

On August 24, 2016, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Convening Project-Based Voucher (PBV) Stakeholder Listening Sessions
- Audit Report for FY 2016; Financial and Compliance Reports for the Fiscal Year Ending March 31, 2016
- Consultants' Report on Hi-Rise Plumbing; Replacement Plan Concept Approval
- Resolution in Recognition of Dedicated Service by Arnulfo (Arnie) Flores; Retirement Letter
- Employee Recognition
- Commissioners' Per Diem Reimbursement
- "Shelter Plus Care" Renewal Grants; PPL Fort Road Flats/West 7<sup>th</sup> Housing
- Bulk Refuse Transfer Services; Contract No. 17-031
- Veterans Affairs Supportive Housing (VASH) Vouchers; Application for Project-Based Vouchers (PBV) for Catholic Charities' Dorothy Day Residence

Copies of these Board reports are available here.....

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Convening Project-Based Voucher (PBV)  
Stakeholder Listening Sessions

**DATE** August 24, 2016

Staff recommends Board approval to convene a series of special PHA Board meetings as “stakeholder listening sessions” to generate community involvement in the future of the PHA’s project-based voucher (PBV) program. Although the sessions would be for information gathering only (no quorum is necessary) they would be posted as public meetings. Staff proposes holding the sessions on the following dates (all are “second Wednesdays” of each month):

- January 11, 2017, 9AM - 11 AM, Roosevelt Community Center
- March 8, 2017, 9 AM - 11 AM, Ravoux Hi-Rise Community Room

The meetings would have several goals including the following:

- A. When and how should the PHA offer to commit more tenant-based Housing Choice Vouchers for “project-based” use (as PBVs) in the future?
  1. When should the PHA possibly offer more PBV’s as part of Minnesota Housing’s super RFP? Perhaps in the PHA’s next fiscal year (which begins April 1, 2017 and ends March 31, 2018)? Perhaps the following year (which begins April 1, 2018 and ends March 31, 2019)?
  2. How many PBVs should the PHA award over the next five years? (The PHA completed the award of 50 PBVs on November 26, 2014, fulfilling the commitment the Board made on November 23, 2011 to approve up to 50 PBVs over five years. A copy of that Board Report is attached.)
  3. Should the PHA retain or revise its current criteria for awarding PBVs, which now give highest priority to projects that provide supportive housing and/or contribute to ending homelessness?

4. Should the PHA revise our award criteria to give more points to mixed-income developments located in areas of opportunity in the city that are also important development priorities of the Mayor and City Council (such as the Ford site)?
- B. Whether and how future offerings of PBVs should be connected to discussions of Regional Housing Initiatives (RHI) convened by non-profit and philanthropic organizations (including McKnight Foundation and the Family Housing Fund)?
- C. How to balance the PHA's possible participation in a Comprehensive Regional Housing Initiative (CRHI) with the staff position paper on this topic and specifically following the Board's directive that adherence to the PHA's mission is job number one?
- D. How any of this relates to HUD guidelines on Affirmatively Furthering Fair Housing?
- E. Other goals?

Invitees to these sessions could include the following: developers currently receiving PBV, PED/Mayor's office, local HUD and other governmental entities that may have an interest in the topic, advocacy organizations, possibly some HCV participants, etc.

Assistant Section 8 Programs Manager Cynthia Yuen will be the PHA's project leader for these sessions. Other PHA staff may be assigned roles as well for the purpose of staff development given that decision-making around complex policy issues such as this do not arise every day.

JMG/FAH

Attachments: November 26, 2014 Board Report  
Fact Sheet showing PBV awards

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Audit Report for FY 2016;  
Financial and Compliance Reports  
For the Fiscal Year Ending March 31, 2016

**DATE** August 24, 2016

Staff recommends that the Board receive and file the Comprehensive Annual Financial Report of the Agency's operations in Fiscal Year 2016, as completed by Baker, Tilly, Virchow & Krause, LLP. Kim Schult from Baker Tilly will explain the audit report at the Board meeting. There are no adverse "findings" in the audit.

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

HUD's Real Estate Assessment Center (REAC) has reviewed and approved the Agency's unaudited Financial Data Schedule for the fiscal year ending March 31, 2016. Staff, with auditor concurrence, will submit the audited version of the Financial Data Schedule next month.

