

On November 23, 2016, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Admission and Occupancy Policies for Public Housing and Section 8 Housing Choice Vouchers; Reinstatement to Waiting List After Cancellation
- Section 8 Housing Choice Voucher Program; Increase Payment Standards; Maintain Current Utility Allowances for Housing Choice Vouchers and Public Housing
- Temporary Part Time Housing Policy Director
- Current Signature Authority U.S. Bank Checking Accounts
- Public Housing Agency Plan; Annual Plan for PHA Fiscal Year 2018 (Federal Fiscal Year 2017)

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Admission and Occupancy Policies for  
Public Housing and Section 8 Housing  
Choice Vouchers; Reinstatement to  
Waiting List After Cancellation

**DATE** November 23, 2016

Staff recommends approval of Resolution No. 2016-11/23-2 to revise the Admissions and Occupancy Policies for both the Public Housing Program and the Section 8 Housing Choice Voucher Program, to update and consolidate provisions on communicating with applicants and reinstating applications for admission after they have been canceled. The recommended revisions are shown below and on the attachments, with new language double-underlined and deleted language ~~interlined~~. Staff notified the Resident Advisory Board members of the proposed changes before the public hearing on the draft Agency Plan on November 15 and discussed the changes at the public hearing. If approved by the Board, the changes will be noted in the PHA's Agency Plan when it is submitted to HUD in January.

Staff is recommending these policy revisions to facilitate implementation of the online systems for managing applicant waiting lists (using applicant "portals") for both Public Housing and Housing Choice Vouchers and to provide uniform guidelines that will be easier for applicants and others to understand.

Applicant waiting lists for both programs need to be updated periodically to keep the intake processes functioning efficiently. When waiting lists are out of date, large numbers of appointment letters are returned as "undeliverable", or many applicants fail to appear for scheduled appointments because they did not receive the PHA's communications. When the

policies were written, communications with PHA clients were limited to U.S. Mail and telephone. Staff is recommending revisions that recognize other forms of communication that are available now.

For example, some clients may have a more reliable e-mail address on their computers or smart-phones, when their physical addresses and phone numbers change frequently. In that case, applicants who provide a valid email address can receive and respond to PHA messages quickly. Additionally, with the new “applicant portal”, applicants will be able to update their contact information and other entries in the online application at any time, and the system will maintain a record of the change. (With the current systems, applicants often say, “I sent PHA my new address,” but neither the applicant nor staff have any record of the alleged communication.)

Staff is also recommending removing language about waiting list updates being done on a fixed annual schedule that is provided to applicants. New applicants will be advised to check their status and contact information frequently when the portals are operational. It will be possible for staff to update the list more frequently, for example by contacting applicants who have not accessed the online portal within a set period of time.

With the current system of updating waiting lists annually by mail, large numbers of applications are canceled due to “no response”. For the public housing waiting list, over 4,000 applications were canceled or withdrawn during the 12 months ending September 30, 2016; and about 200 public housing applications were reinstated during the year. Staff receives two or three requests to reinstate canceled HCV applications each week (an annual rate of 100-150/year).

Vouchers: Staff is recommending revising the current Section 8 Housing Choice Voucher policies that explain waiting list updates, cancelations and reinstatements as follows (Section 8 AOP Part 1, III. B. and C.):

- B. Updating the [Housing Choice Voucher] Waiting List:** No less than annually, the PHA will update the waiting list and remove the names of those applicants who are no longer interested in participating in the Section 8 Program or who no longer qualify, or who cannot be reached by ~~telephone, mail, or any other~~ any available means of communication that has been provided by the applicant. ~~The PHA will establish a schedule for updating the waiting list. New applicants will be advised of the updating schedule.~~
- C. Reinstatement to the [Housing Choice Voucher] Waiting List:** When applicants are removed from the waiting list when the list is updated, because they could not be reached by ~~telephone or mail~~ any available means of communication that has been provided by the applicant, and they later contact the PHA regarding their continued interest in Section 8, they will be reinstated to the list if they contact the PHA in writing (including using the PHA's online applicant portal ) within one year 60 days from the date of their removal from the list. Their place on the waiting list will be based on their original date and time of application, but their preference status will be based on current circumstances (resident or non-resident, etc).

