

PHA Plan

Annual Plan for Fiscal Year 2025
And
5-Year Plan for Fiscal Years 2025-2029

FINAL

Comment Period: August 7, 2024 through September 20, 2024

Public Hearing: September 23, 2024

Board Approval: September 25, 2024

Submit to HUD: October 3, 2024

Approved by HUD: October 16, 2024

5-YEAR AGENCY PLAN DOCUMENTS

2025 - 2029

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.
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A.1	<p>PHA Name: <i>Housing Authority of the County of Armstrong</i> PHA Code: <i>PA039</i> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <i>01/01/2025</i> The Five-Year Period of the Plan (i.e. 2019-2023): <i>2025-2029</i> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><i>The Agency Plan/Supporting Documents are available for public review at the following Asset Management Offices:</i></p> <ul style="list-style-type: none"> - <i>Armstrong Court, 100 North Grant Avenue, Kittanning, PA 16201</i> - <i>Garden Towers, 280 South McKean Street, Kittanning, PA 16201</i> - <i>Warren Manor, 120 North Railroad Avenue, Apollo, PA 15613</i> - <i>Friendship Apartments, 330 Main Street, Leechburg, PA 15656; and,</i> - <i>Administrative Office, 350 South Jefferson Street, Kittanning, PA 16201</i> <p><i>Members of the Resident Advisory Board are provided with copies of the Agency Plan, and the approved Agency Plan is posted on the Housing Authority’s website at www.hacarmstrong.org</i></p>
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PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><i>The mission of the Housing Authority of the County of Armstrong is to provide decent, safe and affordable housing to the low-income citizens of Armstrong County, without discrimination, and to do so with compassion and empathy. We are committed to operating in a professional, ethical and fiscally responsible manner.</i></p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p><i>The Goals and Objectives are provided as Attachment PA039B201 5-YR</i></p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><i>A Progress Summary is provided as Attachment PA039B301 5-YR.</i></p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p><i>The Housing Authority of the County of Armstrong has not implemented any admissions preferences for victims of domestic violence, sexual assault, dating violence, or stalking, as defined, and does not directly provide any victim services. The Housing Authority will by referral to other local service providers, such as HAVIN, assist victims of such violence obtain or maintain housing; or, prevent the abuse or enhance the safety of victims or such violence.</i></p> <p><i>HAVIN (Helping All Victims In Need) provides a 24-hour hotline, emergency shelter, counseling, advocacy and accompaniment, transportation, information and referral, and outreach and education services. HAVIN’s educational programs will be incorporated into Housing Authority resident meetings and Housing Authority newsletters in an effort to increase awareness and effect critical changes public policy in response to domestic violence</i></p> <p><i>The Housing Authority has established an Emergency Transfer Plan for victims of domestic violence, sexual assault, dating violence, or stalking. The plan identifies residents who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to residents on safety and security.</i></p> <p><i>The Notice of Occupancy Rights Under the Violence Against Women Act, form HUD-5380, is provided when applicants are provided assistance or admission; and, at the time assistance or admission is denied. The notice was provided to all current residents in September 2017 and will be provided with any notice of termination of assistance or eviction.</i></p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><i>The Housing Authority of the County of Armstrong will consider the following items to be a SUBSTANTIAL DEVIATION or SIGNIFICANT AMENDMENT OR MODIFICATION to the Agency Plan:</i></p> <ol style="list-style-type: none"> <i>1. Changes to rent or admissions policies;</i> <i>2. Changes in the organization of the waiting lists;</i> <i>3. Addition of any non-emergency modernization work items that were not included in the current Annual Statement or 5-Year Plan, which exceed 10% of the total Capital Fund Program grant for any particular year; and,</i> <i>4. Changes or Additions with regard to demolition, disposition, development, capital fund finance program, homeownership program, RAD or Mixed Finance, or conversion activities.</i> <i>5.</i> <p><i>Any and all Substantial Deviations of Significant Amendments or Modifications to the Agency Plan require formal Board approval, Resident Advisory Board involvement, and formal revision and resubmission of the subject Agency Plan.</i></p>

<p>C.2</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><i>Resident Advisory Board Meeting Minutes are provided as Attachment PA039C201 5-YR</i></p> <p><i>The Resident Advisory Board made no comments or recommendations directly related to the Annual Agency Plan. As detailed in the minutes, comments made were regarding individual general site issues or modernization projects.</i></p>
<p>C.3</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.4

Required Submission for HUD FO Review.

