

**RENTAL ASSISTANCE PROGRAM STATISTICS**

ACTIVITY	6/2011	7/2011	8/2011	9/2011
Applications	58	67	56	49
Walk-in/Appointments	211	349	312	287

WAIT LIST	5/2011	6/2011	7/2011	8/2011	9/2011
Section 8 Vouchers (498)*	1,131/1,030	1,173/1,065	1,180/1,072	1,203/1,093	1244/1130
Parkview Knoll (28)	91	96	98	101	98
Blue Mountain Estates (28)	53	59	58	60	62
Scattered Sites (24)	66	77	64	69	74
Schoolhouse Manor (32)	47	52	49	48	46
Monterey House (24)	15	13	14	17	17
Francis Murphy Apartments (120)	71	73	78	79	81
Springfield Manor (36)	85	89	92	93	89

\* 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	6/2011	7/2011	8/2011	9/2011	10/2011	YTD Proj
Target	482	482	482	482	482	4,820
Utilized	475	471	467	467	461	4,775
Occupancy	98.55%	97.72%	96.89%	96.89%	95.64%	99.07%

PUBLIC HOUSING	7/2011	8/2011	9/2011	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	28	28	0	100%	0	0
Scattered	22	20	20	4	83%	1	0

OTHER	7/2011	8/2011	9/2011	Vacancy	Occupancy	Move In	Move Out
SHM	31	31	31	1	97%	0	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	120	120	120	0	100%	0	0
Springfield Manor	35	35	35	1	98%	0	0
NCI	4	3	3	1	75%	0	0
RTO	5	5	5	1	83%	0	0

I. Reports

- A. Conversion - On 10/11/2011 staff at the SAC (Special Applications Center - HUD) emailed us the following terse message, "Dominique has the draft approval documents and we are waiting for her response and/or a signed copy of the letter/memo which will be generated by headquarters and sent to you directly." Dominique Blom is the Deputy Assistant Secretary for Public Housing Investments. She works under the Assistant Secretary for Public and Indian Housing, Sandra Henriquez, who in turn reports to Secretary Shawn Donovan, so our request has to be finally approved at this very high level.
- B. Rent-to-Own - An RTO unit left vacant last month by a tenant who could not handle the additional rent they had taken on will be ready for occupancy next week. A family has spoken for the one remaining home in the original six HAWC purchased. Both houses should be occupied by December 1. Additionally, two families have been fully approved for the program and are currently looking for houses.
- C. Monterey Refrigerators - Twelve of the new refrigerators provided to residents of the Monterey House were 15.5 cubic foot models rather than the 18.2 cubic foot size of the appliances that were being replaced. The fact that they were only 5' high rather than the typical 5' 6" was not perceived by our staff as a reason to reject the delivery, bearing in mind that the replacement of refrigerators was a major undertaking and the setup was being carried out by the vendor (Sears in the case of this delivery). An electric metering device has been purchased and will be used to measure the current consumption of the refrigerator in the unit where the tenant observed an increase in her electric bill in the months following the replacement of her refrigerator.
- D. Positive Communication - Please add your own suggestions for positive words so we can continue to update our table at the meeting.

<b>PC (POSITIVE COMMUNICATION)</b>	<b>LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)</b>
Community	Development
Community	Project
Homes	Houses
Homes	Housing
Seniors	Elderly
Families	Households
Homes within reach of working families	Affordable housing

<b>PC (POSITIVE COMMUNICATION)</b>	<b>LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)</b>
? 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. Discuss and adopt ED goals - The proposed Executive Director goals for FY2012 are attached as a separate document.

B. Cost savings in Section 8 - Staff recommend adoption of Resolution 2011-35 to include the complete listing of options for cutting costs of the Voucher program made possible by recent HUD notices. Individual options will need careful examination by staff in light of HAWC goals and priorities and staff will present a cost evaluation of any specific item later being proposed for implementation. Although Congress has yet to adopt a federal budget for FFY2012 (the year we are in), proposals before the House and the Senate could cut our program income by as much as \$28,000, so keeping the maximum number of units under lease will maximize the resources we have to cover program costs and will enable us to serve as many families as we can. 2011-35 reads 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 pursuant to HUD’s issuance of PIH Notices 2011-28, 2011-32 and 2011-53;*

*NOW THEREFORE BE IT RESOLVED that Section 29 of the HAWC Administrative Plan policy be changed by staff as recommended by the Schiff Group Agency Plan Updating Service to add language that will give the housing authority more options to deal with the changing way Congress and HUD fund the Housing Choice Voucher Program.*