

On June 24, 2020, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Resolution in Recognition of Dedicated Service by Julia Hupperts
- Pension Plan Administrative Committee; Reappointment of City Employees' Union Local 363 Representative
- Furnace Replacements McDonough Homes; Contract No. 21-020
- Trash Compactor Replacements at Five Hi-Rises; Contract No. 21-022
- Janitorial Services McDonough Community Center; Contract No. 21-032
- Project-Based Voucher (PBV) Offering Plan; Revising the Admission & Occupancy Policies for the Section 8 Housing Choice Voucher Programs; Housing for the Elderly; Amending the Agency Plan



RESOLUTION IN RECOGNITION OF DEDICATED SERVICE

By

JULIA HUPPERTS

Whereas, Julia Hupperts served the Saint Paul Public Housing Agency and its residents for over 23 years, from July 31, 1996 until her retirement on April 30, 2020; and

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

- Julia began her PHA employment as a Human Services Coordinator in 1996, where she was responsible for providing residents with case management, crises intervention and resources to help individuals and families remain lease compliant.
- In 2007, Julia transferred into the Assistant Resident Services Manager position, where she excelled in many ways, especially in taking the initiative to connect residents with community organizations and resources.
- In 2012, Julia accepted a position as an Assistant Rental Administrator, where she was responsible for accurately maintaining the PHA's Control Book and helping the Agency consistently achieve 99% occupancy in the Public Housing program.
- In 2015, Julia accepted the position of Resident Council Coordinator. In this role Julia served in an advisory capacity to the Presidents Council of St. Paul PHA Hi-Rises, as well as to the sixteen individual hi-rise Resident Councils and hi-rise management staff.
- Throughout her 23 years with the PHA, Julia demonstrated her commitment to the Agency's mission, residents and community by professionally serving all residents and our community partners, with a consistent pursuit of excellence in all aspects of her work.

In all these ways, Julia contributed to the Agency's exemplary record that includes ongoing High Performer ratings from HUD, adding to the PHA's national reputation for outstanding administration of the Public Housing program.

NOW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Public Housing Agency of the City of Saint Paul, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation, respect, and admiration for the services provided to the Agency and community by Julia Hupperts and we wish her well in her retirement.

June 24, 2020

Resolution Number 20-6/24-01

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** Pension Plan Administrative Committee;
Reappointment of City Employees'
Union Local 363 Representative**DATE** June 24, 2020

Staff recommends renewing the appointment of Les Unklesbay as the City Employees' Union Local 363 employees' representative to the HRA/PHA Pension Administrative Committee for a three-year term effective July 1, 2020 through June 30, 2023. Mr. Unklesbay is a Maintenance Mechanic in the Maintenance Department, and he has the City Employees' Union's support for this position.

Under the Pension Plan, Committee members are appointed for three-year terms. The Pension Administrative Committee has the fiduciary responsibility to control and manage the operation and administration of the Pension Plan.

Other members currently serving on the Pension Administrative Committee are: Terri Gindorff, representing PHA Administrative employees; Gary Grabko, representing City of Saint Paul HRA employees; and Adam Niblick, representing the St. Paul City Council. Mr. Niblick's term is also set to expire on June 30, 2020.

ANH/

Attachment: Letter from City Employees' Union Local 363 Business Manager

City Employees' Union 363
OF THE LABORERS' INTERNATIONAL UNION OF NORTH AMERICA
Chartered January 26, 1920

Suite 500, United Labor Centre, 312 Central Avenue
Minneapolis, Minnesota 55414
612-379-4740 • Fax 612-379-3050

TO: Alicia Huckleby, SPPHA
FROM: Tony Kelly, LIUNA Local 363
DATE: June 5, 2020
RE: Pension Plan Board Appointment

Ms. Huckleby,

This letter serves to inform the St Paul Public Housing Agency that we wish to appoint our longtime member and proud SPPHA employee, Les Unklesbay, the Pension Plan Board for an additional 3-year term.

If you have any questions, please let us know.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tony Kelly', with a long horizontal flourish extending to the right.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** Furnace Replacements
McDonough Homes
Contract No. 21-020**DATE** July 24, 2020

Staff requests approval to award a contract for Furnace Replacements at McDonough Homes to the lowest responsible bidder, Binder Heating and Air Conditioning, Inc., of South St. Paul, Minnesota, in the total bid amount of \$149,777. A copy of the June 4, 2020 bid tab is attached.

The contractor will remove the existing furnaces from 70 units and install new energy-efficient furnaces. This contract is the first of what will eventually be several furnace replacement contracts at McDonough, spread out over several budget years. This process will stagger the ages/warranties of the furnaces at the site, and blunt the cost impact of replacing the furnaces in all 592 units at McDonough Homes.

Staff solicited for bids by advertising in local papers and trade publications, sent bid documents directly to Minneapolis and St. Paul Building Exchanges, and sent Invitations to Bid to several local companies that have expressed an interest in contracting with the PHA. Three contractors submitted bids.

The bid amount from Binder Heating and Air Conditioning, Inc. is within staff estimates for the work, and the per-unit prices are very close to the prices we received for replacing 242 furnaces at Roosevelt Homes in 2018. Binder will comply with the PHA's Section 3 Policy by subcontracting air duct cleaning to a Section 3 certified Minority-Owned Business Enterprise (MBE). Binder performed satisfactorily on their previous PHA contract work replacing the

furnaces at Roosevelt Homes. The Employer Information Reports for Binder and the second low bidder, Erickson Plumbing, Heating, Cooling, Inc., are attached.

There are sufficient RAD PBRA funds available for this contract.

TDA/JTL/KYY

Attachments: Tabulation of Bids
Employer Information Reports (EEO-1)



Furnace Replacements at McDonough Homes

Contract No. 21-020

Time of Bid Opening: June 4, 2020, 2:00 p.m.

Place of Bid Opening: 200 Arch Street East, St. Paul, Minnesota

ANNOUNCEMENT: Although these bids are being publicly opened and read aloud, the PHA does not thereby waive any informalities or irregularities with respect to such bids. The PHA reserves the right to reject any or all bids or to waive any informalities in the bidding. The bids will be available at this office for public inspection.

Tabulation of Bids

	Bidder	Base Bid	Deduct Alternate
1	Binder Heating & Air, Inc. 222 Hardman Avenue North South St. Paul, MN 55075	\$149,777.00	\$21,340.00
2	Erickson Plumbing Heating Air Electrical 1471 92nd Lane NE Blaine, MN 55449	\$157,080.00	\$16,565.00
3	Cities 1 Plumbing and Heating, Inc. 787 Hubbard Avenue St. Paul, MN 55104	\$182,000.00	\$27,000.00
4			
5			
6			

Bids Opened By: Jordan LaSota

Bids Recorded By: Ka Yang

In Attendance: Jordan LaSota, Ka Yang, Tom Edholm (Cities 1), Robert Gear (Binder)

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: Binder Heating: Air Contact Person: Audrey Graves
 Address: 222 Hardman Telephone #: 651-457-8781
 City: St. Paul Fax #: 651-457-7116
 State: MN Zip: 55075 Fed. Tax ID #: 41-0951543
 Email Address: comfort@binderheating.com

Company Owner* Information:

Category:

- 1 White American
- 2 African American
- 3 Native American Indian
- 4 Hispanic American
- 5 Asian/Pacific American
- 6 Hasidic Jew
- 7 Female
- 8 Disabled

Native Origins in:

- Europe, North America, or the Mid-East
- Any Black racial group in Africa
- North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.
- Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.
- Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White		African American		Nat. Amer. Indian		Hispanic American		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	3	1											3	1	4
Professionals															
Technicians															
Sales Workers	1												1		1
Office & Clerical		4												4	4
Craftsmen (Skilled)	13												13		13
Operatives (Unskilled)															
Laborers (Unskilled)															
Service Workers															
Totals	17	5											17	5	22

On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

Audrey Graves
 Equal Employment Opportunity Officer (Print Name)
Audrey Graves
 Equal Employment Opportunity Officer (Signature)

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: Erickson Plumbing Heating Air Electrical Contact Person: Stacy Erickson
 Address: 1471 92nd Lane NE Telephone #: 763-783-4545
 City: Blaine Fax #: 763-783-4566
 State: MN Zip: 55449 Fed. Tax ID #: 41-1528722
 Email Address: serickson@hearterickson.com

Company Owner* Information:

