Hundley	Public and Governement Relations Director	SEIU Local 668	2589 Interstate Drive	Harrisburg,	PA	17110
#11	Mr.	Michael	Kearney	Chief Executive Officer	Mullin and Lonergan	2 Kacey Court., Suite 201	Mechanicsburg,	PA	17055
#12	Mr.	John	Logan, MBA	Chief Operating Officer	Hamilton Health Care	110 S. 17th St.	Harrisburg,	PA	17104
#12	Ms.	Ho-Thanh	Nguyen	Founder and President	PA Immigrant & Refugee Women's Network	2101 N. Front St. Governor's Plaza North 2	Harrisburg,	PA	17110
#12	Mr.	Terry	Anderson	Director & Associate Professor of Entrepreneurship	Juniata College Center of Enterpreneurial Leadership	Sill Business Incubator 419 14th St.	Huntingdon,	PA	16652-2196
#12	Ms.	Maggie	Livelsberger	Director, Public Policy	United Way of PA	909 Green St.	Harrisburg,	PA	17102
#12	Mr.	Eric	Sanders, MSW, LCSW*	Executive Director	New Hope Ministries	99 W. Church St. PO Box 448	Dillsburg,	PA	17019
#13	Mr.	Craig	Newcomer	South Central RHAB	Director, Maranatha Ministries	195 W. Loudon St.	Chambersburg,	PA	17201
#13	Ms.	Maeling	Kranz**	Central Valley RHAB	Operations Manager, Transitions of PA	PO Box 170	Lewisburg,	PA	17837

*Central RHAC Chair

Eric Sanders

2019 Lehigh Valley RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.	EMAIL ADDRESS
#1	Ms.	Fadia	Halma	Regional Office Director	DCED-Lehigh Valley Regional Office	4530 Bath Pike	Bethlehem,	PA	18017	717-877-8481		fhalma@pa.gov
#2	Ms.	Maria	Quigney	HUD Grant Manager	Department of Community & Economic Development City of Allentown	435 Hamilton Street	Allentown,	PA	18101	610-437-7761		maria.quigney@allentownpa.gov
#2	Mr.	Kenneth L.	Pick	Executive Director	Berks County Redevelopment Authority	606 Court Street 3rd Floor	Reading,	PA	19601	610-478-6325	610-478-6326	kpick@berksredevelop.org
#3	Mr.	Frank	Brooks	Administrator	Department of Community & Economic Development Northampton County	2801 Emrick Blvd. 1st Floor	Bethlehem,	PA	18020	610-829-6311		fbrooks@northamptoncounty.org
#4	Ms.	Virginia	Haas	Community Revitalization & Development Manager	Department of Community & Economic Development Lehigh County	Lehigh County Government Center 17 S. 7th St., Room 519	Allentown,	PA	18101	610-782-3809	610-871-2893	virginiahaas@lehighcounty.org
#5	Mr.	David W.	Evans*	Executive Director	Housing Association & Development Corporation (HADC)	513-515 Chew St	Allentown,	PA	18102	610-432-6336	610-432-5745	dave@hadcallentown.org
#5	Mr.	J. Michael	Fisher	Asst. Executive Director	SEDA-COG	201 Furnace Rd	Lewisburg,	PA	17837	570-524-4491 Ext. 7249	570-524-9190	mfisher@seda-cog.org
#6	Ms.	Heidi	Kline	Assistant Vice President/Mortg. Loan Spec.	The Northumberland National Bank	87 Lori Lane	Selinsgrove,	PA	17870	570-884-1050	570-884-1055	hkline@norrybank.com
#7	Ms.	Donna	Taggart	President	Taggart Associates	26 E. Third Street	Bethlehem,	PA	18105	(610) 882-1571		donna@taggartassociates.com
#7	Mr.	Brad	Fatzinger	Executive Director	Alliance for Building Communities	532 Walnut St.	Allentown,	PA	18101	610-439-7007	610-439-7888	bfatzinger@housingabc.org
#8	Mr.	Edward P.	Christiano	Executive Director	Housing Authority of Northumberland County	50 Mahoning Street,	Milton,	PA	17847	570-742-8797	570-742-4701	ed_christiano@hotmail.com

