

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	9/2009	10/2009	11/2009	12/2009
Applications	58	62	56	30
Walk-in/Appointments	218	259	231	180

WAIT LIST	8/2009	9/2009	10/2009	11/2009	12/2009
Section 8 Vouchers *	701/630	701/627	750/669	737/655	816/925
Parkview Knoll	54	54	59	59	59
Blue Mountain Estates	43	42	46	46	46
Scattered Sites	32	30	28	31	37
Schoolhouse Manor	33	31	33	31	29
Monterey House	5	5	5	5	5
Francis Murphy Apartments	68	69	64	67	69
Springfield Manor	48	47	53	52	52

* 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	8/2009	9/2009	10/2009	11/2009	12/2009	YTD Proj
Available	498	498	498	498	498	5,976
Utilized	495	496	486	492	499	5,943
Occupancy	99.40%	99.60%	97.59%	98.80%	100.20%	99.45%

PUBLIC HOUSING	10/2009	11/2009	12/2009	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	27	27	28	0	100%	1	0
Scattered	24	24	24	0	92%	0	0

RENTAL PARTNERSHIP	10/2009	11/2009	12/2009	Vacancy	Occupancy	Move In	Move Out
SHM	31	31	32	0	100%	1	0
Monterey	24	24	22	2	92%	0	2
Francis Murphy	119	119	120	0	100%	1	0
Springfield Manor	36	36	34	2	97%	0	2

I. Reports

- A. ARRA and Purchasing Policy - At the December 10, 2009, Board meeting only two Commissioners were able to be in attendance. Accordingly in the week prior to that meeting, Resolution 2009-20 was circulated to the Board by email, and prior to the meeting six of seven Commissioners were able to review the proposed action and indicate by phone or email response that they supported the measure. Accordingly 2009-20 will bear the date of December 10, 2009, and the Board will affirm its passage at this meeting. Resolution 2009-20 reads as follows:

WHEREAS, the Housing Authority of Washington County is receiving funding from American Recovery and Reinvestment Act of 2009 (Recovery Act) that was signed into law by President Obama on February 17th, 2009; and

WHEREAS, HUD published PIH Notice 2009-12 stating that a PHA shall amend its procurement policy to facilitate obligation and expenditure of Recovery Act funds;

WHEREAS, HUD published PIH Notice 2009-31 stating that HUD has concluded that any project of a HUD program grantee that is funded in whole or in part with Recover Act funds, must comply with the Buy American requirement as set forth in OMB Guidance on the Buy American provisions at 2 CFR Part 176; and

WHEREAS, a review of the Procurement Policy to effect these changes revealed numerous references to WCHA;

NOW THEREFORE BE IT RESOLVED THAT the Housing Authority of Washington County amend its Procurement Policy when dealing solely with Recovery Act funding to authorize staff to ignore state and local procurement requirements as expressed in our Procurement Policy except where permitted by 24 CFR 85 (i.e., conflict of interest and bid protest procedures).

AND BE IT FURTHER RESOLVED that a new section be added as I. C. entitled "Changes in Laws and Regulations" to read, "In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent not inconsistent with these Policies, automatically supersede these Policies" and that this new section is suspended solely for procurements made with Recovery Act funding.

AND BE IT FURTHER RESOLVED that all procurement contracts over \$100,000 contain the Buy American provisions and requirements as set forth in PIH 2009-31.

AND BE IT FURTHER RESOLVED that this resolution shall become effective immediately and shall become an addendum to the Authority's Procurement Policy.

AND BE IT FURTHER RESOLVED that all references to the Washington County Housing Authority be replaced with Housing Authority of Washington County along with appropriate abbreviations.

B. Section 8 leasing - Funding for the Section 8 rental assistance program is awarded by HUD on a calendar year basis. Although all of the regulatory tests for the program are on a fiscal year basis, January is when we look at how well we did to fully utilize the funding provided. Last year we had a year-end utilization rate of 98.01%, leaving 119 unit/months unused, and this past year we improved that rate to 99.45% with only 33 unit/months unused. It takes twelve unit months to assist one family for a year. While we would have liked to serve an additional two families for twelve months and one additional family for nine months, our target remains to finish each year close to 100% without going over. If we were to go over 100%, we would have to pay the rent subsidy out of administrative funding, and that would not be a good thing! In the Section 8 leasing game, we make commitments to provide housing assistance based on how well the past experience can predict how many families will drop off of the program each month. We do not know precisely how well we are doing until the actual number of “drops” are counted, at which time it is usually too late to lease one more unit and not in the cards to withdraw promised rental assistance from a family that searched for, found and leased a unit. We are very happy with our 99.45% success rate.

