

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	5/2010	6/2010	7/2010	8/2010
Applications	63	62	61	64
Walk-in/Appointments	184	255	291	274

WAIT LIST	4/2010	5/2010	6/2010	7/2010	8/2010
Section 8 Vouchers (498)*	981/876	1,019/907	1,025/909	1,064/946	983/878
Parkview Knoll (28)	67	75	79	78	80
Blue Mountain Estates (28)	51	52	53	56	54
Scattered Sites (24)	62	66	75	84	77
Schoolhouse Manor (32)	31	32	32	33	32
Monterey House (24)	8	7	8	7	11
Francis Murphy Apartments (120)	83	85	75	77	77
Springfield Manor (36)	54	62	65	67	70

* 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	4/2010	5/2010	6/2010	7/2010	8/2010	YTD Proj
Available	498	498	498	498	498	4,482
Utilized	491	494	498	494	495	4,429
Occupancy	98.59%	99.20%	100.00%	99.20%	99.40%	98.82%

PUBLIC HOUSING	6/2010	7/2010	8/2010	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	28	28	0	100%	0	0
Scattered	24	24	24	0	100%	0	0

RENTAL PARTNERSHIP	6/2010	7/2010	8/2010	Vacancy	Occupancy	Move In	Move Out
SHM	31	32	31	1	97%	0	1
Monterey	24	24	24	0	100%	0	0
Francis Murphy	119	120	119	1	99%	0	0
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

- A. NCI - Two under lease, two in rehab. A month closer.
- B. Rent-to-Own - We have families that will move into two of the three houses we own at the end of September. We have offers that have been verbally accepted on two additional homes. We have 6 applicants in processing. We have been running our Facebook ad in short spurts of 7-10 days in duration. Each time we run the ad, we add 20 "friends" and generate another 2-4 applications. Right now we are trying to release RTO-related news, like pictures of new homes, as a way of stimulating interest among the existing friend-base, but our early conclusion is that nothing does it like an ad. The last ad campaign ended 8/31 and over the weekend our friend count declined a tad.
- C. New Maintenance Tech - David A. Hartman began work for HAWC as a Maintenance Technician I on Tuesday, September 7th. Mr. Hartman brings a work background in carpentry, plumbing and HVAC to HAWC.
- D. Mystery noises - Last week we thought we had identified the source of the mystery noise that one of our residents brought to the Board's attention a while back - sadly, not so. In reviewing the floor plans we wondered, "Could she be hearing the electric hot water heater coming on?" The noise would be high pitched, maybe a ringing. We set the water heater temperature up and unfortunately she said, "No, that's not it!" Now Bill is going there to camp out early one morning. So far all of the other residents that our customer has said, "They heard it, too," have told us, "Yes, but these are noises we hear all of the time - they aren't unusual, and they don't bother me."
- E. Section 8 statistics - In conjunction with some questions posed by the United Way group studying hunger and homelessness, we put our heads together with staff of the Hagerstown Housing Authority to come up with the following table:

Section 8 Analysis

	Who is being served				Who is on Wait List			
	HAWC #	HAWC %	HHA #	HHA %	HAWC #	HAWC %	HHA #	HHA %
White (non-minority) HOH	477	94.83%	615	71.10 %	699	82.24%	1,218	60%
One person Households	293	58.25%	390	45.00 %	359	42.24%	603	30%
Female Head	370	73.56%	659	76.00 %	685	80.59%	1,641	81%
Avg Tenant Rent	\$163		\$155					
% Rent paid by agency		74.00%		78.00 %				
ELI (30%)	382	75.94%	NA	NA	578	68.00%	1,842	91%
Very Low (50%)	121	24.06%	NA	NA	272	32.00%	151	7%
Total	503		865		850		2,024	

NA = Not Available

	HAWC	HHA
Total Budget Authority in units	498	884
Total under Lease	493	865
Port In	14	1
Total under management	507	866
Port Out	3	36
Additional Vouchers on the street	zero	81

- F. Preferred words - In a discussion at a recent Education Committee meeting, it was decided that as we work together to frame the discussion of how to provide homes citizens of Washington County can afford, we need to keep a list of words and phrases to avoid. The following table exercise provides some of the “Not so good” words and some possible alternatives. Please add your own “No-no” words so we can complete our table at the meeting.

NO-NO WORDS AND PHRASES	POSITIVE ALTERNATIVES
Development	Community
Project	Community
Houses	Homes
Housing	Homes
Elderly	Seniors
Households	Families
Affordable housing	Homes within reach of working families
Income limits/guidelines	? Opportunity target ?
Disabled persons	Persons with disabilities
"Hon" or "Honey"	Mr./Mrs./Ms. Lastname

G. Follow-up on the August Planning meeting - Notes from the August 19th workshop with notes from staff are attached to this report.

