

On May 23, 2018, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Section 8 Management Assessment Program (SEMAP) Certification; High Performer Rating
- Section 8 Housing Choice Voucher Program; Application for 250 Vouchers; Mainstream Program (Section 811) for Persons with Disabilities
- Section 8 Housing Choice Voucher Program; Application for 100 Vouchers; Family Unification Program; Admission & Occupancy Policy Updates
- Proposal to Provide Inspection Services to Washington County CDA for Section 8; Housing Quality Standards (HQS)
- Construction Services for Roosevelt Community Center Office Renovation; AMP 4, MN 1-2; Contract No. 19-001

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Section 8 Management Assessment
Program (SEMAP) Certification;
High Performer Rating

DATE May 23, 2018

Staff requests approval of Resolution No. 18-05/23-01 certifying the PHA’s Section 8 Management Assessment (SEMAP) score for Fiscal Year 2018, which again earns HUD’s “High Performer” rating for the PHA’s Section 8 Housing Choice Voucher Program and achieves Agency Goal #2. Staff calculates that the score this year will be 97% (140 out of 145 points), the same as the last eight years. This is the seventeenth year the PHA has achieved the High Performer rating since SEMAP’s inception in FY 2000. With Board approval, staff will submit the certification online to HUD by the May 31 deadline.

The PHA’s FY 2018 SEMAP score is calculated as follows:

SEMAP Performance Indicators	FY 2018 PHA Score	FY 2017 PHA Score	Possible Points
1. Selection from Waiting List	15	15	15
2. Reasonable Rent	20	20	20
3. Determination of Adjusted Income	20	20	20
4. Utility Allowance Schedule	5	5	5
5. HQS Quality Control Inspections	5	5	5
6. HQS Enforcement	10	10	10
7. Expanding Housing Opportunities	5	5	5
8. FMR Limit and Payment Standards	5	5	5
9. Annual Reexaminations	10	10	10
10. Correct Rent Calculations	5	5	5
11. Pre-contract HQS Inspections	5	5	5
12. Annual HQS Inspections	10	10	10
13. Lease-up (utilization)	20	20	20
14. FSS Enrollment and Escrow Accounts	5	5	10
15. Deconcentration Bonus	0	0	
TOTAL POINTS	140	140	145
SEMAP SCORE	97%	97%	100%

Scores for the first eight indicators are based on the PHA's auditing files and certifying that we have met the standard. The scores for Indicators #9-14 are based on data stored in HUD's Public and Indian Housing Information Center (PIC). HUD extracts the information from the family profile data forms (HUD-50058) submitted electronically by the PHA for each household at least annually, or more frequently as family circumstances change.

In 2016 HUD selected the PHA for a "quality control monitoring review" of our SEMAP certification for the PHA fiscal year ending March 31, 2015. Staff submitted supporting data on the first seven SEMAP indicators and HUD staff confirmed that the documentation supported the PHA's certifications, so the SEMAP score was validated.

This year the PHA scored all 20 points in the self-audit of 53 randomly-selected files for "Determination of Adjusted Income" (Indicator #3). A score of 90% or higher earns full points in this category. Only two files contained an error, giving a success rate of 95% on the sampled set. Those files have since been corrected. Though this low error rate is impressive, supervisors will continue to conduct ongoing training for staff to ensure that calculations are completed correctly and consistently.

As is the case every year, the PHA received five of ten possible points on the indicator for "Family Self-Sufficiency (FSS) enrollment and escrow accounts" (Indicator #14). To earn any additional points, the PHA would have to have at least 233 voucher participants enrolled in FSS (60% of the remaining mandatory FSS slots), instead of the 13 enrolled at the end of the fiscal year. The PHA earns five points on this factor because 54% of FSS participants during the year (7 of the 13) had escrow accounts, above the 30% threshold to earn these five points. As the rent portion of an FSS participant increases due to earned wages from a new job, the PHA matches this amount and places it

