

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	7/2007	8/2007	9/2007	10/2007
Applications	38	49	43	44
Walk-in/Appointments	77	98	69	104

WAIT LIST	6/2007	7/2007	8/2007	9/2007	10/2007
Section 8 Vouchers *	435/411	496/454	532/488	569/520	589/537
Parkview Knoll	69	71	76	84	87
Blue Mountain Estates	40	42	49	53	55
Scattered Sites	10	10	11	13	13
Schoolhouse Manor	33	33	37	40	42
Monterey House	12	11	11	12	13
Francis Murphy Apartments	47	48	49	49	50
Springfield Manor	65	67	73	80	84

* 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	7/2007	8/2007	9/2007	10/2007	11/2007	YTD Proj
Available	498	498	498	498	498	5,976
Utilized	504	500	491	484	481	5,985
Occupancy	101.20%	100.40%	98.59%	97.19%	96.59%	100.15%

PUBLIC HOUSING	8/2007	9/2007	10/2007	Vacancy	Occupancy	Move in	Move Out
PVK	27	27	27	1	96%	0	0
BME	28	28	28	0	100%	0	0
Scat	24	21	21	3	95%	0	0

RENTAL PARTNERSHIP	8/2007	9/2007	10/2007	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	120	119	1	99%	2	3
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

- A. Annual Audit - The audit report, management letter and letter to the audit committee are being mailed with this management report. If you do not wish to keep these reports, return them to Mr. O'Brien at the next meeting or at any following meeting. Staff use these reports throughout the year as exhibits in various funding applications. Mr. O'Brien will be available at Thursday's meeting to answer any Board questions regarding the FY2007 audit report.
- B. Development - Burrey Moser & Gehr has retained Triad Corp at a cost of \$4,000 to do the civil drawings for the proposed expansion at the Smithsburg site.
- C. SEMAP - Our operation of our Section 8 program met and exceeded all of HUD's numeric measurements over the past year, attaining perfect score on the Section Eight Management Assessment Program of 105 points! This keeps us a "high performer" agency for Section 8 for another year, thanks to the combined efforts of Tina McCall, Vicki Corbiser, Georgeanne Madison, Kimberly Shipley, Tyenna Hart and Pam Schnebly!
- D. New office space - Our current landlord's offer of a new lease at \$12.00 per square foot, a 20% increase, caused us to take a quick inventory of our present facility and other rental options. Our present space is well located downtown, but narrow, long, window-less and without parking. The offices left on our floor are very small. We found vacant second floor space at 319 East Antietam St., a half block east of the hospital with 20 free parking spaces containing 7,000 square feet of space on which we were able to negotiate a 5-year lease at \$7.00 per square foot. (Rental leases use an annual rate which one then divides by 12 to arrive at the monthly rental amount.) Our 5-year renewal rate in 2012 will reflect a 3% per year increase. All of the offices we will occupy will have two windows, so we will be moving! BMG Architects is preparing plans which will enable us to apply for a building permit to install needed partitions. The building's first floor is rented by the Children's Doctor and the second floor was the former home of the Census Bureau.

II. Action items

- A. Pet Deposits - When we established our pet policy we set the deposit at \$30 per pet per bedroom. This deposit amount has not changed since its adoption in the early 1980s. If we had increased this amount by 4% each year we would currently be charging a pet deposit of closer to \$90 per bedroom per pet. Accordingly staff are recommending an increase in the pet deposit for all new applications of \$100 per bedroom per pet. Accordingly staff recommend adoption of resolution 2007-18 as follows:

WHEREAS, the Housing Authority of Washington County recognizes the benefits of pet ownership to its residents;

WHEREAS, in management of its projects, the Authority must balance the benefit to residents of pet ownership against the potential for damages to the unit caused by pets;

WHEREAS, the pet deposit first established in 1997 has not been since increased to keep pace with inflation;

NOW THEREFORE the Board is increasing the per-bedroom-per pet deposit requirement from \$30 to \$100 for all new lessees for tenants of public housing, tenants at Schoolhouse Manor, tenants at Monterey House and tenants at Springfield Manor, and directs staff to incorporate this change into the tenant handbooks at each of these projects as appropriate.

