

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attached HUD-50075.1 for CFP501-07; CFP501-08; CFP-501-09S; CFP501-09; CFP501-10
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See Attached HUD-50075.2
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. Not Applicable for AAHC

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

An analysis of data from the County's Consolidated Plan and review of AAHC Public Housing and Section 8 waiting lists: the following chart represents the needs in this community:

Family Type	# in jurisdiction (Washtenaw County)*	# & % on AAHC PH List	# & % on AAHC S8 HCV List	#&% on AAHC Pear St List	Affordability	Supply	Quality	Accessibility/Size/Location Undeterminable
ELI <30%AMI	8,016	722 92%	293 95%	35 95%	5	5	3	
VLI 30-50% AMI	6,579	51 7%	12 4%	2 5%	4	4	1	
LI 50-80%AMI	9,804	9 1%	4 1%	0 0%	3	4	1	
Families with children		406 52%	240 77%	8 22%	4	5		
Elderly families	4,342	8 1%	0 0%	0 0%	3	2	1	
Disabled families	2,318**	200 25%	11 4%	2 5%	5	3		
Other – not identified		171 22%	58 19%	27 73%				
Race/Black		552 70%	254 82%	21 57%	5			
Race/White		205 26%	48 15%	15 40%	3			
Race/Asian		6 1%	2 1%	0 0%	1			
Race/Am Ind		2 <1%	2 1%	0 0%	1			
Race/Mixed		2 <1%	2 1%	0 0%				
Race/Unknown		18 2%	1 <1%	1 3%				
Ethnicity/NonHispan		728 93%	301 97%	35 95%				
Ethnicity/Hispanic		31 4%	4 1%	2 5%				

*Includes # of renter and owner households. Beginning with FY09-10, the City of Ann Arbor is part of the Washtenaw Urban County Consolidated Plan and is no longer a stand-alone entitlement community.

** Total number of family households, with a disabled member, who have some type of housing problem.

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year.</p> <p>Maximize number of affordable units, by reducing the vacancy rate and turnaround time in Public Housing; by maintaining maximum lease-up rates in Section 8 subject to budget authority; and continued exploration of project-basing of HCV.</p> <p>(1) Target assistance to ELI families (at or below 30% AMI) : this is achieved primarily because such a high percentage of households on the AAHC Public Housing & S8 waitlists fall into this income category.</p> <p>(2) Target assistance to VLI families, especially in PH, by offering a working preference at admission and an earned income allowance during occupancy in PH program.</p> <p>(3) Target families with disabilities through 100 Mainstream HCV and 70 VASH in Section 8; and by a preference for disabled over non-disabled for public housing admissions. AAHC pro-actively works with non-profits that service the disabled population: CIL, ACA, CSTS, AAA1-B.</p> <p>Note: Black families, who have disproportionate housing affordability needs, are served on the basis of their composition of the AAHC waitlists.</p>
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Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) **Progress in Meeting Mission and Goals.** Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan for (2010 - 2014).

1. Items to be addressed during the First Year of the Plan:

- (a) Issue RFP and contract for a capital needs assessment for Public Housing, including but not limited to:
- a) targeted capital improvements in 5-year CFP plan;
 - b) asset disposition or retention; and/or
 - c) voluntary conversion of PH to tenant-based voucher.

An RFP was issued in April 2009 and a contract was subsequently executed in June 2009 for physical needs/capital needs assessments (PNAs) to be conducted on all 18 AAHC sites. On-site reviews were completed in July 2009 and draft PNAs were received at the end of August. AAHC staff reviewed draft reports and provided comments back to outside consultant. Revised reports were received in December, with final reports provided to the Commission in early January 2010. Results from the PNAs have been incorporated into the AAHC's Capital Fund Program Five-Year Action Plan. These PNA reports will be an important resource when considering options in future planning for the AAHC Public Housing inventory.

- (b) Issue RFP and contract for operational and organizational assessment which will include assessing:
- a) the pros/cons of asset management model for PHA of 360 units;
 - b) operational practices for improved efficiencies and effectiveness of service delivery; and
 - c) compensation and employee staffing configuration.

An RFP was issued at the end of March 2009 and a contract subsequently executed with a third-party consulting firm to conduct an operational needs assessment of the AAHC. This assessment was funded by the City of Ann Arbor. The consultant presented its recommendations regarding staffing and organizational structure to the AAHC Board of Commissioners in early January 2010 at a Special Meeting of the Board. The Board approved a resolution adopting the consultant's recommendations which include: adding a Deputy Director position, re-instating a Section 8 Manager position, outsourcing maintenance services which would result in the elimination of a total of six maintenance positions over a period of time, and adding an additional financial assistant. No changes were recommended with regards to the existing public housing asset management model. Compensation was also analyzed and recommendations approved by the Board. A full report from the consultants is expected to be presented to the AAHC Board of Commissioners at its February meeting.

10.0

- (c) Analyze the relationship of AAHC and the City, to determine the beneficial relationship for the Commission, be it:
- a) total separation;
 - b) modification of existing relationship but within current framework; or
 - c) development of closer relationship with city.

