

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	6/2008	7/2008	8/2008	9/2008
Applications	47	87	59	64
Walk-in/Appointments	186	182	264	212

WAIT LIST	5/2008	6/2008	7/2008	8/2008	9/2008
Section 8 Vouchers *	605/554	581/525	629/564	675/605	695/622
Parkview Knoll	89	84	83	82	83
Blue Mountain Estates	50	48	50	50	50
Scattered Sites	21	26	27	34	40
Schoolhouse Manor	39	35	37	39	42
Monterey House	10	9	9	8	8
Francis Murphy Apartments	59	62	63	61	67
Springfield Manor	86	84	82	78	83

* 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	5/2008	6/2008	7/2008	8/2008	9/2008	YTD Proj
Available	498	498	498	498	498	4,482
Utilized	477	490	492	499	508	4,393
Occupancy	95.78%	98.39%	98.80%	100.20%	102.01%	98.01%

PUBLIC HOUSING	7/2008	8/2008	9/2008	Vacancy	Occupancy	Move in	Move Out
PVK	27	27	28	0	100%	1	0
BME	28	28	28	0	100%	0	0
Scattered	23	23	23	1	96%	0	0

RENTAL PARTNERSHIP	7/2008	8/2008	9/2008	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	31	1	97%	0	1
Monterey	23	24	23	1	96%	0	1
Francis Murphy	120	119	119	1	99%	0	0
Springfield Manor	35	36	35	1	98%	0	1

I. Reports

- A. Hearings - We do not want to assist persons that abuse our programs, but putting together proof of program abuse is not always easily done. Cases of abuse offer us the opportunity to become more skilled at collecting evidence, organizing a solid case and testing our policies and procedures. Following several recent hearings, Dick Keesecker and Richard Willson have decided to organize some training events for staff involved in presenting cases before courts and hearing panels.
- B. Audit - Our audit firm, Malcolm Johnson and Associates, did the field work portion of their work the week of September 29th. According to the exit interview, there were no findings and no recommended adjusting entries to be made in our books. The audit firm's compliance review activities alternate between programs. This year our Monterey and Low-Rent Public Housing programs were reviewed.

II. Action items

- A. Bylaws - In reviewing the Bylaws to determine which officer positions needed to be filled, two editorial items were discovered that would be corrected by adoption of Resolution 2008-15 as follows:
- WHEREAS the Housing Authority moved its principal office from 44 North Potomac Street, Suite 201 to 319 East Antietam Street, 2nd Floor in February, 2008; and*
- WHEREAS with Resolution 2008-10 hearings in the Section 8 rental assistance program are no longer referred to as "Informal" hearings;*
- WHEREAS a formal notice of the intent to amend the By Laws was provided to each Commissioner by mailing this resolution and distributing a redlined copy of the current document showing these two corrections on September 22, 2008;*
- NOW THEREFORE BE IT RESOLVED that Article I, Section 3 be amended to reflect the current principal office location and that Article III, Section 5 be amended to delete the word "Informal".*
- B. Students in Section 8 Housing - Staff recommend adoption of Resolution 2008-16 as follows:
- WHEREAS the Housing Authority presently uses an update service for its Section 8 Administrative plan and its Admissions and Continued Occupancy Policies applicable to rental assistance programs that is produced by the Schiff Group, formerly a subcontractor of the National Association of Housing and Redevelopment Organizations (NAHRO); and*
- WHEREAS on August 21, 2008, HUD published a Final Rule amending the ban of some students using Section 8 Housing Choice Vouchers;*
- NOW THEREFORE BE IT RESOLVED that the Administrative Plan be changed by staff to incorporate language as recommended by the Schiff Group Agency Plan Updating Service, to note that the restrictions on providing rental assistance to college students read as follows: "The above restriction does not apply to a person with disabilities as such term is defined in section 3(b)(3)(E) of*

the 1937 ACT and who was receiving Section 8 assistance on November 20, 2005."

C. Kin-GAP - Staff recommend adoption of Resolution 2008-17 as follows:

WHEREAS the Housing Authority presently uses an update service for its Section 8 Administrative plan and its Admissions and Continued Occupancy Policies applicable to rental assistance programs that is produced by the Schiff Group, formerly a subcontractor of the National Association of Housing and Redevelopment Organizations (NAHRO); and

WHEREAS on July 14, 2008, HUD issued Notice PIH 2008-30, Income Exclusion of Kinship Guardian Assistant Payments (Kin-GAP) and other guardianship care payments;

NOW THEREFORE BE IT RESOLVED that the Administrative Plan and Admissions and Occupancy Policies be changed by staff to add the following language to the list of income sources to be excluded from the calculation of income as recommended by the Schiff Group Agency Plan Updating Service: "or payments made under Kin-GAP or similar guardianship care programs for children leaving the juvenile court system."

D. Census Bureau Jobs - Staff recommend adoption of Resolution 2008-18 as follows:

WHEREAS the Housing Authority presently uses an update service for its Section 8 Administrative plan and its Admissions and Continued Occupancy Policies applicable to rental assistance programs that is produced by the Schiff Group, formerly a subcontractor of the National Association of Housing and Redevelopment Organizations (NAHRO); and

WHEREAS HUD's PIH Notice 2008-26 encourages assisted families to take temporary jobs with the Census Bureau by excluding their temporary pay from rental calculations.;

NOW THEREFORE BE IT RESOLVED that the Administrative Plan and Admissions and Occupancy Policies be changed by staff to add the following language to the list of income sources to be excluded from the calculation of income as recommended by the Schiff Group Agency Plan Updating Service: "Income payments from the U. S. Census Bureau defined as employment lasting no longer than 180 days and not culminating in permanent employment."

