

**RENTAL ASSISTANCE PROGRAM STATISTICS**

ACTIVITY	12/2009	1/2010	2/2010	3/2010
Applications	30	51	25	90
Walk-in/Appointments	180	248	170	248

WAIT LIST	11/2009	12/2009	1/2010	2/2010	3/2010
Section 8 Vouchers (498)*	737/655	925/816	852/756	870/773	938/839
Parkview Knoll (28)	59	59	61	60	65
Blue Mountain Estates (28)	46	46	50	49	50
Scattered Sites (24)	31	37	37	40	55
Schoolhouse Manor (32)	31	29	30	29	29
Monterey House (24)	5	5	6	6	6
Francis Murphy Apartments (120)	67	69	72	75	86
Springfield Manor (36)	52	52	54	53	53

\* 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	11/2009	12/2009	1/2010	2/2010	3/2010	YTD Proj
Available	498	498	498	498	498	1,494
Utilized	486	492	497	497	496	1,490
Occupancy	97.59%	98.80%	99.80%	99.80%	99.60%	99.73%

PUBLIC HOUSING	1/2010	2/2010	3/2010	Vacancy	Occupancy	Move in	Move Out
PVK	28	27	28	0	100%	1	0
BME	28	28	28	0	100%	0	0
Scattered	24	24	24	0	100%	0	0

RENTAL PARTNERSHIP	1/2010	2/2010	3/2010	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	24	22	2	92%	0	2
Francis Murphy	120	120	119	1	99%	2	3
Springfield Manor	35	35	36	0	100%	1	0

## I. Reports

A. Vouchering Out - At the Public Housing Executive Director's caucus held in St. Michaels, Mr. O'Brien was able to ask the HUB Director, Bill Tamburinno, for his estimate of the amount of time it would take to process our Conversion Application. His answer was 100 days!

B. NCI - Closing was scheduled for our fourth and final NCI home on Tuesday, April 20<sup>th</sup>. That closing has now been pushed back to the 27<sup>th</sup> to allow County and State officials to get the "official" paper work in place accepting the additional \$130,000 in funding. While we have been given a great deal of flexibility in program administration, we were told that expending money before the grant is official would have invited an audit finding. The home in question is in the USDA service area, making it a perfect match for the NCI program's focus on families of limited income. In the USDA target areas, income and credit-qualified families can obtain a Rural Development loan with an interest credit that makes home ownership possible where bank-rate financing would not be feasible.

Our work volume will delay renting our third home until July. The renter we had lined up for this home has backed out, so this will give Pam additional time to screen applicants.

C. Rent-to-Own - Twelve of the sixteen applicants for the RTO program meet the threshold criteria for income, tenure and working in the County. Pam will also screen families for tenant-suitability (housekeeping practices) before we refer them to the Home Store for the initial housing counseling session which will produce the credit score we will use as our final screening criteria. On the evening of May 4<sup>th</sup> at 7:30 p.m. we will be holding an informational meeting with the RTO applicants. We have seven positive RSVPs at this time.

The first RTO closing will be held on Wednesday, April 28. We have looked at five properties and numerous multiple listings. In addition four home owners have provided us information so we can consider buying their homes as RTO properties. Until we get through our first RTO closing and hold the initial meeting with our applicants, we are not in a rush to purchase homes. We believe that taking a slower approach, also enables us to take advantage of the best deals that come on the market.

During the past month RTO brochures were provided to all Washington County employees. Ms. Garrison met with attendees at gatherings of the Society of Human Resource Managers, and PenMar Realtors and is arranging for a ½ hour radio presentation on programs of the Authority. A meeting with the Board of Education Communication Officer is in the works.

D. Agency Brochures - Ms. Garrison will provide draft copies of new agency brochures for the Section 8 Rental Assistance program and for HAWC at the meeting.

E. Third Quarter Financials - (January-March, 2010) The snow removal costs incurred in February heavily impacted the budgets for the low-rent and

State-funded properties. Snow removal is a contract cost, and its impact is reflected on line 31 of the Income Statement.

1. Elderly Housing expenses exceeded budget because of losses on a smoke damaged unit and appraisal costs incurred for the conversion of public housing units (as well as snow removal).
2. Family Housing rental income increased during the quarter because vacancies were filled earlier in the calendar year. Expenses were lower this quarter mostly due to less maintenance time and material spent on the sites.
3. Schoolhouse Manor revenue came in below budget because of fewer work order charges (good news for the residents), less earned interest and one vacancy.
4. Monterey's positive cash flow resulted from filling vacancies and expenses having leveled out during the quarter.
5. Springfield Manor expenses were driven by the cold weather. We used more propane gas for heating and had higher snow removal costs. We hope to regain lost ground during the next quarter as expenses return to lower, more predictable levels.
6. Section 8 Administrative fees were higher than projected benefitting from prior year funding adjustments. The FSS Coordinator cost is being funded out of operational income in the absence of an expected HUD grant. We have learned that FSS Coordinator costs will be soon be funded retroactive to January 2010. Our "problem" was on the income side. Expenses were within 0.4% of budget.
7. Central Office Our Phone & Internet income exceeded projections, and the fees we receive for administering the DSS payroll for contract employees were up due to more employees being hired. On the expense side, various office, phone, electric & gas utility expenses were below budget. Commissioners will remember that a \$30k loss was projected for Central Office.
8. COCC Reserve Analysis

