



## **NOTICE AND AGENDA**

**August 24, 2016**

**REGULAR MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD AT 1:30 P.M. AT 1001 WASHINGTON AVENUE NORTH, MINNEAPOLIS, MINNESOTA**

The Tenant Advisory Committee will meet at 12:00 Noon, same date and place

**Commissioners:**

- F. Clayton Tyler, Chair**
- Charles T. Lutz, Vice Chair**
- Mikkel Beckmen, Commissioner**
- Tawanna Black, Commissioner**
- Tom DeAngelo, Commissioner**
- Abdullahi Isse, Commissioner**
- Cara Letofsky, Commissioner**
- Tamir Mohamud, Commissioner**
- Hon. James Rosenbaum, Commissioner**

**GENERAL:**

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of June 22, 2016

**TENANT ADVISORY COMMITTEE – TAC Chairperson Comments**

**DISCUSSION:**

1. Security Guard Services (Mary Boler, Managing Director - LIPH)

**RESOLUTION:**

2. Resolution Honoring MPHA Executive Director / CEO Cora McCorvey (F. Clayton Tyler, Chair)
3. Authorization to Execute Deferred Loan Repayment Agreement (Dean Carlson, Development Project Manager)



**RECEIVE AND FILE:**

- Monthly Performance Report for June 2016 (Cora McCorvey, Executive Director / CEO)
- Monthly Performance Report for July 2016 (Cora McCorvey, Executive Director / CEO)
- Executive Search Process (Tom DeAngelo, Commissioner)
- Memorandum to MPHA Board of Commissioners, Contracting with Women and Minority-Owned Businesses (Betsy Grossman, Director of Procurement)

**PUBLIC HEARING:**

- MPHA's 2017 Draft MTW Plan and Proposed Policy Changes (Bob Boyd, Director of Policy & Special Initiatives)

**Next Regular Meeting:**

**Wednesday, September 28, 2016 - 1:30p.m.  
1001 Washington Avenue North  
Minneapolis, MN 55401**

***Notice:*** A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.



**MINUTES OF A REGULAR MEETING OF THE  
MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
IN AND FOR THE CITY OF MINNEAPOLIS  
June 22, 2016**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on June 22, 2016, at 1001 Washington Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

**Roll Call:**

The Chair called the meeting to order, the following members of the Board being present:

Charles T. Lutz	Vice Chair
Mikkel Beckmen	Commissioner
Tom DeAngelo	Commissioner
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

F. Clayton Tyler	Chair
Tawanna Black	Commissioner

The following others were also present:

Cora McCorvey	Executive Director / CEO
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The Chair declared the presence of a quorum.

**Approval of Agenda:**

Commissioner Rosenbaum moved to amend the agenda to include the Executive Search Update for hiring MPHA's next Executive Director. The motion was seconded by Commissioner Letofsky. Upon a voice vote, the Chair declared the motion carried. Commissioner Letofsky moved approval of the amended agenda. The motion was seconded by Commissioner Rosenbaum. Upon a voice vote, the Chair declared the motion carried.

**Approval of Minutes:**

The Minutes of the Regular Meeting of May 25, 2016, were presented for approval. Commissioner DeAngelo moved the minutes be accepted as presented. The motion was seconded by Commissioner Mohamud. Upon a voice vote, the Chair declared the motion carried.



**Item No. 1: Masonry Restoration at 2728 East Franklin Avenue**

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Mohamud seconded the motion. Upon a voice vote, (six Commissioners approved the motion and Commissioner Rosenbaum voted present) the Chair declared the motion carried. [See Document No. 2016-18]

**Item No. 2: Masonry Restoration at the Fifth Avenue Towers**

After a brief presentation by staff and discussion, Commissioner DeAngelo moved approval of the recommendation set forth in the Report. Commissioner Letofsky seconded the motion. Upon a voice vote, (six Commissioners approved the motion and Commissioner Rosenbaum voted present) the Chair declared the motion carried. [See Document No. 2016-19]

**Item No. 3: Acceptance of Service Authority**

After a presentation by staff and discussion, Commissioner Rosenbaum moved approval of the recommendation set forth in the Report along with the corresponding Resolution attached thereto. Commissioner Letofsky seconded the motion. Upon a roll call vote, seven Commissioners voted “aye” (Commissioners Beckmen, DeAngelo, Isse, Letofsky, Mohamud, Rosenbaum, and Chairman Lutz) and no Commissioner voted “nay”. The Chair declared the motion carried. [See Document No. 2016-20] [See Resolution No. 16-165]