2019 Lehigh Valley RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.	EMAIL ADDRESS
#9	Ms.	Martha	Robbins	Executive Director	Redevelopment Authority of the County of Monroe	15 S Courtland St,	East Stroudsburg	PA	18301	570-421-4300		exdirector@monroecountyda.org
#10	Mr.	Paul	Anthony	Buisness Manager	IBEW 375	101 South 7th Street,	Allentown,	PA	18101	610-432-9762		panthony@ibew375.org
#11	Ms.	Amy	Beck	Executive Director	LV Ctr. For Independent Living	713 N. 13th St.	Allentown,	PA	18102	610-770-9784 ext 114		amybeck@lvcil.org
#11	Ms.	Jessica	Elliot	Executive Director	Habitat for Humanity	245 Graham Street	Allentown,	PA	18109	610-776-7737 ext 311		jessica@habitatlv.org
#12	Ms.	Christine	Rinker	Housing Director	Lehigh County Conference of Churches	1031 W. Linden St.	Allentown,	PA	18102	610-439-8653	484-664-7322	crinker@lehighchurches.org
#12	Mr.	Michael	Toledo	Executive Director	Centro Hispano	P.O. Box 8652, 501 Washington Street	Reading,	PA	19601	610-685-1266	610-685-1275	mtoledo@centrohispano.org
#12	Ms.	Victoria	Montero	Executive Director	Hispanic Center of Lehigh Valley	520 E 4th St	Bethlehem,	PA	18015	610-868-7800		vmontero@hclv.org
#12	Mr.	Sharol	Lilly, MSW	Associate Executive Director	Community Action Committee of the Lehigh Valley	1337 East Fifth St.	Bethlehem,	PA	18015	610-691-5620		slilly@caclv.org
#12	Ms.	Sue	Auman	Executive Director	Union-Snyder Community Action Agency	713 Bridge St., Suite 10	Selinsgrove,	PA	17870	570-374-0181	570-374-2330	sauman@union-snydercaa.org
#13	Mr.	Rob	Nicolella	Lehigh Valley RHAB	Administrator, Catholic Charities, Diocese of Allentown	900 S Woodward St	Allentown,	PA	18103	610- 435-1541		rnicolella@allentowndiocese.org
#13	Ms.	Alisa	Baratta	Lehigh Valley RHAB	Executive Director, Third Street Alliance for Women & Children	41 North Third St.	Easton,	PA	18042	610-258-6271 ext. 232		abaratta@thirdstreetalliance.org

* Lehigh Valley RHAC Chair

Dave Evans

** Lehigh Valley RHAC Co-Chair

Representing Party From Act Legend

2019 Lehigh Valley RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.	EMAIL ADDRESS
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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.

13. Chairs of the RHABs - CoC

7/1/2019

2019 NE RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP	PHONE NO.	FAX NO.
#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											
#4											
#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.	Jim	Wansacz	Executive Director	SLHDA Inc.	123 Wyoming Ave.	Scranton	PA	18503	570-963-6836	
#5	Mr.	Richard	Kisner	Executive Director	Community Strategies Group	700 Sawmill Rd., Ste. 101	Bloomsburg,	PA	17815	570-784-9373 X111	
#6	Mr.	Kevin	Rogers	Senior VP/Community Development Lending and Investing Manager	PNC Bank	P. O. Box 231	Scranton,	PA	18503	570-961-7337	570-961-6753
#6	Ms.	Brandy	Roth	Compliance Monitoring Specialist	Jersey Shore State Bank and Luzerne Bank	300 Market St.	Williamsport,	PA	17701	570-567-2085	
#6	Mr.	Aron	Carter	Chief Risk Officer	Jersey Shore State Bank and Luzerne Bank	300 Market St.	Williamsport,	PA	17701	570-567-2085	
#7	Ms.	Graysha	Harris	President	GKH Properties - Real Estate	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

