

MEMORANDUM

**TO: Board of Commissioners
Ann Arbor Housing Commission**

FROM: Jennifer Hall, Executive Director

DATE: November 17, 2021

I. FEDERAL

- A. The HUD budget has not been adopted yet, and a continuing budget resolution is in effect through February 18, 2022. The \$1.2 trillion infrastructure bill has passed but the \$154 Billion Build Better Back proposal has not been passed, which includes a \$25 billion increase in voucher funds and \$15 billion for the National Housing Trust Fund for affordable housing development. The BBB budget proposal also includes key Low-Income Housing Tax Credit (LIHTC) modifications including a 10% annual increase in per capita and small state allocations for the next 4 years and a permanent 50% basis boost for properties serving extremely low-income households.
- B. The HUD Administrative Fee for the Housing Choice Voucher program ended the year at 84% pro rata, which means we received 84% of the Administrative Fees HUD calculated that we need to run our program. Thankfully the City of Ann Arbor is providing general fund operating support to cover the shortfall in HUD funding.

II. STATE & LOCAL Partnerships:

- A. **Washtenaw County Community Mental Health:** WCCMH held a successful COVID Booster Clinic at Lurie on 11/5/2021 and 80 residents participated.
- B. **University of Michigan Visiting Nurses:** Conducted a Flu Shot Clinic at Lurie on 11/11/2021.
- C. **Packard Health:** (coordinated by Avalon Housing has held multiple COVID & flu shot clinics at multiple AAHC community centers for our staff & residents
- D. **Washtenaw County Health Dept, Avalon Housing, CAN & Peace Neighborhood Center:** continue to offer significant supports to tenants who test positive for COVID.
- E. **U of M Pharmacy:** students are continuing their health clinics at Baker Commons & Lurie Terrace. They are hoping to expand a blood pressure monitoring study in 2022.
- F. **Ann Arbor Police Department:** has “adopted” one of our very large families & is providing both holiday food & gifts .
- G. **EMU’s Occupation Therapy Department:** Are continuing with a field placement at Lurie.
- H. **Huron Valley PACE:** The PACE Social Work team is rotating through Lurie Terrace, while a permanent Social Worker is hired.
- I. **Ann Arbor YMCA:** Lurie Terrace is working with the Membership Coordinator at the Y on

partnership possibilities, including possible periodic bus transport from Lurie to the Y.

- J. Ann Arbor 2030:** AA2030 is a public/private partnership working to reduce existing building energy consumption, water use and transportation emissions by 50% by 2030. A UM Grad student is conducting research to determine the best methods and messages to reach occupants and tenants. We worked with our non-profit service providers to recruit several AAHC tenants to participate in the research.
- K. Forth Mobility:** Forth applied for and received a \$5 million Dept of Energy Grant, in partnership with the AAHC and other public housing authorities & non-profit housing providers to add electric vehicles to their fleets and provide access to the vehicles to residents.
- L. Ecology Center and CAN:** Are working together to conduct outreach to our tenants to provide zero waste education programs.
- M. City of Ann Arbor Assessor Office:** Determined that due to the ownership structure of Lurie Terrace, the property is tax exempt. The City previously received about \$92,000/year in property taxes from the State of Michigan, under a State program for properties that house seniors. Since we purchased the property in March 2021, the City Assessor worked with the State of Michigan Treasury Department to continue the State tax payment for 2021, until the tax-exempt status takes effect in 2022.

III. FINANCIAL REPORT AND UPDATE

November 2021 financial reports are included in this packet.

IV. PROCUREMENT ACTIVITIES BEYOND (\$25,000+)

\$153,020 with Huron Valley PACE for on-site services at Lurie Terrace. The contract is a 3-year contract as a result of the 3-year grant received from the Ann Arbor Area Community Foundation.

V. PERSONNEL

- A. Staffing:** Welcome to Hillary Vandenberg, Administrative Assistant for the HCV Program and Alexa Bartha as a Waitlist Occupancy Specialist.
- B. Training:** Congratulations to Patricia Butler for completing her HCV Specialist Training, Angie Killom for completing an EIV Discrepancy training certificate, and Zhe-Ante Johnson for completing the PBV Blended Occupancy training. Barb Dufour and Tulio Decan are participating in a multi-month development training conducted by CEDAM.
- C. COVID:** 1 staff tested positive for COVID, and 6 tenants have tested positive for COVID in December. Packard Health Clinic was able to secure 4 doses of monoclonal antibody treatments for 4 tenants, which enabled them to recover faster with fewer symptoms. All of the tenants and the staff person who tested positive were fully vaccinated and had received booster shots as well.

