

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	1/2008	2/2008	3/2008	4/2008
Applications	51	27	39	71
Walk-in/Appointments	109	71	97	148

WAIT LIST	12/2007	1/2008	2/2008	3/2008	4/2008
Section 8 Vouchers *	561/531	510/473	517/474	548/502	574/525
Parkview Knoll	89	83	86	88	88
Blue Mountain Estates	58	53	56	53	52
Scattered Sites	14	13	14	18	16
Schoolhouse Manor	43	37	39	38	38
Monterey House	14	12	13	12	12
Francis Murphy Apartments	50	58	60	59	57
Springfield Manor	88	80	83	85	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	1/2008	2/2008	3/2008	4/2008	5/2008	YTD Proj
Available	498	498	498	498	498	2,490
Utilized	492	492	483	477	475	2,419
Occupancy	98.80%	98.80%	96.99%	95.78%	95.38%	97.15%

PUBLIC HOUSING	2/2008	3/2008	4/2008	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	28	27	1	96%	0	1
Scattered	22	22	24	0	100%	2	0

RENTAL PARTNERSHIP	2/2008	3/2008	4/2008	Vacancy	Occupancy	Move In	Move Out
SHM	31	31	32	0	100%	1	0
Monterey	23	23	23	1	96%	0	0
Francis Murphy	119	119	117	3	98%	1	3
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

- A. Section 8 leasing - Eligibility determinations for federal rental assistance are based on the income **anticipated** for the coming year. Usually this is current income times 12 which is not the same as the amount on a tax return. This measure of income is used because we are testing to qualify persons for a benefit they will be receiving in the coming year rather than to qualify them for a benefit based on what they received in the past. In our Section 8 rental assistance program 75% of the new participants each year should have anticipated incomes of less than 30% of median income. We find that these families that are Extremely Low Income (ELI) change jobs a lot and often do not have the savings to afford several month's rent. This leads to the two biggest problems facing us in trying to fully utilize the voucher funding HUD provides: First, if you need housing you need to have saved one to two months of rent money to cover security deposit and first month's rent. If you don't have this level of savings, you probably won't be successful in using a voucher from our program. ELI families that aren't already fortunate enough to be leasing in place have a very hard time finding and negotiating a lease on a unit in the County. Second, enough ELI families have income changes between the time we conduct the enrollment interview (when they've been determined to be ELI) and the date they find a house, we do the inspection and complete all of the contract documents, that we find ourselves missing the ELI 75% target by wide margins. By statute both the ELI target and the eligibility determination are made on the day we execute the contract with the landlord, and not on some of the other possible dates such as the date they are pulled from the waiting list for processing or the date we interview them.

As you see fresh legislative proposals to reform the rental assistance programs, bear these realities in mind. Meanwhile we have divided the verification task into two phases in order to devote more staff resources to the task, and we will only be pulling applicants to be enrolled from a 100% verified pool. We hope that this step will improve our odds of success in attaining our 75% ELI target, but we know that it will add a month to the processing time for all of our applicants. However, meeting these goals is the only way we will be able to retain our current funding stream and in the long run that goal must trump the short term goal of fast service.

- B. Audit firms - The audit engagement for FY2008 will be the second year of a two-year contract we awarded to Malcolm Johnson last year. The solicitation provided us the option of continuing to use his firm for three additional one-year contract extensions so between now and the fall we wish to exercise our option for a one, two or three-year contract renewal. We are quite satisfied with this firm's performance. In past discussions of the procurement of audit firm services we have observed that hiring a different firm might provide a fresh look at our financial situation. Contracting with a firm new to our agency will have a hidden "cost" to us in staff time in the initial year because the new personnel will have to become acquainted with our operation and staff will have to spend additional time to supply information in the format and manner requested by the new audit team. Given that 2008 will be the first year that project based

accounting is a HUD requirement we expect that there will be some additional reporting requirements we will have to meet. Accordingly staff would recommend that we obtain pricing from Malcolm Johnson for two one-year renewals, and postpone a decision on the third and final possible renewal until mid-2011.

C. Vision and Mission - At our April staff meeting we reviewed the values mutually identified in early 2007 by staff and Commissioners

1. as
 - Involves those affected;
 - Plans for the future;
 - Responsive to this community;
 - Displays the highest and best values (honest, fair, just, law abiding and respectful); and
 - Works for maximum efficiency.
2. We next reviewed what our agency should be providing listing the following items:
 - a. Client friendly atmosphere;
 - b. Tenant safety;
 - c. Better housing than most tenants had before-rental-assistance;
 - d. Clean, neat, very well maintained units (where we are the managers adhering to the “like new” standard we use);
 - e. Affordable; and
 - f. Peace of mind
3. We agreed that the current statement of our mission was still a very good fit: **To improve the quality of life by providing decent, safe and affordable housing to the citizens of Washington County Maryland.**
4. We came up with the following two expressions of our vision:
 - a. We envision a community where everyone has a stable income and decent housing; or
 - b. We envision a time where our whole community shares our core values.
5. We have arranged for a strategic planning retreat to be held on Thursday, August 7, 2008 at the University of Maryland Cooperative Extension offices at 18330 Keedysville Road. Our facilitator for this 9-2 event will be Ms. Mary Ellen Waltemire, Principal Agent & Regional Extension Director for Cooperative Extension. A preliminary planning meeting for this event will be held at 10:00 a.m. on Wednesday, July 9th with Richard Willson at the Authority offices.

II. Upcoming events

- A. The list of “Next Meetings” is on the Agenda this month.