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

RPM

Attachments

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Consultants' Report on Hi-Rise Plumbing;  
Replacement Plan Concept Approval

**DATE** August 24, 2016

Staff requests concept approval by the Board to proceed with implementing a plan to replace the plumbing systems at Valley Hi-Rise in 2017 and at Montreal Hi-Rise in 2018, in accordance with a report and recommendations from Stanley Consultants Inc. The Stanley Consultants evaluation report lists the priorities and cost estimates to replace the plumbing systems at the 15 hi-rises remaining after the plumbing replacement at Ravoux Hi-Rise, which is underway now. Valley Hi-Rise and Montreal Hi-Rise are listed as the top two priorities, with estimated costs of \$4,151,000 and \$4,475,000, respectively. The report recommends replacement of those two plumbing systems within the next two years. The priorities and estimated replacement costs for replacing the plumbing at the other 13 hi-rises are discussed below.

Step 1 of the concept plan will include issuing a Request for Proposals for the following consulting engineering services for the Valley Hi-Rise:

1. Conduct a more detailed survey and inspection of the existing plumbing systems;
2. Produce a more detailed cost estimate and submit a report;
3. Prepare construction documents; and
4. Provide construction administration services if funding is available.

Step 2 of the concept plan will include issuing a Request for Proposals to provide similar consulting services for the Montreal Hi-Rise plumbing system replacement.

Staff will request Board approval after receiving the detailed cost estimates and reports before proceeding with preparing construction documents and seeking bids for the work. Staff's recommendations to award the consulting engineering services agreements for Valley and Montreal hi-rises will be presented at either the November or December 2016 Board meeting. Staff hope to receive bids and recommend award of the Valley Hi-Rise plumbing replacement contract at the March or April of 2017 Board meetings using FFY2017 CFP funds. Staff expects that the Montreal Hi-Rise plumbing replacement work will be done in 2018 using FFY2018 Capital Fund Program funds.

History of Consultants' Report. On August 26, 2015 the Board approved awarding Contract No. 16-065 to Stanley Consultants Inc. in the amount of \$51,100 for engineering services to evaluate the plumbing systems at all PHA hi-rises, except Ravoux. A copy of the August 26, 2015 Board report is attached. Stanley Consultants submitted a draft hi-rise plumbing system evaluation report on March 4, 2016. PHA staff met with Stanley Consultants on March 18, 2016 to review the draft report and offer input. Stanley Consultants revised the report and submitted the final Plumbing System Evaluation at 15 PHA Hi-Rises on April 6, 2016.

PHA staff consolidated the final Stanley report to produce the attached "Section 4 (Combined with other Sections by PHA) Equipment/Piping Replacement report". The consolidated Stanley report includes Stanley's Executive Summary, their prioritization of the need to replace the plumbing at each building, their plumbing system condition assessment, their estimated costs to correct each building's plumbing problems, and their recommended plumbing system replacement scope of

work for each building. A copy of the full Stanley Plumbing System Evaluation at 15 PHA Hi-Rises will be available at the Board Meeting.

A spreadsheet showing Stanley's prioritization of the plumbing replacement work at each of the 15 hi-rises and Stanley's estimated plumbing replacement costs is attached. This spreadsheet breaks down the PHA hi-rises that need to have the work done within two years (Valley and Montreal Hi-Rises), within two to six years (Central, Front, Mt. Airy, Wilson and Wabasha hi-rises), and within six to ten years (Edgerton, Cleveland, Seal, Exchange, Hamline, Dunedin, Neill and Iowa hi-rises). The spreadsheet also shows PHA staff's estimates for the plumbing replacement work (after deleting contingency and engineering costs), asbestos abatement and resident relocation costs, and engineering fees (based on 5% of the estimated construction costs). The spreadsheet also shows a suggested schedule for funding the plumbing replacement work and engineering costs over the next 11 years, incorporating a 5% per year inflation factor. PHA staff will use the spreadsheet's projected annual plumbing replacement funding needs when developing the next Capital Fund Program Five Year Action Plan.

As approved by the Board on October 28, 2015, staff applied for \$500,000 of Federal Home Loan Bank of Des Moines (FHLBDM) Affordable Housing Program (AHP) funding for the Valley Hi-Rise plumbing replacement on June 30, 2016. Staff expects the FHLBDM AHP funding awards to be announced in November or December of 2016.

