

**Meeting Minutes  
State College Borough  
CDBG/Citizens' Advisory Committee (CAC)  
May 21, 2020  
Virtual Meeting**

The State College Borough Community Development Block Grant/Citizens' Advisory Committee (CDBG/CAC) virtual meeting was called to order via the Zoom system by Selden Smith, Chair on Thursday, May 21, 2020 at 12:02 p.m.

**Members Present**

Selden Smith, Chair; Ian Boswell; Alexis Burke; Marcia Patterson; and Bruce Quigley

**Members Absent**

David Gaines and Jason Olcese

**Others Present**

Maureen H. Safko, Senior Planner; Ed LeClear, Planning Director; Elizabeth S. Eirmann, Planner-Housing Specialist; Isabel Storey, Planner; Denise L. Rhoads, Administrative Assistant; and Douglas Shontz, Assistant to the Borough Manager

**Approval of Minutes**

A motion was made by Ms. Burke and seconded by Ms. Patterson to approve the May 5, 2020 minutes as submitted. The vote was unanimously in favor.

**Chair Report**

Selden Smith, Chair, did not present a report. He thanked those members of the community who participated in the last meeting and those who were attending this meeting.

**Public Hour**

No one from the public wanted to discuss items not on the agenda.

**Review and Recommendation of Amendment to the 2015-2019 Consolidated Plan and the 2020-2024 Consolidated Plan and the FY2019 and FY2020 Annual Action Plans including CDBG-CV funds**

Ms. Safko's overview included:

- The Coronavirus Aid, Relief, and Economic Security (CARES) Act, made available to the Borough \$305,713 in Community Development Block Grant Coronavirus (CDBG-CV) funds to prepare for, prevent and respond to the impacts of the growing impacts of the COVID-19 coronavirus pandemic.
- FY2019 and FY2020 CDBG and HOME funds may also be re-allocated for this purpose. Public input on pandemic related community needs was received during the virtual public hearing held on May 5, 2020.
- Eight individuals provided input during the hearing and seven written project proposals were subsequently received. A summary of these 7 requests was presented for consideration for funding.

- Ms. Safko presented a chronological recap of the process for the Amendment:
  - April 2 – CARES Act CDBG-CV Award Letter dated.
  - April 21 – Public notice published for Citizen Participation Plan Amendment.
  - May 5 – Public Hearing Community Needs at CDBG Citizens’ Advisory Committee Meeting and Citizen Participation Plan Amendment review.
  - May 17 – Public notice published announcing public hearing #2.
  - May 18 – Council approved Citizen Participation Plan Amendment.
  - May 21 – CDBG Citizens’ Advisory Committee Meeting to discuss allocations.
  - May 25 – Public notice with Consolidated Plans and Action Plans.
  - May 26 – June 1 Public comment period of no less than five days.
  - June 1 – Public hearing #2 at 7:00 p.m. followed by Council’s action pending public input.

### Public Comments

- Morgan Wasikonis from Housing Transitions, Inc. (HTI) had two questions:
  - She noted HTI was planning to apply for the Emergency Solutions Grant (ESG) in cooperation with Centre County by June 1, 2020 because of non-congregate shelter needs and homeless prevention.
  - When would funds be available? HTI had previously requested reimbursement from the Borough for non-congregate stay, hotel room expenditures made in March and April and had not yet received confirmation that the Borough could reimburse these expenses. Ms. Safko replied that she and Mr. LeClear had discussed the request with the Borough Manager and were waiting for a reply.
- Phil Jones, Director of House of Care (HOC) noted funds would be greatly appreciated to cover additional staffing, food, etc. for both HOC and Out of the Cold programs.

### Community Needs Proposals with Staffs’ Recommendations

- Centre County COVID 19 Community Response (4CRP) – Rent Relief (\$100,000+ to be delivered collectively with Item #6)
- Centre County COVID 19 Community Response (4CRP) – Spanish Interpreter Position (\$0.00) – While the need for this service is recognized, there is a need to build relationships through community outreach to learn more about the languages with which assistance is needed and what community resources exist to provide the services. Ms. Safko also mentioned that other funding sources might be more appropriate than CDBG, CDBG-CV and HOME.
- Centre Safe – Non-congregate shelter, staffing, etc. – (\$30,000) estimated for 3 months
- House of Care – Additional shelter staff – (\$12,000)
- Out of the Cold – Expenses to prevent spread of virus i.e. hotel or apartment fees, food, staff, transportation, PPE, etc. – (\$45,000) – estimated for 3 months
- English as a Second Language Teachers in Support of Students and Families – Rent and utilities for about 25 families for three months – (\$100,000+ to be delivered collectively with Item #1) – administered by Borough Staff
- Centre for Volunteers in Medicine – 10% of expenses for telemedicine, and PPE for volunteers and testing for Borough resident patients (estimated) – (\$10,000)
- Total recommended: \$197,000+

Funds Available for COVID Response – Staff identified projects with schedules that could be shifted or postponed.