Public Housing: Staff is recommending revising the parallel Public Housing policies and related provisions in the same way, as follows (Public Housing AOP Part 1, II. C. and D.):

- C. Updating the [Public Housing] Waiting List:** No less than annually, the PHA will update the waiting list and remove the names of those applicants who are no longer interested in public housing, who no longer qualify, or who cannot be reached by mail any available means of communication that has been provided by the applicant. ~~The PHA will establish a schedule for updating the waiting list according to bedroom size. New applicants will be advised of the update schedule.~~
- D. Reinstatement to [Public Housing] Waiting List After Cancelation During Waiting List Updates:** After the PHA cancels an application when the waiting list is updated, because the applicant could not be reached by ~~mail~~ any available means of communication that has been provided by the applicant the applicant can be reinstated to the same place on the waiting list only if he or she contacts the PHA in writing (including using the PHA's online applicant portal) within 60 days after the cancelation date. The applicant will be reinstated to the same place on the waiting list. Applicants who contact the PHA more than 60 days but less than one year after the cancelation date will be reinstated but to a lower position on the list. Their new

~~“date of application” will be the date they contacted the PHA in writing and requested reinstatement.~~

**E. Reinstatement to Waiting List After Cancellation During the Eligibility Determination Process.**

**1. Cancellation Due to Missed Appointments:** The PHA will remove an applicant from the waiting list (that is, cancel the application) if he or she fails to attend a scheduled appointment.

a. The applicant will be reinstated to the same place on the waiting list only if he or she contacts the PHA within ~~15 business~~ 60 days from the date of the ~~missed appointment cancellation.~~ After 60 days beyond the cancellation date, the applicant may reapply if the waiting list is open.

~~a. If an applicant does not contact the PHA within that 15 days, the PHA will cancel the application. Applicants who contact the PHA more than 15 days but less than six months after the cancellation date will be reinstated but to a lower position on the list. Their "new date of application" will be the date they contacted the PHA in writing and requested reinstatement. The PHA will not reinstate an application more than six months after the date of cancellation. The applicant may reapply if the waiting list is open.~~

b. If an applicant contacts the PHA within ~~that 15~~ 60 days after cancellation due to a missed appointment and the PHA schedules a new appointment, and then the applicant fails to attend the second appointment, the PHA will cancel the application and will not reinstate ~~the application it again.~~ In that event the applicant may reapply ~~after six months~~ 60 days or more after the date of the second cancellation if the waiting list is open.

**2. Cancellation for Failure to Provide Required Documentation:** The PHA will remove an applicant from the waiting list (that is, cancel the application) if the applicant fails to provide documentation required to determine program eligibility. Before canceling the application, the PHA will mail-send the applicant a notice listing what information is required and stating that the application will be canceled ~~in 15 business days~~ if the applicant does not provide the information ~~before then~~ by the deadline stated in the notice. If the applicant does not provide the required information within the time allowed, the PHA will send a second letter stating that the application has been canceled. That letter will also give the applicant 15 business days from the date of the letter to provide the required information to the PHA. If the applicant does not provide the information within that time period, the application will remain canceled. In that event, the applicant may reapply after 60 days of being canceled, if the waiting list is open.

~~. The second letter will explain that the application can be reinstated to the same place on the waiting list only if the applicant provides the information within 15 business days from the date of the second letter. If~~

~~the applicant fails to provide the documentation required to determine program eligibility within the additional time allowed, the PHA will not reinstate the application. In that event the applicant may reapply after six months if the waiting list is open.~~

3. **-Voluntary Cancellation:** The PHA will cancel an application at the request of an applicant, either before or during the eligibility determination process. After a voluntary cancellation, applicants will be reinstated to their previous place on the list only if they contact the PHA in writing within 60 days from the date of cancellation. ~~After 60 days Applicants who contact the PHA more than 60 days but less than six months after the date of cancellation will be reinstated but to a lower position on the list, with their new “date of application” being the date they contacted the PHA and requested reinstatement. the applicant may reapply if the waiting list is open.~~

