

PHA and HUD Programs and Services

October 18, 2017



MISSION STATEMENT

“The PHA helps families and individuals with low incomes achieve greater stability and self reliance by providing safe, affordable, quality housing, and links to community services.”

PUBLIC HOUSING AGENCY

SAINT PAUL

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Hearing Impaired: (651) 292-7280
www.stpaulpha.org

PHA and HUD Programs and Services

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The purpose of the program descriptions is to provide the reader with a brief introduction. The status of each program is subject to change. Please contact the, Central Administrative Office, at 651-298-5664 to report any changes.

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Introducing the Saint Paul Public Housing Agency

- **Public Housing.** Our 4,274 HUD-subsidized public housing rental units are well maintained and fully occupied (consistently over 99%), providing safe, affordable housing to about 10,000 low-income residents. The PHA has received HUD's "High Performer" rating each year under the "Public Housing Assessment Program" (PHAS) and the "Public Housing Management Assessment Program" (PHMAP).
- **Section 8.** The Agency administers about 4,664 Section 8 housing subsidies, most of them tenant-based vouchers, which pay federal rent subsidies to private property owners who rent to eligible low-income households. The PHA is a "High Performer" rating under HUD's "Section 8 Management Assessment Program (SEMAP)".
- **Resident Services.** The PHA coordinates a host of service programs for residents, including "self sufficiency" programs, homeownership programs, Safety and Security Programs (including community policing), assisted living services for frail elderly and disabled residents, and others.
- **Modernization.** The PHA promptly obligates and expends all of its funding under HUD's Capital Fund Program, about \$7-8 million annually. Following a five-year plan that is updated annually, the PHA uses Capital Funds to renovate family and hi-rise apartments, install fire suppression sprinklers, upgrade scattered site properties, etc.
- **Excellent Property Management and Maintenance.** The PHA follows strict but fair standards for screening new applicants and enforcing leases with residents. Residents are held accountable for the upkeep of their units, and vacant units are prepared to high standards for each new resident. All emergency work orders are performed within 24 hours and routine work orders in 3-4 days on average. Graffiti is removed within 24 hours. All apartments are inspected at least twice annually and all meet local codes and HUD's standards. Excellent property management and maintenance of PHA units help to maintain and improve the city's housing stock and promote neighborhood stability.
- Saint Paul, the capital of Minnesota, is a city with a population of about 285,000. While a medium-sized city, it lies contiguous to Minneapolis, which has an estimated population of 421,500 residents. Together, Saint Paul and Minneapolis comprise the central cities of the seven county Twin Cities metropolitan area, which has a total population of 3 million.

For more information, please visit our website: www.stpaulpha.org

Jon M. Gutzmann
Executive Director

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Historical Background

Contact: Al Hester, Director of Housing Policy, 651-292-6173

Description:

The PHA has been an independent governmental unit since 1977. Its historical roots are in the Housing and Redevelopment Authority of the City of Saint Paul (HRA), a unit of the City of Saint Paul established by the Minnesota State Legislature in 1947. The HRA's initial goal was to remove slums and construct low-income housing in Saint Paul.

The U.S. Housing Act of 1949 established a national policy and goal of "a decent home and suitable living environment for every American family". Under that goal, and with federal funding, the HRA began the construction of the first public housing developments in Saint Paul. Over the next 27 years, the HRA constructed four large family housing developments and constructed or purchased 16 hi-rise buildings for elderly people and people with disabilities.

During the 1950's and 1960's, family public housing in Saint Paul took the form of townhouse style developments. All but a few units have direct, ground-level access, yards and nearby outdoor garden space. After the last townhouse development was completed in 1966, the PHA bought or built more than 400 scattered site units. These family housing units are located in all neighborhoods in the city and help residents integrate into community. All sixteen public housing hi-rises in Saint Paul primarily house elderly people and people with disabilities. The PHA currently owns and manages 4,274 public housing units..

In the early 1970s, the HRA began administering a federal rent subsidy program for eligible low income households living in privately owned housing. The program evolved into the Section 8 Program now known as the Housing Choice Voucher Program. In Saint Paul, that program now serves about 4,700 households, both families and individuals.

The St. Paul Public Housing Agency was created by the Minnesota Legislature in 1977 to assume administration of subsidized housing programs and ownership of the public housing properties in Saint Paul. The PHA is funded primarily by federal housing subsidies, rents paid by residents and special purpose grants. The PHA receives no financial support from our City or County taxes and it makes an annual "payment in lieu of taxes" (PILOT) to defray the cost of city and county services.

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Accessible Space, Incorporated (ASI)

Contact:

Steve, Director of Program Services

Location: Valley Hi-Rise, 261 East University Avenue

Start Date: 1991

Description:

The Accessible Space Inc. (ASI) New Beginnings for Brain Injury Program (NBBI) incorporates a model utilizing site supervisors assigned to each site. The ASI office doubles as a training and social center. Some sites offer a meals program. Staff provides personal care attendant service and support services including training in apartment management, social skills, vocational involvement and a broad array of independent living skills. Up to twenty-four hour service is made possible through the sharing of personal care attendants. Apartments for each ASI New Beginnings participant are equipped with special communication equipment that is hooked up to the ASI site supervisor's office.

The ASI Valley site uses a similar model, but provides personal care services specific to persons with mobility impairment.

