

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: February 16, 2022

I. FEDERAL

- A. The U.S. Department of Housing and Urban Development (HUD) has selected the Ann Arbor Housing Commission (MI064) to participate in the Move to Work (MTW) Demonstration Expansion, to design and test new ways of providing housing assistance and services to low-income households
- B. The House has passed another continuing resolution to keep the government running through March 11, 2022. The bill passes to the Senate. The current continuing resolution expires on February 18, 2022.

II. STATE & LOCAL Partnerships: None to report

III. FINANCIAL REPORT AND UPDATE

The January 2022 financial report will be incorporated into the February 2022 financial report at the March 2022 board meeting

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

No contracts to report

V. PERSONNEL

- A. **Staffing:** Tom-Meka Baskins resigned to pursue a required internship for her Bachelor's Degree in Human Resources. Her position is currently posted. The Facility and Maintenance Technician position is also posted.
- B. **Training:** Peter Dietrich, Occupancy Specialist – Waitlist, completed an HCV training through NELROD.

VI. 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 38/41 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:** 23/29 vouchers are leased up.

- C. **Voucher Program:** The Voucher Program is continuing to work on leasing up vouchers (regular section 8, Non-Elderly Disabled (NED) and Emergency Housing Vouchers (EHV). The response rate from applicants continues to be low.
- D. **Affordable Program:** The team is planning a team building workshop and review of the department's reorganization that occurred in 2020.
- E. **Waitlist & Admissions:** Affordable & Lurie Waitlist staff continue to fill vacant units. Overall vacancy rate is down from late 2021.
- F. **Maintenance:** A Capital Needs Assessment is being conducted at Miller Manor and Baker Commons
- G. **Finance:**
 - a) Annual filing of tax Forms 1099 completed
 - b) Audit field work for LIHTC entities (Maple Tower, River Run, West Arbor and Swift Lane LDHA's) in process
 - c) 2022 HUD operating subsidy submitted