**Item No. 4: Executive Search Process**

Commissioner DeAngelo gave an update on the Executive Director Search process. Cohen Taylor, a Minneapolis-based search consultant, was selected from a group of seven national and local Executive Search Consultants. The group was reviewed and ranked on their experience, team and fee. A seven member Search Committee was selected with a resident, community partners and Board Members, as well as, MPHA's Director of Human Resources. He presented the overall schedule which will take 1-2 months of community outreach, solicit a list of candidates, interview shortlist of candidates and candidate recommendation to the Board. [See Document No. 2016-21]

**Receive and File Items:**

The following items were received and filed by the Board:

- The Monthly Performance Report for May 2016. [See Document No. 2016-22]
- Sherman Associate's Final Report Analysis of Rehabilitation Redevelopment Options for Glendale Townhomes, Presented by George Sherman [See Document No. 2016-23]
- Creative Finance Glendale Elements, Presented by Jack Cann

**Adjournment:**

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:45 p.m.



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Secretary of the Board of Commissioners

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Date These Minutes Approved



August 24, 2016

Agenda Item 1

**REPORT TO THE COMMISSIONERS**

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Security Guard Services

**Previous Directives:** On May 25, 2011, the Board authorized the Executive Director to enter into MPHA contract #PH-10.31 engaging Securitas Security Services USA, Inc. (Securitas) to provide security guard services at MPHA highrises, Glendale, and Central Office properties for a two-year period beginning September 30, 2011, with an option for three additional one-year extensions.

**Resident Council Review/Recommendation:** The MPHA Security Advisory Committee (SAC), Minneapolis Highrise Representative Council (MHRC) staff, and MPHA staff reviewed the RFP before it was issued and were involved in evaluating and scoring the proposals received. This matter will also be discussed with the Tenant Advisory Committee (TAC) immediately prior to the Board's August 24, 2016 meeting.

**Budget Impact:** Security guard services impact the MPHA Budgets in each of the agency's five Highrise Asset Management Projects (AMP), along with summer services at the Glendale AMP, and the Central Office. The 2016 budget for these services is \$1,941,041.

**Affirmative Action Compliance:** Securitas has a published Affirmative Action Policy that has been approved by the Minnesota Department of Human Rights.

**Procurement Review:** This Report has been reviewed and approved by the MPHA Contracting Officer.

**RECOMMENDATION:** It is recommended that the Board of Commissioners authorize the Executive Director or her designee to execute a contract with Securitas in the amount of \$4.1 million. This is a two-year contract with the option to extend the contract on an annual basis for up to an additional three years.

On June 8, 2016, MPHA published an RFP for security guard services. Five companies submitted responsive proposals: American Security, LLC; Securitas Security Services USA, Inc.; Twin City Security, Inc.; United Protective Agency, Inc.; and Universal Security Corp.

A selection committee of MPHA residents, MHRC staff, and MPHA staff reviewed each proposal and scored them using the criteria published in the RFP. Securitas was the top-rated proposer and scored well in relation to others based on cost.

Securitas has provided security guard services to MPHA in each of the last 14 years. MPHA property management, executive, and legal staff all report favorable experiences with Securitas and believe that Securitas has consistently demonstrated its capacity to provide high quality security services to MPHA.

Securitas security guards are represented for purposes of collective bargaining by the Service Employees International Union (SEIU) and are compensated in accordance with the multi-employer, area-wide collective bargaining agreement in effect between SEIU and the local organized security industry.

The proposed Agreement is for two years with an option to extend on an annual basis for up to an additional three years on terms outlined in the RFP. The hourly rate for security guards under the proposed Agreement will not exceed \$24.28 per hour during the initial two-year Agreement. Future cost increases are limited by increases in the aforementioned SEIU collective bargaining agreement which typically occur annually.

Based on the current utilization of security guards, command center staff, and the Security Manager, the two-year cost for security guard services under the proposed Agreement would be approximately \$4.1 million. Staff is aware, however, that it may be necessary to consider changes in security guard utilization based upon available financial resources and the development of other safety and security considerations. The proposed Agreement allows for such changes during the life of the Agreement.

