

**AGENDA**  
**ANN ARBOR HOUSING DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**October 26, 2016**

Meeting Time and Location: **6 pm**  
727 Miller Ave, Ann Arbor, MI

- I. APPROVAL OF AGENDA
- II. APPROVAL OF MINUTES
  - A. Regular Board Meeting Minutes of August 17, 2016
- III. NEW BUSINESS
  - A. Resolution 16-8 to provide a total of \$150,681 to Avalon Housing to provide on-site services for 3 years at West Arbor
  - B. Review of Financials
- IV. ADJOURNMENT

**MINUTES**  
**ANN ARBOR HOUSING DEVELOPMENT COMMISSION**  
**ANNUAL BOARD MEETING**  
**August 17, 2016**

Meeting Time and Location: **7:00 p.m.**  
727 Miller Ave, Ann Arbor, MI

President Hayes convened the meeting at 7:24 p.m.

**Board Members present: Audrey Wojtkowiak, Tim Colenback, Daniel Lee, Gwenyth Hayes, Jennifer Hal, Mary Jo Callan; Board Member absent: none**

**I. Approval of Agenda**

*Lee* moved and *Wojtkowiak* seconded. Motion amended by *Colenback* to add an agenda item to appoint Lee Meadows to the Board, seconded by *Callan*.

Amended approved 6 – 0 (Wojtkowiak, Colenback, Hall, Hayes, Lee, Callan- yes, 0 – no)

Motion approved 6 – 0 (Wojtkowiak, Colenback, Hall, Hayes, Lee, Callan- yes, 0 – no)

**II. Approval of Minutes Regular Board Meeting Minutes of May 26, 2016**

*Lee* moved and *Wojtkowiak* seconded.

Motion approved 6 – 0 (Wojtkowiak, Colenback, Hall, Hayes, Lee, Callan- yes, 0 – no)

**III. New Business**

**A. Appointment of Dr. Lee Meadows**

*Colenback* moved to appoint Dr. Lee Meadows to the AAHDC board and *Wojtkowiak* seconded.

Motion approved 6 – 0 (Wojtkowiak, Colenback, Hall, Hayes, Lee, Callan- yes, 0 – no)

**B. Resolution 16-5 Maple Tower resolution regarding permanent financing Cinnaire**

*Lee* moved and *Callan* seconded.

Motion approved 6 – 0 (Wojtkowiak, Colenback, Hall, Hayes, Lee, Callan- yes, 0 – no)

**C. Resolution 16-6 River Run resolution regarding permanent financing Cinnaire**

*Lee* moved and *Callan* seconded.

Motion approved 6 – 0 (Wojtkowiak, Colenback, Hall, Hayes, Lee, Callan- yes, 0 – no)

**D. Resolution 16-7 West Arbor resolution regarding FHLB financing**

*Wojtkowiak* moved and *Lee* seconded.

Motion approved 6 – 0 (Wojtkowiak, Colenback, Hall, Hayes, Lee, Callan- yes, 0 – no)

**E. Review of Financials**

**IV. Adjournment**

*Lee* moved and *Callan* seconded. Meeting adjourned 7:40 PM

## **West Arbor Tenant Services**

The partnership between Avalon Housing and the AAHC is off to a great start! The Miller Manor services team started up in May of 2015 and the outcomes for year one have been significant in terms of tenant housing and health outcomes. This year the Avalon Family Services Team began providing case management to family households living at the AAHC's South Maple site, and we are looking forward to expanding to serve residents of North Maple post-rehab.

Identifying funding sources for supportive housing services is one of our biggest challenges. In the absence of any dedicated funding at the state or local level, we continue to rely heavily on HUD grants, and on Washtenaw Coordinated Funders (CoFu). Both these sources are highly competitive as we are one of numerous human services agencies who all seek funding from the same pots. Avalon is working with state-wide partners at MSHDA and DHHS to expand the utilization of Medicaid funds for services provided to residents with behavioral health challenges – but that will certainly be a long term process.

