

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	1/2009	2/2009	3/2009	4/2009
Applications	44	71	63	56
Walk-in/Appointments	153	201	233	247

WAIT LIST	12/2008	1/2009	2/2009	3/2009	4/2009
Section 8 Vouchers *	562/523	595/552	638/587	700/639	731/668
Parkview Knoll	56	54	53	52	56
Blue Mountain Estates	41	39	40	40	42
Scattered Sites	43	45	49	59	67
Schoolhouse Manor	32	31	30	30	33
Monterey House	8	9	9	5	6
Francis Murphy Apartments	53	53	64	65	63
Springfield Manor	53	51	51	49	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	12/2008	1/2009	2/2009	3/2009	4/2009	YTD Proj
Available	498	498	498	498	498	1,992
Utilized	498	497	497	498	495	1,987
Occupancy	100.00%	99.80%	99.80%	100.00%	99.40%	99.75%

PUBLIC HOUSING	2/2009	3/2009	3/2009	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	27	28	28	0	100%	0	0
Scattered	24	24	24	0	100%	0	0

RENTAL PARTNERSHIP	2/2009	3/2009	4/2009	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	24	23	1	96%	0	1
Francis Murphy	119	119	119	1	99%	1	2
Springfield Manor	35	36	36	0	100%	0	0

I. Reports

- A. Brochures - A copy of the recently completed brochure for Schoolhouse Manor is enclosed. Please provide your feedback and comments! We think we are close, and are beginning to collect the pieces we'll need to produce brochures for our other communities. (For comparison purposes we enclosed the Francis Murphy brochure - professionally developed as part of the owners' marketing plan.)
- B. Chamber of Commerce Membership - Benefits of Chamber membership accrue to the organization and to the members of the staff. Chamber email is being forwarded to all staff. A local insurance agent has already called to offer a discount package on property and liability coverage fashioned for Chamber members, so we shall see!
- C. Housing Subcommittee - While there appeared to be little enthusiasm for our lease purchase idea with the Board of County Commissioners, the members of the Housing Subcommittee still see a number of possibilities to pursue. Committee member Roger Fairbourn has reported that once banks take properties in foreclosure they are poorly equipped to handle the volume of properties and frequently see significant losses in property value as former owners sell the carpet and cabinetry, pipes freeze and work-out agents mis-manage the process. The Committee is exploring bank financing to capitalize the purchase of properties and offering the model to private investors as an avenue to maintain property values. Only this afternoon a major bank contacted the office to discuss the possibility of using some new bond financing strategies on behalf of governmental entities that apparently were buried within the recently economic stimulus bills enacted by Congress. Stay tuned!
- D. Blue Mountain Expansion - Our draft designs for a 3-story expansion of Smithsburg's Blue Mountain Estates were warmly received by those in attendance at our April 21st public meeting (20 residents and one neighbor). Building and site design work is proceeding in preparation for the more formal zoning appeals process.
- E. Family Self-Sufficiency - FSS is funded by two separate grants: One on the public housing side for our scattered site participants and one on the Section 8 side. The smaller of the two, the \$4,500 public housing grant, was not funded this year. Because Washington County falls under the State's Comprehensive Plan for the Community Development Block Grant Program, every federal grant we seek must be signed off on by the Secretary of Maryland's Department of Housing and Community Development. The form did not get back to us in time to make the grant deadline and HUD was unwilling to reconsider their decision to exclude us from consideration on this technicality.
- F. FY2010 Budget - Mr. O'Brien will distribute the draft budget for the fiscal year July 1, 2009 to June 30, 2010 at the meeting. Some of the factors being built into his financial projections include increases in wages and

health care costs, 2.5% trending of expenses generally with other items based on contract agreements, absorbing the cost of providing FSS services to public housing families (see above), plus the addition of an executive assistant position.

II. Action items

- A. Rent levels - Over the last several months we have been working to establish a “market rent” level for each of our properties. In our low-rent programs we set a “flat rent” based on market conditions and offer each resident the option of paying the flat rent (frozen for 3 years) or the traditional income-based (30%) rent. When a family is doing well job-wise the flat rent can result in a lower rent figure. We hired R. J. Fennel, Inc to do a market analysis on our scattered site properties and they came back to us with a rate-per-square-foot that we can apply to our units. For our one-bedroom units we gathered several comparable private-market rentals to arrive at a per-square-foot rate. We have gone back to several properties to check square footage measurements against the numbers recorded by the State Department of Assessments and Taxation. The flat rent concept does not apply to our State financed properties, but those units were included so as to provide insight into the degree by which we are setting “affordable” rents in those programs (see budget discussion). The spreadsheet at the end of this management report shows how this analysis would be applied to our actual units.

Staff recommend adoption of Resolution 2009-7 as follows:

WHEREAS the Admissions and Occupancy Policy for public housing calls for the annual review of the flat rent schedule; and

WHEREAS an actual professional survey of rentals has been conducted to determine the factors that best predicts the appropriate private market rental value of each property;

NOW THEREFORE BE IT RESOLVED that flat rents will henceforth be based on the square footage of the rental property, excluding living space developed in basement areas using a rent per square foot of \$1.11 for one-bedroom units, \$0.825 per square foot for single family dwellings, \$0.735 per square foot for townhouse units and \$0.697 per square foot for duplex units, with an additional \$25 for properties less than 20 years old, \$20 for a carport, \$25 for a garage and \$20 for each additional bathroom.