B. Utility Allowances - Staff recommend the adoption of resolution 2007-19 as follows:

WHEREAS, the Housing Authority is required to annually revise the Section 8 Utility Allowances and the Public Housing Utility Allowances when there is a change of over 10%; and

WHEREAS staff have obtained updated utility rate information for all utility categories in October, 2007;

WHEREAS electricity has gone up an average of 6% while the cost of natural gas has gone down 12%, oil has gone up 16%, and bottled gas has gone up 15%;

NOW THEREFORE BE IT RESOLVED that a new schedule be adopted for use in the rental assistance and the Public Housing programs for all re-certifications and new admissions on or after January 1, 2008, based on actual current utility rate information.

C. Section 8 Payment Standards - Annually when HUD publishes their Fair Market Rent schedule (FMR), the Authority needs to review its Payment Standards and set them in a 90-110% window to ensure that families on the program are not having to spend more than 30% of their income for housing and new participants can find units. Currently we have 18 families paying over 30% of their income for housing, but the problem of rent levels has a much greater impact on those just coming on the program. In the past year we issued close to 100 new vouchers, but only half of these families were able to find rental units that would “work” within the payment standards we set last year. At the same time just over \$100,000 of our voucher funding went unspent, leading staff to the conclusion that we need to increase our payment limits to keep the program working. These limits cap the amount a tenant can spend on rent plus utilities, so a part of this increase will just go to absorb the impact utility increases is having on housing affordability.

Bedrooms	2007 Fair Market Rents (40th)	2007 Payment Standard	Percent of 2007 FMR	2008 FMRs	FMR Increase/ (Decrease) from 2007	Recommended 2008 Pay Stnd	Percent of 2008 FMR
0	459	470	102%	486	27	510	105%
1	526	540	103%	558	32	586	105%
2	673	690	103%	713	40	784	110%
3	971	1000	103%	1,029	58	1,132	110%
4	1,002	1050	105%	1,062	60	1,168	110%
5	1,152	1,161	101%	1,221	69	1,343	110%
Trailer Pad	269	283	105%	285	16	314	110%
	10/01/06	12/01/06		10/01/07		1/1/08	

Accordingly staff recommend adoption of resolution 2007-20 as follows:

WHEREAS, the Housing Authority of Washington County Maryland (“HAWC”) may annually adjust the Payment Standard used in the Housing Choice Voucher program to levels

that are appropriate to assist lower income families in finding affordable rental units in our jurisdiction;

WHEREAS, *clients needing units located outside the corporate limits of the City of Hagerstown Maryland find very few rental opportunities that work financially within the HUD established Fair Market Rent limits;*

WHEREAS, *the Quality Housing and Work Responsibility Act of 1998 gave housing agencies the authority to set payment standards within a range of 90% to 110% of the HUD established Fair Market Rents*

NOW THEREFORE BE IT RESOLVED THAT *the Payment Standards for Housing Choice Vouchers used in Washington County, Maryland, outside the corporate limits of the City of Hagerstown be set between 100% and 110% of the FMRs as follows: 0-bedroom \$510; 1-bedroom \$586; 2-bedroom \$784; 3-bedroom \$1,132; 4-bedroom \$1,168 5-bedroom \$1,343; and trailer pads \$314.*

- III. Board Evaluation - Commissioner Deb Cohill and Director Richard Willson attended the half-day strategic planning training sponsored by Leadership Washington County on October 18th. Mr. Keesecker is reviewing the materials and the Boardmanship project will resume at the December meeting when Mr. Keesecker's health allows him to return.
- IV. Upcoming events
 - A. The list of "Next Meetings" is on the Agenda this month.