- | | |
|---|---|
| <p><u>Category:</u></p> <p>1 <input checked="" type="checkbox"/> White American</p> <p>2 <input type="checkbox"/> African American</p> <p>3 <input type="checkbox"/> Native American Indian</p> <p>4 <input type="checkbox"/> Hispanic American</p> <p>5 <input type="checkbox"/> Asian/Pacific American</p> <p>6 <input type="checkbox"/> Hasidic Jew</p> <p>7 <input checked="" type="checkbox"/> Female</p> <p>8 <input type="checkbox"/> Disabled</p> | <p><u>Native Origins in:</u></p> <p>Europe, North America, or the Mid-East</p> <p>Any Black racial group in Africa</p> <p>North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.</p> <p>Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.</p> <p>Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands</p> |
|---|---|

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White		African American		Nat. Amer. Indian		Hispanic American		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	4	1											4	1	5
Professionals															
Technicians															
Sales Workers	1												1		1
Office & Clerical	1	2											1	2	3
Craftsmen (Skilled)	14												14		14
Operatives (Unskilled)															
Laborers (Unskilled)	1												1		1
Service Workers															
Totals															
On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

Stacy Erickson
 Equal Employment Opportunity Officer (Print Name)
Stacy Erickson
 Equal Employment Opportunity Officer (Signature)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** Trash Compactor Replacements
At Five Hi-Rises
Contract No. 21-022**DATE** June 24, 2020

Staff requests Board approval to award a contract for replacing trash compactors at five hi-rises to the lowest responsible bidder, DMH Companies of New Hope, Minnesota for the bid amount of \$185,895.00. The second low bid, from Sani-Tech of Duvall, Washington was \$199,476.62. A copy of the June 11, 2020 bid tabulation is attached.

This work includes furnishing and installing new auger-style compactors, along with removal and disposal of existing compactors, at the following hi-rises:

- Hamline Hi-Rise, 777 Hamline Ave. N.
- Wilson Hi-Rise, 1300 Wilson Ave.
- Valley Hi-Rise, 261 University Ave. E.
- Wabasha Hi-Rise, 545 Wabasha St. N.
- Neill Hi-Rise, 325 Laurel Ave.

This contract will complete the compactor replacements at all PHA hi-rises. The new compactors are higher quality and more efficient than the existing compactors, which were all installed when the buildings were constructed over forty years ago. Maintenance costs on the new compactors are lower, and several of the eleven hi-rises with new compactors are requiring less frequent trash pickups.

The contract was publicly advertised in accordance with the PHA's Purchasing Policy. Two contractors expressed interest in reviewing the documents. Staff were in contact with both interested bidders throughout the bidding process and both submitted bids.

DMH Companies has performed satisfactorily on PHA trash compactor replacement contracts in the past. The Employee Information Reports for DMH Companies and the second low bidder, Sani-Tech, are attached. DMH Companies will comply with the PHA's Section 3 Policy by hiring a Section 3 resident for the duration of this work. This new hire will help with the removal and installation process at each location.

There are sufficient RAD PBRA funds available to accomplish this work.

TDA/JTL/KYY

Attachments: Bid Tabulation
Employer Information Reports, EEO-1



TRASH COMPACTOR REPLACEMENTS AT FIVE HI-RISES

Contract No. 21-022

Time of Bid Opening: THURSDAY, June 11, 2020, 2:00 p.m.

Place of Bid Opening: 200 Arch Street East, St. Paul, Minnesota

ANNOUNCEMENT: Although these bids are being publicly opened and read aloud, the PHA does not thereby waive any informalities or irregularities with respect to such bids. The PHA reserves the right to reject any or all bids or to waive any informalities in the bidding. The bids will be available at this office for public inspection.

Tabulation of Bids

	Bidder	Bid
1	DMH Companies	\$185,895.00
2	Sani-Tech Systems	\$199,476.62

Bids Opened By: Jordan LaSota

Bids Recorded By: Ka Yang

In Attendance: Jordan LaSota, Ka Yang, Matt Dvorsak (DMH Companies)

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: DMH COMPANIES Contact Person: MATT DVORSAK
 Address: 4932 HIGHWAY 169 N. Telephone #: 763-789-3705
 City: NEW HOPE Fax #: _____
 State: MN Zip: 55428 Fed. Tax ID #: _____
 Email Address: MATT DVORSAK MATT@DMHCOMPANIES.COM

Company Owner* Information:

- | | |
|--|---|
| Category: | Native Origins in: |
| 1 <input checked="" type="checkbox"/> White American | Europe, North America, or the Mid-East |
| 2 <input type="checkbox"/> African American | Any Black racial group in Africa |
| 3 <input type="checkbox"/> Native American Indian | North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts. |
| 4 <input type="checkbox"/> Hispanic American | Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race. |
| 5 <input type="checkbox"/> Asian/Pacific American | Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands |
| 6 <input type="checkbox"/> Hasidic Jew | |
| 7 <input type="checkbox"/> Female | |
| 8 <input type="checkbox"/> Disabled | |

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

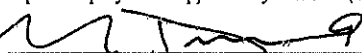
Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White		African American		Nat. Amer. Indian		Hispanic American		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	4												4		
Professionals															
Technicians	6												6		
Sales Workers	1												1		
Office & Clerical		1												1	
Craftsmen (Skilled)															
Operatives (Unskilled)															
Laborers (Unskilled)															
Service Workers															
Totals	11	1											11	1	12

On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

MATT DVORSAK
 Equal Employment Opportunity Officer (Print Name)

 Equal Employment Opportunity Officer (Signature)

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: Sanitech Systems, Inc Contact Person: Bill Clark
 Address: 16015 Main St NE Telephone #: 425-788-6444
 City: Duvall (P.O. Box 444) Fax #: 425-844-8625
 State: WA Zip: 98019 Fed. Tax ID #: 91-1577226
 Email Address: sales@sanitech.net

Company Owner* Information:

Category:

- 1 White American
- 2 African American
- 3 Native American Indian
- 4 Hispanic American
- 5 Asian/Pacific American
- 6 Hasidic Jew
- 7 Female
- 8 Disabled

Native Origins in:

- Europe, North America, or the Mid-East
- Any Black racial group in Africa
- North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.
- Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.
- Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands

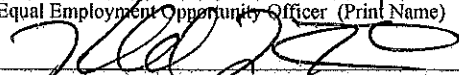
* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White		African American		Nat. Amer. Indian		Hispanic American		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	1												1		1
Professionals															
Technicians	2												2		2
Sales Workers															
Office & Clerical		1												1	1
Craftsmen (Skilled)															
Operatives (Unskilled)															
Laborers (Unskilled)															
Service Workers															
Totals													3	1	4
On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

Ronald L. Kaptein
 Equal Employment Opportunity Officer (Print Name)

 Equal Employment Opportunity Officer (Signature)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** Janitorial Services at the
McDonough Community Center
Contract No. 21-032**DATE** June 24, 2020

Staff requests approval to award a two-year contract for Janitorial Services at the McDonough Community Center to the lowest responsible bidder, Cady Building Maintenance Inc., of Minneapolis, Minnesota for the monthly cost of \$7,435 plus \$30.00 per hour for additional work requested by staff. If approved, the contract will begin on August 1, 2020 and run for an initial period of two years, with an option to extend one additional year for a maximum contract term of three years. Janitorial services will be provided Monday through Friday.

Cady's bid is approximately a 4% increase over the current contract cost. The apparent low bid received from Stratus Building Solutions had to be rejected because they were not able to meet the PHA's requirement (stated in the General Conditions for single-trade contracts) that at least 51% of the work under the contract must be performed by the contractor's own employees.

Staff solicited for bids by advertising in local papers and trade publications, Legal Ledger, St. Paul Spokesman and Northstar Imaging Services. Staff also sent bid documents directly to several local companies that have expressed an interest in contracting with the PHA. Bids were received from two firms. Staff contacted other firms that had expressed an interest in the work but did not submit a bid. Some of those firms said they could not meet the bonding requirements. A summary of the bids is attached. Cady Building Maintenance holds the PHA's current contract for janitorial services and they have performed satisfactorily.

A copy of the Employer Information Report for Cady Building Maintenance is attached. The contractor will meet the PHA's Section 3 requirements by providing training and full-time employment for one PHA resident during the contract period. The monthly cost of this contract is split between the Resident Initiatives Department budget (for resident training) and the Maintenance Department budget (for the janitorial work).

Staff expects that about \$95,000 will be spent in each year of the contract. Sufficient funding is available in the RAD PBRA Operating Budget for this contract.

BNF/LAG

Attachment: Bid Tabulations
Equal Employment Opportunity Report, EEO-1



Janitorial Services at McDonough Community Center

Contract No. 21-032

Time of Bid Opening: June 11, 2020, 3:00 p.m.

