

**CITY OF LANCASTER, OHIO  
CONSOLIDATED PLAN 2003 - 2007**

**FY 2003  
ANNUAL ACTION PLAN**

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## ANNUAL ACTION PLAN

### FY 2003 One-Year Action Plan

The City of Lancaster anticipates having available \$690,000 in Community Development Block Grant (CDBG) funds for use in FY 2003 which commences on September 1, 2003. The source of the funding is \$686,000 in FY 2003 CDBG funds from the U. S. Department of Housing and Urban Development (HUD) and \$4,000 in anticipated program income from repayment of loans from prior year housing rehabilitation activities.

The following CDBG program activities and funding allocations are offered by the Lancaster Community Development Department as the recommended FY 2003 Action Plan. These recommendations are subject to review by the Planning Zoning & Economic Development Committee of Council, a public hearing and Council approval.

Funding recommendations are reviewed for consistency with the priorities of the *Consolidated Plan*. The Lancaster Community Development Department considered prior year funding allocations on hand as an integral element for establishing the FY 2003 CDBG activity funding recommendations. The city's entitlement funding allocation decrease in the amount of \$34,000 also had to be considered.

#### **Administration** (subject to 20% cap)

- *CDBG Planning and Administration* **\$ 138,000**

Funding covers program costs for staff salaries, benefits, office lease, supplies, travel, training and advertising expenses.

#### **General Activities** (not subject to cap)

- *Downtown Revitalization Section 108 Repayment* **\$ 163,650**

Funding is set aside for the principle and interest payments on the Section 108 loan for downtown revitalization.

- *Nolder Barr Neighborhood Improvement Project* **\$ 100,000**

The Nolder Barr Neighborhood Phase I Infrastructure project will be constructed and will include neighborhood improvements consisting of new curbs, storm drainage, sidewalks and streets. Prior year funding allocations will also be utilized for this project.

- *Homeowner Housing Rehabilitation* **\$ 84,264**

The Lancaster Community Development Department administers an owner occupied single family housing rehabilitation program. The funding amount includes program income from repayment of prior loans for rehabilitation projects.

- *Homebuyer Acquisition Program* **\$ 75,000**

The Lancaster Community Development Department administers a homebuyer acquisition assistance program. Funds provide a deferred loan in the amount of \$5,000 to assist low and moderate income households in purchasing a single-family dwelling unit within the city.

- *Fairfield Center for Disabilities* **\$ 2,000**

Fairfield Center for Disabilities and Cerebral Palsy provides in-home modification and wheelchair ramps for residents with disabilities. Prior year funding allocations in the amount of \$13,600 will also be utilized for this activity.

- *Fairfield Metropolitan Housing Homebuyer Assistance* **\$ 20,000**

Funding will be provided to assist Fairfield Metropolitan Housing clients with the purchase of a single family dwelling unit. Client participation in extensive homebuyer education and budgeting programs will be required.

- *Community Action Economic Development* **\$ 25,000**

Funding will be provided to assist with the construction of a new recycling facility through the Lancaster Community Action Recycling and Litter Prevention Program. The project will provide employment opportunities to low and moderate income residents within the city.

**Public Services** (subject to 15% cap)

- *Fair Housing* **\$ 1,000**

The Lancaster Community Development Department operates as the Fair Housing Agency for the city of Lancaster. Complaints regarding fair housing issues within the city are directed to the CDD office for processing. The fair housing activity is a required component of the Community Development Block Grant program. Prior year funding allocations will also be utilized for this activity.

- *Homeless Prevention/Housing Counselling (LSS)* **\$ 0**

Prior year funding allocations in the amount of \$25,255 will be utilized by Lutheran Social Services to provide counselling and assistance aimed at preventing homelessness. In addition the program provides funds to provide one time payments to keep people in their homes.