(a) Did the public challenge any elements of the Plan?

Y N

(b) If yes, include Challenged Elements.

D.

Affirmatively Furthering Fair Housing (AFFH).

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

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Describe fair housing strategies and actions to achieve the goal

Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

A. **PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

- B.1 Mission.** State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years. ([24 CFR § 903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR § 903.6\(b\)\(1\)](#))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR § 903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR § 903.6\(a\)\(3\)](#)).

C. Other Document and/or Certification Requirements.

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR § 903.17\(b\)](#), [24 CFR § 903.19](#))

C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Attachment Number	Attachment Description	Page #
PA039B201 5-YR	Goals and Objectives	1
PA039B301 5-YR	Progress Summary	3
PA039C201 5YR	RAB Comments & Challenged Elements	5
PA039C301 5YR	Certification by State or Local Officials	

FY2025 5-YEAR AGENCY PLAN

**SECTION B.2 - GOALS, OBJECTIVES,
AND PROGRESS SUMMARY**

ATTACHMENT PA039B201

FY2025-2029 5-YEAR ANNUAL AGENCY PLAN

GOALS AND OBJECTIVES

The Housing Authority's FY2025-2029 5-Year Agency Plan outlines the following goals and objectives that will enable the Housing Authority to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

Goal #1 - Expand the supply of assisted housing by: 1) applying for additional rental vouchers if/when available, including HUD-VASH vouchers; 2) proactively marketing the Section 8 Housing Choice Voucher Program; 3) providing training for landlords and improve relationships with landlords.

Goal #2 – Improve the quality of assisted housing by: 1) continuing to renovate and modernize public housing units utilizing the Capital Fund Program.

Goal #3 – Increase assisted housing choices by: 1) providing voucher mobility counseling; 2) conducting outreach efforts to potential voucher landlords; 3) increasing voucher payment standards if necessary (depending on FMRs, utility costs & financial appropriations); 4) maintaining Public Housing sub-jurisdictional waiting lists; 5) administering the Voucher Homeownership Program (established January 1, 2006); 6) providing housing opportunities under the Family Unification Program (FY2009 awarded August 2010); providing housing opportunities for veterans under the HUD-VASH Program (established October 2019).

Goal #4 – Provide an improved living environment by: 1) implementing a deconcentration policy to bring higher income households into lower income developments and lower income households into higher income developments; 2) implementing security improvements as necessary and feasible; 3) enforcing lease provisions, especially activity that interferes with the health, safety, or the right of peaceful enjoyment of the premises and immediate vicinity; 4) screening prospective residents for adverse behavior that would be detrimental to the housing community.

Goal #5 – Promote self-sufficiency and asset development of assisted households by: 1) increasing the number of assisted households with employed members; 2) providing or attracting supportive services to improve assistance recipients' employability; 3) providing or attracting supportive services to increase independence for the elderly or persons with disabilities; 4) administering the Voucher Family Self-Sufficiency, Voucher Homeownership and Voucher Family Unification Programs; 5) not enforcing HOTMA's asset limitation for Public Housing residents and Section 8 Voucher participants.

Goal #6 – Ensure equal opportunity and affirmatively further fair housing by: 1) undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, or marital status; 2) undertaking affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, or marital status; 3) undertaking affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

Goal #7 – Manage the Public Housing Program in an efficient and effective manner by: 1) promoting a motivating work environment with capable, efficient employees to operate as a customer-friendly and fiscally responsible agency; 2) increasing the marketability of the communities potentially increasing the waiting list; 3) maintaining at least a standard performer status under PHAS, 4) maintaining at least a 97% occupancy rating.

