

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: October 2015

I. FEDERAL

- A. FY 16 Budget:** Has not yet been ratified by Congress yet.
- B. FY 15 HUD HCV Administrative Fee:** HUD is increasing the admin fee from 79% to 81% for November and December 2015. HUD also awarded the AAHC \$22,647 in additional admin fees to supplement the cost of porting tenants to and from other housing commission as well as an increase of \$31,835 to administer VASH vouchers.
- C. FY15 Public Housing Operating Fee:** HUD has increased the fee for the remainder of the year to 85.36%.

II. RAD REDEVELOPMENT

- A. River Run & Maple Tower Renovations:** The 1st through 5th floor of Baker and the 2nd through 7th floor of Miller are completely renovated and tenants have moved in. The common area of Baker and the 1st floor of Miller are currently being renovated. The Observer ran a nice article about Miller Manor in the October 2015 issue. I met with Norstar to go over the remaining funds for RR and MT and to determine which contingency construction items will be completed. Resurfacing of parking lots, new dumpster surrounds, and porches and fencing at the family sites were all added.
- B. N. Maple (West Arbor):** The project closed on August 28, 2015. I have been meeting with City of Ann Arbor staff, Norstar, Mitchell and Mouat and MCI Engineering to work through the City's development and permitting processes. About 50% of the households have been relocated. The remainder are waiting for their units at Hikone, S. Maple and GBC to be completed so that they can move in. FHLB of Pittsburgh has been asking questions about our application, which is a good sign because it means we are competitive. They will be announcing awards by November 2015. I have also been meeting with the Ecology Center and Norstar to finalize the green elements that will be included in the project. A list of additional green items was generated and will be included if funding is available at the end of the project – such as solar electric for the community center and exterior lighting.
- C. White/State/Henry:** The site plan was approved at the August 17th City Council meeting. A LIHTC application was submitted to MSHDA on October 1, 2015. I am meeting with MSHDA on October 19th along with Avalon and Norstar to talk about the supportive housing units in the project. MSHDA published the self-scores of all the LIHTC applicants and our self-score was the 3rd highest in the state, which is a good sign that we are competitive.

D. Colonial Oaks (Main, Penn, Seventh, Colonial Platt): Staff are continuing to work with tenants on relocation. Lance has developed a scope of work for 7th which will be completed both by AAHC staff and contractors. 7th. 3 tenants moved with Section 8 vouchers from 7th and a 4th will be moving to West Washington after it is renovated, which makes it a good site to start working at.

III. CITY/COUNTY/OTHER RELATIONS

A. City Council: The Joint AAHC/City policy committee met in August. Ron Woods and Jennifer Hall attended from the AAHC along with Julie Grand. The group discussed the Commission's future financial situation and future budget. The agenda for the next meeting in October is to begin looking at recommendations for City Council.

B. SOS: SOS will be applying for funding through the local Coordinated Funding process to hire a full-time social worker to provide support for AAHC Voucher tenants who are in danger of losing their voucher through program non-compliance. The goal of the program is to reduce the number of people who lose their voucher and become homeless. About 50 of our participants lose their voucher every year for reasons that are probably preventable if they had access to support services. If this program is successful, it will prevent homelessness and significant financial hardship on low-income families and save the AAHC in the long run by reducing the number of new admissions that must be processed. SOS applied for matching funds from RAAH (Religious Action for Affordable Housing) and was awarded \$20,000/year. If we are not successful in securing funds from Coordinated Funding, SOS and the AAHC will create a smaller PILOT project.

C. Legal Services of South Central Michigan and Fair Housing Center of Washtenaw County: Weneshia and I met with LSSCM and the Fair Housing Center to talk about Ypsilanti Township's enforcement strategies to develop a response and support for impacted tenants so that they do not become homeless.

D. Continuum of Care: We applied for a bonus grant through the Continuum of Care in partnership with Avalon Housing and Ypsilanti Housing Commission. The application includes service funding for the 9 units that will be set aside for chronically homeless households at N. Maple and White/State/Henry.