Staff will apply for Minnesota Housing Finance Agency (MHFA) Publicly Owned Housing Program (POHP) funding for the Valley Hi-Rise plumbing replacement in the fall of 2016 if a

Request for Proposals is published. Staff will apply for FHLBDM AHP and MHFA POHP funding for the plumbing replacement at the additional PHA hi-rises in future years.

Attached is a summary of the work items that will be included in the upcoming FFY2017 Capital Fund Program budget development discussions that includes the following:

- 1) Replacement of the Valley Hi-Rise plumbing,
- 2) Continuation of the Mt. Airy family exterior modernization,
- 3) Completion of the Dunedin family modernization,
- 4) Conversion of the Valley Maintenance Contracts Office to four dwelling units, and
- 5) Conversion of the Seal Hi-Rise breezeway to six dwelling units.

Staff reduced the Stanley Consultant's estimated Valley Hi-Rise replacement plumbing replacement costs on this spreadsheet to reflect the fact that the Ravoux Hi-Rise plumbing replacement bids and contract award were for less than Stanley's estimates.

DAL

Attachments:

- 1) August 26, 2015 Board Report awarding contract 16-065 to Stanley Consultants for plumbing system evaluations of 15 PHA hi-rises
- 2) Section 4 (combined with other sections by PHA) of Stanley Plumbing System Evaluation at 15 PHA hi-rises
- 3) Staff spreadsheet of estimated PHA hi-rise plumbing system replacement costs and estimated funding schedule
- 4) Staff list of 2017 Capital Fund Program work items

# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**RESOLUTION NUMBER 2016-8/24-02**

## **RESOLUTION IN RECOGNITION OF DEDICATED SERVICE**

**By**

**Arnulfo Flores**

**W**HEREAS, Arnulfo (Arnie) Flores has served the people of Saint Paul as an employee of the Saint Paul Public Housing Agency (PHA) since May 31, 1972; and

**W**HEREAS, he has provided distinguished service in many ways including the following:

- Arnie began working for the Agency in 1972 as a Tenant Aide, and displayed an aptitude for high performance and a great work ethic.
- In 1985 Arnie was promoted to Maintenance Mechanic.
- In 1997 he accepted the position of Resident Caretaker at Dunedin Hi-Rise and admirably served its residents until 2003.
- After successfully serving as the Resident Caretaker at Dunedin Hi-Rise, Arnie again took on the position of Maintenance Mechanic, primarily working in PHA hi-rise buildings;
- He has proven over his 44 years of employment to be a dedicated employee, always striving for excellence in his work;
- He has been an exceptional co-worker, working diligently and offering assistance to other employees whenever it is needed;
- He has demonstrated his commitment to the Agency's mission, residents and community by serving with professionalism and a consistent pursuit of quality in all aspects of his work, which has made him an invaluable member of the Maintenance Department;
- In all these ways, he contributed to the Agency's exemplary record that includes ongoing High Performer ratings from HUD, which has added to the PHA's national reputation for outstanding administration of Public Housing.

**N**OW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Saint Paul Public Housing Agency, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation, respect and admiration the service provided to the Agency and the community by Arnulfo Flores and we wish him well in his retirement.

**August 24, 2016**

# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Employee Recognition

**DATE** August 24, 2016

Staff requests Board approval to award PHA employees a special one-half day off in recognition of the Agency's continued success on a national level and the hard work and accomplishments of over 230 dedicated staff members. If the Board approves this recommendation, a certificate for this time off will be given to employees at the annual recognition breakfast, which is scheduled for September 30, 2016.

The half-day off will be provided to all staff who were regular PHA employees and temporary employees who were eligible for benefits as of October 1, 2016. The time off must be used by December 31, 2016 and must be taken on a single day. Regular part-time employees will be extended this recognition on a pro-rated basis. Use of the recognition time off will be subject to the same approvals as other vacation days and floating holidays, to allow supervisors to plan staffing and workloads.

MLM

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR

REGARDING Commissioners' Per Diem  
Reimbursement

DATE August 24, 2016

Staff recommends approval of Resolution No. 16-8/24-01 to revise the procedure for “per diem” reimbursements paid to Commissioners for attending meetings of the PHA Board, to allow reimbursement for special or working sessions of the Board which do not require a quorum.