Goal #8 – Manage the Housing Choice Voucher Program in an efficient and effective manner by: 1) maintaining at least a 98% lease-up rate without exceeding the program's budget authority; 2) maintaining open and frequent communications with participants and landlords; 3) maintaining at least a standard performer status under SEMAP; 4) promoting a motivating work environment with capable, efficient employees to operate as a customer-friendly and fiscally responsible agency.

Goal #9 – Ensure compliance with applicable regulations, including Generally Accepted Accounting Practices by: 1) attempting to maintain a sufficient operating reserve level while sustaining reduced operating subsidies in order to maintain a FASS score of at least 23 points; 2) maintaining sufficient operating reserves; 3) continuing "no findings" independent audits.

Goal #10 – Strategically comply with Project-Based Accounting and Management in an attempt to secure the future viability of the Authority's housing communities by: 1) establishing and promoting an effective decision-making environment that encompasses Housing Authority staff and the Board of Directors; 2) assessing and monitoring organizational structure and individual viability of housing communities; 3) providing staff training and support in operating under the Asset Management model.

The 5-Year Agency Plan is based on the premise that if the goals and objectives are accomplished, the Housing Authority of the County of Armstrong's mission will be achieved. The plans, statements, budget summary, policies, etc. set forth in the 5-Year Agency Plan leads toward the accomplishment of the Plan goals and objectives. Taken as a whole, they outline a comprehensive approach toward those goals and objectives and are consistent with the Consolidated Plan.

FY2025-2029 5-YEAR AGENCY PLAN

PROGRESS SUMMARY - AGENCY PLAN GOALS

In the FY2020-2024 5-Year Agency Plan, the Housing Authority of the County of Armstrong listed 10 major goals. The following status report outlines the progress made toward meeting those goals and objectives.

1. Expand the supply of existing housing – The Authority continued to maintain an overall Public Housing vacancy rate of less than 3%. The Authority applied for and was awarded an initial increment of 7 HUD-VASH (Veterans Affairs Supportive Housing) Vouchers and would apply for additional VASH vouchers if supported by need. The Authority accepted an award of 5 new Section 8 Housing Choice Vouchers effective October 2022 designed to serve survivors of domestic violence and persons who are homeless or are at risk of being homeless.
2. Improve the quality of assisted housing – On-going modernization of public housing units has met all HUD obligation and expenditure requirements. The Authority maintained its High-Performer status for the Section 8 Housing Choice Voucher Program (SEMAP) and the Public Housing Program did not maintain its High-Performer status for the entire 5-year plan period and was downgraded to a Standard Performer in 2022.
3. Increase assisted housing choices – The Housing Authority maintains sub-jurisdictional Public Housing waiting lists and continues to provide Voucher mobility counseling during all briefings and as part of our on-going program. The Authority continues outreach efforts to potential landlords. A Voucher Homeownership Program was implemented on January 2006, resulting in 8 closings to date. A Family Unification Program was implemented in 2010 with a current enrollment of 14 participants. The Authority established a HUD-VASH (Veterans Affairs Supportive Housing) Voucher program in October 2019 with all 7 vouchers under lease.
4. Provide an improved living environment – A Deconcentration Policy has been adopted by the Board of Directors and has been implemented. The Authority continued to modernize its Public Housing developments and units, completing its commitment to UFAS compliance. The Authority implemented a Smoke-Free Housing Policy effective July 2018. The Authority effectively enforces its lease and screening procedures. The Authority established and implemented a Ban and Criminal Trespass Policy effective November 2022 to minimize, reduce, and prevent potential and real criminal, drug, and nuisance activity which threatens the peace and tranquility of Housing Authority properties and neighborhoods.
5. Promote self-sufficiency and asset development of families and individuals – The Authority has adopted policies to afford a working preference to applicants of the Housing Choice Voucher program, and also manages a Family Self-Sufficiency and Homeownership program. FY2023 there was an average of 81 Public Housing and 39 Housing Choice Voucher households with employed members. The Authority has a current enrollment of 14 participants in the Family Unification Program.

