

On February 28, 2018, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Amending PHA By-Laws; Canceling and Rescheduling Board Meetings
- ACOP Budget And Contract For FY 2019; ACOP Year 28
- HUD-Veterans Affairs Supportive Housing (VASH) Program Vouchers; 25 Additional Vouchers
- General Liability Insurance
- Bush Foundation; Community Innovation Grant

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR

REGARDING Amending PHA By-Laws  
Canceling and Rescheduling Board Meetings

DATE February 28, 2018

Staff recommends amending the Agency By-Laws to conform to the Minnesota Open Meeting Law (Minnesota Statutes Section 13D.04) and clarify the manner in which a meeting of the Board can be canceled or rescheduled. The recommended revisions are attached in two versions, one with deletions ~~interlined~~ and new text double-underlined and also as a clean copy. A complete copy of the By-Laws is also attached, with the proposed revisions incorporated.

LTS/FAH

Attachment: Proposed By-Laws Revisions

# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** ACOP Budget and  
Contract for FY 2019;  
ACOP Year 28

**DATE** February 28, 2018

Staff requests Board approval to contract with the City of Saint Paul, through its Police Department (SPPD), for Year 28 of community policing services under ACOP (A Community Outreach Program) beginning April 1, 2018 and continuing until March 31, 2019, based on the attached proposed budget. Under the recommended one-year contract the PHA will pay SPPD an amount that will not exceed \$589,490. This reflects a 3.0% increase from Fiscal Year 2018, due entirely to possible police officers' salary increases negotiated by the SPPD and the union. SPPD officers are currently in contract negotiation. Under the current ACOP contract and the recommended FY 2019 contract, the PHA will pay the actual salary of the officers assigned to ACOP, subject to the total contract limit stated above.

Other than the salary increases, the terms and conditions of the proposed contract remain unchanged from the current contract. The PHA agrees to pay the salaries for six officers and two Community Liaison Officers (CLOs), and also \$1,500 for related supplies and miscellaneous expenses. The City agrees to pay the salaries for the police sergeant and three other officers; and pay the benefits and any overtime for the sergeant, all nine officers and the two CLOs; and provide squad cars and other equipment for use by the ACOP unit. With the Board's approval, the contract will be sent to the City Council for their approval.

ACOP is a community policing partnership program involving the City of Saint Paul, the Saint Paul Police Department, the PHA and public housing residents. The goals of the program are to

improve the social conditions which foster drug use and abuse at the public housing sites, improve the level of trust and general relations between the residents and the Saint Paul Police Department, improve the delivery of police services to the community, and empower residents to be active in community safety issues. The main ACOP office is in the McDonough Community Center.

ACOP began in 1991 with a special HUD grant under the Public Housing Drug Elimination Program (PHDEP). The PHA received PHDEP grants almost every year until 2002, when Congress stopped providing special funding for the program. At the time HUD officials said that PHAs could continue PHDEP-funded programs in their budgets, but neither HUD nor Congress provided any more money in operating subsidies. At the urging of staff and residents, the PHA Board committed to keep funding ACOP at a reduced level after the PHDEP grants ended.

The ACOP officers provide invaluable services to the PHA and its residents. ACOP officers primarily serve the PHA's four family sites (McDonough, Roosevelt, Mt. Airy and Dunedin) and sixteen hi-rises. The ACOP officers respond to emergencies and reports of suspicious behavior, intruders and criminal activity; provide consistent monitoring and resolution of conflicts between residents, especially youth; mentor and serve as role models for youth; and respond to special circumstances.

Sufficient funds will be recommended for approval in the FY 2019 Operating Budget for this contract.

JMG/MW/KNG

Attachment: ACOP Budget for FY 2019  
History of ACOP Funding  
ACOP Contract

# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** HUD-Veterans Affairs Supportive Housing  
(VASH) Program Vouchers;  
25 Additional Vouchers

**DATE** February 28, 2018

Staff requests Board approval of Resolution No. 18-02/28-01 for the Agency to accept 25 more Housing Choice Vouchers (HCV) under the HUD-Veterans Affairs Supportive Housing (VASH) Program. HUD-VASH is a partnership with the Veterans Administration Medical Center (VAMC) in Minneapolis. The new vouchers will bring the PHA's total of VASH vouchers to 201; and the total for all Section 8 programs including VASH will be 4,724.

On February 22, 2018, HUD notified the Executive Director by e-mail (copy attached) that the PHA could receive these vouchers which are funded out of the FFY 2017 Appropriations Act. HUD's letter directed the PHA to submit a streamlined application by March 1, 2018 to accept the vouchers.

The VASH program is intended to assist homeless veterans by providing case management services through VA facilities and rent subsidies through PHAs. The VAMC identifies eligible veterans and refers them to the PHA, where they bypass the regular voucher waiting list. The PHA verifies only income eligibility and checks that no family member is subject to a lifetime registration requirement under a state sex offender registration program. If the family or individual meets those two eligibility requirements, the PHA issues the voucher and administers it like other Housing Choice Vouchers.

The table below shows the history of VASH vouchers awarded to the PHA. When this report was written 140 of the vouchers were under lease and 20 more were shopping for a unit; and

three applications were pending approval. Staff continues to work diligently to assure that an adequate number of referrals are obtained from the VAMC to ensure the maximum number of VASH vouchers are leased up.