Program Size:

Valley Hi-Rise: 10 participants; 1 office Phone: 651-224-6157

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Admission Orientation Program – Family Developments

Contact:

Human Service Coordinator at Mt. Airy Community Center, 651-298-4919; Human Service Coordinator at McDonough Community Center, 651-558-2180; Human Service Coordinator at Dunedin Family Center, 651-298-4711; and Human Service Coordinator at Roosevelt Community Center, 651-793-3861.

Description:

Each year, some families in public housing are evicted for serious lease violations, sometimes within one to six months of move-in. Families may spend months or years on the PHA's waiting list and go through an intensive screening, only to lose their housing very quickly due to their actions or the actions of their visitors. Many of these families have very young children who have not had stable housing for much of their lives. To respond to this concern, management staff developed an intensive Admission Orientation Program for residents moving into family developments. The goal is to assure that residents know what is required to comply with the PHA lease and are aware of the services and other opportunities on site that will be lost to them without a second chance if certain behaviors occur. The program began in the summer of 2001 at McDonough Homes and is now held regularly at McDonough, Roosevelt, Mt. Airy and Dunedin Terrace. The orientation program is mandatory and lasts approximately three hours.

In the session, small groups of new residents:

- Meet the management, human service and maintenance staff and hear about their roles.
- Learn about the most important lease provisions and the consequences of failing to comply with them.
- Review tenant responsibilities including housekeeping standards, yard care, trashcans/enclosures, and utilities.
- Review procedures for grievances and complaints
- Discuss transfer policies and reasonable accommodation procedures
- Clearly understand the PHA's zero tolerance for criminal activity and illegal drug activity of both residents and their guests.
- Hear short presentations by each of the service providers in the community center and outside agencies such as Legal Aid, and meet ACOP staff to learn what services and opportunities are available for themselves and their families.
- View a motivational video and have opportunity to work with the Human Service Coordinator on an individual basis to assess needs and develop goals for themselves and their families utilizing the resources readily available on site.
- Tour the community center to see services and programs in action.

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Admission Orientation Program – Family Developments continued...

- Learn about community resources and providers in their communities.
- Ask questions and learn from other new residents' questions.

The Admission Orientation Program requires a significant time commitment on the part of both staff and residents but promotes lease compliance and the opportunity for residents to immediately utilize services that are on site. It helps meet the PHA Mission of helping families “achieve greater stability and self reliance.” And “link to community services.”

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Adopt-A-Hi-Rise Program

Contact:

Kim Nguyen, Assistant Resident Services Director 651-298-4263

Description:

The Adopt-A-Hi-Rise was developed to link PHA hi-rise communities to organizations in their surrounding communities. Corporate sponsors agree to “adopt” a specific hi-rise and in doing so agree to maintain relationship with the hi-rise organization. Sponsors put on special events for the residents, typically on a monthly or quarterly basis. Types of events include dinners, entertainment, games, and picnics. Some sponsors simply spend time talking with residents. Sponsors periodically donate other services and goods to the hi-rise for general use and enjoyment or provide matching funds to a Council for a specific purchase.

Program Start Date:

1987

Potential Sponsors:

Possible sponsor-candidate recommendations come from a variety of sources including personal contacts by PHA staff, recommendations from current sponsors, and resident referrals. Representatives from the sponsor organization and the hi-rise, and sometimes PHA management staff, meet together to ensure the most appropriate match is made. Sponsor organizations include medical centers, care facilities, financial institutions, insurance companies, computer companies, utility companies, and an automobile manufacturing company.

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Capital Fund Program (formerly Comprehensive Grant Program)

Contact:

Dave Lang, Construction Program Manager, 651-292-6073

Description:

HUD provides the PHA with funding on an annual basis to modernize PHA properties and improve PHA management practices. The funds are entitlement-based and the amount awarded to each housing authority is determined by a formula, subject to congressional appropriations.

Program Start Date:

The Capital Fund Program began in 2000. From 1992 – 2000 HUD provided annual modernization grants to the PHA through the Comprehensive Grant Program. Prior to 1992 the PHA competed for HUD modernization funding under the Comprehensive Improvement Assistance Program (CIAP).

Program Size:	Year	Grant Awarded
	1992	\$7.5 million
	1993	\$8.8 million
	1994	\$10 million
	1995	\$10.9 million
	1996	\$8.1 million
	1997	\$7.8 million
	1998	\$8.3 million
	1999	\$9.6 million
	2000	\$9.0 million
	2001	\$9.7 million
	2002	\$9.3 million
	2003	\$9.2 million
	2004	\$8.9 million
	2005	\$8.1 million
	2006	\$7.7 million
	2007	\$7.5 million
	2008	\$7.9 million
	2009	\$7.8 million
	2010	\$7.8 million
	2011	\$6.5 million
	2012	\$6.0 million
	2013	\$6.0 million
	2014	\$6.7 million
	2015	\$6.8 million

	2016	\$7.1 million
	2017	\$7.1 million

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Capital Fund Program (formerly Comprehensive Grant Program) continued...

In 2009, the PHA also received over \$17 million from the American Recovery and Reinvestment Act of 2009 (ARRA, the Stimulus Act). The PHA has promptly obligated and spent all of its capital fund and ARRA grants.

Eligible Applicants: Public housing agencies.

Type of Assistance: Grants.

Other Requirements:

Federal Capital Fund regulations require the PHA to work with residents to determine funding needs and priorities. The PHA also works with resident representatives through the implementation of all modernization work.