C. Education Subcommittee - The Education Subcommittee met on Tuesday, January 12, 2010, providing staff with feedback on brochures and reviewing customer feedback surveys prepared for committee review by staff.

D. Vouchering Out - On Friday, January 8th we opened the three responses we received to our nationally advertized solicitation for appraisal services. Mr. O'Brien and I concurred that all three were qualified to do the valuation of our 80 units of public housing, so accordingly we then opened the sealed price quotations and made the award to the lowest bid as follows:

Firm	Bid Amount
<i>James L. Randall (Hagerstown)</i>	<i>\$16,000.00</i>
Novogradac & Company (Bethesda)	\$29,000.00
Turlington Valuation Assoc. Inc (Cockeysville)	\$47,000.00

E. Neighborhood Conservation Initiative (NCI) - Closings on 3 NCI financed homes came together in December, allowing us to expend 86% of the grant. Washington County's reimbursement request from December 18th bearing our first request did not get to the State until the first week in January. We expect a 2-week turn-around from DHCD (the Department of Housing and Community Development). Because we did not have cash on hand to cover three purchases, even with borrowing between programs as authorized by the Board at the November meeting, the Authority took out a 60-day bridge loan from Susquehanna Bank, our primary depository. We will pay interest only at 5% on the borrowed funds. Getting the cash-flow loan in place cost us \$500 in setup charges

which will be claimed as a grant-related expense. The Christmas/New Year's holiday was a most inopportune time to be trying to arrange for alternative financing arrangements with DHCD or the County. (See related section on NCI policies below.)

Pam Schnebly will be the property manager for the NCI properties. She reports that she has completed telephone interviews with the top ten families on the NCI wait list. Using landlord references she has picked out five families to work with, and has identified her top three. She will be doing a home inspection the week of Jan. 18 with these three families, and if that goes well will be showing the homes the following week, (Jan. 25th). We expect to lease the Cold Harbor property March 1st and the Red Oak and Meadowood properties on April 1st.

- F. Smoking in units we own - On November 19th, staff shared research on issues raised by allowing smoking, brain-stormed policy positions that could be recommended to the Authority from a tenant perspective and from a management viewpoint, and concluded that all future tenant leases should contain no-smoking provisions. How to fairly treat the 15% of current tenants who presently smoke generated a number of suggestions but no clear consensus. Staff did agree that it would be best to create one date when such a policy would go into effect, even though tenants might sign a no-smoking lease addendum at various points in time (i.e. when their current lease is up for renewal). Staff agreed that tenants should have ample time to study what is being proposed, opportunity to present their comments to the Commissioners before a vote is taken, and adequate time after a new policy is adopted to prepare for changes that affect them.

Our tenant rules are expressed in the lease and in the Tenant Handbook which is referenced in the lease and included in the lease by reference. The lease cannot be amended mid-term. A new lease or an addendum to the lease can be required at the end of the lease term. The Tenant Handbook can be changed on a 30-day notice. The terms in the Tenant Handbook interpret the lease. Adoption of a no-smoking policy to a smoker is not a mere matter of interpretation; so if we are to go forward with such a change, we need to plan around our lease renewal cycle.

Our dwelling leases all use a one-year term. If we were to determine that 6 months is a reasonable amount of time to adjust to changes a no-smoking policy would entail, and that it would take 4 months to draft and adopt a policy, including accepting tenant feedback in a public hearing, with a clock starting with a discussion of policy options in February, 2010, a 30-day notice of new language coming out in April, 2010 and a public hearing at our May, 2010 Board meeting, a vote to adopt in June, 2010, we would be offering new leases to tenants beginning in January, 2011, which would call for a no-smoking effective date of January 1, 2012.

