

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: January 26, 2022

I. FEDERAL

The HUD budget has not been adopted yet, and a continuing budget resolution is in effect through February 18, 2022. HUD announced that the 2022 HAP obligations for January and February 2022 will be funded at 98.5% pro ration and the Administrative Fee will be funded at 84% pro-ration.

II. STATE & LOCAL Partnerships:

A. **Washtenaw County Office of Community and Economic Development:** OCED and the AAHC are working together to create a 7-part educational series on affordable housing development for the Housing and Human Services Advisory Board. The meetings are open to the public and are held the 2nd Thursday of the month. The first session can be viewed at <https://youtu.be/U-s2zNI-aJw?t=13>

The 7 sessions will be held on the following dates/times:

Jan 13, 2022 06:30 PM	History of Racist Housing Policies and Ongoing Impact
Feb 10, 2022 06:30 PM	Ann Arbor's Housing Market & Economy
Mar 10, 2022 06:30 PM	Types of Housing – Owner & Rental
Apr 14, 2022 06:30 PM	Planning, Zoning, Sustainability
May 12, 2022 06:30 PM	For Profit & Non-Profit Housing and Services
Jun 9, 2022 06:30 PM	Development Financing
July 14, 2022 06:30PM	Open-ended Discussion

After the educational series is completed, we will work on developing an application process for developers to apply for City of Ann Arbor millage funds.

III. FINANCIAL REPORT AND UPDATE

December 2021 financial reports are included in this packet.

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

\$33,174.97 Medical Care Alert for emergency response equipment for Lurie Terrace
\$27,700 SmithGroup Engineering contract for Miller Manor façade evaluation
\$27,636 Eagle Security cable and installation of data drops for every unit at Lurie for wi-fi

V. PERSONNEL

A. **Staffing:** Welcome to Steve Dersnah, Financial Analyst for the Finance

Department.

- B. **Training:** Kristina Hudson is taking Maintenance Manager training, ethics classes and testing for Certified Maintenance Manager through NAHRO.
- C. **COVID:** Facilities lost one person for 5 days due to exposure to a positive person. 5 tenants tested positive for COVID so far in January.

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 29/41 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:** 23/29 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:** Staff continue to work with tenants and services to complete CERA rent assistance applications. Due to the high volume of assistance requested CERA is lagging behind in processing payments. Obviously, we will not penalize any household based on these delays. A new round of CERA funding is now in place for additional assistance.

Staff continue to provide all property management activities on sites. Most group meetings are still virtual but all other property management functions continue (compliance paperwork, pest control, dispute resolution, unit & property inspections, etc.).

- E. **Lurie Terrace:** As of January 1, 2022, 121 units are leased at Lurie Terrace, of which 16 are leased under the project-based voucher contract. Currently, 15 units are vacant, and 5 are being converted to meet ADA compliance. More tenants are signing up for automatic rent payment in Yardi; that process is picking up steam!

With the opening of the government home Covid test-kit website, Lurie staff are working with tenants who don't have computer access to help them in requesting kits. The County Health Department has agreed to include Lurie in its "high risk" community list, and has provided us with Covid tests that staff can furnish to tenants.

Omicron-permitting, the owner of our Pest Control Company has been invited to speak to our tenants in February.

- F. **Waitlist & Admissions:** No Update

- G. **Family Self-Sufficiency Program:** Family Self-Sufficiency (FSS) grant from HUD's FY21 Renewal Notice of Funding Opportunity (NOFO) for Calendar Year 2022 was approved for \$180K, an increase of \$37,000. The grant award begins January 1, 2022. We have enrolled three participants in the FSS program since December 1, 2021.

H. Development: Interviews are completed for the 353 S. Main and the 121 E. Catherine sites. Rochelle Lento, our attorney from Dykema Gossett, is working with Jennifer to negotiate with the first-choice developers at each site to come to an agreement. If an agreement is not reached, the second-choice developer will be contacted.

350 S. 5th: On January 20, 2022 the City Planning Commission unanimously recommended approval of the PUD area plan and supplemental regulations. The next step is City Council approval, which is a 2-meeting process.

I. Finance:

- a) Preparing for annual filing of tax Forms 1099
- b) Finalizing AAAHC/Lurie Terrace FY21 audit
- c) Gearing up for FY23 AAHC budget
- d) Preparing for FY21 LIHTC audits (Maple Tower, River Run, West Arbor and Swift Lane LDHA's)
- e) Finalizing implementation of automatic late charge functionality in Yardi.
- f) Will be working on the implementing legal module for improved tracking of tenants going through legal/eviction process for failure to pay rent. The addition of this Yardi module was completed right before the start of the pandemic and had not been fully implemented due to the eviction moratorium that was in place.

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

- a. Hikone sewer main project (west courtyard) Additional \$48k in sewer line replacement
- b. Continued Lurie renovations required by HUD
- c. Miller engineering testing on masonry is completed, awaiting report and scope options
- d. Miller generator project, installation of supporting hardware and construction to begin early February, Generator scheduled install is mid-April
- e. Baker balcony project, ceiling work is underway, roofing portion to begin when weather is suitable and contractor schedule allows
- f. S Maple retaining wall replacement nearly complete, further landscaping will take place in the spring to finalize the project.
- g. Renovations are nearly complete due to the Miller fire in February 2021. 3 units are still off-line.