

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: March 16, 2016

I. FEDERAL

- A. CY 16 Public Housing Capital Fund Program (CFP):** HUD has allocated \$81,193 for public housing capital improvements. These funds will primarily be used to renovate the remaining public housing units at Broadway.

CY16 Housing Choice Voucher Administration Fee: HUD announced that the HCV Admin fee will be prorated at 79%, which is the same level that CY15 started out at. HUD did increase the Admin fee to 81% in November and December 2015.

B. RAD REDEVELOPMENT

- A. River Run (Baker, GBC and Hikone) & Maple Tower (Miller and S. Maple) Renovations:** The community spaces are still under renovation but should be completed by April 2016
- B. West Arbor (N Maple):** Demolition has started.
- C. Swift Lane (White/State/Henry and Lower Platt):** A LIHTC application will be submitted in April 2016.
- D. Colonial Oaks (Main, Penn, Seventh, Colonial Platt):** Apartment renovations are continuing at S. Seventh and Main street. One of the first floor apartments at Main will be made into an accessible apartment. This apartment will be used as temporary relocation for a family at Pennsylvania that requires a fully accessible apartment then it will be available to a family as a permanent accessible residence after that.
- E. Evelyn:** The tenant has moved with a Housing Choice Voucher and therefore renovations can begin on the interior

II. CITY/COUNTY/OTHER RELATIONS

IV. FINANCIAL REPORT AND UPDATE

See attached Financial Statements. There are now two financial statements. The first one is for traditional AAHC programs and the second one is for affiliated entities and special programs.

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

None to report

VI. PERSONNEL

- A. **Staffing:** Megan Doctuer has replaced Kim Lane as the Temporary Administrative Assistant. She will cover the front desk and assist with relocation services.
- B. **Training:** The Affordable Housing, Waitlist and Administrative Staff conducted a debriefing and retreat to assess the previous year's policies and procedures and to strategize on how to prepare for the next two RAD phases.

VII. OPERATIONS

- A. **Family Self Sufficiency:** Wade Smith, Greg Mitchell and Weneshia Brand planned and conducted an empowerment workshop to inspire new Family Self Sufficiency program participants to be more actively involved in the program. The event was at Eastern Michigan University and featured an inspirational speaker, testimonies from existing FSS participants and a presentation by FSS staff.
- B. **Project Based Vouchers:** Maria Spencer, Alissa Ellis and Weneshia Brand successfully leased up over 70 Avalon and MAP project-based voucher tenants in December 2015 and are continuing to lease-up our commitment to project-base close to 200 vouchers with our non-profit partners. When new voucher participants join the program they are typically assigned to whichever Occupancy Specialist has the fewest participants in order to even out the caseload. Over the past year or so, the Voucher program staff have decided to realign their caseload so that Occupancy Specialists can specialize in a particular voucher program and take on a caseload that includes that specialty. For example, Robin Hester is specializing in Veterans, Monica Moore is specializing in Family Self Sufficiency participants and Maria Spencer is specializing in project-based vouchers. This change will enable our staff to become experts in a particular program so that they can better serve the needs of those tenants.
- C. **Maintenance:** Maintenance staff continue to deal with emergency water and sewer problems at multiple locations. Maple Meadows experience a water main break that required the City to perform an emergency pipe replacement. Tenants were able to continue using their water until the break was fixed. The vacant duplex at New Platt had a frozen water pipe crack which required the temporary relocation of the tenants in the occupied unit at New Platt. We continue to have problems with tenants flushing wet wipes into toilets which has caused sewer back-ups at S. Maple, Hikone, Miller and Baker. Residency Managers have been educating tenants about items that should not be flushed in the toilet but it is a constant struggle. Unfortunately, the sewer pipes backed up where many apartments flow together so it is impossible to determine which tenants are causing the problems. There was 1 slip and fall reported at Pennsylvania. The AAHC contracts with outside snow removal companies who have been notified of the problem and Lance Mitchell has sent our contractors back out to several sites to do a better job at removing the snow from apartment steps.

There are ongoing technical problems with the camera security system due to a software upgrade implemented by the City which is impacting Miller, Maple Meadows, and Baker Commons. Cameras are also being installed at Hikone.

Lance Mitchell has the huge task of managing multiple renovation projects as the general

contractor, including Main, Pennsylvania Seventh, Upper Platt, Evelyn, and Broadway. He is creating a scope of work based on visual inspections and physical needs assessments conducted by outside consultants. Then he is assessing which properties and tasks can be performed by our Maintenance Technicians, and which activities need to be contracted out so that we can renovate multiple properties simultaneously.

- D. Housing Choice Voucher:** HUD has not yet calculated the actual CY2016 HAP amount for PHA's based on the recently adopted budget. HUD indicated that all HAP contracts will be funded in full based on CY2015 lease up but they have not yet calculated or shared with PHA's what that dollar amount will be. Consequently, HUD guestimated that annual HAP amount that the AAHC was eligible for to pay January, February and March HAP in 2016. In preparation for CY2016, HUD asked the AAHC to project the amount of HAP funding it would require in January and February. Betsy projected \$967,444 for January and February but HUD only provided \$930,000 in HAP funding for both January and February. Consequently we had to request additional funding and after many communications, HUD provided the additional funds as an advance on future HAP needs. HUD then shorted the AAHC by about \$200,000 in HAP funding for March 2016. Betsy and I continued working with various HUD representatives until we were able to get additional HAP funds from our reserves as well as additional RAD funding to cover projected shortfalls in April 2016. Based on the annual HAP allocation, HAP reserves, RAD HAP, and attrition, we do project that our HAP expenses will be covered through December 2016.
- E. Affordable Housing:** As we move into year two of our RAD conversions for Maple Tower and River Run, the Affordable Housing Occupancy Specialists are concentrating on getting into a routine again of annual re-certifications of existing tenants. They are also ensuring that our initial move-in LIHTC certification files are accurate and complete so that we can file them in long-term storage for our permanent record. Waitlist Staff are ensuring that our relocation files are accurate and complete for the permanent record. Relocation in 2015 resulted in entirely new neighbors for most tenants and property managers are dealing with the resulting interpersonal conflicts around people, pets and parking at our properties.