



Bristol Township 2019 Consolidated Annual Performance Evaluation Report (CAPER)

NAME OF JURISDICTION:

Bristol Township

Bucks County, Pennsylvania

LEAD AGENCY:

Bristol Township, Office of Community Development

2501 Bath Road, Bristol, Pennsylvania 19007

CONTACT PERSON:

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Community Development Director

267-812-3102

SUBMITTED ON BEHALF OF BRISTOL TOWNSHIP BY:

Randee J. Elton

Township Manager

Signature/Title

Date

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Bristol Township is an entitlement jurisdiction, receiving an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). As a recipient of CDBG funds, the Township is required to prepare a five-year strategic plan that identifies community development and housing needs, prioritizes these needs, and establishes goals and objectives to meet the needs. Each year the Township is required to provide an assessment of its accomplishments toward meeting the goals and objectives in its 2015-2019 Five-Year Consolidated Plan. This annual report is called the Consolidated Annual Performance Evaluation and Report (CAPER). This year's CAPER reports on the actions and achievements the Township accomplished for the 2019 CDBG program year beginning July 1, 2019 and ending June 30, 2020. This is the final reporting year for the 2015-2019 Five-Year Consolidated Plan.

The CDBG Program and activities outlined in this FY 2019 CAPER principally benefited low- and moderate-income persons and funding was targeted to neighborhoods where there is the highest percentage of low- and moderate-income residents.

The Township during this CAPER period budgeted and expended FY 2019 CDBG funds on the following strategies:

- **Administration-** Budget \$120,591, expended \$118,531
- **Public Facilities & Infrastructure Improvements -** Budget \$389,000, expended \$253,591
- **Housing Programs -** Budget \$100,000, expended \$87,367

Highlights of FY 2019 include:

- Completed Analysis of Impediments to Fair Housing.
- Prepared and Completed the 2020-2024 Consolidated Plan.
- Finalized lights and repairs at Cedar Avenue Park.
- Completed design and construction plans for JFK Park; read for bid documents.
- Installed playground at Hazel Avenue Park.
- Installed playground at Hilltop Avenue Park.

- Installed cameras at Marie Lowe Park.
- 15 Owner occupied homes repaired.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete
1A: Assist Homeowners with Needed Repairs	Affordable Housing	CDBG: \$160295	Homeowner Housing Rehabilitated	Household Housing Unit	150	68	45.33%
1B: Promote Fair Housing	Affordable Housing Public Housing Homeless		Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	5000	1080	21.60%

1C: Provide for Special Needs Housing	Homeless		Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	80	0	0.00%
1C: Provide for Special Needs Housing	Homeless		Homelessness Prevention	Persons Assisted	100	100	100.00%
2B: Reduce Vacancy & Blight	Affordable Housing Non-Housing Community Development		Buildings Demolished	Buildings	50	0	0.00%
2C: Improve Public Facilities & Infrastructure	Non-Housing Community Development	CDBG: \$382368	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	4500	180.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During the FY 2019 CDBG Program Year, the Bristol Township addressed the following strategies and specific objectives from its Five-Year Strategic Initiatives:

Goals/Strategies:

Housing Rehabilitation - Continue to provide financial assistance to low- and moderate-income homeowners to repaie emergencies to existing owner-occupied housing.

- **Owner Occupied Rehabilitation Program:** Funds from this activity were used to pay for the administration of the housing program, along

with direct emergency repair assistance for owner-occupied housing. During this CAPER program year, the Township rehabilitated fifteen (15) houses.

Public Facility & Infrastructure Improvements - Improve Parks in low- and moderate-income areas.

