

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	2/2011	3/2011	4/2011	5/2011
Applications	39	51	57	47
Walk-in/Appointments	164	187	198	196

WAIT LIST	1/2011	2/2011	3/2011	4/2011	5/2011
Section 8 Vouchers (498)*	1,070/955	1,033/936	1,092/987	1,135/1,024	1,131/1,030
Parkview Knoll (28)	87	88	87	89	91
Blue Mountain Estates (28)	52	50	50	51	53
Scattered Sites (24)	80	78	75	74	66
Schoolhouse Manor (32)	37	38	42	45	47
Monterey House (24)	15	15	15	15	15
Francis Murphy Apartments (120)	66	60	63	67	71
Springfield Manor (36)	78	79	82	83	85

* 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	2/2011	3/2011	4/2011	5/2011	6/2011	YTD Proj
Available	482	482	482	482	482	2,892
Utilized	490	485	481	478	477	2,901
Occupancy	101.66%	100.62%	99.79%	99.17%	98.96%	100.31%

PUBLIC HOUSING	3/2011	4/2011	5/2011	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	27	1	96%	0	1
BME	26	28	28	0	100%	2	0
Scattered	22	22	24	0	100%	2	0

OTHER	3/2011	4/2011	5/2011	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	120	0	100%	0	0
Springfield Manor	36	36	36	0	100%	0	0
NCI	4	4	4	0	100%	0	0
RTO	4	4	4	2	67%	0	0

I. Reports

- A. Conversion - Our application review was completed by the Special Applications Center staff and its approval has been forwarded to the assistant secretary level within HUD for final sign-off. Staff are continuing their work on the step-by-step plan we will use in-house for a smooth conversion. In the session on conversion at the MAHRA conference last week we learned that HUD Notice 2007-10 requires the conversion applicant to “apply” to HUD to receive the vouchers - nothing happens automatically! Accordingly the proper HUD forms have been completed pending the receipt of the conversion approval which becomes an attachment to the voucher application.
- B. Rent-to-Own - Mrs. Schnebly has not seen any progress in the past month.
- C. Board vacancy - The Personnel Committee met with Mr. Coblenz and will report their recommendation at Thursday’s meeting.
- D. 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
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”
(when someone is reporting that something needs to be repaired..) Did you call Mrs. Shipley?	Did you call Maintenance?
Fully Accessible	Handicap

II. Action items

- A. FY2012 Wage Factor - Staff recommend adoption of resolution 2011-27 adopting the wage factor discussed in the past two meetings and on which the FY2012 budget has been based, as follows:

WHEREAS the Housing Authority of Washington County must keep wages and salaries comparable to those offered by other employers to retain its experienced staff, and has determined that governmental entities at the federal and local levels have not granted pay raises in recent years; and

WHEREAS the cost of living for our area has increased by 1.5% over the past year; and

WHEREAS the HAWC performance incentive program requires a positive wage factor in order for its mathematical model to function to reward employee progress;

NOW THEREFORE BE IT RESOLVED that the HAWC wage factor for FY2012 be set at 1.2%, and that this factor be also applied to the HAWC salary range factors to be used for new hires after July 1, 2011.

- B. FY2012 Budget - Several items in the draft 2012 budget presented to the Board at the May meeting have been revised by staff following a more careful examination of the conversion process:

1. Decreases in revenue projections of
 - a. \$32,873 for our elderly low rent units because the conversion is not projected to occur until 10/1/2011;
 - b. \$9,308 for our family low rent units for the same reason; and
 - c. \$16,507 because the low rent family unit rents we can support with the Section 8 payment standards will not allow us to collect the full flat rents adopted in May in all cases.
2. Decreases in projected expenses (which in effect enhance revenue) of
 - a. \$12,150 for elderly low rent units and \$15,350 for low rent family units because we project making reserve deposits for 9 months of conversion, not 12;
 - b. \$3,360 in NCI FSS case management costs (Tenant Services) because these costs are to be billed to the County's state grant of \$10,000 for this purpose.
3. And a reclassification of a number of FSS expenses from the converted units into the Section 8 program, again related to the mechanics of conversion process.
4. In addition, now that staff have chosen their final health care options for the coming fiscal year, there was an increase in cost to the Central Office of approximately \$4,000. Realizing that HUD will be cutting the administrative fees we will be earning, this budget sets the management fee charged to the Section 8 program so that Central Office will break even. The resulting deficit in the Section 8 program will be covered by making withdrawals from Administrative Fee reserves.