6. Ensure equal opportunity and affirmatively further fair housing – The Housing Authority continues to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, or marital status. Modifications and/or alterations are made to satisfy verified reasonable accommodation requests. Renovations, utilizing the Capital Fund Program, have been made to existing Public Housing units to assure compliance with UFAS. Staff attend fair housing training as available.
7. Manage the Housing Authority of the County of Armstrong’s Public Housing program in an efficient and effective manner, thereby qualifying as at least a standard performer under PHAS – The Housing Authority maintained its High-Performer status for the 5-year plan period, except for FY2022-2023 when its status was downgraded to a Standard Performer.
8. Manage the Housing Authority of the County of Armstrong’s tenant-based Voucher program in an efficient and effective manner, thereby qualifying as at least a standard performer under SEMAP – The Housing Authority has maintained its High Performance for the entire 5-year plan period.
9. Ensure compliance with applicable regulations, including compliance with generally accepted accounting practices – The Housing Authority has converted to the Generally Accepted Accounting Practices (GAAP) format as required. The independent audits for the 5-year period indicated no financial findings. The Authority maintained a sufficient operating reserve level and was not subject to an Operating Subsidy allocation adjustment.
10. Strategically plan for the transition to Project-Based Accounting and Project-Based Management to secure the future viability of the Housing Authority of the County of Armstrong - The Housing Authority operates its 8 Public Housing developments under 3 Asset Management Projects. Recordkeeping and accounting procedures are maintained at a project- and AMP-based level. Staff attend training regarding Asset Management concepts and functions, as needed.

FY2025 5-YEAR AGENCY PLAN

SECTION C.2 - RESIDENT ADVISORY BOARD

ATTACHMENT PA039C201

AGENDA
RESIDENT ADVISORY BOARD MEETING
THURSDAY, MAY 16, 2024
11:00 A.M.

- 1.** Welcome

- 2.** Approval of the Minutes – July 20, 2023

- 3.** FY 2025 Annual Agency Plan and FY 2025–2029 5-Year Agency Plan
 - a. Updates
 - b. Capital Fund Program Update

- 4.** Old Business

- 5.** New Business
 - a. Memorandum of Agreement

- 6.** Open Discussion

- 7.** Adjournment

Next Meeting: June 20, 2024 @ 11:00 a.m.

RESIDENT ADVISORY BOARD MEETING
THURSDAY, MAY 16, 2024

In Attendance: Marty Sutton, Executive Director
Laura Toy, Modernization Coordinator/Occupancy Director
Beth Burkhart, Deputy Executive Director
Denise Getty, Executive Secretary
Darlene Beyer, Property Manager
Windy Toy, Property Manager
Residents as listed on sign-in sheet

Communities not represented: Armstrong Court, Parkview Apartments, Garden Towers, South McKean Way, Allegheny Manor, Luxemburg Manor, Friendship Apartments, Lee Haven Towers, and Freepport Towers.

WELCOME

At approximately 11:00 a.m., Mrs. Sutton introduced and welcomed all representatives and staff.

APPROVAL OF THE MINUTES - JULY 20, 2023

Donna Bernat made a motion to approve, as presented, the minutes of the July 20, 2023, meeting. Said motion was seconded by Paula Sheasley and unanimously carried.

ANNUAL AND 5 YEAR AGENCY PLANS – FY2025-2029

Ms. Sutton noted that the PHA Plan is a draft for both the 5-year fiscal years 2025 – 2029 and the Annual Plan for fiscal year 2025.

Mrs. Sutton revisited the purpose of the Resident Advisory Board members, as well as the roles and responsibilities of the representatives.

