

**MILLCREEK TOWNSHIP, PA
SUBSTANTIAL AMENDMENT #3
TO
FY 2020 ACTION PLAN**

**THIRD PROGRAM YEAR
OF
FIVE YEAR CONSOLIDATED PLAN
(FY's 2018, 2019, 2020, 2021 & 2022)**

Submitted to:

U.S. Department of Housing and Urban Development
Pittsburgh Field Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1000
Pittsburgh, PA 15222-4004

February 2022

Executive Summary

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

1. Introduction

This document represents the Third Substantial Amendment to Millcreek Township's FY 2020 Action Plan which is required because the Township will be deleting an existing activity and "*funding a CDBG activity not previously described in the Consolidated Plan or Action Plan*".

BACKGROUND INFORMATION

The Township's FY 2020 Annual Action Plan (AAP) was submitted to HUD on May 15, 2020 and approved on June 4, 2020. With its allocation of \$260,942 Millcreek is undertaking the following activities/projects:

- (1) Infrastructure - 03L Sidewalks / \$230,942: Sidewalk Accessibility Project Phase IX, and
- (2) General Program Administration - 21A/ \$30,000

FIRST SUBSTANTIAL AMENDMENT

In April 2020 Millcreek was informed that it was eligible to receive a *special allocation* of CDBG monies in the amount of \$153,527 to "prevent, prepare for, and respond to COVID-19". HUD instructed its grantees that in order to receive this funding they should either amend their FY 2019 or FY 2020 Action Plans to include the additional funding along with activities to address COVID. The Township "substantially amended" its FY 2020 Action Plan and is currently undertaking the following activities/projects:

- (1) Public Services - 05W Food Banks / \$87,748: Second Harvest Food Bank Emergency Food Relief Project
- (2) Public Services - 05B Services for Persons with Disabilities / \$38,182: Meals on Wheels Erie COVID19 Food Assistance Project;
- (3) Public Services - 05H Employment Training / \$19,770: HVA Senior Living Alliance Nurse Aide Scholarship Project; and
- (4) General Program Administration -21A / \$7,827

SECOND SUBSTANTIAL AMENDMENT

In September 2020 HUD informed Millcreek it could again apply for and receive another special allocation of CDBG monies, this time in the amount of \$393,543. The Township "substantially amended" its FY 2020 Action Plan a second time and allocated the funding for the following activities/projects:

- (1) Public Services – 05Q Subsistence Payments / \$375,862: GECAC Emergency Mortgage, Rent and Utility Assistance Project
- (2) General Program Administration -21A / \$17,681

GECAC was allocated \$375,862 to provide up to six months' rent, mortgage or utility assistance to households experiencing a financial hardship due to COVID-19. Applicants meeting program criteria were eligible to apply for an emergency income payment for rent or mortgage principal and interest not to exceed the greater of \$5,000 or 6 months of payments. Additionally, households who received rental or mortgage assistance were also eligible to receive utility assistance up to \$1,000 or 6 months of payments.

The Township and GECAC entered into an Agreement on April 13, 2021 for GECAC to render the necessary services beginning on April 15 and ending on December 31, 2022. Despite the best efforts of GECAC, no eligible families applied and no funds were expended. Consequently, GECAC requested and the Township approved termination of the Agreement.

THIRD SUBSTANTIAL AMENDMENT

Through this Third Substantial Amendment the GECAC project is being deleted from the AP and \$164,121 of the funds will be used to undertake a **Public Service 05M Health Services Activity** identified in this AP as the Millcreek Paramedic Service Equipment Purchase Project. The project will provide for the purchase of eight (8) LUCAS CPR devices to be used on eight ambulances operated by Millcreek Paramedic Services. The LUCAS Chest Compression System is a battery-powered device that performs automated chest compressions during cardiopulmonary resuscitation (CPR). In this time of COVID, manual chest compressions on patients in cardiac arrest can be dangerous for healthcare staff performing the procedure. The ability to stand aside and not be directly exposed while performing chest compressions greatly reduces the chance of infection. The device is recommended in the DoD COVID-19 Best Practices Management Guide.

2. Summarize the objectives and outcomes identified in the Plan

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

A summary of the high priority needs and the amount of CDBG funding proposed to address them over the 5-year period is as follows:

- \$520,000 - Continue to remove/replace curb-cut ramps at various locations throughout the township pursuant to a 2011 Consent Decree which mandates the Township remove/replace approximately 1,400 curb-ramps by 2022.
- \$140,000 - Park Improvements
- \$100,000 - Street Rehabilitation/Reconstruction
- \$ 50,000 - Senior Services
- \$ 50,000 - Sewer Improvements
- \$125,000 - Residential Rehabilitation (Rehabilitation of single-family owner-occupied units and home modifications for persons with disabilities)
- \$5,000 - Fair Housing
- \$10,000 - Planning - Undertake a study to determine market viability for affordable housing.
- \$150,000 - Administration

As a result of the infusion of additional CDBG funds to “prevent, prepare for, and respond to COVID-19”, the following high priority public service needs have been identified and added to the AP:

- Public Services/05W Food Banks - Second Harvest Food Bank Emergency Food Relief Project (\$87,748)
- Public Services/05B Services for Persons with Disabilities - Meals on Wheels Erie COVID19 Food Assistance Project (\$38,182)
- Public Services/05H Employment Training - HVA Senior Living Alliance Nurse Aide Scholarship Project (\$19,770)
- Public Services 05Q Subsistence Payments- GECAC Emergency Mortgage, Rent and Utility Assistance Project (\$375,862) **(To be deleted through this Third Substantial Amendment)**
- Public Services /05M Health Services / Millcreek Paramedic Service Equipment Purchase Project (\$164,121) **(To be added through this Third Substantial Amendment)**

3. Evaluation of Past Performance

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

As of January 1, 2021, Millcreek has received funding for three (3) fiscal years of the Five Year CP.

