

SECTION 8 RENTAL ASSISTANCE PROGRAMS

Vouchers	1/2007	2/2007	3/2007	4/2007	5/2007
Available	498	498	498	498	498
Utilized	505	511	507	509	511
Occupancy	101.41%	102.61%	101.81%	102.21%	102.61%

ACTIVITY	1/2007	2/2007	3/2007	4/2007
Applications	44	35	56	39
Walk-in/Appointments	102	128	209	181

WAIT LIST	12/2007	1/2007	2/2007	3/2007	4/2007
Section 8 *	398/358	423/381	453/407	488/441	381/352
Parkview Knoll	49	52	55	56	51
Blue Mountain Estates	24	26	30	34	33
Scattered Sites	4	3	6	4	4
Schoolhouse Manor	30	28	31	32	27
Monterey House	8	8	9	10	6
Francis Murphy Apartments	47	51	50	52	43
Springfield Manor	56	58	60	59	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.

PUBLIC HOUSING	2/2007	3/2007	4/2007	Vacancy	Occupancy	Move in	Move Out
PVK	28	27	28	0	100%	1	0
BME	28	28	28	0	100%	0	0
Scat	24	24	24	0	100%	0	0

RENTAL PARTNERSHIP	2/2007	3/2007	4/2007	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	22	24	0	100%	2	0
Francis Murphy	120	119	120	0	100%	1	0
Springfield Manor	36	36	35	1	98%	0	1

I. Reports

- A. The energy audit work mentioned in last month's management report was awarded to the Nelrod Company out of Fort Worth, Texas for \$7,599. The other bid was from a Baltimore area firm at \$26,645. The energy audits will be done at Monterey House in Hancock and at our Blue Mountain, Parkview Knoll and family scattered site units over the next 90 days.
- B. In the past month the State of Maryland's housing finance agency, the Community Development Administration (CDA), completed physical and management reviews at Schoolhouse Manor and Monterey House. Both projects received an Above Average rating.
- C. The physical inspection portion of CDA's annual review of Springfield Manor will take place on May 10th when their inspection subcontractor picks 8 units at random to check.
- D. On May 22nd Michaels Development Group, the present owners of Halfway Manor, will appear before the Board of County Commissioners to seek a letter of support for their application for CDA financing of a bond issue to rehabilitate that project. Halfway Manor provides 80 3-bedroom units and 20 4-bedroom units with rental subsidies. Halfway Manor provides 27% of the subsidized 4-bedroom units in Washington County and 14% of the subsidized 3-bedroom units. The housing they provide is critical for larger families. Michaels Development is not seeking any County financial assistance.
- E. Leasing in the Section 8 program has been going better than expected, consequently no new vouchers will be issued in May.

II. Action items

- A. Dealing with fungal growth on interior surfaces - Molds are fungal growths. While exposure to mold can have toxic effects, allergic reactions such as runny noses, eye irritation or congestion seem to be more common. Nevertheless instances of "sick offices" where lots of workers have gotten very sick have made the general public very wary.
"Fungi are present almost everywhere in indoor and outdoor environments."* In addition to the spores that are everywhere, mold needs food, moisture and a temperature between 40 and 100 degrees. Houses are full of organic material, mold spores and right temperatures, making moisture the only thing we really can control. When we see moisture we mop it up, but when it gets into walls and ceilings undiscovered it can create ideal conditions for the growth of fungi such as molds. The Housing Authority's first line of defense against fungal growth is tenant awareness of moisture problems, followed by a staff that is well trained in assessment and remediation and supported by a policy that identifies and organizes the steps to be taken.

* NYC Guidelines.pdf page 2 of 14

Accordingly based on the recommendation of Connor Training Services, the organization from which the Authority recently purchased training on this topic for its maintenance staff, we should follow the New York City Health Department's guidance on these issues. These guidelines are available on-line at <http://www.wc-link.org/hawc/NYC%20Guidelines.pdf>. Staff recommend adoption of resolution 2007-12 as follows:

WHEREAS, the Housing Authority of Washington County desires to protect the health of its customers and staff;

WHEREAS quick and appropriate action to identify and remove mold and sources of excessive moisture in interior spaces requires the adoption of standards and the provision of training;

NOW THEREFORE be it resolved that the Guidelines on Assessment and Remediation of Fungi in Indoor Environments published by the New York City Department of Health be adopted as the Authority's guideline for dealing with water infiltration or excessive interior moisture along with any resulting fungal growth in our properties.

- B. House Keys for Employees - One of the recommendations of the County's Taskforce on Workforce Housing from October, 2005, was for the County to agree to help its employees qualify for matching funds from the State's downpayment assistance programs. This is one of the recommendations of that Taskforce that the County did enact. The Housing Authority has expressed support of the Workforce Housing recommendations and staff recommend that the Authority demonstrate leadership in this area by committing to provide a \$5,000 match to employees who purchase homes through the More House for Less Maryland Mortgage Program. We have three employees at this time that are renters, and we project that no more than one per year will ask for this benefit, so our exposure is limited. The potential benefit to a participating employee is significant. CDA matches the employer contribution up to \$5,000, and if the employee purchases a home in a priority funding area, can double the State's contribution growing the employer's \$5,000 contribution to \$15,000. Depending on which mortgage product the employee seeks, up to \$5,000 can be borrowed for closing costs providing up to a \$20,000 total benefit.

Accordingly staff recommend adoption of resolution 2007-13 as follows:

WHEREAS, Employer participation in the Maryland "House Keys for Employees" program represents an important partnership to help Maryland's workforce become homeowners; and

WHEREAS the Housing Authority's support for the recommendations of the Washington County Task Force on Workforce Housing of October, 2005, would suggest that we follow our own counsel;

NOW THEREFORE be it resolved that the Authority will agree to participate in the Maryland House Keys 4 Employees Program (HK4E) at the level of one grant of \$5,000 per year (excluding contract employees working for the Department of Social Services), in the form of a deferred payment loan at 0% interest to the employee that requires proportional repayment if the employee leaves the Authority in the five-year period following loan closing.

- C.

- III. Board Evaluation - The steps for our June meeting in our Board Evaluation exercise will be to set the stage for tackling political and strategic evaluation questions at the July meeting..
- IV. Next regular meeting: Thursday, June 14, 2007, 12:30 p.m. at the Senior Nutrition Center, Blue Mountain Estates, Smithsburg, MD, following lunch with the residents at 11:30 a.m.
- V. June agenda high-lights:
 - A. Executive Director Evaluation discussion
 - B. Board evaluation