Staff is recommending shortening the application reinstatement period because the current policies “extend the tail” of the waiting list in a way that disrupts the orderly processing of applications according to their position on the waiting list. This was particularly obvious when staff drew the final applicant names from the old Housing Choice Voucher waiting list in late 2015, before beginning to draw names from the new waiting list (September 2016 applications). Because of the 12 month reinstatement period, applicants from the old waiting list trickled back in, preventing staff from reaching the more recent applicants with immediate needs. Other Section 8 programs in the Metro area have reinstatement windows of one to three months. (Washington County HRA has allowed a longer reinstatement period for Section 8, but their staff reported they are in the process of reducing it.)

Staff believes that shortening the window of time during which someone can be reinstated to the Public Housing or Section 8 waiting list will simplify the admissions process in both programs and allow eligible applicants to be assisted more quickly.

FAH/MW/DJM

Attachments: Resolution No. 16-11/23-2

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL  
RESOLUTION NO. 16-11/23-2

ADMISSION & OCCUPANCY POLICIES FOR THE SECTION 8  
HOUSING CHOICE VOUCHER PROGRAM  
AND THE PUBLIC HOUSING PROGRAM;  
REVISING POLICIES ON COMMUNICATIONS WITH APPLICANTS,  
APPLICATION CANCELATION AND REINSTATEMENT TO THE WAITING LIST

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WHEREAS, the Public Housing Agency of the City of St. Paul (PHA) has in effect Admission and Occupancy Policies for the Public Housing and Section 8 Housing Choice Voucher Program, dated February 23, 2000 as amended; and

WHEREAS, the two policies state the conditions under which an application for housing assistance will be canceled, including failure to respond to communications updating the waiting list, failure to appear for scheduled appointments and failure to provide documentation required to determine program eligibility; and

WHEREAS, the two policies allow varying lengths of time for an application to be reinstated on the waiting list after cancelation, at the request of the applicant; and

WHEREAS, the two policies are not consistent or sufficiently clear in stating how the PHA will attempt to communicate with the applicant before canceling an application;

WHEREAS, staff has recommended the revising the Admissions and Occupancy Policy as shown on the attachments to update and consolidate provisions on communicating with applicants and reinstating applications for admission after they have been canceled; and

WHEREAS, the Board finds that these recommended policy revisions are necessary and appropriate for the administration of these programs;

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 Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Program, are hereby revised as shown on the attachment, effective immediately; and
2. The Agency Plan is amended accordingly.

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM **JON M. GUTZMANN**  
EXECUTIVE DIRECTOR

**REGARDING** Section 8 Housing Choice Voucher Program; Increase Payment Standards; Maintain Current Utility Allowances for Housing Choice Vouchers and Public Housing

**DATE** November 23, 2016

Staff requests Board approval of Resolutions No. 16-11/23-3 and 16-11/23-5 to increase the payment standards for the Housing Choice Voucher (HCV; Section 8) Program and to maintain utility allowances for both HCVs and Public Housing at their current amounts, as explained below. The payment standards and utility allowances are contained in the Admission and Occupancy Policies, which is an attachment to the Agency Plan. If approved, the higher payment standards would take effect on December 1, 2016 for new HCV participants and current participants who move to new units, and February 1, 2017 for current participants with annual recertifications of eligibility on or after that date. The Board last approved increasing the payment standards on October 28, 2015. July 22, 2015 was the last change in HCV utility allowances.

