

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Furnace Replacements
Roosevelt Homes A-Buildings
Contract No. 15-024

DATE July 23, 2014

Staff requests approval to award a contract for Furnace Replacements at Roosevelt Homes A-Buildings (AMP 4) to the low bidder, Erickson Plumbing, Heating and Cooling, of Blaine, Minnesota, in the total bid amount of \$125,315. A copy of the July 10, 2014 bid tab is attached. The contractor will remove the existing furnaces, which were originally installed in the 1980's, from 56 units and install new energy-efficient furnaces.

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 over thirty local companies that have expressed an interest in contracting with the PHA. Despite these efforts, only two Contractors submitted bids.

Erickson Plumbing, Heating and Cooling, Inc. is a Section 3 Certified Women-Owned business that has performed satisfactorily on similar PHA contracts. Erickson intends to subcontract approximately 12% of the Contract amount to a Minority-Owned Business Enterprise (MBE). The Employer Information Reports for Erickson and the second low bidder, Centraire Inc., are attached. The bid amount is within staff estimates for the work.

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

JTL/mlp

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Executive Director Consulting:
Facilitating Board Retreat

DATE July 23, 2014

Staff recommends that the Board authorize the Executive Director to perform limited consulting activity on his own time for the Brainerd Housing and Redevelopment Authority (Brainerd HRA). The Executive Director of the Brainerd HRA, Jennifer Bergman, requested Mr. Gutzmann's assistance in facilitating a retreat for the Crosby Housing and Redevelopment Authority (Crosby HRA) Board of Commissioners, which under a recently adopted "Agreement for Services" is being managed by the Brainerd HRA. Ms. Bergman requested Mr. Gutzmann's assistance in reviewing basic roles and responsibilities of Board and staff. (The Crosby HRA has 59 units of public housing and a 61 unit "Section 8 new construction" building.)

The Board last authorized Mr. Gutzmann to perform outside consulting and training work in April 2014 for the Washington County Housing and Redevelopment Authority to update their strategic plan. A copy of that Board report is attached.

Mr. Gutzmann would perform the services for the Brainerd HRA entirely on his own time, using vacation time, evenings or weekends. As with all previous outside consulting or training activities, the work of the PHA always comes first and remains Mr. Gutzmann's top priority.

Attachments

JMG/

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Pension Plan Administrative
Committee; Appointment of
City Employees' Union 363 Representative

DATE July 23, 2014

Staff recommends the reappointment of John Falzone as the City Employees' Union 363 (formerly known as the Construction and General Laborers Local 132) employees' representative to the HRA/PHA Pension Administrative Committee for a three-year term effective July 1, 2014 through June 30, 2017. Mr. Falzone is a Work Order Mechanic in the Maintenance Department. Mr. Falzone 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: Kathy Frits, representing PHA Administrative employees; Gary Grabko, representing HRA employees; Pete McCall, representing the St. Paul City Council, and Mike McMurray (Chair), representing the PHA Board.

DMM/

Attachment: Letter from City Employees' Local 363 Business Manager

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Resident Opportunity
And Self-Sufficiency (ROSS)
FFY2014 Service Coordinator
Grant Application

DATE July 23, 2014

Staff requests Board approval to serve as the Contract Administrator in a joint renewal application from the City Wide Residents Council (City Wide) and the Presidents Council of PHA Hi-Rises (Presidents Council) in response to HUD's FFY2014 Notice of Funding Availability (NOFA) for the Resident Opportunities for Self Sufficiency (ROSS) Program. The PHA's participation would be contingent upon both resident leadership Boards approving the submission of a renewal application. If awarded funding, City Wide and the Presidents Council would be required to use the funds to provide salary and benefits for up to three full-time ROSS Service Coordinators, as well as pay the administrative costs of the program, for the period of January 1, 2015 – December 31, 2018. In accordance with the requirements set forth in the NOFA, staff has determined that City Wide and the Presidents Council would be eligible to apply for \$738,000; the maximum award possible based on the PHA's unit count. Applicants are also required to match 25% of the funds requested in either cash or in kind contributions.

Background:

In 2011, City Wide and the Presidents Council were awarded \$702,000 in ROSS Grant funds for a three year period. These funds were used to pay salary and benefits, and administrative costs for four part-time ROSS Service Coordinators to implement programs that promote skills

building and provide job search assistance through September 29, 2014. At the time, the PHA's Board gave approval for the Agency to serve as the "Contract Administrator" for the grant. In this role, the PHA assumed responsibility for overseeing financial management, procurement, reporting and record keeping for the grant.

In FFY2014, HUD expects to award approximately \$36,000,000 (110 grants) in ROSS Grant funding. Funding priority will be given to applicants who will sustain existing ROSS Grant programs. As a "Resident Association" that received funding under the FFY2011 ROSS Grant, City Wide and the Presidents Council have a better chance of being selected during this round of funding if they apply as a renewal applicant.

City Wide and the Presidents Council would again be responsible for contracting with individuals to serve as ROSS Service Coordinators who would focus on skills building and employment programs. Resident Associations who apply for ROSS Grant funding are still required to have a Contract Administrator who oversees financial management, procurement, compiling reports, and record keeping. If approved, the PHA would be listed in the renewal application under this role. However, the resident leadership groups would retain ultimate responsibility for all grant activities.

The progress accomplished under the FFY2011 ROSS Grant has been significant. Over the past 2 ½ years, the ROSS Service Coordinators were able to assist 113 residents in obtaining employment. Another 172 residents were helped with job skills training, employment education, digital literacy classes, GED completion or job readiness opportunities. In collaboration with the

CTEP member the coordinators served approximately 1,325 adults and 1,966 youth through the computer labs at the four family developments.

ROSS Service Coordinators funded through the FFY2014 grant would continue current programs that assist public housing residents with improving their workplace English skills, searching for employment, and accessing job skills training. ROSS Service Coordinators will also coordinate activities in the computer labs in collaboration with the Community Technology Empowerment Project (CTEP) member to help residents improve their computer and digital literacy skills. In addition, ROSS Service Coordinators help contribute to the PHA's ability to meet Section 3 goals by helping residents prepare for Section 3 jobs.

If approved, staff will need to call special meetings with the Boards of both the City Wide and Presidents Council to vote on a renewal application. Applications must be submitted to HUD by August 18, 2014.

ANH/AZJ