In the seven county metropolitan area, the Securitas work force is comprised of 21% women and 60% minority employees. The workforce currently assigned to MPHA is comprised of 94% minority employees and 15% women employees, and an estimated 4% are MPHA residents. The Securitas supervisory team currently assigned to MPHA is 60% minority and 60% women.

This Report was prepared by Mary Boler, Managing Director of MPHA's Low Income Public Housing Division. For further information, please contact Ms. Boler at 612-342-1453 (or [mboler@mplspha.org](mailto:mboler@mplspha.org)) or Betsy Grossman, MPHA Director of Procurement at 612-342-1489 or [egrossman@mplspha.org](mailto:egrossman@mplspha.org).



August 24, 2016

Agenda Item 2

**MEMORANDUM TO:** MPHA Board of Commissioners

**FROM:** F. Clayton Tyler, Chair

**SUBJECT:** Resolution Honoring MPHA Executive Director / CEO  
Cora McCorvey

For the past 25 years, Cora McCorvey has served as the Minneapolis Public Housing Authority's (MPHA) first and only Executive Director. This is an achievement in and of itself, but it pales in comparison to what Ms. McCorvey has accomplished during her tenure with MPHA.

It is my honor to highlight some of the major accomplishments and significant achievements of MPHA under Cora McCorvey's leadership:

- **MPHA is resourceful, creative, and well run.** When the Agency separated from the City in 1991, it was on the verge of being labeled a "troubled" housing authority by HUD. Yet within 6 years, our public housing program earned HUD's "High Performer" designation. The highest achievement a public housing program can receive and, in 2007, MPHA achieved the same designation for its Section 8 program. Our Agency has held these cherished designations ever since. In 2006 when HUD required a change to asset management, MPHA became an early adopter resulting in an additional \$1 million annually in public housing operating subsidy.
- **MPHA is fiscally responsible and accountable.** In 1991, the Agency's audit contained 32 findings. Since 2010, the Minnesota State Auditor has qualified MPHA as a "low-risk auditee" demonstrating a history of program compliance, strong internal controls in our financial operation, and no questioned costs. The latest audit contains **no** findings. Despite significant reductions in funding, MPHA has consistently maintained reasonable reserve levels. Today, the public housing reserves would fund 3.5 months of operating expenses.



- **MPHA's has retained an occupancy rate of nearly 99%** for many years, has designated twelve buildings with 2109 units for seniors, has six assisted living programs for seniors and two very specialized housing with services programs: one for persons with brain injuries and another for persons with epilepsy.
- **MPHA consistently fully utilizes its Section 8 voucher increment**, housing thousands of families in the private market and through its Project Base Voucher program provides hundreds of individuals and families in need of housing with services.
- **Negotiated a full status Moving to Work Agreement with HUD.** This Agreement designates MPHA as one of only 39 PHAs in the nation to be able to block grant its funding and waive most rules and regulations and target its resources to its mission and priorities.
- **MPHA has received numerous awards, recognitions and firsts among public housing programs.** Years ago, MPHA recognized the unique challenges faced by low-income seniors who with advanced age and increased vulnerabilities were becoming more and more at risk. This led to MPHA's early efforts to get authorization from Congress to pass legislation allowing for public housing designation for seniors. MPHA was the first PHA in the nation to create public housing 'Assisted Living Programs'. The first to create slot based Assisted Living for which the Agency won a National Award of Excellence. The first to create a culturally focused Assisted Living program 'Grace Place' for Korean Americans at our Cedars Campus. MPHA has won thirty-five National Awards of Merit and Excellence for design, for services and for collaborations; including Awards for our Heritage Park Senior Campus with an Award in Excellence for Design and an Award of Merit for our Collaborative Services. Our latest awards received in 2016 include a NAHRO Award of Merit for the MPHA - Alliance Housing Partnership promoting employment and self-sufficiency for homeless families and NAHRO Award of Merit for Signe Burckhardt Manor, a MPHA -Augustana partnership to create an Acute Assisted Living Memory Care program in an established building.
- **In developing Thomas T. Feeney Manor, MPHA achieved another first.** MPHA was the first Public Housing Authority in the nation to create an acute assisted living Memory Care program providing housing and services for those with Alzheimer's disease and other forms of dementia.