II. Action items

- A. Schedule of 2010 holidays - Staff recommend approval of Resolution 2009-1 adopting the following schedule of meetings:

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 2010:

Good Friday	Friday, April 2
Memorial Day	Monday, May 31
Independence Day	Sunday, July 4 (Observed Monday, July 5)
Labor Day	Monday, September 6
Veteran's Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Day After Thanksgiving	Friday, November 26
Christmas Eve	Friday, December 24 (Observed Thursday, December 23)
Christmas Day	Saturday, December 25 (Observed Friday, December 24)
New Year's Eve	Friday, December 31 (Observed Thursday, December 30)
New Year's Day	Saturday, January 1 (Observed Friday, December 31)
Martin Luther King Jr. Day	Monday, January 17

B. Schedule of 2010 Board meetings - Staff recommend adoption of Resolution 2010-2 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 in the third full week to allow for timely financial reporting;

NOW THEREFORE BE IT RESOLVED THAT the Board hereby adopts the following meeting schedule for calendar year 2010:

Date	Time	Location
February 11, 2010	12:30 p.m.	Community Building, Parkview Knoll, Williamsport, MD
March 11, 2010	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
April 22, 2010	12:30 p.m.	Community Building, Schoolhouse Manor, Boonsboro, MD

May 13, 2010	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
June 10 , 2010	12:30 p.m.	Community Building, Blue Mountain Estates, Smithsburg, MD
July 22 , 2010	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
August		No meeting
September 9, 2010	12:30 p.m.	Monterey House, Hancock, MD
October 21, 2010	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
November 18, 2010	12:30 p.m.	Francis Murphy Senior Apartments, 20014 Rosebank Way, Hagerstown, MD
December 9, 2010	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
January 20, 2011	3:30 p.m.	319 E Antietam St., Hagerstown, MD 21740
February 10, 2011	12:30 p.m.	Community Building, Parkview Knoll, Williamsport, MD

- C. Lease Purchase program - One of the steps toward closing the Lease Purchase loan with Centra Bank involves specialized legal opinions that enable Centra to make the loan "bank qualified," or as we have been terming it, tax-exempt. Centra reached out to Mr. Emory McRill to begin this conversation, and Tim Henry, Mark Harrell, Emory and I met on December 8th to lay out the process. If we agree, Centra will also use McGuire Woods. They will use them as counsel for the loan documents and closing. On Tuesday, January 19th we are meeting in our offices to review the draft loan documents (about 100 pages and counting!). Some of the language in the loan documents will be changed by mutual consent at this meeting. If there are changes to the enabling resolution that follows, a corrected copy will be presented at the meeting. The current version of the language needed to formally put this program in place, formatted as Resolution 2010-3 is as follows:

HOUSING AUTHORITY OF WASHINGTON COUNTY, MARYLAND

A resolution approving the implementation and administration of the lease/purchase program by the Housing Authority of Washington County, Maryland including the purchase and renovation of single family houses as more particularly described herein; authorizing the sale, issuance and delivery of a fully registered bond of the Authority to finance the costs of such program and to pay related financing costs; authorizing the execution of a financing agreement relating to the issuance of such bonds; designating Authorized Authority Representatives; and authorizing other action and determining other matters with respect to the program and the sale, issuance and delivery of the bond.

RECITALS

- 1. Housing Authority of Washington County, Maryland (the "Authority") is empowered under Title 12 and Section 21-101 to 21-106, inclusive, of the Housing and Community Development Article of the Annotated Code of Maryland, as amended (the "Act"), to prepare, carry*

out, acquire, own, lease and operate housing projects, and provide for the construction, reconstruction, improvement, alteration or repair of housing projects in Washington County, and to issue revenue bonds for any of its corporate purposes and secure any of its bonds by pledging any revenue or mortgage on a housing project or other property of the Authority.

2. *The Authority has determined to implement and administer its Lease/Purchase Program (the "Program") pursuant to which the Authority will acquire and renovate single family houses (the "Program Houses"), lease the Program Houses to moderate income families and assist the families to successfully transition from renting to ownership.*

3. *The Authority wishes to finance the acquisition of the Program Houses through the issuance of the Authority's bond in an aggregate principal amount not to exceed \$2,000,000 (the "Bond"). The Bond will be issued pursuant to a financing agreement (the "Financing Agreement") between the Authority and the Bank (hereinafter defined). The Bond will be payable from funds made available by the Authority, including rental payments received from Program House tenants.*

4. *In order to further secure the payment of the principal of and the interest on Bond, (i) the Authority will pledge a first mortgage lien on each Program House and will also pledge cash collateral in the amount of \$100,000 to secure the Bond and (ii) the Board of County Commissioners of Washington County will pledge cash collateral in the amount of \$400,000 to secure the Bond.*

5. *Centra Bank (the "Bank") has agreed to purchase the Bond in accordance with the terms and conditions set forth in the Bank letter dated November 20, 2009 (the "Bank Letter", attached hereto as Exhibit B and incorporated herein by reference).*

6. *The implementation and administration of the Program and the financing of the Program Houses with the Authority's bonds will serve to accomplish the essential governmental function of the Authority of ensuring the availability of safe, sanitary and decent housing for low and moderate income citizens of the County.*

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF WASHINGTON COUNTY, MARYLAND:

Section 1 . Capitalized terms used in this Resolution shall have the meanings provided in the Recitals to this Resolution or elsewhere in this Resolution.