- **Cedar Avenue Passive Park Improvements:** Funds from this activity were used for the finalizing construction of Cedar Avenue Park. Construction began in June of 2018. Most aspects of the park were completed within the 2018 Program Year and the park opened. Lighting and punch list items were completed in FY 2019.
- **Humphrey's Park Improvements:** New basketball hoops have been installed in this playground, but remaining items, such as benches and new trash receptacles have not yet been installed.
- **Marie Lowe Park Improvements:** New playground equipment and cameras were installed at this park. New trash receptacles have yet to be placed.
- **Hilltop Avenue Park Improvements:** A new play structure was installed. Fencing and new trash receptacles have yet to be completed.
- **JFK Park Improvements:** Planning and engineering for this major park construction have been completed, as has a new playground. Items not yet completed include a new pavilion, restrooms, basketball courts and a soccer field, new walking paths and two new parking lots.
- **Sara Johnson Park Improvements:** New playground equipment and surfacing, benches and new trash receptacles have not yet been completed at this park.
- **Hazel Avenue Park Improvements:** New swings and play structure and safety surfacing have been completed. Cameras and new trash receptacles have not yet been placed at this park.

Administration, Planning, and Management Priority

- **Administration:** Funds from this activity were used for program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, and compliance with all Federal, state, and local laws and regulations. The Analysis of Impediments to Fair Housing and the 2020-2024 Consolidated Plan

were completed.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	2675
Black or African American	1168
Asian	197
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	0
Hispanic	270
Not Hispanic	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The targeted low- and moderate-income areas for public facilities and infrastructure improvements includes:

Census Tract: 1003.03 where Marie Lowe Park was improved. This area's racial and ethnic profile includes 23.6% White, 6.3% Black, 6% Asian and 17.1% Hispanic.

Census Tract: 1003.04 where Hilltop and Hazel Avenue Parks were improved. This area's racial and ethnic profile includes 4.7% White, 10.1% Black, 8.3% Asian and no Hispanic.

Census Tract: 1003.06 where JFK Park was improved. This area's racial and ethnic profile includes 6% White, 9.6% Black, 27.7% Asian and 10.9% Hispanic.

Census Tract: 1003.03 where Humphrey's Park was improved. This area's racial and ethnic profile includes 2.8% White, 16% Black, 3.5% Asian and 6.2% Hispanic.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	845,077	372,122

Table 3 - Resources Made Available

Narrative

Most of the funds allocated for FY 2019 were for the construction of JFK Park. The plans were finalized and bid documents prepared. In March 2020 the Country was struck with a Coronavirus (COVID 19) which shut down Pennsylvania and later the Country. Businesses and school were shuttered, and all were ordered to stay-at-home, with limited essential businesses to remain open. Construction was not permitted to begin again until June 2020. Therefore JFK Park was not able to be completed in FY 2019.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

For the 2019 Program Year, completed projects include the Housing Repair Program and Administration, which are available and used in all census tracts in the Township for eligible low- and moderate-income households.

Public Facility and Infrastructure Improvements included low and moderate income areas that included census tracts 1003.03, 1003.04, 1003.06 and 1004.03. There areas all included public park improvements.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Bristol Township applied for a \$250,000 Pennsylvania Department of Community and Economic Development (PA DCED) grant for the Passive Park improvements at Cedar Avenue Park.

All public facility and infrastructure improvements upgraded public parks in low and moderate income areas.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	20	15
Number of households supported through Acquisition of Existing Units	0	0
Total	20	15

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The Bristol Township Housing Repair Program is targeted to emergency repairs for low- and moderate-income homeowners. We proposed to assist twenty (20) households and assisted fifteen (15). Depending on the repairs needed by the household, the budget can fluctuate. Any attempt to estimate will depend on the myriad of issues involved with each home.

Discuss how these outcomes will impact future annual action plans.

The Township will continue with our successful owner-occupied housing repair program and continue to optimistically estimate the number of homes that we can assist.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	3	0
Low-income	7	0
Moderate-income	5	0
Total	15	0

Table 7 – Number of Households Served

Narrative Information

During this CAPER period, Bristol Township used its CDBG funds to assist 15 households, of which 20% were Extremely Low-Income, 47% were Low-Income, and 33% were Moderate-Income with affordable housing.