Place of Bid Opening: 200 Arch Street East, St. Paul, Minnesota

ANNOUNCEMENT: Although these bids are being publicly opened and read aloud, the PHA does not thereby waive any informalities or irregularities with respect to such bids. The PHA reserves the right to reject any or all bids or to waive any informalities in the bidding. The bids will be available at this office for public inspection.

Tabulation of Bids

	Bidder	Monthly	Hourly Rate
1	Stratus Building Solutions 442 Hayward Avenue North Oakdale, MN 55128	\$5,500.00	\$25.00
2	Cady Building Maintenance 9220 Bass Lake Road #360 New Hope, MN 55428	\$7,435.00	\$30.00
3			
4			
5			
6			

Bids Opened By: Tim Braun

Bids Recorded By: Steve Ahner

In Attendance: Steve Ahner, Larry Gurtin, Tim Braun

EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report

Company Name: Cady Building Maintenance, Inc. Contact Person: Michele Cady
 Address: 9220 Bass Lake Road, #360 Telephone #: 763-531-0010
 City: New Hope Fax #: 763-531-0020
 State: MN Zip: 55428 Fed. Tax ID #: 41-1681413
 Email Address: michele@cadybldgmaint.com

Company Owner* Information:

- | | |
|---|---|
| Category: | Native Origins in: |
| 1 <input type="checkbox"/> White American | Europe, North America, or the Mid-East |
| 2 <input type="checkbox"/> African American | Any Black racial group in Africa |
| 3 <input type="checkbox"/> Native American Indian | North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts. |
| 4 <input type="checkbox"/> Hispanic American | Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race. |
| 5 <input type="checkbox"/> Asian/Pacific American | Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands |
| 6 <input type="checkbox"/> Hasidic Jew | |
| 7 <input type="checkbox"/> Female | |
| 8 <input type="checkbox"/> Disabled | |

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

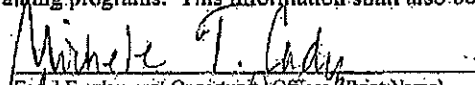
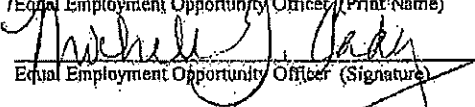
Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White		African American		Nat. Amer. Indian		Hispanic American		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	1						5	2					6	2	8
Professionals	1	3											1	3	4
Technicians													1		1
Sales Workers	1	1											1	1	2
Office & Clerical		3											0	3	3
Craftsmen (Skilled)															
Operatives (Unskilled)															
Laborers (Unskilled)	4	1	1	1			30	33					35	35	70
Service Workers															
Totals													44	44	88

On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.


 Michele T. Cady
 Equal Employment Opportunity Officer (Print Name)

 Michele T. Cady
 Equal Employment Opportunity Officer (Signature)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Project-Based Voucher (PBV)
Offering Plan; Revising the
Admission & Occupancy Policies for the
Section 8 Housing Choice Voucher Programs;
Housing for the Elderly;
Amending the Agency Plan

DATE June 24, 2020

Staff recommends Board approval of the following actions related to the Project-Based Voucher (PBV) program in response to the current and growing need for affordable housing in our community:

1. Offer up to 120 Project-Based-Vouchers in Minnesota Housing's 2020 Consolidated Request for Proposals ; and
2. Adopt Resolution No. 20-6/24-02 to update the Admission & Occupancy Policies for the Section 8 Housing Choice Voucher Programs, Appendix K, Project-Based Vouchers (PBV) as described below and shown on the attachment; and
3. Amend the Agency Plan accordingly.

As explained below, the attached policy revisions include staff's recommendation to create a "Housing for the Elderly" category in the PBV program. All of the proposed policy revisions are shown on the attachments, with new language double-underlined and deleted text interlined.

On November 28, 2018 the Board approved offering up to 300 PBVs over the next five years, starting with offering 125 PBVs in Minnesota Housing's 2019 Consolidated Request for Proposals. Pursuant to that offering, the Board approved awarding 105 vouchers for Project-Based-Voucher (PBV) use on January 22, 2020. That was the first time the PHA had offered and awarded PBVs since 2014.

In 2018 the Board also approved PBV policy revisions that incorporated substantial stakeholder input and regulatory changes authorized by a change in federal law (the Housing Opportunity Through Modernization Act of 2016; “HOTMA”). Among other policy changes in 2018, the Board approved staff’s recommendation to establish the following four voucher categories, with separate selection criteria for each category¹:

- Mixed-Income Affordable Housing
- Supportive Housing for the Homeless
- VASH – Veterans Affairs Supportive Housing for Homeless Veterans
- FUP – Family Unification Project.

Accordingly, the PHA offered and awarded the following specific PBV types and numbers:

PBV Voucher Type	Number of Vouchers Offered in 2019	Number of Vouchers Applied For in 2019	Number of Vouchers Awarded 1/22/2020
Mixed-Income Affordable Housing	50	35	35
Supportive Housing for the Homeless	50	87	50
Veteran Affairs Supportive Housing	25	20	20
TOTALS	125	142	105

Limits on PBV Program Size: HUD regulations allow a PHA to project-base up to 20% of its non-Mainstream vouchers, subject to some exceptions explained below. That would allow the Agency to award another 296 vouchers for project-based assistance, up to a total of 917 PBVs. However, HOTMA authorized exceptions—that are now in the PHA’s policy—that would allow

¹ Federal regulations require PHAs to establish selection criteria for awarding project-based-vouchers, and to evaluate project proposals based on those criteria. The process must be open and competitive.

the Agency to project-base up to 30% of the HCVs for certain uses.² The 30% threshold would raise the PHA's limit to 1,375 PBVs, or 754 more than the current number.

When staff recommended the long-term plan of offering up to 300 vouchers project-basing over a five-year period starting in 2019, the PHA had 4,556 vouchers (excluding Mainstream), of which 516 (11.3%) were under PBV contracts. With the 105 PBVs approved by the Board in January 2020 the total PBV program now includes 621 units, which is 13.4% of the current 4,586 (non-Mainstream) vouchers. (The base includes five additional VASH vouchers awarded effective January 1, 2020 and 75 additional FUP vouchers effective June 1, 2020.)

PBV Offering for 2020 Consolidated RFP: Minnesota Housing (Finance Agency, MHFA) announced its current Consolidated Request for Proposals in April 2020, with applications due to in July 2020. Staff is recommending offering up to 120 Project-Based-Vouchers in that RFP, without assigning limits to any category of uses. Project owners and developers seeking PBVs could select the category that is most applicable to their project, and respond specifically to the relevant selection criteria. This would allow staff to weigh the separate demand in each category, along with evolving community needs, prior to recommending an award for the Board's approval.

Housing for the Elderly. As stated above, the PHA's current categories and selection criteria for PBV projects were approved by the Board in 2019. Staff is recommending adding a category

² The three exceptions categories are

- Homeless (as defined by HUD)
- Supportive housing for persons with disabilities and/or elderly persons
- Projects located in low-poverty areas as defined by HUD.

specifically to serve elderly families and individuals, to better meet the needs of our diverse community.

Since November 1, 2018, the PHA has received 171 Mainstream Housing Choice Vouchers that are specifically reserved for non-elderly clients with disabilities, particularly targeting families and individuals who are experiencing homelessness or are at risk of it. These vouchers have been rapidly utilized, and are serving a prominent community need.

With these additional resources that cannot be used to house elderly low income families, staff believe it is important to prioritize some units in the PBV program for elderly households. Therefore staff are recommending adding the following PBV selection category to the policy, with priority given to proposals that meet one or more of three selection criteria:

Affordable Housing for the Elderly³:

1. The project qualifies as new construction; or
2. The project is located in a low-poverty area; or
3. The project provides, or contracts for, supportive services appropriate for the population served.

An elderly housing PBV project that also offers supportive services would be counted toward the 30% agency limit on project-basing vouchers. Housing for elderly families, even without supportive services available, is not subject to HUD's usual limit of 25% PBV units in the building or project.

Timeline: Although the application period has already begun for Minnesota Housing's Consolidated RFP for this year, staff believe the recommended PBV offering should be included in it. (That is the procedure established in the PHA's policies for awarding PBVs.) Participating in the Consolidated RFP helps to ensure that each project the PHA is reviewing has already been

³ "Elderly" is defined both in PHA policy and in federal regulations as 62 years of age or older.

determined to be financially viable, and comports with Minnesota’s stated affordable housing goals. As required by current HUD rules, the PHA will also notify HUD of our intent to offer more PBVs before publicly announcing their availability.

