



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING
Quality Assurance Division
HCV Shortfall Prevention Team

April 1, 2016

Ms. Jennifer Hall, Executive Director
Ann Arbor Housing Commission
727 Miller Avenue
Ann Arbor, MI 48103

Dear Ms. Hall:

As described in Notice PIH 2016-04, this is your official notification of the Shortfall Prevention Team (SPT) specialist's confirmation of a projected shortfall in CY 2016. If you comply with all of the conditions of this letter and are still projected to have a shortfall in CY 2016, you will be eligible for Category 1 Set-Aside funds to prevent the termination of HCV participants due to insufficient funds.

You are required to take the following reasonable cost-savings measures in order to be eligible for additional funding to prevent the termination of families due to insufficient funding:

- Cease absorbing port-ins as of **April 1, 2016** through the end of the calendar year or if the SPT confirms your PHA is no longer projecting a shortfall.
- Immediately cease issuing new vouchers, including Request for Tenancy Agreements (RFTA) (exceptions are VASH and Project-Based Vouchers; and new allocations, i.e. Tenant Protection) as of **April 1, 2016** through the end of the calendar year or if the SPT confirms your PHA is no longer projecting a shortfall.
- Withdraw/suspend all outstanding vouchers (exceptions noted above are excluded from this requirement) issued where the HAP contract has not been executed with an effective date as of **April 1, 2016** through the end of the calendar year.
- In regard to PBV HAP contracts, vouchers are not to be issued to families that want to voluntarily move as of **April 1, 2016** through the end of the calendar year. (However, if a unit becomes vacant, the PBV unit shall be filled with a family from the waiting list.)
- Implement all other cost saving measures identified by SPT on your action plan within 45 days

Failure to comply with the requirements above will affect your eligibility for shortfall Set-Aside funds in CY 2016.

The SPT projected your shortfall using the Two-Year Forecasting Tool and a copy of the tool demonstrating your projected shortfall is enclosed for your records. Should your PHA wish to apply for Category 1 Set-Aside funds, you must sign and submit Attachment A, Scenario 1, of PIH Notice 2016-04 found [here](#).

Lastly, a blank Two-Year Tool and Step-by-Step Guide can be found by choosing this link to the [Office of Housing Choice Vouchers](#) website. If you have any questions, please contact me or your SPT specialist.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joseph R. Russell", is centered on a light gray rectangular background.

Joseph R. Russell
Supervisory Program Analyst
Quality Assurance Division
HCV Shortfall Prevention Team