<b>Year</b>	<b>VASH Award</b>
2009	35
2010	25
2011	25
2012	40
2013	15
2015	19
2016	17
<b>2018</b>	<b>25</b>
<b>Total:</b>	<b>201</b>

The PHA will receive additional administrative fees for these 25 vouchers. Adding those vouchers to the current allocation will modestly increase staff workload but staff believes the current staffing levels are adequate. If the PHA continues to receive additions to the voucher supply, at some point it may be necessary to increase staffing levels.

DJM/FAH

Attachments: Resolution  
HUD Letter Offering VASH Vouchers

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**RESOLUTION NO. 18-02/28-01**

**APPLICATION TO THE UNITED STATES  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT;  
FOR 25 HOUSING CHOICE VOUCHERS (SECTION 8) FOR THE  
HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has undertaken the provision of decent, safe and sanitary housing for families pursuant to Section 8 of the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

WHEREAS, the PHA currently administers a combined Section 8 Voucher Program with 4,699 units, which includes 176 vouchers under the HUD-Veterans Affairs Supportive Housing (VASH) Program in addition to regular Housing Choice Vouchers, Mainstream/Disability Vouchers, Family Unification Program Vouchers, and Mod Rehab Single Room Occupancy units; and

WHEREAS, on February 22, 2018 HUD offered the PHA 25 more VASH vouchers to administer in partnership with the Veterans Administration Medical Center in Minneapolis; and

WHEREAS, staff recommends that the PHA accept this funding offered by HUD, to administer this program that will benefit more homeless veterans and their families, as well as the community;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of Saint Paul as follows:

1. The PHA accepts HUD's offer of 25 Housing Choice Voucher subsidies for the HUD-Veterans Affairs Supportive Housing (VASH) Program; and
2. The Executive Director or his designee is authorized to execute all documents required by HUD or the Veteran's Administration to accept and administer the additional VASH vouchers.

# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** General Liability Insurance

**DATE** February 28, 2018

Staff requests approval to extend the contract with Housing Authority Risk Retention Group (HARRG), a component unit of Housing Authority Insurance (HAI), for general liability insurance coverage for one year. The annual premium is estimated to be \$171,737 with a \$25,000 deductible, for coverage limits of \$2 million per occurrence and aggregate limit. Coverage includes a lead-based paint endorsement for PHA-owned properties, a law enforcement endorsement related to our Officer in Residence and ACOP Programs, and an endorsement covering liability claims related to mold and other fungus.

The estimated premium represents an increase of \$2,983 (1.8%) from the current premium of \$168,754. Upon renewal of the liability insurance a dividend payment will be issued by HARRG for adopting and following a safety standards work plan. In the last three years, dividends associated with the plan have resulted in payments to the PHA of \$ 13,325, \$13,136 and \$12,479.

The PHA began buying its liability insurance from HARRG in 1995 after conducting the standard open bidding process. HARRG was formed for the purpose of providing liability insurance coverage to public housing authorities throughout the country. It qualifies under federal regulations as a “qualified PHA-owned insurance entity” and therefore is exempt from the competitive bidding requirement. HARRG has provided excellent claims service as well as risk management information and opportunities.

There are sufficient funds in the operating budgets for this contract.

HMG/RPM

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Bush Foundation  
Community Innovation Grant

**DATE** February 28, 2018

Staff requests Board approval to submit an application to the Bush Foundation, in partnership with the City Wide Resident Council (City Wide), requesting a “Community Innovation Grant” of up to \$200,000 (the maximum available). If awarded, the grant will help the PHA meet its FY 2019 Resident Initiative goals by continuing existing and developing new PHA partnerships that link residents to community services that encourage self-sufficiency.

If received, grant funds will be used to do the following:

- Cover 30% of the Resident Initiatives Program Coordinator’s salary and benefits;
- Hire a part-time contracted Community Engagement Worker to assist with administrative work and liaison with residents and partner agencies;
- Pay for consultants from partner agencies to provide facilitation and other specific services to further the grant goals;
- Provide stipends for child care for resident participants;
- Pay for spoken-language interpreters and translated documents; and

Purchase incentives to encourage resident participation, and program supplies.

The Bush Foundation Community Innovation Grant program supports communities which use problem-solving processes that lead to more effective, equitable and sustainable solutions for projects that are at any stage of development. At least 50% of approved grants focus on low-income, at-risk communities. The attached pages from the Bush Foundations website further explain the purposes of the grants. Staff believes the proposed resident-driven activities fit squarely within the Bush Foundation’s priorities for this grant.

The proposed grant will enhance current community-building activities taking place at family sites in the following ways:

- Identifying challenges for connecting residents to each other, culturally, and in their respective PHA communities
- Mapping residents' socio-economic needs and barriers to success, as identified through "community conversations" to be held at each family site;
- Developing and implementing solutions to address those barriers; and
- Creating interim and final evaluation processes to measure the achievement of goals.

The PHA and City Wide have already received tentative commitments to participate in this grant from the following partners and stakeholders:

- Amherst H. Wilder Foundation
- MORE (McDonough Organization for Respect and Equality)
- Dispute Resolution Center (DRC)
- AVIVO (formerly Resources, Inc.)
- Hennepin-Carver Workforce Center
- Karen Organization of Minnesota
- Vietnamese Social Services of Minnesota
- Keystone Community Services
- African Economic Development Solutions
- Family Means.

The PHA will support the proposed grant activities through in-kind contributions of staff time from Finance Department staff, Resident Initiatives staff and Human Services Coordinators at the family housing developments.

ANH/DCA

Attachment: Bush Foundation Community Innovation Grant Description