Section 2 . The Recitals to this Resolution are hereby incorporated by reference and are declared to be, and shall at all times and for all purposes be deemed to be, the findings of the Authority in connection with

its decision to implement and administer the Program and to issue the Bond.

Section 3 . The implementation and administration of the Program, as described in the Recitals to this Resolution and the Program description which is attached hereto as Exhibit A is hereby approved, ratified and confirmed.

Section 4 . Pursuant to the Act, the Authority hereby approves the issuance of the Authority's bonds as a fully registered bond in an aggregate principal amount of Two Million Dollars (\$2,000,000), to be designated "Housing Authority of Washington County, Maryland Lease/Purchase Program Bond, Series 2010" (the "Bond"), for the purpose of (i) paying the costs of acquiring and rehabilitating the Program Houses and (ii) paying related financing costs. The Bond shall be issued pursuant to the Financing Agreement and shall bear interest, be dated, be in such denominations, mature and be payable at such times and in such places, be subject to redemption prior to maturity and contain such other provisions as provided in the Financing Agreement.

Section 5 . The Bond shall be a general obligation of the Authority, the principal of and interest on which shall be payable from the revenues and receipts of the Authority available to pay the Bond, including the revenues realized from the rental of the Program Houses and any amounts in certain funds and accounts established under the Financing Agreement, to the extent and as provided in the Financing Agreement. Neither the Bond, nor the interest thereon, shall ever constitute an indebtedness or a charge against the general credit or taxing powers of the State of Maryland or Washington County within the meaning of any constitutional or charter provision or statutory limitation and neither shall ever constitute an indebtedness for purposes of a constitutional or statutory debt limitation or restriction of the State of Maryland or Washington County or constitute or give rise to any pecuniary liability of the State of Maryland or Washington County. The Bond and the interest thereon shall be payable solely from payments made by the Authority and from any other moneys made available for such purpose. In accordance with Section 12-702(b) of the Act, neither the members of the Authority nor any person executing the Bond or any agreement entered into by the Authority under the Act, nor any employee of the Authority, Washington County or the State of Maryland shall be liable personally on the Bond or any other agreement, or be subject to any personal liability or accountability by reason of the issuance, execution or delivery thereof.

Section 6 . The Chairperson of the Authority (the "Chairperson") is hereby authorized to execute (manually or by facsimile) and deliver the Bond, on behalf of the Authority. The Secretary-Treasurer of the Authority (the "Secretary-Treasurer") is hereby authorized to affix, imprint or otherwise reproduce the official seal of the Authority on the Bond, and attest such seal (manually or in facsimile), on behalf of the Authority.

Section 7 . The Chairperson of the Authority is hereby authorized to execute and deliver the Financing Agreement. The Bond and the Financing Agreement shall have such terms and conditions as shall be approved by the Chairperson provided such terms are consistent in form and substance with the terms set forth in the Bank Letter set forth as Exhibit B to this Resolution and made a part hereof, which Bank Letter is hereby approved, ratified and confirmed. The Authority's approval of the terms of the Bond and the Financing Agreement shall be evidenced conclusively by the execution and delivery thereof by the Chairperson.

Section 8 . The Authority hereby determines that it is in the best interests of the Authority to sell the Bond at private (negotiated) sale to the Bank for the purchase price of par.

Section 9 . The Authority hereby authorizes the Authorized Authority Representatives to deposit or cause to be deposited with the Bank, cash collateral of the Authority in the amount of \$100,000 (the "Authority Pledge") as security for the repayment of the Bond. In order to evidence the Authority Pledge, the Authorized Authority Representatives are hereby authorized and directed to execute and deliver a security and account control agreement or similar instrument for the benefit of the Bank.

