

AGENDA  
FY 2021 - ANNUAL CAPITAL FUND REPORT  
AT  
RESIDENT MEETINGS  
JANUARY 21, 2021

Introduction:

Debra Miller - Modernization Coordinator for the Capital Fund Program

- I. The Modernization Coordinator attends the 2021 January RAB and Resident meetings is to:
  - A. Present the Annual Capital Fund Report which includes a list of construction projects completed in 2020.
  - B. Present a list of construction projects planned for 2021 and to.
  - C. Receive suggestions and/or comments from residents and the RAB Board (Resident Advisory Board).
  
- II. Annual Capital Fund Program grants (CFP) increased over the past three (3) years; however, the amount continues to be less than the amount needed to complete all the construction projects listed in the HHA 20-Year Physical Needs Assessment (PNA). Capital Fund Grant awards for the past three years (3 years) are as follows:
  - A. FY2018 - \$2,306,615 + \$26,537 Bonus = \$2,333,152
  - B. FY2019 - \$2,410,230 + \$13,284 Bonus = \$2,423,514
  - C. FY2020 - \$2,579,718 + \$18,743 Bonus = \$2,598,461

Due to HHA having “High Performer” status, CFP grants generally include an additional amount of approximately \$60,000. As noted above, HHA also received Bonus funding in 2018, 2019 and 2020.

It should be noted; the entire Capital Fund grant amount is not budgeted strictly for construction projects.

HUD allows certain **percentages** of the grant amount to be used for *Soft Costs*, such as: 1) funding for Resident Service programs which includes the newsletters, 2) computer software, 3) staff training, 4) architectural, engineering services and other consulting fees and costs, and 5) administration costs to monitor, obligate the grant per HUD procurement guidelines, expend the grants and complete HUD reporting requirements.

Although HUD allows for percentages for *Soft Costs*, unobligated portions are released by management for construction budget line items, or “Bricks and Sticks”.

### III. Capital Fund construction projects include:

- A. Projects for general upgrades at HHA properties, Gateway Crossing, C. W. Brooks Mid-Rise, and CFP participation in the new McCleary Hill Development-Phase 1 and Phase 2.

B. Construction Projects which were identified in the 2013 Physical Needs Assessment (PNA) and Energy Audit. (The Physical Needs Assessment is a 20-Year Plan for replacing or upgrading amenities and/or building components in each community) [i.e., replacing roofs, furnace replacements, boiler, and heating upgrades, upgrading bathrooms, upgrading kitchens and miscellaneous site improvements (concrete, asphalt paving, trees, etc.)].

C. Installing upgrades in units and/or community spaces for energy efficiency, if identified and recommended by an Energy Consultant, providing funding is available.

IV. Resident suggestions and comments should be for construction projects the residents would like the Housing Authority to consider. Construction projects could be those which update and/or extend the useful life of dwelling units, community buildings, multi-purpose spaces and site improvements at any of the HHA properties, Gateway Crossing or C.W. Brooks Mid-Rise (1,180 public housing dwelling units). The goal of the Housing Authority is to keep the properties affordable and in good, safe, livable conditions.

Residents may make suggestions from the floor or they may use the suggestion forms included in the January Newsletters.

**Residents are asked to return the forms to Resident Services or the Maintenance Office by Friday, February 26, 2021.**

Resident Services and Maintenance will forward the suggestions to the Modernization (Mod) Coordinator. The Mod Coordinator

compiles a “Summary” of the suggestions and comments along with an HHA response to each suggestion or comment.

V. CFP Annual Report via Web Postings or Publications:

A. List of Capital Fund Projects completed for each respective community in 2020 and construction projects planned in 2021.

B. Resident Suggestion/Comment Forms

Note: Resident Services (Dianne Rudisill, Deena Holder, or other Resident Service staff) provides the Modernization Coordinator with a copy of the Resident Meeting Sign-In sheets or other form documenting attendees via Zoom Meetings.

VI. Modernization Coordinator reviews the CFP Annual Report with Residents

VII. The floor is open for Resident Suggestions and/or Comments.

**AMP 2 - WALNUT TOWERS RESIDENT MEETING  
JANUARY 21, 2021**

**CAPITAL FUND - PROJECTS COMPLETED IN 2020**

- TREE PRUNING AND REMOVAL AND NEW TREES
- TWO (2) NEW ENERGY EFFICIENT WATER HEATERS AND NEW EXHAUST FAN
- REPLACEMENT APPLIANCES AND COMPLETED SECTION 504 (ADA) INSTALLATIONS AS NEEDED
- ROOFING UPGRADES AT THE PENTHOUSE AREA OF 'A' BUILDING (TO STOP LEAKS)
- NEW GARAGE DOOR AT MAINTENANCE GARAGE
- VINYL TILE REPLACEMENT AS UNITS BECOME VACANT
- ARCHITECT AND ENGINEERING SERVICES AS REQUIRED
- NEWSLETTERS, PUBLISHED BY RESIDENT SERVICES
- STAFF TRAINING
- FUNDING FOR OTHER RESIDENT SERVICE PROGRAMS
- MINOR UPGRADES IN UNITS AT MOVEOUT, COMPLETED BY HHA MODSQUAD AND/OR HHA MECHANICS.

