

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	11/2010	12/2010	1/2011	2/2011
Applications	46	51	39	39
Walk-in/Appointments	198	176	157	164

WAIT LIST	10/2010	11/2010	12/2010	1/2011	2/2011
Section 8 Vouchers (498)*	1,021/913	1,038/929	1,078/963	1070/955	936/1033
Parkview Knoll (28)	81	82	85	87	88
Blue Mountain Estates (28)	50	50	50	52	50
Scattered Sites (24)	81	85	79	80	78
Schoolhouse Manor (32)	35	35	38	37	38
Monterey House (24)	13	13	14	15	15
Francis Murphy Apartments (120)	75	72	68	66	60
Springfield Manor (36)	73	75	76	78	79

* 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	11/2010	12/2010	1/2011	2/2011	3/2011	YTD Proj
Available	498	498	482	482	482	1,446
Utilized	501	498	492	490	485	1,467
Occupancy	100.60%	100.00%	102.07%	101.66%	100.62%	101.45%

PUBLIC HOUSING	12/2010	1/2011	2/2011	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	28	28	0	100%	0	0
Scattered	22*	22*	22*	1	96%	0	0

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

RENTAL PARTNERSHIP	12/2010	1/2011	2/2011	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	120	119	119	1	99%	0	0
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

- A. Conversion - Last month we projected that the Conversion application would be approved on Friday the 13th of May. On Friday, February 11th we got an email from the SAC whose subject line read: RE: Voluntary Conversion - MD028 - getting close! The email asked us how many acres were in Blue Mountain Estates. If that is the hardest question they can come up with ...
- B. Funding - While the House Budget Committee did not cut the Section 8 HAP fund as we had originally feared, the 2% increase does not allow for full leasing of the program or for any rent increases. Rather it means that any increases in the cost of utilities will have to be balanced by further reduction of the number of families we can assist. As proposed the cuts will spare current landlords, but will harm the agencies that administer assisted housing programs as Section 8 Administrative Fees are cut by 24%, Public Housing operating funding is cut back 3% and the capital fund is cut 43%. Community Development Block Grants, funding that is the backbone for the City of Hagerstown's Community Development department, are proposed by the House to be cut 62%.
- C. The Administration's Proposal to Offset Public Housing Operating Reserves - According to NAHRO, the President's FY2012 budget proposal released on February 14 estimates 2012 operating subsidy eligibility at \$4.962 billion, yet the budget requests only \$3,962 billion in appropriations for the Operating Fund. To make up this difference, the budget includes language that would authorize HUD to "take into account PHAs' excess operating reserves" when determining PHAs' 2012 funding allocations. This authority would allow HUD "to reduce funding allocations to PHAs that have more than sufficient (excess) reserve levels". HUD defines "excess" for small agencies with fewer than 250 units as reserves beyond 6 months expenses.

HAWC has 80 units which fall into this "public housing" category (Blue Mountain Estates, Parkview Knoll and the scattered units). As of December 31, HAWC had a operating reserve equivalent to 7.5 months, of which 1.5 months would be considered "excess". According to the information received from NAHRO, and if this proposal is approved by Congress, HAWC would receive an amount that is less than its pro rata share of the FY2012 appropriation for the Operating Fund. HUD assumes the "short-changed" agencies will draw down reserve accounts to supplement their 2012 subsidy. How HUD calculates an agency's reserves, and exactly how much HUD will offset the subsidy is yet to be determined.

This is clearly another reason to convert these 80 public housing units to the Section 8 voucher program!

- D. Keedysville - On February 14th Mr. Willson met with the Keedysville Planning Commission. We learned that the street that leads to the former school might need to be widened to support new development, sewer capacity is in the hands of Washington County and that water comes from the Town of Boonsboro: all important facts for us to evaluate as we prepare an initial feasibility response for the Keedysville Community Center board.
- E. Wage factors - Washington County did not provide a cost of living increase in FY2010, and they did not give any step increases. This “freeze” is expected to be carried into FY2011 budgets as well.
- F. Rent-to-Own - To date: 3 houses are rented; 3 are finished rehab and are available for rent with HAWC signs in the yard or window; 12 families on the waiting list include four qualified families who are actively looking but prefer all bedrooms on same level or a different location than what is currently available. Families that attended the recent RTO Orientation have not responded to follow-up phone calls. Two new inquiries came in this week and two applications were sent.
- G. Senior Services - Staff and Board members from HAWC and the Commission on Aging will meet at C.O.A. offices on March 8th to explore ways to grow senior programs at the HAWC senior communities and beyond.
- H. Francis Murphy Audit - The annual financial audit of the Francis Murphy community was conducted last week and went smoothly. There were no findings or compliance issues and one small adjustment to the books. We manage Francis Murphy Senior Apartments (located off Robinwood Drive) for the owners, Hagerstown Robinwood Senior Associates, LLC.
- I. Susquehanna Credit Line - With rehabilitation on the first six RTO homes having been completed, we were able to draw down an additional \$80,350 of loan funds from Centra Bank. These funds will be used to pay down the outstanding \$200,000 credit line at Susquehanna. The outstanding credit line balance will be \$120,000.