Bristol Township is using its limited CDBG funds to address its numerous housing and community development needs. The Township has been working in cooperation with non-profit housing providers to address the Township’s affordable housing needs through the use of CDBG funds, HOME funds, and other state and Federal funds.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Bristol Township participates in the Bucks County Continuum of Care (CoC) and is working with the organizations to identify the needs of the homeless population and to seek funding to meet those needs. The CoC has continued to outreach to unsheltered homeless persons mainly through the Pennel Mental Health Center PATH program and The Valley Youth House Synergy Project (youth outreach) with assistance from faith-based groups, social service agencies, and the County Departments of Mental Health/Developmental Programs, Corrections, Behavioral Health Systems, and the Bucks County Drug and Alcohol Commission. The CoC has recently redeveloped its system for assessing calls to the Housing Link Hotline, which better addresses the needs of the callers.

Goals for outreach to homeless persons included increasing the number of contacts to homeless persons, increasing the number of SOAR applications submitted by/on behalf of homeless persons, and decreasing the number of homeless and runaway youth. The CoC has addressed these goals together by continuing to fund a youth street outreach program and performance measures to increase connections of youth to supportive or housing services, providing SOAR training to outreach workers, and increasing collaboration between the PATH program and shelters that serve chronically homeless individuals. In addition, efforts to reach Veterans experiencing housing crisis have been enhanced and the CoC is convening various veteran service groups to further develop this initiative.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Bucks County CoC has established goals to address the emergency shelter and transitional housing needs of homeless persons throughout Bucks County. These goals include reducing the length of stay at an emergency shelter for families and individuals, increasing the number of persons who exit all housing programs to permanent housing destinations, and increasing the number of persons employed at exit from all housing programs. Additionally, CoC program funding is allocated to support the Housing Link and numerous Rapid Re-Housing programs.

The CoC has addressed the length of time in shelter by prioritizing grant funding for Rapid Re-Housing projects that serve emergency shelter clients and the literally homeless. The CoC monitors progress towards increasing the number of persons exiting to permanent housing destinations through quarterly reviews of HMIS data, and agencies with these projects have formed internal task forces to implement solutions specific to their target populations. The CoC has found that increased collaboration between agencies during the discharge process and the submission of joint applications for housing funding have helped to create more positive outcomes for residents leaving these housing programs. The CoC has also

addressed the length of time in shelter and transitional housing by prioritizing the most vulnerable families in shelter and transitional housing for Section 8 Local Preference Vouchers. Lastly, the CoC addressed increased employment at program exit by holding sessions on improving workforce development for emergency shelter and transitional housing clients, and as a result is working on implementing solutions such as improving partnerships with community colleges, increasing on-the-job training opportunities, and increasing collaboration with the local Workforce Investment Board.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Bucks County CoC coordinates with multiple systems to reduce the number of residents that experience homelessness.

The Bucks County Housing Link, the County's centralized intake/assessment system, has included a broad marketing and outreach campaign to landlords, district judges, other institutions, and renters so that residents are aware of and can take advantage of diversion and prevention options before becoming homeless.

Secondly, Homeless Assistance Program (HAP) funding from Pennsylvania Department of Public Welfare continued to be targeted towards preventing evictions and helping homeless persons move into permanent housing. HAP program parameters have been modified in order to provide assistance to more residents as the demand increases. Increased efforts are underway to increase the number of landlords accepting vouchers.

Third, discharge planning from institutions is a cross-systems issue that has been explored through new housing projects and collaboration on service-based training. For example, Corrections is increasing collaboration with the CoC in order to provide more housing opportunities for persons who would be homeless upon discharge and has participated in CoC-wide SOAR training. Local hospitals have a history of collaborating with non-profit housing providers in order to offer long-term permanent housing for residents with disabilities. The Department of Children and Youth Social Services is engaged in providing housing opportunities for at-risk families with children as a diversion from foster care as well.

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 member agencies of the Bucks County CoC provides supportive services to homeless persons to prepare them to make the transition from homelessness to permanent housing. The CoC works with landlords, builders, and other housing providers to formulate policies and implement strategies for increasing permanent and PSH opportunities. The CoC has found that the first year after moving into permanent housing is the most critical in the program to end homelessness. Using the Coordinated Assessment System to make timely, appropriate referrals as vacancies became available the team increased the number of PSH beds for persons experiencing chronic homelessness. It is imperative that supportive services are provided on an intensive case management basis to ensure the success of permanent housing.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Bucks County Housing Authority (BCHA) is the local housing authority operating in Bristol Township. In Bristol Township, BCHA operates two family housing scattered sites (Venice Ashby Phase I and II) which account for over 60 townhouse units each. Units in Phase II provide for additional accommodations for seniors and persons with a disability, such as wheelchair ramps. These units have access to public transportation by way of buses operated by the Southeastern PA Transportation Authority (SEPTA).