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PHA Home Management Program: Congregate Housing Services Program (CHSP)

Contact:

Melonie Hagman, CHSP Program Manager, 651-292-6035

Description:

The CHSP program provides case coordination, housekeeping, laundry, daily meals and health/safety monitoring, to assist persons with disabilities, brain injury, mental illness issues, and/or challenges of aging in maintaining their independence as long as possible and prevent premature long-term care placement. CHSP coordinators arrange for other needed services based on each individual's unique care plan. Residents contribute toward the cost of services by paying 15-20% of their adjusted monthly income. HUD and matching local resources including Alternative care, Elderly Waiver, and Community Alternatives for Disabled Individuals, cover the remainder of program costs. Two daily meals are served 365 days per year, one in conjunction with Presbyterian Homes and Services, Optage Program. CHSP provides services at four PHA hi-rise locations.

Location:	Program Size Up To:	Start Date:
Ravoux Hi-Rise, 280 Ravoux St.	30 units	1982
Edgerton Hi-Rise, 1000 Edgerton St.	20 units	1995
Iowa Hi-Rise, 1743 Iowa Ave. East	30 units	1995
Montreal Hi-Rise, 1085 Montreal Ave.	<u>30 units</u> 110 units	1995

Eligible Applicants:

Persons eligible for public housing who require extra assistance in order to live independently. There is no minimum age requirement. All participants complete an assessment and enter the program upon the approval of a Professional Assessment Committee. CHSP participants are subject to the same income and non-economic screening criteria (housing and criminal history) as all public housing applicants.

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Community Centers

Contact: Human Services Coordinator for Mt. Airy Community Center, 651-298-4919; Human Services Coordinator for McDonough Community Center, 651-558-2180; Human Services Coordinator for Dunedin Family Center, 651-298-4711; and Human Services Coordinator for Roosevelt Community Center, 651-793-3861.

Description:

The PHA owns and manages Community Center facilities in four family developments: McDonough Homes, Roosevelt Homes, Mt. Airy Homes, and Dunedin Terrace. Space in the Community Centers is leased (free of charge) to a variety of service providers who primarily serve the residents in each family development. The PHA provides resident clerks to staff the reception areas of some of these Centers. These positions are training positions for residents and provide the opportunity for residents to develop skills and abilities as they handle the administrative needs of the Centers. Space is provided for Resident Council meetings and other Council activities. Residents may rent the Community Center (\$25 fee plus \$50 damage deposit) for family celebrations, etc. The PHA is responsible for maintenance of the Centers and currently contracts for cleaning services.

Program Start Date:

Roosevelt Community Center was originally constructed in 1952 and remodeled in 1992 with additional six-plex built in 2013; Mt. Airy Community Center was originally built in 1976 and remodeled in 1993; McDonough Community Center was originally constructed in 1952 (additions in 1969, 1980, and 12 units added in 2016), and completely renovated during 1997-1998. The Dunedin Family Center was completed in 1997.

Type of Services:

McDonough Community Center - The facility houses the PHA maintenance and management offices, A Community Outreach Program (ACOP) and the Saint Paul Parks and Recreation Department. Current service providers include Headstart, MORE, St. Paul Parks and Recreation, Keystone Community Services, Bookmobile, Youth Care Girls & Young Women's Groups, Westside Community Health Clinic, Youth Lead, Resident Council tool lending program, and others with short term use of the Center.

McDonough also has four community gardens for residents interested in gardening on site. The McDonough Community Center modernization was funded by HUD Comprehensive Grants and Family and Youth Investment Center Grants designed to assist families in becoming self-sufficient.

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Community Centers continued...

Mt. Airy Community Center - This facility provides program space to Headstart Preschool Program, Resident Council, Dispute Resolution, Book Mobile, Youth Connections, Ross Grant Coordinators, SHIP Grant Personnel, Neighborhood Network Grant Computer Lab, and Boys and Girls club (the club is next to Mt. Airy at 690 Jackson St.).

Roosevelt Community Center - This facility houses the PHA management and maintenance facilities for the area and provides space to Headstart, Early Childhood Family Education, Avivo Inc. Community Support Program, Resident Council, Book Mobile, and Kids Connection-Urban Ministries.

Dunedin Family Center -

Dunedin Family Center is available to families for small gatherings. The proceeds go to the Dunedin Terrace Resident Council. The center collaborates with the Neighborhood House (located next door/50 feet away) for programming and activities that support residents.

Eligible Service Providers:

PHA Housing Management, together with the PHA Human Service Coordinators, works with residents to determine needs in the areas and to recruit and continue to provide support to programs utilized by residents of all ages.

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Development Program

Contact:

Dave Lang, Construction Program Manager, 651-292-6073

Description:

HUD approved development applications (but didn't provide Development Program grants) for construction of a new six-unit townhome at Roosevelt Homes in 2012, a new four-unit townhome at Mt. Airy Homes in 2013 and a new twelve-unit townhome at McDonough Homes in 2014. The new units at Roosevelt Homes replaced six units that were lost in a natural gas explosion in 1980. The new units at Mt. Airy Homes replaced units that were lost through demolition due to poor condition in the 1960's and 1970's. The new units at McDonough Homes replace smaller units that were combined to produce larger family units. These new units were funded by a combination of HUD Capital Fund Program grants and 30 year 0% interest deferred payment loans from the Minnesota Housing Finance Agency under their Economically Disadvantaged Housing Challenge (EDHC) program. All of these units used HUD operating subsidies that remained after other PHA housing was disposed of or was sold.