Section 10 . The Authority hereby authorizes the Authorized Authority Representatives to cause to be deposited with the Bank, cash collateral of the County in the amount of \$400,000 (the "County Pledge") as security for the repayment of the Bond. In order to evidence the County Pledge, the Authorized Authority Representatives are hereby authorized and directed to execute and deliver a security agreement or similar instrument with the County and the Bank, pursuant to which the parties shall agree, among other things, that (a) the County Pledge shall expire on the eighth (8th) anniversary of the issue date of the Bond, (b) the County Pledge shall be applied to pay debt service on the Bond only after the Authority Pledge and all other funds of the Authority available to pay debt service shall be exhausted, (c) tenant participants in the Program shall have income of between 80% and 120% of the County's median income, (d) the total cost for acquiring any single Program House (including acquisition, rehabilitation and fix up charges) shall not exceed \$200,000 and (e) tenant participants of the Program who purchase Program Houses shall finance the purchase with fixed rate mortgages.

Section 11 . The Authority hereby approves the pledge of first mortgage liens on each Program House as security for the Bond. The Authorized Authority Representatives are hereby authorized and directed to execute and deliver a deed of trust and security agreement or comparable instrument to and for the benefit of the Bank with respect to each Program House.

Section 12 . The Chairperson and the Secretary-Treasurer of the Authority are hereby each designated as an Authorized Authority Representative and are authorized to take all actions as an Authorized Authority Representative which are required or permitted under the terms of the Financing Agreement and this Resolution.

Section 13 . The Authority hereby covenants that it will take, or refrain from taking, any and all actions necessary to comply with the applicable provisions of Section 103 and Sections 141 through 150, inclusive, of the Internal Revenue Code of 1986, as amended (the "Code"), and the Income Tax Regulations thereunder, in order to preserve the status of the interest on the Bond as excluded from gross income for Federal income tax purposes. Without limiting the generality of the foregoing covenant, (a) the Authority will not use or permit the use of any of the proceeds of the Bond or any of the funds of the Authority in such manner as would cause the interest on the Bond to be included in gross income for Federal income tax purposes, (b) the Authority will regulate the investment of the proceeds of the Bond so as not to cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code and the Income Tax Regulations thereunder, (c) the Authority will, if and to the extent necessary, make periodic determinations of the rebate amount and timely pay any rebate amount, or installment thereof, to the United States of America, (d) the Authority will prepare and timely file Internal Revenue Service Form 8038-G, Information Return for Tax-Exempt Governmental Obligations, and (e) the Chairperson and/or the Secretary-Treasurer are hereby authorized and directed to prepare or cause to be prepared and to execute any certificate or other document which may be required in order to assure compliance with the applicable provisions of Section 103 and Sections 141 through 150, inclusive, of the Code, and the Income Tax Regulations thereunder. The Bond is hereby designated a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code.

Section 14 . Without limitation of the foregoing, the members, officers and employees of the Authority are hereby authorized to take any and all further actions necessary or appropriate in connection with the issuance and sale of the Bond, the execution, delivery and performance of the documents described above, and/or the carrying out of the transactions contemplated by this Resolution.

Section 15 . This Resolution shall take effect immediately upon its adoption.

- D. Lease Purchase Program Policies - The Lease/Purchase program for moderate income families builds on our experience as a landlord of units we can sell to the occupants. So to an extent, our lease, tenant rules, policies and procedures will be the same, and in several respects, nothing is the same! In the program we are creating, the tenants will pay a market rent. This eliminates annual income certifications, regulation of what bedroom size unit the family "qualifies" for, and to a degree, the way we

view how the family decorates their space. Staff have prepared all of the policy documents for the program, but to simplify the Board's review and approval, are recommending Resolution 2010-4 as follows:

WHEREAS the Housing Authority of Washington County incorporates organizational values, operating procedures and regulations in its Admissions and Occupancy Policies for each rental housing community; and

WHEREAS the Lease Purchase program will use a market-based rent that is not subsidized by the taxpayer; and

WHEREAS the Housing Authority of Washington County has determined that the following policy choices are most consistent with past practices for the Lease Purchase program:

<i>Policy Choice</i>	<i>Lease Purchase program adaptation</i>
<i>Fair Housing, Reasonable Accommodation, barring sex-offenders from participation and Violence Against Women provisions</i>	<i>No change</i>
<i>Sections dealing with rental assistance including closing waiting lists, utility allowances, ongoing reporting of changes in income, use of income exclusions and income deductions on admission, annual verifications and electronic matching</i>	<i>All to be dropped from consideration</i>
<i>Citizenship</i>	<i>Required, but without the use of HUD forms</i>
<i>Preference on waiting list</i>	<i>First come, first served among eligible families</i>
<i>Rents</i>	<i>Based only on market factors such as the number of bedrooms</i>
<i>Transfers between units</i>	<i>None</i>
<i>Visitors</i>	<i>Courtesy notification of visits longer than two weeks</i>
<i>Inspections</i>	<i>Once a year</i>
<i>Car repairs</i>	<i>OK if completed in less than two days</i>
<i>Wall decorations</i>	<i>Allowed with written approval</i>
<i>Scheduling of repairs</i>	<i>To suit tenant as part of the "teaching" program</i>
<i>Smoking tobacco products</i>	<i>Not allowed</i>