**CAPITAL FUND - PROPOSED PROJECTS FOR 2021**

- MISCELLANEOUS IMPROVEMENTS INCLUDING TREE PRUNING, REMOVAL, NEW TREES, FENCING, NEW SECTIONS OF CONCRETE, CONCRETE GRINDING, MINOR CAULKING, AND REPLACE ENTRY DOOR FRAMES, SOUTH EXITS OF BOTH BUILDINGS
- EVALUATION OF ROOFING UPGRADES AT BOTH 'A' BUILDING AND 'B' BUILDINGS
- EXPLORE PAINTING THE BALCONY PANELS AND/OR REPLACEMENT OF THE BALCONY PATIO PANELS
- EXPLORE HELP ALARM SYSTEM WHICH IS INSTALLED IN EACH UNIT (PULL ALARMS IN BATHROOMS)
- INSTALL NEW DOOR LOCKS AND DEADBOLTS AT ALL UNITS
- APPLIANCES AND SECTION 504 INSTALLATIONS AS NEEDED
- CONTINUATION OF VINYL TILE REPLACEMENT AS UNITS BECOME VACANT
- ARCHITECT AND ENGINEERING SERVICES AS REQUIRED
- NEWSLETTERS, PUBLISHED BY RESIDENT SERVICES
- STAFF TRAINING
- FUNDING FOR OTHER RESIDENT SERVICE PROGRAMS
- ELEVATOR UPGRADES, AS NEEDED
- MINOR UPGRADES IN UNITS AT MOVEOUT, COMPLETED BY HHA MODSQUAD AND/OR HHA MECHANICS

# **AMP 4 - POTOMAC TOWERS RESIDENT MEETING**

**JANUARY 21, 2021**

## **CAPITAL FUND - PROJECTS COMPLETED IN 2020**

- TREE PRUNING, REMOVAL AND NEW TREES, PHASE 3-REPAVING, PARKING LOT AND DRIVEWAY SECTION
- PTN ROOF REPLACED AND LIGHTNING RODS RE-INSTALLED
- PTS ROOF - REPLACED ONE SECTION
- REPLACED ELEVATOR DOORS ON TWO (2) ELEVATOR STACKS (FLOORS)
- REMOVED HELP ALARM SYSTEM AND INSTALLED NEW ENTRY LOCKS AND DEAD BOLTS AT ALL UNITS
- INSTALLED A MAIL SLOT AT AMP 4, ADMIN. BLDG.
- REPLACEMENT APPLIANCES, AND COMPLETED SECTION 504 (ADA) REQUESTS AS NEEDED
- VINYL TILE REPLACEMENT AS UNITS BECOME VACANT, 99% COMPLETE
- NEWSLETTERS, PUBLISHED BY RESIDENT SERVICES
- STAFF TRAINING AS REQUESTED
- FUNDING FOR RESIDENT SERVICE PROGRAMS
- ARCHITECT AND ENGINEERING SERVICES AS REQUIRED
- MINOR UPGRADES IN UNITS AT MOVEOUT, COMPLETED BY HHA MODSQUAD (MECHANICS)

**POTOMAC TOWERS (CONTINUED)**

**JANUARY 21, 2021**

**PAGE 2**

**CAPITAL FUND - PROPOSED PROJECTS FOR 2021**

- ANNUAL MISCELLANEOUS SITE IMPROVEMENTS, AS NEEDED, TREE PRUNING, REMOVAL AND NEW TREES AS REQUIRED, EXTERIOR LIGHTING UPGRADES ON BUILDING AND PATIO, PAINTING CHILLER ROOM FLOOR
- CONTINUE EXPLORATION AND EVALUATION OF UNIT SLIDING DOORS FOR POSSIBLE CHANGE OUT TO SINGLE HUNG DOORS, SIMILAR TO THE C. W. BROOKS BUILDING
- ELEVATOR DOOR REPLACEMENT - EVALUATE REPLACING ANOTHER STACK(S) OF ELEVATOR DOORS AT PT
- INVESTIGATE EMERGENCY GENERATOR, UPGRADE IF NEEDED
- INVESTIGATE AUTOMATIC SLIDING GLASS DOORS, UPGRADE IF NEEDED
- ENGINEER INSPECTION AND EVALUATION OF THE CHILLER (A/C) IN PT MECHANICAL PLANT
- APPLIANCES AND SECTION 504 (ADA)AS REQUIRED
- STAFF TRAINING AS REQUESTED
- NEWSLETTERS, PUBLISHED BY RESIDENT SERVICES
- COMPUTER CLASSES HELD AT ELGIN STATION AND/OR INDIVIDUAL CLASSES AS REQUESTED BY RESIDENT
- FUNDING FOR RESIDENT SERVICES OTHER PROGRAMS
- VINYL TILE REPLACEMENT WHEN UNITS BECOME VACANT, AS REQUIRED
- ARCHITECT AND ENGINEERING SERVICES AS REQUIRED
- MINOR UPGRADES IN UNITS AT MOVEOUT, COMPLETED BY HHA MODSQUAD (MECHANICS)