2019 NE RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP	PHONE NO.	FAX NO.
#9	Ms.	Kelley	Cevette	Executive Director	Tioga/Bradford County Housing & Redevelopment Authorities	4 Riverside Plaza	Blossburg,	PA	16912	570-638-2151	570-638-2156
#10	Mr.	Drew	Simpson	Council Representative	Greater Pa Council of Carpenters	314 Pear St	Scranton,	PA	18505	(570) 347-5891	5703423175
#11	Mr.	Timothy	Moran	Executive Director	NE PA Ctr. For Independent Living	1142 Sanderson Avenue, Suite 1	Scranton,	PA	18503	570-344-7211	570-344-7218
#12	Mr.	Gene	Brady	Executive Director	Commission on Economic Opportunity of Luzerne County	165 Amber Lane	Wilkes-Barre,	PA	18702	570-826-0510	570-829-1665
#12	Mr.	William E.	Cockerill, Jr.	AFL/CIO Community Services Liaison	United Way of Lackawanna County	615 Jefferson Avenue, P.O. Box 526	Scranton,	PA	18510	570-343-1267 Ext. 231	717-969-2977
#13	Mr.	Jeffrey	Rich	Northern Tier RHAB	Executive Director, Clinton Co. Housing Authority	369 Linden Circle,	Lock Haven,	PA	17745-3211	570-748-9367	570-748-5358
#13	Ms.	Randi	Bannon	Pocono RHAB	Special Projects Coordinator Victim's Intervention Program - Wayne Co.	PO Box 986	Honesdale	PA	18431	570-253-4401	570-253-1322

* NE RHAC Chair

** NE 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.

2019 NE RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP	PHONE NO.	FAX NO.
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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 farmworker homeless.

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bcockerill@uwlc.net
Jeff@clintoncountyhousing.com
rb@vipempowers.org

EMAIL ADDRESS

1 mental retardation, persons with
s, minorities and persons who are

2019 NW RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.
#1	Ms.	Kim	Thomas	Director	DCED-Northwest Regional Office	100 State Street, Suite 205	Erie,	PA	16507	814-871-4245	814-871-4896
#2	Ms.	Debra	Smith	Assistant Director	City of Erie, DECD	626 State Street - 4th Floor	Erie,	PA	16501	814-870-1274	
#3	Ms.	Sara	Andrews	Community Development Manager	Bradford, City of	Office of Economic & Community Development, P. O. Box 490	Bradford,	PA	16701	814-368-7170 x13	814-368-6894
#4	Ms.	Shelby	Karns	MH Administrative Team Leader	Erie County MH/ID Office	154 West Ninth Street, 4th Floor	Erie,	PA	16501-1303	814-451-6846	814-451-6868
#5	Mr.	Tom	Scott	CEO	Lawrence County Community Action Partnership	241 West Grant Street	New Castle	PA	16101	724-658-7258	724-658-7664
#6	Mr.	Ronald	Andzelik	Senior VP Chief Compliance Officer	Northwest Bancshares, Inc.	301 Second Avenue	Warren,	PA	16365	814-728-7207	814-728-7709
#6	Ms.	Katrina J.	Vincent	Business Banker	Marquette Savings Bank	920 Peach St.	Erie,	PA	16501	814-455-4481 x10192	814-464-0395
#7	Mr.	Thomas	Kennedy	President	Prudential Advantage Realty Property Management	1001 State Street Suite 307	Erie,	PA	16501-1823	814-451-1156	814-451-1109
#8	Ms.	Holly	Campbell	Acting Executive Director	Mercer County Housing Authority	80 Jefferson Avenue	Sharon,	PA	16146	724-342-6303	724-342-4029
#9	Mr.	Scott	Henry	Executive Director	Redevelopment Authority of the City of Erie	626 State Street - Rm 107	Erie,	PA	16501	814-870-1540	814-870-1331

