

MEMORANDUM

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

FROM: Jennifer Hall, Executive Director

DATE: May 20, 2020

I. FEDERAL

A. COVID-19 CARES Act: HUD issued the attached allocation of \$249,216 in additional Administrative Fees in the Housing Choice Voucher program, which can be spent on regular programmatic costs as well as new expenditures related to COVID-19 retroactive to March 27, 2020 through December 31, 2020. These expenditures must be tracked separately and reported to HUD. Ulli has set up a separate cost center to track these expenditures while we wait for guidance from HUD. In addition, HUD allocated \$2,246 in additional Mainstream Voucher Administrative funds.

The City of Ann Arbor also allocated \$200,000 in general funds to the Ann Arbor Housing Commission's COVID-19 response. The City funds are eligible for expenditures from March 23rd through June 30th, 2020. All of our city-funded COVID-19 related expenditures will be submitted to the City, which is applying for a FEMA reimbursement grant. HUD funded activities cannot be submitted to FEMA for reimbursement. The total funding available from these 3 sources is \$451,462.

Below is a budget for how the AAHC anticipates spending HUD and City funds:

Description	Vendor	Location	Estimated Amount
New office supplies & equipment related to staff telecommuting & offices closed to the public	Variety	Variety	\$6,000
Security Guards 24/7	Teachout	Baker Commons	\$80,000
Security Guards evening & weekend	Liberty Security	Miller Manor	\$73,000
Tenants for additional cleaning	Elliot & Schultz	Baker & Miller	\$18,000
Additional Janitorial	Blessings	All AAHC properties	\$12,000
Additional janitorial supplies & Personal Protective Equipment	Variety	All AAHC properties	\$8,000
Payment of overdue rent & fees for AAHC tenants as of March 18 th in the court process for non-payment	Tenants	All AAHC properties	\$60,000
Late fees & court fees for tenants living with private landlords, once the stay on evictions is lifted	Landlords	Washtenaw County	\$6,000
Groceries and meals for tenants as well as computer tablets for community centers for tenants	Avalon, CAN, PNC	Miller, Baker, GBC, Hikone, W. Arbor, Maple Meadows	\$58,000
Security Deposits & Application Fees new tenants (primarily NED)	Landlords	Washtenaw County	\$50,000
Damage Fees to retain landlords	Landlords	Washtenaw County	\$20,000
Tenant moves that are urgent	Moving companies	All AAHC properties	\$10,000

Computer for Telemedicine and health screenings if we have cluster of positive tenants on properties with common areas	Avalon/Packard Health	Baker, Miller, Broadway	\$7,000
Furniture & kitchen supplies for new move-in homeless households	Variety	All AAHC properties	\$7,000
Software module for on-line payments and portal for tenants to upload documents	Yardi	Washtenaw County	\$10,000
Hotels for tenants to self-isolate away from family members who test positive	Variety	Ann Arbor	\$26,462

II. STATE & LOCAL Partnerships:

- A. City of Ann Arbor Communications Department:** Weneshia Brand and her team have been working with the City’s Communications Department to encourage our tenants and other low-income households to respond to the Census.
- B. City of Ann Arbor Sustainability Department:** Missy Stults, the Sustainability and Innovation Manager, spearheaded a donation drive from City employees to provide hot meals from local restaurants as well as groceries to our tenants. So far, we have received \$3,200 in donations and combined with the hot meals that staff also donated, we were able to provide 6 bags of groceries to 50 families at our properties that do not have community centers with on-site food pantries as well as 490 individual hot meals from local restaurants for residents at Miller Manor and Baker Commons. And we still have over \$1,000 left to spend. Thank you to Reggie Dalton for taking the lead for the AAHC to distribute groceries and coordinate hot meal deliveries.
- C. University of Michigan & Ginsberg Center & Friends of Parkside:** Researchers from the UM and Friends of Parkside, a public housing resident organization at the Detroit Housing Commission’s Parkside Apartments, reached out to us to participate in a joint research project on the health disparities experienced by low-income residents during the COVID-19 pandemic. The group will be applying for grant funding from the Russell Sage Foundation and the Robert Wood Johnson Foundation to survey residents at Parkside and West Arbor related to how they are learning about COVID-19, what sources of information they trust, and how does that impact their interactions with the health system.

DEVELOPMENT

- A. Swift Lane (Creekside Court and State Crossing):** Construction has resumed, and we expect a 1-month delay to our construction schedule. The Michigan Public Services Commission approved a waiver to allow the AAHC to install a single centralized meter for electricity, gas, and solar for each building at Creekside and State Crossing instead of individual meters for each apartment.
- B. City-owned properties:** City Council approved the recommendation by staff to move forward with the site plan process for 350 S 5th Ave (former Y Site) with the AAHC as the petitioner. The DDA Partnership Committee will be recommending that the DDA provide \$265,000 to the AAHC to manage the pre-entitlement process for 350 S 5th, at their June 3rd Board meeting. City Council delayed voting on moving forward with the pre-entitlement process for 415 W. Washington until staff conduct additional community engagement with the immediate

neighbors as well as the Treeline Trail Conservancy. City Council approved the recommendation by staff to move forward with community engagement, parking study and housing market study for 4 additional properties in the downtown: 721 N Main, 121 Catherine, 353 S Main, and the surface parking lots on Ashley/William and 1st/William. The DDA approved \$200,000 in funding to the AAHC to manage this process.

IV. FINANCIAL REPORT AND UPDATE

April financial reports are included

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

\$200,000 SmithGroup for community engagement, downtown parking study and housing market study

VI. PERSONNEL

- A. **Staffing:** The City temporarily suspended new hires which stopped the hiring process to fill the vacant Maintenance Technician position. City Administration approved my request to allow the AAHC to hire this position during the hiring freeze because it is a critical position and it is funded with rent revenues, not city general funds. The position was reposted.
- B. **Training:** Congratulations to Sharice Miller and Lisa Lavin for completing homeownership training and certification.

VII. OPERATIONS

- A. **Non-Elderly Disabled Voucher Program:** All 45 NED vouchers are leased up from the 2018 award. 18/90 NED vouchers are leased up from the 2019 award.
- B. **Maintenance:** New floors were installed on common area floors 2-5 at Miller Manor. The parking lot was repaired at Maple Meadows and the basketball court was replaced. Lawncare contracts were executed at all properties.
- C. **COVID-19:** City Hall will re-open when the State of Michigan re-opens. City Administration has directed each department to provide a department specific re-opening plan. The AAHC will keep its administrative and voucher offices closed to the public for the month of June and re-assess whether to re-open in July. Telecommuting has caused minimal problems with staff and tenants thusfar. Tenants and staff have expressed a desire to continue communicating through email, drop boxes, phone, and the postal service to minimize risk of contacting COVID-19. Staff and tenants can schedule face-to-face appointments if necessary, using health department protocols. The City has ordered cloth face masks and a laundry service for guests at City Hall and other City locations that will be required, once the City re-opens. The City may have enough cloth masks for Baker and Miller as well. We have also ordered paper masks and gloves for maintenance and property management staff and vendors. Maintenance staff will begin to respond to non-emergency work orders in June.