Avalon would love to hit the ground running post-rehab with supportive housing services at West Arbor. At this time we are proposing to place one case manager at the West Arbor Community Center, serving a mix of single adults and families. This position will also work closely with Peace Neighborhood Center to assist with community building and community center operations.

Responsibilities of this Case Manager position will include:

1. Assist clients in accessing community resources as needed, including medical, mental health, substance use, and psychosocial supports, legal advocacy, literacy support and benefits and entitlements.
2. Communicate effectively with local community and external agencies and successfully foster relationships and advocacy opportunities.
3. Conduct comprehensive assessments and help clients develop action plans to achieve goals.
4. Assist clients with meeting basic needs and developing life skills
5. Provide crisis intervention as needed.
6. Participate in staff and team meetings and training sessions.
7. Meet documentation requirements as dictated by program need.

**Annual Budget:**

1.0 FTE Salary (@\$36,000) and Benefits:	\$46,000
Mileage, supplies:	<u>2,750</u>
Total*	\$48,750 year 1
	\$50,213 year 2
	\$51,719 year 3

\* In order to stretch the availability of AAHC services funding as far as possible, Avalon will provide in-kind all other indirect costs, including supervision, occupancy, communications, etc. Propose a 3% cost of living increase in Year 2 and Year 3

A full-time case manager at West Arbor will enable the AAHC to serve the 12 Permanent Supportive Housing Families committed to in the Tax Credit application and should enable the AAHC to house another 6-10 homeless households too.

Carole McCabe  
Executive Director  
Avalon Housing Inc.

## **RESOLUTION FY16-8 AAHDC as amended**

### ***Resolution to provide a total of \$165,681 to Avalon Housing to provide on-site services for 3 years at West Arbor***

The Ann Arbor Housing Development Corporation (AAHDC) was created to support the work of the Ann Arbor Housing Commission (AAHC) and the tenants living at AAHC properties. West Arbor, previously known as North Maple Estates, was a 23-unit property that is being redeveloped under the RAD program and will have 46 apartments and an on-site community center. Peace Neighborhood Center currently provides a variety of programs for families at West Arbor including after school and summer programs, family wellness, enrichment and eviction prevention services. PNC is 2 blocks away from West Arbor and services are primarily provided at PNC's Community Center. AAHC pays PNC \$10,000/year and the City provides \$84,000/year to PNC to provide services to tenants at Maple Meadows and West Arbor as well as the surrounding neighborhood.

The AAHC made a commitment under the tax credit award to house 4 Chronically homeless and 8 special needs households at West Arbor. A full-time case manager at West Arbor will enable Avalon to serve the 12 Permanent Supportive Housing Families committed to in the Tax Credit application and should enable West Arbor to house another 6-10 homeless households too. The AAHDC has commitment to providing \$36,000 to Avalon for services for the first year under the tax credit award. AAHC and Avalon have been applying for funds for over a year to fund an Avalon service staff member to work on-site at West Arbor. There is a pending application for Continuum of Care service funding for the 4 chronically homeless single adult households. In addition, Avalon continues to advocate for state-wide Medicaid service funding for case management for homeless and special needs households, which has been adopted in a number of other states.

This resolution proposes that the AAHDC pay for the cost of a full-time Avalon case manager for 3 years to enable West Arbor to house more homeless households. During this time, Avalon and the AAHC will continue to apply for other funding sources. Avalon will pay for supervisory and administrative costs associated with the position.