- *Lighthouse Domestic Violence Shelter* **\$ 20,000**

The Lighthouse provides emergency protective temporary shelter and counselling to victims of domestic violence. CDBG funding is applied directly to the provision of services to individuals and families who are victims of domestic violence.

- *New Horizons Respite Care and Emergency Housing Assistance* **\$ 20,000**

New Horizons provides respite (temporary) care for persons who have special needs by virtue of their clinical diagnosis as mentally ill or disabled. The program also assists clients with one-time housing emergencies of a financial nature.

- *Fairfield Industries* **\$ 1,000**

Fairfield Industries provides litter control and grounds keeping services during the Lancaster Festival. Employment is provided for persons with mental retardation, developmental disabilities, and mental health disabilities. Prior year funding allocations in the amount of \$3,200 will also be utilized for this activity. The Community Development Department anticipates receipt of an invoice prior to the end of the fiscal year. Invoice can not be processed until after the Lancaster Festival which occurs during the first part of August of each year.

- *Lancaster Transit Authority* **\$ 9,462**

Funds are provided as a partial funding match necessary to purchase a wheel chair accessible vehicles which will be utilized by the Lancaster Transit Authority to increase transit service to the elderly and disabled.

- *Community Action* **\$ 10,000**

Community Action of Lancaster-Fairfield County provides extensive counselling to Lancaster Fairfield County Community Action Agency's emergency shelter residents. Prior year funding allocations in the amount of \$13,600 will also be utilized for this activity.

- *Division of Fire* **\$ 4,000**

Funding provides material and equipment for use in the City of Lancaster Division of Fire's safety educational program. The items will be used in educating school age children about fire and safety issues.

- *Fairfield Center for Disabilities Transit Assistance* **\$ 6,624**

Funds provides a partial local funding match in concert with an application filed with the State to obtain funding for the purchase of a handicapped accessible van.

- *Fairfield Heritage Lancaster City Bike Trail* **\$ 10,000**

Limited assistance will be provided as local matching grant funding for Phase II construction improvements of the Lancaster City Bike Trail. The trail creates a transportation corridor for pedestrians and bikes under State Route 33 and develops a safe school corridor linking eight (8) schools and over eight (8) miles of ADA compliant paved trails.

**Total FY 2003 Allocations      \$ 690,000**

All activities and use of funds will result in a principle benefit to low and moderate income persons due to the area in which the activity will be implemented or a direct benefit to low and moderate income persons. Public services funded will be provided to a specific clientele that have been determined to be low or very low income.

The Annual Action plan includes the use of \$232,264 in FY 2003 Community Development Block Grant funding for housing related activities, approximately 34% of the total allocation. In addition, the city utilizes Ohio Community Housing Improvement revolving loan program funding to assist with the housing rehabilitation, acquisition, and lead based paint reduction programs.

Approximately a total of \$2,256,000 other funds will be used or leveraged in conjunction with the FY 2003 Annual Action Plan. Projects which will utilize other funding are outlined as follows: Acquisition Assistance/\$960,000, Removal of Architectural Barriers/\$2,000, Lancaster Transit Authority/\$9,500, Fairfield Center for Disabilities Transit Assistance/\$26,500, Fairfield Heritage Lancaster City Bike Trail/\$568,000, Economic Development/\$670,000, and Housing Rehabilitation/\$20,000. Also, as outlined in the Fairfield Metropolitan Housing Authority's Annual Plan, approximately \$4,650,000 dollars are planned financial resources to address housing assistance programs within the agency during 2003.