Senior housing provide by BCHA in Bristol Township also includes Grundy Tower located at 205 Pond Street. The site has 176 units and has transportation access to SEPTA and the Bucks County Transport, which is a non-profit organization that provides senior and disability transportation services to eligible Bucks County residents.

BCHA administers over 2,500 Housing Choice Vouchers (HCV) throughout Bucks County in housing owned by private landlords. This program allows residents to seek housing that meets the unique needs of their families.

The BCHA works with the public and non-profit service agencies to ensure necessary services are available on-site for public housing residents.

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

Freedom Neighborhood One primarily works within the Venice Ashby neighborhood comprised of the Township's largest concentration of public housing. This organization is administered by the Bucks County Housing Authority which also supports two community police officers to patrol public housing facilities under its Capital Grant. The Housing Authority actively enforces the "One Strike and You Are Out" initiative.

The Township, in partnership with the Police Department and the Bucks County Public Housing Authority, have provided additional funding for installation of security cameras in needed neighborhoods. Similar efforts in this community have resulted in a significant reduction in crime.

Additionally, the Bucks County Housing Authority has continued to pursue additional sources of funding and partner with public and private organizations to improve services and address the needs of public housing residents.

Actions taken to provide assistance to troubled PHAs

The Bucks County Housing Authority was not classified as "troubled" by HUD and was performing

satisfactorily according to HUD guidelines and standards. Therefore, no assistance was needed to improve operations of this Public Housing Authority.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

Bristol Township continued to review the rate at which residential real estate taxes escalated through cooperation with Bucks County and the Bristol Township School District. The county passed the Local Economic Revitalization Tax Assistance Act (“LERTA”), which encourages the development and expansion of commercial and industrial enterprises throughout the county. Through these efforts, the County and Bristol Township hope to stabilize the tax base through increased economic activity. The LERTA program encourages the removal reuse or redevelopment of abandoned and/or dilapidated commercial and industrial properties. Additionally, a section of Bristol Township is in the Opportunity Zone, and the Township continues to explore the incentives this program offers.

Due to the lack of available and vacant parcels, new residential development is unlikely. Therefore, the Township has continued to provide for the rehabilitation of the existing affordable housing stock as well as the removal of dilapidated and blighted structures.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Bristol Township has taken these steps to address the needs of the underserved populations in the Township:

Assistance to an Aging Population:

- Housing rehabilitation.
- Support for the Senior Center and its programs.
- Institution of LERTA to encourage the development of non-residential tax rate tables, reducing reliance on residential tax revenues by local government and the schools.

Assistance to Disabled and Disadvantaged:

- Support for the mentally and physically challenged through education, facilities, social services and the removal of architectural barriers.
- Support for veterans’ associations serving the needs of disabled veterans.
- Support for adult day care services.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Due in part to very limited funding and based on the Township's experience through the Owner-Occupied

Housing Rehabilitation Program, it is estimated that less than 2% of all units occupied by extremely low, very low, and other low income households may be contaminated with lead-based paint. Given this expectation, it is a policy of the Department to avoid disturbing paint and the program only funds emergency repairs. If lead based paint is detected and when feasible, efforts will be made to encapsulate the hazardous materials. Unfortunately, encapsulation is not always a sufficient remedy for the removal of lead-based paint hazards. In such cases, homeowners are referred to the Bucks County Department of Health. However, all homeowners are provided with a HUD approved pamphlet which outlines the hazards and risks associated with lead-based paint. Problems that are above and beyond avoiding lead-based paint or encapsulating such problems are referred to the Bucks County Department of Health, which is the leading agency of environmental health services in the County.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Economic development and the alleviation of poverty, as well as the reduction of housing problems, go hand in hand. Bristol Township has been actively pursuing methods which will bring more employment opportunities to the Township. When assistance is provided by the Township in these endeavors, new and/or expanding enterprises are strongly encouraged to consider Township residents first in the hiring procedures and those persons who reside in low/moderate income areas of the Township or who may be considered low income. The Township has undertaken or will undertake the following activities:

- Department of Community and Economic Development: Bristol Township will continue to seek the support and grant assistance available through the Pennsylvania Department of Community and Economic Development
- Enterprise Zone: Bristol Township has participated with the County of Bucks and the County Redevelopment Authority in identifying more than a 1,000 acres of Township land as an Enterprise Zone. The Enterprise Zone includes numerous former industrial areas which are now considered brownfield sites. In addition, several areas of the Township were once vacant but have recently been the site of development and employment.
- I-95 and I-95 Turnpike Interchange: Bristol Township has been working with the Bucks County Planning Commission (BCPC), Greater Philadelphia Economy League and Bristol Township business owners on economic development initiatives while the interchange construction continues. BCPC recently completed a Transportation and Community Development Initiative Plan which seeks to understand the potential economic impact of the interchange and develop a vision to reinvigorate the industrial and retail base in the area.
- Opportunity Zone: This relatively new initiative overlays parts of Bristol Township and has presented new potential for redevelopment in those areas. As the Township learns more about the program, it will work with the County to explore opportunities.
- LERTA: Bristol Township has partnered with Bucks County and the Bristol Township School District to adopt a Local Economic Revitalization Tax Assistance Act ("LERTA") which authorizes local taxing authorities to exempt from real estate taxation, for specific periods, the assessed valuation of improvements to industrial, commercial and other business property. Bristol Township's LERTA will allow the increase in real estate taxes to be phased in over a five-year period (first year

- 20% of the increase; second year -40%, etc.). These taxing bodies have successfully worked together to assign LERTA status to 631 commercial and industrial parcels.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Bristol Township Office of Community Development will coordinate activities among the public and private agencies and organizations in the Township. This coordination will ensure that the goals and objectives outlined in the 2015-2019 Five Year Consolidated Plan will be effectively addressed by more than one agency. The staff of the Office of Community Development will facilitate and coordinate the linkage between these public and private partnerships and develop new partnership opportunities in the Township.

This coordination and collaboration between agencies are important to ensure that the needs of the residents of Bristol Township are being addressed. The main agencies that are involved in the implementation of the Plan, as well as additional financial resources that are available:

Public Agencies: Bristol Township Office of Community Development is responsible for administration of the CDBG program. The Bucks County Housing Authority is responsible for administering Housing Choice Vouchers and public housing units

Non-Profit Agencies: There are several non-profit agencies that serve low income households in the Township. The Township continues to collaborate with these agencies.

Private Sector: The private sector is a key collaborator in the services and programs associated with the Five-Year Consolidated Plan. The private sector brings additional financial resources and expertise that can be used to supplement existing services in the Township. Examples of these private sectors are local lenders, affordable housing developers, business owners, community development organizations, healthcare organizations, and others.

The Township will continue to collaborate with local financial institutions, private housing developers, local realtors, etc.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

As Federal funding allocations stay relatively stagnant, it has become imperative that the Township work closely with Bucks County, the Bucks County Public Housing Authority and the Bucks County Continuum of Care. As such, Township staff will continue to work closely with these organization in an effort to improve agency coordination and reduce the duplication of programs and services offered across the county. In addition, the Township was recently accepted into the Bucks County HOME Consortium, opening County HOME funding to affordable housing developments in the Township. The Township will continue to explore affordable housing opportunities.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The Township monitored and reviewed public policies for discriminatory practices and/or impacts on housing availability. In addition, Bristol Township funds an Owner-Occupied Repair Program where funds from this activity are used to pay for the administration of the rehabilitation program, along with direct rehabilitation assistance to improve owner-occupied housing. During this CAPER period, the Township rehabilitated fifteen (15) houses. In addition, the Township recently completed an updated Analysis of Impediments to Fair Housing and will continue to examine ways to overcome any impediments that exist.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Office of Community Development has the primary responsibility for monitoring the Township's Five-Year Consolidated Plan and Annual Action Plans. The Office of Community Development maintained records on the progress toward meeting the goals and the statutory and regulatory compliance of each activity. Documentation was achieved through scheduling activities, drawdown funds, and maintenance of budget spread sheets which indicate the dates of expenditures. Program modifications were considered if project activities were not able to be completed within the allowable time limits of the grant.

