

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: April 9, 2014

I. THE NATIONAL SCENE

HUD has changed the amount in the Capital Fund Program (CFP) grant that can be use for Management Improvements. The maximum allowable percentage is currently 20% and this covers items such as staff trainings, software upgrades and services. The percent will be reduced annually in the following amounts:

2014- 18 percent, 2015- 16 percent, 2016- 14 percent, 2017- 12 percent, 2018 – 10 percent

II. RAD

Site Plan N. Maple and Lower Platt: The site plans have been reviewed by city staff and is now scheduled to be on the May 6th Planning Commission meeting. Norstar is negotiating with the owner of the Platt road parcel to try to reach an agreement on the purchase.

Zoning: The city attorney's office has determined that all of the AAHC's parcels that are not currently zoned appropriately to the existing buildings, need to be rezoned. There are 7 parcels that will need rezoning which requires approval by city council and is a 3-4 month process. Rochelle Lento will be assisting with that process.

Relocation: The relocation team has created all the forms and procedures to handle the relocation process for both internal moves and external moves. The IT department has set up the community room at Miller as a relocation Hub for AAHC staff as well as MAP staff. Packing materials have been ordered for tenants. Staff have started meeting with the first group of residents who have selected to get a voucher.

Funding: The DDA approved \$600,000 in additional funding for Baker and Miller which is the final gap that needed to be filled to move forward on closing on the first 5 RAD LIHTC properties (Miller, Maple Meadows, Baker, Green-Baxter, and Hikone).

University Bank dropped out of the FHLB application as a sponsor because the deal did not require a construction loan or long-term debt, which meant that the Bank was not able to generate any revenue from the sponsorship. Unfortunately, the FHLB application is due on April 9th which does not leave any time to find a replacement sponsor. Norstar is looking into applying to the Chicago FHLB application instead, which is due in June 2014 and allows some time to find an alternative lender to sponsor the FHLB grant.

HUD Approval: HUD is reviewing the relocation plans, physical condition assessments, environmental reports, and they are conducting a subsidy layering review for the first 5 RAD LIHTC properties. Once these are approved, HUD will need to review the financing plan, leases, and property management plan.

III. CITY/COUNTY/OTHER RELATIONS

IV. FINANCIAL REPORT AND UPDATE

See financial report (Budget to Actual July-February 2014).

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

Eradico Pest Control \$28,752

VI. PERSONNEL

A. Staffing – Congratulations to Kelly Frazier who was promoted from the Program Assistant position with Public Housing to the Occupancy Specialist – Waitlist position in the Voucher program. Kelly will be taking the lead on the relocation coordination process because most of the voucher intakes will be from public housing due to relocation. A second Occupancy Specialist – Waitlist position has been posted, which will replace Kelly's Program Assistant position. Welcome to Brookanne Maitland and Kristen Hiemstra who have been hired as temporary relocation employees. A third temporary relocation employee is in the process of being hired in order to assist the Voucher and Housing Staff with the additional case load associated with the RAD conversion and relocation process.

VII. INTERNAL OPERATIONS

A. Housing Choice Voucher: All of the households who were issued a voucher in 2013 and had their voucher put on hold due to sequestration, have had their voucher reinstated and they are in the process of looking for a unit to lease up.

B. Public Housing: Public Housing staff have spent a lot of time on creating new leases, and lease addendums in preparation for the RAD conversion. They have also spent a lot of time in relocation meetings to problem solve and create paperwork and communication processes.

C. Maintenance: We have created a new customer service work order follow up survey. The receptionist will follow up with tenants to make sure that the work was completed satisfactorily, the work area was cleaned up and the maintenance staff communicated to the tenant that the work was completed either verbally or in writing with a door hangar.

D. Green-Baxter Fire: There are two families that are still looking for a place to live. The City is getting demolition bids.

VII. MARCH 2014 BOARD MEETING FOLLOW-UP – Reggie Dalton met with Ms. Banks to discuss her voluntary move out of Miller Manor, which was not part of the RAD relocation process.