2019 NW RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.
#9	Ms.	Beverly	Weaver	Executive Director	Erie County – Corry Housing Authorities	120 S. Center Street, P. O. Box 38	Corry	PA	16407	814-665-5161	814-664-7230
#10	Mr.	TJ	Sandell	Business Agent	Plumbers Local 27	1040 Montour West Industrial Park	Corapolis	PA	15108	412-616-1599	
#11	Mr.	Court	Hower	Executive VP, Community Resources and Development	Don Services	1929 East Washington St	New Castle,	PA	16101	724-652-5144 X196	724-654-3342
#12	Mr.	Ron	Oliver	VP Labor Division & Labor Liaison	United Way of Erie County	420 W. 6th Street #200	Erie,	PA	16507-1216	814-456-2937 X248	814-459-5750
#12	Mr.	Bob	Raible	Executive Director	Warren-Forrest Economic Opportunity Council	1209 Pennsylvania Avenue, West, P.O. Box 547	Warren,	PA	16365	814-726-2400 x3021	814-723-0510
#12	Ms.	Wilma	Torres	President/CEO	Community Action Partnership of Mercer County, Inc.	75 S. Dock Street	Sharon,	PA	16146	724-342-6294	724-342-6301
#13	Ms.	Linda	Thompson		Northwest RHAB Housing and Homelessness Services Coordinator, McKean County Redevelopment & Housing Authorities	11 Campus Drive	Bradford,	PA	16701	814-887-5563 X412	814-568-3882

2019 NW RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.
#13	Currently Vacant until New Person is appointed										

* NW RHAC Chair

** NW 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.
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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.
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 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

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ron@unitedwayerie.org
raible@wfcaa.org
wtorres@capmercercer.org
lathompson@mckeancountypa.org

EMAIL ADDRESS

al retardation, persons with physical
d persons who are homeless.

2019 SE RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE
#1	Ms.	Aliyah	Stanger	Director	DCED-Southeast Regional Office	801 Arch St. Suite 505	Philadelphia,	PA
#2	Ms.	Linda F.	Hill*	Director	Delaware County Housing & Community Development	600 N. Jackson Str, Suite 101	Media,	PA
#3	Mr.	Edward	Geiger	Consultant for Limerick Twp. Montgomery, PA Owner	Edge Strategic Consulting	11 Kingswood Dr.	Mechanicsburg,	PA
#4	Mr.	Patrick	Bokovitz	Deputy Director	Chester County Dept of Community Development	601 Westtown Road, Ste 365	West Chester,	PA
#5	Mr.	John	Chin	Executive Director	Philadelphia Chinatown Development Corporation	301 North 9th Street	Philadelphia,	PA
#5	Mr.	Rick	Sauer	Executive Director	Phila Association of Community Development Corporations	1315 Walnut Street, Suite 1600	Philadelphia,	PA
#5	Mr.	Carlos	Graupera	Executive Director	Spanish American Civic Association	453 South Lime Str., Suite A	Lancaster,	PA
#6	Ms.	Leigh	Picariello	Assistant Vice President	Citizens Bank	2001 Market Street, 6th Flr.	Philadelphia,	PA
#7	Mr.	Michael	Colaizzo	Past President/Life Director	Building Industry Association of Phila	1735 Market St. Ste. 432A	Philadelphia,	PA
#7	Mr.	Mark H.	Dambly**	President	Pennrose Properties, LLC	One Brewry Park, 1301 N. 31st St	Philadelphia,	PA
#8	Ms.	Aimee	Tyson	Planning and Compliance Manager	Lancaster County Housing & Redevelopment Authorities	28 Penn Square Suite 200	Lancaster,	PA
#9	Mr.	John F.	Nugent, III	Executive Director	Montgomery County Redevelopment Authority	104 W. Main Street, Suite 2	Norristown,	PA

2019 SE RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE
#10	Mr.	Patrick	Jordan	Housing Representative	Plumbers Union Local #690	2791 Southampton Road	Philadelphia,	PA
#11	Mr.	Ira	Goldstein	President, Policy Solutions	The Reinvestment Fund	1700 Market Street, 19th Fl.	Philadelphia,	PA
#12	Mr.	Edward	Coleman	Chief Executive Officer	Community Action Agency of Delaware County	1414 Meetinghouse Rd.	Boothwyn	PA

