

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	8/2010	9/2010	10/2010	11/2010
Applications	64	50	63	46
Walk-in/Appointments	274	269	205	198

WAIT LIST	7/2010	8/2010	9/2010	10/2010	11/2010
Section 8 Vouchers (498)*	1,064/946	983/878	1,019/911	1,021/913	1,038/929
Parkview Knoll (28)	78	80	80	81	82
Blue Mountain Estates (28)	56	54	54	50	50
Scattered Sites (24)	84	77	83	81	85
Schoolhouse Manor (32)	33	32	34	35	35
Monterey House (24)	7	11	13	13	13
Francis Murphy Apartments (120)	77	77	81	75	72
Springfield Manor (36)	67	70	71	73	75

* Where two numbers are shown, the first is total applications and the second is persons free of debts or criminal records that would bar them from participation.

Vouchers	8/2010	9/2010	10/2010	11/2010	12/2010	YTD Proj
Available	498	498	498	498	498	5,976
Utilized	494	493	493	501	498	5,926
Occupancy	99.20%	99.00%	99.00%	100.60%	100.00%	99.16%

PUBLIC HOUSING	9/2010	10/2010	11/2010	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	27	27	1	96%	0	0
Scattered	24	22*	22*	1	96%	0	0

* On 10/1/2010 one unit was taken off-line for capital program repairs.

RENTAL PARTNERSHIP	9/2010	10/2010	11/2010	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	119	119	120	0	100%	1	0
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

A. Conversion - On Friday, December 3, 2010, Executive Director, Richard Willson, attended a half-day training sponsored by the Maryland Association of Housing and Redevelopment Agencies, MAHRA, focused on Conversion. Ainars Rodins, the Director of the Special Applications Center (SAC) within HUD's Real Estate Assessment Center (REAC) was the guest speaker. SAC is the HUD-entity that processes applications for conversion. A few tidbits we learned:

1. Under the Faircloth amendment, when HUD approves a disposition or a conversion, HUD will transfer our 80-unit ACC-unit entitlement to another 80 units if we can find a way to build them.
2. Mr. Rodins likened the dependency of PHAs on HUD subsidy and their hate of HUD regulations to a drug addiction. (A HAWC reason for wishing to convert is to escape HUD regulation - and now we are wondering if we should apply 16 units of ACC entitlement to the BME expansion?!!)
3. All voluntary conversions yield tenant-based vouchers.
4. If a PHA has a large enough Section 8 program, they can convert the new vouchers to project-based assistance.
5. Applications will be processed in an average of 100 "business" days. 100 business days are equal to 140 or so calendar days.

All of which is food for thought for the Housing Subcommittee!

B. Branding - Drafts of a new web-page look were distributed to Commissioners the first week of December, along with several parallel "looks" for agency letterhead. Guidance from the entire board will be sought at the upcoming meeting. Please bring your artwork collection and we will use our LCD projector to review various ideas during the Marketing Committee report.

C. Savings incentives - Time did not permit completion of RTO and NCI savings plan policies in time for this mailing. Instead drafts will be provided at Thursday's meeting for a preliminary discussion of directions and options so that a formal policy can be considered at the January meeting.

D. Preferred words - Please add your own "No-no" words so we can continue to update our table at the meeting.

NO-NO WORDS AND PHRASES	POSITIVE ALTERNATIVES
Development	Community
Project	Community
Houses	Homes
Housing	Homes
Elderly	Seniors

NO-NO WORDS AND PHRASES	POSITIVE ALTERNATIVES
Households	Families
Affordable housing	Homes within reach of working families
Income limits/guidelines	? Opportunity target ?
Disabled persons	Persons with disabilities
“Hon” or “Honey” or “Dear”	Mr./Mrs./Ms. Last name or Mam

II. Action items

- A. 2011 Holiday Schedule - Staff recommend adoption of resolution 2010-20 as follows:

WHEREAS, the Housing Authority of Washington County Maryland has determined that adoption of a schedule of paid holidays for its employees that matches the schedule adopted by the Board of County Commissioners honors the public trust placed in the organization by the general public and the County, State and Federal funding agencies and officials;

NOW THEREFORE BE IT RESOLVED THAT the Board hereby adopts the following schedule of holidays for calendar year 2011:

New Year’s Day	Saturday, January 1, 2011 (Observed Friday, December 31, 2010)
Martin Luther King Jr. Day	Monday, January 17
Good Friday	Friday, April 22
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veteran’s Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day After Thanksgiving	Friday, November 25
Christmas Eve	Saturday, December 24 (Observed Friday, December 23)
Christmas Day	Sunday, December 25 (Observed Monday, December 26)
New Year’s Eve	Saturday, December 31, 2010 (Observed Friday, December 30, 2010)

B. Schedule of Meetings for 2011 - Staff recommend adoption of resolution 2010-21 as follows:

WHEREAS, the bylaws of the Housing Authority of Washington County provide for regular monthly meetings on the second Thursday of each month at 3:00 p.m.; and

WHEREAS, the said bylaws also empower the Authority to set special meetings and times as may from time to time be selected by the Commissioners;

WHEREAS, the Commissioners desire to continue the practice of meeting with the residents of apartment communities owned and operated by the Authority, and the practice of holding meetings following the end of a calendar quarter a week later to allow for timely financial reporting;

NOW THEREFORE BE IT RESOLVED THAT the Board hereby adopts the following meeting schedule for calendar year 2009:

Date	Time	Location
January 21, 2011	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
February 11, 2010	12:30 p.m.	Community Building, Parkview Knoll, Williamsport, MD
March 10, 2009	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
April 21, 2009	12:30 p.m.	Community Building, Schoolhouse Manor, Boonsboro, MD
May 12, 2009	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
June 9, 2009	12:30 p.m.	Community Building, Blue Mountain Estates, Smithsburg, MD
July 21, 2009	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
August		No meeting
September 8, 2009	12:30 p.m.	Monterey House, Hancock, MD
October 20, 2009	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
November 17, 2009	12:30 p.m.	Francis Murphy Senior Apartments, 20014 Rosebank Way, Hagerstown, MD
December 8, 2009	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740