- **MPHA has become ‘Smoke Free’.** It achieved this status in August 2015, with all 42 of its highrises designated ‘Smoke Free’.
- **MPHA is one of few public housing agencies in the nation to successfully settle and fully implement a desegregation law suit** and the only one to move public housing units from the core city into suburban communities.
- **MPHA has been very successful in identifying and acquiring resources** that have enhanced its capacity to better serve residents and its program participants; including:
  - **American Recovery and Reinvestment Act (ARRA)** – \$50 million, with \$32 million through a competitive process – With these funds, MPHA created a new state of the art Senior Services Center and first-in-nation Acute Assisted Living and Memory Care public housing development. Also, the Agency engaged in a major ‘green’ energy initiative for its scattered site properties.
  - **Energy Performance Contracting (EPC)** - \$33.6 million for major energy savings initiatives for its highrise developments. MPHA was able to secure an additional \$3.4 million through a refinance of its EPC and increase the number of energy performance measures for its operations.
  - **Hollman Settlement:** Over \$118 million for demolition and replacement of public housing units. MPHA increased this amount by an additional \$40 million through utilizing its Moving To Work (MTW) authority.
  - **HOPE VI** – \$14.6 million for creation of new Senior and Assisted Living development ‘Heritage Commons at Pond’s Edge’.
- **In 2012, as part of its comprehensive Strategic Plan** the Board changed the Agency’s mission to recognize that partnerships are critical to MPHA’s success. MPHA has various services and partnership agreements with 39 organizations.



- **MPHA's greatest and most significant partnership is that which it has with its residents.** MPHA works with its community-wide resident organization, the Minneapolis Highrise Representative Council (MHRC), a nationally recognized and award winning resident organization, that represents over 5000 MPHA highrise residents and over 30 individual Resident Councils.

These accomplishments by MPHA under Cora McCorvey's leadership only hint at the contributions she has made to the lives of tens of thousands of low-income individuals and families in the City of Minneapolis. MPHA with its annual \$100 million budget has also been an economic engine contributing to the economy of our city and specifically to minority and women business enterprises. Ms. McCorvey has performed and achieved while assembling one of the most effective and most diverse staff of any organization or business in the City.

It is the right thing to do, to honor Ms. McCorvey and her work, by recognizing her in a manner that, like her 25 year impact on MPHA, will go well beyond her tenure. I am asking the Board of Commissioners to pass a resolution that confers Cora McCorvey's name on one of her most stellar achievements: Heritage Park Health and Wellness Center should be renamed, Cora McCorvey Health and Wellness Center.



## RESOLUTION No. 16-166

**Whereas,** For the past 25 years, Cora McCorvey has served as the Minneapolis Public Housing Authority's (MPHA) first and only Executive Director; and

**Whereas,** Under the leadership of Cora McCorvey, the MPHA moved its low rent public housing program from a housing authority at risk of being labeled "troubled" to a United States Department of Housing and Urban Development (HUD) designated "High Performer" agency in 1997; and in 2007 MPHA achieved the same designation for its Section 8 program. MPHA has held these designations ever since; and

**Whereas,** Cora McCorvey brought leadership, accountability and responsiveness to the operations of MPHA and transformed the Agency into one of the premier providers of quality, safe, decent and affordable housing in the nation; and

**Whereas,** MPHA has received numerous national, regional and local awards, recognitions, established many firsts among public housing programs in the nation, has retained an occupancy rate of nearly 99% and consistently fully utilizes its Section 8 voucher increment; and

**Whereas,** through her 25 year tenure as Executive Director, Cora McCorvey has made a difference in the quality of life of tens of thousands of low-income individuals and families in the City of Minneapolis; and

**Whereas,** Cora McCorvey has demonstrated through her passion, values, and commitment, the qualities of outstanding public service which serve as a model to MPHA staff, residents and others seeking to excel in service to the public.

**NOW THEREFORE, BE IT RESOLVED,** by the Board of Commissioners of MPHA that in recognition of the contributions, achievements and successes of Cora McCorvey, the Heritage Park Health and Wellness Center shall be re-named the "Cora McCorvey Health and Wellness Center" and that MPHA staff shall take whatever steps may be necessary to implement this Resolution.



