

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: June 17, 2020

I. FEDERAL

- A. New 2020 Mainstream Non-elderly Disabled (NED) Vouchers:** The AAHC was automatically awarded a 30% increase in special vouchers for non-elderly families with a household member with a disability. The award is for 41 vouchers and \$421,468 for 12-months of vouchers starting in October 2020. These vouchers are automatically renewed annually which is great blessing for the community.
- B. Shortfall Voucher Program:** The AAHC is in shortfall again regarding our projected Housing Assistance Payments (HAP) rental payments to landlords. I expected to go into shortfall again this year because of an increase in average HAP payments due to COVID-19 as families have lost income. We will be meeting with HUD monthly to make sure we are following HUD's shortfall plan. The biggest impact is that we can no longer lease up new housing choice vouchers, we can only lease up our special vouchers: Non-Elderly Disabled, Veteran's Assistance Supportive Housing, Family Unification Program and Project-Based Vouchers. The people who have been pulled from the waitlist and have been issued a voucher will be the last to lease-up until 1/1/2021. Shortfall status does not currently impact current program participants. We are expecting HUD to make us whole by the end of the year.

II. STATE & LOCAL Partnerships:

- A. City of Ann Arbor:** I have been working with the City Attorney's office to update the Ordinance that created the AAHC, to streamline the process to acquire property. Currently the ordinance requires the City to acquire property on the AAHC's behalf and may transfer ownership to the AAHC at any time. Rather than require the city to be in the chain of title and take on the liability of acquiring our property, we are recommending that City Council amend the ordinance to simply require City Council to approve the transaction instead.
- B. Ann Arbor Downtown Development Authority and DTE:** The DDA contacted us to see if we needed PPE kits that DTE had donated and the DDA was distributing. We picked up 48 kits and each kit included 100 masks, 200 gloves, and hand sanitizer. Thank you DDA.

DEVELOPMENT

- A. Swift Lane (Creekside Court and State Crossing):** A city water main break on State Street near our site impacts our water connection timing and cost. I have a meeting with city engineering staff and our general contractor to strategize on how to make the repairs in a timely fashion so that it does not significantly delay our Certificates of Occupancy.
- B. City-owned properties:** Attached is the updated Financial Feasibility Analysis of City-Owned

Properties that will be submitted to City Council in July. I am also working with the Damian Farrell Design Group to provide an initial analysis and concept designs for both 1510 E Stadium (fire station #2) and 2000 S. Industrial as both affordable housing and as a consolidated office and maintenance facility for the AAHC.

- C. **Ann Arbor Area Community Foundation:** The AAACF awarded us \$31,950 from the Glacier Hills Legacy Fund toward pre-development acquisition costs for senior housing.

IV. FINANCIAL REPORT AND UPDATE

May financial reports are included

V. PROCUREMENT ACTIVITIES BEYOND SMALL PURCHASES (\$25,000+)

\$200,000 SmithGroup for community engagement, downtown parking study and housing market study

\$265,000 SmithGroup for pre-entitlement of 350 S 5th Avenue

VI. PERSONNEL

- A. **Staffing:** Congratulations to Kim Kachur and Aidan Tank who were approved to re-classify their positions as Accounting Specialists from Administrative Assistants.
- B. **Training:** Congratulations to Lisa Lavin for completing Ethics training and certification.

VII. OPERATIONS

- A. **Non-Elderly Disabled Voucher Program:** All 45 NED vouchers are leased up from the 2018 award. 24/90 NED vouchers are leased up from the 2019 award.
- B. **Maintenance:** The stairway and decking will be replaced at Hillside Manor and Mallett's Creek. A new monument sign will be installed at Baker Commons, including a thank you to the DDA for its long-term financial support. The new security cameras have been installed at Maple Meadow and are up and running.
- C. **COVID-19:** City Hall re-opened on Monday, June 8th, with each service area determining its own re-opening plan. The AAHC main offices are going to remain closed to the public for the month of June and I will re-evaluate a slow re-opening starting in July. We have so many tenants that are elderly and/or have compromised health that I want to be extra cautious re-opening to the public as long as we can continue to maintain a high level of services by teleworking. Our voucher staff and affordable staff who work directly with tenants to complete income certifications and rent and utility calculations have reported that they have the tools to continue to work from home. We have set up a schedule for when people are in the office and everyone is has a thermometer, masks, gloves and disinfectant for when they do come into the office. Their tenants have reported to them that they like communicating by phone, email and mail because many tenants are avoiding public transportation still. Our tenants at our properties are using our 7 drop boxes and our property management staff are continuing to come into the office a couple days a week to deal with urgent tenant issues. Maintenance staff have started responding to all work orders instead of just emergency work orders. Finance, FSS and waitlist staff are also telecommuting and coming into the office part-time for supplies and to use the copier.