

## MEMORANDUM

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

**FROM:** Jennifer Hall, Executive Director

**DATE:** November 20, 2019

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### I. FEDERAL

**A. Fiscal Year 2020:** No update as of November 17, 2019

**B. NED HUD award:** HUD awarded 90 new Non-Elderly Disabled (NED) Vouchers to the AAHC in the amount of \$882,015 for HAP. This is an increase over the last NED award and is enough funding for an average HAP of \$817/month. Once fully leased up, it will generate about \$63,000 in administrative fees which is almost enough to hire another Occupancy Specialist (\$76,000 including benefits). Therefore we will need to figure out if we can hire a full time staff person or a temporary position to help with the initial lease-up.

**C. VASH HUD award:** HUD awarded 11 new VASH vouchers for homeless veterans to the AAHC. 205/226 of our existing VASH vouchers are currently leased up.

### II. STATE & LOCAL Partnerships:

**A. City and County:** I am presenting the Financial Feasibility Analysis of under-utilized city-owned property on November 18<sup>th</sup>. The analysis and supporting documents can be found at:

<https://www.a2gov.org/departments/Housing/Pages/Analysis-of-City-Owned-Properties-as-Affordable-Housing.aspx>

**B. City Sustainability Department:** Weneshia attended a Sustainability Department Initiative for Carbon Neutrality. The AAHC is one of the community partners working toward this common goal.

### RAD REDEVELOPMENT

**A. Swift Lane (Creekside Court and State Crossing):** Framing is underway at both locations.

**B. Relocation:** HUD randomly selected Swift Lane for a monitoring of our relocation of tenants for Swift Lane. Reggie Dalton and I have been pulling together information for our response. The project is not complete yet so relocation is not complete. HUD has not responded yet to my requests for clarification on how to complete the monitoring of an unfinished project. It is due on November 20, 2019 and relocation will not be complete until the fall of 2020.

### IV. FINANCIAL REPORT AND UPDATE

October financial reports are included

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

\$26,370 Teachout Security Solutions – New Security Guard Services for Baker Commons

## VI. PERSONNEL

- A. **Staffing:** Welcome to Aidan Tank who was hired as an Administrative Assistant in the finance department. Aidan previously worked for us as a temporary employee and he is a welcome addition to the team. Interviews are underway for a 2<sup>nd</sup> Administrative Assistant position in Affordable Housing.
- B. **Training:** Brandon Charlebois and Eric Sexton both completed their Asbestos level II and III certification. Angela Killom received her Low Income Housing Tax Credit Certification. Ulli Raak, Tim Olivier, Eric Sexton and David Kirk attended racial equity foundation training through the city's Sustainability Department.

## VII. OPERATIONS

- A. **Family Unification Program:** The AAHC was awarded 32 new FUP vouchers and we have received 43 referrals from DHHS. 27 have leased-up (12 families & 15 youth), 5 are in process and 11 failed to lease-up who were approved. 90% must be leased up by December 31, 2019.
- B. **Non-Elderly Disabled Voucher Program:** The AAHC was awarded 45 NED Vouchers and we have pulled 80 people from the waitlist. 44 households have leased-up, 1 household is in process and 35 households failed to lease-up who were approved. We met our deadline of leasing up 85% by October 31, 2019.
- C. **Maintenance:** On October 31, 2019 MSHDA conducted its first physical inspection of all 46 units at West Arbor since it was constructed. There were no health and safety issues. There were a total of 15 items that need to be fixed by 12/31/2019 primarily related to doors that do not fully latch due to building settling, and which are easily fixed. A few exterior items such as a piece of gutter that was missing. And fire and sprinkler inspection certifications were identified as missing but they just need to be sent to MSHDA.