NOW THEREFORE BE IT RESOLVED that the Lease, Admissions and Occupancy Policy, Tenant Handbook and other forms and procedures for the Lease Purchase program be adapted by staff from the policy and procedures in use in the Public Housing program.

A separate manilla envelop will be included in the mailing to Commissioners that includes the documents developed to implement the policy directions in resolution 2010-4.

E. NCI Update and Policies - When we applied to the State of Maryland for the NCI program, we indicated we wanted to add units to our existing scattered site homeownership program. The financing for the purchase of the NCI units is a grant, similar in that respect to public housing units, but unlike public housing units, the NCI units do not provide any form of rental assistance. Thus the rent we are paid by the tenants will be the only source of income to cover expenses. We have therefore established a budget for the NCI homes, and working backwards from that budget, we set a minimum monthly rent. Because operating NCI like public housing means tenants will pay 30% of adjusted income for rent, when we created eligibility rules, the \$450 rent was expressed as a minimum adjusted annual income of \$18,000. Establishing a minimum income for the NCI program has the additional benefit of reserving this lease purchase opportunity for families that have already had some success in depending on wages for income. This intended outcome is supported by giving the highest preference weight in the NCI program to families that have demonstrated a pattern of employment. These policies are incorporated into the draft Admissions and Occupancy Policy for the NCI program staff have prepared, and add to the policy on tenant selection adopted by the Board in Resolution 2009-19 adopted on November 12, 2009. (The NCI program in following the public housing model, does not need to follow all of the federal regulations that are specific only to that program. Dropping these kinds of provisions makes the Admissions and Occupancy Policy a smaller document by 19%. The Lease Purchase program for moderate income families discussed earlier has an ACOP that is 53% smaller because it drops the HUD-specific provisions and all provisions related to adjustments of rent based on income.)

Staff recommend adoption of Resolution 2010-5 as follows:

WHEREAS the Housing Authority of Washington County incorporates organizational values, operating procedures and regulations in its Admissions and Occupancy Policies for each rental housing community; and

WHEREAS the Neighborhood Conservation Initiative Lease Purchase program is being modeled after the Authority's low-rent public housing program; and

WHEREAS the Housing Authority of Washington County has determined that the following policy choices are most consistent with past practices for the NCI Lease Purchase program:

<i>Policy Choice</i>	<i>Lease Purchase program adaptation</i>
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<i>Fair Housing, Reasonable Accommodation, barring sex-offenders from participation and Violence Against Women provisions</i>	<i>No change</i>
<i>Sections dealing with opening and closing waiting lists, income targeting, deconcentration, letters from HUD regarding income, cooperation with welfare agencies, pro-ration of assistance to non-citizens, community service and unit transfers</i>	<i>All to be dropped from consideration</i>
<i>Citizenship</i>	<i>Required, but without the use of HUD forms</i>
<i>Preference on waiting list</i>	<i>Families depending on wages, families with Section 8 assistance enrolled in the Family Self-Sufficiency program, families in substandard housing or paying more than 50% of income for housing, residents of the County and other residents of Maryland, in this order</i>
<i>Visitors</i>	<i>Courtesy notification of visits longer than two weeks (allowed when household income is over 70% of local median income and household is in full compliance with lease and FSS contract)</i>
<i>Car repairs</i>	<i>OK if completed in less than two days (allowed when household income is over 50% of local median income and household is in full compliance with lease and FSS contract)</i>
<i>Wall decorations</i>	<i>Allowed with written approval (allowed when household income is over 60% of local median income and household is in full compliance with lease and FSS contract)</i>
<i>Scheduling of repairs</i>	<i>To suit tenant as part of the "teaching" program</i>
<i>Smoking tobacco products</i>	<i>Not allowed</i>

NOW THEREFORE BE IT RESOLVED that the Lease, Admissions and Occupancy Policy, Tenant Handbook and other forms and procedures for the NCI Lease Purchase program be adapted by staff from the policy and procedures in use in the Public Housing program.