WHEREAS, a full-time case manager will enable West Arbor to house 4 chronically homeless and 8 special needs households as committed in the tax credit award as well as 6-10 additional homeless households; and

WHEREAS, the total cost of providing a full-time case manager for 3 years is \$150,681 plus \$15,000 for administrative overhead; and

WHEREAS, the tax credit award committed the AAHDC to provide \$12,000 in developer fees and \$24,000 in additional funding to provide services at West Arbor;

NOW THEREFORE BE IT RESOLVED THAT, the Ann Arbor Housing Development Corporation Board approve a total of \$165,681 to Avalon Housing to provide on-site case management services to 18-22 homeless and special needs households at West Arbor for 3 years; and

NOW THEREFORE BE IT RESOLVED THAT, the Ann Arbor Housing Development

Corporation Board approved \$48,750 for staffing costs for year 1 plus \$5,000 for administrative overhead; \$50,213 for staffing costs for year 2 plus \$5,000 for administrative overhead; and \$51,719 for staffing costs for year 3 plus \$5,000 for administrative overhead; and

NOW THEREFORE BE IT RESOLVED THAT the Ann Arbor Housing Development Corporation Board that Avalon will report back to the board after the first year to see if there is a need for a change in funding due to federal regulatory changes or any other change that impacts the cost of providing on-site services to re-evaluate the funding requirements.



West Arbor units are as follows:

<b>N Maple</b>	1 BR	2 BR	3 BR	4 BR	5 BR	Total
Total Apt	8	4	12	12	10	46
RAD	8	2	4	10	7	31
60% LIHTC		2	8	2	3	15
PSH	4	2	3	2	1	12

The 4 one-bedroom PSH units are further targeted for chronically homeless households.

<b>Rents</b>	1 BR	2 BR	3 BR	4 BR	5 BR	Total units
RAD Rents (incl. PSH)	496	601	762	785	900	31
60% LIHTC Units	none	1136	1556	1982	2280	15

Rent does not include gas & electric

- All new 3, 4 & 5 bedroom apartments are 2-story with a 1st floor bedroom and bath
- The two renovated duplexes have stacked 3-bedroom apartments
- All apt sizes have at least one fully accessible apt.
- All 1st floor apartments are no step entries
- No basements
- All apts have a/c
- 73 parking spaces
- \*\* Pet free except for service animals
- No Smoking indoors or within 25 feet of entrances
- Uber Green community center and Bldg C

A one-time \$12,000 developer fee & \$24,000 AAHDC contribution toward tenant services



**Budget Comparison**

Period = Sep 2016

Book = Accrual ; Tree = ysi\_is

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Investment Income - Unrestricted	0.00	4.00	-4.00	-100.00	0.00	12.00	-12.00	-100.00	51.00
Cranbrook Tower Revenue	2,000.00	2,000.00	0.00	0.00	6,000.00	6,000.00	0.00	0.00	24,000.00
Donations	730.00	0.00	730.00	N/A	730.00	0.00	730.00	N/A	0.00
<b>TOTAL OTHER INCOME</b>	<b>730.00</b>	<b>0.00</b>	<b>730.00</b>	<b>N/A</b>	<b>730.00</b>	<b>0.00</b>	<b>730.00</b>	<b>N/A</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>2,730.00</b>	<b>2,004.00</b>	<b>726.00</b>	<b>36.23</b>	<b>6,730.00</b>	<b>6,012.00</b>	<b>718.00</b>	<b>11.94</b>	<b>24,051.00</b>
<b>EXPENSES</b>									
ADMINISTRATIVE									
Legal Expense									
General Legal Expense	0.00	1.00	1.00	100.00	0.00	3.00	3.00	100.00	20.00
Total Legal Expense	0.00	1.00	1.00	100.00	0.00	3.00	3.00	100.00	20.00
Other Admin Expenses									
Staff Training	0.00	48.00	48.00	100.00	0.00	144.00	144.00	100.00	582.00
Auditing Fees	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	760.00
Consultants	776.25	3.00	-773.25	-25,775.00	3,276.25	9.00	-3,267.25	-36,302.78	44.00
Total Other Admin Expenses	776.25	51.00	-725.25	-1,422.06	3,276.25	153.00	-3,123.25	-2,041.34	1,386.00
Miscellaneous Admin Expenses									
Membership and Fees	0.00	0.00	0.00	N/A	20.00	0.00	-20.00	N/A	0.00
Advertising	0.00	3.00	3.00	100.00	0.00	9.00	9.00	100.00	40.00
Printing Expenses	0.00	60.00	60.00	100.00	0.00	180.00	180.00	100.00	722.00
Other Misc Admin Expenses	0.00	384.00	384.00	100.00	2,169.95	1,152.00	-1,017.95	-88.36	4,604.00
Total Miscellaneous Admin Expenses	0.00	447.00	447.00	100.00	2,189.95	1,341.00	-848.95	-63.31	5,366.00
TOTAL ADMINISTRATIVE EXPENSES	776.25	499.00	-277.25	-55.56	5,466.20	1,497.00	-3,969.20	-265.14	6,772.00
TENANT SERVICES									
Tenant Services Support	0.00	0.00	0.00	N/A	4,967.08	0.00	-4,967.08	N/A	0.00
TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	N/A	4,967.08	0.00	-4,967.08	N/A	0.00
TOTAL EXPENSES	776.25	499.00	-277.25	-55.56	10,433.28	1,497.00	-8,936.28	-596.95	6,772.00
NET INCOME	1,953.75	1,505.00	448.75	29.82	-3,703.28	4,515.00	-8,218.28	-182.02	17,279.00