However, given the rapidly evolving community need, this offering would be advertised later than usual. Staff would still ask for narrative or documentary responses to satisfy the selection criteria. Once Minnesota Housing makes its funding decisions, staff would review and assess the proposals requesting PBVs according to our announced selection criteria. Staff would then advance any final proposals to the Board for ultimate consideration and approval.

Activity	Estimated Date
Board Approval of Offering & Plan	June 24, 2020
Request HUD Approval	June 24, 2020
MHFA Consolidated RFP Advertising	June 26, 2020
MHFA Applications Due	July 16, 2020
MHFA Board Approves Applications	October or November, 2020
Staff Recommendation to PHA Board for Specific Project Approval	December, 2020 or January, 2021

Other Policy Updates: In addition to minor housekeeping changes, staff are recommending a revision in the PBV policy authorized by a change in HUD regulations, that allows a PHA to add units to an existing PBV contract without a competitive process in certain situations. This can remedy a dilemma faced by a few of the PBV projects, where a resident stayed on to receive services, despite being “over-income” and requiring no rent subsidy. HUD rules required the PHA to remove that unit from the PBV contract. However, when the over-income resident moved out and was replaced by a low-income resident, HUD rules did not allow adding that unit back into the subsidy contract. In a related situation, some mixed-income projects with a few

PBV units in a larger building have asked to add more units without going through the full competitive proposal process. The recommended policy revision would allow that under specific circumstances. These changes were authorized by HOTMA and subsequent HUD guidance.

DJM/FAH

Attachments:

- Resolution No. No. 20-6/24-02
- Proposed Revisions to Admission & Occupancy Policy Appendix K
 - Clean Copy (White paper)
 - Changes tracked (Green paper)
- MHFA Revised 2020 Timeline

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL
RESOLUTION NO. 20-6/24-02
PROJECT-BASED VOUCHERS:
AMEND SECTION 8 HOUSING CHOICE VOUCHER
ADMISSION & OCCUPANCY POLICIES, APPENDIX K**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has undertaken to provide 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 Section 8 Housing Choice Voucher (HCV) Program, including a Project-Based Voucher (PBV) Program, for which the guiding policies are set forth in the Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Program, dated February 23, 2000, as amended; and

WHEREAS, the PHA's goals for its PBV program include the following:

1. To contribute to the upgrading and long-term viability of the area's housing stock.
2. To increase the supply of affordable housing and location choice for very low-income households.
3. To integrate housing and supportive services such as education, case management, job training, and day care to help families and individuals achieve stability and self-reliance.
4. To promote the coordination and leveraging of resources of public, semi-public, or non-profit agencies with compatible missions.
5. To support the City of St. Paul's affordable housing goals.
6. To assist the State of Minnesota and Ramsey County and the City of St. Paul with their plans to end homelessness, by providing rental subsidies to supportive housing and other projects that are designed to house persons experiencing homelessness; and

WHEREAS, the PHA currently has 4,586 vouchers (excluding special programs) authorized by its Consolidated Annual Contributions Contract (ACC) with HUD; and

WHEREAS, the PHA currently has 516 Housing Choice Vouchers under contracts as Project-Based Vouchers (PBVs), providing rental assistance for supportive housing and for affordable housing in mixed income properties; and

WHEREAS, the PHA is authorized to commit up to 20 percent of its authorized HCVs for use as PBVs, and an additional 10 percent (total 30 percent) if the additional units fall into one or more of the following categories:

- Homeless (as defined by HUD)
- Supportive housing for persons with disabilities and/or elderly persons
- Projects located in low-poverty areas as defined by HUD; and

WHEREAS, staff has recommended offering 120 more HCVs for PBV use; and

WHEREAS, staff has recommended other revisions to the Admission & Occupancy Policies for the Section 8 Housing Choice Voucher Program, Appendix K, Project-Based Vouchers, as shown on the attachment, that are necessary to continue and improve the PBV 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. The PHA will offer up to 120 PBVs in Minnesota Housing's 2019 Consolidated Request for Proposals ("SuperRFP"); and
2. The Admission & Occupancy Policies for the Section 8 Housing Choice Voucher Program, Appendix K, Project-Based Vouchers, are hereby revised as shown on the attachment, effective immediately; and
3. The Agency Plan is amended accordingly.

APPENDIX K

SECTION 8 PROJECT-BASED VOUCHER (PBV) PROGRAM

I. OVERVIEW

A. Purpose of Program: The program goals for the Section 8 Project-Based Voucher (PBV) Program are:

1. To contribute to the upgrading and long-term viability of the area's housing stock.
2. To increase the supply of affordable housing and location choice for very low-income households.
3. To integrate housing and supportive services such as education, case management, job training, and day care to help families and individuals achieve stability and self-reliance.
4. To promote the coordination and leveraging of resources of public, semi-public, or non-profit agencies with compatible missions.
5. To support the City of St. Paul's affordable housing goals.
6. To assist the State of Minnesota and Ramsey County and the City of St. Paul with their plans to end homelessness, by providing rental subsidies to supportive housing and other projects that are designed to house persons experiencing homelessness.

B. Program Elements:

1. A PHA may attach up to 20 percent of units authorized by its consolidated ACC (Annual Contributions Contract) as PBV units. For units with a new HAP contract dated after April 18, 2017, a PHA may project-based up to an additional 10% of ACC authorized units, to provide units for homeless populations, for units providing supportive services for elderly residents and/or residents with disabilities, or for units located in a low-poverty census tract. (24 CFR §983.6; HUD Notice PIH 2017-21)
 - a. Homeless. For the purposes of this exception, "homeless" is defined as individuals and families who meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act and contained in the Continuum of Care Interim Rule at 24 CFR § 578.3.
 - b. Veterans. The units are specifically made available to house families that are comprised of or include a veteran. A veteran is an individual who has served in the United States armed forces. For purposes of determining if the units are eligible for this exception, "veteran" includes an individual with an "other than dishonorable" discharge status who is ineligible for healthcare provided through the Veterans Health Administration.

- c. Supportive Services. The units provide supportive housing to persons with disabilities or to elderly persons. For the purposes of this exception, “supportive housing” includes a project that makes supportive services available for all of the assisted families in the project and provides a range of services tailored to the needs of the residents occupying such housing. Such services may include, but are not limited to, meal service adequate to meet nutritional need, housekeeping aid, personal assistance, transportation services, health-related services, case management, child care, educational and employment services, job training, counseling, or other services designed to help the recipient live in the community as independently as possible. Any of these services may be offered by a project for the unit to be considered as supportive housing. Any supportive service must be offered on at least a monthly basis; and the service(s) must be available for the duration of a family’s residence in the unit.
 - d. Low-Poverty Census Tract. For the purposes of this policy, “Low-Poverty Census Tract” is defined as one where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates. A project that qualifies for this exception at the time of HAP Contract Execution continues to qualify for the exception for the length of the contract, regardless of future changes in the poverty rate.
2. The units may be new construction, rehabilitated or existing units, as defined in the applicable federal regulations.
 3. For the purpose of this policy, a “project” may be a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land.
 4. Not more than 25 percent of the units, or 25 units in any project, whichever is greater, may be assisted with PBV (the “project cap”).
 - a. That cap does not apply to units that are specifically made available for elderly families or families residing in housing where supportive services are available, as defined in this policy.
 - b. A property that is located in a low-poverty census tract (poverty rate 20% or lower) may have up to 40% of its units assisted with PBV, or 25 units in any building, whichever is greater.
 5. The location of PBV units must be consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities.

C. Requirements for Participation:

1. Competitive Selection Process: To meet HUD’s requirement in 24 CFR §983.51 that PBVs be awarded through a competitive process, the PHA will offer PBVs only through Minnesota Housing’s annual Consolidated Request for Proposals (“SuperRFP”) process. Minnesota Housing will award other financial assistance through that process without any consideration that a project may receive PBV assistance.