H. Marketing -

1. The RTO brochure has been updated to include language re: expanded criteria;
2. New brochures have been emailed to the Washington County Board of Education and to the Washington County Personnel department;
3. As a non-profit, we are allowed two Chamber of Commerce "eblasts" per year, so staff is working on second eblast;
4. RTO yard signs have been placed on our 3 newest acquisitions;
5. A Department of Social Services Open House is being held on September 20 from 10:30 AM - 4:00 PM. DSS is holding this event to showcase the County's community services while allowing providers an opportunity to network with one another. Guided tours of Social Services will also be given. HAWC has reserved a table, and the recently purchased display board will be up and running for its first public exposure;
6. Chamber Mixer - HAWC will be co-hosting the June 16, 2011, Chamber of Commerce mixer with GEICO. GEICO is a new member and is very interested in hosting the event but has no office in Washington County. (Their office is in Frederick, but they service Western Maryland.) So, HAWC is offering the use of Francis Murphy for the event. GEICO will cover all expenses including hiring Leiter Caterers and the registration fee. Both companies will have the opportunity to introduce themselves at the mixer.

7. Lobby signage - Paper versions of revised lobby signage have been put in place for staff and Board feedback before permanent signs are ordered. Take note the next time you visit.

II. Action items

- A. Policy updates - The Authority subscribes to a policy update service provided by the Schiff Group. This service originally came to us through NAHRO. The principal is Joe G. Schiff, HUD's Assistant Secretary for Public and Indian Housing during the senior Bush Presidency. Schiff Group has offered the suggested wording below to detail how housing authorities should cooperate with law enforcement agencies.

The XYZ Housing Authority will comply, on a case-by-case basis, with information requests from Federal, State or local law enforcement officers regarding possible fugitive felons and/or a parole or probation violators. The XYZ Housing Authority will supply upon legitimate request (1) the current address, (2) Social Security number and (3) photograph (if available) of any recipient of assistance.

The Federal, State or local enforcement officer must submit a request that is (1) written, (2) on law enforcement agency letterhead, and (3) is signed by the requesting officer and his or her immediate supervisor. The request for information must provide the name of the fugitive felon and/or parole or probation violator being sought, and may include other personal information used for identification. The request should also comply with the following requirements:

- A. The law enforcement agency shall notify XYZ Housing Authority that the fugitive felon and/or parole or probation violator (i) is fleeing to avoid prosecution, custody or confinement after conviction, under the laws of the place from which the individual flees, for a crime, or attempt to commit a crime, which is a felony under the laws of the place from which the individual flees, or which, in the case of the State of New Jersey, is a high misdemeanor; or (ii) is violating a condition of probation or parole imposed under Federal or State law; or (iii) has information that is necessary for the officer to conduct his/her official duties;
- B. The location or apprehension of the recipient is within the XYZ Housing Authority's official duties; and,
- C. The request is made in the proper exercise of the law enforcement agency's official duties.

Accordingly, staff recommends adoption of Resolution 2010-17 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 as to how housing authorities should cooperate with Federal, State or local law enforcement officers regarding possible fugitive felons and/or a parole or probation violators;

NOW THEREFORE BE IT RESOLVED that the Administrative Plan and the Admissions and Occupancy policies be changed by staff as recommended by the Schiff Group Agency Plan Updating Service.

- B. Bridge Financing - As we move our banking business to Centra Bank, staff recommend adoption of resolution 2010-18 as follows:

WHEREAS the Housing Authority's portion of the County's Neighborhood Conservation Initiative(NCI) in the amount of \$712,000 was approved in March, 2009; and April, 2010;

WHEREAS the disbursement process required the Authority to purchase real estate and then seek reimbursements from the State of Maryland through the County taking several weeks resulting in higher than normal short-term cash flow needs which the Board recognized in passing Resolution 2009-8;

WHEREAS pursuant to the passage of 2009-8, HAWC secured a \$200,000 bridge loan from Susquehanna Bank at 5% interest;

AND WHEREAS Centra Bank has offered a bridge financing loan at an interest rate of 4-4.25%;

NOW THEREFORE BE IT RESOLVED that the Executive Director, Richard Willson, is hereby authorized to put in place a line of credit with Centra Bank in an amount not to exceed \$200,000 following the same terms authorized previously in resolution 2009-8.