

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Public Housing Agency Plan;
Annual Plan for PHA Fiscal Year 2014;
Capital Fund Program Application

DATE December 19, 2012

Staff recommends approval of Resolution No. 12-12/19-1 approving the Annual Agency Plan for the PHA's Fiscal Year 2014 (Federal Fiscal Year 2013), including the attached Capital Fund Program (CFP) funding application for FFY 2013 (green paper). The Agency Plan also includes the CFP Five Year Action Plan (blue paper) and CFP annual reports for the active grants, FFY 2009-2012 and Replacement Housing Factor (RHF) grants for 2007-2012 (yellow paper). The annual reports show funded work items and the PHA's progress on obligating and expending the funds as of September 27, 2012. The reports also show budget revisions that adjust individual line items to match actual and planned expenditures without changing the total amount of the grants.

When staff drafted the CFP budget we did not know the final amount the PHA will receive from the Capital Fund next year, so the application is based on a CFP grant of approximately \$6.0 million, the same as this year's grant. Staff will request Board approval for a revised CFP budget after Congress approves the appropriations and HUD announces the actual CFP grant amounts.

The PHA held the required public hearing on the Agency Plan on Thursday, November 15, 2012 at Neill Hi-Rise, 325 Laurel Avenue. Staff announced the draft Agency Plan was available for public review and comment at the beginning of October by publishing a notice in the St. Paul

Pioneer Press and posting a notice and the draft Plan on the PHA's website. The updated Plan is substantially the same as last year's. Members of the Resident Advisory Board (RAB) discussed the Plan updates in four meetings held in August, September and October. The agendas and announcements of RAB meetings were mailed to the Hi-Rise Presidents Council, the City-Wide Residents Council, Section 8 representatives and SMRLS.

No written comments on the Agency Plan itself were submitted by the RAB or the public. As staff reported to the Board last month, six residents submitted comments opposing increases in the flat rents for public housing, a policy change that is explained in the Agency Plan attachments. Staff summarized those resident comments and the PHA's response in the Agency Plan attachment. (A seventh comment came in the day of the Board meeting, also asking for the flat rents to remain unchanged.) The Agency Plan attachment also include staff's summary of comments and requests residents made during staff's meetings with each Resident Council about the proposed CFP budget.

The PHA's Agency Plan is posted on the PHA's website, www.stpaulpha.org, and on HUD's website: <http://www.hud.gov/offices/pih/pha/approved> .

FAH

Attachments: Resolution 12-12/19-1 including HUD-50077,
"Certifications of Compliance with PHA Plans
and Related Regulations";
Agency Plan and Attachments
CFP Annual Report
CFP 5-Year Plan

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL
RESOLUTION NO. 12-12/19-1**

**PUBLIC HOUSING AGENCY PLAN; CAPITAL FUND PLAN;
PHA FISCAL YEAR 2014 (FFY 2013);
CERTIFICATIONS OF COMPLIANCE WITH PHA PLANS
AND RELATED REGULATIONS**

WHEREAS, the PHA is required to prepare and submit to HUD each year an Agency Plan including a Capital Fund Plan and other required attachments; and

WHEREAS, HUD approved the PHA's Agency Plan for the current year on April 17, 2012; and

WHEREAS, there have been presented and considered at this meeting of the Board of Commissioners draft plans which describe the PHA's current programs and plans for the next fiscal year, which plans are in the form required by HUD; and

WHEREAS, the PHA's Resident Advisory Board (RAB) assisted staff in developing the draft plan; public notice was published of the draft plan's availability and the plan was presented at a public hearing as required; and

WHEREAS, HUD requires the Agency Plan to be accompanied by "Certifications of Compliance with the PHA Plans and Related Regulations" executed by the Board Chair;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

1. The Annual Agency Plan for the PHA Fiscal Year beginning April 1, 2013, including the Capital Fund Plan, is hereby approved.
2. The Chair of the Board and the Executive Director or his designee are authorized to execute the "Certifications of Compliance with the PHA Plans and Related Regulations" in the form prescribed by HUD, and such other documents as may be necessary to complete the Agency Plan for submission.
3. The Executive Director or his designee is authorized to submit the Agency Plan and related documents to HUD by January 15, 2013 or such later date as HUD may approve.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Congregate Housing Services Program
(CHSP) Meals Contract for 2013-2015;
Presbyterian Homes and Services, Optage
Contract No. 13-051

DATE December 19, 2012

Staff requests Board approval to execute a three-year contract with Presbyterian Homes and Services for its "Optage" division to provide meals for participants in the PHA's home services program, the Congregate Housing Services Program (CHSP). The cost to the PHA will be \$4.10 per meal in the first year, which staff believes is reasonable. The previous cost was \$4.00 per meal. This is the first increase in the cost of the meals since CHSP first contracted with Presbyterian Homes in 2009. Approximately \$239,850 will be spent under this contract in the first year (2013). The increased cost of the meals amounts to \$5,850 annually.

