

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	5/2008	6/2008	7/2008	8/2008
Applications	50	47	87	59
Walk-in/Appointments	161	186	182	264

WAIT LIST	4/2008	5/2008	6/2008	7/2008	8/2008
Section 8 Vouchers *	574/525	605/554	581/525	629/564	675/605
Parkview Knoll	88	89	84	83	82
Blue Mountain Estates	52	50	48	50	50
Scattered Sites	16	21	26	27	34
Schoolhouse Manor	38	39	35	37	39
Monterey House	12	10	9	9	8
Francis Murphy Apartments	57	59	62	63	61
Springfield Manor	85	86	84	82	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	4/2008	5/2008	6/2008	7/2008	8/2008	YTD Proj
Available	498	498	498	498	498	3,984
Utilized	477	476	481	490	499	3,890
Occupancy	95.78%	95.58%	96.59%	98.39%	100.20%	97.64%

PUBLIC HOUSING	6/2008	7/2008	8/2008	Vacancy	Occupancy	Move in	Move Out
PVK	28	27	27	1	96%	0	0
BME	28	28	28	0	100%	0	0
Scattered	22	23	23	1	96%	1	1

RENTAL PARTNERSHIP	6/2008	7/2008	8/2008	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	23	23	24	0	100%	1	0
Francis Murphy	120	120	119	1	99%	0	1
Springfield Manor	35	35	36	0	100%	1	0

I. Reports

- A. “Green” work this summer - In August 1.6 gpf toilets were installed to replace all 30 older style commodes at Blue Mountain Estates. Earlier this year all shower heads at our two elderly public housing communities were replaced with water-saver models. Water-saver toilets were installed at Parkview Knoll in July.
- B. Capital Fund - Jeter Paving was awarded the contract for re-paving the roadway and parking areas at Blue Mountain Estates. This \$38,950 job will be funded by HUD’s 2008 Capital Fund grant.
- C. SEMAP - The self-assessment portion of the Section 8 Management Assessment Program (SEMAP) was completed in August. We certified that we earned all of the possible points, to which HUD will later add some numeric factors calculated from data we submit electronically relative to leasing and spending factors. The self-assessment involved reviewing random samples to make sure we are complying with program requirements in the HUD-funded rental assistance program such as
1. Selecting new families from the waiting list in accordance with written policies;
 2. Testing all contracts to make sure the rent to be paid is reasonable;
 3. Correctly verifying income, calculating rent and using the correct utility allowance factors; and
 4. Having supervisory personnel perform Housing Quality Standards inspections for quality control purposes throughout the year.
- D. Electronic banking - We have used our ability to make landlord payments automatically through our bank for the past five years (104 of 182 participate - 57%), and beginning October 1st, tenants will have the option of having their rent payments automatically transferred to our bank, insuring timely and paperless payment of rent. About 30% of our tenants have signed up for this service so far.
- E. Audit - Our audit firm, Malcolm Johnson and Associates, will do the field work portion of their work beginning the week of September 29th. A new audit standard (SAS114) applicable to our audit engagement this year will require one board member to meet with the audit team in the course of their field work.

II. Strategic Planning - Goals and Strategic Actions from the August 21st planning retreat were distributed to staff and Commissioners on August 29th. In order to properly care for our work together let’s consider several tasks:

- A. **Mission.** In a flurry of emails that morning we generated seven variations on the mission statement in an effort to perfect our efforts. It appears that we have agreement that the basic statement, “Our mission is to improve the quality of life for Washington County citizens by providing decent, safe affordable housing,” does not fully capture **how** this is to be done. The phrases “caringly” and “with sensitivity” that have been suggested begin to capture the essence of what we are about but we are not yet in agreement on exactly how it should be put. We do agree it needs to be brief and to the point. At our next Board meeting and our

next staff meeting we will take time to unpack how “who we are” should affect our expression of mission.

- B. **Organization.** In the area of education and marketing we have a wealth of ideas for outreach that have gotten separated from the specific problems we wanted to address, which will make it difficult to measure the effectiveness of a strategy and thus hard to choose which strategies to put first. Nevertheless we believe our programs can have a positive impact on individuals and our community. Spending extra time with education is worthwhile. So let me suggest the following format for our expression of goals:

1. First, **build modest, quality, energy efficient housing for groups the private market does not serve;** (The housing production goal calls first for market analysis. While the availability of land will determine where to build, an analysis of community needs should determine what we build.) and
2. Second, **engage in a process of continual quality improvement.** (Continual quality improvement incorporates efficient use of resources, and as we identify things that have gone wrong, we can measure impact, adopt strategies targeted to the need and use education as a tool. Staff will be the major contributors to a list of things to fix and will provide leadership in suggesting positive strategies.)

- C. **Case study - sex offenders.** It is Housing Authority policy not to serve persons listed by law enforcement agencies as sex offenders. However it turns out that some offenders have been given a life-time designation and others have been given lesser terms. Documentation we received this week indicated that one person’s term would expire in 2010. Our determination based on HA policy was that in 2010 the person would be able to apply for housing assistance. Our understanding is that some agencies have worded their policies so that any sex offence bars a person for life.

1. Would we be upholding our values best by retaining or changing our present policy?
2. Should the policies of the Hagerstown Housing Authority and the Washington County Housing Authority be the same on such matters?

III. Upcoming events

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