The last Board action on the per diem occurred in 2000, when the amount was raised from \$55 to \$75 as authorized by a change in the State statute. (A copy of that Board report is attached.) That resolution repeated the language from previous approvals, authorizing the payments

“for each day during which the Commissioner attends one or more regular and/or special PHA meetings at which there is a quorum and for which minutes are kept.”

Staff is now recommending deleting and inserting language as shown below:

Each Commissioner of the PHA shall receive \$75 for each day during which the Commissioner attends one or more regular and/or special PHA meetings or working sessions ~~at which there is a quorum and for which minutes are kept.~~

Staff believes the recommended language is appropriate in light of the current proposal (contained in a separate report on this meeting’s agenda) to schedule a series of “listening sessions” to create community involvement around issues of project-based vouchers (PBVs), regional housing initiatives, “affirmatively further fair housing” and other issues. While it will be desirable to have one or more Commissioners participating in each session, the meetings will not require a quorum and no formal action will be taken. However, staff believes it is appropriate to reimburse Commissioners for their time and expenses incurred in participating in such meetings.

JMG/FAH

Attachments: Resolution; October 25, 2000 Board Report

**SAINT PAUL PUBLIC HOUSING AGENCY  
RESOLUTION No. 16-8/24-01**

**COMMISSIONERS' PER DIEM REIMBURSEMENT**

WHEREAS, the Minnesota Statutes, Section 469.011 subd. 4. authorizes compensation to Commissioners of public housing agencies; and

WHEREAS, since 1979 the Public Housing Agency of the City of Saint Paul (PHA) has offered each Commissioner a per diem amount for each day during which the Commissioner attends one or more regular and/or special PHA meetings, an amount that has been set at \$75 per day since October 25, 2000; and

WHEREAS, staff has recommended that the authorization for per diems be revised as follows:

Each Commissioner of the PHA shall receive \$75 for each day during which the Commissioner attends one or more regular and/or special PHA meetings or working sessions ~~at which there is a quorum and for which minutes are kept~~; and

WHEREAS, the Board finds that payment of per diems for regular meetings, special meetings and working sessions is appropriate to reimburse Commissioners for the time and expense they may incur by attending regular or special meetings and working sessions, whether a quorum is present or not;

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

1. Each Commissioner of the PHA shall receive \$75 for each day during which the Commissioner attends one or more regular and/or special PHA meetings or working sessions.
2. This resolution shall take effect September 1, 2016.

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** “Shelter Plus Care” Renewal Grants;  
PPL Fort Road Flats/West 7<sup>th</sup> Housing

**DATE** August 24, 2016

Staff requests Board approval to request a one-year grant renewal in the amount of approximately \$97,640 from HUD for eight units for homeless families at Fort Road Flats, a 44-unit supportive housing development at 2242 West 7<sup>th</sup> Street owned by Project for Pride in Living, Inc. (PPL). The grant pays rent assistance for four 2-bedroom and four 3-bedroom units. The grant request includes \$91,200 for rent assistance and \$6,440 for administrative fees, the same as the previous grant. PPL provides supportive services using other funding.

The project’s initial five-year grant period has ended and HUD now renews the grant for just one year at a time. PPL has asked to renew the grant for another year (letter attached). With the Board’s approval the renewal grant request would be submitted to Ramsey County, to be included in the County’s “Continuum of Care” (CoC) application to HUD for funding under the HEARTH Act (formerly the McKinney-Vento Homeless Assistance Act). Programs funded with CoC grants give priority to families that meet HUD’s definition of “chronic homeless”. The PHA subsidizes eight other apartments at Fort Road Flats with project-based vouchers.

The PHA also has administered a small HUD Shelter Plus Care grant for a second project, St. Philip’s Garden, owned by Twin Cities Housing Development Corporation (TCHDC). That grant for four units, originally funded by HUD in 2010, was not renewed and it will expire on September 30, 2016. TCHDC has transferred the residents of the four units to other subsidized TCHDC units.

FAH/DJM

Attachments: August 11, 2016 PPL Letter; April 5, 2016 HUD Letter (previous grant)

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Bulk Refuse Transfer Services  
Contract No. 17-031

**DATE** August 24, 2016

Staff requests Board approval to award a contract for transfer/disposal services for bulk refuse to the sole bidder, Advanced Disposal of St. Paul, Minnesota, for the unit bid prices indicated on the attached August 11, 2016 bid tabulation. The contract would run for two years with three optional one-year extensions for a maximum of five years if agreeable to both parties. This contract award is pending HUD approval, since it exceeds \$100,000 and only one bid was received.