2. Developer/Owner Proposal: To be considered for an award of PBVs from the PHA, a developer/owner must submit a proposal through Minnesota Housing's Consolidated Request for Proposals ("SuperRFP").
3. Projects Approved for or Denied Other Funding by Minnesota Housing:
 - a. The PHA will take no action on PBV requests submitted through the SuperRFP process until Minnesota Housing has made its funding awards.
 - b. When a property developer or owner submits an application under the SuperRFP requesting both PBVs and other forms of assistance, and Minnesota Housing does not approve any of the other assistance requested, then the PHA will not consider the request for PBVs.
 - c. If a project owner or developer submits an application through the SuperRFP that only requests PBVs, the PHA will consider that application after Minnesota Housing has made its funding awards.
4. Selection Criteria: If an application requesting PBVs has gone through Minnesota Housing's SuperRFP as indicated above, the PHA will review the application based on the following selection criteria. All proposed projects will be evaluated first under the General Criteria for All Projects (30 Points). The applicant will select which of the remaining four categories they wish to be evaluated under (70 Points), depending on what has been made available in the SuperRFP (Mixed Income, Supportive Housing for Homeless Persons, VASH or FUP).
 - a. General Criteria for All Projects (30 Points Maximum): All projects submitted for consideration will be evaluated under these two criteria.
 - i. Prior extensive experience of the applicant in developing and managing similar residential housing with project-based voucher subsidies and demonstrated ability and capacity of the applicant to proceed expeditiously with the proposal. 10 Points.
 - ii. Leveraging: Extent to which PBV voucher proposal is created in a project that has additional affordable housing beyond what is provided by the PBV units. 20 Points.
 - iii. Minimum Size: In order to be considered eligible for Project-Based Vouchers, any project must be applying for at least ten (10) units for Project-Based assistance, or the entire size of the project, whichever is less.
 - b. Mixed-Income Affordable Housing: Projects that are applying for Project-Based Vouchers with the intent of creating mixed-income or mixed-finance projects will be selected in accordance with the following additional criteria. (70 Point Maximum.)
 - i. A project that is New Construction at the time of application. 35 points

- ii. A project that is located in a low-poverty census tract, as defined in this policy. 35 points.
- c. Affordable Housing for the Elderly: Projects that are applying for PBV with the intent of creating affordable housing units specifically designed to house elderly families. (70 point Maximum.)
 - i. A project that is New Construction at the time of application. 30 points
 - ii. A project that is located in a low-poverty census tract, as defined in this policy. 30 points.
 - iii. Provide (or contract for) on-site supportive services appropriate for the population served. 10 points.
- d. Supportive Housing for the Homeless: Projects that are applying for Project-Based Vouchers with the intent of creating affordable housing options with supportive services on-site to assist homeless clients will be selected in accordance with the following additional criteria. (70 Point Maximum.)
 - i. Requirement for all of the following (45 points):
 - 1. Serve homeless individuals and families, as defined in Minnesota Housing's SuperRFP. 15 points.
 - 2. Provide (or contract for) on-site supportive services appropriate for population served. 15 points.
 - 3. Process referrals from Ramsey County's Coordinated Entry, in accordance with their processes. 15 points.
 - ii. Extra points for the following (25 Point Maximum):
 - 1. Projects where the PBV units will serve individuals and families who meet the definition of homeless under section (103 of the McKinney-Vento Homeless Assistance Act). 15 points.
 - 2. A project that is New Construction at the time of application. 10 points.
 - 3. A project that is located in a low-poverty census tract, as defined in this policy. 10 points.
- e. HUD-Veterans Affairs Supportive Housing (VASH): Projects that are applying for PBV with the intent of creating affordable housing units specifically designed to house veterans referred and served by the local VA Office will be selected in accordance with the following additional criteria. (70 Point Maximum.)
 - i. Requirement for all of the following (40 Points):

1. Obtain letter of support from local VA. 20 points.
 2. Accept referrals from VA to fill all vacancies. 10 points.
 3. Have supportive services available on-site, as approved and accepted by VA. 10 points.
- ii. Extra points for the following (30 Point Maximum):
1. A project that is New Construction at the time of application. 15 points.
 2. A project that is located in a low-poverty census tract, as defined in this policy. 15 points.
- f. Family Unification Program (FUP): Projects that are applying for PBV with the intent of creating affordable housing units specifically designed to house families referred by partnering agencies for Family Unification Program vouchers will be selected in accordance with the following additional criteria. (70 Point Maximum.)
- i. Requirement for all of the following (45 points):
1. Accept referrals from Ramsey County Child Protection to fill all PBV vacancies. 15 points.
 2. Obtain letter of support from Ramsey County Health and Human Services (partner/referring agency for Family FUP vouchers). 15 points.
 3. Provide (or contract for) on-site supportive services appropriate for population served. 15 points.
- ii. Extra points for the following (25 Point Maximum):
1. PBV units are all 3BR or larger. 15 points.
 2. A project that is New Construction at the time of application. 10 points.
 3. A project that is located in a low-poverty census tract, as defined in this policy. 10 points.
5. Before the PHA will provide voucher rent assistance, all developments must have PHA Board approval, HUD approval, meet Housing Quality Standards and have an executed Housing Assistance Payments Contract.
 6. Before committing to offer more HCVs for PBV use, the PHA will consider the need for vouchers to renew or extend HAP contracts with existing PBV projects.

II. ELIGIBLE UNITS

A. Eligible Units:

1. All PBV selected sites must be in compliance with PBV goals, Civil Rights requirements and Housing Quality Standards. The PHA will review the applications to determine if the location is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities and must take into consideration the site selection standards listed in 24 CFR §983.57 and the PBV program goals.
2. To define a PBV unit as a unit in a rehabilitated housing, each unit must require a minimum of \$3,000 rehab costs.
3. For units requesting an exception to the 25 percent cap in a building, and that exception is based on providing supportive services, the services must be designed as services essential for maintaining or achieving independent living such as, but not limited to, counseling, education, job training, health care, mental health services, alcohol or other substance abuse services, child care services and or case management services. Prior to April 18, 2017, these services could be defined as being a participant in a PHA's FSS program.

B. Ineligible Units: The PHA may not attach PBV assistance for units if the following types of housing:

1. Shared housing
2. Units on the grounds of a penal, reformatory, medical, mental or similar public or private institution
3. Nursing homes or facilities providing continuous psychiatric medical, nursing service, board and care or intermediate care
4. Units that are owned or controlled by an educational institution and are designated for occupancy by students of the institution
5. Manufactured homes
6. Cooperative housing
7. Transitional housing
8. High rise elevator units for families with children
9. Owner occupied units
10. Units occupied by an ineligible family.
11. Units subsidized with any governmental rent subsidy or any governmental subsidy that covers all or any part of the operating costs of the housing. (24 CFR Sec. 983.54 (c)-(d))

III. APPLICANT ELIGIBILITY FOR PARTICIPATION

- A. An applicant for a PBV unit must meet the eligibility requirements for the tenant-based Section 8 Housing Choice Voucher (HCV) Program. (Note: VASH vouchers have different eligibility criteria.)
- B. Persons who will reside in PBV units may come from the PHA waiting list or be referred by the owner.
 - 1. For supportive housing PBV units, the PHA will accept applicant referrals to their waiting list from the supportive housing manager or administrator or partner agency (even when the regular HCV waiting list is closed). The referred applicant will be processed from the waiting list as a special admission to determine Section 8 eligibility.
 - 2. For vacancies in projects that are not allowed to process their own referrals, the PHA must provide applicants from its HCV waiting list when possible, and will survey its regular waiting list at the request of the project. If the PHA is unable to provide enough eligible applicants from its waiting list to fill the PBV units, the PHA may allow the owner to refer applicants to the PHA's waiting list (even when the regular HCV waiting list is closed). The referred applicant will be processed from the waiting list as a special admission to determine Section 8 eligibility.
- C. The PHA will not screen applicants for family behavior. This will remain the responsibility of the owner. The PHA will provide owners of PBV units the applicant's current and prior address (as shown on PHA records) and the name and address (if known) of the landlord at the family's current and any prior address. The PHA will inform the applicant that this information is being provided to the owner of the PBV unit.
- D. If the owner of a PBV unit denies a PBV applicant that has come from the PHA waiting list, that denial does not affect their place on the waiting list for tenant-based assistance.
- E. If an applicant from the PHA waiting list has been approved by the owner and is in verification status with the PHA and their name comes to the top of the waiting list to receive tenant-based assistance (TBA; that is, a Housing Choice Voucher/HCV), the applicant will be given the option to continue to be processed for the PBV unit or to be processed for a TBA voucher.

IV. LEASES AND HOUSING ASSISTANCE PAYMENTS CONTRACTS

- A. If the owner uses a standard lease form for rental to unassisted tenants, the lease for a voucher-assisted tenant must be in such standard form but it must be for a one-year initial term and it must include the HUD tenancy addendum. The lease must specify the name(s) of the owner(s) and the tenant, the address of the unit rented, the term of the lease including any provision for renewal, the amount of the tenant rent to owner, a listing of what services, maintenance, equipment and utilities to be provided by the owner and the amount of any charges that are for food, furniture or supportive services.

