

On September 27, 2017, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Audit Report for FY 2017; Financial and Compliance Reports for the Fiscal Year Ending March 31, 2017
- Plumbing Modernization at Valley Hi-Rise, AMP 5; Contract No. 18-044
- Resolution In Recognition Of Dedicated Service By Mary Puente
- Employee Handbook Policy Amendments: Guide to Conduct
- Asbestos Abatement and Demolition at Valley Hi-Rise; AMP 5; Contract No. 18-048
- Violence Against Women Act (VAWA); Emergency Transfer Policy; Admissions and Occupancy Policies for the Housing Choice Voucher/Section 8 Programs
- Veterans Affairs Supportive Housing (VASH) Vouchers; “Registration of Interest” To Receive Additional Vouchers
- Community Solar Garden Subscription Agreement at PHA Properties; Reject Proposal for Contract No. 18-041

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Audit Report for FY 2017;
Financial and Compliance Reports
For the Fiscal Year Ending March 31, 2017

DATE September 27, 2017

Staff recommends that the Board receive and file the Comprehensive Annual Financial Report of the Agency's operations in Fiscal Year 2017, as completed by Baker, Tilly, Virchow & Krause, LLP. Kim Schult from Baker Tilly will explain the audit report at the Board meeting. There are no adverse "findings" in the audit.

This audit report reflects the GAAP (Generally Accepted Accounting Principles) method of reporting, as required by HUD. Following GAAP makes public housing financial statements consistent with those of other governmental entities and similar to private business and corporate financial reports. This allows HUD and other entities to use standard financial ratios to judge the fiscal soundness of a housing agency. These ratios are the basis for the PHA's score on the PHAS (Public Housing Assessment System) Financial Condition indicator and measure the "quick ratio," "months expendable net asset ratio" and "debt service coverage".

HUD's Real Estate Assessment Center (REAC) has reviewed and approved the Agency's unaudited Financial Data Schedule for the fiscal year ending March 31, 2017. Staff, with auditor concurrence, will submit the audited version of the Financial Data Schedule next month.

HUD/REAC will issue a final score for the PHAS Financial Condition indicator based on the audited report, perhaps several months from now.

RPM

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Plumbing Modernization at Valley Hi-Rise
AMP 5; Contract No. 18-044

DATE September 27, 2017

Staff requests Board approval to award a contract for plumbing modernization at Valley Hi-Rise (AMP 5, MN 1-6), to the lowest responsible bidder, Frerichs Construction Company, St. Paul, Minnesota, for their bid amount totaling \$3,226,999. A copy of the September 7, 2017 bid tabulation is attached.

Staff believes the bid is reasonable and within the project cost estimate. The plumbing modernization work will consist of the following in each of the 159 apartments:

- Removing existing kitchen cabinets and countertops
- Replacing all hot and cold water supply piping
- Replacing vent stacks and waste lines
- Rebuilding walls and painting
- Installing new kitchen cabinets, countertops, sinks and faucets
- Replacing shower heads and mixing valves
- Cleaning exhaust ducts

The contract also includes the following work in the boiler room, first floor ceiling space, in select apartment units and below the slab of the building:

- Replacing hot and cold water supply lines and isolation valves
- Replacing domestic hot water storage tanks
- Removing select flooring – wood laminate, carpet, vinyl and vinyl asbestos tile (VAT)
- Replacing select flooring with vinyl composition tile (VCT)
- Replacing select bathtubs
- Conversion of two efficiency units (#912 and #916) into a one-bedroom unit
- Cleaning the sanitary sewer lateral lines

Frerichs Construction Company has performed satisfactorily on other major PHA modernization projects, including the recently completed plumbing modernization at Ravoux Hi-Rise project. Frerichs intends to subcontract approximately 12% of the contract work to minority business enterprises (MBE) and approximately 40% of the contract work to women-owned business enterprises (WBE). Frerichs will provide building trades pre-apprenticeship opportunities for PHA residents by participating in the “Step-Up” program. Copies of the Employer Information Reports for Frerichs Construction Company and the second low bidder, Shaw-Lundquist Associates, Inc. are attached.

