

<p>B.1</p>	<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>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 is providing safe, decent, and affordable housing solutions that strengthen our community by focusing on local needs.</p>
<p>B.2</p>	<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> <ol style="list-style-type: none"> 1. Increase the availability of suitable, safe, and affordable housing. <ol style="list-style-type: none"> a. Increase voucher program utilization by conducting outreach efforts, recruiting new, and retaining current landlords, and educating the public on the goals and vision of the Housing Choice Voucher Program. b. Apply for additional rental vouchers should they become available. Plan to apply for opportunities to expand existing special purpose voucher programs, such as VASH and Mainstream Voucher programs. c. Explore the process of noncompetitively selecting one or more PHA-owned projects, currently occupied by Housing Choice Voucher participants, for Project-Based Voucher assistance, improving utilization, compliance, and performance of program services for PHA-owned units. d. Explore ways to strategically expand housing opportunities in the community by continuing to search for options to purchase or develop additional low-income housing units throughout the PHA’s jurisdiction. 2. Promote self-sufficiency of families and individuals in the local community. <ol style="list-style-type: none"> a. Promote, educate, and recruit more individuals and families to increase Family Self-Sufficiency (FSS) program participation. b. Collaborate with referring agencies to connect participants to resources that improve their access to economic opportunities, such as employment, transportation, and affordable mortgages. c. Increase number of Homeownership Vouchers, and thus long-term housing security, by partnering with community organizations and certified Housing Counseling Agencies to prepare families and individuals with the knowledge and resources required to transition into homeownership. 3. Strengthen organizational infrastructure and community standing to support mission and goals. <ol style="list-style-type: none"> a. Engage in local networking as an agency to build partnerships with organizations in the area, establishing a network of service providers to further support the needs of program participants. b. Participate in community service initiatives to support efforts aimed to meet the needs of low-income, very low-income, and extremely low-income families of the local community, . c. Leverage resources through private and public funds to create additional housing opportunities. 4. Strengthen organizational infrastructure to improve processes and performance. <ol style="list-style-type: none"> a. Maintain High Performer status under Section Eight Management Assessment System (SEMAP). b. Improve program administration by performing consistent internal auditing, correcting deficiencies, and utilizing software system features to proactively identify reporting and program errors. c. Conduct 100% timely Annual Recertifications for all Programs. d. Review and update PHA’s Administrative Plan, Family Self-Sufficiency Program Action Plan, and PHA Annual Plan each year, submitting all required documentations to HUD timely and accurately. e. Develop, review, and improve policies to clarify processes, ensuring staff competence and compliant program administration.

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.

Goals and Objectives for FY 2020- FY2025

1. Outcome: Increase the availability of decent, safe, and affordable housing.

A. The Housing Authority of Washington County will expand the supply of assisted housing by applying for additional rental vouchers, reducing public housing vacancies, leveraging private or other public funds to create additional housing opportunities and by acquiring or building additional units or developments.

Progress: The agency increased the availability of decent, safe, and affordable housing by developing 12 additional units in November 2024 at the Blue Mountain Estates project in Smithsburg, MD, serving 12 additional seniors in the community.

B. The Housing Authority of Washington County will increase assisted housing choices by conducting outreach efforts to potential voucher landlords, increasing voucher payment standards and continuing homeownership programs.

Progress: The agency has increased assisted housing choices by conducting outreach efforts to potential voucher landlords, increasing voucher payment standards, and continuing home ownership programs by staff attendance at the local Landlord Association meeting and gave a presentation on the program to prospective landlords.

C. Recruit and retain landlords willing to accept HCV by providing clear and helpful information.

Progress: The agency has recruited and retained landlords willing to accept HCV by providing clear and helpful information and continues to pursue landlord outreach.

D. Apply for additional vouchers that will provide housing for the most at risk populations.

Progress: The agency applied for additional vouchers that will provide housing for the most at risk populations by requesting and receiving funding for 10 additional Mainstream Vouchers in 2023.

E. Continue to search options to purchase additional low-income housing units.

Progress: The agency is continuing to search for options to purchase additional low-income housing units.

2. Outcome: Promote self-sufficiency and asset development of families and individuals.

A. The Housing Authority of Washington County will promote self-sufficiency and asset development of assisted households by providing and/or attracting supportive services to improve assistance recipients' employability and to increase independence for the elderly or families with disabilities.

Progress: HAWC promoted self-sufficiency and asset development of families and individuals by updating the FSS Program Action Plan in October 2022. The agency hired a part-time FSS program coordinator in October 2023 to increase program participation. FSS coordinator completed a financial social work certification in October 2024 to assist families with managing finances and increasing financial literacy. New partnerships were formed with community service agencies to provide streamlined services for participants.