C. Admissions and Occupancy Policy (ACOP) updates - in a series of HUD notices over the past year a number of changes to our ACOP have been recommended by our plan update service as summarized in the following table:

HUD Notice	Res. #	Subject
2010-19	2011-15	Acceptable methods of verification
2009-36	2011-16	Allowing applicants to designate other persons as contacts, e.g. relatives or case managers with form 92006
2010-3	2011-17	Documenting Social Security numbers
	2011-18	Using the Department of Justice's Dru Sjodin National Sex Offender website which combines sex offender lists from all states
	2011-19	Allowing families to update their form 92006 when they near the top of the waiting list
	2011-20	Clarifying that Social Security numbers of existing tenants will be verified at their next annual recertification
	2011-21	Requiring the use of the Dru Sjodin National Sex Offender website on all family members at annual certifications
	2011-22	Adding definitions for "50058 Form" and "Remaining Member of a Tenant Family" to the ACOP Glossary
	2011-23	Clarifying that disconnecting a smoke detector in any manner is a cause for termination of the lease
2/23/2011 publication of a new PHAS rule in the Federal Register	2011-24	Requiring the public posting of the HAWC Public Housing Assessment System score and designation.
2009-48	2011-25	Clarifying and closing loopholes in the Community Service requirements
2009-37	2011-26	Clarifying that one-time recovery payments to recipients of unemployment benefits coming from American Recovery and Reinvestment Act monies will not be included in the calculation of income.

Accordingly, staff will be recommending adoption of all of these resolutions as part of the consent agenda.

- D. Maintenance charges - With the updating of maintenance wages in the FY2012 budget, staff have examined the labor rates charged to tenants where damages are involved. Accordingly staff recommend adoption of resolution 2012-28 as follows:

WHEREAS the funding provided to the Housing Authority by the Department of Housing and Urban Development is only sufficient to provide basic maintenance services;

WHEREAS damages done to units by residents or their guests should be paid for by the tenant, as provided in the lease;

WHEREAS the Housing Authority wishes to include in the calculation of appropriate wage rates the cost of fringe benefits such as vacation, sick and holiday time in addition to cash benefits such as health care and FICA;

WHEREAS the cost of all maintenance wages must be distributed across the communities where maintenance work is to be completed according to the actual time recorded on time-sheets;

AND WHEREAS where the Housing Authority uses its maintenance workforce at the central office or on capital projects, HAWC must also include the cost of overhead items such as replacement of tools, vehicle replacement and insurance, and utilities and repairs associated with the maintenance office facilities in the calculation of appropriate charges;

NOW THEREFORE BE IT RESOLVED that:

- 1. That effective October 1, 2011 the base rate for Maintenance staff shall be \$42.00 per hour, with the rate for work done after normal business hours, weekends and holidays shall be 1½ times the base rate, or \$63.00 per hour,*
- 2. That labor charges on Force Account work orders which are charged to capital improvements shall be charged at the full cost rate of \$62.00 per hour and \$93.00 for overtime.*

- E. Lockout Policy - The adjustment in maintenance labor rates necessitates a corresponding revision to the HAWC lockout policy. At the time the policy was first created the "regular" hourly charge was \$25. The intent of the policy's charge for persons that had locked themselves out of their units more than three times in the past 12 months was to use the \$50 charge as a memorable reminder. If we were to establish the charge at this point as a minimum of two hours of labor, we would not have to revise this policy each year! Accordingly staff recommend adoption of resolution 2012-29 as follows:

WHEREAS the current lockout policy calls for a minimum charge of \$50 to tenants who request Maintenance to respond to a lockout more than three times in one 12-month period;

AND WHEREAS that charge rate represented two hours of labor at the time it was originally adopted;

NOW THEREFORE BE IT RESOLVED that the HAWC lockout policy be revised to establish the labor rate for lockout services that occur more than three times in any 12-month period to be at least equal to two hours of labor at the applicable rate.