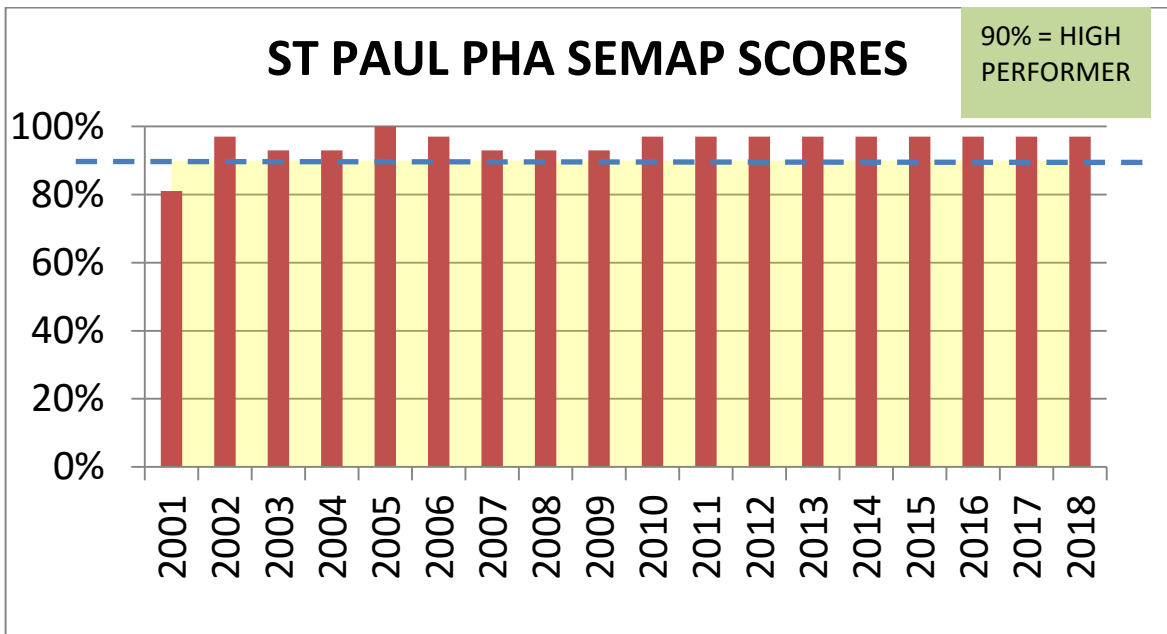
into an account. This escrow account is then returned, with interest, when the participant “graduates” from the FSS program.

Again this year the PHA did not receive the five bonus points available on Indicator #15, Deconcentration of Poverty. To receive points on this factor, the PHA would have to show that more voucher participant families with children are living in, or moving to, low poverty census tracts. The three criteria are explained in more detail in the attachment. HousingLink conducted the required data analysis for the PHA, and the results are shown on an attachment.

An explanation of all of the SEMAP indicators and scores is attached. Staff believes that the PHA’s performance on these indicators confirms that the Agency is successfully administering the program with integrity and accountability, as well as achieving Agency Goal #2 for another year.

DJM/FAH

- Attachments: 1. Resolution No. 18-05/23-01
2. Explanation of SEMAP Indicators
3. HousingLink Analysis



PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NO. 18-05/23-01

**SECTION 8 MANAGEMENT ASSESSMENT
PROGRAM (SEMAP) CERTIFICATION**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) currently administers a Section 8 Housing Choice Voucher Program and with a total of 4,699 housing opportunities; and

WHEREAS, the Saint Paul Public Housing Agency is required to submit a Section 8 Management Assessment Program (SEMAP) certification for Fiscal Year 2018; and

WHEREAS, staff has completed all required file audits and documentation for SEMAP scoring; and

WHEREAS, the final SEMAP scores have been presented to the Board and considered at this meeting;

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's SEMAP score of 140 out of 145 points, or 97%, as explained in the attached Board Report, is hereby approved; and
2. The Executive Director or his designee is authorized to execute the required certification and to submit it to the Department of Housing and Urban Development with any required documentation.