The last time HUD approved a Development Program grant for the St. Paul PHA to build or buy more houses for public housing was in 1993. Since then Congress has not appropriated development program funds to expand the Public Housing Program.

Until the mid 1990's Congress and HUD periodically provided housing authorities with development program funding (on a competitive basis) for the acquisition or construction of new PHA properties. These properties became part of the PHA's Low Rent Public Housing Program. HUD entered into a contract with the PHA committing to provide operating subsidy to the PHA to cover the difference between the PHA's operating costs and rental income for the newly acquired or constructed units

Program Start Date:

The Development Program was authorized under title II of the United States Housing Act of 1937. The PHA has made 38 applications for Development Program funding between 1950 and the present; the PHA has received funding for 35 Developments. The PHA constructed a replacement for a demolished unit (MN1-39) utilizing Comprehensive Grant funds in 1998.

Program Size:

The PHA has acquired over 4,300 low rent public housing units under the Development Program. The PHA completed its last HUD-funded Development Program (MN1-38) in 1996, when 35 single family scattered site houses were acquired and rehabilitated. The homes were then sold to existing public housing or Section 8 residents under the PHA HOMEWARD Program.

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Development Program continued...

Eligible Applicants:

Housing authorities.

Other Requirements:

Total acquisition, construction, and administrative costs must not exceed per unit Total Development Cost (TDC) limits established by HUD.

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Family Self-Sufficiency Program (FSS)

Contact:

Cynthia Yuen, FSS Program Coordinator for Section 8, 651-292-6034
Mao Vue, FSS Program Coordinator for Public Housing, 651-793-3864

Description:

HUD designed the FSS Program in conjunction with the Section 8 Rent Assistance Program and Low Rent Public Housing Program, to enable families to improve their educational and employment status and thereby achieve a greater measure of economic independence and self-sufficiency.

Program Start Date:

1992

Program Size:

The PHA currently has a HUD required minimum program size of 391 Section 8 participants and 2 public housing residents.

Eligibility:

The program is voluntary and open to all current Section 8 participants and public housing residents. There is a waiting list for both Family Self-Sufficiency (FSS) Program.

Other Requirements:

Each family that commits to participate in FSS is given an opportunity to explore their individual job or educational goals with the help of the FSS Program Coordinator and a case manager. A Contract of Participation is executed that identifies the specific goals and approximate dates for completion of each related activity. Goals are reviewed with the participant on a regular basis to monitor progress. To successfully complete the program, the COP must be completed within five years and the participant must meet additional graduation requirements set by HUD regulations.

Each participant in the FSS Program has an opportunity to establish an escrow account once they are employed. Typically, increases in rent due to earnings from employment will be escrowed. Upon successful completion of the FSS Program, the escrow account balance is available to the family.

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Hi-Rise Designated Housing (Admissions Priority for Elderly Applicants/Residents)

Contact:

Housing application information can be found at the PHA's website: www.stpha.org. Current residents who desire a transfer to or from a designated building should contact their PHA Housing Manager.

Description:

HUD approved the PHA's request to designate Hamline Hi-Rise as a "senior-only" building, where persons 62 and older are given a residency preference.

The other fifteen hi-rises remain for mixed populations (elderly, disabled, and non-elderly/non-disabled adults). The PHA owns and operates sixteen hi-rises constructed between 1959 and 1976 that were originally intended to house elderly residents. Over the years, Congress expanded eligibility to include persons with disabilities and non-elderly/non-disabled adults. In 1992, Congress passed a law allowing housing authorities to designate some units for primary occupancy by elderly residents.

Program Start Date:

December 1995

Program Size:

Hamline Hi-Rise, located at 777 North Hamline Avenue in the Midway area, has been designated for occupancy by elderly residents. This represents 7% of the total number of PHA hi-rise units.

Eligible Applicants:

Eligible public housing applicants and current residents who are 62 years and older are given priority to reside at Hamline Hi-Rise. Elderly persons with disabilities are also eligible for residency in this hi-rise.

Type of Assistance:

Rental assistance (same as all PHA hi-rises). Residents in both designated and non-designated hi-rises generally pay 30% of their monthly adjusted income for rent. Depending upon income, other rent payment options may also apply.

Other Requirements:

Non-elderly residents living at Hamline Hi-Rise at the time the building was given this designation were not required to move to a non-designated building. However, they were given the opportunity to transfer to another building if so desired.

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Hi-Rise Designated Housing (Admissions Priority for Elderly Applicants/Residents) Continued...

Effective October 2002, units that become vacant at Hamline Hi-Rise are first offered to elderly persons on the waiting list or residents who have requested a transfer from another building, then they are offered to near-elderly persons. If a unit is vacant for sixty days, it is then offered to a non-elderly applicant or transferring resident.

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Hi-Rise New Resident Orientor Program

Contact:

Nina Semmelroth, Housing Manager 651-292-6175

Description:

The PHA employs one resident in each PHA hi-rise to serve as the New Resident Orientor. Using a checklist and the Hi-Rise Handbook, the Orientor provides all new hi-rise residents with a timely and thorough orientation to their apartment, the hi-rise building and facilities, and available programs and services. The Orientor also serves to welcome new residents to the building. An orientation session typically takes from one-half to one hour to complete. The number of orientations conducted each month varies according to the turnover rate in each hi-rise.

Program Start Date:

1978

Program Size:

There is one New Resident Orientor in each of the PHA's sixteen hi-rises.