Mrs. Sutton also reviewed the timeline for processing the Agency Plan, noting that the public Comment Period will be open from August 7, 2024, through September 20, 2024. A Public Hearing will be held on September 23rd and the Final Agency Plan will be presented to the Board of Directors for approval on September 25th. The Agency Plan will be submitted to HUD on or about October 11th.

Mrs. Sutton advised the members that they will receive a complete copy of the Agency Plan at the July meeting.

Updates and changes to the HUD template included:

1. The Statement of Housing Needs changes annually because it reflects the number of applicants on the waiting list.
2. There will also be changes to the Financial Resources page and it will be provided to the RAB members in July.
3. The Fiscal Year Audit has not yet been completed.

4. The Strategy for Addressing Housing Needs has been updated with changes.
5. The Deconcentration Policy, applicable only to the family sites, may reflect changes from year to year. Mrs. Sutton provided insight into the Deconcentration Policy.
6. There will be a change to the Rent Determination.
7. The Voluntary Conversion form will be updated after June 30, 2024.
8. A SAC Application will be completed and submitted to HUD in hopes of selling the vacant lot in Ford City.
9. The Progress Summary reflected that the Authority did not meet its goal of maintaining an overall Public Housing vacancy rate of less than 2%.
10. Capital Fund Statements will be provided to RAB members after June 30, 2024, for review.

An Amendment Summary for the 2025 Annual Agency Plan and 5-Year Agency Plan was provided for the Public Housing Admissions and Continued Occupancy Policy, as well as the Administrative Plan Amendment for the Section 8 Housing Choice Voucher Policy. Mrs. Sutton reviewed the changes to the Public Housing Admissions and Continued Occupancy Policy and Ms. Burkhart reviewed the changes to the Section 8 Housing Choice Voucher Policy.

CAPITAL FUND PROGRAM UPDATE

Tentative improvements and works in progress include:

Armstrong Court – Exterior Repairs and Stair Replacement Project.

Multi-Site – Elevator Car Project – Armstrong Court, Parkview Apartments, and Balcony Towers
Elevator Controller Project – Garden Towers, Friendship Apartments, and possibly
Lee Haven Towers.
Parking Lot Renovation Project

Lee Haven Towers – Exterior Restoration and Community Room Windows Projects.

Ms. Toy explained the process of obligation and expenditure of the Capital Fund Grant monies. She added that the 2020 Capital Fund Grant has been 92% obligated, the 2021 Capital Fund Grant has been 100% obligated, the 2022 has been 90% obligated, and the 2023 Capital Fund Grant has been 69% obligated. The Authority is waiting to hear when it should anticipate receiving the 2024 Capital Fund Grant.

Mrs. Sutton noted that the Authority will receive a 2024 Capital Fund award of \$1,494,491 and provided the RAB members with a copy of the Award Notice.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Mrs. Sutton advised the members that Michael Smith, Friendship Apartments, has resigned from the Resident Advisory Board.

MEMORANDUM OF AGREEMENT

Mrs. Sutton outlined the rules and guidelines of the Memorandum of Agreement. Representatives who were present were asked to sign the Memorandum of Agreement. Matthew Lerner, Parkview Apartments, will be asked to sign the Memorandum at next month's meeting. It was noted that each member would receive an executed copy of the Memorandum.

OPEN DISCUSSION

Warren Manor – Discussion included the use of bee traps to help in the removal of the carpenter bees around the pavilion. Mrs. Sutton stated that she would explore the option of purchasing bee traps.

ADJOURNMENT

With no further matters for discussion, Mrs. Sutton informed representatives that the next meeting would be June 20, 2024. A motion at 1:27 P.M. to adjourn was made by Paula Sheasley and seconded by Donna Bernat.