**Increasing Housing Choice Voucher Payment Standards.** The PHA's current and proposed payment standards are as follows:

	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
<b>1. Current Payment Standards</b>	\$651	\$805	\$1,015	\$1,350	\$1,585	\$1,820	\$2,060
<b>2. FMR Increase Percentage</b>	6.6%	6.0%	5.7%	6.5%	6.3%	6.3%	6.3%
<b>3. Proposed Payment Standards</b>	<b>\$694</b>	<b>\$854</b>	<b>\$1,073</b>	<b>\$1,438</b>	<b>\$1,684</b>	<b>\$1,934</b>	<b>\$2,189</b>
<b>4. Percentage of New FMR</b>	99%	99%	99%	93%	94%	93%	94%

The proposed increase in payment standards is based on new Fair Market Rents (FMRs) from HUD that are effective for the new federal fiscal year beginning October 1, 2016 (FFY 2017). Staff is recommending that the payment standards be increased by the same percentage as the increase in the FMR for each unit size, averaging approximately 6.3%. HUD regulations allow housing authorities to set their payment standards between 90% and 110% of the FMRs.

Staff estimates that the recommended payment standard increases would add approximately \$583,000 to the annual cost of the subsidies paid to property owners who rent units to families and individuals with vouchers, on top of the base of approximately \$35 million. The increased cost in the first year will be lower, since the higher payment standards will phase in over 12 months, coinciding with annual recertifications for current participants who remain in their current units. If HUD approves a lower amount for the PHA's budget authority for next year (after Congress passes an HUD Appropriations bill for the federal fiscal year that began October 1, 2016), the PHA will draw on the HAP reserves being held by HUD, which are now approximately \$3.2 million. Spending some of the reserves can benefit the PHA in two ways. First, higher spending in one year increases the budget renewal figure for the following year. Second, "excess" reserves are at risk of being recaptured by HUD or offset against the PHA's annual budget authority. Currently HUD does not define a threshold for "excess" HAP reserves.

In addition to the estimated annualized cost of the higher payment standards, the PHA's cost for the rent subsidies to owners (HAP) increases throughout the year as participating owners request rent increases. HUD regulations require the PHA to approve reasonable rent increases when requested by owners (no more frequently than once in 12 months). Staff routinely grants

increases up to 3% but not exceeding the payment standard, if the requested rent is reasonable considering the rental unit's location, size, age, condition, amenities, etc.

Over the last two years the Board has approved payment standard increases that were estimated to cost \$330,000 (10/28/15) and \$475,000 (9/24/14). As shown in the PHA's Comprehensive Annual Financial Reports (CAFR) for the last three fiscal years, the Agency paid the following rent subsidy amounts (Housing Assistance Payments; HAP) to private owners renting units to HCV participants:

- FY14: \$33,953,172
- FY15: \$34,226,762
- FY16: \$34,500,328

That modest increase, about \$274,000 from one year to the next, confirms that staff's cost estimates for increasing payment standards are not unreasonable, despite the number of factors that can affect the amount the PHA pays to owners during the year.

**Background: Payment Standards.** The Section 8 payment standards establish the maximum subsidy amount that the PHA can pay for each size of rental unit (by number of bedrooms). The participant pays 30% of monthly adjusted income (minus utility allowances for tenant-paid utilities) towards their rent and the PHA pays the difference up to the "contract rent" (the rent amount stated in the lease) or the payment standard, whichever is lower. If the contract rent plus the utility allowance exceeds the payment standard, the tenant pays any additional costs over the payment standard (subject to the PHA's determination that the rent is reasonable for the unit).

**"40% Affordability Limit".** The tenant's total payment is limited to 40% of the family's monthly adjusted income at the time of initial move-in but there is no such restriction thereafter. That "40% affordability limit" is preventing many voucher holders from leasing new units in the

current tight rental market with rising rents. Raising the payment standard will make more units affordable for voucher holders.

**Fair Market Rents.** Despite its terminology, HUD does not dictate to the rental housing market what the “fair” market value of a unit is. The FMR is simply a reference point used to define subsidy limits for the Section 8/Housing Choice Voucher program and other HUD subsidy programs. It is statistically derived from past surveys of large numbers of “standard” rental units in the private market, excluding new and luxury units. The FMRs are adjusted annually for inflation and other factors. For the Twin Cities metropolitan area, HUD now sets the FMR at the 40<sup>th</sup> percentile of rents, meaning that 40% of standard rental units have rents including utilities at or below that amount. The PHA can set its payment standards between 90% and 110% of the FMR’s.