**LANCASTER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
FY 2003 ANNUAL ACTION PLAN (USE OF FUNDS)**

□	CDBG Planning & Administration	\$ 138,000
□	Downtown Revitalization Section 108 Repayment	\$ 163,650
□	Nolder-Barr Target Area Public Improvements	\$ 100,000
□	Homeowner Housing Rehabilitation	\$ 84,264
□	Homebuyer Acquisition Assistance	\$ 75,000
□	Fairfield Center for Disabilities	\$ 2,000
□	Fairfield Metropolitan Housing Homebuyer Assistance	\$ 20,000
□	Lancaster Fairfield Community Action Economic Development	\$ 25,000
□	Fair Housing	\$ 1,000
□	Lighthouse Domestic Violence Shelter	\$ 20,000
□	New Horizons	\$ 20,000
□	Fairfield Industries	\$ 1,000
□	Lancaster Transit	\$ 9,462
□	Lancaster Fairfield Community Action	\$ 10,000
□	Lancaster Fire Prevention	\$ 4,000
□	Fairfield Center for Disabilities Transit	\$ 6,624
□	Fairfield Heritage Lancaster City Bike Trail	\$ 10,000
	<b>TOTAL PROGRAM FUNDING (including program income)</b>	<b>\$ 690,000</b>

## SUMMARY OF FY 2003 FUNDING REQUESTS RECEIVED

□ Downtown Revitalization Section 108 Repayment *	<b>\$ 163,650</b>
□ CDBG Planning & Administration *	<b>\$ 138,000</b>
□ Nolder-Barr Target Area Public Improvements *	<b>\$ 100,000</b>
□ Fairfield Metropolitan Spring Street Infrastructure	<b>\$ 25,000</b>
□ Homeowner Housing Rehabilitation *	<b>\$ 100,000</b>
□ Homebuyer Acquisition Assistance *	<b>\$ 100,000</b>
□ Fairfield Metropolitan Homebuyer Assistance	<b>\$ 50,000</b>
□ Fairfield Center for Disabilities*	<b>\$ 15,000</b>
□ Fairfield Center for Disabilities Transit Assistance (Public Service)	<b>\$ 6,624</b>
□ Fairfield Industries* (Public Service)	<b>\$ 2,200</b>
□ Fair Housing * (Public Service)	<b>\$ 1,000</b>
□ Homeless Prev./Housing Counsel (LSS)* (Public Service)	<b>\$ 32,750</b>
□ Lighthouse Domestic Violence Shelter* (Public Service)	<b>\$ 22,500</b>
□ New Horizons* (Public Service)	<b>\$ 27,500</b>
□ Lancaster Transit* (Public Service)	<b>\$ 9,462</b>
□ Fairfield Heritage Lancaster City Bike Trail (Public Service)	<b>\$ 25,000</b>
□ Lancaster Fairfield Community Action * (Public Service)	<b>\$ 20,000</b>
□ Lancaster Fairfield Community Action Economic Development	<b>\$ 35,000</b>
□ Lancaster Fire Prevention* (Public Service)	<b>\$ 15,820</b>
□ Soap Box Derby	<b><u>\$ 20,000</u></b>
<b>TOTAL</b>	<b>\$ 909,506</b>

\* denotes continuation or an on-going activity.

**NOTE: TOTAL FUNDING AMOUNT CAN NOT EXCEED \$690,000**

## ***Monitoring Procedures for the Lancaster Community Development Department***

The Lancaster Community Development Department (LCDD) monitors annual program compliance by comparing annual program requests with the Five Year *Consolidated Plan*. Projects selected for funding must meet one or more priorities of the Five Year *Consolidated Plan* in order to receive funding.

Once a project is selected for funding, the LCDD continues to monitor progress of the project from approval stage through completion of the project. The LCDD Executive Director, Mary Jo Smith, monitors all contracts and sub-recipient contracts for compliance with HUD standards. Requests for funds from sub-recipients and direct contracts are reviewed by both the Administrative Specialist and the CD Director prior to approval and submission to the Mayor for final approval. Review of sub-recipients is not merely for compliance, but is done with the idea of improving the sub-recipients delivery of services to the community. The LCDD references *Managing CDBG...A Guidebook of CDBG Grant and Sub-recipient Oversight*, dated August 1993 as prepared by Community Planning & Development, Department of Housing and Urban Development.