During this CAPER period, the Township performed on-site monitoring for the fifteen (15) owner-occupied housing repair activities and park site inspections for progress and completion of activities.

The Office of Community Development has a "monitoring process" that is directed to the following:

- Program Performance
- Financial Performance
- Regulatory Compliance

The Township's responsibility is to ensure that federal funds were used in accordance with the program requirements, to determine the adequacy of performance under sub-recipient agreements, and to take appropriate action when performance problems arise. The Office of Community Development developed a "monitoring checklist" that was utilized when programs and activities were reviewed. A checklist was developed in accordance with 24 CFR Part 85 "Uniform Administrative Requirement for Grants and Cooperative Agreements of State, Local, and Federally Recognized Indian Tribal Governments." These monitoring standards are required for all administered projects and sub-recipient activities. The monitoring process is an ongoing system of planning, implementation, communication, and follow up.

In the planning stage, sub-recipients are required to submit proposals for funding. These proposals are reviewed by the Office of Community Development for eligibility. After a sub-recipient is approved for funding, the Community Development staff conducts meetings to provide agencies information on their regulatory, financial, and performance responsibilities. A scope of services and budget are finalized and the contract with each agency is executed. The Township did not have any sub-recipient agreements in the 2019 program year.

CDBG-funded housing and general construction activities are monitored periodically during the construction phase and a final inspection is performed. During these on-site inspections, compliance with the local building and housing codes are reviewed. The Township also requires submittal of architectural

drawings, site plan, and work specifications for all public facility improvements. These are reviewed prior to issuance of building permits and the distribution of CDBG funds.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Bristol placed the CAPER document on public display for a period of at least 15 days beginning on Monday, September 28, 2020 through Monday, October 12, 2020.

The FY 2019 CAPER was on display at the following locations in the Bristol Township:

- **Bristol Township Municipal Offices:** Department of Community Development, 2501 Bath Road, Bristol, PA 19007
- **Bristol Township Website:** www.bristoltownship.org

The Public Hearing Notice was published in *“Bucks County Courier Times,”* the local newspaper of general circulation in the area, on Monday, September 28, 2020.

Bristol Township provided residents with reasonable notice of and the opportunity to comment on its Annual Action Plan and its performance under previously funded CDBG Program Years. No comments were received.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Bristol Township has not made any changes to the FY 2015-2019 Five Year Consolidated Plan and its program objectives during this reporting period.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Attachment

PR 26 - CDBG Financial Summary Report



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2019
 BRISTOL TOWNSHIP , PA

DATE: 09-21-20
 TIME: 12:53
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	242,117.57
02 ENTITLEMENT GRANT	602,959.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	845,076.57

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	253,591.37
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	253,591.37
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	118,530.71
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	372,122.08
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	472,954.49

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	253,591.37
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	253,591.37
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	602,959.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	602,959.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	118,530.71
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	55,257.84
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	63,272.87
42 ENTITLEMENT GRANT	602,959.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	602,959.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	10.49%



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LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Report returned no data.

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	2	707	6283001	Administration	21A		\$12,133.71
2018	2	707	6292103	Administration	21A		\$12,127.47
2018	2	707	6304416	Administration	21A		\$12,150.37
2019	1	710	6313837	Administration	21A		\$12,026.34
2019	1	710	6322271	Administration	21A		\$9,249.64
2019	1	710	6333875	Administration	21A		\$11,212.84
2019	1	710	6341745	Administration	21A		\$11,525.21
2019	1	710	6347946	Administration	21A		\$8,496.44
2019	1	710	6359456	Administration	21A		\$9,060.01
2019	1	710	6367035	Administration	21A		\$11,022.51
2019	1	710	6375408	Administration	21A		\$9,526.17
						Matrix Code	\$118,530.71
Total							\$118,530.71