In FY 2018 (Year 1) the Township received \$253,850 and completed the following projects:

- Sidewalk Accessibility Project- Phase VII: \$176,430 - Removal, design, and replacement of one-hundred forty-six (146) curb-cut ramps. Residual monies totaling \$37,420 supplemented the FY 2019 funded Phase VIII Sidewalk Accessibility Project.
- Regional Senior Center Operational Support Project: Help underwrite salary and fringe benefit expenses of "LifeWorks Erie" employees who provided health screenings, health education/workshops, and flu vaccinations for senior citizens in Millcreek. A total of 2,723 persons were assisted: 351 persons received health screenings; 284 persons attended health related talks; flu shots were administered to 1,923 individuals, and 165 persons attended "Matter of Balance" workshops. (\$10,000)
- General Program Administration - \$30,000

In FY 2019 (Year 2) the Township received \$244,561 and completed the following projects:

- Sidewalk Accessibility Project - Phase VIII: Removal, design and replacement of one-hundred (160) curb-cut ramps. (\$215,561)
- General Program Administration - \$29,000

In FY 2020 (Year 3) the Township received \$260,942 and will undertake the following activities/projects:

- Sidewalk Accessibility Project-Phase IX: CDBG funds totaling \$230,942 will provide for the removal, design and replacement of 150+/- curb-cut ramps at various locations throughout the Township. Bidding and Construction is anticipated for the spring/summer of 2021.
- General Program Administration - \$30,000

In April 2020 Millcreek was informed that it was eligible to apply for and receive a *special allocation* of CDBG monies in the amount of \$153,527 to "prevent, prepare for, and respond to COVID-19". **In September 2020** HUD informed Millcreek it could apply for and receive another special allocation of CDBG monies, this time in the amount of \$393,543. **Total CDBG-CV funding - \$547,070. Projects include:**

- \$87,748 - Second Harvest Food Bank Emergency Food Relief Project
- \$38,182 - Erie Meals on Wheels COVID19 Food Assistance Project
- \$19,770 - HVA Senior Living Alliance Nurse Aide Scholarship Project
- \$375,862 - GECAC Emergency Mortgage, Rent and Utility Assistance Project **(To be deleted through this Third Substantial Amendment)**
- \$25,508 - Administration
- \$164,121 - Millcreek Paramedic Service Equipment Purchase Project **(To be added through this Third Substantial Amendment)**

4. Summary of Citizen Participation Process and consultation process

The Citizen Participation/Consultation Process for the Township's FY 2020 CDBG program consisted of the following activities:

- January 23, 2020 - Notice of First Public Hearing published in the Classified Ads Section under Public Notices of the Erie Times-News.
- January 21, 2020 - Program Guidelines/Application emailed to interested parties serving Millcreek Township residents informing them of the availability of CDBG funds for FY 2020.
- February 13, 2020 - Public Hearing #1 conducted.
- February 25, 2020 - Deadline for applications for FY 2020 funding consideration to be submitted to ECDP.
- March 3, 2020 - Applications forwarded to the Township supervisors for review and funding prioritization/selection.
- March 5, 2020 - Supervisors select the projects they wish to undertake and the amounts to be allocated to each activity.
- March 18, 2020 - Notice of Draft Action Plan, Comment Period, and Final Public Hearing published in the Classified Ads Section under Public Notices of the Erie Times-News.
- March 18, 2020 - COVID-19 SHUTDOWN
- March 20, 2020 - REVISION to Notice of Draft Action Plan, Comment Period, and Final Public Hearing published in the Classified Ads Section under Public Notices of the Erie Times-News. The Draft Action Plan would now only be able for review on-line. Also, the Final Public Hearing originally scheduled for April 8, 2020 at the township municipal building was cancelled until further notice.
- April 10, 2020 - Notice of Rescheduled Final Public Hearing published in the Classified Ads Section under Public Notices of the Erie Times-News.
- April 17, 2020 - Final Public Hearing held by phone conference.
- April 21, 2020 - Township supervisors pass a Resolution approving the FY 2020 Action Plan and authorize County Planning to submit the application to HUD.

The Citizen/Consultation Process regarding the "First Substantial Amendment" of July 2020 consisted of the following:

- April 7, 2020 - Notice of Draft "Citizen Participation Plan" Availability/Comment Period published in the Classified Ads Section under Public Notices of the Erie Times-News.
- May 12, 2020 - Township adopts new Citizen Participation Plan
- June 12, 2020 - Notice of Comment Period and Public Hearing regarding Millcreek Township's intention to Substantially Amend Its FY 2020 CDBG Action Plan published in the Classified Ads Section under Public Notices of the Erie Times-News.
- June 19, 2020 - Public Hearing held by way of phone conference
- June 23, 2020 - Township supervisors pass Resolution to "Substantially Amend" its FY 2020 CDBG Action Plan.

The Citizen/Consultation Process regarding the "Second Substantial Amendment" consisted of the following:

- November 10, 2020 - County Planning emails various agencies and organizations informing them of the availability of CDBG funds to "prevent, prepare for, and respond to COVID-19". Included

with the email was an Application with Guidelines. The deadline to submit a funding request was December 11, 2020. The Township received two (2) applications for funding consideration.

- January 20, 2021 - "Notice of Comment Period and Public Hearing Regarding Millcreek Township's Intention to Substantially Amend Its FY 2020 CDBG Annual Action Plan" published in the Classified Ads Section under Public Notices of the Erie Times-News.
- January 26, 2021 - Public Hearing held at 10:00 AM at the Township Municipal Building located at 3608 West 26th Street, Erie PA 16506.
- January 26, 2021 - At its 7:00 PM regularly scheduled meeting, Township Supervisors pass Resolution approving the "Substantial Amendment" to the FY 2020 Annual Action Plan.

Note: Upon review of Millcreek Township's Citizen Participation Plan, citizens need only be provided a 30-day opportunity (reduced to 15 days because of COVID) to review and comment on substantial changes; a public hearing is not required.

The Citizen/Consultation Process regarding this "Third Substantial Amendment" consisted of the following:

- February 16, 2022- Notice of Review/Comment Period Regarding Millcreek Township's Intention to Substantially Amend Its FY 2020 CDBG Annual Action Plan" was published in the Classified Ads Section under Public Notices of the Erie Times-News and posted on the Township's website.

5. Summary of public comments

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

Original submittal of FY 2020 AP

The Township conducted two public hearings in preparation of the FY 2020 Action Plan. Notice of both hearings was advertised in the Erie Times-News and posted on the Township's CDBG web page.

The first hearing was held on February 13, 2020 at the Township Municipal Building located at 3608 West 26th Street, Erie PA 16506. The sole attendee was Ms. Anne Sokol, Township Engineer who stated that that an application would be submitted to request funding to remove and replace curb-cut ramps as part of the ongoing effort to comply with the 2011 Consent Decree mandating the replacement of approximately 1,400 curb-ramps by 2022. She went to say that this would be the last year to request funding for this effort as the Township is nearing compliance with the Consent Decree Order.

The second and final hearing was held by phone conference on April 17, 2020. No one called in.

The Township allowed for public comments on its intention to establish a new CDBG Citizen Participation Plan. No comments received.

Substantial Amendment #1 - A Public Hearing was conducted by phone conference on June 19, 2020 to take comments on the Township's intention to substantially amend its FY 2020 Action Plan. No one called in to the meeting.

Substantial Amendment #2 - A Public Hearing was conducted on January 26, 2021 at the Township municipal building to take comments on the Township's intention to substantially amend its FY 2020 Action Plan for the second time. Two (2) persons attended and neither had any comments nor questions.