Overall performance is monitored by means of the Consolidated Annual Performance Report. During preparation of the annual performance report, all projects are reviewed as to their original intent and determinations are made with regard to the degree of success of the project in meeting the original goals and priorities. Meetings are held with sub-recipients for discussion of performance and positive suggestions are offered to improve service delivery.

The FY 2003 - FY 2007 Five Year Consolidated Plan serves as the planning document for the LCDD. The plan was prepared utilizing Census 2000 data. Major components of previous Consolidated Plans, particularly the downtown revitalization portion, have been substantially completed. As a result of negotiations with City Council several of the neighborhood infrastructure projects which have occupied a substantial portion of the budget have received funding from city capital improvement funds to bring about their substantial completion.

Tracking of equipment purchased with the use of CDBG funds is accomplished via inventory records maintained by the LCDD. This is a long-term tracking process.

Planning projects are monitored and tracked to insure that planned projects become completed projects. This is done on a continuing basis by LCDD staff. All such planned projects using CDBG funds have now resulted in constructed projects or are in various stages of final design leading to a construction project.

### ***Affirmative Marketing***

The Lancaster Community Development Department (LCDD) affirmatively markets participation of minorities and women in projects funded with CDBG funds. Following is the *Minority and Women's Business Policy*, as promoted by the Lancaster CDBG program. This policy is a part of all contracts issued through the LCDD.

**MINORITY AND WOMEN'S BUSINESS POLICY  
LANCASTER COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

I. Minority and Women's Business Policy

- A. It is the policy of the city of Lancaster that minority and women-owned businesses shall have the maximum feasible opportunity to participate in the performance of contracts assisted with Federal and State of Ohio financial assistance.
  
- B. All bidders under a prime contract with the city of Lancaster must comply with this MBE/ WBE policy. This policy is not, and shall not be construed to be, a minority and / or women's business enterprise "set-aside". However, it will be the policy of the city to ensure that project participation meets or exceeds the goals established for MBE/ WBE participation. To this end, it will at all times be the responsibility of the bidder/contractor to objectively demonstrate evidence of good faith compliance efforts with regard to this policy.
  
- C. The MBE/WBE participation goals for contracts covered by this policy, as a percent of the total dollar amount of the respective contract are as follows:
  - 1. Minority Business Enterprise Participation - 10%
  - 2. Women's Business Enterprise Participation - 2%

II. Definitions

A. Minority Business Enterprise

"Minority business enterprise" means a business, at least 51 percent of which is owned and controlled by minority group members. The minority ownership must participate in day-to-day management of the business.

Minority groups are as follow: Black (Afro-American), Asian, Hispanic, American Indian, American Eskimo, and Aleutian or Pacific Islander.

B. Women's Business Enterprise

"Women-owned business", and its variations, means a business which is at least 51 percent owned by a woman or women and who exercise significant control and management in the day-to-day operation of the business.

- 1. Ownership. Determination of whether a business is at least 51 percent woman-owned shall be made without regard to community property laws.

2. Control and operation. "Control" means exercising the power to make policy decisions, and "operate" means being actively involved in day-to-day management.
3. The following are some of the factors to be considered in determining if requisite ownership and control exists:
  - a. The percentage of stock owned or the proportion of capital invested in a partnership.
  - b. Whether the ownership is meaningful, that is, whether the woman's ownership interest is such that the woman owner can sell the business or liquidate at will, or whether the woman owner's interest is subject to a controlling lien on her interest.
  - c. The provisions for sharing income and losses.
  - d. Whether there is evidence that the woman owner participates significantly in business policy development decisions of importance to the business (e.g., whether there are procedures requiring her sign off on significant actions).
  - e. Whether corporate history indicates that the business is, in fact, woman controlled.