Eligible Applicants:

Applicants must be current hi-rise residents who are lease-compliant and meet the job performance standards. All eligible and interested residents are interviewed by their Manager when the position becomes available.

Type of Assistance:

The rate of compensation is \$20 per orientation session. This income is not included in the resident's rent calculation.

Other Requirements:

The Orientor must be willing to participate in training programs and take part in an evaluation process. The Orientor enters into a contract with the PHA, which can be terminated by either party upon thirty days written notice from one party to the other. There is no term limit.

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Hi-Rise Recycling Program

Contact:

Nina Semmelroth, Housing Manager 651-292-6175

Description:

The PHA, in partnership with the Eureka Recycling, and its hi-rise residents, recycles newspapers, aluminum cans, glass, and corrugated cardboard. Recycling bins for each material are located at each PHA hi-rise; materials are generally collected weekly. The PHA employs one resident in each building to serve as the Recycling Coordinator. The Recycling Coordinator's duties include preparing the bins for collection day, removing contaminants, distributing recycling-related literature to residents, assisting disabled and handicapped residents with their recycling, and generally encouraging the residents to participate in the recycling program. The Resident Council receives \$20 per ton of collected materials each quarter from the PHA, as an incentive/reward for participating in the recycling program. The Coordinator is paid a monthly stipend of \$50. In a typical year, the 16 hi-rises recycle almost 140 tons of materials reducing the PHA's costs for refuse hauling and helping the environment.

Program Start Date:

1989

Program Size:

Each of the PHA's sixteen hi-rises participates in this program. Typically one resident in each hi-rise serves as the Recycling Coordinator.

Eligible Applicants:

All hi-rise residents are encouraged to recycle. Applicants for the Recycling Coordinator must be a current hi-rise resident who is lease-compliant and meets the job performance standards. All eligible and interested residents are interviewed when the position becomes available. With Management approval, it is possible for two residents to share the duties of Recycling Coordinator.

Type of Assistance:

The Resident Council of each building receives a quarterly payment equal to \$20 per ton of collected materials as an incentive/reward for participating in the recycling program. The Recycling Coordinator receives a monthly stipend \$50 per month. This income is not included in the resident's rent calculation. The \$50 is divided equally for hi-rises with two Coordinators who share duties.

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www.stpaulpha.org

Low Rent Public Housing Program

Contact: PHA Rental Office, at 651-298-5158 or the PHA website, www.stpha.org

Description: The PHA owns and manages 4,274 dwelling units throughout the City of Saint Paul. The apartments are located in hi-rise buildings, townhouse developments, and duplex and single-family units. Public housing provides a clean, safe and affordable living environment for eligible individuals and families who meet the applicable income limits. Public housing families generally pay 30% of their adjusted monthly income for rent and utilities. The PHA may require a minimum rent of \$50. Depending upon income, other rent payment options may also apply.

Program Start Date: 1952

Program Size: The PHA owns 16 hi-rise buildings (2,554 total units, 0 to 2 bedrooms); four family townhouse developments (1,302 total units, 1 to 5 bedrooms); and scattered site duplex and single-family units (418 total units, 2 to 6 bedrooms).

Eligible Applicants: Eligibility for public housing is set by Congress (*annual income based on a percentage of the metro area's median family income adjusted for family size*). Annual household income must be less than 80% of the Twin Cities median income.

<u>Family Size</u>	<u>Low Income 80% MFI</u>
1 person	\$47,600
2 persons	\$54,400
3 persons	\$61,200
4 persons	\$68,000
5 persons	\$73,450
6 persons	\$78,900
7 persons	\$84,350
8 or more persons	\$89,800

(Effective date April 14, 2017 subject to change by HUD) MFI = median family income

Preference Factors: Applicants are admitted to public housing according to the date and time of application and their eligibility for local preference factors. Local preferences for family housing include living in the City of St. Paul, working or attending school in the City of St. Paul; being a veteran/service person or dependent family member of such. Preference for admission to PHA hi-rises include residency and veterans status, and also being a full-time student with no dependents; being an elderly (age 62 or older) or disabled person; and being a near-elderly person (age 50-61).

Type of Assistance: Rental assistance only.

Other Requirements: In addition to income eligibility requirements, applicants must also meet non-economic screening criteria including housing history and criminal history reviews.

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Officer-in-Residence Program

Contact:

Kim Nguyen, Assistant Resident Services Director, 651-298-4263

Description:

Through a joint effort between the City of Saint Paul, Saint Paul Police Department and the PHA, the Officer in Residence Program provides a law enforcement presence in public housing hi-rises to help deter crime in the buildings and their immediate surrounding neighborhoods. After screening by both the PHA and the Police Department, interested Saint Paul police officers become part of this program by living in a selected PHA hi-rise for a period of at least one year. In exchange for free rent, each officer parks their police squad car in the building parking lot during their off-duty hours, schedules regular office hours for resident contact, attends hi-rise meetings and resident get-togethers whenever possible, and provides information and assistance to staff and residents related to illegal activity in and around the building.

Program Start Date:

1996

Location:

All of the sixteen PHA-owned hi-rises throughout the City of Saint Paul have at least one Officer in Residence.

Program Size:

In November 1996, an Officer of the Saint Paul Police Department moved into Front Hi-Rise as the first Officer in Residence. In June 1998 the PHA received HUD approval to expand the Officer in Residence Program into ten of the PHA's hi-rises and later to all sixteen buildings with two officers each in two buildings.

