

PHA 5-Year and Annual Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

**OMB No. 2577-0226
Expires 4/30/2011**

1.0	PHA Information PHA Name: <u>Ann Arbor Housing Commission</u> PHA Code: <u>MI064</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2009</u>														
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>360</u> Number of HCV units: <u>1333 + 70 VASH</u>														
3.0	Submission Type x 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only														
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)														
	Participating PHAs PHA 1: PHA 2: PHA 3:	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV						
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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.														
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The Ann Arbor Housing Commission (AAHC) seeks to provide desirable housing and related supportive services primarily for extremely low-income to very low-income individuals and families on a transitional and/or permanent basis. AAHC partners with community supportive service providers to build healthy residential communities and promote an atmosphere of pride and responsibility.														
5.2	Goals and Objectives: (for next 5-years, 2010-2014) 1. In the next 6-12 months, AAHC will: (a) Issue RFP and contract for a capital needs assessment for PH, 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. (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. (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. 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. 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. 4. Throughout the 5-year period, AAHC will strive to improve its Customer Service to all participants of its programs Status Update on Goals & Objectives (last 5-years, 2005-2009) - see Section 10.0 Additional Information														

6.0	<p>PHA Plan Update:</p> <p>(a) Revised or plan to be revised PHA Plan elements since last Annual Plan submission: (1) Section 8 Admin Plan revised to incorporate updated HUD regulations/policies around Project-Basing of HCVouchers (2) Will seek to institute limited housing preference for youth "aging out" of foster care, with wrap around support services.</p> <p>(b) Copies of 5-Year and Annual PHA Plan will be available for review at the following locations: (1) Administrative Offices of AAHC: 727 Miller Ave, Ann Arbor 48103 & 406 N. Ashley, Ann Arbor, 48103 (2) PH-East Mgmt Office: 106 Packard Rd, Ann Arbor 48104 (3) City Clerk's Office at City Hall, 100 N. Fourth, Ann Arbor (4) Reference Desk at Ann Arbor District Library (5) Resident Councils at Baker Commons, Miller Manor, Green Baxter Court, Hikone</p> <p>See Word document for PHA Plan Elements</p>																																																																																																																																
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>AAHC currently has none of these programs:</p> <p>a) Hope VI, Mixed Finance Modernization, b) Demo/Dispo, or c) Conversion of PH; but will be assessing these options for the future, as part of Capital Needs Assessment. (see Section 5.2 above)</p> <p>AAHC does have the following programs in operation:</p> <p>d) Homeownership Programs: AAHC has one remaining Turnkey III Homeownership unit; we do not anticipate sale in coming year. AAHC has a dormant HCV Homeownership program: given staff turnover, we do not anticipate reactivating this program in FY10, although the housing market is conducive to home purchases; however, creative credit financing may not be.</p> <p>e) Project-based Vouchers: AAHC is engaging in and should complete its first Project-based Voucher program, with Avalon Housing, at a 20 unit, all 1-BR building in Ann Arbor. AAHC has executed an Agreement to enter into HAP; rehab process is 3 phases with final completion estimated for 12/09.</p>																																																																																																																																
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>																																																																																																																																
8.1	<p>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-50075.1s for CFP501-06, CFP501-07; CFP501-08; CFP-501-09; CFFP-S501-09</p>																																																																																																																																
8.2	<p>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</p>																																																																																																																																
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><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</p>																																																																																																																																
9.0	<p>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.</p> <p>An analysis of data from City's Consolidated Plan, US Census CHAS dataset for AA as of 200, and review of AAHC public housing and section 8 waiting lists: the following chart represents the needs in this community:</p> <table border="1" data-bbox="267 1165 1534 1648"> <thead> <tr> <th>Family Type</th> <th># in AA jurisdiction</th> <th># & % on AAHC PH Lists</th> <th># & % on AAHC S8 HCV List</th> <th>Affordability</th> <th>Supply</th> <th>Quality</th> <th>Accessibility/Size/Location Undeterminable</th> </tr> </thead> <tbody> <tr> <td>ELI <30%AMI</td> <td>7197</td> <td>274 92%</td> <td>639 83%</td> <td>5</td> <td>5</td> <td>3</td> <td></td> </tr> <tr> <td>VLI 30-50% AMI</td> <td>4444</td> <td>19 6%</td> <td>111 14%</td> <td>4</td> <td>4</td> <td>1</td> <td></td> </tr> <tr> <td>LI 50-80%AMI</td> <td>4649</td> <td>5 2%</td> <td>18 2%</td> <td>3</td> <td>4</td> <td>1</td> <td></td> </tr> <tr> <td>Families with children</td> <td></td> <td>154 52%</td> <td>540 70%</td> <td>4</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>Elderly families</td> <td>1,386</td> <td>2 <1%</td> <td>6 <1%</td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>Disabled families</td> <td>287</td> <td>51 17%</td> <td>33 4%</td> <td>5</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>Other - not identified</td> <td></td> <td>91 30%</td> <td>192 25%</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Race/Black</td> <td>1,876</td> <td>215 72%</td> <td>622 81%</td> <td>5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Race/White</td> <td>10,514</td> <td>75 25%</td> <td>132 17%</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Race/Asian</td> <td>2,476</td> <td>1 <1%</td> <td>3 <1%</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Race/Am Ind</td> <td></td> <td>3 1%</td> <td>3 <1%</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Race/Mixed</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Race/Unknown</td> <td></td> <td>4 1%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ethnicity/NonHispan</td> <td></td> <td>280 94%</td> <td>739 96%</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ethnicity/Hispanic</td> <td>647</td> <td></td> <td>16 2%</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Family Type	# in AA jurisdiction	# & % on AAHC PH Lists	# & % on AAHC S8 HCV List	Affordability	Supply	Quality	Accessibility/Size/Location Undeterminable	ELI <30%AMI	7197	274 92%	639 83%	5	5	3		VLI 30-50% AMI	4444	19 6%	111 14%	4	4	1		LI 50-80%AMI	4649	5 2%	18 2%	3	4	1		Families with children		154 52%	540 70%	4	5			Elderly families	1,386	2 <1%	6 <1%	3	2	1		Disabled families	287	51 17%	33 4%	5	3			Other - not identified		91 30%	192 25%					Race/Black	1,876	215 72%	622 81%	5				Race/White	10,514	75 25%	132 17%	3				Race/Asian	2,476	1 <1%	3 <1%	1				Race/Am Ind		3 1%	3 <1%	1				Race/Mixed								Race/Unknown		4 1%						Ethnicity/NonHispan		280 94%	739 96%					Ethnicity/Hispanic	647		16 2%				
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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. Maximize number of affordable units, by maintaining low vacancy rate and turnaround time in PH; by maintaining maximum lease-up rates in Section to level of funding, and continued exploration of project-basing of HCV.</p> <ol style="list-style-type: none"> (1) Target assistance to ELI families (at or below 30% AMI) which is achieved primarily because the households on our PH & S8 waitlists (83-92% of applicants fall into this income category). (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. (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. We pro-actively work with non-profits that service the disabled population: CIL, ACA, CSTS, AAA1-B. <p>Note: without targeting: we serve based on the composition of our waitlist black families who have disproportionate housing affordability needs</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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 (2005-2009).</p> <ol style="list-style-type: none"> (1) <i>Increase affordable housing:</i> in FY09, we increased vouchers by 70 under the targeted VASH program; we also achieved 3% vacancy rate in PH during FY07 and 08.; however PH vacancies have increased in FY09 largely due to PH residents getting S8 lease-ups. (2) <i>Improve quality of assisted housing:</i> scores for PHAS and SEMAP have been both troubled and standard over this 5 yr period. No PHAS Scores generated for FY08; SEMAP score: Standard. Improvements in PH management of unit turns has dropped from 183 to a low of 53 In FY07, moving up to 75 in FY08. Modernization efforts are completed ahead of schedule. Agency transitioned to Asset Mgmt model with creation of 2 AMPs in FY08. (3) <i>Increase assisted housing choices:</i> greater outreach to landlords in S8 program and included in some mass briefings.; homeownership program has been hindered by compliance needs and staff turnover. (4) <i>Improve quality of life and economic vitality:</i> Safety enhancements included upgrades to security camera systems at Baker and Miller, and continued police in residence at both sites, as well as lighting upgrades at Miller, S.Maple and Green Baxter Court. Efforts to increase number of employed households with income over 30% has NOT come to fruition. However, resource coordination for seniors/disabled has been steady, as well as family site supportive services by non-profit agencies working there. Considerable time has been spent collaborating with the WHA (Washtenaw Housing Alliance) re 10-yr Plan to End Homelessness. (5) <i>Ensure equal opportunity and fair housing:</i> all accessible units are appropriately utilized; and AAHC has successfully partnered with local Fair Housing office and the ACLU to maintain housing for disabled S8 participant.. All Civil Rights discrimination complaints have been dismissed. (6) <i>AAHC specific Goals:</i> <u>Operational Excellence:</u> implemented new computer software program: Yardi; new staff is sent to industry training regularly; PIC errors are declining; continued success in RPA/fraud recovery thanks to EIV system use. AAHC has cleared all OIG findings from 2006 audit, except for final repayment (<\$14,000) which will be complete in FY09.) <u>Increase Affordable Housing in Washtenaw Cty:</u> AAHC executed first agreement to enter into PBV HAP for 20 unit project with Avalon Housing. New VASH vouchers received in FY08, will be fully utilized in FY09 for homeless veterans. <u>Address Non-Housing Needs of customers:</u> Section 3 training opportunities have been limited; FSS in S8 has been limited, as attention has been focused on in-house regulatory process requirements in Section 8. Supportive services to elders/disabled and scattered site family complexes remain strong, with non-profit agencies funded by both AAHC and the City. <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>"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.</p> <p>"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.</p> <p>Changes in the following areas may qualify as a "significant amendment or modification":</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> <p>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.</p>