Date: _____

Tom Reding, Chair
Saint Paul PHA Board of
Commissioners

EXPLANATION OF SEMAP INDICATORS AND PHA SCORES

As stated in the Board report, the scores for Indicators #1-8 are certified by the PHA; five of those require self-audits of a sample of randomly selected files. The size of the sample varies for different indicators depending of the universe of that indicator.

SEMAP Performance Indicators 24 CFR Sec. 985.3	FY 2018 PHA Score	Possible Points
1. Selection from Waiting List	15	15
2. Reasonable Rent	20	20
3. Determination of Adjusted Income	20	20
4. Utility Allowance Schedule	5	5
5. HQS Quality Control Inspections	5	5
6. HQS Enforcement	10	10
7. Expanding Housing Opportunities	5	5
8. FMR Limit and Payment Standards	5	5
9. Annual Reexaminations	10	10
10. Correct Rent Calculations	5	5
11. Pre-contract HQS Inspections (not being rated this year)	5	5
12. Annual HQS Inspections (not being rated this year)	10	10
13. Lease-up (utilization)	20	20
14. FSS Enrollment and escrow accounts	5	10
15. Deconcentration Bonus	0	
TOTAL POINTS	140	145
SEMAP SCORE	97%	100%

- 1. Selection from Waiting List (15 of 15 points).** *The PHA has policies for selecting applicants from the waiting list and follows those policies. Required two sample sets: one for new admissions to the program (11 samples) and one for applicants reaching the top of the waiting list (19 samples). All files sampled met the criteria (100% accuracy).*
- 2. Reasonable Rent (20 of 20 points).** *PHA has adopted and follows a reasonable written method to determine and document reasonable rent for each unit rented or any rent increase. Staff audited the ten samples to the program as new admissions, and found that all rents were reasonable. Among the 53 files that were audited for ongoing participants and new applicants, staff audited all of those that had a new rent approved, and found that all rents were reasonable (100% accuracy). SEMAP awards the full 20 points for correct procedures, and at least 98% accuracy in application.*
- 3. Determination of Adjusted Income (20 of 20 points).** *The PHA's sample of files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of*

adjusted income; used the verified information in determining adjusted income; properly attributed allowances; and used appropriate utility allowances. This indicator requires audits of separate samples of files from admissions and reexaminations, for a total of 53 files audited. There were only two findings, for an accuracy rate of 95% and a score of 20 points on this component.

- 4. Utility Allowance Schedule (5 of 5 points).** *The PHA maintains an up-to-date utility allowance schedule.* As required by HUD regulations the PHA reviewed the utility allowance schedules this year. The Board last reviewed and approved the Utility Allowance Schedule on October 25, 2017, and found that no changes were needed.
- 5. Housing Quality Standards (HQS) Quality Control Inspections (5 of 5 points).** *PHA supervisor(s) re-inspected a sample of units during the PHA fiscal year for quality control of HQS inspections.* Forty-three quality control inspections (the required sample size) were conducted.
- 6. HQS Enforcement (10 of 10 points).** *The PHA's sample of failed inspections show that any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection, and all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspections or within any PHA approved extension, or if the HQS deficiencies were not corrected in the required time, the PHA stopped assistance payments no later than the first of the following month or took prompt and vigorous action to enforce the family obligations.* The sample size of 21 files contained no findings (100% accuracy).
- 7. Expanding Housing Opportunities (5 of 5 points).** *The PHA has written policies and procedures to help families using vouchers to find housing outside areas of poverty or minority concentration.* To receive full points in this category, the PHA compiled all of the relevant information from our own procedures and the information provided to participants and applicants that illustrate their commitment to expanding housing opportunities.
- 8. FMR Limit and Payment Standards (5 of 5 points).** *PHA has adopted Payment Standards that are within HUD's limits or HUD-approved exception rent limits.* The current PHA payment standards range from 93% to 100% of the FMRs, which is within the allowable range of 90-110%.
- 9. Annual Reexaminations (10 of 10 points).** *The PHA completes a reexamination for each participating family at least every 12 months.* The MTCS SEMAP indicator for fiscal year end shows 8 late reexaminations out of 4228 families subject to reexamination (99.81% on time). In order to gain full points, the PHA must have at least 95% completed in a timely manner.
- 10. Correct Tenant Rent Calculations (5 of 5 points).** *The PHA correctly computes the family's payment of rent to the property owner.* The MTCS SEMAP indicator for fiscal year end shows no rent discrepancies out of 2413 files (100% accuracy).

