



# **CHEBOYGAN HOUSING COMMISSION**

Cuyler St. - P.O. Box 5069 - Cheboygan, MI. 49721-5069  
Telephone: 231.627.7189 Fax: 231.627.5772 Email: CheboyganHousing@Gmail.com

## **ATTACHMENT: HOUSING DEVELOPMENT PROJECTS PREPROPOSAL MEETING NOTES**

### **Table of Contents**

**SUMMARY**..... 1

**PROJECT BASED VOUCHERS CONFERENCE**..... 1

    Welcome and Introduction: ..... 1

    Review of PBV Request for Proposals (RFP): ..... 2

    PBV RFP Questions & Answers: ..... 3

**REPOSITIONING & REDEVELOPMENT CONFERENCE** ..... 3

    Welcome and Introduction: ..... 3

    Summary of HUD Repositioning Goals & PHA Request for Qualifications (RFQ): ..... 3

        PHA Repositioning Strategy (tentative): ..... 3

    Repositioning RFQ Questions & Answers: ..... 4

**RFP HOUSING AUTHORITY CONTACT:** ..... 4

### **SUMMARY**

A preproposal conference was held via Go To Meeting at 10am Monday, June 22, 2020 for the Cheboygan Housing Commission Project Based Voucher Request for Proposals. Go To Meeting Call In information was provided in the RFP.

A preproposal conference was held via Go To Meeting at 12noon on Monday, June 22, 2020 for the Cheboygan Housing Commission Request for Qualifications for a Repositioning and Redevelopment partner. Go To Meeting Call In information was provided in the RFP.

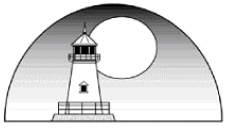
The conferences were recorded; the recordings can be provided upon request (could not be uploaded due to format). Notes from the meetings are documented here.

All Questions and Answers after the conference will be posted as an attachment to the RFP for all interested submitters to review. If there is a question that cannot be answered during the call, it will be included in the Q&A.

## **PROJECT BASED VOUCHERS CONFERENCE**

### **Welcome and Introduction:**

Cheboygan Housing Commission Executive Director, Catherine Schulz introduced herself and asked others on the call to do the same. Sandra Reeder and Carolina Sahagun, two



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representatives from Community Development and Grant Consulting, a Housing Development Corporation of Monterey County, CA, were welcomed to the conference. Ms. Schulz briefly reviewed the agenda.

Proposal #: 202001, issued May 22, 2020 is concurrently running with Proposal# 202002, Repositioning and Redevelopment of Low Income Public Housing Program. Submissions from interested parties interested in both projects will be accepted, but points are not awarded for responding to both projects. Responses to both projects are due July 20, 2020.

Ms. Schulz read the Mission of the PHA as stated in the proposal and reviewed the Background of the PHA. Before moving on, Ms. Schulz asked if there were questions about the PHA's mission and history. There were no questions.

### **Review of PBV Request for Proposals (RFP):**

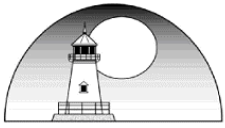
An overview of the request was provided. Ms. Schulz explained that while there are many rentals in the community, affordable units are limited. As the PHA looks to reposition through Section 18 demo/dispo relocating people within the community will be challenging due to a lack of units that will comply with both affordability and quality standards. Additionally, as the community works toward economic redevelopment and attracting new business to the area, there is a shortage of housing for individuals moving to Cheboygan for job opportunities.

Ms. Reeder questioned why the PHA is trying to project base so few vouchers (8-24). Ms. Schulz responded that the PHA is limited by their current voucher allocation of 120 vouchers of which HUD allows only up to 20% to be used as project based vouchers unless there is an exception which in this case there are not. Ms. Schulz further explained that at a later time, possibly through repositioning, projects for special populations may be developed that are not subject to the 20% cap and that there is a need for such projects in Cheboygan, i.e. family unification, low barrier housing for chronically homeless individuals. Additionally, and again to attract new housing development, any developer/agency/firm that is interested in new development through the LIHTC program may be interested because state housing agencies award points for projects that include project based units; Ms. Schulz noted that she is unsure if the points are based on the number of vouchers but does not believe the number matters as this is relative to the size of the population and affordable housing is a need in all varieties of communities.

Carolina explained that their agency/firm had completed a 500 unit RAD conversion in Monterey County. Kate thanked her for the summary of that work and noted that the PHA is working with small PHA technical assistance provided through HUD, and that the PHA will need a partner to reposition due to its very limited staff and that she as ED is responsible for all aspects of operations including repositioning activities.

Regulatory Information & AHAP Contract were reviewed. All participants on the call were familiar with HUD clips and the information linked in the RFP.

Submission Requirements. The submission requirements are standard. Requirements were reviewed, there were no questions.



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The evaluation process and timeline were reviewed.

Roles & Responsibilities were reviewed and provided as an attachment to the request.

Ms. Schulz invited those on the call to participate in the RFQ call at noon on the same day.