VI. OPERATIONS

- A. **Non-Elderly Disabled Voucher Program:** All 45 NED vouchers are leased up from the 2018 award and 90 NED vouchers are leased up from the 2019 award. In addition, we have leased-up 25/41 new NED allocated through the CARES Act in 2020 and we have to lease-up another 75 NED vouchers allocated from the CARES Act in 2021.
- B. **Emergency Housing Vouchers:** 16/29 vouchers are leased up; 9 are approved and in the lease-up process and 2 more referrals are needed from our community partners. 1 referral is porting to another housing commission.
- C. **Voucher Program:** The Voucher Program is focused on leasing up vouchers (regular section 8 and Non-Elderly Disabled) and have pulled 160 people off of the waitlist in one month. Staff are only receiving about a 20% response rate. We are sending two letters in the mail, emailing and calling waitlist applicants. The waitlist is very recent, from 2020, so our best guess is that waitlist applicants are not responding because they have received assistance from another housing authority. Households can sign up for an unlimited number of waitlists all across the United States. Voucher staff have also been focused on leasing up our PBV units with partners at Courthouse Square (33 units) and Avalon (12 units at Hickory Way II). Attached are 2 documents from HUD showing demographic and financial data for the HCV and PBV programs.
- D. **Affordable Program:** Staff and service supports on sites are working to ensure that tenants access community resources for past due rent, food resources, health care, holiday food & gifts, etc. Recently, the Dispute Resolution Center has been working with multiple tenants and communities to address conflict amongst tenants/households. Now that the rent moratorium has expired staff are working with residents & community services to ensure past due rent gets paid. We will be returning to “normal” rent collection policies & procedure in Jan 2022.
- E. **Lurie Terrace:** WoMobility has begun tenant and staff interviews, as part of their study of parking and transportation needs. One Lurie tenant successfully test drove the new automated rent payment system through RentCafe in Yardi, so that this amenity can be offered more widely to our tenants. Two new tenants have accepted positions serving meals, and two tenants have accepted positions doing light salting and shoveling around the main entrance, during off-hours. ~ Lurie had a well-attended Thanksgiving Feast, and is planning for a December-holiday feast, as well, with meals to be taken home out of Covid-caution. A group of tenant singers will be serenading neighbors, floor-by-floor.
- F. **Waitlist & Admissions:** The department has created a short application to determine applicant eligibility for special purpose voucher assistance. Customers must complete short series of questions to determine eligibility. If the customer is pre-approved for any of the special purpose vouchers, they are added to the AAHC waiting list for assistance.
- G. **Family Self-Sufficiency Program:** Staff are ramping up recruitment efforts to increase the number of FSS participants. In addition, staff is currently working on creating a Standard Operating Procedures to improve and streamline processes within the program. The department continues to work with WCC and Mi Works to organize and market career, training, and educational fairs.

H. Development

- a. **415 W Washington:** Continuing to work with the local and state Historic District Commissions on the demolition and replacement design. Tetrattech is completing a Phase II Environmental Site Assessment.
- b. **350 S. 5th:** The PUD Area Plan was submitted to the City for staff review which is complete and the next step is to get on the Planning Commission Agenda in December 2021.
- c. **121 E Catherine:** Request for Qualification to select a co-developer was issued in October and we have received several inquiries of interest. Environmental Consulting Solutions is conducting a MSHDA approved Phase I Environmental Assessment. Livingston Engineering is conducting a survey.
- d. **353 S. Main:** Request for Qualification to select a co-developer was issued in October and we have received several inquiries of interest. Environmental Consulting Solutions is conducting a MSHDA approved Phase I Environmental Assessment. Livingston Engineering is conducting a survey.

I. Finance:

- a. Finalizing the FY21 unaudited audit/FDS submission to HUD
- b. Finalizing the AAHC audit. Expect to present audit at the November 2021 Board meeting.
- c. Lurie Terrace audit field work and related HUD reporting requirements
- d. Quarterly financial reports for investors, lenders, regulatory agencies.
- e. Hiring process for additional Financial Analyst position approved in FY22 budget for January 2022.
- f. Creating digital archives of finance/accounting records
- g. Drafting FY22 LIHTC budgets for presentation at the November Board meeting.

J. Facility and Maintenance: Tim Olivier is working with Tulio Decan on the following projects:

- a. Maintenance staff are conducting winter preventive maintenance at all properties.
- b. Meeting with insurance company and contractor to determine if damage that caused generator to fail at Miller Manor is covered under insurance. Another on-site meeting with the insurance company took place and we are expecting a determination from them soon.
- c. Conducting masonry engineering assessment on Miller building.
- d. Due to the difficulty of getting a scope of service from an engineer to get bids for fire sprinklers installed into the units at Miller, Baker and Lurie, we are now going to issue a Request for Proposal that is a design & build proposal, where the respondent includes a design in the response.
- e. Reconstruction of the 2nd floor public balcony at Baker Commons, including replacing the roof and ceiling.
- f. Working with an engineer to assess the foundation at the community center at Hikone, which has water damage.
- g. Working with an engineer to assess the cause and how to fix the water erosion at Broadway Terrace.

- h. Securing bids to replace the exterior stairwell at Broadway that provides access to the laundry room.
- i. The Upper Platt sewer main replacement is completed. Some follow up landscape work remains.
- j. Baker's Main St driveway replacement will be completed by the end of November
- k. **Fire at Miller Manor:** Handrail was manufactured and installed in unit 212. Carbon fiber strips are in. Tyler will be getting a check and picking them up. Belfor is scheduling the rough framing inspection for unit 212. Crews started cleaning/servicing the sliding doors in the 12 stack. The A/C units were removed, cleaned and reinstalled in 312-712. An electrician will be out next week, followed by drywall and painting. 412, 512, 612 and 712 are ready for occupancy.
- l. **Lurie Terrace HUD required repairs:** Maintenance staff are making progress on the HUD required non-critical repairs and ADA upgrades that must be completed by March 2022.
 - a. Sandstone wall completed
 - b. Removal of Kitchen appliances completed
 - c. Renovations related to accessible features underway
 - d. Lead-Based Paint remediation on 3 Park View Place completed
 - e. Sidewalk in front of Parkview completed by the previous owners prior to our purchase
 - f. Gutters at Parkview repaired
 - g. Elevator Fluid Leak completed
 - h. Glass on 8th floor common area window that was fogged, was replaced.
 - i. Smoke Alarms installed