

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	10/2008	11/2008	12/2008	1/2009
Applications	72	45	38	44
Walk-in/Appointments	246	130	174	153

WAIT LIST	9/2008	10/2008	11/2008	12/2008	1/2009
Section 8 Vouchers *	695/622	701/633	715/647	562/523	595/552
Parkview Knoll	83	78	75	56	54
Blue Mountain Estates	50	53	52	41	39
Scattered Sites	40	48	46	43	45
Schoolhouse Manor	42	44	45	32	31
Monterey House	8	10	10	8	9
Francis Murphy Apartments	67	67	65	53	53
Springfield Manor	83	77	76	53	51

* 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	9/2008	10/2008	11/2008	12/2008	1/2009	YTD Proj
Available	498	498	498	498	498	498
Utilized	496	499	504	502	502	501
Occupancy	99.60%	100.20%	101.20%	100.80%	100.80%	100.60%

PUBLIC HOUSING	11/2008	12/2008	1/2009	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	28	28	0	100%	0	0
Scattered	23	22	23	1	96%	1	0

RENTAL PARTNERSHIP	11/2008	12/2008	1/2009	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	119	119	119	1	99%	1	1
Springfield Manor	36	34	35	1	98%	1	0

I. Reports

A. Availability of “Surplus” cash - One of the outcomes of our review of the 12/31/2008 balance sheet at last month’s meeting was the question, “Do we have cash we could invest in housing development.” Mr. O’Brien has analysed cash balances in the three programs whose cash balances have traditionally been viewed by HUD as unrestricted, has made a recommendation for adequate cash reserves and has concluded that \$77,591 can reasonably be considered “working capital” for housing development.

Housing Authority of Washington County

	LIPH	Section 8	Central Office	TOTAL
Working Capital ----->	\$83,809	\$64,514	\$139,263	\$287,587
Avg Monthly Exp (Last 18	\$28,455	\$24,500	\$30,836	\$83,791

Current Ratio – Actual	1.8	4.2	2.8	2.4
Current Ratio – Recommended Goal	1.5	1.5	1.5	1.5

# Months Expense Covered - Actual	2.9 Months	2.6 Months	4.5 Months	3.4 Months
# Months Expense Covered -	2 Months	2 Months	2 Months	2 Months

Surplus Cash above 2 Month	\$26,900	\$15,514	\$77,591	\$120,005
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Recommended working capital

\$77,591

Endnotes:

Current Ratio = How well prepared is your agency for covering its short-term obligations?

Months Expendable Funds Balance = Do you have sufficient reserves to cover unexpected expenses?

Industry Average for Current Ratio = 1.1 and Months Expendable Fund Bal = 1.35 months

HUD Targets for Current Ratio = 1 and Months Expendable Fund Balance = 1 month

Targets exceeding industry averages and HUD requirements were established: Current Ratio = 1.5 and Months Expendable Fund Bal = 2

B. Dedication of Williamsport streets - During the last spell of wintry weather the Town of Williamsport removed the snow from Coneflower Drive and Otho Holland Drive reflecting their decision to accept dedication of these two streets. We have not received any confirming correspondence.

C. Energy use at the new office - Based on preliminary numbers the energy cost at the new office over the last twelve months was 60% higher than

the cost at our former location. This figure has not been adjusted for utility rate increases or for the difference in square footage being conditioned. The former office was on the order of 4,500 square feet and the present quarters are just under 8,000 square feet, a 77% increase in space, though offices and storage space devoted to the landlord's use make up about 900 square feet of that total. Next week Nathan Gardenour will be doing some thermal imaging so we can see if there are any energy conservation measures that would be cost effective for us to undertake as the tenant.

- D. Why affordable homes are important - The California chapter of the Low Income Housing Coalition in partnership with several other organizations did some powerful market research that identified words used in our "industry" that worked to communicate why housing is important and words that do not work. For example, they found that "affordable housing" brought up the image of housing projects, while the phrase "affordable homes" did not seem to throw up red flags for members of their communities. We are seeking permission to adapt their findings to the Maryland and Washington County communities. You can view a sample of their work at <http://www.housingca.org/resources/GeneralBenefits.pdf>. A hard copy is being mailed in the Commissioners' packets. This approach will inform our efforts in winning community respect and support!
 - E. Blue Mountain Expansion - The latest plan documents for our planned 16-unit expansion in Smithsburg are on display in our conference room! We now have also an artist's rendering of the side and front elevations and will soon be scheduling meetings in the Smithsburg community to gather feedback. Stay tuned.
 - F. NAHRO Legislative Days - The National Association of Housing and Redevelopment Organizations is holding their annual legislative conference in Washington, D.C., March 16-18. We have not gotten very far into the advocacy portion of our Strategic Plan, but this is an excellent opportunity for education on things legislative at the federal level, plus the opportunity to consult with our elected representatives at the federal level.
- II. Strategic Planning - The 2009-2 version of the draft Strategic Plan is enclosed with this mailing. On February 11 the housing subcommittee will be meeting to discuss the housing development goals. At this meeting Commissioners will be asked to provide further guidance and consideration of the Authority's public relations program in support of the Strategic Plan.
- A. A sample page of calling cards selected as the "most striking" from among 100 or so cards collected in the office in recent years. Please follow the directions at the bottom of the sheet to identify factors that need to be present in an effective calling card.
 - B. Item 7 in the middle of page 6 will be the section we will focus on at the meeting.

III. Upcoming events

- A. The list of "Next Meetings" is on the Agenda.
- B. The March agenda will include
 - 1. Planning for Executive Director transition
 - 2. Employment contracts