

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: June 15, 2016

I. FEDERAL

- A. CY16 Voucher Administrative Fee:** HUD announced that the Administrative Fee pro rata will be increased from 79% to 84% for CY16. The AAHC will receive approximately \$80,000 in additional administrative fees between Jan – June 2016 than the AAHC would have received at the previous pro rata amount of 79%.

II. RAD REDEVELOPMENT

- A. River Run (Baker, GBC and Hikone) & Maple Tower (Miller and S. Maple) Renovations:** During the audit process for CY15, Redstone, Norstar, Plante & Moran and the AAHC discussed increasing the eligible tax credits for both projects by taking credits for eligible tenants since acquisition. The current tax credits were determined just based on eligible tenants after renovations but the tax credit regulations allow the AAHC to take credits for all eligible tenants during construction, with investor approval. Norstar is seeking approval from funders and if approved, Redstone would be eligible for additional tax credits and consequently would provide additional funding for the project. These funds will be used to re-grade the family sites and remove and replace the back patios and fences, which were all in the original scope of work, but were not completed due to lack of funding. The parking lots at GBC, Miller and Hikone were resurfaced and striped. The parking lots at Baker and S Maple were in better condition so they were sealed and striped.
- B. West Arbor (N Maple):** Underground utilities have been installed and foundations have begun to be poured.
- C. Swift Lane (White/State/Henry and Lower Platt):** No update. MSHDA is expected to announce in July.
- D. Colonial Oaks (Main, Penn, Seventh, Colonial Platt):** Nine apartments are complete and 12 are under renovation. Lance is collecting bids for the roofs and siding at 7th and Platt as well as the doors at Platt. Insite Design has created a landscaping plan for 7th which includes regrading, rain gardens, new sidewalks, two accessible side-walk entrances, and permeable pavers. The estimated cost is \$200,000 but it should permanently fix the water drainage problems at 7th. The neighbors by W. Washington are extremely pleased with the rain garden and renovations there and we received a \$1000 donation from one of the more active neighbors who worked with us on designing the project to show his support.

III. CITY/COUNTY/OTHER RELATIONS

- A. **SOS:** SOS has hired an Eviction Prevention Coordinator, Hugh Goodman, for our joint Eviction Prevention Program. Hugh previously worked at the Shelter Association of Washtenaw County on the Continuum of Care Program and he is highly qualified for this position and we look forward to working with him.

IV. FINANCIAL REPORT AND UPDATE

See attached May 2016 financials

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

\$36,000 Diversified Construction for window replacement Miller

VI. PERSONNEL

- A. **Staffing:** The Director of Operations position is currently posted and the new Occupancy Specialist – Affordable Housing position will be posted soon.
- B. **Training:** Melissa D’Angelo and Brookanne Maitland attended a week-long training on Housing Quality Standards. Weneshia Brand completed Leadership Ann Arbor/Ypsilanti. The entire staff received Fair Housing Training. Teresa Calvert received training on Procurement.

VII. OPERATIONS

- A. **Miller Manor Open House:** The Miller Manor Open House and “ribbon cutting” ceremony will be on Thursday, June 23, 2016 from 1-4pm. Avalon Housing will be jointly sponsoring the Open House. A ceremony will be held at 2pm. Tours will be offered before and after the ceremony. There will be musical entertainment by residents, appetizers and resident art displayed.
- B. **Voucher Program:** HUD selected the AAHC for a HUD survey of the Voucher program. The consultant from ICF conducted an on-site review of files on June 10th. Another voucher family is purchasing a Habitat for Humanity home.
- C. **Affordable Housing:** Cyndi Stempien, our LIHTC and Voucher eligibility consultant, conducted a review of the AAHC’s files to determine how long it is taking for staff to gather the necessary information to conduct income certifications, and how many times staff need to correct the information submitted. Cyndi indicated that the AAHC is doing very well compared to the other organizations she conducts file reviews for.
- D. **Maintenance:** Trees and overgrown shrubs are being removed at all sites. All of the carpet in the Miller offices is being replaced, which is a huge job, because all of the furniture has to be disassembled and moved so that the carpet can be installed, and then the furniture, computers and phones need to be reinstalled. Furnace air filters were changed at all properties. The A/C was started up at Baker on June 1st (the boiler system only allows either a/c or heat, not both). The public bathrooms at Miller are being renovated and a new water fountain was installed designed for filling water bottles. The new exterior security cameras at Hikone and S Maple are now operational.