



## MEMORANDUM

TO: Mayor and City Council  
FROM: Tom Crawford, Interim City Administrator  
DATE: December 28, 2020  
SUBJECT: Equity and Inclusion Status Report Quarter 2, FY2021  
Response to Resolution R-18-291 Resolution to Support One Community Initiative and Ongoing Equity Work

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Attached is the Quarter 2, FY21 Equity and Inclusion Status Report in response to City Council Resolution [R-18-291](#) - Resolution to Support One Community Initiative and Ongoing Equity Work. This resolution directed the City Administrator to provide quarterly status updates to Council on relevant measures and outcomes concerning community equity initiatives and issues.

cc: John Fournier, Interim HR Director, Assistant City Administrator  
S Sell, Human Resources Service Partner- Diversity, Equity & Inclusion Officer  
M Stults, Sustainability and Innovations Manager

### **Report to City of Ann Arbor Council**

#### **City of Ann Arbor Diversity, Equity and Inclusion Status Report**

#### **Quarter 2, FY 2021**

City Council Resolution [R-18-291](#) – Resolution to Support One Community Initiative and Ongoing Equity Work was approved on July 16, 2018.

The following is a summary of equity advances made for Quarter 2:

**Completed Projects:**

**Ann Arbor Housing Commission:**

The Ann Arbor Housing Commission housed 47 new very low-income families in the past 90 days.

- Homeless Veterans: 4
- Family Unification Vouchers -Families at risk of losing children due to housing situation: 1
- Family Unification Voucher-Youth aging out of foster care at risk of homelessness: 0
- Non-elderly Disabled Households: 10
- AAHC Properties: 27
- Avalon Properties: 3
- Housing Choice Vouchers: 2
- \*Homeowners: 1

Of those 47 newly housed families:

- Black 28
- White 14
- Other 5
- Female 23
- Male 24

*\*One (1) Housing Choice Voucher participant purchased on a home on December 11<sup>th</sup>. AAHC pre- approved six (6) current Housing Choice Voucher participants for Homeownership. All six families are in the process of a home search.*

Outreach and Community Engagement Activities:

- The AAHC is participating in an initiative spearheaded by the Washtenaw Continuum of Care and Washtenaw Housing Alliance to conduct DEI organizational assessments for non-profit participants in the local Continuum of Care. The organizational assessments will be conducted by the Michigan Nonprofit Association.
- Jennifer Hall is working with other non-profit Executive Directors to support anti- racist initiatives in the community and support and hold each other accountable to create organizational cultures of inclusion through DEI initiatives, policies and procedures in our respective non-profit organizations.
- AAHC opened the Housing Choice Voucher and Affordable Housing waiting list for the entire month of August. During which time we received a total of 7,142 applications:

	Housing Choice Voucher Program	Affordable Housing Program
Applications	4219	2923
Race – Black	2,913	1946
Race - White	918	696
Race – Other	388	281

Employment Opportunities:

- On Sept 24<sup>th</sup>, AAHC hired Patty Butler as temporary Occupancy Specialist.
- On Oct 19<sup>th</sup>, AAHC hired Zhe-Ahnte Johnson as temporary Occupancy Specialist.
- On Dec 14<sup>th</sup>, AAHC promoted Maria Spencer as Property and Compliance Specialist.
- AAHC is currently accepting applications to hire a temporary Facilities Maintenance Technician and Occupancy Specialist.

**AAHC Happenings in Response to COVID-19**

- AAHC recently purchased the RentCafe Resident Portal as an added feature to our Property Management Software, Yardi. Resident Portal will give our current residents the ability to complete eligibility paperwork online, in addition to request work orders and pay their rent all online. Although, the system is in set up phase we anticipate it will be operational by late February 2021.
- Report on AAHC expenditure of \$200,000 in City funding related to COVID-19 as of September 16, 2020
- Below is a budget on how we have used both City and HUD funds related to COVID- 19 as well as actual expenditures. Our plan is to spend City funds first, then spend HUD funds. The reason is two-fold – for FEMA reimbursement first and then HUD reimbursement. HUD funds must be spent by December 31, 2020. If we have not expended all our HUD funds by December 31st then we will reimburse the City with the balance of our HUD funds.

<b>Description</b>	<b>Vendor</b>	<b>Location</b>	<b>Budgeted Amount</b>	<b>Expended as of December 16, 2020</b>
New office supplies & equipment related to staff telecommuting & offices closed to the public, includes drop off boxes for tenants	Variety	Variety	\$30,000	\$18,638
Security Guards 24/7	Teachout	Baker Commons	\$115,000	\$101,443
Security Guards evening & weekend	Liberty Security	Miller Manor	\$64,028	\$64,028
Hiring tenants for additional cleaning	Elliot & Schultz	Baker & Miller	\$18,000	\$8,366
Additional Janitorial Services	Blessings	All AAHC properties	\$12,000	\$5,456
Additional janitorial supplies & Personal Protective Equipment (PPE)	Variety	All AAHC properties	\$30,000	\$17,260
Payment of overdue rent & fees for AAHC tenants as of March 18th in the court process for non- payment. All tenants whole as of March 18	Tenants	All AAHC properties	\$60,196	\$60,196
Late fees & court fees for tenants living with private landlords, once the stay on evictions is lifted to help prevent evictions	Landlords	All voucher programs	\$25,000	
Groceries and meals for tenants as well as computer tablets for community centers for youth school access	Avalon, CAN, PNC	Miller, Baker, GBC, Hikone, W. Arbor, Maple Meadows	\$60,000	\$36,668
Security Deposits for new tenants (primarily NED)	Landlords	All voucher programs	\$60,000	\$31,105
Pay tenant damage fees to retain private landlords for voucher programs	Landlords	All voucher programs	\$20,000	\$1,899
Tenant moves that are urgent	Moving companies	All AAHC properties	\$10,000	\$1,875
Health Services such as a Computer for Telemedicine and health screenings if we have cluster of positive tenants on properties with common areas	Avalon/Packard Health	Baker, Miller, Broadway	\$7,000	\$551
Furniture & kitchen supplies for new move-in homeless households due to closed used furniture stores	Variety	All AAHC properties	\$20,000	\$12,300
Software module for tenants to make on-line payments and portal for tenants to upload documents	Yardi	All voucher programs	\$4,746	\$2,122