*SE RHAC Chair - Linda Hill

**SE RHAC Co-Chair - Mark Dambly

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
3. One or more representatives of local municipalities that will be nonparticipating jurisdictions under the
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
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-
8. One or more representatives of housing authorities.
9. One or more representatives of redevelopment
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

2019 SW RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.
#1	Ms.	Johnna	Pro	Director	DCED-Southwest Regional Office	301 5th Avenue, Suite 250	Pittsburgh,	PA	15222	412-565-5098	412-565-2635
#1	Ms.	Ali	Doyle	Deputy Director	DCED-Southwest Regional Office	301 5th Avenue, Suite 250	Pittsburgh,	PA	15222	412-565-5004	
#2	Ms.	Cathy	Smith	Housing/CSP Coordinator	Community Development Program	1013 Eighth Avenue	Beaver Falls,	PA	15010	724-770-2044	724-847-3861
#3	Mr.	Alfred	Tedesco	Community Development Director	City of McKeesport	Community Development, 500 Fifth Ave. 2nd Floor	McKeesport,	PA	15132	412-675-5020 x 617	412-675-5049
#4	Ms.	Robbie	Matesic	Executive Director	Dept. of Economic Dev. For Greene County	49 S. Washington St.	Waynesburg,	PA	15370	724-852-5300	724-852-2944
#5	Mr.	Richard	Morris	Director of Housing	Urban League of Greater Pittsburgh	610 Wood St.	Pittsburgh,	PA	15222-2222	412-227-4163	412-471-6199
#6	Mr.	John	Bendel	Director, Community Investment	Federal Home Loan Bank of Pittsburgh	601 Grant Street	Pittsburgh,	PA	15219	412-288-2820	412-288-4578
#7	Mr.	John	Ginocchi	Director of Development	Trek Development Group	130 7th Street, Ste. 300	Pittsburgh,	PA	15222	412-688-7200	412-688-0588
#7	Mr.	Pat	Nardelli	President	Castlebrook Development Group	Three Gateway Center 401 Liberty Ave. Suite 2354	Pittsburgh,	PA	15222	412-560-4449	412-560-4446
#8	Mr.	Frank	Aggazio	Executive Director	Allegheny County Housing Authority	625 Stanwix Street, 12th Fl.	Pittsburgh,	PA	15222	412-402-2488	412-355-8954
#9	Mr.	Andrew	French	Exec. Dir.	Fayette County Redevelopment Authority	500 Court Plaza Tower, 45 E. Main St.	Uniontown,	PA	15401	724-437-1547 x 16	724-437-0731
#9	Mr.	Tom	Cummings	Director of Housing	Urban Redevelopment Authority of Pittsburgh	200 Ross Street	Pittsburgh,	PA	15219	412-255-6670	412-255-6617

2019 SW RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.
#10											
#11	Mr.	John Jeffrey	Lengel	President CEO	Residential Resources, Inc.	600 Waterford Dr. Suite 215	Pittsburgh,	PA	15222	412-642-9033 x 223	412-642-4267
#11	Ms.	Laura R.	Zinski	Chief Executive Officer	Mon Valley Initiative	305 East Eighth Street,	Homestead,	PA	15120-1517	412-464-4000 x 4005	412-464-1750
#12											
#13	Ms.	Tammy	Knouse*	SW RHAB Co-Chair	Director of Customer Services, Fayette County Community Action Agency	140 N. Beeson Avenue,	Uniontown,	PA	15401	724-430-3013	724-437-4418
#13	Ms.	Amanda	Feltenberger**	SW RHAB Co-Chair	Director of Integrated Services, Butler County Human Services	P.O. Box 1208,	Butler,	PA	16003	724-284-5114	724-284-5128

*SW RHAC Chair - Tammy Knouse

** SW RHAC Co-Chair - Amanda Feltenberger

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.

2019 SW RHAC Membership List

REPRESENTING PARTY FROM ACT	SALUTATION	FIRST NAME	LAST NAME	TITLE	AGENCY	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	FAX NO.
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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.