### **PBV RFP Questions & Answers:**

More information/data on current tenant population demographics and wait list was requested.

## **REPOSITIONING & REDEVELOPMENT CONFERENCE**

### **Welcome and Introduction:**

Cheboygan Housing Commission Executive Director, Catherine Schulz introduced herself and asked others on the call to do the same. Starla Warren, Sandra Reeder and Carolina Sahagun, all three representing Community Development and Grant Consulting, a Housing Development Corporation of Monterey County, CA, were welcomed to the conference. Ms. Schulz briefly reviewed the agenda.

Proposal #: 202001, issued May 22, 2020 is concurrently running with Proposal# 202002, Relocation and Redevelopment of Low Income Public Housing Program. Submissions from interested parties interested in both projects will be accepted, but points are not awarded for responding to both projects. Responses to both projects are due July 20, 2020.

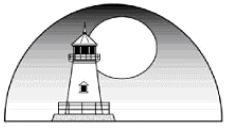
Ms. Schulz read the Mission of the PHA as stated in the proposal and reviewed the Background of the PHA. Before moving on, Ms. Schulz asked if there were questions about the PHA's mission and history. There were no questions.

### **Summary of HUD Relocation Goals & PHA Request for Qualifications (RFQ):**

An overview of the request was provided. Ms. Schulz emphasized that the purpose of this request is to determine if there is interest in working with the small, rural PHA to relocate and redevelop its portfolio designed as 'very small' by HUD with less than 50 units, there are 38 total. A breakdown of units and property information was provided in the 'relocation strategy draft' as an attachment to the RFQ.

### **PHA Relocation Strategy (tentative):**

Ms. Schulz provided a brief background on training, conversations and processes already completed to determine what the PHA sees as its best option for relocation. In review of the RAD program, which is popular with many larger PHA's, cash flow would be very limited with RAD rents and it is unlikely that the housing commission would be able to accomplish significant improvements needed through a loan. The public housing units currently struggle to remain competitive due to age and deferred maintenance



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In place of regulatory and contract information, Section 18 guidance was referenced in the RFQ. Ms. Schulz again restated that there are multiple approaches that could be taken in pursuit of repositioning the portfolio including consulting up front which would lead to a redevelopment contract or entering directly into conversation with a developer or housing provider. The PHA is motivated to reposition, and the timeline to move forward is ambitious.

Submission Requirements. The submission requirements are standard. For this project, the PHA aims to address multiple issues in the community through housing and supportive programs, creativity is encouraged.

Evaluation the evaluation process and timeline as stated in the request were reviewed.

Roles & Responsibilities as stated in the request were reviewed.

Ms. Schulz thanked those participating in the conference for their time and interest.

### **Repositioning RFQ Questions & Answers:**

Q. What are average snow accumulations in Cheboygan, Michigan? [asked in discussion of physical design of property and inefficiencies noted by Ms. Schulz, Director]

A. Average snow accumulation according to usclimatedata.com is: October, 1 inch; November, 7 inches; December, 25 inches; January 25 inches; February, 19 inches; March, 12 inches; April, 4 inches; totaling 93 inches or 7.75 feet or 13.3 inches per month for the seven month period of October-February.

Q. Does the state housing agency [Michigan State Housing Development Agency] require a two-step process with preapplication or one step application only?

A. Ms. Schulz responded that she is unsure if a preapplication is required, but that the due dates are April 1 and October 1. Please visit the MSHDA website [https://www.michigan.gov/mshda/0,4641,7-141-5587\\_5601---,00.html](https://www.michigan.gov/mshda/0,4641,7-141-5587_5601---,00.html)

### **RFP HOUSING AUTHORITY CONTACT:**

Catherine Schulz  
Executive Director/ Contracting Officer  
659 Cuyler Street | PO Box 5069  
Cheboygan, MI 49721  
Phone: 231.627.7189  
Email: [Catherine.schulz@cheboyganhousing.org](mailto:Catherine.schulz@cheboyganhousing.org)

**Cheboygan Housing Commission**  
**Demographic Statistics Report**  
 Public Housing - All Projects

<u>Unit Locations</u>	<u>HoH Count</u>	<u>Percent</u>	<u>Fam Count</u>	<u>Percent</u>
Cheboygan	36	100	82	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	11	31	70
Non-Elderly Heads of Household (age 61 or less)	25	69	33
Near-Elderly Heads of Household (ages 55 to 61)	1	3	60
Other Heads of Household (age 54 or less)	24	67	32
Female Heads of Household	30	83	45
Elderly	9	30	70
Non-Elderly	21	70	34
Near-Elderly	1	3	60
Other	20	67	33
Male Heads of Household	6	17	42
Elderly	2	33	68
Non-Elderly	4	67	28
Near-Elderly	0	0	0
Other	4	67	28
Disabled/Handicapped Heads of Household	14	39	62
Male	2	14	45
Female	12	86	62
Non-Minority Heads of Household	34	94	
Minority Heads of Household	2	6	
Black	2	6	
# of Family Members younger than 18 years	36		7
# of Families with children	22	61	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Child Support	\$17,456	3.0	9	13
Indian Trust/Per Capita	\$2,238	0.4	1	1
Other Nonwage Sources	\$9,386	1.6	3	4
Pension	\$64,856	11.1	5	7
SSI	\$134,364	23.0	13	19
Social Security	\$67,596	11.6	6	9
TANF (formerly AFDC)	\$14,172	2.4	8	12
Unemployment Benefits	\$37,492	6.4	3	4
Other Wage	\$236,772	40.5	19	28
Total All Income Sources	\$584,333	100	67	100