Substantial Amendment #3(*) – A Notice informing the public of its intention to amend the FY 2020 Action for a third time was published in the Erie Times News and on the Township’s CDBG web page on February 16, 2022. Citizens had 15 days in which to review/comment on the amended plan.

() Note: Upon review of Millcreek Township’s Citizen Participation Plan, citizens need only be provided a 30-day (reduced to 15 days because of COVID) opportunity to review and comment on the proposed changes; a public hearing is not required.*

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

Not applicable as all questions and concerns expressed at public hearings/public notifications were addressed by the CDBG program administrator.

7. Summary

This document represents the Third Substantial Amendment to Millcreek Township’s FY 2020 Action Plan.

The Township’s original FY 2020 Annual Action Plan (AAP) requesting \$260,942 was submitted to HUD on May 15, 2020 and approved on June 4, 2020. As with the previous two Action Plans (Year 1/FY 2018 and Year 2/ FY 2019), all of the funds, with the exception of Administration, will be used to replace curb-cut ramps pursuant to a 2011 Consent Decree Order.

In April 2020 Millcreek was informed that it was eligible to receive a *special allocation* of CDBG monies in the amount of \$153,527 to “prevent, prepare for, and respond to COVID-19”. HUD instructed its grantees that in order to receive this funding they should either amend their FY 2019 or FY 2020 Action Plans to include the additional funding along with activities to address COVID. The Township “substantially amended” its FY 2020 Action Plan and is currently undertaking the following activities/projects:

- (Public Services/05W Food Banks / \$87,748 - Second Harvest Food Bank Emergency Food Relief Project;**
- (2) Public Services/05B Services for Persons with Disabilities / \$38,182 - Meals on Wheels Erie COVID19 Food Assistance Project;**
- (3) Public Services/05H Employment Training / \$19,770 - HVA Senior Living Alliance Nurse Aide Scholarship Project;**
- (4) General Program Administration/ 21A /**

In September 2020 The Township was informed it could apply for and receive another special allocation of CDBG monies, this time in the amount of \$393,543. With the addition of new CDBG monies along with new activities to address COVID, the Action Plan was again amended (Substantial Amendment #2). Through this amendment the Township allocated \$17,681 for Administration and \$375,862 to undertake a **Subsistence Payments Activity** through which the Greater Erie Community Action Committee (GECAC) would provide rent/mortgage/utility assistance to families experiencing financial hardship due to COVID-19.

Because no eligible applicants applied for the mortgage/rental/utility assistance the township needs to delete the activity/project and desires to add the new activity of **Health Services/05M**, known as the Millcreek Paramedic Service Equipment Purchase Project; thus necessitating this Third Substantial Amendment to the FY 2020 Action Plan.

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

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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

Agency Role	Name	Department/Agency
CDBG Administrator		Erie County c/o Erie County Department of Planning

Table 1 – Responsible Agencies

Narrative (optional)

The Erie County Department of Planning is the lead agency for the preparation of Millcreek Township's Five Year Consolidated Plan (CP), Annual Action Plans (AAP), Substantial Amendments (if needed) and overall program administration. The Township provides administrative funds to County Planning through a sub-recipient Agreement.

Consolidated Plan Public Contact Information

County of Erie, c/o Erie County Department of Planning
150 East Front Street, Suite 300
Erie, PA 16507
Contact Person: Joseph T. Berdis, CDBG Administrator
Phone: (814) 451-7330
Fax: (814) 451-7333
Email: jberdis@eriecountypa.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The entities consulted in preparation of the Annual Action Plan (Year 3) included:

- Millcreek Township officials and staff including: (1) Supervisors Morgan, Bock, and Ouellet; (2) Township Engineer - Anne Soklol, P.E.; (3) Director of Parks and Recreation - Ashley Marsteller; (4) Director of Planning & Community Development - Matthew Waldinger; (5) Director of Public Works (Streets, Traffic, and Sewers) - Sean Kern; and (6) Director of Public Services - Judy Zelina
- LECOM Center on Health and Aging- Kristen Gehrlein, Director
- Erie Redevelopment Authority - Scott Henry, Executive Director
- Erie County Housing Authority - Beverly Weaver, Director
- Housing and Neighborhood Development Service (H.A.N.D.S) - Matthew Good, CEO
- St. Martin Center, Inc. - David Gonzalez, CEO
- Voices for Independence - Shona Eakin, CEO and Rick Hoffman, Director of Home Modifications

Substantial Amendment # 1

The below listed agencies were consulted upon the Township being informed that it would be receiving \$153,527 CDBG funding to address COVID.

- Second Harvest Food Bank of Northwest Pennsylvania - Zachary Webb, Director of Development
- Meals on Wheels Erie - Wendy Wallace, Executive Director
- HVA Senior Living Alliance - Jennifer Agnello, Director of Purchasing & Education

Substantial Amendment # 2

The below listed agencies were consulted upon the Township being informed that it would be receiving \$393,543 in additional CDBG-COVID funding:

- Second Harvest Food Bank of Northwest Pennsylvania - Zachary Webb, Director of Development
- Meals on Wheels Erie - Wendy Wallace, Executive Director
- HVA Senior Living Alliance - Jennifer Agnello, Director of Purchasing & Education
- Housing and Neighborhood Development Service (H.A.N.D.S) - Matthew Good, CEO
- Greater Erie Community Action Committee (GECAC) - Georgia Del Freo, CEO
- Community Resources for Independence (CRI) – Carl Berry, Executive Director

Substantial Amendment # 3

The below listed agencies were consulted upon the Township deleting the **Subsistence Payments/05Q** Activity:

- Community Resources for Independence (CRI) - Carl Berry, Executive Director
- Millcreek Paramedic Services- William R. Martin, Executive Director

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

Social service agencies are the link between the provision of housing and the populations such housing is intended to serve. These agencies work directly with providers of services to persons with needs related to mental health, intellectual and developmental disabilities, aging, drug and alcohol addiction, and homelessness. These agencies direct housing efforts where needed and are integral in the planning of housing and services for target populations. Housing providers who were sent application packets to request funding included the Erie Redevelopment Authority, Erie County Housing Authority, and H.A.N.D.S.

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

A Continuum of Care (CoC) is a community's plan to organize and deliver housing and services to meet the specific needs of people who are homeless. The Home Team Homeless and Housing Coalition is the coordinated group in Erie County that works to eradicate the problem of homelessness. It consists of local government representatives, service providers, business owners, consumers, and concerned citizens.

All of the providers in the homeless delivery system are a part of the CoC. The CoC has established a board which includes a chair, vice chair, secretary and multiple committee chairs. The board also includes a homeless or formally homeless individual. The CoC's priority populations are women and children, families, individuals, and people with disabilities. The CoC developed specialized outreach for people with and without disabilities. Emergency shelters include options for people with disabilities, domestic violence survivors, veterans and families; transitional housing includes options for female victims of domestic violence and for veterans; permanent housing includes options for people with disabilities, chronic homeless, individuals and families.

