



## MEMORANDUM

TO: Mayor and City Council  
FROM: John Fournier, Acting City Administrator  
DATE: October 14, 2021  
SUBJECT: Equity and Inclusion Status Report Quarter 1, FY2022  
Response to Resolution R-18-291 Resolution to Support One Community Initiative  
and Ongoing Equity Work

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Attached is the Quarter 1, FY22 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: Thomas Guajardo, HR and Labor Relations Director  
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 1, FY 2022

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 1:

### **Completed Projects:**

#### **Financial Services:**

- Granted 67 senior deferment applications which allows qualified applicants more time to pay property taxes without penalty.
- 14 special payment arrangements were placed on utility accounts to allow residents more time to pay utility bills.
- 5 barrier buster payments were applied to utility accounts.

#### **Fire Services:**

- Fire union IAFF 693 approved the language for the fire recruit program. The fire recruit application period closes on September 13, 2021. The intent is to hire three fire recruits with their EMT training starting in January 2022. This is the first time in nearly twenty years the fire department has hired applicants without previous firefighter and emergency medical technician training. This program is intended to provide a pathway for applicants who may not have had the opportunity to gain this training prior to employment. Following EMT training, the fire recruits will attend the fire academy.

### **Housing Commission:**

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

#### **Fiscal Year 2021: Quarter 4**

##### **Housing:**

The Ann Arbor Housing Commission housed 54 new very low-income families in the past 90 days.

- Homeless Veterans: 9
- 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: 9
- AAHC Properties: 12
- Avalon Properties: 1
- Housing Choice Vouchers: 22
- \*Homeowners: 0

Of those 54 newly housed families:

- Black 23
- White 24
- Other 7
- Female 34
- Male 20

### **Outreach and Community Engagement Activities:**

- On September 15, 2021, AAHC Board of Commissioners approved a resolution for the AAHC to apply for the HUD Moving to Work Demonstration Program Cohort #4: Landlord Incentive. The Moving to Work is a demonstration program for public housing authorities (PHAs) that provides them the opportunity to design and test innovative, locally-designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. The MTW Plan and application is on available for public review on the AAHC website.
- Around June 2020, the AAHC received 29 new Emergency Housing Vouchers for households who are homeless, in danger of losing their housing or experiencing domestic violence. Of the 29 vouchers allocated to AAHC, 17 are leased. HUD has provided \$3500/voucher for flexible spending to directly support tenant lease-up, landlord incentives such as sign-on bonuses and allows the AAHC to pay our non-profit partners to work directly with tenants to assist applicants with their application and lease-up process.
- The AAHC is participating in a community-wide initiative by the County Prosecutor, Sheriff's Dept and Public Defenders offices to work together to assist prisoner's re-enter society. The goal is to create systems-wide programs, policies and collaborations to address barriers such as housing, education, employment, health and basic needs.
- AAHC staff and board members completed a DEI organizational assessment through the Michigan Nonprofit Association. The DEI Assessment is designed to help nonprofits assess their capacity and progress in demonstrating best practices in diversity, equity and inclusion. This assessment is specific to the AAHC and in addition to City-wide DEI initiatives.
- The AAHC registered its properties with the AA2030 District and DTE's PILOT program to share its property utility usage and understand how its buildings perform compared to other buildings. The AAHC includes all utilities in tenant rents to ensure that tenants do not have utility shut-offs due to non-payment and so that previous utility shut-offs are not a barrier to becoming AAHC tenants. The AAHC is working with the AA2030 District and the UM School of Environment and Sustainability on a PILOT project to figure out how to best engage our residents on how to meet carbon neutrality goals.

### **Employment Opportunities:**

- In August, AAHC hired Grayson Carr as a Maintenance Technician
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- On August 16th, AAHC hired Barbara Dufour as an Administrative Assistant.
- On August 17th, AAHC employed Bryce Allmacher as a Fellow/Intern.
- AAHC is currently accepting applications to hire an Administrative Assistant and Occupancy Specialist.