The FFY 2016 and 2017 Fair Market Rents are as follows:

	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
<b>FFY 2016 Fair Market Rents (FMRs)</b>	\$656	\$813	\$1,027	\$1,444	\$1,693	\$1,947	\$2,239
<b>New FMRs for FFY 2017</b>	\$699	\$862	\$1,086	\$1,538	\$1,799	\$2,069	\$2,379
<b>% increase in FMRs</b>	6.6%	6.0%	5.7%	6.5%	6.3%	6.3%	6.3%

**Utility Allowances.** For public housing family residents and voucher participants who pay some or all of their own utility costs, the utility allowance reduces the amount of rent the household must pay to the PHA or the property owner. The rent plus the utility allowance equals 30% of the household’s adjusted income. In public housing, utility allowances only apply to the units in

family housing developments and scattered site homes. PHA hi-rise residents do not pay separate utility bills (other than a utility surcharge paid by residents who have a freezer or a window air conditioner).

**Increasing Payment Standards: Cost Impact on participants and the PHA.** Higher payment standards mean that some voucher participants will pay a smaller portion of the rent than currently, and the PHA will pay more. There will be variations among units, as explained below.

- For units with gross rent (the contract rent stated in the lease plus any utility allowances) that is at or below the current payment standard, a higher payment standard does not change the tenant's payment or the PHA's payment. The voucher participant will pay the same amount of rent to the property owner (30% of adjusted income), and the PHA's Housing Assistance Payment (HAP) to the owner will stay the same. However, if the owner requests and the PHA approves a rent increase above the old payment standard, the PHA will pay more subsidy (HAP).
- For units with gross rent higher than the current payment standard, the PHA will pay a higher subsidy (HAP) when the payment standard increases. The tenant will pay a smaller portion of the rent to the property owner.
- Staff expects that property owners would request approval for rent increases to bring the gross rent up to the payment standard.

Raising the payment standards helps families with vouchers who are searching for a unit by giving them more access to units that have somewhat higher rents, allowing greater choice and mobility.

If the recommended increases in payment standards are approved, they will be implemented gradually for current participants remaining in the same units, as annual recertifications take

place over the next year. Staff will continue to review the reasonableness of any requested rent increases, to prevent voucher subsidies from artificially inflating the market rents.

HUD requires housing authorities to evaluate their payment standards as part of the annual SEMAP certification. Part of that evaluation is to determine the number of families who are “rent-burdened”, meaning that they are paying more than 30% of monthly adjusted income toward their share of rent. If more than 40% of families in a particular unit size are rent-burdened, HUD can require the housing authority to raise their payment standards. When staff analyzed the rent burdens of current voucher participants this month, 925 families were paying more than 30% of their adjusted income for rent. However, fewer than 40% of families in each unit size were rent-burdened (32% - 36% of the families in each unit size category). Increasing the payment standards as recommended would reduce the number of families paying more than 30% of income.

Another test of the adequacy of payment standards is the “shopping success rate” of voucher holders who are shopping for a unit to rent. The shopping success rate of all new families and “movers” from April through October of this year was 75%, based on 473 vouchers that were successfully leased up (counting both newly-issued vouchers and households moving between units) and 157 vouchers expired. The shopping success rate in the fiscal year ended March 31, 2016 was 77%, but in earlier years the shopping success rate was generally in the low 90% range. Increasing the payment standards as recommended should increase or at least help maintain the shopping success rate, but the tight rental market will continue to make it difficult for voucher shoppers to lease units.

**Utility Allowances: One category added; no other changes recommended.** HUD regulations require PHAs to review utility allowances for both public housing and Section 8 at least annually, and to adjust the utility allowances if rates have changed by 10% or more since the previous adjustment. In addition to monitoring utility rate changes throughout the year, staff recently reviewed all current utility rates and confirmed that no change is required. The last adjustment to utility allowances in either program was approved by the Board in July 2015, when new categories were added in Section 8 (for water/sewer and trash in multi-family buildings). The last time the PHA increased utility allowances (for both programs) was in 2013, and those adjustments are still sufficient to cover the current rates. On February 26, 2014 and July 22, 2015 the Board approved maintaining the utility allowances in both programs with no changes. Since then energy rates have not increased significantly.