Respectfully submitted,

Denise Getty

RESIDENT ADVISORY BOARD MEETING
MAY 16, 2024

NAME

COMMUNITY

Windy Tay	39-1B, WA, 8
Danielle B. Bayne	Project Manager
Natty Sutton	HACA
Beth Burkhardt	HACA
Jo Jo	HACA
Dorina Bump	Warren Manor
Tanya Shesley	Valley View

AGENDA
RESIDENT ADVISORY BOARD MEETING
THURSDAY, JUNE 20, 2024
11:00 A.M.

- 1.** Welcome

- 2.** Approval of the Minutes – May 16, 2024

- 3.** Annual Plan and 5-Year Agency Plans – FY2025 - 2029
 - a. Updates
 - b. Capital Fund Program Update

- 4.** Old Business

- 5.** New Business

- 6.** Open Discussion

- 7.** Adjournment

Next Meeting: July 18, 2024 @ 11:00 a.m.

RESIDENT ADVISORY BOARD MEETING
THURSDAY, JUNE 20, 2024

In Attendance: Marty Sutton, Executive Director
Laura Toy, Modernization Coordinator/Occupancy Director
Denise Getty, Executive Secretary
Residents as listed on sign in sheet

Communities not represented: Allegheny Manor, Armstrong Court, Garden Towers, South McKean Way, Luxemburg Manor, Lee Haven Towers, Friendship Apartments, Freeport Towers and Section 8 Voucher.

WELCOME

At approximately 11:10 a.m., Mrs. Sutton welcomed all representatives.

APPROVAL OF THE MINUTES – MAY 16, 2024

Donna Bernat made a motion to approve the minutes of the May 16, 2024 meeting. Said motion was seconded by Matthew Lerner and unanimously carried.

ANNUAL AND 5 YEAR AGENCY PLANS – FY2025-2029

Mrs. Sutton explained that because of HOTMA, the current database system, PIC, will need to be updated to a new database system, HIP. She added that HUD determined that HIP will not be ready by the end of the year; therefore, the implementation of HOTMA will probably be delayed.

Mrs. Sutton noted that there have not been a lot of changes since the last meeting and most updates for the Agency Plan will be completed after June 30th.

Mrs. Sutton also reported that the 2024 5-Year Plan has been submitted into the EPIC database and the Authority is waiting for HUD to approve it. Once approved, the Authority will have access to its Capital Fund Grant monies.

CAPITAL FUND PROGRAM UPDATE

Tentative improvements and works in progress include:

Armstrong Court – the Exterior Renovation Project is 99% complete; however, the stair replacement has not been started.

Lee Haven Towers – Exterior Renovation Project.

Multi-Site – Elevator Upgrade Project – Garden Towers and Friendship Apartments. Also hoping to include Lee Haven Towers, but currently unsure.
Parking Lot Renovation Project – may not be completed until next year.

OLD BUSINESS

Matthew Lerner was asked to sign the Memorandum of Agreement. A signed copy will be provided to the RAB members.

NEW BUSINESS

There was no new business.

OPEN DISCUSSION

Parkview Apartments – Discussion included repairs to the patio and the area near the handicap accessible ramp.

Matthew advised that the Ford City Borough is currently in the process of the replacement of water lines.

Additional “Tenant Parking Only” signs were requested for the site.

Mrs. Sutton discussed the meals delivered at Eastertime by the Knights of Columbus. Matthew stated that the meal delivery went well but suggested that there be a sign-up sheet, so no meals are wasted.

Warren Manor – Discussion included the bee traps that had been placed at the pavilion for the removal of the carpenter bees. Donna stated that they do not appear to be working because the carpenter bees are utilizing the existing holes in the wood. Mrs. Sutton stated that she would have the mechanic plug the existing holes in the wood.

Line painting in the parking lot was also discussed.

ADJOURNMENT

With no further matters for discussion, Mrs. Sutton informed representatives that the next meeting would be July 18, 2024. A motion at 11:57 A.M. to adjourn was made by Matthew Lerner and seconded by Donna Bernat.

