

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	10/2010	11/2010	12/2010	1/2011
Applications	63	46	51	39
Walk-in/Appointments	205	198	176	157

WAIT LIST	9/2010	10/2010	11/2010	12/2010	1/2011
Section 8 Vouchers (498)*	1,019/911	1,021/913	1,038/929	1,078/963	1070/955
Parkview Knoll (28)	80	81	82	85	87
Blue Mountain Estates (28)	54	50	50	50	52
Scattered Sites (24)	83	81	85	79	80
Schoolhouse Manor (32)	34	35	35	38	37
Monterey House (24)	13	13	13	14	15
Francis Murphy Apartments (120)	81	75	72	68	66
Springfield Manor (36)	71	73	75	76	78

* 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	10/2010	11/2010	12/2010	1/2011	2/2011	YTD Proj
Available	498	498	498	482	482	964
Utilized	493	501	498	492	490	982
Occupancy	99.00%	100.60%	100.00%	102.07%	101.66%	101.87%

PUBLIC HOUSING	11/2010	12/2010	1/2011	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	27	28	28	0	100%	0	0
Scattered	22*	22*	22*	1	96%	0	0

* On 10/1/2010 one unit was taken off-line for capital program repairs.

RENTAL PARTNERSHIP	11/2010	12/2010	1/2011	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	120	120	119	1	99%	0	1
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

A. Conversion - The electronic application for conversion of our public housing units to Section 8 was submitted on Monday, January 24th. If HUD determines that our application is complete, the conversion would be approved in 140 calendar days, which seems to put the approval date on Friday the 13th of May!

B. Section 8 Direct Deposit - HAWC has been offering direct deposit to Section 8 landlords since 2005. At present 58% of the 190 landlords participate in the direct deposit program. One of our goals is the chip away at the 79 hold-outs! Direct deposit sign-up forms were distributed with the January rent checks, and a number of landlords have already decided to make the switch. Some housing agencies have made direct deposit mandatory, but we are trying to use a softer approach.

C. Section 8 Funding - On January 27th HAWC staff released the following press release: *A recent House vote threatens families and communities served by housing and community development resources.*

On January 25th the House of Representatives approved H. Res. 38, allowing the chair of the House Budget Committee to set non-defense discretionary spending to FY08 levels or lower for FY11. This could result in a spending reduction of more than \$60 billion in the current fiscal year which would help reduce the federal budget deficit, but which would disproportionately impact those in the greatest need.

The Housing Authority of Washington County on behalf of lower income residents of Washington County urges lawmakers to protect the families and communities served by these critical housing and community development resources.

Congress' funding choices should focus on long-term stability and recognize that non-security discretionary spending programs are an extremely small fraction of government spending. The deep cuts to affordable housing and community development programs necessitated by H.R. 38 would have a devastating impact. For example, in Washington County, this spending reduction would result in our agency having to close its waiting list for at least a year, a waiting list that already contains over 1,000 local families that have already seen job loss and other reductions in income in our struggling economy.

Affordable housing and community development programs serve millions of people by preventing homelessness, promoting economic mobility and job creation, and stabilizing communities. Cuts to housing and community development programs as part of broader efforts to reduce discretionary spending could severely hurt vulnerable families, children and seniors, and further undermine the fragile economic recovery.

The HAWC board needs to grapple with the difficult challenge of figuring out how we will administer our Section 8 program if Congress implements drastic cuts.

As the January 31 issue of the NAHRO Monitor pointed out, the Congressional appropriations process has not been finalized for the spending year we are in. We estimated that 2008 funding levels would require us to serve 42 fewer families, and that is assuming we would be spreading that cut out over 12 months. If Congress DOES NOT pass a final bill By MARCH 4, 2011, HAWC will have to cut expenditures in nine months to implement the cut, we would multiply the base figure by 1.25 ($1.25 \times 42 \text{ units} = 52.50$); to determine how many families would be affected if we had just seven months to implement the cut, we would multiply the base figure by 1.4166 ($1.4155 \times 42 \text{ units} = 59.50$). The only way to absorb cuts of this magnitude would be to not renew contracts at their annual renewal. We would need to develop policies to decide whose rental assistance to drop that would be allowable by current regulations - not a small task!

- D. Keedysville - Staff will be meeting with the Keedysville Planning Commission on Monday, February 14th at 7:00 p.m. At that meeting we will confirm our understanding of the zoning on the community center property and open the discussion of the availability of water and sewer service for a small elderly rental community.
- E. Annual Report - The day after our Annual Report presentation, we posted these "introductory remarks" on our Face book page:
1. HAWC brought over \$2.5 million in federal rental assistance funds to the local economy and invested over \$1.5 million purchasing ten homes for the Rent-to-Own program.
 2. HAWC also made "people" investments, providing well maintained rental homes for 800 working families, receiving close to 60 new applications per month from the 230 monthly visitors to HAWC offices and ended the year with over 1,000 families on the waiting list compared with 850 families this time last year.
- F. Wage factors - Annually, HAWC has used the wage factor published by the General Services Administration for the Washington/Baltimore market area as its "wage factor" in our performance management system. In 2010 the factor was 2.42%. For 2011 the federal wage factor has been set by the Obama administration at 0%, not because the cost of living was unchanged, but to curtail federal spending.
- HAWC action on a 2012 wage factor is usually taken at our April meeting, giving us time to explore other options for establishing our own FY2012 wage factor (for the fiscal year beginning on July 1, 2011). The 2009 Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-U) was 2.7% in 2009 and is 1.5% for 2010. A six-month update is scheduled to be released on February 15. Because the CPI-U index aggregates across a comprehensive range of items, it may be a fair measure for us to use as our cost of living adjustment, a.k.a., wage factor.