In a separate report on this meeting’s agenda, staff is recommending approval to award a contract to another firm for asbestos abatement and demolition of walls and existing plumbing at this hi-rise, as part of the plumbing modernization project.

There are sufficient funds in the 2017 CFP grants to pay for this contract. The PHA has secured a \$500,000 forgivable loan from the Federal Home Loan Bank of Des Moines.

TDB/BNF

Attachments: Bid Tabulation
Employer Information Reports (EEO-1)



RESOLUTION IN RECOGNITION OF DEDICATED SERVICE

By

Mary Puente

WHEREAS, Mary Puente served the people of Saint Paul as a Commissioner of the Saint Paul Public Housing Agency (PHA) from January 22, 2014 until August 23, 2017; and

WHEREAS, she provided distinguished service in many ways including the following:

- As a resident of the PHA's Front Avenue Hi-Rise, she brought a first-hand familiarity with resident issues and concerns to the Board's deliberations.
- She advised the Commissioners on issues that were important to public housing residents, including residents who are elderly, non-elderly, persons with disabilities and students.
- She also shared the perspective of Resident Councils in Board discussions, drawing on her years of participation in her Hi-Rise Resident Council, the Presidents Council and the Resident Advisory Board (RAB).
- She faithfully attended Board meetings, respected and supported staff and her fellow Commissioners, and gave full and fair consideration to all matters brought before the Board.
- During her service as a Commissioner, she demonstrated her commitment both to the PHA's mission and the Agency's Commissioners, staff and residents.

NOW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Saint Paul Public Housing Agency, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation and respect the service provided to the Agency and the community by Mary Puente.

September 27, 2017

Resolution No. 17-9/27-01

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Employee Handbook Policy Amendments:
Guide to Conduct

DATE September 27, 2017

Staff requests approval to amend the Agency's Guide to Conduct, which is a Board-approved policy contained in the PHA's Employee Handbook. The Guide to Conduct was originally approved by the Board on October 11, 1989 and last amended on July 23, 2003. Staff is recommending minimal revisions that include grammatical corrections, using more direct language and phrasing to clarify requirements, and inserting words that are more encompassing when referencing portions of the policy that affect employees, residents, and members of the public. The complete text of the policy is attached, with deletions interlined and new language double-underlined.

These revisions are part of a series of staff recommendations related to a comprehensive review and update of all the policies in the PHA's Employee Handbook. Many of the policies were originally created and approved by the Board between 1980 and 2000. In the past, policy amendments have been brought to the Board for approval when federal and/or local laws changed, or when the policy was no longer aligned with the PHA's business practices. Staff has worked closely with the PHA's Legal team on all of the recommended policy revisions.

LTS/ANH/FAH

Attachments: Draft Guide To Conduct Policy

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Asbestos Abatement and Demolition
At Valley Hi-Rise; AMP 5
Contract No. 18-048

DATE September 27, 2017

Staff requests Board approval to award a contract for asbestos abatement and demolition at Valley Hi-Rise (AMP 5) to the lowest responsible bidder, Dennis Environmental Operations, of Saint Paul, Minnesota, for the total bid amount of \$285,000. A copy of the September 7, 2017 bid tabulation is attached.

This contract includes asbestos abatement along with demolition of walls and plumbing in 159 apartment units, as well as abatement and demolition of the piping in the first floor ceiling space of the hi-rise. It also includes abating asbestos on and around the existing piping and hot water storage tanks in the boiler room. This work is part of the plumbing modernization work at Valley Hi-Rise, recommended for approval in a separate report on this meeting's agenda.

Dennis Environmental Operations has previously performed work for the PHA and their work has been satisfactory. Copies of the Employer Information Reports for Dennis Environmental Operations and the second lowest responsible bidder, VCI Environmental, Inc., are attached. Dennis Environmental Operations is a women-owned business enterprise (WBE) and also a Section 3 business.

There are sufficient funds available in the 2017 Capital Fund Budget for this contract.