AND BE IT FURTHER RESOLVED that the calculated flat rents will each be increased or decreased as appropriate annually when HUD publishes Fair Market Rents by the percentage by which the 4-bedroom FMR changes, rounded down to the nearest increment of \$5.00.

III. Upcoming events

- A. The list of “Next Meetings” is on the Agenda.
B. The June agenda will include
1. Adoption of a budget for 2010
 - 2.

Sorted by bedroom and unit type:

2009

Location		BR	Built	Type	SF	Garage or carport	Age < 20	4th bedroom	Extra bath	2009 Gross Rents	Utility Allowance	Contract Rent	Flat Rent based on Resolution 2009-7
1846	Abbe y Lane	3	1979	TH	1,190		\$0.00	\$0.00	20	\$895	\$193	\$702	\$700
1926	Abbe y Lane	3	1975	TH	1,080		\$0.00	\$0.00	20	\$814	\$201	\$613	\$610
126	Bethlehem Court	4	1971	TH	1,320		\$0.00	\$50.00		\$1,020	\$309	\$711	\$710
1382 0	Countryside Drive	3	1976	SF	1,015	20	\$0.00	\$0.00		\$857	\$229	\$628	\$625
1384 4	Countryside Drive	4	1976	SF	1,342	25	\$0.00	\$50.00		\$1,182	\$295	\$887	\$885
11204	Cristins Circle	3	1992	TH	1,160		\$25.00	\$0.00	20	\$898	\$185	\$713	\$710
26	East Frederick Street	4	1920	SF	1,776		\$0.00	\$50.00	20	\$1,535	\$255	\$1,280	\$1,280
11425	Englewood Road	3	1954	SF	1,381		\$0.00	\$0.00	20	\$1,159	\$199	\$960	\$960
17324	Gay Street	3	1983	SF	1,008		\$0.00	\$0.00		\$832	\$251	\$581	\$580
11337	Greenberry Road	3	1955	SF	898	20	\$0.00	\$0.00		\$761	\$249	\$512	\$510
11311	Grouse Lane North	3	1989	TH	1,348		\$0.00	\$0.00	20	\$1,011	\$168	\$843	\$840
17930	Hickory Lane	3	1973	TH	1,250		\$0.00	\$0.00	20	\$939	\$213	\$726	\$725
17944	Hickory Lane	3	1974	TH	1,220		\$0.00	\$0.00	20	\$917	\$218	\$699	\$695
1122 8	Marbern Road	3	1952	SF	1,242		\$0.00	\$0.00	20	\$1,045	\$195	\$850	\$845
1130 3	Marbern Road	3	1953	SF	1,314	20	\$0.00	\$0.00		\$1,104	\$239	\$865	\$865
12021	Mayfair Ave	3	1954	SF	1,525	25	\$0.00	\$0.00		\$1,283	\$219	\$1,064	\$1,060
20	North Colonial Drive	3	1990	DUP	1,196		\$25.00	\$0.00	20	\$879	\$179	\$700	\$695
22	North Colonial Drive	3	1990	DUP	1,196		\$25.00	\$0.00	20	\$879	\$179	\$700	\$695
1120 6	Robins Glenn Drive	3	1992	TH	1,160		\$25.00	\$0.00	20	\$898	\$180	\$718	\$715
17524	Shepardstown Pike	3	1990	SF	1,248		\$25.00	\$0.00	20	\$1,075	\$279	\$796	\$795
17839	Sher man Avenue	3	1939	SF	1,169	25	\$0.00	\$0.00		\$989	\$267	\$722	\$720
1383 4	Village Mill Drive	3	1942	SF	1,027		\$0.00	\$0.00		\$847	\$238	\$609	\$605
114	Wabash Street	3	1980	SF	1,508		\$0.00	\$0.00		\$1,244	\$232	\$1,012	\$1,010
1770 8	Winterberry Road	3	1956	SF	858	20	\$0.00	\$0.00		\$728	\$241	\$487	\$485
	Blue Mountain Estates-Mid	1	1982	1	590		\$0.00	\$0.00		\$655	\$76	\$579	\$575
	Blue Mountain Estates-End									\$655	\$79	\$576	\$575
	Parkview Knoll-Mid	1	1984	1	609		\$0.00	\$0.00		\$676	\$84	\$592	\$590
	Parkview Knol l-End									\$676	\$89	\$587	\$585
	Schoolhouse Manor-Mid	1	2002	1	640		\$25.00	\$0.00		\$735	\$76	\$659	\$655
	Schoolhouse Manor-End									\$735	\$79	\$656	\$655
	Springfield Mano r	1	2005	1	620		\$25.00	\$0.00		\$713		\$713	\$710
	Francis Murphy - 1	1	2005	1	606		\$25.00	\$0.00		\$698	\$106	\$592	\$590

Unit type	Rent per Square Foot	
SF	\$0.825	Based on January 28, 2009 Rent Value Report by R. J. Fennel, Inc.
TH	\$0.735	
DUP	\$0.697	
1	\$1.110	Based on comparables in the Section 8 Rent Reasonableness database