

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: April 20, 2022

I. FEDERAL

- A. HUD issued the FY22 voucher Administrative Fee rate (which started Jan 1). HUD provides an administrative fee for each leased voucher in all our voucher programs on a monthly basis. For example, if we have 1000 vouchers leased up in January, we get an administrative fee for 1000 vouchers. If we increase our lease-up to 1,100 vouchers in February we get an administrative fee for 1,100 vouchers. The first 7200 units leased for the year have a rate of \$87.65/voucher/month and the remaining units leased have a rate of \$81.80/voucher/month. After the Administrative Fee rate is determined, HUD pro-rates the actual amount of the Administrative Fee, based on the budget adopted by Congress. The pro-rated fee can change throughout the year as well. HUD announced that the April and May 2022 pro-rated fee will be 88%, which is an increase of 4%. Consequently, the actual admin fees for April and May will be \$71.98/unit (\$81.80 x 88%). The AAHC currently has about 1,764 vouchers leased up per month.
- B. The HUD Secretary Marcia Fudge and President Biden released the proposed FY23 Budget request of \$71.9 billion, which is \$6.2 billion more than the FY22 final adopted budget. The budget includes an increase to all voucher budgets with the goal of increasing the number of vouchers nationwide by 200,000. The budget also includes an increase in Low Income Housing Tax Credits.
- C. Representative Dingells office announced that the AAHC was awarded a \$3 million federal earmark to increase energy efficiency and sustainability in our properties. We are working with the City Office of Sustainability and Innovation to determine which properties to prioritize and what scope to prioritize for the biggest impact.

<https://www.mlive.com/news/ann-arbor/2022/03/3m-federal-earmark-to-help-ann-arbor-affordable-housing-sites-go-solar.html>

II. STATE & LOCAL Partnerships:

- A. **County Health Dept:** A booster shot clinic is getting set up at Lurie Terrace in May.
- B. **Ann Arbor City Council:** Approved a \$26 million ARPA budget after several months of community engagement. City Council approved \$1 million for acquisition of housing for homeless households and \$3.5 million for acquisition and services for housing up to 60% AMI households.
- C. **Jewish Family Services:** We received direction from HUD on the criteria to ensure that Afghan refugees are eligible for HUD subsidized housing and we are working with JFS so

that they know who they can refer to our open waitlists. We are also working with JFS to let them know about open positions with our contractors and AAHC positions.

III. FINANCIAL REPORT AND UPDATE

The March 2022 financial report is attached

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

\$28,215.30 Haley Mechanical to replace two heat pumps and valves at Baker Commons

\$137,784.02 Amerinet to install wifi infrastructure at Lurie Terrace

\$64,950 JMD Building Restoration to replace the 2nd story exterior roof and patio at Baker Commons

\$72,325 Hortons Plumbing to replace sewer lines between buildings at Hikone

V. PERSONNEL

A. **Staffing:** Barbara Dufour, Administrative Assistant in the Development Department was filling in at the front desk at Miller and decided she liked doing that work more and switched to the Administrative Assistant position assigned to the Miller Manor front desk. We will wait to post her position until after the Director of Real Estate Development position is filled. There are currently 3 positions posted: Administrative Assistant, Housing Manager – Affordable, and Facility and Maintenance Technician.

B. **Training:** Misty Hendershot, Katrisha Kelly and Lisa Lavan all completed a week-long Voucher Administration program and they all received certification. Lisa Lavan also completed certification for the Low-Income Housing Tax Credit Specialist program. Zhe-Ante Johnson completed a PBV Specialist training and certification.

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 41/41 new NED allocated through the CARES Act in 2020 and we started leasing up 5/75 NED vouchers allocated from the CARES Act in 2021.

B. **Emergency Housing Vouchers:** 24/29 vouchers are leased up.

C. **Voucher Program:** The Voucher Program is continuing to work on leasing up vouchers (regular section 8, Non-Elderly Disabled (NED) and Emergency Housing Vouchers (EHV). The response rate from applicants continues to be low.

D. **Affordable Program:** The team completed a retreat with the maintenance and waitlist staff to identify processes that are working and processes that we can improve. The facilitator will provide a summary of the discussion for Managers to review and take actions.

E. **Waitlist & Admissions:** Affordable & Lurie Waitlist staff continue to fill vacant units.

Overall vacancy rate is down from late 2021.

- F. **Maintenance:** A Capital Needs Assessment is being conducted at Hikone, Green-Baxter and Maple Meadows. Garden is scheduled for a REAC inspection
- G. **Finance:** LIHTC audits were completed for FY21 and the initial Lurie Terrace audit was completed for FY21 as well.
- H. **Lurie Terrace:** The Critical and Non-Critical Repairs are all completed except for the installation of accessible doors to the balconies. The doors were on back-order and are expected to arrive in April and get installed by May.