TDB/BNF

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Violence Against Women Act (VAWA);
Emergency Transfer Policy; Admissions
And Occupancy Policies for the
Housing Choice Voucher/Section 8 Programs

DATE September 27, 2017

Staff recommends Board approval of Resolution No. 17-9/27-02 to amend the Admission and Occupancy Policies for the Housing Choice Voucher/Section 8 Programs, Appendix M, Violence Against Women Act (“VAWA”), by adding an Emergency Transfer Policy, effective immediately. This policy revision is required by HUD rules following amendments to VAWA. A copy of the proposed revision to the appendix is attached, with the new language double-underlined.

The recommended addition to the policy was drafted by the PHA’s Legal team to comply with HUD regulations and guidance. HUD provided a model emergency transfer policy (Form HUD-5381) for use with the Public Housing program, leaving blanks for each housing agency to insert locally-specific information. The Board approved the addition of a VAWA Emergency Transfer Policy as Appendix L to the Public Housing Admission and Occupancy Policies during its meeting on May 24, 2017. Due to differences in how the Public Housing and Section 8 programs are administered, the proposed amendments to the Housing Choice Voucher/Section 8 Programs Admission and Occupancy Policies are much more limited in scope and primarily represent a formalization of existing policies. As a result, these additions are being proposed as an amendment to the current Section 8 VAWA Policy in Appendix M rather than as a separate, standalone appendix.

Despite its gender-specific title, VAWA equally protects women and men who are victims of domestic violence, dating violence, sexual assault or stalking.

LTS/SW/FAH

Attachment: Resolution No.17-9/27-02
Admission and Occupancy Policies for the Housing Choice Voucher/Section 8
Programs, Appendix M; VAWA

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Veterans Affairs Supportive Housing
(VASH) Vouchers; "Registration of Interest"
To Receive Additional Vouchers

DATE September 27, 2017

Staff recommends Board approval to request more Housing Choice Vouchers (HCV) for homeless veterans through VASH (Veterans Affairs Supportive Housing), a joint program of the U.S. Department of Housing & Urban Development (HUD) and the U.S. Department of Veterans Affairs (VA).

The 2017 Appropriations Act provided \$40 million that will support approximately 5,500 new HUD-VASH vouchers, according to a recent HUD notice (PIH 2017-17). As explained in the notice,

This year HUD seeks to award tenant-based HUD-VASH to self-identified, interested PHAs based on local need. Awards will follow a two-step process: 1) PHAs will respond to this Notice with an email and a VA Letter of Support (Registration of Interest), 2) Based on a need formula, registered PHAs that are selected will receive an invitation to apply for a specific number of HUD-VASH vouchers. This means that PHAs must respond to this Notice to be considered for a HUD-VASH award.

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Registration of Interest Requirements. PHAs must consult with their partnering VA facility to discuss their intentions of submitting a Registration of Interest and request the required Letter of Support for HUD-VASH vouchers under this Notice.

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Invitation of PHAs. Selected PHAs will receive an invitation via email to apply for a specific number of HUD-VASH vouchers. This number is the maximum number of vouchers being offered. PHAs may choose to apply for fewer vouchers.

The HUD-VASH Supervisor at the VA Medical Center has confirmed (by email) that there is a need for more VASH vouchers in St. Paul; and a formal letter of support is forthcoming. With the Board's approval staff will submit the Registration of Interest to HUD before the October 31, 2017 due date.

FAH/DJM

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Community Solar Garden Subscription
Agreement at PHA Properties;
Reject Proposal for Contract No. 18-041

DATE September 27, 2017

Staff requests Board approval to reject the sole proposal received for furnishing additional community solar garden subscription agreements for PHA properties. The single proposal, from ReneSola Energy, only offered enough capacity to serve one of the ten buildings listed in the PHA's Request for Proposals (RFP).

After the Board approved issuing this RFP at its June 28, 2017 meeting, staff advertised it in local papers and sent it to the Minnesota Solar Energies Industries Association. Staff also contacted over a dozen solar garden developers by telephone. Eight of them responded that they did not have any capacity left for Ramsey County customers; and some said the land needed to build community solar gardens in the allowable area (Ramsey County and adjacent counties) was too expensive. Other developers did not return staff's calls.

Staff intends to stay in contact with the solar garden developers, and if any changes occur in the near future that signal a more favorable contract opportunity for the PHA, staff will re-issue the Request for Proposals.

TDB