- B. The owner may refuse to renew the lease for good cause. If the owner refuses to renew the lease without good cause, the PHA will provide the family with a tenant-based voucher (when available), and the unit would be removed from the HAP contract.
- C. The initial term and any renewal terms of a PBV Housing Assistance Payments (HAP) contract between the owner and the PHA shall not exceed the limits established by federal law and regulations. The length of the initial term and any extensions will be negotiated with the owner and the form will be subject to any HUD-prescribed conditions at the time of the extension.
- D. An owner may request an increase to the rent for their PBV units at the annual anniversary of the HAP contract by a 60 day written notice to the PHA.
- E. The PHA will not include the vacancy loss clause in a new, renewing or extended PBV contract.
- F. If a PBV unit remains vacant for three months, the PHA will consider removing the unit from the Housing Assistance Payments Contract, thus permanently reducing the number of units under the contract in that project.

V. CONTINUED PARTICIPATION

- A. A family may choose to move out of a PBV unit with continued assistance any time after 12 months, except as stated in Section VII. Cost-Saving Measures, below.
- B. If a PBV tenant is determined no longer eligible for the Section 8 PBV program, they will be given a minimum of 30 days to vacate a unit. If the family does not vacate the unit, the PHA must remove that PBV unit from the HAP contract or substitute a similar unit in the building. A PBV tenant who is terminated from the PBV program will be given a minimum of a 30 day notice of the termination and must vacate the unit on or before the effective date of the termination.
- C. If the family receives no rent assistance because the family's income has reached a level where their TTP (Total Tenant Payment) is equal to or exceeds the gross rent for the unit, the family will be required to vacate the unit. If the family does not vacate the unit, the PHA must remove the unit from the HAP contract or substitute a similar unit in the same complex.
- D. If the PHA determines, at annual recertification, that the family is occupying a wrong size unit or determines at any time that the family is occupying a unit with accessibility features that the family does not require but another family does require, the PHA will offer continued assistance in the following order:
 - 1. An appropriate unit in another PBV unit either in the same building or another PBV assisted building.
 - 2. Tenant-based HCV assistance if the family has been a PBV participant for 12 months.

3. Other project-based assistance (public housing unit).

If the tenant accepts tenant-based assistance, the PHA will terminate the housing assistance payments for the wrong-sized unit or accessible unit at the expiration of the term of the family's voucher.

If the PHA offers option 1, 2 or 3 above and the family does not accept the offer, and does not move out of the unit within 60 days or any PHA approved extension, the PHA will terminate housing assistance payments for the wrong sized unit or accessible unit.

- E. For units with a HAP contract that originated before April 18, 2017, where a family resides in an excepted unit, that is a unit that provides FSS services or other supportive services and the family fails without good cause to complete its FSS contract or supportive services requirement, then the PHA will give the family a minimum of 30 days to vacate the unit. If the family does not vacate the unit, the PHA must remove that PBV unit from the HAP contract or substitute a similar unit in the building. A PBV tenant who is terminated from the PBV program will be given a minimum of a 30 day notice of the termination and must vacate the unit on or before the effective date of the termination.

For excepted units with a HAP contract that originated on/after April 18, 2017, the unit loses its excepted status if the family become ineligible for the supportive services during its tenancy, provided that (i) the family becomes ineligible for *all* supportive services available to the family, and (ii) the family becomes ineligible for reasons other than successfully completing the supportive services objective.

The PHA will monitor these required supportive services at least annually, by having the participant complete a supportive services survey form.

- F. If the tenant is absent from the unit for longer than 180 days, the PHA will terminate assistance to the unit. Provisions regarding substituting a similar unit in the same building apply or the PHA may amend the HAP contract to reduce the number of units assisted if the tenant has not vacated the unit.
- G. If a family occupying a PBV unit in the first 12 months of tenancy chooses to move to another PBV unit, they will be required to live in the new unit for 12 months before being eligible for a tenant-based voucher. If the family is asked to move to another unit because they over- or under-occupy their current unit or because the unit is needed by a family needing handicapped accessibility features, that family will still need to sign a 12 month lease on the new unit, but should they request and be granted a mutual lease termination by the owner, and providing that their cumulative time in a PBV unit has been 12 months or more, they will be given a Housing Choice Voucher.
- H. A PHA has discretion to mutually agree to add a unit to a contract for an existing project without competitive selection, in accordance with 24 CFR §983.207. The PHA will consider whether the unit was previously included in the project-based voucher contract, whether additional PBV will leverage the creation of affordable housing, and whether additional PBV

will be critical in ensuring the ongoing viability of the project. The PHA reserves the right to require that any project seeking to apply for additional vouchers in an existing project must apply through the process described in Section I. of this Appendix.

VI. RECORDS RETENTION

The “project file” for any new PBV project must contain the inspection reports demonstrating that every subsidized unit passed an HQS inspection before the PHA executed the Housing Assistance Payments contract with the property owner. The inspection reports must be retained in the project file throughout the duration of the contract and for at least three years thereafter.

The project file must also contain documentation that the required Subsidy Layering Review and Environmental Review were conducted and approved by HUD.

VII. COST SAVINGS MEASURES: See Part 6 Section XIII.

If voucher utilization or subsidy spending is anticipated to exceed authorized limits, the PHA may temporarily suspend issuing tenant-based vouchers to families moving out of PBV units. The PHA may also temporarily stop approving new families moving into vacant units in PBV projects.

APPENDIX K

SECTION 8 PROJECT-BASED VOUCHER (PBV) PROGRAM

I. OVERVIEW

A. Purpose of Program: The program goals for the Section 8 Project-Based Voucher (PBV) Program are:

1. To contribute to the upgrading and long-term viability of the area's housing stock.
2. To increase the supply of affordable housing and location choice for very low-income households.
3. To integrate housing and supportive services such as education, case management, job training, and day care to help families and individuals achieve stability and self-reliance.
4. To promote the coordination and leveraging of resources of public, semi-public, or non-profit agencies with compatible missions.
5. To support the City of St. Paul's affordable housing goals.
6. To assist the State of Minnesota and Ramsey County and the City of St. Paul with their plans to end homelessness, by providing rental subsidies to supportive housing and other projects that are designed to house persons experiencing homelessness.

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1. A PHA may attach up to 20 percent of units authorized by its consolidated ACC (Annual Contributions Contract) as PBV units. For units with a new HAP contract dated after April 18, 2017, a PHA may project-based up to an additional 10% of ACC authorized units, to provide units for homeless populations, for units providing supportive services for elderly residents and/or residents with disabilities, or for units located in a low-poverty census tract. (24 CFR §983.6; HUD Notice PIH 2017-21)
 - a. Homeless. For the purposes of this exception, "homeless" is defined as individuals and families who meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act and contained in the Continuum of Care Interim Rule at 24 CFR § 578.3.
 - b. Veterans. The units are specifically made available to house families that are comprised of or include a veteran. A veteran is an individual who has served in the United States armed forces. For purposes of determining if the units are eligible for this exception, "veteran" includes an individual with an "other than dishonorable" discharge status who is ineligible for healthcare provided through the Veterans Health Administration.

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 - d. Low-Poverty Census Tract. For the purposes of this policy, “Low-Poverty Census Tract” is defined as one where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates. A project that qualifies for this exception at the time of HAP Contract Execution continues to qualify for the exception for the length of the contract, regardless of future changes in the poverty rate.
2. The units may be new construction, rehabilitated or existing units, as defined in the applicable federal regulations.
 3. For the purpose of this policy, a “project” may be a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land.
 4. Not more than 25 percent of the units, or 25 units in any project, whichever is greater, may be assisted with PBV (the “project cap”).
 - a. That cap does not apply to units that are specifically made available for elderly families or families residing in housing where supportive services are available, as defined in this policy.
 - 4.b.A property that is located in a low-poverty census tract (poverty rate 20% or lower) may have up to 40% of its units assisted with PBV, or 25 units in any building, whichever is greater.
 5. The location of PBV units must be consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities.

C. Requirements for Participation:

1. Competitive Selection Process: To meet HUD’s requirement in 24 CFR §983.51 that PBVs be awarded through a competitive process, the PHA will offer PBVs only through Minnesota Housing’s annual Consolidated Request for Proposals (“SuperRFP”) process. Minnesota Housing will award other financial assistance through that process without any consideration that a project may receive PBV assistance.

