

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: October 20, 2021

I. FEDERAL

A. Budget has not been adopted yet, continuing budget resolution in effect.

II. STATE & LOCAL Partnerships:

- A. **Representative Yousef Rabhi:** Thank you to Rep. Rabhi for securing \$200,000 in State capital funds for Lurie Terrace. Staff met with Lurie Terrace tenants to identify the highest priority items for tenants. After the meeting, tenants completed a survey and identified building-wide wi-fi as the highest priority, emergency call systems in apartments as the 2nd highest priority and conversion of tubs to showers or walk in tubs as the 3rd highest priority. HUD has released \$200,000 from a COVID operating reserve account back to the AAAHC, which will supplement this state allocation. A portion of these funds will also be used to pay for parking lot lighting and common area lighting.
- B. **HouseN2Home and DHHS:** Thank you for collaborating in support of a household that has received a lot of support in turning around hazardous unit conditions.
- C. **Ann Arbor Fire Department:** Thank You to Gianna M. Bommarito and Michael Reddmann from the AAFD for reviewing Lurie's new Emergency Preparedness Plan and giving feedback, and Gianna for scheduling a visit to Lurie to review it with tenants.

III. DEVELOPMENT

- A. **Lurie Terrace:** Maintenance staff are making progress on the HUD required non-critical repairs and ADA upgrades that must be completed by March 2022.
- a. Tuckpointing of the exterior masonry walls is complete
 - b. Work to fill cracks in the parking lot, seal coat and add striping completed
 - c. Contract executed to complete ADA upgrades on 7 apartments.
- B. **City-owned properties:**
- a. **415 W Washington:** On September 22, 2021 a resident participation meeting was held
 - b. **350 S. 5th:** The PUD Area Plan was submitted to the City for staff review.
 - c. **121 E Catherine:** Request for Qualification to select a co-developer will be issued in October
 - d. **353 S. Main:** Request for Qualification to select a co-developer will be issued in October

IV. FINANCIAL REPORT AND UPDATE

September 2021 financial reports are included in this packet.

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

\$66,500 Done Rite ADA conversions at Lurie Terrace

VI. **PERSONNEL**

- A. **Staffing:** Welcome to Andre Watson, Director of Real Estate Development. Welcome to Tulio Decan, Construction Project Manager.
- B. **Progressions:** Congratulations to Tom Leach, Facility and Maintenance Technician for reaching Level 2 progression. Congratulations to Katrisha Kelly, Occupancy Specialist who completed her level 4 progression.
- C. **Training:** Staff attended the 3rd of 3 trainings by SafeHouse Center on domestic and sexual violence, how to support survivors, and learning empathic/reflective responses. Staff attended a landlord/tenant legal process training with our attorney Jim Fink. All staff who work with tenant data completed HUD's Earned Income Verification (EIV) security process training. Affordable and Voucher staff received training on Kismet software, which our quality control contractor uses to track the income certifications submitted by staff for review. The Family Self Sufficiency staff provided a refresher on the FSS program to all Affordable and Voucher staff.

Congratulations to Lisa Lavan and Angie Killam for completing Section 8 Management Assessment Program (SEMAP) certification.
- D. **COVID:** 4 staff have been diagnosed with COVID in the same week. The offices at Miller Manor have been closed and will stay closed to the public until we have enough staff who have been cleared to cover the front desk. Miller staff are set-up to telecommute and will continue to work from home until the offices are opened again. Staff who have a negative COVID test (recovered from COVID or negative testing after exposure to someone with COVID) will be able to come into the office to use office equipment, collect mail, and copy files to work on from home.

VII. **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 8/41 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:** 21/29 vouchers are leased up and 2 additional referrals were made to us from our non-profit Continuum of Care partners and are in the qualification and income certification process.
- 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.

D. Affordable Program: Staff continue to work with tenants & supportive services on CERA funding applications for past due rent, dispute resolution between tenants and eviction prevention plans. We have worked closely with maintenance staff to prepare for multiple “virtual site visits” with various funders. Next week Redstone, our Equity Investor for the River Run properties (Baker Commons, Green-Baxter, and Hikone) will have a virtual site inspection.

Makia Slaughter, Property and Compliance Specialist, is doing an amazing job with her tenant file compliance at West Arbor. Our equity investor, National Equity Fund (NEF), did a file compliance and congratulated Makia on the exceptional condition of her files.

E. Lurie Terrace: The PACE Partnership is progressing. Last week, the Executive Committee of the Resident Council visited PACE in Ypsi, and then PACE Leadership came to Lurie. This was followed by interviews (in which a committee of tenants participated) and a selection of the new Social Worker for Lurie Terrace.

F. Waitlist & Admissions: Staff attended a HUD roundtable to discuss leasing strategies, best practices, challenges, and management of the Non-Elderly Disabled and Family Unification Programs. Staff discussed implementing new strategies to increase the number of applicants who response when they are selected from the waiting list for housing assistance.

G. Family Self-Sufficiency Program: FSS department enrolled four new participants in the program. FSS staff are working to increase enrollment by implementing several recruitment strategies. The team met with CAN staff to coordinate a group FSS orientation planned for November. In addition, the department had one participant successfully graduate from the program. The department is working with the Washtenaw County Job Developers Alliance to coordinate a talent fair planned for next spring.

H. 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.

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

- a. Meeting with insurance company and contractor to determine if damage that caused

- generator to fail at Miller Manor is covered under insurance.
- b. Conducting masonry engineering assessment on Miller building.
 - c. Getting a scope of service from an engineer to get bids for fire sprinklers installed into the units at Miller, Baker and Lurie.
 - d. Reconstruction of the 2nd floor public balcony at Baker Commons, including replacing the roof and ceiling.
 - e. Working with an engineer to assess the foundation at the community center at Hikone, which has water damage.
 - f. Working with an engineer to assess the cause and how to fix the water erosion at Broadway Terrace.
 - g. Securing bids to replace the exterior stairwell at Broadway that provides access to the laundry room.
 - h. The Upper Platt sewer main replacement is nearly completed
 - i. Baker's Main St driveway replacement will be completed by the end of November
 - j. **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 should be back on-line by December.