3. Outcome: Strengthen organizational and financial infrastructure to support mission and goals.

A. Improve training and development opportunities for all staff members.

Progress: HAWC improved training and development opportunities by hiring a new Executive Director in April of 2024.

B. Develop and improve policies in order to clarify processes.

Progress: HAWC developed and improved policies in order to clarify processes by engaging with Quadel Consulting Services in June 2023 to assess current organizational infrastructure, resulting in updates to staffing, policies and procedures, and improved performance. Additionally, the agency has participated in multiple annual audits, including financial and regulatory.

C. Clarify roles and responsibilities.

Progress: HAWC clarified roles and responsibilities by hiring three HCV staff members in September of 2023 to improve program administration and utilization of the Yardi software system.

D. Develop and practice a marketing strategy that puts the Housing Authority name before the community in a clear, favorable, and consistent manner.

Progress: The agency is in progress of developing a marketing strategy that puts the Housing Authority name before the community in a clear, favorable, and consistent manner.

4. Outcome: Continue to Improve Processes and Performance.

A. Maintain an Occupancy rate of 98%.

Progress: The agency continues to work towards maintaining an occupancy rate of 98%. The agency achieved an occupancy rate of 96% in 2024.

B. Conduct 100% Annual Recertification's for all Programs.

Progress: The agency has achieved conducting 100% Annual Recertifications for all programs and will continue to maintain this percentage.

C. Revise and Implement Quarterly and Annual Preventative Maintenance Program.

Progress: The agency has revised and implemented a quarterly and annual preventative maintenance program by engaging with Quadel Consulting Services in June 2023 to assess current organizational infrastructure, resulting in updates to staffing, procedures, and improved performance.

	<p>D. Maintain High Performer status under the Section Eight Management Assessment System (SEMAP). Progress: The agency has maintained a High Performer status under the Section Eight Management Assessment System (SEMAP).</p> <p>E. Ensure consistent program administration. Progress: The agency ensured consistent program administration by converting to a new and improved software system in July of 2021 to better support program administration.</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>The Housing Authority of Washington County has adopted a policy to ensure that program participants and applicants are aware of their rights under VAWA and to ensure that our procedures are consistent with HUD’s requirements. HAWC has added a VAWA preference to the Housing Choice Voucher wait list to ensure that victims of domestic violence, dating violence, sexual assault, and/or stalking are given priority. HAWC has partnered with local agencies, including CASA, Inc. and the Department of Social Services, that support victims of domestic violence, dating violence, sexual assault, and/or stalking and have shown support of their efforts during local events.</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>The criteria used for determining a significant amendment or modification to the 5-Year Plan for the Housing Authority of Washington County is:</p> <ul style="list-style-type: none"> • A change to policies set forth in the Housing Choice Voucher Administrative Plan, including: <ul style="list-style-type: none"> - changes to rent or admissions policies or organization of the waiting list. • Changes to the overall mission and/or long-term goals of the HAWC. • Additions of new activities not included in the current PHA Plan. • Changes mandated by HUD will <i>not</i> be considered a significant amendment/modification.
C.2	<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 type="checkbox"/> <input checked="" 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>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-5In0077-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	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
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
Goal

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Fair Housing Goal:

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.



HOUSING AUTHORITY OF WASHINGTON COUNTY

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Resident Advisory Board Meeting Minutes

Friday January 24, 2025

1:00 – 2:00 PM

Present:

Allison Palmer, HAWC, Director of Housing Stabilization
Stephanie San Nicolas, HAWC, HCV Program Specialist/FSS Coordinator
Frank Baxter
Charlton Roberts
Rolanna Roberts
Paul Souders
Karen Souders
Lacey Thomas

Absent:

Mandy Mazza
Pamela Sirbaugh

Agenda

1. Review Progress Report on current 5-Year PHA Plan 2020-2024
 - a. No Comment
2. Review Administrative Plan Updates
 - a. No comment
3. Review PHA Annual Plan 2025
 - a. No comment
4. Review 5-Year PHA Plan 2025-2029
 - a. No comment

Enclosed

Resident Advisory Board Listing
PHA Plan Progress Report
Administrative Plan Updates 2025
Draft PHA Annual Plan 2025
Draft 5-Year PHA 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, Jacob R. Day, the Secretary of MD Department of Housing and Community Development
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2025-2029 and/or Annual PHA Plan for fiscal
year 2025 of the Housing Authority of Washington County 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

Housing Authority of Washington County

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.

Increase the availability of suitable, safe, and affordable housing in Washington County, focusing on
reducing homelessness and expanding homeownership opportunities.

Promote self-sufficiency of families and individuals in the local community, including financial literacy
and homeownership opportunities.

Strengthen organizational infrastructure and community standing to support mission and goals,
participating in local initiatives aimed to revitalize the community.

Strengthen organizational infrastructure to improve processes and performance to provide better
service to more people in need of affordable housing.

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:

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.