Target Population:

PHA hi-rise residents and staff.

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Property Maintenance System

Contact:

BettyLou Authier, Maintenance Director, 651-298-5518

Description:

The PHA Maintenance Department is responsible for maintaining the buildings, grounds and heating, ventilation and air conditioning (HVAC) systems of its 4,274 public housing home and apartments in hi-rises, family townhouse developments and scatters sites, plus PHA offices.

Program Start Date:

1952

Program Size:

The Maintenance Department consists of three areas: Hi-Rise Maintenance, Family/ Scattered Site Maintenance, and Maintenance Contracts. The Maintenance Contracts Managers report directly to the Maintenance Director. The Assistant Maintenance Director, who reports to the Maintenance Director, heads the Operating Engineering Manager, Department Support Services, Hi-Rise Maintenance and Family/Scattered Site Maintenance Area Managers. There are 98 permanent Maintenance Department employees.

Type of Assistance:

Completion of emergency and routine work orders, preventative maintenance inspections, vacant unit preparation, and buildings and grounds maintenance. The operation and maintenance of a computerized energy management system, to control the heating ventilation and air conditioning in hi-rises, Community Centers and PHA offices.

- **Preventive Maintenance Program** – The Maintenance Department performs annual preventive maintenance inspections in each of the PHA’s public housing units and completes any necessary repairs.
- **Work Order System** -- Maintenance service requests are processed using a computerized work order system. Non-emergency work orders are completed within an average of five days of receiving the request. All emergency work orders are completed within 24 hours.
- **Training Program** – Maintenance employees participate in ongoing training programs.

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Presbyterian Homes and Services, Optage Program

Contact:

Bill Hagstrom 651-631-6153

Susan Preuss, Optage Senior Dining Congregate Manager 651-796-8920

Description:

Weekday noon meals are served at eight PHA hi-rises under the Creative Senior Dining Title III Senior Nutrition Program. Residents must sign up for meals at least two business days in advance. Monthly menus are posted at each hi-rise. Meal cost may be covered under approved waiver programs (Elderly Waiver, Alternative Care Grant or Community Alternatives for Disabled Individuals), or residents are asked to make a donation toward the \$6.50 cost of the meal.

Program Size:

Varies between 20-85 participants at each site each weekday.

Location:

1. Dunedin Hi-Rise, 469 Ada Street
2. Edgerton Hi-Rise, 1000 Edgerton Street
3. Exchange Hi-Rise, 10 West Exchange Street
4. Hamline Hi-Rise, 777 North Hamline Avenue
5. Iowa Hi-Rise, 1743 East Iowa Avenue
6. Montreal Hi-Rise, 1085 Montreal Avenue
7. Ravoux Hi-Rise, 280 Ravoux Street
8. Valley Hi-Rise, 261 East University Avenue

Eligible Participants:

All residents age 60 and over are eligible for meals. Residents under age 60 are eligible if they are on a Community Alternatives for Disabled Individuals (CADI) waiver. Eligible seniors in the nearby community may also participate.

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Safety and Security Programs – ACOP

Contact:

Kim Nguyen, Assistant Resident Services Director, 651-298-4263

Description:

ACOP (A Community Outreach Program) is a community policing partnership program involving the City of Saint Paul, Saint Paul Police Department and PHA. 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 citizens living in public housing and the St. Paul Police Department, improve the delivery of police services to the community, and empower residents to be active in community safety issues.

Congress eliminated funding for the Public Housing Drug Elimination Program in Federal Fiscal Year 2002. The PHA and the Police Department are continuing ACOP with local resources.

Program Start Date:

1991

Location:

ACOP Main office is at McDonough Community Center.

Program Size:

The law enforcement portion of the program (ACOP) consists of one Sergeant supervisor, at least 9 police officers working primarily in the four family developments and three Hi-Rises, and two community liaison officers/interpreters.

Target Population:

ACOP provides assistance and referrals to residents and staff at 4 family developments and 16 hi-rises.

Type of Assistance:

ACOP Officers respond to calls and problems within the various family developments and 16 hi-rise buildings. Officers are also involved in community development activities including crime prevention programs and some youth recreation activities. Officers attend Resident Council meetings, participate in resident AOP and TTP trainings and provide support for employee training programs. Officers also provide ongoing patrol services by vehicle and engage in both foot and bike patrol within the housing developments.

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Scattered Site Resident Training Program

Contact: Kirk Lyksett, Assistant Housing Manager, Scattered Sites, 651-793-3860.

Description:

Residents living in PHA Scattered Site single family homes and duplexes are required by their dwelling lease to maintain the home, make minor repairs, and maintain the yard in a manner that allows the unit to be an asset in single family home neighborhoods. Families moving from the public housing waiting list were often unprepared for the level of responsibility, resulting in neighborhood issues, damage to units and sometimes termination if problems could not be resolved after many efforts. Beginning in early 1999, the PHA instituted a mandatory training program to better prepare residents for a scattered site home responsibilities.

The program requires 8 hours of training covering the following topics:

Being a Good Neighbor	Handling Conflict in a Neighborhood
Yard Care	Health and Safety
Home Maintenance and Repair	Parenting Issues
Housekeeping Skills	

Some sessions are taught by staff, some by outside experts. Successful graduates are provided with a certificate of completion.