2. Developer/Owner Proposal: To be considered for an award of PBVs from the PHA, a developer/owner must submit a proposal through Minnesota Housing's Consolidated Request for Proposals ("SuperRFP").
3. Projects Approved for or Denied Other Funding by Minnesota Housing:
 - a. The PHA will take no action on PBV requests submitted through the SuperRFP process until Minnesota Housing has made its funding awards.
 - ~~b. Projects that request both PBVs and other grants or loans through the SuperRFP, and that are approved for some or all of the other funds in the same funding cycle or a previous funding cycle, will be considered by the PHA for PBV awards.~~
 - ~~e.b.~~ When a property developer or owner submits an application under the SuperRFP requesting both PBVs and other forms of assistance, and Minnesota Housing does not approve any of the other assistance requested, then the PHA will not consider the request for PBVs.
 - ~~d.c.~~ If a project owner or developer submits an application through the SuperRFP that only requests PBVs, the PHA will consider that application after Minnesota Housing has made its funding awards.
4. Selection Criteria: If an application requesting PBVs has gone through Minnesota Housing's SuperRFP as indicated above, the PHA will review the application based on the following selection criteria. All proposed projects will be evaluated first under the General Criteria for All Projects (30 Points). The applicant will select which of the remaining four categories they wish to be evaluated under (70 Points), depending on what has been made available in the SuperRFP (Mixed Income, Supportive Housing for Homeless Persons, VASH or FUP).
 - a. General Criteria for All Projects (30 Points Maximum): All projects submitted for consideration will be evaluated under these ~~three~~two criteria.
 - i. Prior extensive experience of the applicant in developing and managing similar residential housing with project-based voucher subsidies and demonstrated ability and capacity of the applicant to proceed expeditiously with the proposal. 10 Points.
 - ~~ii. Additional PBVs for Current PBV Projects: Extent to which more PBV vouchers would help stabilize a current PBV project. 10 Points~~
 - ~~iii.~~ii. Leveraging: Extent to which PBV voucher proposal is created in a project that has additional affordable housing beyond what is provided by the PBV units. ~~10~~20 Points.
 - ~~iv.~~iii. Minimum Size: In order to be considered eligible for Project-Based Vouchers, any project must be applying for at least ten (10) units for Project-Based assistance, or the entire size of the project, whichever is less.

- b. Mixed-Income Affordable Housing: Projects that are applying for Project-Based Vouchers with the intent of creating mixed-income or mixed-finance projects will be selected in accordance with the following additional criteria. (70 Point Maximum.)
- i.—A project that is New Construction at the time of application. 35 points
 - i.
 - ii. A project that is located in a low-poverty census tract, as defined in this policy. 35 points.
- c. Affordable Housing for the Elderly: Projects that are applying for PBV with the intent of creating affordable housing units specifically designed to house elderly families. (70 point Maximum.)
- i. A project that is New Construction at the time of application. 30 points
 - ii. A project that is located in a low-poverty census tract, as defined in this policy. 30 points.
 - iii. Provide (or contract for) on-site supportive services appropriate for the population served. 10 points. DMI
- e.d. Supportive Housing for the Homeless: Projects that are applying for Project-Based Vouchers with the intent of creating affordable housing options with supportive services on-site to assist homeless clients will be selected in accordance with the following additional criteria. (70 Point Maximum.)
- i. Requirement for all of the following (45 points):
 1. Serve homeless individuals and families, as defined in Minnesota Housing’s SuperRFP. 15 points.
 2. Provide (or contract for) on-site supportive services appropriate for population served. 15 points.
 3. Process referrals from Ramsey County’s Coordinated Entry, in accordance with their processes. 15 points.
 - ii. Extra points for the following (25 Point Maximum):
 1. Projects where the PBV units will serve individuals and families who meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act). 15 points.
 2. A project that is New Construction at the time of application. 10 points.
 3. A project that is located in a low-poverty census tract, as defined in this policy. 10 points.

d-e. HUD-Veterans Affairs Supportive Housing (VASH): Projects that are applying for PBV with the intent of creating affordable housing units specifically designed to house veterans referred and served by the local VA Office will be selected in accordance with the following additional criteria. (70 Point Maximum.)

i. Requirement for all of the following (40 Points):

1. Obtain letter of support from local VA. 20 points.
2. Accept referrals from VA to fill all vacancies. 10 points.
3. Have supportive services available on-site, as approved and accepted by VA. 10 points.

ii. Extra points for the following (30 Point Maximum):

1. A project that is New Construction at the time of application. 15 points.
2. A project that is located in a low-poverty census tract, as defined in this policy. 15 points.

e-f. Family Unification Program (FUP): Projects that are applying for PBV with the intent of creating affordable housing units specifically designed to house families referred by partnering agencies for Family Unification Program vouchers will be selected in accordance with the following additional criteria. (70 Point Maximum.)

i. Requirement for all of the following (45 points):

1. Accept referrals from Ramsey County Child Protection to fill all PBV vacancies. 15 points.
2. Obtain letter of support from Ramsey County Health and Human Services (partner/referring agency for Family FUP vouchers). 15 points.
3. Provide (or contract for) on-site supportive services appropriate for population served. 15 points.

ii. Extra points for the following (25 Point Maximum):

1. PBV units are all 3BR or larger. 15 points.
2. A project that is New Construction at the time of application. 10 points.
3. A project that is located in a low-poverty census tract, as defined in this policy. 10 points.

5. Before the PHA will provide voucher rent assistance, all developments must have PHA Board approval, HUD approval, meet Housing Quality Standards and have an executed Housing Assistance Payments Contract.
6. Before committing to offer more HCVs for PBV use, the PHA will consider the need for vouchers to renew or extend HAP contracts with existing PBV projects.

II. ELIGIBLE UNITS

A. Eligible Units:

1. All PBV selected sites must be in compliance with PBV goals, Civil Rights requirements and Housing Quality Standards. The PHA will review the applications to determine if the location is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities and must take into consideration the site selection standards listed in 24 CFR §983.57 and the PBV program goals.
2. To define a PBV unit as a unit in a rehabilitated housing, each unit must require a minimum of \$3,000 rehab costs.
3. For units requesting an exception to the 25 percent cap in a building, and that exception is based on providing supportive services, the services must be designed as services essential for maintaining or achieving independent living such as, but not limited to, counseling, education, job training, health care, mental health services, alcohol or other substance abuse services, child care services and or case management services. Prior to April 18, 2017, these services could be defined as being a participant in a PHA's FSS program.

B. Ineligible Units: The PHA may not attach PBV assistance for units if the following types of housing:

1. Shared housing
2. Units on the grounds of a penal, reformatory, medical, mental or similar public or private institution
3. Nursing homes or facilities providing continuous psychiatric medical, nursing service, board and care or intermediate care
4. Units that are owned or controlled by an educational institution and are designated for occupancy by students of the institution
5. Manufactured homes
6. Cooperative housing
7. Transitional housing
8. High rise elevator units for families with children

9. Owner occupied units
10. Units occupied by an ineligible family.
11. Units subsidized with any governmental rent subsidy or any governmental subsidy that covers all or any part of the operating costs of the housing. (24 CFR Sec. 983.54 (c)-(d))

III. APPLICANT ELIGIBILITY FOR PARTICIPATION

- A. An applicant for a PBV unit must meet the eligibility requirements for the tenant-based Section 8 Housing Choice Voucher (HCV) Program. (Note: VASH vouchers have different eligibility criteria.)
- B. Persons who will reside in PBV units may come from the PHA waiting list or be referred by the owner.
 1. For supportive housing PBV units, the PHA will accept applicant referrals to their waiting list from the supportive housing manager or administrator or partner agency (even when the regular HCV waiting list is closed). The referred applicant will be processed from the waiting list as a special admission to determine Section 8 eligibility.
 2. For vacancies in projects that are not allowed to process their own referrals, the PHA must provide applicants from its HCV waiting list when possible, and will survey its regular waiting list at the request of the project. If the PHA is unable to provide enough eligible applicants from its waiting list to fill the PBV units, the PHA may allow the owner to refer applicants to the PHA's waiting list (even when the regular HCV waiting list is closed). The referred applicant will be processed from the waiting list as a special admission to determine Section 8 eligibility.
- C. The PHA will not screen applicants for family behavior. This will remain the responsibility of the owner. The PHA will provide owners of PBV units the applicant's current and prior address (as shown on PHA records) and the name and address (if known) of the landlord at the family's current and any prior address. The PHA will inform the applicant that this information is being provided to the owner of the PBV unit.
- D. If the owner of a PBV unit denies a PBV applicant that has come from the PHA waiting list, that denial does not affect their place on the waiting list for tenant-based assistance.
- E. If an applicant from the PHA waiting list has been approved by the owner and is in verification status with the PHA and their name comes to the top of the waiting list to receive tenant-based assistance (TBA; that is, a Housing Choice Voucher/HCV), the applicant will be given the option to continue to be processed for the PBV unit or to be processed for a TBA voucher.