	Total for COVID Response	Total for Projects	Total Admin/Operations for COVID response activities
CDBG-CV	\$305,713	\$244,571	\$61,142
FY20 HOME	\$288,313	\$187,403.43	\$100,909.57
FY20 CDBG	\$211,713.52	\$211,713.52	\$0
FY19 CDBG	\$155,870.89	\$155,870.89	\$0
	\$961,610.41	\$799,558.84	\$162,051.57
IH	\$650,000	\$650,000	\$0
<b>Total</b>	<b>\$1,611,610.41</b>	<b>\$1,449,558.84</b>	<b>\$162,051.57</b>

Ms. Safko noted staff removed the usual First-time Homebuyer projects to be able to provide funds needed to meet COVID-19 related community needs.

She noted \$650,000 would be distributed equally between both Community and Housing Development Organizations (CHDO's) for the purpose of replacing HOME and CDBG funds that were budgeted for Acquisition/Rehabilitation First Time Home Buyer Program.

Several groups stated it is very difficult to estimate what they actually need since there is little demand from the community now while the eviction and foreclosure moratorium is in effect.

Funds Available for COVID Response from FY19 CDBG, FY20 CDBG and FY20 HOME

House of Care	\$12,000	FY20 CDBG
Centre Safe	\$30,000	FY20 CDBG
Out of the Cold	\$45,000	FY20 CDBG
Centre for Volunteers in Medicine	\$10,000	FY20 CDBG
Homelessness Prevention Program	\$400,441.89	CDBG-CV, FY19 CDBG
Food and Shelter Services	\$114,713.52	FY20 CDBG
Tenant Based Rental Assistance	\$187,403.43	FY20 HOME
<b>Total</b>	<b>\$799,558.84</b>	

Funds Available for COVID Response – 2020 CDBG-CV activities

Ms. Safko stated the actual allocations for this category were: 1) administration/planning (20%) - \$61,142; and 2) housing/homelessness prevention program - \$244,857 for a total of \$305,713.00.

Funds Available for COVID Response – 2020 HOME activities

Ms. Safko stated the actual allocations for this category were: 1) administration/planning (25% increase) - \$72,078.25; 2) both State College Community Land Trust program FTHB program had been restored with the help of inclusionary housing (IH) funds; 3) \$187,403.25 in HOME funds were budgeted for a new Tenant Based Rental Assistance Program; and 4) both CHDO's received \$14,415.66 in CHDO Operating funds.

She also noted there was more of a need for administrative support for these programs than is involved in delivery of typical CDBG and HOME funded activities..

### CAC comments

- Mr. Smith asked where Inclusionary Housing funding came from. Ms. Safko stated these were fees paid to the Borough by developers that chose not to include affordable housing units onsite.
- Mr. Boswell asked if the HSP had a redundancy with other programs. Mr. Smith stated the organizations worked closely together to be able to understand each other's programs. Mr. LeClear stated it was staff to staff coordination and our staff had been in contact with the Housing Authority of Centre County.

### Public comments

- Ms. Wasikonis asked how the homelessness prevention program would be administered. Ms. Safko stated it would be a referral program administered by borough staff and that staff was looking to HUD for program requirements and to model programs from around the country for best practices. Mr. LeClear stated staff did not anticipate seeing funding for this until summertime.

Ms. Safko noted 2016 – 2018 funds were not covered by the CARES ACT. But, an amendment was needed to shift those funds where they came from. She noted 2015 was an exception and this was being put towards the only infrastructure project for this year, the East Fairmount Park Project.

Ms. Safko stated that was a one-time opportunity for the CHDOs to use IH funds for Acquisition/Rehabilitation FTHB projects without the \$92,000 limitation and that they could keep the proceeds which would help with operation funds to help sustain both CHDO's through this time of lower than usual donations..

Mr. LeClear stated Ms. Safko worked very hard to put this together.

Ms. Ritter and Mr. Jones noted a big thank you to Ms. Safko and staff.

Amy Rumbel, Centre Safe, asked if the human service agencies should attend the Council meeting on June 1. Ms. Safko stated attendance would be beneficial and not required.

Mr. Smith asked if the CAC members should attend the Council meeting on June 1 and Ms. Safko stated yes, if available and Mr. Shontz stated it would be beneficial to attend.

A motion was made to approve this amendment by Ms. Burke and seconded by Ms. Patterson. The vote was unanimously in favor.

### **Upcoming Meeting**

Tuesday, June 2, 2020 at Noon (virtual)

### **Adjournment**

With no further business, Ms. Patterson made a motion to adjourn the meeting at 12:54 p.m. and Ms. Burke seconded it. The vote was unanimously in favor.

Respectfully submitted,

Denise L. Rhoads  
Administrative Assistant