## ANN ARBOR HOUSING DEVELOPMENT CORP (aahdc)

**Trial Balance**

Period = Sep 2016

Book = Accrual ; Tree = ysi\_tb

	Forward			Ending
	Balance	Debit	Credit	Balance
AAHDC Chelsea Bank	180,000.00	0.00	0.00	180,000.00
AAHDC Checking-Chelsea Bank	137,440.65	0.00	5,319.48	132,121.17
Allowance for Doubtful Accounts-Other	-2,680,000.00	0.00	0.00	-2,680,000.00
A/R Miscellaneous	2,680,000.00	0.00	0.00	2,680,000.00
A/R-AAHC	100,000.00	0.00	0.00	100,000.00
A/P Vendors and Contractors	-7,273.23	7,273.23	0.00	0.00
Contributed Capital	-67,436.97	0.00	0.00	-67,436.97
Retained Earnings-Current Year	-152,107.06	0.00	0.00	-152,107.06
Unrestricted Net Assets	-196,280.42	0.00	0.00	-196,280.42
Cranbrook Tower Revenue	-4,000.00	0.00	2,000.00	-6,000.00
Donations	0.00	0.00	730.00	-730.00
Consultants	2,500.00	776.25	0.00	3,276.25
Membership and Fees	20.00	0.00	0.00	20.00
Other Misc Admin Expenses	2,169.95	0.00	0.00	2,169.95
Tenant Services Support	4,967.08	0.00	0.00	4,967.08
<b>Total</b>	<b>0.00</b>	<b>8,049.48</b>	<b>8,049.48</b>	<b>0.00</b>
<b>Projected Revenues</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>TOTAL</b>
Developer Fees (unrestricted)		\$100,000		
Cranbrook Towers	\$18,000	\$24,000	\$24,000	
AAHC loan repayment for Colonial Oaks	\$100,000			
Estimated Cash flow payment MT and RR		\$240,000	\$50,000	
	<u>\$118,000</u>	<u>\$364,000</u>	<u>\$74,000</u>	<u>\$556,000</u>
<b>Commitments</b>				
SOS Voucher Supports	\$15,033	\$20,000		
West Arbor Tenant Services	\$36,000			
Miscellaneous Expenditures	\$14,000	\$14,000	\$14,000	
	<u>\$65,033</u>	<u>\$34,000</u>	<u>\$14,000</u>	<u>\$113,033</u>
<b>Proposed addtl Avalon Tenant Services</b>				
West Arbor	\$12,750	\$50,213	\$51,719	\$114,681

\*Cranbrook Tower payments of \$2000/mo will continue until closing on property then AAHDC will get paid off with \$297,897

\*\*Swift Lane: LIHTC application commits \$32,000 of developer fee and \$32,000 AAHDC to Avalon for Tenant Services

\*\*\*SOS FY17 commitment is \$20,000 but \$4,967.08 has been paid out