This is a unit bid service contract for disposal of bulk refuse items that are not included in the Agency's regular refuse hauling contracts, typically items such as mattresses, large furniture and old appliances that are left at the curb in PHA family sites. Maintenance staff pick up such items almost daily from family sites and deliver them to the contractor's local transfer/disposal facility. The contractor then must deliver the refuse items to Ramsey County's Resource Recovery Facility in Newport, Minnesota.

This is the same contract that was presented and tabled at the June 22, 2016 meeting. At that time Commissioners asked if the single bid received then might have been due to the bid specification that required the transfer station to be located within 10 miles of either the McDonough Maintenance Shop at 1544 Timberlake Road or the Mt. Airy Maintenance Shop at 200 East Arch Street. Staff agreed that a larger radius might attract more bidders. However, the outcome of rebidding the contract with a 15-mile requirement was the same, with only Advanced Disposal submitting a bid (for the same unit bid prices stated in their earlier bid).

As discussed at the June meeting, there are a limited number of haulers and transfer/disposal stations in the Twin Cities. Five of them are within the new 15-mile radius requirement, but only

two companies, Advanced Disposal and J & J Recycling, both from St. Paul, had staff available to sort and remove bulk items from PHA trucks upon arrival to the transfer station. J & J Recycling again declined to bid due to their ongoing discussions with the state to resolve unpaid solid waste management taxes. Staff spoke to the other three remaining stations, Twin City Refuse & Recycling (St. Paul), SKB Malcolm Avenue Transfer Station (Minneapolis) and Republic Services Pine Bend Landfill (Inver Grove Heights), about their on-site staff assisting with the removal of bulk items from trucks but all three indicated this responsibility would remain with the customers. Staff also learned that only Advanced Disposal and SKB Malcolm Avenue have written agreements with Ramsey County obligating them to take all mattresses and solid waste to the Newport Resource Recovery Facility. Lacking such agreements, the other three haulers could not meet the PHA's contract specifications and so were not qualified to submit bids.

Advanced Disposal has performed satisfactorily on the existing contract and previous PHA contracts. Staff anticipates an increase of 20% in spending annually over the previous contract due to the increased disposal cost per ton and an increase in the disposal cost for mattresses.

The Employer Information Report for Advanced Disposal is attached. Because this is a unit-price contract, it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund.

Approximately \$100,000 will be spent during each year of this two-year and optional third-year contract. There are sufficient funds available for this contract in the Operating Budget.

KYY

Attachments: Tabulations of Bids  
EEO-1 Form

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Veterans Affairs Supportive Housing (VASH) Vouchers; Application for Project-Based Vouchers (PBV) for Catholic Charities' Dorothy Day Residence

**DATE** August 24, 2016

Staff recommends Board approval of Resolution No. 16-8/24-03 for the two actions described below, related to obtaining new project-based vouchers (PBV) through the VASH program (Veterans Affairs Supportive Housing), a joint program of the U.S. Department of Housing & Urban Development (HUD) and the U.S. Department of Veterans Affairs (VA):

1. Submit an application to HUD for 15 VASH PBVs under HUD Notice PIH 2016-1, issued July 1, 2016 (applications are due by September 9, 2016); and
2. Tentatively accept a proposal submitted by Catholic Charities of the Archdiocese of St. Paul and Minneapolis (Catholic Charities) requesting 15 VASH project-based vouchers (PBV) for a new project to be called the Dorothy Day Residence. This acceptance is conditioned on the following factors:
  - a. HUD awarding funding for the VASH project-based vouchers to the PHA;
  - b. Minnesota Housing approving Catholic Charities' application for other funding through the 2016 Consolidated Request for Proposals (the Super RFP); and
  - c. Completing an environmental review in accordance with 24 CFR 983.58 and subsidy layering review prior to the execution of an Agreement to Enter into a Housing Assistance Payments contract (AHAP).