E. Exception Payment Standards - Staff recommend adoption of Resolution 2008-19 as follows:

WHEREAS the Housing Authority presently uses an update service for its Section 8 Administrative plan and its Admissions and Continued Occupancy Policies applicable to rental assistance programs that is produced by the Schiff Group, formerly a subcontractor of the National Association of Housing and Redevelopment Organizations (NAHRO); and

WHEREAS HUD published Notice PIH 2008-13 on March 10, 2008 dealing with Requests for Exceptional Payment Standards for Persons with Disabilities as a Reasonable Accommodation;

NOW THEREFORE BE IT RESOLVED that the Administrative Plan be changed by staff to add the language recommended by the Schiff Group Agency Plan Updating Service.

III. Payment Standards - On October 1st new fair market rents (FMRs) were published by HUD. In recent months Mrs. McCall has been seeing an increasing number of new units coming in with rents requested by landlords falling above our current payment standards. Because we test all proposed rents against the rents being asked for unassisted units in the same market area, we know these rents are not unreasonable, but the payment standard caps the amount we can approve. Each year we look forward to the opportunity to adjust our payment standards to relieve this upward pressure. The following table presents our analysis of the fiscal impact of a recommended payment standard increased based on these newly released FMR figures:

(a) Bed-rooms	(b) 9/08 Num-ber leased	(c) Percent (b) / 498	(d) 2008 Turnover 90 * (c)	(e) 2008 Payment Standard	(f) 2009 FMR	(g) 2009 % Increase (h) / (f)	(h) 2009 Payment Standard	(i) Dollars per month (h) - (e)	(j) Annual cost year one 6 * (I) * (d)
0	2	0.40%	0	510	521	0.00%	521	\$11	\$0
1	290	58.23%	52	586	597	10.00%	657	\$71	\$22,152
2	126	25.30%	23	784	764	10.00%	840	\$56	\$7,728
3	67	13.45%	12	1,132	1,102	10.00%	1,212	\$80	\$5,760
4	17	3.41%	3	1,168	1,138	10.00%	1,252	\$84	\$1,512
	502		90						\$37,152

Because 90 turnover units are leased over a 12 month period, we have calculated the annual cost as though the average number of months were 6 for all of the turnover units, rather than some for 11 months and some for only one, etc. All new units put under lease of course do not immediately jump to the new payment standard cap level, but this 50% approach gives us a tool for estimating the potential full impact. In addition there may be some units where the tenant is already paying more than 30% of income for housing and an increase in the payment standard will have a favorable impact on their situation. HUD's current system for awarding funding to cover payments to landlords is to collect total payments monthly in their electronic system and to base each year's funding on the prior year's expenditures. If the amount required goes over the prior year amount to which an inflation factor is added, we cover the overage from past years' surplus. Our past year reserve fund is over \$300,000 at this time giving us adequate coverage even if our actual resultant cost would come in higher than our estimate.

Accordingly staff recommend adoption of resolution 2008-20 as follows:

WHEREAS, the Housing Authority of Washington County Maryland ("HAWC") may annually adjust the Payment Standard used in the Housing Choice Voucher program to levels that are appropriate to assist lower income families in finding affordable rental units in our jurisdiction;

WHEREAS, clients needing units located outside the corporate limits of the City of Hagerstown Maryland find very few rental opportunities that work financially within the HUD established Fair Market Rent limits;

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 gave housing agencies the authority to set payment standards within a range of 90% to 110% of the HUD established Fair Market Rents

NOW THEREFORE BE IT RESOLVED THAT the Payment Standards for Housing Choice Vouchers used in Washington County, Maryland, outside the corporate limits of the City of Hagerstown effective November 1, 2008 be set between 100% and 110% of the FMRs as follows: 0-bedroom \$521; 1-bedroom \$657; 2-bedroom \$840; 3-bedroom \$1,212; 4-bedroom \$1,252 5-bedroom \$1,438; and trailer pads \$337.

- IV. Strategic Planning - The vision/mission subcommittee of Vicki Corbiser, Tracy Salvagno and Richard Willson met on September 19, 2008, and suggested the following wording for our mission statement: **Our mission is to provide decent, safe, affordable housing solutions that strengthen our community by focusing on local needs.** Staff have begun working with this expression of our mission and have been working on goals that will address the following vision statement: **We will gain community respect and support for our housing efforts enabling us to meet a wide range of local housing needs.** (See the enclosed handout summarizing the work done at the 9/26/08 staff meeting.)

The mission statement should be affirmed by the Board so that it can be properly cited in our brochures and on our web site. The initial vision statement deserves to have a section providing ways the Board's own actions will become tools to win community respect and support, and the Board may wish to add a vision statement that is more specifically targeted to housing development activities.

- V. Executive Director goals - draft
- A. Work with staff and Board members to develop a "publishable" strategic plan setting forth outcomes, goals, key activities and measures, for distribution by mail with the June 2008 Housing Authority meeting packet.
 - B. Develop an analysis of Washington County housing need based on the most current data sources as basis for prioritizing housing development goals to be distributed with the January 2009 Board meeting packet.
 - C. For each employee, develop at least three SMART goals that tie directly into the strategic plan in preparation for the FY2010 round of performance reviews.
 - D. (Because the strategic plan should incorporate and define all of the Executive Director's responsibilities, other goal statements can be added to this list as the plan nears completion.
- VI. Upcoming events
- A. The list of "Next Meetings" is on the Agenda this month.