COCC Cash	\$215,435
Less: RTO Investment	(\$100,000)
Less: 2 Mth's Expense Coverage	(\$76,653)
 Remaining Vehicle & Equip Reserve	 \$38,783

NOTE: The current desired Vehicle & Equipment Reserve is \$95,431, a shortfall of \$56,648.

- F. Preferred words - In a discussion at the last Education Committee meeting, it was decided that as we work together to frame the discussion of how to provide homes citizens of Washington County can afford, we need to keep a list of words and phrases to avoid. The following table exercise provides some of the "Not so good" words and some possible alternatives. Please add your own "No-no" words so we can complete our table at the meeting.

NO-NO WORDS AND PHRASES	POSITIVE ALTERNATIVES
Development	Community
Project	Community
Houses	Homes
Housing	Homes
Elderly	Seniors
Households	Families
Affordable housing	Homes within reach of working families
Income limits/guidelines	

II. Action Items

- A. Code of Conduct - A few weeks ago, Commissioner O'Rourke asked if we had reached any decision about Rent-to-Own eligibility for our employees and Commissioners. Although we do not have any Commissioners or employees that have expressed interest in RTO participation, Mr. O'Rourke's question raises the question, "What framework does HAWC use for ethical issues?"

We refer to ethics in some of our program policies more than others. It is in our employee handbook in an incomplete way, and it is absent from our Management Plan in the form we were proposing to adopt at our April meeting. We need to adopt a code of conduct as a template for policies in each program we undertake. The employee handbook should also include this material in place of what it now says in the paragraph entitled Ethics Ordinance on page 21. When we adopted a Conflict of Interest policy many years ago, we intended it to be an HAWC policy; but it never made it into the numbered list. Now the staff only web site correctly lists it as HAWC-30.

Accordingly staff recommend adoption of Resolution 2010-13 as follows:

**WHEREAS** the Housing Authority of Washington County desires to promote the highest level of public service as an integral part of building community respect and support for our mission;

**AND WHEREAS** the adoption of an ethical framework in the Authority's Management Plan can provide a guide for program planning and execution;

**NOW THEREFORE BE IT RESOLVED** that the following statement be included in the Authority's Management Plan to wit:

*This Code of Conduct establishes standards for employee and Commissioner conduct that will assure the highest level of public service. It is an integral part of our emphasis on building community respect and support for our mission.*

*Compliance with any ethical standard rests primarily on personal integrity. As an organization we encourage personal integrity by adopting policies and procedures that remind and encourage ethical behavior in all aspects of our personal and professional conduct.*

*At the beginning of every fiscal year, HAWC Board members and employees complete a Conflict of Interest survey in accordance with HAWC policy #30. In addition program-specific language is incorporated into the admission and occupancy policies for each of our rental communities that will follow the following guidelines:*

1. *Conflict of interest - HAWC will not enter into any contract or arrangement in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the Housing Authority of Washington County or for one year thereafter:*
  - a. *Any present or former member or officer of the Housing Authority (except a resident commissioner);*
  - b. *Any employee of the Housing Authority or any contractor, subcontractor or agent of the Housing Authority who formulates policy or who influences decisions with respect to the programs;*
  - c. *Any public official, member of a governing body, or state or local legislator who exercises functions or responsibilities with respect to the Housing Authority of Washington County's programs; or*
  - d. *Any member of the Congress of the United States.*

*Any member of the classes described in a, b, c, or d, must disclose their interest or prospective interest to the Housing Authority and HUD. With respect to rental assistance programs, a potential conflict of interest can only be waived by the funding agency, e.g. HUD.*
2. *Solicitation or Acceptance of Gifts - HAWC employees or Commissioners shall not solicit gifts or considerations of any kind, nor shall any HAWC employee or Commissioner accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.*
3. *HAWC has determined that the provisions of the Washington County Ethics Ordinance which apply to its Commissioners, shall also apply to all HAWC employees.*
4. *Violations of this Code of Conduct Policy will result in disciplinary action as outlined in the Housing Authority of Washington County's Personnel Policy or as determined appropriate by action of the Board of Commissioners.*

- B. Section 8 Home Ownership - We will begin a discussion initiated by staff working with this program which we will continue at the May board meeting, looking for consistency with local values. Requiring a minimum income to enter the NCI program was done to insure that participants should be dependent on wages for income. Should a similar rule apply to Section 8 Home Ownership? (This paragraph added to the report early Saturday morning!)