The ESG project managers from the City of Erie sit on the CoC board, and the City retains its authority to allocate funds as it deems appropriate. The CoC developed the program standards with the City during the Executive Committee meetings. Evaluation and outcomes processes benefit from the fact that all of the providers, except for domestic violence, routinely input data to the HMIS. The CoC set similar standards for the HPRP.

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

To date the Township's role with the Continuum of Care has been limited to being invited/attending meetings of the Home Team. The Township has not played any role in determining how to allocate ESG funds; develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds; nor develop funding, policies and procedures for the operation and administration of HMIS. This is primarily due to the fact that no information is available identifying Millcreek Township's homeless population or subpopulations. The nature and extent of homelessness in Millcreek Township is unknown.

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

See "Unique Appendices"

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

As stated in the Introduction above, “The entities consulted in preparation of the Action Plan (Year 3) consisted of those who realistically could assist the Township in addressing its priority needs and meeting its goals and objectives as stated in the Five Year CP.” The main priority for the last several years covering both the current and prior Five Year CP has been the removal and replacement of curb-ramps for compliance with a 2011 Consent Decree Order mandating that approximately 1,400 curb-ramps be replaced by 2022. This will continue to be the case until full compliance is achieved, hopefully after the expenditure of the FY 2020 funds sometimes this summer. Given this situation, the Township did not feel it was appropriate to consult with agencies when in reality it would not be able to significantly fund any other activities.

The one agency consulted in the past but not in 2020 or 2019 was the Erie County Human Relations Commission (ECHRC), which had previously undertaken fair housing activities on behalf of the Township to “affirmatively further fair housing”. In lieu of consulting with the ECHRC, the Township will for the near future consult with and seek input from the South Western Pennsylvania Legal Services, Inc. regarding fair housing matters/issues.

Broadband internet service providers and organizations engaged in narrowing the digital divide were not consulted as nearly the entire Township has broadband internet service.

With regard to consulting agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, the Township is aware that any consideration to undertaking an activity in a floodplain or wetland area would have to comply with the provisions of Executive Order 11988 (Floodplain Management) and Executive Oder 11990 (Protection of Wetlands). Additionally, it is the township’s policy not to rehabilitate houses in a floodplain area.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Home Team Homeless and Housing Coalition	The Coalition is the coordinated group in Erie County that works to eradicate the problem of homelessness.
Embrace Millcreek: Township Comp. Plan	Millcreek Township	The COMP Plan provides richer context for the goals and objectives outlined in the CP/Strategic plan especially with regard to neighborhoods and infrastructure.

Table 2 – Other local / regional / federal planning efforts

Narrative (optional)

Not applicable.

AP-12 Participation – 91.105, 91.200(c)

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

FY 2020 AAP

- January 21, 2020 - Application packet/program guidelines e-mailed to entities most likely to assist Township in addressing high priority needs as identified in Five Year CP. Deadline to submit funding requests is February 25, 2020.
- January 23, 2020 - Notice of First Public Hearing published in Erie Times News.
- February 13, 2020 - First Public Hearing conducted. Ms. Anne Sokol, Township Engineer, and sole attendee states that the Township would be applying once again for funding to remove/replace curb-cut ramps pursuant to 2011 Consent Decree.
- March 18, 2020 - COVID-19 Shutdown.
- April 10, 2020 - Notice of Rescheduled Final Public Hearing published in Erie Times-News.
- Draft AAP available for public viewing from March 18 to April 17, 2020. No comments received.
- April 17, 2020 - Final Public Hearing held by phone conference. No one called in.
- April 21, 2020 - Resolution passed approving FY 2020 AAP.

SUBSTANTIAL AMENDMENT #1

- April 2, 2020 - Township informed of \$153,527 "special allocation" to address COVID.
- May 12, 2020 - New Citizen Participation Plan adopted.
- June 12, 2020 - "Notice of Comment Period and Public Hearing to Substantially Amend FY 2020 Action Plan" published in Erie Times News.
- June 19, 2020 - Public Hearing held by phone conference. No one called in.
- June 23, 2020 - Resolution passed approving Substantially Amended AAP.

SUBSTANTIAL AMENDMENT #2

- Sept. 11, 2020 - Township informed of \$393,543 *second* "special allocation" to address COVID.
- November 10, 2020 - Solicitation for projects. Agencies contacted including H.A.N.D.S and GECAC. Deadline to submit application for funding consideration is December 11, 2020. Two (2) applications received.
- January 20, 2021 - "Notice of Comment Period and Public Hearing to Substantially Amend FY 2020 Action Plan" for the second time published in Erie Times News.
- January 26, 2021 - Public Hearing conducted at municipal building. No comments.
- January 26, 2021 - Resolution passed approving the second Substantially Amended AAP.

SUBSTANTIAL AMENDMENT #3

Notice to Substantially Amend the FY 2020 CDBG Annual Action Plan for a third time was published in the Classified Ads Section under Public Notices of the Erie Times-News and posted on Millcreek's website on February 16, 2022. Citizens had 15 days in which to review and comment on the proposed changes.

Expected Resources

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

Introduction

Of the four (4) CPD formula block grants - CDBG, HOME, ESG and HOPWA - Millcreek Township is only entitled to receive assistance under the CDBG program. The FY 2020 CDBG grant of **\$260,942**, while approximately 6.7% more than last year's allocation and the highest allocation since 2010, is still miniscule compared to the many needs of the community. As such, the Township will seek to collaborate with agencies and organizations to leverage other resources, especially those agencies that can assist the Township in addressing some of its unmet housing needs.

The foremost partner in this regard is the Erie County Housing Authority (ECHA) which receives federal and state monies to provide an array of weatherization programs that are available to income eligible Erie County residents, including those in Millcreek Township. It is anticipated during program year 2020 that \$91,579 in ECHA resources will be available to assist approximately fifty-nine (59) Millcreek Township families (see below).

In April 2020, HUD informed the Township that it was eligible to receive a special allocation of CDBG monies for \$153,527 to prevent, prepare for, and respond to COVID-19. These monies will not leverage or be used to leverage additional funding.

In September 2020, HUD informed the Township that it was eligible to receive a *second* special allocation \$393,543 527 to further prevent, prepare for, and respond to COVID-19. These monies will not leverage or be used to leverage additional funding.

