

Resolution #3299

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF WARREN ADOPTING REVISED GUIDELINES FOR THE EXPENDITURE OF FUNDS FROM THE WARREN COUNTY AFFORDABLE HOUSING TRUST FUND ESTABLISHED BY WARREN COUNTY ORDINANCE 1-96.

Whereas, on Feb. 1, 1996, the Warren County Commissioners enacted Warren County Ordinance 1-96, pursuant to Act 137 of 1992, to impose an increase in the fees charged by the Recorder of Deeds for the recording of deeds and mortgages by \$11.50 per document in order to establish an Affordable Housing Trust Fund;

Whereas, Act 137 of 1992 has been repealed and Act 49 of 2005 codified at 53 Pa. C.S. §6001, et. seq., now governs the establishment and operation of Affordable Housing Trust Funds;

Whereas, the Board of Commissioners passed Resolution No. 3072 on July 13, 2016, Resolution No. 2753 on March 1, 2000, Resolution No. 2771 on Sept. 6, 2000 and Resolution No. 2823 on Jan. 28, 2004 to implement Ordinance 1-96;

Whereas, this resolution shall supplement Resolutions 3072, 2753, 2771 and 2823.

Now, therefore, be it Resolved that:

The fund established pursuant to Ordinance 1-96 shall be called the Warren County Housing Trust Fund (hereinafter the "HTF").

The HTF shall be used in conformance with Act 49 of 2005, and any amendments thereto, specifically where approved by the Board of Commissioners to, facilitate "any program or project approved by the governing body of the county which increases the availability of quality housing, either sales or rental, to any county resident whose annual income is less than the median income of the county" including:

1. Provide matching funds to secure National Affordable Housing Act of 1999 Home Funds;
2. Assist or support housing efforts by the Pennsylvania Housing Finance Agency and by commercial banks and thrift institutions;
3. Support second soft mortgage programs.

At least 85 percent of the funds collected by the fee increase on recorded documents shall be set aside in a separate account to be used to fund affordable housing efforts in Warren County.

Not more than 15 percent of the money collected may be used for administrative costs associated with affordable housing efforts.

All HTF fund disbursements in a fiscal year shall be capped at the amount collected under Ordinance 1-96 through the prior fiscal year's increase in fees, reduced by the percentage utilized for administrative costs which shall not exceed 15 percent.

HTF funds are available to eligible county residents with an annual household income of less than the County's median income. Warren County median income levels are determined annually by the Department of Housing and Urban Development (HUD), Section 8 guidelines.

Warren County has opted for the Housing Trust Fund to serve county residents with at least, or less than, 80 percent of the County's median income, hereinafter referred to as "Low/Moderate Income" or LMI.

The Warren County Commissioners have chosen to utilize Housing Trust Funds in partnership with the Warren Forest Counties Economic Opportunities Council to fund needs and support programs aimed at expanding resident access to affordable housing, ensuring residents can remain in their homes, per the following guidelines:

- **Applicants must meet the definition of low to moderate income (income not exceeding 80 percent of the county's annually-updated median income);**

- **Applicants must own and occupy subject properties.**

All applications for HTF assistance shall be submitted to the Warren County Commissioners, Warren County Courthouse, 204 Fourth Ave., Warren, Pa., 16365.

The Commissioners will forward all applications to the county's grant administrator, who will review applications and present those applications to the commissioners for approval. The grant administrator will ensure that the applications are in compliance with the program requirements set forth herein. The grant administrator will coordinate program disbursements with the County Treasurer and Fiscal Director.

HTF funds will be disbursed to eligible applicants upon a first-come, first-served basis.

The County will contract with the Warren-Forest Counties Economic Opportunities Council to oversee Project Delivery associated with this program

NOW THEREFORE, BE IT RESOLVED that the Warren County Commissioners approve the aforementioned criteria for expenditures of funds collected in the Warren County Housing Trust Fund pursuant to Warren County Ordinance 1-96.

Adopted this 19th day of February 2025.

COMMISSIONERS OF WARREN COUNTY



Kenneth L. Klakamp
Chair

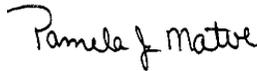


Tricia D. Durbin
Vice Chair



Daniel Glotz
Commissioner

Attest:



Pamela J. Matve
Chief Clerk