- 11. Pre-contract HQS Inspections (5 of 5 points).** *Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and Housing Assistance Payments (HAP) contracts. HUD's on-line MTCS SEMAP report shows that all 649 out of 649 newly-leased units passed inspection on or before the contract effective date (100%). In order to gain full points for this indicator, the PHA must have at least 98% completed in a timely manner.*
- 12. Annual HQS Inspections (10 of 10 points).** *The PHA inspects each unit under contract at least annually. On-line MTCS data show 62 inspections out of the 3705 annual HQS inspections were late (98.3% were timely). The Agency receives full points on this indicator if 5% or fewer annual inspections are late.*
- 13. Lease-up (Utilization) (20 of 20 points).** *The PHA executes assistance contracts on behalf of eligible families for the number of units that have been under budget for at least one year. Lease up rates for this factor can be calculated from either the unit lease-up rate or the budget utilization rate, both measured against a 98% standard for full points. The PHA earns full points under either standard. The HCV SEMAP unit utilization rate for calendar year 2017 was 99.00% (number of unit-months under HAP contract divided by total of unit-months authorized), earning full points on this indicator. The HCV budget utilization for that time period was 99.72%, which would also earn the full points.*
- 14. FSS enrollment and escrow accounts (5 of 10 points).** *This factor contains two components. The first part measures the number of Family Self Sufficiency (FSS) slots filled in the PHA's mandatory program. The second component measures the percent of escrow accounts established for FSS participants. To receive the full 10 points the PHA would have to have at least 311 FSS participants (80% of 394), with 30% or more of those participants having escrow accounts. The PHA receives the 5 points for a high number of clients with escrow accounts.*
- 15. Deconcentration indicator (0 of 5 bonus points).** *A PHA in a metropolitan area can add five points to their SEMAP score by showing they meet one of the three criteria under this indicator. The criteria are based on families with children living in or moving to areas (census tracts) with lower poverty rates. The average poverty rate of 21.6% is the new figure from the 2011-2016 American Community Survey (ACS) from the U.S. Census. The previous average was 22.3%.*

A PHA receives "deconcentration" points for SEMAP if:

Criterion 1: Over half (50%) of all families with children assisted by Section 8 in the PHA's "principal operating area" live in "low poverty census tracts".

A "low poverty census tract" is defined as one with a poverty rate below 10%, or below the average poverty rate for the PHA's "principal operating area". In Saint Paul the average poverty rate is 21.6% according to ACS figures.

HousingLink's analysis showed that approximately 30.4% of Section 8 participant families with children live in low-poverty areas, that is, census tracts with poverty rates below 21.6%.

That percentage is higher than last year (30.0%), showing that fewer families with children are living in low-poverty areas. However, it is not at the required 50% for these points.

Criterion 2: The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's "principal operating area" is at least 2% higher than the percent of all Section 8 families with children living in low-poverty census tracts.

HousingLink's analysis showed that, of the voucher participant families with children who moved during the year, approximately 28.8% moved to low-poverty census tracts. That figure is lower than the 30.4% of families living in low-poverty census tracts, so the PHA does not meet this criterion.

Criterion 3: The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's "principal operating area" over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

Of the voucher participant families with children who moved during the last two years, approximately 28.8% moved to low-poverty census tracts. That figure is lower than the 30.0% of families who lived in low-poverty census tracts two years ago.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Section 8 Housing Choice Voucher Program;
Application for 250 Vouchers;
Mainstream Program (Section 811) for
Persons with Disabilities

DATE May 23, 2018

Staff requests Board approval of Resolution No. 18-05/23-04 to apply to HUD for 250 Section 8 Housing Choice Vouchers for use under the Mainstream (Section 811) Program for Persons with Disabilities. HUD published the Notice of Fund Availability (NOFA) on April 18, 2018 announcing that it would award up to \$100 million in renewable grants. The NOFA does not set a cap on the number of vouchers HUD would award to a single agency, but it does limit the one-year grant amount for one agency to \$5 million. (The PHA's current monthly subsidy cost per voucher is almost \$700, or approximately \$8,400 per year, so the Housing Assistance Payment (HAP) total cost for 250 vouchers would be about \$2.1 million per year.) The vouchers will be awarded on a competitive basis; and HUD expects to award approximately 40 grants. The application deadline is June 18, 2018.