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

The anticipated leveraged ECHA weatherization sources, amounts, and estimated number of families to benefit are as follows

PROGRAM	Estimated Funding	Estimated Beneficiaries
PA Weatherization Assistance Program	\$23,000	6 families
PA Low Income Energy Assistance Program (LIHEAP) – Crisis Component	\$16,870	15 families
First Energy (Warm Program)	\$38,937	28 families
First Energy (Warm Plus Program)	\$12,772	10 families
TOTAL	\$91,579	59

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

Not applicable

Annual Goals and Objectives

AP-20 Annual Goals and Objectives Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Planning and Admin./21A	2018	2022	Planning and Administration	The Geographic Area are non-site specific.	Administration	CDBG: \$30,000	Other: 1 Other
2	Infrastructure: Sidewalks 03L	2018	2022	Non-Housing Community Development	The Geographic Areas are either community-wide or non-site specific.	Infrastructure	CDBG: \$230,942	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6,297 Persons Assisted
3	Public Services/05W Food Banks (CDBG-CV)	2018	2022	Non-Homeless Special needs	The Geographic Areas are either community-wide or non-site specific.	Public Service	CDBG: \$87,748	Public service activities other than Low/Moderate Income Housing Benefit: 3,550 persons
4	Public Services/05H Employment Training (CDBG-CV)	2018	2022	Non-Homeless Special needs	The Geographic Areas are either community-wide or non-site specific.	Public Service	CDBG: \$19,770	Public service activities other than Low/Moderate Income Housing Benefit: 10 persons
5	Public Services/05B Services for Persons with Disabilities (CDBG-CV)	2018	2022	Non-Homeless Special needs	The Geographic Areas are either community-wide or non-site specific.	Public Service	CDBG: \$38,182	Public service activities other than Low/Moderate Income Housing Benefit: 20 persons
6	Planning and Admin. /21A (CDBG-CV)	2018	2022	Planning and Administration	The Geographic Areas are either community-wide or non-site specific.	Administration	CDBG: \$25,508	Other: 1 Other
7	Public Services/05M Health Services (CDBG-CV)	2018	2022	Non-Homeless Special needs	The Geographic Areas are either community-wide or non-site specific.	Public Service	CDBG: \$164,121	Public service activities other than Low/Moderate Income Housing Benefit: 1,950 persons

Goal Descriptions

1	Goal Name Description	General Program Administration/ 21A General management, coordination and oversight of Millcreek Township's FY 2020 CDBG program.
2	Goal Name Description	Infrastructure/ 03I Sidewalks The Township's highest priority goal is to achieve full compliance with the 2011 Consent Decree that mandates the removal/replacement of approximately 1,400 curb-cut ramps by 2022. FY 2020 CDBG funds totaling \$230,942 will provide for the removal, design and replacement of approximately 150 ramps in various locations throughout the Township. Bidding and construction is anticipated for the spring/summer of 2021.
3	Goal Name Description	Public Services/05W Food Banks In April 2020, HUD informed the Township that it was eligible to apply for and receive a <i>special allocation</i> of CDBG monies for \$153,527 to "prevent, prepare for, and respond to COVID-19". As the COVID pandemic presented a whole host of new challenges, the Township needed to establish new goals and objectives to address the crisis. One issue that came to the forefront was the increased need for food assistance that the Township will address by providing \$87,748 to the Second Harvest Food Bank who will provide additional boxes of food to five (5) Township food pantries for distribution to low income, food-insecure families.
4	Goal Name Description	Public Services/05H Employment Training In April 2020, HUD informed the Township that it was eligible to receive a <i>special allocation</i> of CDBG monies for \$153,527 to "prevent, prepare for, and respond to COVID-19". As COVID presented a whole host of new challenges, the Township needed to establish new goals and objectives to address this crisis. One issue identified was the shortage of health care personnel. To help alleviate this problem, the Township is allocating \$19,770 in CDBG-COVID monies to the HVA Senior Living Alliance who will provide scholarships/training for ten (10) LMI Millcreek Township residents to become nursing aides.
5	Goal Name Description	Public Services/05B Services for Persons with Disabilities In April 2020, HUD informed the Township that it was eligible to receive a <i>special allocation</i> of CDBG monies for \$153,527 to "prevent, prepare for, and respond to COVID-19". As COVID presented a whole host of new challenges, the Township needed to establish new goals and objectives to address this crisis. One issue that came to the forefront was providing for the food needs of homebound, severely disabled individuals. To address this need, the Township will allocate \$38,182 in CDBG-COVID monies to "Meals on Wheels Erie" to have meals prepared and delivered to twenty (20) homebound, disabled adults ranging in age from 18 to 60, five (5) days a week for one year (260 days). A meal or Unit of Service is one chilled meal (Ready-To-Heat Meal or RTH) and one cold lunch (Light Meal). These meals can be custom made for people with food allergies, specific nutrition requirements, personal preference and other restrictions.
6	Goal Name Description	General Program Administration/ 21A General management, coordination and oversight of Millcreek Township's FY 2020 CDBG-CV program.

7	<p>Goal Name</p> <p>Description</p>	<p>Health Services/05M: Millcreek Paramedic Service Equipment Purchase Project</p> <p>In September 2020, HUD informed the Township that it was eligible to apply for and receive a <u>second special allocation</u> of CDBG funds for \$393,543 to “prevent, prepare for, and respond to COVID-19”. As the COVID pandemic presented a whole host of new challenges, the Township needed to establish new goals and objectives to address the crisis. Initially the Township allocated funding for a Subsistence Payments/05Q Activity known as the “Emergency Mortgage, Rent and Utility Assistance Project”. Under this activity/project the Greater Erie Community Action Committee (GECAC) was to provide up to six months’ rent, mortgage and utility assistance for individuals experiencing financial hardship due to COVID-19. The Township and GECAC entered into an agreement on April 13, 2021 for GECAC to render the necessary services beginning on April 15 and ending on December 31, 2022. On November 10, 2020, GECAC requested and the Township agreed to terminate the Agreement. As explained by GECAC, “Despite our best efforts, we were unable to expend any of these funds. This was primarily due to the Emergency Rental Assistance Program which was launched by the state of Pennsylvania at approximately the same time our program was launching. ERAP was able to assist with larger payments and was therefore, a more enticing program for individuals in need. “</p> <p>The Township now desires to use some of these funds totaling \$164,121 to undertake a new Public Service Activity - Health Services/05M, known as the Millcreek Paramedic Service Equipment Purchase Project. The project will provide for the purchase of eight (8) LUCAS CPR devices to be used on eight ambulances operated by Millcreek Paramedic Services. The LUCAS Chest Compression System is a battery-powered device that performs automated chest compressions during cardiopulmonary resuscitation (CPR). In this time of COVID, manual chest compressions on patients in cardiac arrest can be dangerous for healthcare staff performing the procedure. The closeness to patients during CPR increases the danger of aerosol spread of virus. The ability to stand aside and not be directly exposed while performing chest compressions greatly reduces the chance of infection. The device is recommended in the DoD COVID-19 Best Practices Management Guide.</p>
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AP-35 Projects – 91.220(d)

Introduction

Millcreek Township’s FY 2020 Annual Action Plan (AAP) requesting its CDBG formula allocation of \$260,942 was submitted to HUD on May 15, 2020 and approved on June 4, 2020. The funds are being used for the following activities/projects:

- (1) Infrastructure - 03L Sidewalks / \$230,942: Sidewalk Accessibility Project Phase IX, and
- (2) General Program Administration - 21A/ \$30,000

In April 2020 Millcreek was informed that it was eligible to apply for and receive a *special allocation* of CDBG monies in the amount of \$153,527 to “prevent, prepare for, and respond to COVID-19”. Again in September 2020 HUD informed Millcreek it could apply for and receive another special allocation of CDBG monies, this time in the amount of \$393,543. Total CDBG-CV funding - \$547,070. Two (2) Substantial Amendments were submitted and approved by HUD to incorporate the special allocations of CDBG-CV funds into the FY 2020 Action Plan.