IV. FINANCIAL REPORT AND UPDATE

See attached Financial Statement

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

None to report

VI. PERSONNEL

A. Promotions: The position of Program Assistant, currently held by LaTonya Brown, was promoted to the position of Occupancy Specialist from a range 5 to a range 14. In addition, the Occupancy Specialist – Waitlist, was promoted to the position of Occupancy Specialist from a range 11 to a range 14. All of these positions are now Occupancy Specialists and new staff will begin at a range 14. Progressions are being developed by

staff for all of these positions.

- B. Training:** Alton Hall and David Ehman received Asbestos Remediation Training so that they can perform maintenance work on materials that have asbestos as long as the amount of materials that are disturbed are within a certain threshold. For example, instead of hiring an asbestos remediation contractor to hang a medicine cabinet or kitchen cabinets on walls that may contain asbestos, now Al and Dave can do the work and they are trained on how to dispose of the materials correctly.

Weneshia Brand will be attending the Leadership Ann Arbor course that is sponsored by the Ann Arbor/Ypsilanti Chamber of Commerce. This training brings together people from many types of businesses to develop leadership skills and networking.

Weneshia set up an EIV security training for all program staff, which is required twice a year by HUD.

Dave Ehman trained Greg Mitchell on how to use the 1 ton truck so that he could assist with overseeing tenants who are mucking out units as well as drive the truck to the dump to increase operational efficiency because now a maintenance technician is no longer required to drive the 1 ton truck for mucking.

VII. OPERATIONS

- A. Housing:** Staff are working hard to get annual recertifications done at all sites. Staff are meeting with tenants from N. Maple Estates, Broadway, White/State/Henry and Colonial Oaks sites to counsel tenants on their relocation options and to administer their relocation.

Beth is coordinating the temporary move by Avalon from the front door lobby at Miller to the Community Room, while renovations are happening to the front door lobby area.

The Baker food program was expanded to 5 days/week because we were able to get additional funding from the County. Reggie and LaTonya work with a tenant at Baker to oversee the program.

Melissa, Beth and Greg have been following up with service providers to ensure that we are receiving all of the documentation needed for our funders for units that were set aside for homeless households.

Marilyn Watson, a temporary employee, and Brookanne Maitland, Waitlist Specialist, are assisting Beth with recertifications until Michelle Walthall's position is filled.

- B. Maintenance:** Fire Alarm and Elevator Inspections have been completed. Fall weeding has been completed by a combination of maintenance staff and contractors.

Mailboxes have been installed at Hikone by the Post Office, but we are having difficulty getting the Post Office to provide the master key to the box. We have also requested a new Mailbox for GBC but it has taken so long that Lance is going to order and install one instead.

Lance is working with Norstar to develop strategies to address the continual plumbing

issues at Miller and the family sites. The horizontal stacks will be replaced by Norstar between the first and second floors at Miller and the vertical stacks that are deteriorated will also be replaced. The overgrown trees were removed from Hikone to enable security cameras to be installed. Maintenance staff are painting the basements at the family sites and repairing and painting the fences at the family sites as renovations happen.

The exterior of Evelyn is under contract including the roof, siding and windows. Once the family is relocated, renovations of the interior will begin.

The AAHC purchased and installed stackable washer/dryers for the GBC new building because the tenants that moved there from other GBC units could not use their W/D in the building due to space limitations.

- C. Voucher:** The first OCAF adjustment was implemented for River Run and Maple Tower. The rents were adjusted 1.4 % for FY15. Weneshia is coordinating all of the PBV HQS inspections as well as the PBV tenant applications.

Terry Holman and Weneshia are assisting me redesign our website. The City of Ann Arbor is conducting a wholesale website update and we are working with the City communications department to streamline and update our website.

- D. Yardi:** Rightsource provided training to finance and voucher staff as well as assisting the AAHC to set up its banking, VMS, and portability features correctly in Yardi.

VIII. FOLLOW UP TO JULY 2015 BOARD MEETING. Nothing to report