

**Blair County Housing Trust Fund  
Advisory Board Meeting  
Department of Social Services Conference Room 4B**

**May 8, 2024**

1. Introductions
2. Review of minutes February 14, 2024
3. Public Comment
4. Current Accounts: Affordable Housing Trust Fund

Affordable Housing Trust Fund (AHTF)	Operation Safe Space 5/25/23 Approved	Team Effort Committed Meeting 3/26/24 Approved	Lead Committed Meeting 12/13/18	Owner Occupied Rehab Meeting 3/12/21	1 <sup>st</sup> Time Homebuyer Commissioner Meetings 4/5/22, 5/5/22, 5/12/22, 5/27/22, 12/14/23 4/30/24	Sustainable Housing Program	TOTAL
Allocation	\$20,000	\$20,000	\$50,000	\$50,000 8/18/2022 3/28/24	\$3,000	\$150,000	
Paid Out as of	-\$20,000	\$20,000	-\$49,726.20	\$50,000	-\$18,000	-\$37,225.04	
Program Available BALANCE 3/31/24	\$0	\$20,000.00	\$273.80	\$50,000	-\$3,000	\$112,774.96	\$183,048.76

AHTF Bank Statement Balance 3/31/24	\$403,003.25
AHTF Committed Pending Payments	\$183,048.76
<b>AHTF AVAILABLE Non-committed FUNDS</b>	<b>\$219,954.49</b>

<b>AHTF Recording Fee Deposits (excluding interest)</b>	
January 2023	\$7,527
February 2023	\$4,849
March 2023	\$4,680
April 2023	\$5,954
May 2023	\$5,772
June 2023	\$7,176
July 2023	\$7,735
August 2023	\$6,799
September 2023	\$7,150
October 2023	\$6,825
November 2023	\$6,591
December 2023	\$6,682
January 2024	\$5,941
February 2024	\$4,875
March 2024	\$4,420

Demolition Fund Update – project requests and completed

<b>Demolition Fund Bank Statement 3/31/24</b>	\$368,723.02
<b>Demolition Projects Committed Not Paid</b>	\$0
<b>Demolition Program Funds Available Non-committed</b>	\$368,723.02
<b>Pending Board Approval</b>	\$0.00