The Activities/Projects funded with these monies include:

- (1) **Public Services/05W Food Banks** / \$87,748 - Second Harvest Food Bank Emergency Food Relief Project;
- (2) **Public Services/05B Services for Persons with Disabilities** / \$38,182 - Meals on Wheels Erie COVID19 Food Assistance Project;
- (3) **Public Services/05H Employment Training** / \$19,770 - HVA Senior Living Alliance Nurse Aide Scholarship Project;
- (4) **Public Services/05M Health Services** / \$164,121 - Millcreek Paramedic Service Equipment Purchase Project
- (5) **General Program Administration/ 21A** / \$25,508

Projects

#	Project Name
1	Sidewalk Accessibility Project - Phase IX
2	Administration
3	Second Harvest Emergency Food Relief Project
4	Meals on Wheels Erie/COVID-19 Food Assistance Project
5	HVA Senior Living Alliance CNA Scholarship Project
6	Administration of CDBG-CV Program
7	Millcreek Paramedic Service Equipment Purchase Project

Table 3 - Project Information

AP-38 Project Summary

Project Summary Information

1	Project Name	Sidewalk Accessibility Project - Phase IX
	Target Area	The Geographic Area is either community-wide or non-site specific.
	Goals Supported	Infrastructure
	Needs Addressed	Infrastructure: Sidewalks
	Funding	CDBG: \$230,942
	Description	FY 2020 CDBG funds in the amount of \$230,942 will provide for the removal, design, and replacement of approximately 150 handicapped accessible curb-cut ramps at various locations throughout the Township. The project is the ninth and final phase of a multi-year/multi-phase effort to make pedestrian crossings accessible to people with disabilities. The Township is under a 2011 Consent Decree to install approximately 1,400 ramps by 2022.
	Target Date	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	The project will benefit disabled individuals who are presumed by HUD to be of low-to-moderate income. According to the most current census information, there are 6,297 persons with a disability in Millcreek Township.
	Location Description	The specific locations (streets/intersections) where the curb-cut ramps will be removed/replaced have not yet been determined, but no ramps will be constructed in a floodplain.
Planned Activities	The curb ramps will be designed in the field to accommodate existing conditions and sidewalks. They will conform to ADA standards regarding running slope and cross slope as well as the inclusion of detectable warning surfaces (truncated domes). A level landing will be required at the transition between the existing sidewalk and new ramp for a turning area. Additionally, an asphalt transition area connecting the newly installed ramp to the existing roadway surface will be constructed to ensure sidewalks are truly accessible. These asphalt transitions will be removed when the roadway is resurfaced by the Township at which time compliant crosswalks will be installed.	
2	Project Name	General Program Administration
	Target Area	The Geographic Area is non-site specific.
	Goals Supported	Administration
	Needs Addressed	Administration of CDBG program.
	Funding	CDBG: \$30,000
	Description	FY 2020 CDBG funds in the amount of \$30,000 will be set aside for the general management, coordination, and oversight of Millcreek Township's CDBG Program. Administration will be provided by the Erie County Department of Planning.
	Target Date	06/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Not Applicable
Location Description	Non-Site Specific	
Planned Activities	Management, coordination and oversight of Millcreek's Township's FY 2020 CDBG program.	

3	Project Name	Second Harvest Food Bank Emergency Food Relief Project
	Target Area	The Geographic Area is either community-wide or non-site specific.
	Goals Supported	Public Services/05W Food Banks
	Needs Addressed	Public Services / Increased need for food assistance of LMI families due to COVID
	Funding	\$87,748 (CDBG-CV)
	Description	Second Harvest Food Bank of Northwest PA will be allocated \$87,748 in CDBG-CV monies to provide additional boxes of food each month for a period 10 months to five (5) food pantries in Millcreek Township for distribution to low income, food-insecure families.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 355 families a month will receive an additional box of food from one of five (5) food pantries in Millcreek Township. As the assistance will be available for a period of 10 months, it is estimated 3,550 families will benefit from the project.
	Location Description	Community-wide
	Planned Activities	In order to fulfill the increased need for food assistance caused by the COVID-19 pandemic, Second Harvest Food Bank will provide emergency relief food boxes <i>beyond</i> what it currently provides to five (5) food pantries in Millcreek Township for distribution to income eligible, food insecure families for a period of ten (10) months. Federal guidelines of who is able to receive the assistance have been temporarily loosened due to the current economic crisis caused by COVID-19. Families who will receive the assistance are currently living in poverty, even if it is temporary due to illness or unemployment and lay-offs. Member agencies distributing the food will have recipients sign a Self-Declaration of Need form provided by the Pennsylvania Department of Agriculture to certify a clients' income eligibility.
4	Project Name	Meals on Wheels Erie/COVID-19 Food Assistance Project
	Target Area	The Geographic Area is either community-wide or non-site specific.
	Goals Supported	Address food insecurity needs of persons with disabilities
	Needs Addressed	Public Services / Persons with Disabilities
	Funding	\$38,182 (CDBG-CV)
	Description	CDBG funds in the amount of \$38,182 will be provided to "Meals on Wheels Erie" who will utilize their current organizational framework and processes to have meals prepared and delivered for a period of 1 year (260 days) to twenty (20) severely disabled individuals who are food insecure due to COVID-19. Each client will receive two (2) meals per day, 5 days a week, Monday through Friday. A meal or Unit of Service is one chilled meal (Ready-To-Heat Meal or RTH) and one cold lunch (Light Meal). These meals can be custom made for people with food allergies, specific nutrition requirements, personal preference and other restrictions.
	Target Date	12/31/2021 extended to 12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Twenty (20) severely disabled Millcreek adults, ranging in age from age 18 – 60, will benefit from the activity.
	Location Description	The locations (addresses of clients) cannot be released due to privacy guidelines.
	Planned Activities	Meals on Wheels Erie will contract with LECOM Senior Living Center to prepare and pack the meals each day. Kitchen orders are placed the day prior according to the number of clients. Volunteer drivers using established routes complete meal deliveries. At each home, the volunteer will deliver the meal to the door and greet the client. Volunteers will often take notice of the well-being of the client and if concerns arise they will notify office staff who will take the proper action including calling the individual's emergency contact.