### III. Evaluating Goal Achievement and Good Faith Efforts

- A. As a prerequisite to demonstrate MBE/WBE compliance, all bidders must provide the following data with its bid:
  1. Identify a specific individual responsible for all MBE/WBE matters related to the bid or contract.
  2. Proposed percentage of MBE/ WBE participation versus the city's stated goal for MBE/ WBE participation.
  3. For all proposals for which the stated goal for MBE/ WBE participation is NOT met, a narrative statement must be submitted which documents the good faith efforts which have been taken to achieve the goal and the reason for inability to meet the goal.

NOTE: MBE / WBE Data sheet I must be used for this purpose. This form must be completed and submitted with the bid. Failure to supply this information will be cause to determine the bid to be unresponsive.

B. Within fifteen (15) days of the date on which the Owner notifies a bidder of its intent to accept their bid, the bidder shall provide any applicable additional information as may be necessary to meet the following:

1. For Bidders who are committed to achieving MBE/ WBE goals.
  - a. Total dollar amount of MBE/ WBE participation.
  - b. List of MBE/ WBE subcontractors or suppliers to be utilized.
  - c. Type of work and dollar amount related to each subcontract.

NOTE: Use Data Sheet II to provide this information.

2. For all bidders NOT achieving the city's goal.
  - a. Provide the name, address, phone, contact person, amount and type of work to be provided by each subcontractor or supplier.
  - b. Efforts to extend opportunities to MBE/ WBE's.
  - c. Evidence of written notification to minority associations.
  - d. Efforts made to subcontract or segment the work in an effort to provide a greater opportunity for MBE/ WBE participation.
  - e. Copies of solicitation letters sent to MBE/ WBE businesses requesting quotes or proposals.

NOTE: Use Data Sheet III to provide this information. Data Sheet III is to be used by all bidders NOT achieving the city's MBE/ WBE goals.

#### IV. Non-Compliance

The city may reject any bids or proposals for non-compliance with any of the provisions of its MBE/ WBE policy. The city further reserves the right to waive any deficiencies in bids not in compliance for good cause.

#### V. Protests

All protests related to the application or administration of this policy shall be submitted in writing to the Lancaster Community Development Director. The subsequent appeal of any determination by the Community Development Director shall be submitted to the Mayor or Service/ Safety Director. (MBE 5/96)

## **Section 504, U.S.C. §794 as it relates to Lancaster**

The text of Section 504, 29 U.S.C. §794 states:

No other wise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The programs operated by the City of Lancaster that utilize Community Development Block Grant (CDBG) funds as covered by the FY 2003 Consolidated Plan Action Plan are in full compliance with Section 504.

In fact the City has taken steps to insure expanded opportunities for persons within the City of Lancaster who have disabilities. In the FY 2003 plan there are programs specifically addressed to disability assistance. Fairfield Center For Disabilities and Cerebral Palsy, Inc. is a project directed to making housing accessible for persons with physical disabilities. The CDBG funds are used to provide materials and administrative support for a program that provides handicap accessibility to the homes of individuals with physical disabilities. This assistance can be in the form of wheelchair accessible ramps, replacement of doorways, changing locations of hardware, and otherwise modifying homes to accommodate physical disabilities. Fairfield Industries is a project that provides partial funding for the employment of physically and mentally handicapped individual clients of Fairfield Industries to provide two weeks employment. The handicapped clients, working under the supervision of Fairfield Industries staff, maintains the downtown area during the two weeks of the Lancaster Festival. This project has been on-going now for three years and has led to a greater acceptance and awareness that persons with disabilities are a part of our Lancaster community and can be contributing members to the community. New Horizons Home-based Care Companions and Respite Care is a project that provides funding to assist individuals with mental health disabilities and their families to receive respite care. Because many of the clients of New Horizons suffer from multiple disabilities this project assists the aged, the frail, the developmentally handicapped, the physically disabled, the individuals handicapped by substance abuse as well as those with mental handicaps. Funding for the Fairfield Heritage Lancaster City Bike Trail also addresses Section 504. The trail will be fully handicap compliant.