Under the contract terms Optage may ask to negotiate an increase in the meal cost for years two and three of the contract. The maximum negotiated increase for each year will not exceed 5% of the previous year's meal costs.

The PHA's Executive Director, Hi-Rise Principal Manager and Contracting Officer have approved this contract as a non-competitive award because HUD instructs CHSP to purchase the meals from a local provider funded under Title III of the Older Americans Act. Optage is the only program in Ramsey County that receives Title III funds for congregate senior dining administered by the Metropolitan Area Agency on Aging (MAAA). The MAAA selected

Presbyterian Homes in 2009 as the provider by a Request for Proposals (RFP) and that contract was recently renewed for a three year term, through 2015.

CHSP programs located at Ravoux, Valley, Edgerton, Iowa, and Montreal hi-rises provide one evening meal per day on weekdays and two meals on weekends and holidays. Optage provides a second Senior Dining meal on weekdays to Title III-eligible CHSP participants (age 60 and older), at no cost to CHSP. In addition to the meals/nutritional component, the other primary services of CHSP include case management and housekeeping services to assist residents who are elderly or disabled to remain as independent as possible. Optage will also provide Title III Senior Dining meals on weekdays at three other non-CHSP hi-rises (Dunedin, Exchange, and Hamline) at no cost to the PHA.

Optage has a licensed nutritionist who will ensure that meals meet the CHSP daily dietary requirements and Title III program and nutritional standards. Thirty-three percent of participants' daily nutritional needs are provided in each meal served.

Sufficient funds are budgeted and anticipated from participant fees and the HUD CHSP grant to cover the meal expense.

MW/TLV

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Project-Based Voucher Awards
For Supportive Housing;
Old Home Plaza

DATE December 19, 2012

Staff requests approval of Resolution No. 12-12/19-2 to confirm the award of six Section 8 Housing Choice Vouchers for use as Project-Based Vouchers (“PBVs”) for supportive housing at the Old Home Plaza development in Saint Paul for a contract term of up to 15 years, the maximum permitted under current regulations. This confirmation is necessary to record the required four affirmative votes for approval. One of the four Commissioners present at the November 28, 2012 Board meeting abstained from voting to avoid the appearance of a conflict of interest. The other three Commissioners voted to approve the project, but the Agency By-Laws require four votes.

This project was one of the two recommended by staff for approval, out of the six proposals requesting PBVs from the St. Paul PHA. The attached copy of the November 28, 2012 report explains the staff recommendation.

FAH/DJM

Attachments: Resolution
November 28, 2012 Board Report

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL
RESOLUTION NO. 12-12/19-2**

**APPROVAL OF SECTION 8
PROJECT-BASED VOUCHER ASSISTANCE FOR
OLD HOME PLAZA**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has previously approved the establishment of a Housing Voucher/ Section 8 Project-Based Assistance Program according to the regulations contained in Part 983 of the Code of Federal Regulations; and

WHEREAS, the PHA issued a Request for Proposals through the Minnesota Housing Agency's (formerly Minnesota Housing Finance Agency) 2012 Consolidated Request for Proposals (SuperRFP) process and received six applications requesting Housing Voucher/ Section 8 Project-Based Assistance, and

WHEREAS, Minnesota Housing staff evaluated all of the proposals that requested State and federal assistance and awarded Housing Tax Credits and First Mortgage funding to one of those projects, submitted by St. Paul Old Home Plaza, LLC for Old Home Plaza located at 370 University Avenue West, which application also requested 6 PBV units; and

WHEREAS, no other project that requested both PBVs and other state or federal assistance through the SuperRFP was approved for other funding by Minnesota Housing; and

WHEREAS, the proposed project will provide permanent supportive housing to families and individuals who are "long-term homeless" and therefore meet the highest-priority selection criteria for the Housing Voucher/ Section 8 Project-Based Assistance Program approved by the PHA Board of Commissioners on February 28, 2007;

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 following proposal is approved for the use of Housing Voucher/Section 8 project-based assistance, subject to HUD regulations and subject to the availability of adequate federal funding for the Housing Choice/Section 8 Vouchers:

St. Paul Old Home Plaza, LLC, 6 Project-Based Voucher units for Old Home Plaza located at 370 University Avenue West, and

2. Staff is authorized to execute an initial Housing Assistance Payments contract for up to 15 years with this project; and
3. The Executive Director or his designee is hereby authorized to execute all necessary contracts, budgets and other documents that may be necessary to comply with HUD regulations and guidelines for this action.