As explained below the PHA now administers 117 Mainstream Vouchers which can only be issued to a family whose head or spouse is a person with a disability. The 2018 Mainstream NOFA targets non-elderly persons with disabilities, and it does not require that the person with a disability be the head of household or the spouse. In this grant competition HUD will award additional points for applicant PHAs that give preference for admission to clients "who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless." This NOFA also provides extra points for agencies

that “formalize partnerships with and leverage resources from State Medicaid Agencies and various health and human services partner agencies or organizations.”

The 2018 Mainstream NOFA lists six selection criteria with a maximum total score of 100 points:

1. PHA Capacity and Demonstrated Commitment to Provide Housing for Persons with Disabilities (up to 25 points);
2. Partner Agency Capacity (up to 15 points);
3. Geographic Jurisdiction (up to 10 points);
4. Admissions Preference (10 points);
5. Leveraging Resources (up to 30 points);
6. Achieving Results and Program Evaluation (up to 10 points)

With the high number of points given for partner agency capacity and the leveraging of resources, PHA staff reached out to other agencies and received support letters from five interested and qualified partners who already serve clients with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. Their letters of interest are attached to this report, and support the request for 250 vouchers.

PHAs awarded Mainstream vouchers are expected to provide services and assistance to families that include one or more persons with disabilities, either directly or through contracts with other agencies. The PHA does not have the resources to provide these services, nor does the NOFA include funding for these services, so we would rely on these community partner agencies.

Although staff believes the PHA’s application will receive points based on leveraging resources from outside partners who serve clients with the entire spectrum of disabilities and a wide range of circumstances, the PHA is not seeking points under all of the selection criteria listed above. Staff is not recommending adopting the admission preferences required to earn points on that selection

criterion, which would include a homeless preference. Whether this will be sufficient to receive any vouchers will depend on the scoring of the other applications.

Staff is recommending that we allow these vouchers to port-out immediately without currently living, working, or going to school in St. Paul, which would allow the agency to qualify for the “Geographic Jurisdiction” points. Staff is also recommending that if the PHA does receive an award, we would give priority to any eligible non-elderly, disabled applicants to utilize all available Mainstream vouchers, whether the applicant was referred by another agency or applied directly to the PHA when the waiting list was open. If the PHA receives an award, staff would return to the Board for any specific policy changes required to administer these vouchers.

The PHA currently administers 100 vouchers awarded in 1998, and another 17 awarded in 2005 under the Mainstream Program for Persons with Disabilities. These vouchers were originally funded under the regular Housing Choice Voucher program but were renewed as “Disability Vouchers” under Section 811. (Section 811 of the U.S. Housing Act provides funds to construct housing for persons with disabilities, similar to Section 202 for elderly housing.) As long as these vouchers are renewed under Section 811, they must continue to be issued to persons with disabilities upon turnover. The PHA’s Mainstream Program is nearly fully utilized.

DJM/CMS/FAH

Attachments: Resolution No. 18-05/23-04

Letters of Support: The ARC
Breaking Free
Guild Incorporated
JustUs Health
Phoenix Service Residence

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NO. 18-05/23-04

**APPLICATION TO THE UNITED STATES
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT;
FOR 250 ADDITIONAL UNITS FOR THE SECTION 8 HOUSING CHOICE VOUCHER
MAINSTREAM PROGRAM FOR PERSONS WITH DISABILITIES**

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 Housing Choice Voucher Program in the total of 4,724 housing opportunities, including a Mainstream Program for Persons with Disabilities (117 units); and