Respectfully submitted,

Denise Getty

RESIDENT ADVISORY BOARD MEETING
June 20, 2024

NAME

COMMUNITY

Gianna Craig

PAM

Julene B. Beyer

PMM

Windy TS

PHM

Matt Xerner

Parkview

Dorcas Bernal

Warren Manor

Beth Burkhardt

HACA

Je & G

HACA

Marty Sutton

HACA

Denise Getty

HACA

AGENDA
RESIDENT ADVISORY BOARD MEETING
THURSDAY, JULY 18, 2024
11:00 A.M.

- 1.** Welcome

- 2.** Approval of the Minutes – June 20, 2024

- 3.** Annual Plan – FY2025
 - a. Updates
 - b. Capital Fund Program Update

- 4.** Old Business

- 5.** New Business

- 6.** Open Discussion

- 7.** Adjournment

RESIDENT ADVISORY BOARD MEETING
THURSDAY, JULY 18, 2024

In Attendance: Marty Sutton, Executive Director
Laura Toy, Modernization Coordinator/Occupancy Director
Beth Burkhart, Deputy Executive Director
Denise Getty, Executive Secretary
Darlene Beyer, Property Manager
Dianna Craig, Property Manager
Windy Toy, Property Manager
Residents as listed on sign in sheet

Communities not represented: Allegheny Manor, Armstrong Court, Friendship Apartments, Parkview Apartments, Garden Towers, Freeport Towers, South McKean Way, Luxemburg Manor, and Lee Haven Towers.

WELCOME

At approximately 11:15 a.m., Mrs. Sutton welcomed all representatives.

APPROVAL OF THE MINUTES – June 20, 2024

Donna Bernat made a motion to approve the minutes of the June 20, 2024, meeting. Said motion was seconded by Paula Sheasley and unanimously carried.

ANNUAL AND 5 YEAR AGENCY PLANS – FY2025-2029

Updates and changes include:

1. The Strategy Housing Needs page has been completed.
2. The Financial Resources page has been finalized and the document is able to be completed.
3. The Voluntary Conversion page has been completed.
4. The number of participants in the Family Unification Program, listed in the Progress Summary, has been confirmed to be correct.
5. The Fiscal Year Audit has not been completed, but we have been informed that there were no audit findings so the template may now be completed.

Mrs. Sutton reviewed the timeline for processing the annual and five (5) year agency plans.

CAPITAL FUND PROGRAM UPDATE

Mrs. Toy discussed the 2024 Capital Fund Grant.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Mrs. Sutton noted that all members should have received a copy of the executed Memorandum of Agreement.

OPEN DISCUSSION

Warren Manor – Donna advised that the holes the wood borer beetles created at the gazabo have been filled in and the wood borer beetles seem to have been eliminated.

Section 8 Voucher – Paula discussed some of the issues that tenants are having at Valley View Apartments. She noted that the hillsides are overgrown with vegetation and some of the drain grates are sinking/caving in and it could cause a trip hazard. Mrs. Sutton advised her that tenants should continue to report these issues to the Property Manager for Valley View Apartments, as the Housing Authority of Armstrong County does not own or manage the property.

ADJOURNMENT

With no further matters for discussion, Mrs. Sutton informed the Board that this would be the last meeting of the year. She thanked the representatives for their time and participation on the Resident Advisory Board. A motion at 11:55 A.M. to adjourn was made by Paula Sheasley and seconded by Donna Bernat.

Respectfully submitted,

Denise Getty

Denise Getty

RESIDENT ADVISORY BOARD MEETING
JULY 18, 2024

NAME

COMMUNITY

Donna M Bernat

Warren Manor

Paula Hershey

Valley View ✓

Andrew B Beyer

PHM

David

PHM

Sianna Craig

PHM

Beth Burkhardt

HACA

Laura Toy

HACA

Marty Sutton

HACA

Denise Getty

HACA

CERTIFICATION DOCUMENTS

5-YEAR AGENCY PLAN

2025-2029

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year _____ of the _____ is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Title:

Signature:

Angel Sost

Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.