

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	3/2011	4/2011	5/2011	6/2011
Applications	51	57	47	58
Walk-in/Appointments	187	198	196	211

WAIT LIST	2/2011	3/2011	4/2011	5/2011	6/2011
Section 8 Vouchers (498)*	1,033/936	1,092/987	1,135/1,024	1,131/1,030	1,173/1,065
Parkview Knoll (28)	88	87	89	91	96
Blue Mountain Estates (28)	50	50	51	53	59
Scattered Sites (24)	78	75	74	66	77
Schoolhouse Manor (32)	38	42	45	47	52
Monterey House (24)	15	15	15	15	13
Francis Murphy Apartments (120)	60	63	67	71	73
Springfield Manor (36)	79	82	83	85	89

* 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	3/2011	4/2011	5/2011	6/2011	7/2011	YTD Proj
Available	482	482	482	482	482	3,374
Utilized	487	482	481	481	478	3,393
Occupancy	101.04%	100.00%	99.79%	99.79%	99.17%	100.56%

PUBLIC HOUSING	4/2011	5/2011	6/2011	Vacancy	Occupancy	Move in	Move Out
PVK	28	27	28	0	100%	1	0
BME	28	28	28	0	100%	0	0
Scattered	22	24	22	2	92%	0	2

OTHER	4/2011	5/2011	6/2011	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	31	1	97%	0	1
Monterey	24	24	24	0	100%	0	0
Francis Murphy	120	120	120	0	100%	4	4
Springfield Manor	36	36	35	1	98%	0	1
NCI	4	4	4	0	100%	0	0
RTO	4	4	5	1	83%	1	0

I. Reports

- A. A Happy staff change - On Saturday, June 25th Ms. Tina McCall became Mrs. Tina Scheib. (You will see this change on the Staff listing on the web and later on in this Management Report!)
- B. Conversion - It appears that because of an internal promotion in the Chicago-based Special Applications Center (SAC), our Conversion application has not been moving forward in recent weeks. The new incumbent was kind enough to call us this week to let us know that her pre-signature review of the file has now begun.
- C. Rent-to-Own - All four NCI properties are occupied. One family has given notice to move out by July 31 with our urging. Pam has screened two families for occupancy of this house so far. Two families have passed their recertification inspections with flying colors. The fourth home will be inspected next week. The tenant in the fourth home has been approved for mortgage financing by USDA, but their agency is out of funding at this time. Nevertheless, we anticipate this sale will occur before July, 2013, at which time with the permission of the County, we will be able to use the proceeds to purchase a replacement NCI home. (After July, 2013, proceeds from a home sale will be categorized as program income, and, by federal regulation, must be returned to the State of Maryland.)
- Five of the six Rent to Own properties are occupied. A single mom with four children is interested in the 6th home and we are anticipating a move date by September. The top qualifying families are being invited to an informational meeting later this month and we have informed the Realtors to "start the search again".
- D. Section 8 Leasing - HUD funding of the Housing Choice Voucher program for 2011 saw a small increase at the national level, however that increase has been more than offset by increases in the program costs, including modest landlord increases in rent, loss of tenant income due to the economy (when tenant income goes down, the HA subsidy payment to a landlord goes up), and increases in the cost of utilities (when utilities the tenants provide increase in cost, less of the tenant's housing cost goes to rent, increasing the HA portion of rent). Responding to this trend, HAWC reduced the target number of tenants we believed we could assist from the allowed 498 to 482. What we have learned is that the clients who drop off of the program tend to have smaller subsidy demands on the program than the average, i.e, clients drop when they no longer need our help. So to keep expenditures within the Congressionally authorized budget as it is doled out monthly by HUD, we need to focus on dollars being spent rather than a target expressed in terms of a fixed number of units.

To our amazement, the June leasing numbers (481 units) left us \$609 in the black for the first month this year. Since our average Housing Assistance Payment to landlords is \$463, we could have supported our original target 482 units! Mrs. Scheib will be meeting with Mr. O'Brien next week to determine when we should resume leasing. The decision

will have to balance the need to re-build reserves which have been depleted to the tune of \$46,500 since July, 2010, against the need to assist new customers and to prevent the number we serve from swinging too far above or below the mark.

- E. Positive Communication - Please add your own suggestions for positive words so we can continue to update our table at the meeting.

PC (POSITIVE COMMUNICATION)	LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)
Community	Development
Community	Project
Homes	Houses
Homes	Housing
Seniors	Elderly
Families	Households
Homes within reach of working families	Affordable housing
? Opportunity target ?	Income limits/guidelines
Persons with disabilities	Disabled persons
Mr./Mrs./Ms. Last name or Mam/Sir	“Hon” or “Honey” or “Dear”
(when someone is reporting that something needs to be repaired..) Did you call Mrs. Shipley?	Did you call Maintenance?
Fully Accessible	Handicap

II. Action items

- A. Writing off Bad Debts - ... accordingly, staff recommend adoption of resolution 2011-30 as follows:

WHEREAS, four families moved from properties owned by the Housing Authority of Washington County over twelve months ago owing the Authority for unpaid rent, maintenance charges and other amounts due under the lease;

WHEREAS, two families were dropped from the Section 8 Housing Choice Voucher program because of tenant fraud over four years ago;

WHEREAS, the said families have been discharged of their debts or have made no payments on their indebtedness in the last twelve months;
NOW THEREFORE BE IT RESOLVED THAT the Board hereby charges off these loans as follows:

Move out date	Amount Due
8/31/2009	\$3,292.70
10/31/2009	\$722.58
11/30/2009	\$542.13
2/28/2010	\$833.94
11/30/2007	\$1,770.85
9/24/2007	\$2,860.00
	\$10,022.20