WHEREAS, the Saint Paul City Council authorized the PHA to provide housing in the City of Saint Paul in conformance with the approved Saint Paul Consolidated Plan; and

WHEREAS, the PHA's Board-approved Agency Goals state that the PHA will apply for additional vouchers when HUD makes them available; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has funds available to provide subsidies to the PHA for additional Section 8 Housing Choice Vouchers under the Mainstream Program for Non-Elderly Persons with Disabilities;

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

1. The Executive Director or his designee is authorized and directed to prepare and submit an application for between 50 and 250 additional unit subsidies under the Section 8 Housing Choice Voucher Mainstream Program for Persons with Disabilities, and to prepare and submit such additional documentation and data as required by HUD in support of such application, including, but not limited to, necessary budget documents in order to execute an Annual Contributions Contract;
2. Pursuant to HUD notice dated January 11, 1990, the PHA certifies that no employee is serving in a variety of positions that will exceed 100 percent of his or her work time.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Section 8 Family Unification Program;
Grant Application; Housing Choice Voucher/
Section 8 Programs Admission &
Occupancy Policy Updates

DATE May 23, 2018

Staff requests Board approval of Resolution No. 18-05/23-05 to apply to HUD for up to 100 Section 8 Housing Choice Vouchers for use under the Family Unification Program (FUP). The 2018 FUP Notice of Funding Availability (NOFA) was published on April 25, 2018, with applications due to HUD by July 24, 2018. Staff also recommends approval of housekeeping changes to the Admission and Occupancy Policies for the Housing Choice Voucher/Section 8 Programs, to conform to recent changes in the federal statute authorizing FUP.

If HUD approves the application, this will be the third time the PHA has received these special-purpose vouchers. Ramsey County Community Human Services Department (RCCHSD) and the PHA jointly administered a Family Unification Program starting in 1995 using 200 FUP Section 8 certificates HUD awarded to the PHA. That County-PHA partnership for FUP ended after the five-year special use period and the subsidies (now Housing Choice Vouchers) rolled over into the PHA's main allocation. (HUD issued one more NOFA for FUP in 2001, but the PHA did not apply then because of changes in the grant award criteria.)

The PHA subsequently applied for and was awarded 100 FUP vouchers in 2009. The PHA currently administers those vouchers in partnership with RCCHSD under a Memorandum of Understanding (MOU) that was executed in 2010. Among other provisions, the MOU states that approximately 75 of the 100 current FUP vouchers will be dedicated to families who are working

with RCCHSD's Child Protection Unit, who are complying with their case management plans, and who need the voucher subsidy to secure adequate housing to unify with their children. The remaining 25 FUP vouchers are dedicated to youth who are between 18 and 24 years old, and who aged out of foster care or left foster care at age 16 or older, and who are experiencing homelessness or are at risk of becoming homeless.

Under the current MOU Ramsey County is responsible for identifying FUP-eligible families and youth and referring them to the PHA, with some case management requirements for youth who are selected to receive vouchers. The PHA is responsible for verifying eligibility for the HCV program, issuing the voucher and administering the rental assistance. These vouchers have been utilized (under lease) at an average rate of 91% since August 1, 2017; and as of April 1, 2018 the unit utilization was 95%, which is the highest it has been since June of 2013. (The current NOFA sets a threshold requirement of 90% average utilization for PHAs that apply for more FUP vouchers.)

This NOFA has one substantial change from previous years, requiring more involvement of the Continuum of Care (a collaboration of public and private agencies working to end homelessness). The referrals for the 25 youth will now be referred by the Continuum of Care (CoC) through their Coordinated Entry system, rather than being identified by RCCHSD. As stated in the NOFA for this program,

This NOFA requires the CoC to be a party to the MOU. The NOFA also requires the CoC's commitment to integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process.

The CoC would also contribute to Ramsey County’s “Statement of Need” (for the FUP vouchers) which must be submitted in the NOFA Application. Ramsey County has had difficulty filling the eligible youth referral spots (25) on their own, so this is a positive change.

