

**Council Question:**

Please provide a list of the deferred maintenance needs of the Housing Fund.

**Staff Response:**

HUD's Capital Fund Program provides grants which offers annual funding to all public housing agencies to build, renovate, and/or modernize the public housing in their communities.

Each five-year cycle, the agency submits a proposed budget for 5-years for projects to build, renovate and/or modernize their communities.

Each agency has to obligate the funds within one year of receipt and expend within four years of receipt of the funds. We believe that we are on track to meet the expenditure requirements.

Our past five years of Capital Grant Funds has been obligated for the repair and renovation of our properties in accordance with the Public Housing Master Plan, submitted to Council in April 2019. Unfortunately, many of our repair and redevelopment efforts have been hindered by COVID restrictions and staff shortages. Based on new authority in the CARES Act, HUD has extended the obligation end date and expenditure end date for all open Capital Fund grants for one year, as described in Notice PIH 2020-05, section 12(c).

During preparation of the Public Housing Master Plan, staff contracted with an engineering firm to conduct inspections and perform assessments of all major building systems in each apartment in our public housing communities. The assessment included inspections of structural conditions, electrical, plumbing, and HVAC systems, and all roofing. These inspections and reports helped us determine the lifespans of our major building components of our units. The assessments also identified serious deficiencies and provided cost estimates for replacement or repair of failing deteriorated systems.

Community	Strategy for Preservation (Renovations) Asset Management Project (AMP I)			
	1-to-3-year Objectives	Cost	3-to-5-year Objectives	Cost
Lindsay Street	Concrete Step Repair	\$27,000	Window replacement	\$30,000
			Heating/AC	\$40,500
			Railings and steps upgrade	\$70,500
North Columbia Pritchard Park	Restoration of Fire Unit (Completed)	\$87,976	Energy efficient window replacement	\$30,000
	Electrical Upgrades	\$22,500	Parking lot resurfacing	\$30,000
	Heating/AC	\$67,500	Landscaping	\$27,000
Airport Gardens	Plumbing fixtures	\$66,000	Appliances replacement	\$28,500
	Plumbing	\$114,000	Siding	\$276,000
	Sewer system upgrades	\$80,000	Roofing (Completed)	\$67,600
	Landscaping	\$35,000	Doors & Windows	\$112,000
		Light fixtures	\$7,800	

Church Street	Exterior: Siding, roofing Windows, light fixtures, handicap ramps	\$98,000	Interior: cabinets, doors, light fixtures, plumbing, furnace	\$143,000
<b>Totals for AMP I</b>		<b>\$510,000</b>		<b>\$795,300</b>

Community	Strategy for Preservation (Renovations)		Asset Management Project (AMP II)	
	1-to-3-year Objectives	Cost	3-to-5-year Objectives	Cost
S. Estes	Storm Water Assessment Study	\$300,000		
S. Roberson	Electrical	\$22,600	Parking Lot resurfacing	\$156,000
	Heating	\$67,000	Painting Interiors	\$75,000
	Plumbing	\$76,000		
	Sewer	\$114,000		
Colony Woods	Parking Lot resurfacing	\$145,000	Interior renovations	\$592,689
	Frontage upgrades	\$235,000	Appliances Upgrades	\$40,800
Eastwood	Cabinet renovations	\$85,350	Parking lot resurfacing	\$167,000
	Appliance Upgrades	\$43,520	Community garden development	\$300,000
			Playground upgrade	\$67,500
Oakwood	New Roofs	Completed	Plumbing overhaul	\$132,000
	Concrete repair		Playground Upgrade	\$45,000
Rainbow Heights	New Roofs	Completed	Directional signage	
	Concrete Repair		Curbing	\$67,000
			Resurfacing parking lots	\$32,000
				\$54,450
			Windows upgrades	\$34,000
			Light fixtures	\$22,900
			Handicap ramps	
<b>Totals for AMP II</b>		<b>\$943,470</b>		<b>\$1,786,339</b>

The identified cost was estimates obtained at the beginning of the COVID pandemic (March 2020) and we are in the process of obtaining quotes now to reflect a more accurate picture of the associated costs.

<b>Public Housing Administration</b>	
HVAC System needs replacing	Identified during repair in 2020. Estimated Cost <b>\$15,000</b>
New software for the maintenance and management of our client files and unit portfolio	HAB (Our current provider) would not sign a new contract with us due to the Federal provisions required of all vendors we do business with. Janelle Bailey, as Project Lead, has negotiated a new contract with YARDI. Estimated cost <b>\$19,824</b>
Cameras for dumpster area and community centers to dissuade vandalism and illegal dumping	First bid received from S3NC is <b>\$79,000</b> . Will receive 2 <sup>nd</sup> bid from vendor this Thursday (January 27, 2022).
Increased security for Administrative Offices – camera & intercom system	Completed S3NC
Evaluation and assessment of ramp leading to administrative offices	Creating RFQ for Engineering and Architectural proposals
Keyless entry for community centers	May be included with Camera systems
Additional staffing needs – Resident Services Coordinator	<b>\$65,000 annual</b>

**Remaining Capital Funding:**

<u>Grant</u>	<u>Amount Available</u>
2022	\$ 935,260
2021	853,218
2020	743,913
2019	280,002
2018	<u>9,456</u>
	<b>\$ 2,821,849</b>

The **replacement and repair items** shown above are the plans for the capital funds. While they may show unencumbered in our financial software system, they are obligated with HUD (through LOCCS system). The items on the Administration list are items that we have submitted “exception” memoranda to allow us to use Capital Grant funding as needed.

HUD provides advisory memorandum for all Public Housing Agencies for how to establish protocols during the COVID-19 pandemic. Very similar to the Town's Condition 1.5, it has been suggested that staff reduce unnecessary contact to minimize possible exposure or contraction of the virus. Consistent with both advisory messages, Housing staff made the decision to:

1. Allow remote work when it was feasible
2. Respond to emergency work orders only
3. Advocate appointments for persons needing to meet with Administrative staff
4. Continue efforts to do what we could to make external repairs only
5. Require all family members to wear a mask whenever Maintenance staff is in their home, and if they refuse mechanics will leave the site and report the incident to administration immediately
6. Provide masks to public housing families as they are available
7. Ensure that maintenance personnel use all PPE available: mask, gloves, and booties

While it is true, we are responding to emergency work orders only at this time, many of our heretofore "routine" categories have been upgraded due to weather, age of the residents, and potential for exacerbation:

- No heat calls
- Light bulbs out in interior and exterior areas
- Leaks
- Clogged plumbing

Like many Town departments, we continue to experience staffing issues related to vacancies and exposure to the COVID-19 virus and its variants.