- Xcel Energy's rates for natural gas have not changed over the past year.
- Xcel Energy's rates for electricity have not changed significantly since February 2013 when the Board approved 10% increases in the utility allowances for electricity.
- District Energy's rates have not changed significantly so no change is needed in that utility allowance.
- Water and sewer rates have increased, but the PHA's allowances for that utility cost (based on previous analysis of actual bills) are considerably higher than the St. Paul Water Utility's estimates of typical households' consumption. For that reason staff does not believe a change in the utility allowance is warranted.
- Trash hauling rates vary widely, but the "typical" cost has not changed by more than 10%, according to staff's survey of a sample of current rates.

Since the last update to the utility allowances for public housing, a few scattered site homes have been converted to two-bedroom units. Staff assigned a utility allowance of \$144 for those units, based on comparisons with similar-sized units. The updated schedule includes that entry.

FAH/DJM/RPM

Attachment: Resolutions No. 16-11/23-3 and 16-11/23-5

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL  
RESOLUTION NO. 16-11/23-3

ADMISSION & OCCUPANCY POLICIES FOR THE SECTION 8  
HOUSING CHOICE VOUCHER PROGRAM;  
CHANGE IN PAYMENT STANDARDS

WHEREAS, the Public Housing Agency of the City of St. Paul (PHA) has in effect Section 8 Admission and Occupancy Policies, dated February 23, 2000 as amended; and

WHEREAS, the Policies set forth the Payment Standards which determine the amount of subsidies which can be paid for the Section 8 Housing Choice Vouchers; and

WHEREAS, HUD regulations require that payment standards be set between 90% and 110% of the Fair Market Rents (FMRs); and

WHEREAS, HUD published proposed new Fair Market Rents for the Twin Cities effective October 1, 2016, increasing the FMRs for all unit sizes; and

WHEREAS, the low vacancy rate and rising rents in the Twin Cities area including St. Paul are making it difficult for holders of Housing Choice Vouchers to rent suitable units; and

WHEREAS, increasing payment standards will help voucher holders rent suitable units and promote locational choice; and

WHEREAS, the Board finds that the staff recommendation to increase payment standards complies with HUD requirements and is in the best interests of the Agency;

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 Payment Standards for the Housing Choice Voucher Program are hereby revised as shown below and this action shall take effect on December 1, 2016 for new voucher participants and current participants who are moving to new units, and beginning February 1, 2017 for current participants with annual recertifications of eligibility that are effective on that date or later.

	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
<b>Proposed Payment Standards</b>	<b>\$694</b>	<b>\$854</b>	<b>\$1,073</b>	<b>\$1,438</b>	<b>\$1,684</b>	<b>\$1,934</b>	<b>\$2,189</b>

2. The Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Program and the Agency Plan are amended accordingly.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL  
RESOLUTION NO. 16-11/23-5

UTILITY ALLOWANCE SCHEDULES FOR  
THE PUBLIC HOUSING PROGRAM AND  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAMS;  
REVISIONS TO ADMISSION AND OCCUPANCY POLICIES

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has now in effect Admission and Occupancy Policies for the Public Housing Program and for the Section 8 Housing Choice Voucher Program, both dated February 23, 2000, as amended; and

WHEREAS, the Admission and Occupancy Policies for both programs include Utility Allowances for various types of rental units, which are used to calculate the amount of rent the tenant must pay; and

WHEREAS, HUD regulations require the PHA to review the utility allowances no less frequently than annually; and

WHEREAS, staff has reviewed utility rates and found that they show no increase or only small increases since the PHA last adjusted its utility allowances; and

WHEREAS, the staff has recommended that all utility allowances for public housing or Section 8 be continued in effect at their current amounts; and

WHEREAS, the staff has recommended including a utility allowance for two-bedroom scattered site public housing units, a category that did not exist when the previous utility allowance schedule was adopted; and

WHEREAS, the Board finds that the staff recommendation complies with HUD requirements and is in the best interests of the Agency;

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

1. The Utility Allowance Schedules stated in the Admission and Occupancy Policies for the Public Housing Program and the Section 8 Housing Choice Voucher Program shall be continued at their current amounts, as shown on the attachments; and
2. The Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Program and the Agency Plan are amended accordingly.