On September 23, 2015 the Board approved issuing a "Contingent Request for Proposals" (RFP) to identify developers that have or plan to develop new units that could be subsidized with project-based vouchers (PBV) through VASH. The PHA's contingent RFP was issued through Minnesota Housing's Consolidated Request for Proposals (the "Super RFP") on April 18, 2016. Catholic Charities submitted

the only proposal requesting VASH PBVs, as one part of a comprehensive proposal for the new Dorothy Day Residence, a 171-unit building to be constructed on the site of the current Dorothy Day Center, 183 Old Sixth Street in downtown St. Paul. In addition to the 15 VASH PBVs, the proposal also requested financial assistance from Minnesota Housing in the form of Housing Tax Credits, First Mortgage/tax exempt bonds and/or deferred loans. Excerpts from the proposal are attached.

As explained in the narrative section of Catholic Charities' proposal,

Dorothy Day Place is a new mixed-use housing development designed to help end homelessness with features to improve housing stability and promote a healthy and safe community. The new six-story elevator building provides 171 units of efficiency and single room occupancy units of housing. The first two floors of the building contain the Dorothy Day Opportunity Center-an integrated service delivery center with resources and programs that improve health, income, housing stability and well-being. Building a community service center into the housing environment will improve the manner and ease in which people are able to access and connect to key resources and will encourage social interaction. Combining housing with a wide-ranging service center will build community, promote stability, and maximize tenant outcomes. This mixed-use housing project is the second phase of a comprehensive community plan to provide a broad continuum of housing types and supportive services to help individuals transition from homelessness to housing stability.

The project is new construction, and the building will be mixed use with an Opportunity Center providing social services, meals, and resources on the first 2 floors and the 171 LIHTC units on floors 3-6.

**TYPE OF HOUSING/PROGRAM AND UNIT MIX:**

- 171 housing units
- 100 SRO units-including 15 units for long-term homeless adults.
- 71 efficiency apartments-including one separate wing in the building with 10 units for chemically dependent and/or mentally ill youth ages 21-24.

The project features six floors. Floors 3-6 provide permanent supportive housing in both single room occupancy (SRO) units and efficiency apartment units. Each floor has a common kitchen, lounge space, bathrooms and offices for onsite staff and service partners. The units are furnished with a bed, dresser, nightstand, table and chair.

The first two floors of the building feature a community Connection Center with services, resources and an onsite enterprise to improve housing stability and provide community value for tenants. Service delivery at the Connection Center will be a collaborative effort between Catholic Charities, Ramsey County, and other key community service partners including Westside Community Clinic, and Goodwill Industries.

The PHA's process for awarding PBVs is stated in Appendix K to the Admission & Occupancy Policies for the Housing Choice Voucher/Section 8 Programs (copy attached). Catholic Charities' proposal meets those requirements, except for the threshold requirement that their proposal be approved by Minnesota Housing for some or all of the other financial assistance they have requested through the Super RFP. That requirement is explained in Appendix K as follows.

**I.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. Developers/Owners 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.
  - c. 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. 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.

Staff's recommendation to award the 15 VASH PBVs to Catholic Charities for the Dorothy Day

Residence is contingent on Minnesota Housing's approval of the other financial assistance they have requested. Minnesota Housing's Board of Directors will approve the successful proposals at its meeting in October 2016.

Catholic Charities’ proposal also meets most of the competitive selection criteria in Appendix K to the Admission and Occupancy Policies, which are stated as follows:

**I.C.4. Selection Criteria:** The PHA will review proposals requesting PBVs based on the following selection criteria (100 points possible):

- a. Ending Homelessness: Projects that meet the goals of the State of Minnesota’s “Business Plan to End Long-Term Homelessness” and similar Ramsey County and City of St. Paul plans, by providing rental subsidies to supportive housing and other projects that are designed to house homeless persons. 20 Points for (a) or (b) or both.
- b. Supportive Housing: Projects that identify and integrate tenant support and self-sufficiency services (i.e., education, job training, employment, day care); or special accessibility for physically handicapped; or amenities or services for elderly, handicapped, or special need tenants. 20 Points for (a) or (b) or both.  
  