IV. LEASES AND HOUSING ASSISTANCE PAYMENTS CONTRACTS

- A. If the owner uses a standard lease form for rental to unassisted tenants, the lease for a voucher-assisted tenant must be in such standard form but it must be for a one-year initial

term and it must include the HUD tenancy addendum. The lease must specify the name(s) of the owner(s) and the tenant, the address of the unit rented, the term of the lease including any provision for renewal, the amount of the tenant rent to owner, a listing of what services, maintenance, equipment and utilities to be provided by the owner and the amount of any charges that are for food, furniture or supportive services.

- B. The owner may refuse to renew the lease for good cause. If the owner refuses to renew the lease without good cause, the PHA will provide the family with a tenant-based voucher (when available), and the unit would be removed from the HAP contract.
- C. The initial term and any renewal terms of a PBV Housing Assistance Payments (HAP) contract between the owner and the PHA shall not exceed the limits established by federal law and regulations. The length of the initial term and any extensions will be negotiated with the owner and the form will be subject to any HUD-prescribed conditions at the time of the extension.
- D. An owner may request an increase to the rent for their PBV units at the annual anniversary of the HAP contract by a 60 day written notice to the PHA.
- E. The PHA will not include the vacancy loss clause in a new, renewing or extended PBV contract.
- F. If a PBV unit remains vacant for three months, the PHA will consider removing the unit from the Housing Assistance Payments Contract, thus permanently reducing the number of units under the contract in that project.

V. CONTINUED PARTICIPATION

- A. A family may choose to move out of a PBV unit with continued assistance any time after 12 months, except as stated in Section VII. Cost-Saving Measures, below.
- B. If a PBV tenant is determined no longer eligible for the Section 8 PBV program, they will be given a minimum of 30 days to vacate a unit. If the family does not vacate the unit, the PHA must remove that PBV unit from the HAP contract or substitute a similar unit in the building. A PBV tenant who is terminated from the PBV program will be given a minimum of a 30 day notice of the termination and must vacate the unit on or before the effective date of the termination.
- C. If the family receives no rent assistance because the family's income has reached a level where their TTP (Total Tenant Payment) is equal to or exceeds the gross rent for the unit, the family will be required to vacate the unit. If the family does not vacate the unit, the PHA must remove the unit from the HAP contract or substitute a similar unit in the same complex.
- D. If the PHA determines, at annual recertification, that the family is occupying a wrong size unit or determines at any time that the family is occupying a unit with accessibility features that

the family does not require but another family does require, the PHA will offer continued assistance in the following order:

1. An appropriate unit in another PBV unit either in the same building or another PBV assisted building.
2. Tenant-based HCV assistance if the family has been a PBV participant for 12 months.
3. Other project-based assistance (public housing unit).

If the tenant accepts tenant-based assistance, the PHA will terminate the housing assistance payments for the wrong-sized unit or accessible unit at the expiration of the term of the family's voucher.

If the PHA offers option 1, 2 or 3 above and the family does not accept the offer, and does not move out of the unit within 60 days or any PHA approved extension, the PHA will terminate housing assistance payments for the wrong sized unit or accessible unit.

- E. For units with a HAP contract that originated before April 18, 2017, where a family resides in an excepted unit, that is a unit that provides FSS services or other supportive services and the family fails without good cause to complete its FSS contract or supportive services requirement, then the PHA will give the family a minimum of 30 days to vacate the unit. If the family does not vacate the unit, the PHA must remove that PBV unit from the HAP contract or substitute a similar unit in the building. A PBV tenant who is terminated from the PBV program will be given a minimum of a 30 day notice of the termination and must vacate the unit on or before the effective date of the termination.

For excepted units with a HAP contract that originated on/after April 18, 2017, the unit loses its excepted status if the family become ineligible for the supportive services during its tenancy, provided that (i) the family becomes ineligible for *all* supportive services available to the family, and (ii) the family becomes ineligible for reasons other than successfully completing the supportive services objective.

The PHA will monitor these required supportive services at least annually, by having the participant complete a supportive services survey form.

- F. If the tenant is absent from the unit for longer than 180 days, the PHA will terminate assistance to the unit. Provisions regarding substituting a similar unit in the same building apply or the PHA may amend the HAP contract to reduce the number of units assisted if the tenant has not vacated the unit.
- G. If a family occupying a PBV unit in the first 12 months of tenancy chooses to move to another PBV unit, they will be required to live in the new unit for 12 months before being eligible for a tenant-based voucher. If the family is asked to move to another unit because they over- or under-occupy their current unit or because the unit is needed by a family needing handicapped accessibility features, that family will still need to sign a 12 month lease on the new unit, but should they request and be granted a mutual lease termination by the owner, and providing that

their cumulative time in a PBV unit has been 12 months or more, they will be given a Housing Choice Voucher.

H. A PHA has discretion to mutually agree to add a unit back to a contract for an existing project without competitive selection, in accordance with 24 CFR §983.207. The PHA will typically approve an eligible unit to be re-added to the HAP contract upon request, unless there are continued management compliance issues that affect the viability of the project. consider whether the unit was previously included in the project-based voucher contract, whether additional PBV will leverage the creation of affordable housing, and whether additional PBV will be critical in ensuring the ongoing viability of the project. The PHA reserves the right to require that any project seeking to apply for additional vouchers in an existing project must apply through the process described in Section I. of this Appendix.

H.

VI. RECORDS RETENTION

The “project file” for any new PBV project must contain the inspection reports demonstrating that every subsidized unit passed an HQS inspection before the PHA executed the Housing Assistance Payments contract with the property owner. The inspection reports must be retained in the project file throughout the duration of the contract and for at least three years thereafter.

The project file must also contain documentation that the required Subsidy Layering Review and Environmental Review were conducted and approved by HUD.

VII. COST SAVINGS MEASURES: See Part 6 Section XIII.

If voucher utilization or subsidy spending is anticipated to exceed authorized limits, the PHA may temporarily suspend issuing tenant-based vouchers to families moving out of PBV units. The PHA may also temporarily stop approving new families moving into vacant units in PBV projects.

Event	Date	Owner and/or Coordinator of Process	Notes
April			
Publish RFP	Thursday, April 02, 2020	RFP Lead	Publish the RFP on the website.
May			
ITA Due	Thursday, May 14, 2020	RFP Lead	Intent to Appls due from all applicants.
June			
Site Control and Qualification Forms Due	Thursday, June 18, 2020		Site control and Qualification Forms submitted via the Secure Upload Tool.
July			
Multifamily Applications Due	Thursday, July 16, 2020	RFP Lead	
Funding Round Status Report	Tuesday, July 21, 2020	RFP Lead	Send the Funding Round Status Report.
Scoring Begins	Tuesday, July 21, 2020	Scoring Team	Begin scoring applications.
Call Partners - Resend Narrative Template	Wednesday, July 22, 2020	RFP Lead	Call the partners to check in, resend the Narrative Template and Funding Round Status Report.
August			
Final Scores Due	Wednesday, August 05, 2020	RFP Lead	Final scored due in the scoring app by C.O.B.
Updated Funding Round Status Report	Friday, August 07, 2020	RFP Lead	Send the Funding Round Status Report.
Partner Check-ins - Start	Monday, August 10, 2020	RFP Lead	Call partners to discuss initial ranking of projects.
Partner Check-ins - Due	Wednesday, August 12, 2020	RFP Lead	Finish checking in with partners on initial ranking of projects.
Scoring Cutoff/Early No Decision Making Meeting	Thursday, August 20, 2020	RFP Lead	Get approval from the Selection Committee for initial cut recommendations and buffer projects.
Updated Funding Round Status Report	Friday, August 21, 2020	RFP Lead	Send the Funding Round Status Report.
September			
Early Issues Meeting	Tuesday, September 15, 2020	RFP Lead	Meeting to discuss early issues and capacity concerns with the Selection Committee.
Partner Meeting	Tuesday, September 22, 2020	RFP Lead	Meet with Partners to discuss funding priorities, general themes/concerns about capacity, etc.
Partner Narratives Due	Tuesday, September 29, 2020	RFP Lead	Partner narratives due, begin incorporating them into Selection Narratives.
October			
November			
Multifamily Selection Meeting	Monday, November 02, 2020	RFP Lead	Selection meeting
December			
Board Selections	Thursday, December 17, 2020	RFP Lead	Board meeting
January			
External RFP Debrief	Wednesday, January 06, 2021	RFP Lead	Debrief with Funding and Collaborating Partners