**Demolitions Approved**

Address	Municipality	Year	Pending Board Approval	Committed	Date Paid	Amount Paid	Municipality Match	
1530-32 18th Street	Altoona	2019		\$7,171.18	4/26/2019	\$7,171.18	\$6,250.48	Resolution 5/28/19
215 & 223 N Main Street	Roaring Spring	2019		\$20,000.00	3/25/2019	\$20,000.00	\$6,000.00	Resolution 5/28/19
219 Main Street	Roaring Spring	2019		\$6,792.00	10/18/2019	\$6,792.00	\$3,000.00	Resolution 8/20/19
227 Main Street	Roaring Spring	2019		\$6,680.00	10/18/2019	\$6,680.00	\$3,000.00	Resolution 8/20/19
201 N Main Street	Roaring Spring	2020		\$7,972.00	6/9/2020	\$7,972.00	\$3,000.00	Resolution 12/10/19
1420 Washington Ave	Altoona	2019		\$6,950.00	8/11/2020	\$6,950.00	\$10,697.50	Resolution 8/20/19
424 West 1st Street	Williamsburg	2019		\$10,000.00	5/4/2023	\$10,000.00	\$142,975.00	Resolution 12/10/19
1920 Pine Avenue	Altoona	2020		\$5,013.90	10/27/2020	\$5,013.90	\$10,530.37	Resolution 3/10/20
1106-10 7th Avenue	Altoona	2020		\$10,000.00	10/27/2020	\$10,000.00	\$74,523.00	Resolution 5/5/20
521 8th Avenue	Altoona	2020		\$8,950.00	6/22/2021	\$8,950.00	\$10,000.00	Resolution 6/16/20
193 Becker Road	Tyrone	2020		\$5,653.37	2/2/2021	\$5,653.37	\$2,422.88	Resolution 9/15/20
1318 N 4th Avenue	Altoona	2020		\$3,697.00	9/28/21	\$3,697.00	\$3,697.00	Resolution 9/23/20
306 Maple Avenue	Altoona	2020		\$5,000.00	12/15/2020	\$5,000.00	\$5,000.00	Resolution 9/23/20
1530 2nd St	Altoona	2021		\$3,875.00	6/1/2021	\$3,875.00	\$3,875.00	Resolution 2/11/21
1616 11th St	Altoona	2021		\$7,319.00	6/1/2021	\$7,319.00	\$6,500.00	Resolution 2/11/21
1902 10th St	Altoona	2021		\$4,968.50	9/28/21	\$4,968.50	\$6,500.00	Resolution 2/11/21
1616 3 <sup>rd</sup> St	Altoona	2022		\$6,750.00	9/13/22	\$6,750.00	\$6,750.00	Resolution 8/18/2022
566 Gildea Dr	Duncansville	2022		\$4,250.00	10/4/22	\$4,250.00	\$0.00	Resolution 9/15/22
570 Gildea Dr	Duncansville	2022		\$4,250.00	12/14/22	\$4,250.00	\$0.00	Resolution 9/15/22
323 1 <sup>st</sup> Ave	Altoona	2022		\$4,725.00	2/28/23	\$4,725.00	\$4,725.00	Resolution 12/8/2022
<b>Totals</b>			<b>\$0.00</b>	<b>\$140,016.95</b>		<b>\$140,016.95</b>	<b>\$309,446.23</b>	

## 5. Program Updates

- First Time Homebuyer Program – Wendy
  - 201 E. 1<sup>st</sup>. Ave., Altoona
  - Admin Fee Approval
- Operation Safe Space - Wendy
- Weatherization Programs – Wendy & Trina
  - Deferrals
  - Allowable Repairs
- Homeless Shelter/Housing Task Force Update –Lisa
- Lead Abatement Update – Trina
- Owner Occupied Rehab – Trina
  - Project Updates
  - Whole Home Repairs
- Team Effort – Scott
- Sustainable Housing Program Grant– Missy
  - Greg Werstil Project Update
    - ✓ Greenfield Commons – Greenfield Twp. Claysburg
  - Susan Bonsell Project Update
    - ✓ 1310 Washington Ave, Tyrone – rental rehab
    - ✓ 612 Park Ave, Tyrone – rental rehab
  - Next Steps
- Code Compliance Repair Assistance Program – Missy

## 6. Open Discussion

## 7. Meeting Schedule:

- August 14, 2024
- November 13, 2024

All meetings begin at 8:15 AM

Meetings will be in person in Department of Social Services Conference Room 4B

# DRAFT



## **Blair County Code Compliance Repair Assistance Program Guidelines**

### **Background Information:**

On \_\_\_\_\_, 2024 the County of Blair adopted Resolution \_\_\_\_ which created the Code Compliance Repair Assistance Program within the Affordable Housing Trust Fund. The Commissioner's approved an allocation of up to \$50,000 from the Affordable Housing Trust Fund to be used to assist with code compliance/property maintenance repairs that are needed to assist low to moderate income homeowners from the magisterial code compliance process.

The Blair County Department of Social Services will be responsible for the administration of this fund through the County of Blair Affordable Housing Trust Fund Advisory Board. The Affordable Housing Trust Fund Advisory Board is composed of 5 members with staggered 2 year terms. Members consist of housing and economic developers, realtors, human service providers, financial institutions, consumers and government agencies. The Department of Social Services, along with members of the Affordable Housing Trust Fund Advisory Board, will evaluate each project request based on established criteria and develop a prioritized project list and corresponding recommendations. The Advisory Board's recommendations will be submitted to the County of Blair Board of Commissioners for final approval.