The recommended updates to the Admissions and Occupancy Policy are attached, with insertions double-underlined and deletions ~~interlined~~. The revisions conform the policies with recent changes in the federal statute authorizing FUP, raising the age limit from 21 to 24. The legislation (Housing Opportunities Through Modernization Act/HOTMA) also extended the period of FUP eligibility for youth from 18 months to 36 months.

Ramsey County Community Human Services Department staff will seek approval from the County Board to participate in the Family Unification Program with the PHA. Staff from the Child Protection Division would act as the “Public Welfare Agency” responsible for determining that a family meets the FUP criteria. The CoC will seek approval from their Governance Board to process referrals for eligible youth through their Coordinated Entry system, and would be responsible for determining that a youth meets the FUP criteria. PHA staff would then determine eligibility for a Section 8 voucher and administer the housing-choice voucher.

The other responsibilities of the parties will be discussed in detail with County staff and the CoC before the PHA submits an application to HUD. This will include revising and signing an updated Memorandum of Understanding in accordance with this NOFA, which will specify the appropriate roles and procedures for each of the signing agencies. Letters of support from Ramsey County staff and the CoC Board chair are attached.

DJM/CY/FAH

Attachments:

- Resolution No. 18-05/23-05
- Proposed Revisions to Appendix H, Admission & Occupancy Policies for the Housing Choice Voucher/Section 8 Programs
- Letter from Womazetta Jones, Director, Ramsey County Social Services Department
- Letter from Maria Wetherall, Chair, Ramsey County Continuum of Care

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NO. 18-05/23-05

**APPLICATION TO THE UNITED STATES
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT;
FOR UP TO 100 SECTION 8 HOUSING CHOICE VOUCHERS FOR THE
FAMILY UNIFICATION PROGRAM (FUP)**

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 Housing Choice Voucher Program with 4,724 housing opportunities; and

WHEREAS, the PHA previously administered Section 8 certificates under the Family Unification Program (FUP) in cooperation with the Ramsey County Community Human Services Department and the Ramsey County Continuum of Care; and

WHEREAS, all agencies believe there is a need for more Family Unification Program vouchers in St. Paul to reunite families and end youth homelessness, and the agencies desire to increase the capacity of the program; and

WHEREAS, HUD has issued a Notice of Funding Availability for the Family Unification Program;

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

1. Staff is authorized and directed to prepare and submit an application to HUD for up to 100 additional unit subsidies under the Section 8 Housing Choice Voucher Program for the Family Unification Program, and to prepare and submit such additional documentation and data as required by HUD in support of such application, including a revised Memorandum of Understanding; and
2. Staff is authorized to execute all documents required by HUD to accept of an award of vouchers for the Family Unification Program, if the PHA's application is approved; and
3. The Admission and Occupancy Policies for the Housing Choice Voucher/Section 8 Programs are hereby revised as shown on the attachment, to conform to recent changes in the federal statute authorizing FUP.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Proposal to Provide Inspection Services to
Washington County CDA for Section 8;
Housing Quality Standards (HQS)

DATE May 23, 2018

Staff requests Board approval to submit a proposal to provide inspection services to the Washington County Community Development Agency (CDA), in response to a Request for Proposals (RFP) issued by the CDA on May 7, 2018. Staff also requests approval to execute a contract for the services if the PHA's proposal is selected. Proposals are due by May 31, 2018.

The Washington County CDA owns over 1,100 units of senior and workforce housing in approximately 18 residential properties. Approximately 100 of those apartments (in non-public housing) are currently rented by tenants with Housing Choice Vouchers (HCVs). All units subsidized by HCVs must be inspected at least annually and pass HUD's Housing Quality Standards (HQS). Federal regulations do not allow a housing agency to conduct the HQS inspections in units that it owns, so the Washington County CDA has retained an independent contractor to perform the inspections. That contractor will be retiring this summer so the CDA issued this RFP. The CDA intends to award a contract soon after the due date for proposals, with services beginning no later than August 2018. It will be a one year contract that can be renewed annually as long as the arrangement is satisfactory to both parties.