## AAHC Happenings in Response to COVID-19

- Report on AAHC expenditure of \$200,000 in City funding related to COVID-19 as of September 24, 2021

Description	Vendor	Location	Budgeted Amount	Expended as of June 30, 2021
New office supplies & equipment related to staff telecommuting & offices closed to the public, includes drop off boxes for tenants	Variety	Variety	\$30,000	\$25,793
Security Guards 24/7	Teachout	Baker Commons	\$115,000	\$124,058
Security Guards evening & weekend	Liberty Security	Miller Manor	\$64,028	\$71,030
Hiring tenants for additional cleaning	Elliot & Schultz	Baker & Miller	\$18,000	\$10,546
Additional Janitorial Services	Blessings	All AAHC properties	\$12,000	\$5,956
Additional janitorial supplies & Personal Protective Equipment (PPE)	Variety	All AAHC properties	\$30,000	\$39,004
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	\$0
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	\$60,680
Security Deposits for new tenants (primarily NED)	Landlords	All voucher programs	\$60,000	\$54,293
Pay tenant damage fees to retain private landlords for voucher programs	Landlords	All voucher programs	\$20,000	\$5,624
Tenant moves that are urgent	Moving companies	All AAHC properties	\$10,000	\$4,806
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	\$14,964
Software module for tenants to make on-line payments and portal for tenants to upload documents for eligibility and income certifications	Yardi	All voucher programs	\$4,746	\$2,122
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	\$151,036
Miscellaneous	AAHC	Section 8 Program - CARES Act Admin Fee Funding	\$60,000	\$70,380
Vehicles	AAHC	All AAHC properties	\$61,737	\$61,737

**TOTALS** **\$766,570** **\$766,570**

## **Human Resource:**

- Employee DEI group listening sessions to begin, contract in process with MMA (Marsh McLennan Agency)
- November tentative start with the pilot Future Corp Job Program participants. The program was put on hold due to the Covid pandemic.

## **Parks and Recreation:**

### **General Parks**

- Parks worked with our management program registration software company CivicRec to provide more inclusive gender options in CivicRec accounts. Gender selection has and remains optional for account set up, but now there is an option for non-binary and prefer not to say.
- Parks worked with Packard Health to provide a free COVID-19 Vaccine Pop-up Clinic at A2 Skate Park.

### **Farmers Market**

- Quarterly Total: \$24,050 EBT dollars distributed. \$24,050 Double Up Food Bucks Distributed.
- Patrons have redeemed \$1,000 more in Community Cash, a program we created for a local non-profit that works with clients living with HIV and AIDS.
- For the next two Wednesday Markets 9/29 & 10/6, the Washtenaw County Black Farmer Fund will be set up as a community group, raising awareness about their fundraising campaign.

### **Argo and Gallup Liveries**

- After receiving the “Play is Essential for All” through the mParks Foundations, the liveries ran two new river programs focused on inclusion – Kayaking for Seniors and Adapted Kayaking.
- **Kayaking for Seniors** - Allows participants over 50 to kayak on the beautiful Huron River, accompanied by trained support staff. Participants are fitted to a kayak, including minor adaptations if needed, given basic kayaking instruction, and along with trained guides set out for a practice session on the river. The program had 31 participants, with an additional 25 people on waitlists.
- **Adapted Kayaking** - The Adaptive Kayaking program allows participants with a disability to learn how to kayak, accompanied by trained support staff and led by a trained, certified instructor. Participants are fitted to a kayak, including time for any adaptations needed, given kayaking instruction, and along with trained guides at a 2 to 1 ratio, try out their new skills on the river. If a participant is unable to kayak independently, they can still participate in one of our tandem kayaks. The program had 8 participants.

### **GIVE365 & NAP**

- GIVE365 and NAP are collaborating, alongside assistance from volunteer park stewards to create an online map of walking loops that connect several parks throughout the city, providing greater access and knowledge of park resources.
- GIVE365 - Support and partner with Community Action Network at Bryant and Northside Community Centers
- GIVE365 staff are adding bus stop information on each park webpage for to promote park exploration by public transit.

- NAP - As part of efforts to recruit, train, and elevate diverse voices, NAP has trained a new volunteer with autism to help lead workdays.

### **Senior Center**

- The Senior Center which was a host site for food donations for Bryant Community Center’s Emergency Food Pantry which was advertised throughout Washtenaw County Senior related facilities. Collection ran for almost two months. The Senior
- The Senior Center Facebook page focuses on promoting many programs that promote social equity:
  - Promote and partner with The Vaccinate Washtenaw Program, made possible by grant funding from the Ann Arbor Area Community Foundation, continues to offer fare-free, door-to-door, accessible transportation to and from any COVID-19 vaccination site in Washtenaw County.
  - Provide promotion for IDEA: the first federally funded research study examining ways to improve the health and quality of life for adults with memory loss and their caregivers in the LGBTQ community.