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: PHA Plan Elements (24 CFR 903.7)

1. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility (see *Admission and Continued Occupancy Policy (ACOP)*, Chapter 3-Program Eligibility and Chapter 6-Qualifications for Admission)

- a. When does the PHA verify eligibility for admission to public housing?
AAHC selects applications for verification at a rate of 3 times the number of vacancies for any given bedroom size.
- b. What non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?
AAHC does Criminal and Rental/Landlord history screening. We will reflect on housekeeping history, as supplied on landlord reference. Also, as applicable, AAHC utilizes INS-Save, and employment history when needed as alternative to missing landlord or rental history.

Applicants are requested to obtain criminal records from local law enforcement Agencies for screening. Our credit screening service company also provides Multi-state criminal history and sexual offender review.

(2) Waiting List Organization (See *ACOP*, Chapter 4, *Waiting List Administration*)

AAHC maintains a Community-wide waitlist, which is managed at the main administrative office. When the waitlist is open, applications are available at the 727 Miller Avenue office and made available to local social service and non-profit housing providers within the community.

Note: As of February 2009, the PH waitlist has been closed since June 2008, and will remain closed until public notice is given. Waitlist will open for one week in April 2009 for specific bedroom sizes, likely 2, 3, 4 and 5 bedrooms. AAHC will accept 3 applications per fiscal year for locally sheltered homeless families under a Memorandum of Understanding, even when the waitlist is otherwise closed. In FY2010, AAHC will also accept limited (not more than 5) applications for youth, ages 18-21, who are "aging out" of foster care, also under a Memorandum of Understanding. (See *PHA Plan Update*, 6.0 (a) (2).)

(3) Assignment (See *ACOP*, Chapter 5-Processing Applications, section 5.5 Unit Offers)

Once an applicant is screened and eligible, he/she is offered a choice of TWO appropriate sized units, if available. If both are rejected, applicant may be returned to the bottom of the waitlist for future consideration or simply denied, at their choice. (see also

ACOP Chapter 6-Qualifications for Admission, sections 6.8 and 6.9 re denial or return to the waiting list.)

(4) Admissions Preferences

a. Income targeting:

AAHC consistently exceeds the federal targeting requirement that targets more than 40% of all new admissions to public housing to families at or below 30% of median area income due to the preponderance of households on the waitlist that fall into this income category.

b. Transfer policies: *(see ACOP Chapter 10- Transfers)*

AAHC has very specific transfer policies to limit the ever-present requests to move. These include verified medical need, when families are over-housed, under-housed, or for administrative reasons, like comprehensive modernization or un-inhabitable condition of unit. Medical and administrative transfers will take precedence over new admissions. Also, once AAHC reaches a vacancy rate in a given bedroom size below 3%, transfers of over and under-housed transfers will be offered before new move-ins.

c. Preferences *(See ACOP Chapter 4-Waiting List Administration, Section 4.3.2)*

AAHC has established preferences for admission to public housing (other than date and time of application

Of the former Federal preferences, AAHC gives highest priority to:

Involuntary Displacement, specifically and limited to *Federally declared disasters*; and

Homelessness : *limited under a memorandum of agreement to 3homeless families/year with related support services for one year.*

Foster kids, aging out: *memorandum of agreement is under development for placement of 3 to 5 kids aging out of foster homes, with supportive services for a year from sponsoring agencies..*

Secondary preference is then give to:

Residents who live, work or go to school in jurisdiction (*Washtenaw Cty*); and

Working families and those unable to work because of age or disability; and

Households that contribute to meeting income goals (broader range of Incomes: over 30% AMI)

After preferences are tallied, waitlist is ordered based on lotterized date and time of application within preference grouping.