The federal regulations for the Housing Choice Voucher/Section 8 Program establish the HQS as basic property construction and maintenance standards that all units must meet before voucher assistance can be paid on behalf of a family, and at least annually throughout the term of the assisted tenancy. HQS defines "standard housing" and establishes the minimum criteria necessary for the health and safety of program participants.

The PHA's Section 8 inspectors currently perform nearly 7,000 HQS inspections each year in homes and apartments rented by HCV participants in the City of St. Paul. Staff believe that the PHA's inspectors could perform the relatively small number of inspections required by the Washington County CDA without adversely affecting the quality, efficiency or timeliness of inspections in our own program. The inspections in Washington County would be in CDA apartments currently under lease to HCV participants (annual inspections) and those with Section 8 tenants moving into them. The actual number of inspections would vary depending on how many participants move during a year and whether a unit must be re-inspected to pass HQS. (Since Washington County CDA owns the units and maintains them well, most units should pass on the first inspection.) The PHA's inspections team consists of three full-time Inspectors (two of whom reside in Washington County) and one Assistant Manager, who are all HQS certified. The St. Paul housing stock tends to be older, resulting in more complex issues than the newer housing stock owned by the Washington County CDA.

This type of revenue-generating opportunity is new for the HCV Department, and staff are eager to help another regional housing authority. This venture is consistent with our Agency Goals for FY2018-2019, including Goal #8, "Revenue Sources" which includes "continue to seek other revenue sources by providing management and/or maintenance services to other housing providers"; and Goal #12, "National and State Leadership Responsibilities" which includes "to provide assistance to other housing authorities and organizations seeking organizational development, business systems, or program support." If the contract is awarded, staff will note it in the next Agency Plan.

DJM/CMS/FAH

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Construction Services for Roosevelt
Community Center Office Renovation
AMP 4, MN 1-2
Contract No. 19-001

DATE May 23, 2018

Staff requests Board approval to award a contract for Construction Services for Roosevelt Community Center Office Renovation (AMP 4, MN 1-2) to the lowest responsible bidder, Reiling Construction, of Saint Paul, Minnesota, for the base bid amount of \$244,998. The lump sum bid prices are shown on the attached May 10, 2018 bid tabulation.

Lakeside Floor Coverings, Inc. submitted a bid of \$25,000 to perform part of the contract work, rather than the full project described in the bid specifications (a non-responsive bid). When contacted by staff, the contractor withdrew the bid.

This contract is for the general construction work, including the following:

- Demolition of the existing office spaces
- Construction of new office spaces
- Electrical modifications
- Mechanical modifications
- Plumbing modifications
- New front entry doors for the Community Center, and
- Flooring and painting.

The current office space is both too small and poorly designed for the number of housing management and support staff needed to serve Roosevelt's 320 townhouse units and 127 scattered sites, with almost 1,500 residents. Protecting residents' privacy in the cramped office space is difficult, despite staff's best efforts. The building's single entrance means that preschool

children coming to and leaving from the HeadStart program every day must pass through the small lobby/waiting area and entrance to the housing management staff's offices, often creating disruptions.

The renovation will create a new entrance to the management office area, six new offices, an open office space providing three staff members with work space; two conference rooms, a new waiting area, three storage rooms and an ADA-accessible restroom. It will expand the footprint of the Resident Services office from the current 1,500 square feet to 3,200 square feet, using previously underutilized space in the 1970's addition to the building. The current office space will be repurposed for use as conference rooms and spaces for community organizations. See attached drawings and furniture plan.

Reiling Construction has performed satisfactorily on previous contracts including remodeling the Resident Services office at Mt. Airy Community Center. Copies of the Employer Information Reports for Reiling Construction and the second lowest bidder, Braden Construction, are attached. Reiling Construction is a certified Section 3 Contractor as well as Woman-Owned and Minority-Owned Business Enterprise (WBE and MBE).

The bid amount is within staff's estimates. There are sufficient operating budget funds to accomplish this work.

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Attachments: Bid Tabulation
Employer Information Report (EEO-1) – Reiling Construction
Employer Information Report (EEO-1) – Braden Construction
Drawings and Furniture Plan