### **Capital Projects**

- Construction is starting on the **Universal Access Improvements Project at Argo Livery**. Funding is in part being provided from the State of Michigan through the Department of Natural Resources’ Michigan Natural Resources Trust Fund Grant in the amount of \$300,000.00.
- One of the main goals identified in the current Parks and Recreation Open Space Plan is to “ensure that the park system is comprehensive, inclusive, and engaging”. To do so the plan focuses on “providing opportunities for all” and says that “engaging the full diversity of the community is a core value developed by staff, and a goal of the Sustainability Framework Plan and of the city’s organizational strategic plan.” One of the objectives is to “Renovate and maintain parks and facilities so that they comply with the Americans with Disabilities Act, while striving for Universal Accessibility.” Additionally, the project meets the sustainability goal of promoting active living & learning by providing recreational opportunities the improve quality of life for all members of our community.

Staff presented on a **Parks ADA compliance assessment and transition plan** at the September Commission on Disabilities Issues meeting and a resolution for a contract will be coming to Council later this year.

Parks solicited proposals from qualified consultants to complete an Americans with Disabilities Act (ADA) compliance assessment and Transition Plan for the City’s parks and park facilities. The project will include an assessment of city-owned recreation facilities, community centers, and community-wide parks. It will also look at a representative cross section of natural areas and neighborhood parks, selecting one of each the in the five wards. The selected consultant will also provide ADA evaluation training to City Staff who will complete assessments on all remaining city parks. In addition to assessing physical spaces, the consultant will also perform a review of Park and Recreation programs to find any accessibility shortcomings. The review will help identify and prioritize deficiencies and recommend solutions. The final report will include:

- 1) An overview of the authority under which the evaluation was conducted.
- 2) The specific regulations or guidelines used.

- 3) A description of the methods used by the Consultant.
  - 4) An executive summary of the evaluation, identifying any access deficits that were common to park properties.
  - 5) A section that describes the specific barriers at each park property, and notes regulation or guideline citations for easy reference, and includes photos.
  - 6) A section that recommends solutions as to how each specific barrier can be removed, including the use of best practices, and note how employee-only areas are to be treated.
  - 7) A section that prioritizes each barrier removal and provides a strategic framework for addressing compliance.
  - 8) A section of projected cost estimates, inclusive of prevailing wages, for the removal of each barrier. Include cost subtotals for each park property by priority level, as well as overall park property cost totals.
  - 9) Check lists or other evaluation methods used for each Park District site, and associated field notes.
- Eleven firms submitted proposals. Prior to distribution of eleven written proposals to the evaluation team (consisting of two Park Planners, the Deputy Manager of Maintenance for Parks & Recreation Services, a Park Operations Supervisor, and the Chair of the Commission on Disability Issues), the team met and identified particular areas of interest, factors, or other aspects that could be utilized to evaluate the professional qualifications, past involvement with similar projects, and proposed work plan. These were provided back to the evaluation team, who then individually evaluated the written proposals. Numeric scores for written proposals were identified by each reviewer, then assembled and discussed by the evaluation team as a group. Based on the written proposals, the evaluation team selected the top five scoring teams to interview for further evaluation. These teams included ACT Services Consulting, Altura Solutions, DLZ, LCM Architects, Skulski Consulting, LLC, and WT Group. After interviews the panel further reviewed the proposals and unanimously selected Altura Solutions, LLC.

## **Systems Planning , OSI and Communications:**

### Equitable Engagement Initiative:

- The project team held a series of small group interviews and shared a survey with those not selected for the steering committee. Through the interviews and survey, the project team gained more insight into people’s experiences with the city and what would help make a more equitable future.
- The project team selected Steering Committee members notified all applicants of their selection status.
- The Steering Committee has met for an orientation meeting and an official launch meeting. To date the group has discussed thoughts on current events and a team charter. The next meeting is planned for early October. At the upcoming meeting the group will discuss a draft work plan and the potential for a test project.
- Steering committee meetings will be held as open public meetings, and will be announced on the project website, [a2gov.org/A2EquitableEngagement](http://a2gov.org/A2EquitableEngagement). Please visit this site for additional information about the steering committee, resources on equitable engagement, and project updates.
- Staff is gathering information and resources related to equitable engagement and equity in general. These materials will be used throughout the process.

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

- DEI Strategic Plan development Qtr.2 FY22
- Present an equity update to the Disabilities Commission Qtr. 2 FY22
- Continue work with Washtenaw County in the “One Community” efforts- Ongoing
- Continue to work with Neutral Zone and Michigan Works in the development and implementation of Future Corp Youth program.