Average Household Income	\$16,231
Average Tenant Rent (1-Bdrm)	\$315
Average Tenant Rent (2-Bdrm)	\$152
Average Tenant Rent (3-Bdrm)	\$196
Average Tenant Rent (4-Bdrm)	\$593
Average Tenant Rent (Combined)	\$229
Average TTP (rent + utilities per month)	\$352
Average Housing Assistance Payment	\$0

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	7	19
Less than 2 years	8	22
Less than 3 years	3	8
Less than 4 years	2	6
Less than 5 years	2	6
Less than 6 years	4	11

**Cheboygan Housing Commission**  
**Demographic Statistics Report**  
**Public Housing - All Projects**

Less than 7 years	0	0
Less than 8 years	4	11
Less than 9 years	1	3
Less than 10 years	0	0
More than 10 years	5	14

<b><u>Broad Range of Income</u></b>	<b><u>Count</u></b>	<b><u>Percent</u></b>
\$0 - \$5,000	4	12
\$5,000 - \$10,000	4	12
\$10,000 - \$15,000	9	26
\$15,000 - \$20,000	8	24
\$20,000 - \$25,000	3	9
More than \$25,000	6	18

<b><u>Income Levels</u></b>	<b><u>Count</u></b>	<b><u>Percent</u></b>
Extremely Low	24	67
Very Low	5	14
Low	5	14
Over Income	2	6

**Cheboygan Housing Commission**  
**Demographic Statistics Report**  
Housing Choice Vouchers - All Projects

**HCV Demographic Report**

<u>Unit Locations</u>	<u>HoH Count</u>	<u>Percent</u>	<u>Fam Count</u>	<u>Percent</u>
Cheboygan	92	100	152	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	34	37	72
Non-Elderly Heads of Household (age 61 or less)	58	63	46
Near-Elderly Heads of Household (ages 55 to 61)	18	20	59
Other Heads of Household (age 54 or less)	40	43	41
Female Heads of Household	67	73	56
Elderly	27	40	72
Non-Elderly	40	60	45
Near-Elderly	9	13	58
Other	31	46	41
Male Heads of Household	25	27	55
Elderly	7	28	70
Non-Elderly	18	72	49
Near-Elderly	9	36	59
Other	9	36	39
Disabled/Handicapped Heads of Household	64	70	59
Male	20	31	52
Female	44	69	59
Non-Minority Heads of Household	92	100	
Minority Heads of Household	0	0	
# of Family Members younger than 18 years	48		9
# of Families with children	24	26	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Own Business	\$15,890	1.4	1	1
Child Support	\$17,358	1.5	12	7
General Assistance	\$2,173	0.2	1	1
Indian Trust/Per Capita	\$3,921	0.3	1	1
Pension	\$17,496	1.6	3	2
SSI	\$484,532	43.0	61	36
Social Security	\$333,518	29.6	37	22
TANF (formerly AFDC)	\$4,368	0.4	26	15
Unemployment Benefits	\$53,490	4.7	5	3
Other Wage	\$194,796	17.3	21	13
Total All Income Sources	\$1,127,543	100	168	100

Public Assistance is the sole source of income for 0% of households.

Households that are working comprise 20% of households.

Of the working households, 6% of households also receive TANF.

Average Household Income	\$12,256
Average Tenant Rent (1-Bdrm)	\$231
Average Tenant Rent (2-Bdrm)	\$251
Average Tenant Rent (3-Bdrm)	\$209
Average Tenant Rent (4-Bdrm)	\$53
Average Tenant Rent (Combined)	\$231
Average TTP (rent + utilities per month)	\$289
Average Housing Assistance Payment	\$306

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	15	16
Less than 2 years	23	25

**Cheboygan Housing Commission**  
**Demographic Statistics Report**  
Housing Choice Vouchers - All Projects

**HCV Demographic Report**

Less than 3 years	10	11
Less than 4 years	11	12
Less than 5 years	2	2
Less than 6 years	5	5
Less than 7 years	4	4
Less than 8 years	6	7
Less than 9 years	2	2
Less than 10 years	2	2
More than 10 years	12	13

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	3	3
\$5,000 - \$10,000	43	47
\$10,000 - \$15,000	22	24
\$15,000 - \$20,000	15	16
\$20,000 - \$25,000	7	8
More than \$25,000	1	1

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Extremely Low	74	80
Very Low	16	17
Low	2	2
Over Income	0	0