Public housing residents in good standing living in family developments have the opportunity to apply for the training program. Those who successfully complete the program are placed on a waiting list for a transfer to a scattered site unit. Residents must remain lease compliant in their development unit to stay on the waiting list. Most homes that become available are offered to families graduating from the training program. If a scattered site home is offered to an applicant from the public housing waiting list, or to a resident needing a hardship transfer that has not yet completed the training program, the resident is required to complete the training program within one year of signing the lease. Failure to complete the program is a lease violation that may result in termination of the lease.

Summary: The Scattered Site Resident Training Program contributes to successful tenancies for residents, provides residents with skills necessary for possible future home ownership, and helps to make the program an asset to each neighborhood in which the homes are located.

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Section 8 Disability Vouchers

Contact:

Dominic Mitchell, Section 8 Programs Manager, 651-292-6191

Description:

The Disability Vouchers (also known as Mainstream Program for Persons with Disabilities) provides Section 8 rent assistance to a segment of the population recognized by HUD as having one of the worst case housing needs of any group, that of low-income households with adults with disabilities.

The Mainstream Program further assists persons with disabilities by providing lists of apartment complexes with accessible units, and referrals to public and private funding sources that can assist with apartment modification and other expenses.

Program Start Date:

December 1998

Program Size:

117 Vouchers

Eligibility:

Participants must meet Section 8 income and eligibility guidelines, as well as be a disabled family. A disabled family is defined as a family whose head, spouse, or sole member is a person with a disability. Participants are typically selected from the Section 8 waiting list.

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Section 8 Moderate Rehabilitation SRO Program

Contact: Mary Hall, 651-227-2637
Booth Brown House Foyer, 651-251-3502

Description: The PHA administers a total of 81 Section 8 Moderate Rehabilitation (Mod Rehab) Single Room Occupancy (SRO) units, 75 at Mary Hall, 438 Main Street and 6 at Booth Brown House Foyer, 1471 Como Avenue West. The Mod Rehab Program provides rent subsidies for low income individuals and families in privately owned, rehabilitated rental housing. Property owners agree to rehabilitate their properties to meet federal Housing Quality Standards and participate in the program for the contract term. Tenants living in the mod rehab units must meet income guidelines set forth under the federal Section 8 Rent Assistance Program. Single Room Occupancy units typically share a kitchen or bathroom.

For single persons applying for SRO housing, the annual gross income limit is \$30,350 (50% of median family income subject to change by HUD).

Participating tenants pay no more than 30% of their monthly income for rent and utilities. The PHA pays the balance of the rent to the owner with funds from the Department of Housing and Urban Development. The contract rent for the unit is determined through a rent formula at the time of the initial contract execution and is adjusted annually.

Both Catholic Charities, which owns and manages Mary Hall, and the Salvation Army, which owns and manages Booth Brown, maintain their own application process and refer qualified homeless applicants to the PHA when specific eligibility criteria are met.

Program Start Date: 1980, 2008

Program Size:

75 SRO units are subsidized for homeless individuals at Mary Hall.

6 SRO units are subsidized for homeless youth age 16-21 Booth Brown House Foyer.

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Section 8 Project-Based Voucher (PBV) Program

Contact: Cynthia Yuen, Assistant Section 8 Programs Manager, PHA Rental Office, 651-292-6034

Description: The PHA is allowed to allocate up to 20% of its Section 8 Voucher allocation to the Section 8 Project-Based Voucher (PBV) Program. The PBV program ties rental assistance directly to a specific unit, under a contract between the PHA and the building's owner. PBV units are privately owned and managed housing. Eligible families receive rental assistance as long as they live there. After one year of living in a PBV unit, the tenant may be eligible to request and receive a "tenant-based".

Program Start Date: July 1999

Program Size: The PHA Board of Commissioners has approved a PBV program size of up to 544 units. As of October 1, 2017, the PHA administers 516 PBV units in 24 separate developments.

Eligibility: Owners wishing to secure PBV units in their developments must apply for PBV units when made available by the PHA through a competitive application process. Though the PHA does not offer PBV units in the RFP on a regular basis, vouchers are typically offered for project-based use in Minnesota Housing Finance Agency's Consolidated Request for Proposals (RFP). Applications are then reviewed and PBVs awarded by the PHA on a competitive basis. The PHA's selection criteria are included in the Admission and Occupancy Policies for the Housing Choice Voucher/Section 8 Program, which are posted on the PHA's website at www.stpha.org. All approved PBV units must meet federal Housing Quality Standards. Interested owners and developers should contact the Section 8 Programs Manager with questions.

Tenant applicants for the PBV units come from the PHA's regular Section 8 Voucher waiting list or as a referral from the supportive housing PBV projects. Many referrals for supportive housing also come from the Ramsey County Coordinated Entry for Everyone. For PBV projects that do not provide supportive housing, the PHA sends names of eligible Housing Choice Voucher applicants from the Housing Choice Voucher waiting list to the participating owner, upon request by the owner.

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Section 8 Housing Choice Voucher Program

Contact: Saint Paul PHA Rental Office, 651-298-5158

Description: The PHA administers 3,710 Section 8 Housing Choice Vouchers, aside from those committed to Project-Based Developments, the Family Unification Program, or the Veteran Affairs Supportive Housing Programs. The Voucher Program provides rent subsidies for low-income individuals and families in privately owned, existing market rate housing units. The PHA pays the rent subsidy to the owner of the rental property, using HUD funds.

Program Start Date and Size: The program began in 1975; aside from those vouchers used for various special programs, a total of 3,710 vouchers are used to house qualified applicants in zero through eight-bedroom units.