- G. Staff training - On March 1st eight employees will be attending a training session entitled "Dealing With Difficult People" in Frederick. The other "half" of the staff took this training in October, 2010. On March 15th our office will be closed all day while staff attend CPR and First Aid training at the Red Cross offices off Eastern Boulevard on Professional Court.
- H. Rent-to-Own - On Thursday evening, February 3rd, four of the eight families on our RTO waiting list met with Mrs. Schnebly. The four RTO families received their final briefing, and two households signed our enrollment forms based on their interest in two specific homes. The remaining two families held off on enrolling because of their need for specific home features. Tours of the four RTO homes that are currently available have been set up for next Wednesday. We already know that personal circumstances prevented two families from attending last evening's meeting, so we are pleased to know that the waiting list we have been building for RTO is very solid.
- I. FY2011 Audit - Our audit firm has informed us that the FY 2010 Financial Audit for HAWC has no Audit Findings or Management Letters. We have also been told that the adjustments were few, and not significant. If the promised electronic version of the audit report is received in time, it will be distributed electronically with this Management Report.
- J. Blue Mountain Estates (BME) Expansion - On Friday, February 4th, Mr. Willson met with the state Community Development Agency (CDA) staff to review our BME Expansion application. He learned that for a Partnership-only (funding wise) undertaking, our proposal is too big. If we were proposing 4-5 one-story units, we'd be in good shape because they try to spread the money around the state. Our larger building will throw us into the competitive process which holds rounds in April and December each year. Last year they received 25 applications and only were able to fund five. HAWC staff will next need to examine the scoring criteria to determine if a competitive application is feasible.
- K. Positive Communication - Please add your own suggestions for positive words so we can continue to update our table at the meeting.

PC (POSITIVE COMMUNICATION)	LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)
Community	Development
Community	Project
Homes	Houses
Homes	Housing
Seniors	Elderly
Families	Households

PC (POSITIVE COMMUNICATION)	LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)
Homes within reach of working families	Affordable housing
? Opportunity target ?	Income limits/guidelines
Persons with disabilities	Disabled persons
Mr./Mrs./Ms. Last name or Mam/Sir	"Hon" or "Honey" or "Dear"

II. Action items

- A. Policy update - HUD's Notice 2010-50 published on January 1, 2011, bears the impressive name of "Effective Use of the Enterprise Income Verification (EIV) System's Deceased Tenants Report to Reduce Subsidy Payment & Administrative Errors"! The EIV system referred to in this notice is an online source of information HUD provides to housing agencies administering HUD programs. EIV is based on sharing agreements between agencies at the federal level such as the Social Security Administration. By doing computer matching with Social Security records, HUD is not only able to provide us with information on retirement benefits, but with the link to FICA taxes coming from employers across the country, can provide insight into wages earned by all participant families. This information is only available for families assisted by a particular agency and the rules for handling this identity-sensitive information are appropriately thorough. For example, an EIV record that does not correspond to the information provided to us by an assisted household must be shared with the individual receiving the income, but NOT with anyone else in the household. A recent addition to the EIV structure is the Deceased Tenant report. Notice 2010-50 was created to clarify the administration of HUD rental assistance when a tenant dies.
1. Notice 2010-50 will impact Section 20.6 of the public housing Admissions and Occupancy Policy (ACOP) by substituting 2010-50 for 2010-9 and adding the following to the end of the existing section: "If it is a single member household, immediately visit the unit and determine if it is vacant or occupied by an unauthorized person. If improperly occupied, take immediate eviction actions under state law. If the property is occupied by a live-in-aide to the deceased person, the aide must move out immediately and is not eligible for continued occupancy or rental assistance."
 2. The notice will also impact Section 15.1 of the Section 8 Administrative Plan by substituting 2010-50 for 2010-9 and adding the following to the end of the existing section: "If it is a single member household, notify the owner in writing of the deceased Head of Household and suspend HAP payments for any month following the month in which the death occurred. If the property is occupied by a live-in-aide to the deceased person, the assistance

will end and the landlord and aide must decide on the future of the aide's tenancy.

If an owner received HAP for any month in which the owner was ineligible to receive HAP because of a deceased tenant, the Housing Authority of Washington County will immediately notify the owner in writing of the ineligible HAP and require the owner to repay the overpayment within 30 days. If the owner does not comply, the Housing Authority of Washington County will deduct the amount due to the Agency from any amounts due to the owner under any other HAP contract. If there is no other HAP contract with the owner, the Housing Authority of Washington County may seek and obtain additional relief by judicial order or action in accordance with state and local laws."

3. Accordingly staff recommend adoption of resolution 2011-3 as follows:

***WHEREAS** the Housing Authority presently uses an update service for its Public Housing Admissions and Occupancy Policy and its Section 8 Administrative plan that is produced by the Schiff Group, formerly a subcontractor of the National Association of Housing and Redevelopment Organizations (NAHRO); and*

***WHEREAS** the Schiff Group has provided the Authority with suggested policy language;*

***NOW THEREFORE BE IT RESOLVED** that the Administrative Plan and the Admissions and Occupancy policies be changed by staff as recommended by the Schiff Group Agency Plan Updating Service to incorporate new HUD regulations published in Public and Indian Housing Notice 2010-50 relating to handling the termination of assistance on the death of a single-member household.*