Applications will be available at the City of Altoona Codes office and the Township/Municipal offices throughout Blair County.

### **Code Compliance Repairs:**

Repairs may include but are not limited to:

- Paint Chipping/Peeling
- Sidewalk Repair
- Handrails/Banisters repair/replacement
- Steps repair/replacement
- Shingle/Roofing Repair (excludes roof replacement)
- Rain Gutter replacement/repair
- Weeding/Lawn Maintenance

## **Eligible Applicants:**

Eligible applicants must be the current owner occupied homeowner with low to moderate income. Landlords and tenants are not eligible. Program eligibility will utilize the Housing & Urban Development (Section 8) income guidelines.

In addition, Applicants must:

- Be current with mortgage and/or property tax payments
- Provide Income verification documentation
- Provide a list of all members living in the household and their monthly gross income
- Provide a copy of the Code Violation/Citation letter on City/Township/Municipal letterhead describing the property maintenance code violation

## **Available Funds:**

Approximately \$50,000 is available in this funding cycle. The maximum amount for any award will not exceed \$5,000.00. A project cannot be funded 100% unless it is within the \$5,000 cap. Future funding will be based on the amount of funds available within the Affordable Housing Trust Fund.

## **Application:**

Homeowners will be required to complete and submit a Code Compliance Repair Assistance Program Application and supporting documentation to the Blair County Department of Social Services. The application will need to include a minimum of two (2) bids from Licensed & Insured contractors for review. The selected contractor will be required to provide copies of their license and liability insurance before a Notice to Proceed will be issued.

## **Evaluation Criteria:**

Select members of the Blair County Affordable Housing Trust Fund Advisory Board will evaluate each of the projects requested based on the evaluation criteria and develop a prioritized project list and recommendations. The recommendations will be submitted to the Blair County Board of Commissioners for final approval and award of the available funds.

## **Project Evaluation Criteria:**

Projects will be evaluated and prioritized based on the following criteria.

- Application completeness
- Income eligibility
- Contractor Bids in relation to repairs

County of Blair  
 Department of Social Services Office  
**CODE COMPLIANCE REPAIR ASSISTANCE PROGRAM**

(Please Print)

1. Applicant Name: \_\_\_\_\_ /Age \_\_\_\_\_ /SS# \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_ /Age \_\_\_\_\_ /SS# \_\_\_\_\_

Address: \_\_\_\_\_ / Zip: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ /(alternate #) \_\_\_\_\_

**2. Ownership Status / Structure Information:**

Do you occupy this property as your primary residence? Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

Are you the owner of the above property? Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

Is there a mortgage? Yes [\_\_\_\_\_] / No [\_\_\_\_\_] Are payments current? Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

Name of mortgage holder? \_\_\_\_\_

Is there an unrecorded Land Contract/Title Agreement ("Rent to Own") on this property? Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

Is this unit? A single-family structure [\_\_\_\_\_] Duplex [\_\_\_\_\_] or Mobile Home [\_\_\_\_\_]

Are property taxes paid? (i.e. Municipal, County, School) Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

If no, what years are not paid? \_\_\_\_\_ Are you on an installment plan with the County Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

**3. Household Composition (include all household members related and unrelated residing in the unit):**

Will your household composition change within next 12 months? Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

Full Name	Relationship	Birth Date	Social Security No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

List any additional household members on the back of this page

**4. Income Verification:** Blair County operates its Code Compliance Repair Assistance program with funding from the Affordable Housing Trust Fund. The Program utilizes the Housing & Urban Development (Section 8) income guidelines which establishes maximum household income limits annually. Annual income as defined at 24 CFR 5.609 (referred to as the Part 5 or the Section 8 definition of annual (gross) income) will be used by Blair County.