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Temporary Part Time Housing  
Policy Director

**DATE** November 23, 2016

Staff recommends Board authorization to create a part-time, long-term temporary Housing Policy Director position, with the goal of hiring an experienced public housing professional who would report to and help the Executive Director explore the Agency's options for the possible sale of some public housing scattered site properties. As discussed previously, staff has been considering available means to generate funds to make capital improvements to PHA properties and to offset declining federal subsidies.

Staff estimates the cost for such a position for six months would be approximately \$49,000, to cover salary and required employer payroll contributions, travel to St. Paul and possibly to HUD's headquarters in Washington, DC and Special Applications Center (SAC) in Chicago, and related costs. The salary cost is estimated to be \$27,000, based on an hourly rate of \$53.01, which is the range maximum for this position (D63 in the Fox-Lawson job evaluation system). Employer-paid payroll contributions would add about \$11,000. The travel costs are estimated at another \$11,000 (air fare, hotel, meals, etc.). Board approval is needed for any hire that exceeds 75 percent of the pay range.

The intention is to retain someone like the recently retired Executive Director of the Dallas Housing Authority, MaryAnn Russ (resume attached), and task that person with the job of exploring options related to a possible application to HUD for "inventory removal" (previously called "demolition/ disposition"), up to possibly completing that application on behalf of the

PHA, should the PHA Board determine that such an application is prudent. The Executive Director had previously discussed the idea of retaining a consultant to perform this work as a possible outcome of a Strategic Planning Board Retreat on the topic of a possible scattered site inventory removal application. Now the idea is to retain a person ahead of that retreat to more thoroughly research, develop and present the concept at such a retreat. The high-level skills, experience and responsibility required for the proposed position coincide with the qualifications required for the Housing Policy Director position. (Staff expects that the current incumbent, Al Hester, will remain in his position for the foreseeable future.)

Since the proposed position would be temporary and part time, averaging fewer than 20 hours a week, the PHA would not be required to pay for benefits like health care, vacation, and sick leave. The Agency would withhold required amounts for income taxes and other employer payroll contributions (FICA, Medicare, Workers' Compensation, etc.). Even with those costs, retaining a temporary part-time PHA employee at \$53.01 per hour is more economical to the PHA than retaining a consultant who would likely bill at three to four times that hourly rate.

This temporary, part-time employment could be extended beyond the initial six-month appointment if staff believes the services are still needed and the arrangement is cost-effective.

At some point the PHA may post and advertise this position externally and internally, in which case the person hired for the temporary position could apply. This person could perform most of the work from a remote location, while coming to the PHA at least two to three times, perhaps for three to five business days each over the next six months.

The current Operating Budget includes sufficient funds (due to underspending in some budgeted categories) to pay for this part-time position for the balance of the fiscal year. Staff will include

funding in the next Operating Budget (to be recommended in February, 2017) to continue the position through at least part of the coming year.

JMG/

Attachment: Mary Ann Russ Resumé

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

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Current Signature Authority  
U.S. Bank Checking Accounts

**DATE** November 23, 2016

Staff requests Board approval of Resolution 16-11/23-1 notifying U.S. Bank of individuals who are currently authorized to sign checks or initiate “treasury management services” (a banking term that encompasses a range of banking services). This is required when there is a change in Board composition and/or Officer positions.