5	Project Name	HVA Senior Living Alliance CNA Scholarship Project
	Target Area	The Geographic Area is either community-wide or non-site specific.
	Goals Supported	Public services /05H Employment Training
	Needs Addressed	Public Services/Need for trained medical personnel
	Funding	\$19,770
	Description	CDBG-CV funds in the amount of \$19,770 will be allocated to the HVA Senior Living Alliance who will provide scholarships/training to ten (10) LMI Millcreek residents to become nursing aides. With recent world events, there is a need to train as many care providers/nurse aides as possible. For many individuals a major obstacle to becoming an aide is the cost. Through the proposed program, ten (10) LMI Millcreek Township residents will receive scholarships to enroll in a training program operated by HVA Senior Living Alliance.
	Target Date	12/31/2021 extended to 06/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Ten (10) low-to-moderate income individuals will be awarded scholarships to receive training to become nursing aides.
	Location Description	Community-wide
	Planned Activities	Ten (10) LMI Township residents will be awarded scholarships to become nursing aides through a training program operated by the HVA Senior Living Alliance. The program provides comprehensive theory and extensive training in 18 days, including 120 hours of instruction. A student may work up to 120 calendar days after receiving their certificate of completion before testing. Once credentialed, it is anticipated there will be 100% placement rating with the average pay starting at \$16.00/hour, more than doubling the minimum wage.
6	Project Name	General Program Administration
	Target Area	The Geographic Area is non-site specific.
	Goals Supported	Administration
	Needs Addressed	Administration of CDBG-CV program.
	Funding	\$25,508 (CDBG-CV)
	Description	FY 2020 CDBG-CV funds in the amount of \$25,508 will be set aside for the general management, coordination, and oversight of Millcreek Township's CDBG-CV Program.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Not Applicable
	Location Description	The Geographic Area is non-site specific.
	Planned Activities	Management, coordination and oversight of Millcreek's Township's FY 2020 CDBG-CV program.

7	Project Name	Millcreek Paramedic Service Equipment Purchase Project
	Target Area	The Geographic Area is either community-wide or non-site specific.
	Goals Supported	Public Services -Health Services/05M
	Needs Addressed	Medical equipment to assist EMS personnel a way to administer safer and more efficient care to COVID positive patients.
	Funding	\$164,121 (CDBG-CV)
	Description	The project will provide for the purchase of eight (8) LUCAS CPR devices to be used on eight ambulances operated by Millcreek Paramedic Services. The LUCAS Chest Compression System is a battery-powered device that performs automated chest compressions during cardiopulmonary resuscitation (CPR). In this time of COVID, manual chest compressions on patients in cardiac arrest can be dangerous for healthcare staff performing the procedure. The ability to stand aside and not be directly exposed while performing chest compressions greatly reduces the chance of infection. The device is recommended in the DoD COVID-19 Best Practices Management Guide.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Millcreek Paramedics Service serves as the primary response 911 response agency to Millcreek Township. In the last year the MPS responded to approximately 6,500 calls from Millcreek residents around 30% or 1,950 of who were COVID positive.
	Location Description	Community-wide
Planned Activities	Either through the PACOSTARS program or competitive bids, eight (8) LUCAS CPR devices will be purchased - one for each of the eight (8) ambulances operated by the Millcreek Paramedic Service.	

AP-50 Geographic Distribution – 91.220(f)

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

Millcreek Township has not identified any geographic priority areas for its FY 2020 CDBG funding or its special CDBG-COVID allocations. The benefit areas for all activities is either communitywide. Or non-site specific.

Geographic Distribution

Target Area	Percentage of Funds
The Geographic Areas are either community-wide or non-site specific.	100

Rationale for the priorities for allocating investments geographically

Not applicable.

Discussion

Not applicable.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

The Township will not be providing any affordable housing opportunities using FY 2020 CDBG funds or CDBG-CV monies.

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

Table 4 - One Year Goals for Affordable Housing by Support Requirement

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

Table 5 - One Year Goals for Affordable Housing by Support Type

Discussion

Not applicable.

AP-60 Public Housing – 91.220(h)

Introduction

Public housing in the Township consists of a three-story elderly apartment complex known as the Gerald S. Salsbury Building. The building is located at 4004 Pacific Avenue and is owned and managed by the Erie County Housing Authority (ECHA). The facility was constructed in 1981 under the Public Housing Program. The complex is comprised of 63 one-bedroom units and 2 two-bedroom units, all of which are occupied.

In addition to conventional public housing, the Housing Authority administers approximately 861 Section 8 vouchers throughout the County (excluding the City of Erie), approximately 258 of which were being utilized in the Millcreek as of January 2020. Approximately, one-third of these vouchers are being used at the following apartment complexes: The Reserve at Millcreek (42 vouchers); Paul J. Martin Complex (28 vouchers); Cider Mill Apartments (8 vouchers); and Tanglewood Apartments (4 vouchers).

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

No FY 2020 CDBG funding or CDBG-COVID monies are being allocated to address the needs of public housing. The Housing Authority annually receives Capital Funds from HUD to undertake improvements at its public housing developments. This past year at the Salsbury Building the Authority replaced the P-TAC units on the 1st floor units. Improvements planned for the program year at Salsbury include: replacing gutters, soffits, and fascia; painting stucco columns on exterior of building and replacing all common area flooring on the 1st floor.

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

The Housing Authority encourages tenants to attend the annual “Tenant Meetings” held in late spring early summer. These meetings are held so that tenants can inform the Authority of their concerns and wishes for upgrades and repairs to the buildings. These Meetings are held at each of the public housing facilities to make it easier for the tenants to attend with no travel involved.

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

NOT applicable. The ECHA is not designated as a troubled agency.

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

Introduction

Most if not all social service agencies that serve Millcreek Township residents are located outside of the township, predominantly in the City of Erie. No homeless or housing providers are located in Millcreek. Additionally, there is no information available identifying Millcreek Township's homeless population or subpopulations. Consequently, the nature and extent of homelessness in Millcreek is unknown. The Township supports the efforts of the City of Erie and County CoC to provide homeless services and emergency, transitional, and permanent housing for homeless individuals and families, including veterans, those with special needs, persons with disabilities, HIV/AIDS, and victims of domestic violence.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Erie County Care Management (ECCM) implements a coordinated entry system for all homeless or near homeless individuals and families to have a single touch point through which to access the area's suite of shelters and supportive services. This number is 814-SHELTER. Because this access point is available through a single phone number, ECCM can now more effectively spread the word about the new system among homeless populations. Much of the information regarding resources available to the homeless travels by word of mouth, so it is critical to ensure that awareness of how to access coordinated entry is widespread. Through the new system, ECCM is responsible for screening all individuals who enter the homeless system. The screening allows administrators to assess the needs of each individual or family and direct them to a facility that both fits their needs and has capacity. After an assessment is completed by coordinated entry staff, the clients are then referred to appropriate housing interventions. In Erie County, the assessment used is VI-SPDAT. Service and shelter providers are engaged in an ongoing effort to help ECCM understand the unique programs that they offer so that coordinated entry administrators are better able to match the homeless to programs that fit their needs. Coordinated Entry along with housing providers utilizes HMIS.