The State of Maryland is in the process of approving our funding request for \$75,000 through the Maryland Affordable Housing Trust (MAHT) fund. The MAHT fund is used to cover development costs we have incurred for the BME expansion development. Also, a request for reimbursement from Washington County in the amount of approximately \$90,000 (for NCI home rehab costs) should be completed by the end of March.

The Susquehanna Bank credit line will be fully paid once these funds are received.

- J. 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?

II. Action items

- A. Violence Against Women Act - VAWA legislation was passed by Congress to insure that housing agencies in their diligence to uphold prohibitions against disruptive behavior would not be inappropriately holding the behavior of a perpetrator of domestic abuse against the remainder family members. HAWC first adopted VAWA language in our policies in November, 2008, to reflect the statute enacted in January, 2007. The current update, for example, adds definitions of “actual and imminent threats,” puts a definition of VAWA itself in the glossary and adds language to clarify how we will manage conflicting documentation, should that situation arise. Accordingly staff recommend adoption of resolution 2011-4 as follows:

WHEREAS the Housing Authority presently uses an update service for its Public Housing Admissions and Occupancy Policy and its Section 8 Administrative plan that is produced by the Schiff Group, formerly a subcontractor of the National Association of Housing and Redevelopment Organizations (NAHRO); and

WHEREAS the Schiff Group has provided the Authority with suggested policy language;

NOW THEREFORE BE IT RESOLVED that the Administrative Plan and the Admissions and Occupancy policies be updated by staff as recommended by the Schiff Group Agency Plan Updating Service to incorporate changes needed to comply with HUD's "Violence Against Women Act Confirming Amendments; Final Rule" published on October 27, 2010.

- B. Management Assessment - Because HAWC is a high-performing agency with fewer than 250 public housing units, HUD reviews our operations only every three years. The HUD assessment is based on financial indicators, a physical inspection and a self-certification of the following management items that are in turn reviewed in the agency's next independent audit:
1. Unit Turnaround - Our average time from move-out to the next move-in was 60.26 days in FY2010. The "elderly unit" average was 42 days, but the scattered family units took longer to do repairs. This is a place where our emphasis on maintaining units in like-new condition exacts a cost.
 2. Capital Fund - We continue to obligate funds early in the grants, not waiting for the 2-year deadline, and usually fully expend the grant before much more than a year has passed.
 3. Work Orders - To score high on work orders you need to do emergency repairs within 24 hours and show steady improvement on the time to complete non-emergency work items. All 6 of our FY2010 emergency work orders were completed the same day. The average number of days to complete work orders has declined steadily from 4.3 days in FY2007 to 2.24 days in FY2010, giving us an average reduction of 1.17 days over the last three years.
 4. Annual Inspections - Our property managers and our maintenance staff are trained in applying the inspection standards that HUD employs for the public housing program. Mrs. Hart keeps a well-documented file showing that we inspect all of our units annually.
 5. Security - We screen tenants for criminal history and drug-related charges and did not put 27 applicants on our waiting list in FY2010 for these reasons. We are grateful that we had zero crimes committed in our units to report to local law enforcement authorities.

Accordingly, staff recommend adoption of resolution 2011-5 as follows:

WHEREAS, it is the mission of the Housing Authority of Washington County to provide decent, safe, affordable housing solutions that strengthen our community by focusing on local needs;

WHEREAS, the Board of Commissioners of the Housing Authority of Washington County reviews the agency's finances, leasing rates, capital fund expenditures and maintenance operations on a monthly basis;

WHEREAS, all of the elements incorporated in the Management Operations Certification are captured in the Authority's automated systems allowing documentation of elements through printed reports from the software systems;

NOW THEREFORE the Board approves the Public Housing Assessment System Management Operations Certification prepared by staff for fiscal year 2010.