Eligibility Factors: The program is open to low income individuals and families who are at or below the following income guidelines. The guidelines are set by Congress and HUD and are based on 50% of the metro area's median family income (MFI) adjusted for family size. 75% of new admissions must be families at or below 30% MFI.

<u>Family Size</u>	Very Low Income	Extremely Low Income
	<u>50% MFI</u>	<u>30% MFI</u>
1 person	\$31,650	\$19,000
2 persons	\$36,200	\$21,700
3 persons	\$40,700	\$24,400
4 persons	\$45,200	\$27,100
5 persons	\$48,850	\$29,300
6 persons	\$52,450	\$32,960
7 persons	\$56,050	\$37,140
8 persons	\$59,700	\$41,320

(Effective date April 14, 2017, subject to change by HUD)

A participant in the voucher program can pay more than 30% of their annual income for rent and utilities but no more than 40% of their monthly-adjusted income when they are initially leasing in a unit. The voucher program uses a Payment Standard, which reflects the cost of housing and utilities in the City of St. Paul, and is used to determine the maximum subsidy that the family can receive. Generally, the subsidy paid to the owner by the PHA is the Payment Standard minus 30% of the family's monthly income. Any type of private rental housing is eligible. The unit must meet the federal Housing Quality Standards (HQS) to qualify.

Application Process: The Section 8 waiting list has been closed for new applications since September 15, 2015. In addition to meeting income eligibility criteria, existing applicants are prioritized on the waiting list according to their eligibility for local preferences. Those local preferences include a preference for a family whose income is within the extremely low-income limits, residency preference, veteran's preference and PBA supportive housing preference.

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Step-Up Apprenticeship Program

Contact:

Alicia Huckleby, Human Resources Manager, 651-292-6104

Description:

Established by HUD, the Department of Labor and NAHRO (National Association of Housing and Redevelopment Officials), Step-Up is a state and federally approved apprenticeship program under the “Building Maintenance and Repairer” classification. Through a partnership between the St. Paul Building and Construction Trades Council and the PHA, the program provides residents of public housing (and other eligible participants in PHA programs) with a wide range of construction craft-line experiences over a two-year period. Participants gain trades experience while earning wages. Union contractors employ participants at PHA and other job sites. Earned income from this program is excluded when determining public housing rent capability for up to 24 months.

Program Start Date:

February 1994

Program Size:

Typically 1-2 placements at a time

Eligible Applicants:

All participants must be affiliated with the PHA. Priority is in the following order: residents of public housing, Section 8 participants, and participants in other PHA supported programs.

Type of Assistance:

Job experience, career exploration in the trades, and some assistance in addressing educational and other barriers to success, case management, and out-placement.

Other Requirements:

Must be lease compliant, at least 18 years of age, have a high school diploma (or equivalent) or the ability to receive same within 12 months, possess a Minnesota driver’s license (or secure during probationary period), pass screenings for physical and mechanical abilities, read at least at a fifth grade level, and perform math work at least at a seventh grade level.

PHA Funding:

The PHA’s Section 3 Program provides funds for public housing residents to overcome barriers to participation such as work clothes and available tools. Average cost is \$300/participant.

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Veterans Administration Supportive Housing (VASH) Vouchers

Contact:

Cynthia Yuen, Assistant Section 8 Programs Manager, PHA Rental Office, 651-292-6034

Description:

The PHA manages the Veterans Affairs Supportive Housing (VASH) Program in partnership with the Veterans Administration Medical Center in Minneapolis.

The VASH program helps homeless veterans by providing case management services through VA medical facilities and rent subsidies through PHAs. Staff at the VA Medical Center in Minneapolis identify eligible veterans and refer them to the PHA, where they bypass the regular voucher waiting list. The PHA verifies 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 will issue the voucher and administer it like other Housing Choice Vouchers.

These vouchers, like regular Housing Choice Vouchers, allow formerly homeless veterans and their families to rent housing from private landlords and generally pay 30 percent of the family's monthly adjusted gross income towards rent and utilities. Participants are required to maintain ongoing case management services with the VAMC until they have successfully completed their case management plan.

Program Start Date:

September 2009

Program Size:

176 VASH Vouchers

Eligibility:

Participants must meet Section 8 income guidelines. Persons who are subject to a lifetime registration requirement under a state sex offender registration program are not eligible for VASH.

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Wilder Assisted Living Program (ALP)

Contact:

Maureen Kenney, Director of Aging Services, Amherst H. Wilder Foundation, 651-280-2298
Sara Zoff, Program Manager, Wilder Ravoux Assisted Living Program, 651-227-7104
Jennifer Baker, Program Manager, Wilder Hamline Assisted Living Program, 651-647-4395

Description:

Basic services include housekeeping, laundry and linen change, personal care assistance, 24-hour emergency response, medication set-up and monitoring, social service support, and transportation arrangements for medical appointments. It is licensed through the Minnesota Department of Health with a Comprehensive Home Care License. Reimbursement for services is either through private pay funds or Waivered funds including CADI, TBI, DD or Elderly Waivers.

Program Start Date:

Ravoux Hi-Rise 1987

Hamline Hi-Rise 1995

Program Size:

Ravoux ALP serves up to a maximum of 75 residents and Hamline serves up to 50 residents.

Eligible Applicants:

Person eligible for public housing that has support services needs. Applicants complete an application for the Wilder services and are approved after a nursing assessment is completed, and County approval for funding has been received.