NOTE: A project that meets the criteria in both (a) and (b) above will receive 20 Points, not 40 Points, plus additional points based on the criteria stated below.
- c. Documented need for the proposed type of residential housing in the City of Saint Paul. 15 Points.
- d. Prior extensive experience of the applicant in developing and managing similar residential housing and demonstrated ability and capacity of the applicant to proceed expeditiously with the proposal. 15 Points.
- e. Location: Extent to which the project contributes to the geographic distribution of affordable housing throughout the city of Saint Paul, promotes deconcentration of poverty, and furthers fair housing objectives. 15 Points.
- f. Accessibility: Relationship of the proposed development to public facilities, sources of employment and services, including public transportation, health, education, and recreational facilities. 10 Points.
- g. Support: Extent of community and constituency support for the proposed type of housing. 5 Points.
- h. Partnerships: Extent to which the proposed project has been developed as a result of a cooperative agreement or arrangement among public, semi-public or non-profit agencies or organizations. 10 Points.
- i. WBE/MBE/DBE/Section 3: Extent to which women-owned, minority-owned and disabled-owned business enterprises (WBE/MBE/DBE) or Section 3-qualified businesses (as defined in 24 CFR Part 135) are represented in the development, ownership, administrative and/or management process. 5 Points.
- j. Additional PBVs for Current PBV Projects: Extent to which more PBV vouchers would help stabilize a current PBV project that is jeopardized by changing circumstances; for example, loss of another comparable rent subsidy. 5 Points.

Relevant sections of Catholic Charities' proposal are attached. Also attached is a Certification of Consistency with [Ramsey County's] Continuum of Care/Heading Home Plan, which certifies that this project is a high priority in the County's strategic plan to end long-term homelessness.

Staff from Catholic Charities will be available to answer any questions at the Board meeting.

FAH/DJM

Attachments:

- Resolution No. 16-8/24-03
- Appendix K to Housing Choice Voucher/Section 8 Admission & Occupancy Policies
- Excerpts from Catholic Charities' Proposal to Minnesota Housing, Requesting VASH PBVs and Other Financial Assistance
- Certification of Consistency with [Ramsey County] Continuum of Care or Heading Home Plan

**SAINT PAUL PUBLIC HOUSING AGENCY  
RESOLUTION NO. 16-8/24-03**

**VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) VOUCHERS;  
APPLICATION FOR PROJECT-BASED VOUCHERS (PBV) FOR  
CATHOLIC CHARITIES' DOROTHY DAY RESIDENCE**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) administers both a Project-Based Voucher (PBV) Program and a Veterans Affairs Supportive Housing (VASH) Program in its Housing Choice Voucher/Section 8 Program, both of which are guided by policies in Appendix K of the Admission & Occupancy Policies for the Housing Choice Voucher/Section 8 Program; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Veterans Affairs have announced the availability of new VASH vouchers for use as project-based vouchers to house homeless veterans, in HUD Notice PIH 2016-1, issued July 1, 2016, with applications due by September 9, 2016; and

WHEREAS, the PHA issued a Contingent Request for Proposals (RFP) for VASH PBV through Minnesota Housing's Consolidated Request for Proposals (the "Super RFP") on April 18, 2016; and

WHEREAS, Catholic Charities of the Archdiocese of St. Paul and Minneapolis (Catholic Charities) submitted a proposal to Minnesota Housing requesting 15 VASH PBVs and other financial assistance for a new project to be called the Dorothy Day Residence; and

WHEREAS, staff has recommended that Catholic Charities' request for VASH PBVs be approved, subject to the following contingencies:

- a. HUD awarding funding for the VASH project-based vouchers to the PHA;
- b. Minnesota Housing approving Catholic Charities' application for other funding through the 2016 Consolidated Request for Proposals (the Super RFP); and
- c. Completing an environmental review in accordance with 24 CFR 983.58 and subsidy layering review prior to the execution of an Agreement to Enter into a Housing Assistance Payments contract (AHAP); and

WHEREAS, Catholic Charities' proposal for the Dorothy Day Residence has been rated a High Priority in the Ramsey County Continuum of Care Plan; and

WHEREAS, the Board finds that Catholic Charities' proposal meets the criteria stated in the PHA's policies and in the PHA's Contingent RFP;

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

1. Catholic Charities' request for 15 Project-Based Vouchers for the Dorothy Day Residence is approved, subject to the contingencies stated above; and
2. The Executive Director or his designee is authorized to execute and submit an application to HUD for the 15 VASH PBVs, along with any other supporting documentation that HUD may require to apply for and accept the vouchers.