13. RHAC/CoC Chairs

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jopro@pa.gov
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afeltenb@co.butler.pa.us

EMAIL ADDRESS

mental retardation, persons
kers, minorities and persons

APPENDIX D

**Pennsylvania Housing Advisory Committee
Membership
May 2020**

2019 PHAC Members

i	Secretary, Department of Community and Economic Development	Dennis Davin	Rick Vilello
ii	Secretary, Department of Aging	Robert Torres	
iii	Secretary, Department of Health	Rachel Levine	Joanne Valentino, Lori Gutierrez, Kim Early
iv	Secretary, Department of Labor and Industry	Gerald (Jerry) Oleksiak	
v	Secretary, Human Services	Teresa Miller	
vi	Senate, appointed by President pro tempore	Judy Ward	
vi	Senate, appointed by Minority leader	<i>Vacant</i>	
vii	House of Representative, appointed by Speaker of the House	Edward Gaaney	
vii	House of Representative, appointed by Minority Leader	Susan Helm	
viii	Executive Director of the Pennsylvania Housing Finance Agency	Brian Hudson , Executive Director	Clay Lambert Bryce Martezki Holly Glauser
ix	Regional Housing Advisory Representative (NW)	Sara Andrews , City of Bradford	
ix	Regional Housing Advisory Representative (SW)	Tammy Knouse , Fayette County Community Action Agency	
ix	Regional Housing Advisory Representative (SW)	Amanda Feltenberger , Butler County Human Services	
ix	Regional Housing Advisory Representative (CE)	Eric Sanders , New Hope Ministries	
ix	Regional Housing Advisory Representative (CE)	Mae-Ling Kranz , Transitions of PA	
ix	Regional Housing Advisory Representative (LH)	David Evans , Housing Association & Development Corporation	
ix	Regional Housing Advisory Representative (LH)	Linda Hill , Delaware County Housing & Community Development	
ix	Regional Housing Advisory Representative (SE)	Mark Dambly , Pennrose Properties, LLC	
ix	Regional Housing Advisory Representative (NE)	<i>Vacant</i>	
x	Representative of local municipalities that will be participating jurisdictions under the HOME Investment Partnership Program	Ed LeClear , Borough of State College	
xi	Representative of local municipalities that will be nonparticipating under the HOME Program	Michael Fisher , SEDA-COG	
xii	Representative of county governments who administers human service programs	Richard Kisner , Community Strategies Group	
xiii	Representative of independent nonprofit organizations involved in developing housing for very low-income, low-income, and moderate-income people	John Bendel , Federal Home Loan Bank of Pittsburgh	
xiv	Representative of the private financial community, including banks, savings and loan associations, other lenders and foundations.	Cathy Niederberger , PNC Community Development Banking	

xv	Representative of for-profit owners and developers of housing for very low-income, low-income and moderate-income people	Larry Segal , imPact PA Strategies, LLC	
xvi	Representative of housing authorities		
xvii	Representative of redevelopment authorities	Andrew French , Fayette County Redevelopment Authority	
xviii	Representative of organized labor	Michael Welsh , Third District	
xix	Representative of for-profit or nonprofit organizations which provide technical assistance in financing, constructing, managing or linking social services with low-income housing developments	Beth Greenburg , Leading Age PA	
xx	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, mental retardation, physical disability, drug or alcohol dependencies, HIV/AIDS), victims of domestic violence, very low-income and low-income individuals and families, migrant and seasonal farmworkers, monitories and persons who are homeless	Rachelle Abbott , Step, Inc. Karen Bennett , PA Association of County Human Services Administrators Phyllis Chamberlain , Housing Alliance of Pennsylvania Michael Hardiman , Pennsylvania Human Relations Commission Michelle Lewis , Northwest Counseling Services Dana Thompson , PA Developmental Disabilities Council	

RHAC Chairs

- NW Northwest
- SW Southwest
- CE Central
- LH Lehigh Valley
- SE Southeast
- NE Northeast