



ANN ARBOR HOUSING COMMISSION

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Dunbar Tower Waitlist — Executive Summary

Background

The City of Ann Arbor conducted an extensive public outreach effort that included a well-attended community meeting and a detailed PowerPoint presentation to explain the Dunbar Tower waitlist and application process. The presentation described available unit types, the two preference categories—Artists & Creatives and HAWC Homeless referrals—income limits, required documentation, accessibility features, and the timeline for waitlist selection. It also explained the HAWC Homeless referral process, noting that Housing Access of Washtenaw County screens and documents households through coordinated entry, verifies homelessness or housing instability and income eligibility, and maintains a prioritized referral list based on vulnerability and program criteria. HAWC case managers refer qualified households to lease a unit at Dunbar Tower.

Key outcomes

- Meeting attendance: The community meeting was well attended.
- Pre-registrations: Several applicants preregistered ahead of the waitlist opening and were notified when applications were accepted.
- Wait list opened for one week October 1st -7th.
- Applications received: 509 total applications were submitted for the Dunbar Tower waitlist. 75 applications were rejected because household size exceeded the apartment's occupancy limits. All of the apartments are 1 bedroom with a 2-person occupancy. 200 applicants were placed on the waiting list. 234 applicants were not randomly selected for placement on the waiting list.

Wait List Selection process

- Preferences: The program includes an Artists & Creatives preference for eligible local artists and a Homeless preference coordinated through Housing Access of Washtenaw County (HAWC).
- Selection: Eligible applicants are placed on a waitlist and selected according to the published preferences and random selection procedures described in the presentation.
- From the remaining pool of **434 applicants**, a total of **200 individuals** were placed on the waiting list based on the following criteria:
 - **Artists who live or work in Washtenaw County:** 136 applicants who self-identified as artists and confirmed residency or employment in Washtenaw County were placed on the waiting list.
 - **Artists (regardless of location):** An additional 39 applicants who self-identified as artists, but did not indicate living or working in Washtenaw County, were also placed on the waiting list.

→ Total artists placed on the waiting list: 175 applicants

- **Residents who live or work in Washtenaw County (non-artists):** From a separate pool of 143 applicants who identified as residents of or workers in

Washtenaw County but did not identify as artists, **25 applicants** were randomly selected and placed on the waiting list.

Accessibility and unit features

- The project includes accessible building features and a mix of accessible unit types, including Type 504 barrier-free units, Type A adaptable units, H/VI units with audio/visual devices, reinforced bathroom walls for grab bars, roll-in showers, automatic doors, and elevator access.

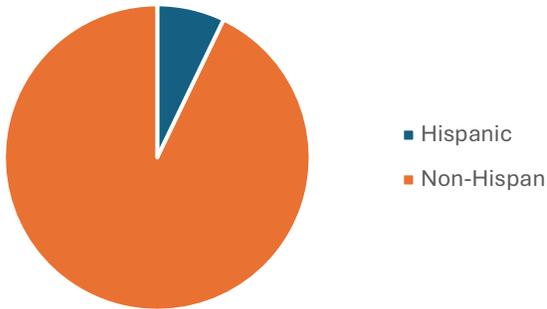
Impacts and recommended actions

- Communication to denied applicants: Promptly notify the 75 applicants denied for occupancy limits with clear explanation of the rule, instructions on how household composition changes could affect future eligibility, and guidance on alternative housing resources.
- Application support: Provide targeted assistance and outreach to applicants who almost met requirements (income or documentation) and to those who preregistered but did not complete applications.
- Process improvements: Clarify occupancy limit guidance in outreach materials and the application form, emphasize required documentation and submission deadlines in future presentations.
- Coordination with HAWC and counseling: Continue coordination with HAWC for homeless referrals and offer housing counseling resources for applicants who need help meeting documentation, income verification, or reasonable accommodation requests.

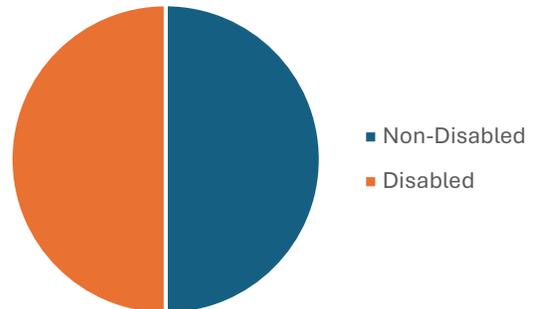
Concluding note

- The community meeting and PowerPoint effectively informed applicants about program rules and resources; the waitlist process yielded strong interest with 509 applicants, while occupancy rules removed 75 ineligible applications, underscoring the importance of clear guidance and applicant support to reduce application denials.