**Blair County (Altoona MSA) Household Income Limits as of June 15, 2023**

Household Size:	1	2	3	4	5	6	7	8
Maximum Income	\$43,250	\$49,400	\$55,600	\$61,750	\$66,700	\$71,650	\$76,600	\$81,550

If your household annual income exceeds the maximum allowance indicated on the Income Limits chart above, you **are not** qualified to receive *Code Compliance Repair Assistance* under this program at this time.

SOURCES OF INCOME ( <i>check all that apply</i> )	APPLICANT	COAPPLICANT	DEPENDENT	OTHER
<b>Employment</b>				
<input type="checkbox"/> Wages, OT, Tips & Bonuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Workers Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Temporary Disability Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Self-Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unemployment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Federal &amp; State Benefits</b>				
<input type="checkbox"/> Social Security (SSI/SSD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Black Lung	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Public Assistance (Cash Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pension and Retirement Benefits</b>				
<input type="checkbox"/> Pensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dividends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Interest Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>				
<input type="checkbox"/> Alimony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Child Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rental Income from Real-estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ASSETS</b>	<b>APPLICANT</b>	<b>COAPPLICANT</b>	<b>DEPENDENT</b>	<b>OTHER</b>
<b>Cash</b>				
<input type="checkbox"/> Checking Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Savings Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CDs, IRAs, or Money Market Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you disposed of any assets for less than fair market value in the past two years? Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

**MONTHLY GROSS INCOME CALCULATION**

NAME <i>(Household member)</i>		SOURCE <i>(this should match ✓ above)</i>	GROSS AMOUNT <i>(Specify per week, month or year)</i>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		<b>TOTAL</b>	\$

Did you file a Federal Tax Return? Yes [\_\_\_\_\_] / No [\_\_\_\_\_] if so, was this a joint return Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

If you do not file income tax, please check the box below and sign at the X.

I do not file yearly income tax return: X \_\_\_\_\_

Did any other household member age 18 or older file a Federal Tax Return? Yes [\_\_\_\_\_] / No [\_\_\_\_\_]

**5. Please provide a copy of the Code Violation/Citation letter describing the property maintenance code violation. (required)**

**6. Please provide a minimum of two (2) bid estimates from PA licensed & insured contractors describing the repairs & costs. (The selected contractor will be required to submit a copy of their PA license & liability insurance documents before given a Notice to Proceed.)**

**Certification**

All information provided will be kept confidential. All applications received will become the property of the Blair County Department of Social Services.

I/WE are applying for or seeking assistance from the Blair County Department of Social Services. As part of this process, Blair County may share information contained in my request for assistance and the documents required for eligibility in connection with other area agencies for the purpose of collaborating funds.

I/WE hereby apply for assistance from the Blair County Department of Social Services. I/WE certify that the above statements are true, accurate, and complete to the best of MY/OUR knowledge and belief. False statements made knowingly by the applicant will disqualify the applicant from participation in the program.

Penalty for false or fraudulent statement; U.S.C. Title 18, Section 1001, provides; "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsified or make any false writing or document the same to contain false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both".

**X** \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**X** \_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date



If you have any questions or require assistance in completing this application, please contact the Blair County Department of Social Services at 814-693-3023 x1491. Our office mailing address is as follows:

County of Blair  
Department of Social Services  
Blair County Courthouse  
423 Allegheny Street, Suite 441B  
Hollidaysburg, PA 16648  
(814) 693-3023



**For Official Use Only**

Income Verification: Monthly: \$ \_\_\_\_\_ Yearly: \$ \_\_\_\_\_

Income Category: < 30% AMI: \_\_\_\_\_ / < 50% AMI: \_\_\_\_\_ / < 80% AMI: \_\_\_\_\_

Application received on: \_\_\_\_\_ / by: \_\_\_\_\_

Verification of File Documentation by: \_\_\_\_\_

**RETURN TO:**

Blair County Dept. of Social Services  
Blair County Courthouse  
423 Allegheny Street, Suite 441-B  
Hollidaysburg, PA 16648