RPM

Attachment: Resolution  
Master Services Agreement

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL  
RESOLUTION NO. 16-11/23-1  
SIGNATURES FOR U.S. BANK**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) requires checking accounts and other banking services to administer its programs; and

WHEREAS, the PHA currently maintains three checking accounts at U.S. Bank, for the Low Rent Public Housing Program, the Housing Choice Voucher/Section 8 Program and the Building Fund; and

WHEREAS, U.S. Bank requires authorized signatures for these accounts;

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 Board approves the attached Master Services Agreement that explains the terms and agreements of the three checking accounts as they relate to signers of the accounts.
2. The Board authorizes U.S. Bank to recognize the Account Signers as having the authority to sign checks for the Public Housing Agency.
3. The Board authorizes U.S. Bank to recognize the Treasury Management Signers as having the authority to initiate Treasury Management activity.
4. This resolution shall take effect immediately.

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

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Public Housing Agency Plan;  
Annual Plan for PHA Fiscal Year 2018  
(Federal Fiscal Year 2017)

**DATE** November 23, 2016

Staff recommends approval of Resolution No. 16-11/23-04 approving the Annual Agency Plan for the PHA's Fiscal Year 2018, which is Federal Fiscal Year (FFY) 2017. The Board approved the draft Agency Plan and attachments at the October 26, 2016 business meeting, when staff discussed the Plan in detail. No changes have been made in the draft Plan since then. Staff will provide additional copies of the Plan and attachment at the request of any Commissioner.

Staff conducted the required public hearing on the Agency Plan on Tuesday, November 15, 2016 at Neill Hi-Rise, 325 Laurel Avenue. Staff announced that the draft Agency Plan was available for public review and comment at the beginning of October by publishing a notice in the St. Paul Pioneer Press and posting a notice on the PHA's website. The updated Plan is substantially the same as last year's. Members of the Resident Advisory Board (RAB) discussed the Plan updates in three meetings held in August, September and October. The agendas and announcements of RAB meetings were mailed to the Hi-Rise Presidents Council, the City-Wide Residents Council, Section 8 representatives and SMRLS.

No written comments on the draft Agency Plan were submitted by the RAB or the public.

The Agency Plan no longer includes the Capital Fund Program (CFP) funding application for the coming year. The CFP application and annual reports will be submitted separately with the signed amendment to the Annual Contributions Contract (ACC) after the actual amount of the PHA's

CFP grant for FFY 2017 is announced. Based on past years' experience, that could occur anytime between March and August of 2017, after Congress approves the appropriations and HUD announces the actual CFP grant amounts.

The PHA's Agency Plan is posted on the PHA's website, [www.stpaulpha.org](http://www.stpaulpha.org), and on HUD's website: <http://www.hud.gov/offices/pih/pha/approved> .

FAH

Attachments: Resolution 16-11/23-04 including HUD-50077,  
"Certifications of Compliance with PHA Plans  
and Related Regulations"

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL  
RESOLUTION NO. 16-11/23-04**

**PUBLIC HOUSING AGENCY PLAN FOR PHA FISCAL YEAR 2018 (FFY 2017);  
ANNUAL PLAN; CERTIFICATIONS OF COMPLIANCE  
WITH PHA PLANS AND RELATED REGULATIONS**

WHEREAS, the PHA is required to prepare and submit to HUD each year an Agency Plan including required attachments; and

WHEREAS, HUD approved the PHA's Agency Plan for the current fiscal year and Five-Year Plan on April 12, 2016; and

WHEREAS, there have been presented and considered at this meeting of the Board of Commissioners draft plans which describe the PHA's current programs and plans for the next fiscal year, which plans are in the form required by HUD; and

WHEREAS, the PHA's Resident Advisory Board (RAB) assisted staff in developing the draft plan; public notice was published of the draft plan's availability and the plan was presented at a public hearing as required; and

WHEREAS, HUD requires the Agency Plan to be accompanied by "Certifications of Compliance with the PHA Plans and Related Regulations" executed by the Board Chair;

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

1. The Annual Agency Plan for the PHA Fiscal Year beginning April 1, 2017 is hereby approved; and
2. The Chair of the Board and the Executive Director or his designee are authorized to execute the "Certifications of Compliance with the PHA Plans and Related Regulations" in the form prescribed by HUD, and such other documents as may be necessary to complete the Agency Plan for submission; and
3. The Executive Director or his designee is authorized to submit the Agency Plan and related documents to HUD by January 15, 2017 or such later date as HUD may approve.