As part of the operational needs assessment conducted by the outside consultant, the relationship of the AAHC to the City of Ann Arbor was analyzed, with the following conclusions:

- There is no benefit to separation from the City as the complexity of the process makes it highly undesirable.*
- The AAHC may not be sustainable as an independent entity.*
- The AAHC requires a closer relationship with the City.*

2. Upon completion of #1 above and data gathered therefrom, AAHC will develop a 5-year plan to stabilize and Strengthen the organization, and effectively carry out its mission to provide continued affordable and desirable housing to the highest Risk very-low to extremely low income individuals and families in our community.

The recommendations of the outside consultant provided in January focused primarily on staffing and organizational structure. These recommendations are currently in the process of being implemented with first priority on making all interim positions full-time regular positions and completing the hiring process for such positions (ie Executive Director, Deputy Director, Residency and Section 8 Managers). The next phase of the operational needs assessment recommendations are to provide a five-year strategic plan for the Commission which is forthcoming.

3. Throughout the 5-year period, AAHC will work to leverage community support for improved scope and scale of

Supportive services for all populations served by the Commission, to improve quality of life, and economic self-sufficiency.

During the first year of this Five-Year Plan, interim AAHC staff have dramatically improved upon the relationships with outside supportive service agencies to increase services to its public housing residents. AAHC staff have worked closely with agencies such as CAN, PNC and CSTS to improve existing services and have worked with other agencies such as Ozone House, dispute resolution agencies and a local pharmacy to bring additional services to residents.

4. Throughout the 5-year period, AAHC will strive to improve its Customer Service to all participants of its programs

During the first Year of this Five-Year Plan, interim AAHC staff has worked hard to make dramatic improvements in customer service to both its public housing residents and Section 8 participants. AAHC Staff have received numerous compliments from residents with regards to how they are being treated by staff now as compared to in the past. AAHC staff have regained resident confidence and residents regularly report to the Board about their pleasure with the existing staff and their increased happiness with their surroundings – both in term of an environment that is more calm and positive and more accessible to property managers as well as an improved physical environment with property improvements in process.

(b) **Significant Amendment and Substantial Deviation/Modification.** Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

"Substantial Deviation" is defined to mean a change in policy that redirects the Ann Arbor Housing Commission's course and/or revises its mission, goals and objectives.

"Significant amendment or modification" is defined as a change to the Ann Arbor Housing Commission's policies that reflect a directional shift from the published mission and policies included in the Annual Agency Plan.

Changes in the following areas may qualify as a "significant amendment or modification":

- 1) changes to rent, i.e. increasing or decreasing the minimum rent;
- 2) changes to Admission's policies or organization of the waiting list;
- 3) additions of non-emergency work items (Items not included in the current Annual Statement or 5-Year Capital Action Plan), or change in use of replacement reserve funds under CFP;
- 4) any change with regard to demolition or disposition, designation, home-ownership programs or conversion activities.

Changes to Ann Arbor Housing Commission internal policies that regulate administrative function, such as Check Signing Policy, Travel Policy, Vehicle Use Policy and the like, are not included in the definitions or sample examples listed above.

Changes to Occupancy Policies (Public Housing and Section 8) that clarify or expound on existing policies included in the Agency Plan are not considered applicable to this definition.

Changes to policies included in the Annual Agency Plan that are a result of regulatory requirement are also not considered by the Ann Arbor Housing Commission or the Department of Housing and Urban Development to be significant amendments.

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

6.0 PHA Plan Update (FY10-11): PHA Plan Elements (24 CFR 903.7)

In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. A more thorough description of the PHA Plan Elements is included in the Agency's Five Year Plan, and when applicable, the relevant Chapter of the Public Housing Admissions and Continued Occupancy Policy (ACOP) or Section 8 Administrative Plan is referenced. This document is intended to provide information related to changes among the PHA Plan Elements that have occurred during the current FY09-10 or which are anticipated to occur in the coming FY10-11.

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures. (for Both Public Housing and HCV)

A. Public Housing

See Admissions and Continued Occupancy Policy (ACOP):

Chapter 3-Program Eligibility

Chapter 6-Qualifications for Admission

Chapter 4-Waiting List Administration

Chapter 5-Processing Applications, section 5.5 Unit Offers

The Board of Commissioners passed a resolution in December 2009 and the AAHC subsequently modified its ACOP (Chapter 4) to include a preference for youth aging out of foster care who have been referred by the Washtenaw Youth Aging Out Coalition (WYAOC). Such youth will be accepted for application on a referral basis, whether or not the public housing waiting list is open. A limited preference will be given to 3 individual youths. This is a pilot program for a one-year period operated under a Memorandum of Agreement (MOA) to be executed between AAHC, WYAOC and Ozone House.

B. Section 8

See Section 8 Administrative Plan:

Chapter 2- Eligibility for Admission

Chapter 4-Establishing Preferences and Maintaining the Waiting List

Chapters 21, 23, 24, 25 which detail Welfare to Work, Homeownership, Project Based Assistance, and Family Self Sufficiency Programs

The AAHC Board recently approved a modification to Chapter 23 of the AAHC's S8 Admin Plan – Section 8 Homeownership – to reduce the required number of average weekly full-time hours for a family member in this Program to work from thirty (30) hours to twenty-five (25) hours in order to increase participation in this Program.