for eligibility and income certifications				
Hotels for tenants to self-isolate away from family members who test positive for COVID-19	Variety	All AAHC properties	\$10,000	\$3,795
Payroll		Section 8 Program - CARES Act Admin Fee Funding	\$98,863	\$98,863
Miscellaneous	AAHC	Section 8 Program - CARES Act Admin Fee Funding	\$60,000	\$45,565
Vehicles	AAHC	All AAHC properties	\$61,737	\$61,737
<b>TOTALS</b>			<b><u>\$766,570</u></b>	<b><u>\$571,867</u></b>

## City Administrator's Office:

Neutral Zone/City of Ann Arbor Partnership *Future Corp Program* update:

- New partnership with Michigan Works, Neutral Zone and the City will be able to offer much more to the participants of the Future Corp Program. Due to the COVID-19 pandemic, and work from home orders from the Governor's office, the start date for 6 youth from [Neutral Zone](#) participating in the first-year pilot for Future Corp Program is postponed until Qtr3 FY21. Planning between the City, Neutral Zone and Michigan Works is in process to bring Future Corp participants on board in a safe manner at the City. Hiring was originally to take place March/April 2020. The Future Corps Program involves youth (ages 18-21) and provides work experience in city government, service areas, units with the end goal of providing program participants with first-time work experience.

## Human Resource:

- The City's Recruiting team continues to work with eQuest, a posting vendor with the opportunity to post the City's open positions with more visibility to diverse candidates. eQuest will automatically deliver our postings to local community-based organizations, associations, colleges, universities, vocational centers, and rehabilitation centers within a 50-mile radius. This is a posting solution to reach veterans, women, minority, disability and LGBTQ candidates.
- The City of Ann Arbor achieved a [Municipal Equity Index](#) (MEI) score of 100 points plus (5 flex points) for 2020
- As part of the City's DEI process, an All Employee Engagement and Inclusion Survey was sent out to all City employees the first part of December. Results are being gathered and analyzed by the City's DEI consulting firm, SDS, Global Enterprises, Inc and will be reported to the City in January.
- Dr. Shirley Davis from SDS Global Enterprises, Inc., the City's Diversity, Equity and Inclusion consulting firm, reported back on the city's [DEI Audit](#) and [Focus Group Analysis](#) .
- The Intercultural Development Inventory (IDI), which is a Cross-Cultural Competency Assessment of the City's leadership team was administered in October. The final report describes where leadership thinks they are versus where leadership actually is when it comes to cross-cultural awareness. The assessment was administered to 55 of the City's senior leaders, managers and supervisors. Final [assessment results](#) were presented to City leadership by Dr. Shirley Davis in December. The Intercultural Development Inventory is the only premier theory-based assessment of intercultural competence that allows us to see an individual's or group' progression along a continuum of cross-cultural competence. It is used by thousands of individuals and organizations when building intercultural competence to achieve diversity, equity and inclusion goals and outcomes. It has been developed and tested using rigorous cross-culturally validated psychometric protocols with over 220, 000 respondents from a wide range of cultural groups and countries.  
By assessing how the individual leaders' capability to shift perspective and adapt behavior

to cultural difference and commonality is reflected in their answers, we will create an aggregate profile of how the leadership team works across intercultural differences.

In this assessment, intercultural competence reflects the degree to which cultural differences and commonalities in values, expectations, beliefs, and practices are effectively bridged, an inclusive environment achieved, and specific differences that exist in the organization's culture are addressed from a mutual adaptation framework.

### **Parks and Recreation:**

- Winchell Park Renaming:

The Park Advisory Commission created a subcommittee to investigate renaming Winchell Park. Two meetings have occurred to date and committee members are reviewing biographies of individuals the park might be renamed after. Committee members are also working on a process to involve residents that live near this neighborhood park in the final choosing of a name.

### **Current or Ongoing Projects:**

- DEI training sessions , 101 DEI Fundamentals and 201 Unconscious Bias for all City employees to begin Qtr. 3 FY21 ( Conducted by Dr. Shirley Davis from SDS Global Enterprises, Inc.
- Present an equity update to the Disabilities Commission Qtr. 3 FY21
- Continue work with Washtenaw County in the "One Community" efforts- Ongoing
- Update the MDOT Title VI and LEP (Limited English Proficiency) Plan requirements and training