August 24, 2016

Agenda Item 3

**REPORT TO THE COMMISSIONERS**

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Authorization to Execute Deferred Loan Repayment Agreement

**Previous Directives:** In December 2014, the Board of Commissioners authorized MPHA to submit a Publicly Owned Housing Program (POHP) grant proposal to the Minnesota Housing Finance Agency.

**Resident Association Notification:** This matter will be discussed with the Tenant Advisory Committee (TAC) immediately prior to the Board's August 24, 2016 meeting.

**Impact on MPHA Budget:** Provides funding for budgeted activities.

**Affirmative Action Compliance:** Not Applicable.

**RECOMMENDATION:** It is recommended that the Board of Commissioners approve the attached Resolution authorizing the Executive Director or her designee to execute a Deferred Loan Repayment Agreement with Minnesota Finance Agency (MHFA) for \$1,200,000 along with all related documents with MHFA to secure the deferred loan.

MPHA applied for and was awarded through MHFA's Publicly Owned Housing Program (POHP) a \$1,200,000 deferred loan which will provide funding to cover some of the costs related to a major capital improvement project at 620 Cedar Avenue South. The project involves piping replacement, fire suppression retrofit/fire alarm system upgrade, apartment finishes, bathroom modernization and ADA improvements for six units.

The MHFA has offered a non-interest deferred repayment loan for \$1,200,000 to MPHA. The loan has a term of 20 years and is forgiven and extinguished with no repayment required if the MPHA continues to operate and manage the development as public housing for public housing residents.

This Report was prepared by Dean Carlson, MPHA Development Coordinator. For further information, please contact Mr. Carlson at (612) 342-1213 or [dcarlson@mplspha.org](mailto:dcarlson@mplspha.org).

**RESOLUTION NO. 16-167**

**WHEREAS**, The Minnesota Legislature authorized the Minnesota Housing Finance Agency (MHFA) to make loans for the rehabilitation of public housing; and

**WHEREAS**, the Minneapolis Public Housing Authority (MPHA) has applied for such loan and has been awarded a \$1,200,000 no-interest deferred payment loan to provide building rehabilitation at the Cedars located at 620 Cedar Avenue South, Minneapolis, Minnesota; and

**WHEREAS**, on this 24<sup>th</sup> day of August, 2016, there has been presented to the MPHA Board of Commissioners, a proposal for MPHA to borrow a zero-interest, forgivable loan from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Sibley Street, St. Paul, Minnesota 55101, (the "Agency") in an amount not to exceed \$1,200,000, (the "Loan") that will be forgiven in 20 years, which Loan will be evidenced by a Deferred Loan Repayment Agreement. Further, a General Obligations Bond Declaration of Covenants, Conditions and Restrictions (the "G.O. Declaration") and a Publicly Owned Housing Program Declaration of Covenants, Conditions and Restrictions (the "POHP Declaration") shall be executed in connection with the Loan, the terms of which require that (i) the MPHA retain ownership of the Development located in the County of Hennepin, State of Minnesota and more fully described in Exhibit A attached hereto and made a part hereof, and (ii) provides public housing for a term of 35 years. The Deferred Loan Repayment Agreement, the G.O. Declaration and the POHP Declaration are referred to collectively as the "Loan Documents",

**NOW THEREFORE BE IT RESOLVED**, that Cora McCorvey, Executive Director / CEO of the Minneapolis Public Housing Authority is authorized at any time hereafter and without further action by or authority or direction from the MPHA Board of Commissioners, to execute and deliver to the Agency in such form as may be required by the Agency, the Loan Documents evidencing the indebtedness.

**BE IT FURTHER RESOLVED**, that the Executive Director / CEO of the Minneapolis Public Housing Authority is authorized at any time hereafter and without further action by or authority or direction from the Board of Commissioners, to execute and deliver or cause to be executed and delivered, all such other further agreements, assignments, statements, instruments, certificates and documents and to do or cause to be done all such other and further acts and things as they may determine to be necessary or advisable under or in connection with such borrowing, and that their execution of any such agreement, assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect.

**BE IT FURTHER RESOLVED**, that the MHFA be and hereby authorized to rely on continuing force and effect of this Resolution until receipt by the Commissioner of the MHFA at its principal office of notice in writing from the MPHA of any amendments or alterations thereof.