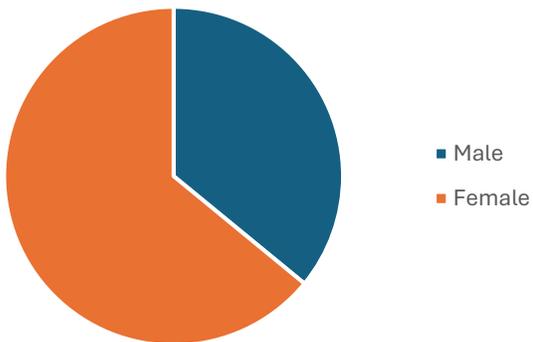
Ethncity



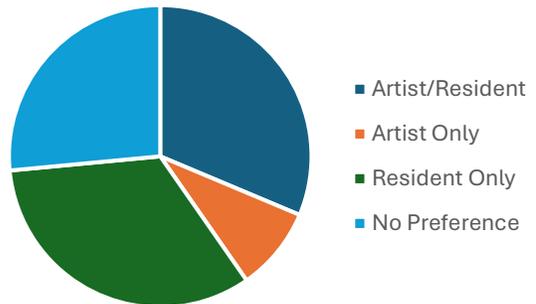
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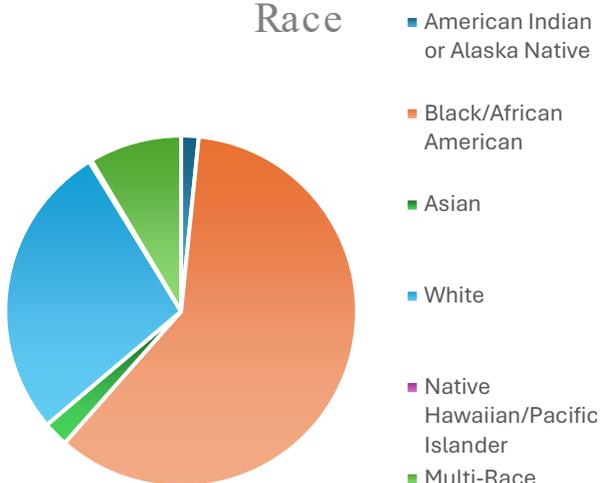
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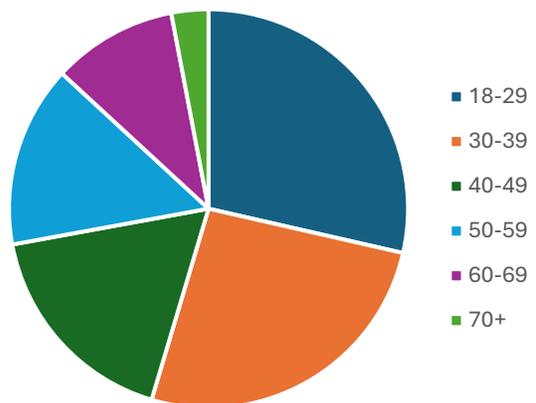
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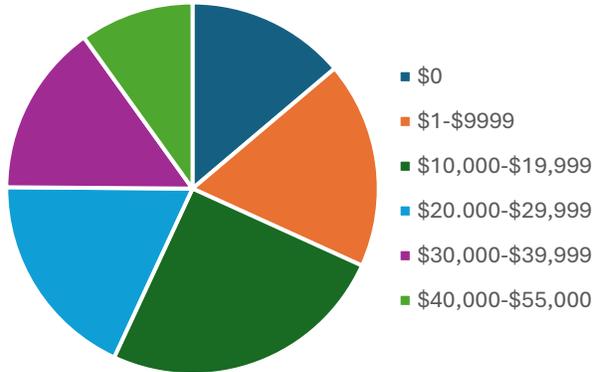
Race



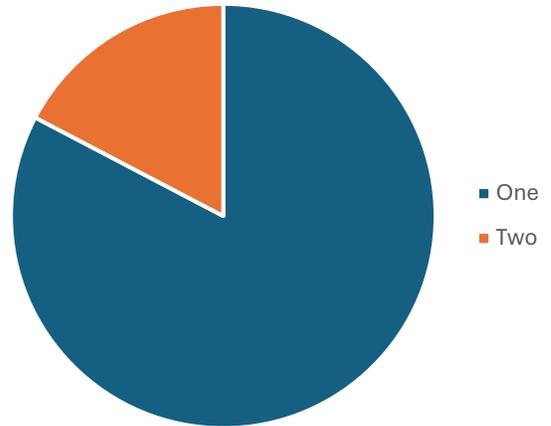
Age



Income



Family Size



Homeless