Addressing the emergency shelter and transitional housing needs of homeless persons

In addition to improving the coordination and use of resources as described above, shelter providers that serve Erie County are dedicated to providing sufficient space to accommodate those in need of emergency shelter. A seasonal shelter is provided at local churches and other community partner sites.

The County and some of its nonprofit shelter providers have moved away from a transitional housing model and towards a model of permanent housing and rapid rehousing, using national research to affirm that permanent housing is the best way to end homelessness. Transitional housing continues to be provided for female victims of domestic violence and their families, as well as for veterans.

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

The ultimate goal of area shelter providers is to help the homeless secure permanent housing and minimize the amount of time spent by individuals and families in the shelter system. The coordination of a broad range of social service providers helps to ensure that the homeless and formerly homeless receive the support necessary to become and remain stably housed. The Township will continue to work with housing and social service providers to meet the housing needs of homeless persons.

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

While the Township does not intend to undertake activities specifically targeted toward preventing homelessness, it will continue to rely on and support the work of local agencies working toward this goal.

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

Introduction:

The Regional Analysis of Impediments to Fair Housing Choice included a fair housing action plan for Millcreek Township that includes the following elements that pertain to affordable housing:

1. Establish a rental registration program to regularly ensure code compliance of privately owned rental residential units.
2. Have the Erie County Housing Authority conduct marketing to recruit additional landlords in Millcreek Township to accept Section 8 vouchers.
3. Apply a minimum set-aside requirement of accessible units to all assisted housing projects, including those financed with non-federal funds.
4. Participate in Erie Metropolitan Transit Authority's (EMTA) long range planning efforts to promote the expansion of public transit services, particularly ride-to-work routes and work with EMTA to solve service gaps that separate low/moderate income residents from major employment centers.

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

The Township is undertaking the following actions that impact affordable housing:

- (1) The Township has a draft rental registration program and has received a grant from PA DCED for implementation of administration software that could support such a program. There is currently no proposed implementation date but work on the program progresses.
- (2) Mackin Engineering, Inc. has been hired by the Township to update the Zoning Code and SALDO. Work on the zoning code is ongoing and minimum set-asides will be considered at the appropriate time.
- (3) HUD sets the Fair Market Rent every year for Erie County. The Authority's payment standards are set based on the fair market rents established by HUD. HUD allows payments standards to be between 90% - 110% of the fair market rent without HUD approval. The ECHA uses 110% of the fair market rent for its payment standard for any Section 8 units rented in Millcreek as a way of encouraging more landlords in the Township to participate in the program.
- (4) The Township remains open to working with EMTA leadership to enhance ride-to-work routes and eliminate service gaps for LMI persons.

AP-85 Other Actions – 91.220(k)

Introduction:

Of the four (4) CPD formula block grants - CDBG, HOME, ESG and HOPWA - Millcreek Township is only entitled to receive assistance under the CDBG program. The FY 2020 CDBG grant of \$260,942, while 6.7% more than last year's allocation and the highest since 2010, is still miniscule compared to the many needs of the community. As such, the Township will seek to collaborate with agencies and organizations to leverage other resources, especially those agencies that can assist the Township in addressing some of its unmet housing needs.

Actions planned to address obstacles to meeting underserved needs

An underserved need of the Township is LMI single-family housing rehabilitation along with home modifications for disabled individuals. Millcreek is hopeful that it will be able to commit some of its 4th and/or 5th year CDBG funding for these activities once it completes the multi-year/multi-phase program of the curb-cut ramps removal/replacement. In the interim, the Township will continue to partner with the Erie County Housing Authority which provides weatherization assistance to residents of Erie County (excluding the Erie City) including Millcreek Township. For the upcoming year (July 1, 2020 to June 30, 2021), it is anticipated that \$91,579 in ECHA resources will be available to assist approximately fifty-nine (59) Millcreek families.

Actions planned to foster and maintain affordable housing

The Township will not be providing any affordable housing opportunities using FY 2020 CDBG funds or CDBG-CV monies.

Actions planned to reduce lead-based paint hazards

No FY 2020 CDBG funds or CDBG-COVID monies have been set aside for single family housing rehabilitation. In the event that funding is made available in the future, each unit built before 1978 would be tested for the presence of lead-based paint, and if found, surfaces would be removed or the material encapsulated to prevent exposure. Upon conclusion of the rehabilitation work, the housing unit would have to pass a lead clearance test.

Actions planned to reduce the number of poverty-level families

According to 2017 census estimates, 6.7% of all families in Millcreek Township live below the poverty level compared to 3.9% in 2010. Unfortunately, the Township has very little control over the factors that cause poverty and very little it can do on its own to address the problem. What is needed most to break the cycle of poverty in Millcreek and Erie County as a whole is equal access to quality education starting in early childhood and the development of, and access to, job training and good paying jobs as well as affordable health care. This can only be accomplished by a community/regional effort.

One group working to address the problem is "Erie Together", a collaboration of 3 agencies - the Greater Erie Community Action Committee [GECAC], United Way of Erie County, and Mercyhurst University which was formed in 2009 to help better align local resources to prevent and reduce poverty which will ultimately help strengthen the area's local economies. Specific issues that Erie Together teams are currently working on include: 1) Early Childhood Readiness and Success; 2) Aligning Education to Careers; 3) Individual and Family Stability; and 4) Balancing Economic and Workforce Development. The Township will need to continue to support and encourage the efforts of groups like "Erie Together" that are working to reduce the causes of poverty in the area.

Actions planned to develop institutional structure

No changes are anticipated in the present institutional structure.

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

Millcreek Township will continue to actively work with regional housing and social service providers to identify opportunities to enhance coordination between the Township and such providers. Millcreek will accomplish this through regular communication between Township representatives, and housing and service providers that address the needs of its residents.

Program Specific Requirements

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

Introduction:

Projects proposed to be undertaken with CDBG funds during the program year are identified in Sections **AP-35**

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed.....	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.....	0
3. The amount of surplus funds from urban renewal settlements.....	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.....	0
5. The amount of income from float-funded activities.....	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities.....	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan	100.00%

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

- FY's 2020, 2021 and 2022