## EXHIBIT A

### LEGAL DESCRIPTION

26-029-24-41-0007

Abstract & Torrens

Block 14 except Lots 7 and 8 and the Northeasterly 35 feet of Lots 5 and 6 and, Block 15, Atwaters Addition to the Town of Minneapolis including that part of adjacent vacated 17th Avenue South lying Northwesterly of said Block 14 and Southeasterly of said Block 15. Part of which is registered property as evidenced by:

CERTIFICATE OF TITLE NO. 336735 and described as:

The Northwesterly 1/2 of Lot 11, Block 15, except the rear or Southwesterly 35 feet thereof, Atwaters Addition to the Town of Minneapolis, according to the plat thereof on file or of record in the office of the Register of Deeds in and for said Hennepin County; and

CERTIFICATE OF TITLE NO. 332593 and described as:

Lot 11 in Block 14 in Atwaters Addition to the Town of Minneapolis, according to the plat thereof on file or of record in the office of the Register of Deeds in and for said Hennepin County; and

CERTIFICATE OF TITLE NO. 332598 and described as:

Lot 8 in Block 15 of Atwater's Addition to Minneapolis according to the official plat of said Addition on file or of record in the office of the Register of Deeds in and for said Hennepin County; and

CERTIFICATE OF TITLE NO. 339400 and described as:

The Northeasterly 26.5 feet of Lot 1, Block 15, Atwaters Addition to the Town of Minneapolis, according to the recorded plat thereof; and

CERTIFICATE OF TITLE NO. 339773 and described as:

Northwesterly 31 feet of Northeasterly 100 feet of Lot 12 in Block 15 in Atwaters Addition to the Town of Minneapolis, according to the plat thereof on file and of record in the office of the Register of Deeds in and for said County.



Cora McCorvey, Executive Director / CEO

# Performance Report for June 2016

*Board of Commissioners Meeting -  
August 24, 2016*

# THIS MONTH'S REPORT

- Asset Management Project (AMP) Reports
- Procurement
- Rent Collections
- Facilities and Development
- Finance
- Housing Choice Voucher Program

**ASSET MANAGEMENT PROJECT (AMP) REPORT  
(UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY)  
HEADQUARTERS: 2709 ESSEX ST. SE  
JUNE 2016**

**Glendale AMP 1 –**

**Total Units 184**

- Units Leased: 2
- Average Turnover: 26
  - Down Time: 0
  - Days Make Ready: 22
  - Days for Re-rental: 5
- Total Work Orders
  - 2 emergency work order completed in 24 hours – 100%
  - 347 non emergency work orders completed – 88%

◦ **Occupancy Level: 99%**

**Scattered Sites AMP 2 –**

**Total Units 736**

- Units Leased: 4
- Average Turnover: 19
  - Down Time: 0
  - Days Make Ready: 12
  - Days for Re-rental: 7
- Total Work Orders
  - 9 emergency work orders completed in 24 hours – 100%
  - 505 non emergency work orders completed – 84%

◦ **Occupancy Level: 98%**

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) JUNE 2016

## North AMP 3 – Headquarters: 315 Lowry Total Units 1296

- Units Leased: 22
- Average Turnover: 40
  - Days Down Time: 9
  - Days Make Ready: 13
  - Days for Re-rental: 18
- Total Work Orders
  - 0 emergency work orders completed in 24 hours – 100%
  - 757 non emergency work orders completed – 74%
- Occupancy Level: 99%

## Northeast AMP 4 – Headquarters: 1815 Central – Total Units 944

- Units Leased: 15
- Average Turnover: 22
  - Days Down Time: 4
  - Days Make Ready: 6
  - Days for Re-rental: 13
- Total Work Orders
  - 9 emergency work orders completed in 24 hours – 100%
  - 474 non emergency work orders completed – 73%
- Occupancy Level: 100%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) JUNE 2016

## Hiawatha AMP 5 – Headquarters: 2123 – 16<sup>th</sup> – Total Units 886

- Units Leased: 17
- Average Turnover: 70
  - Days Down Time: 14
  - Days Make Ready: 17
  - Days for Re-rental: 40
- Total Work Orders
  - 8 emergency work orders completed in 24 hours – 100%
  - 350 non emergency 74%
- Occupancy Level: 98%

## Cedar AMP 6 – Headquarters: 1611 So. 6<sup>th</sup> – Total Units 895

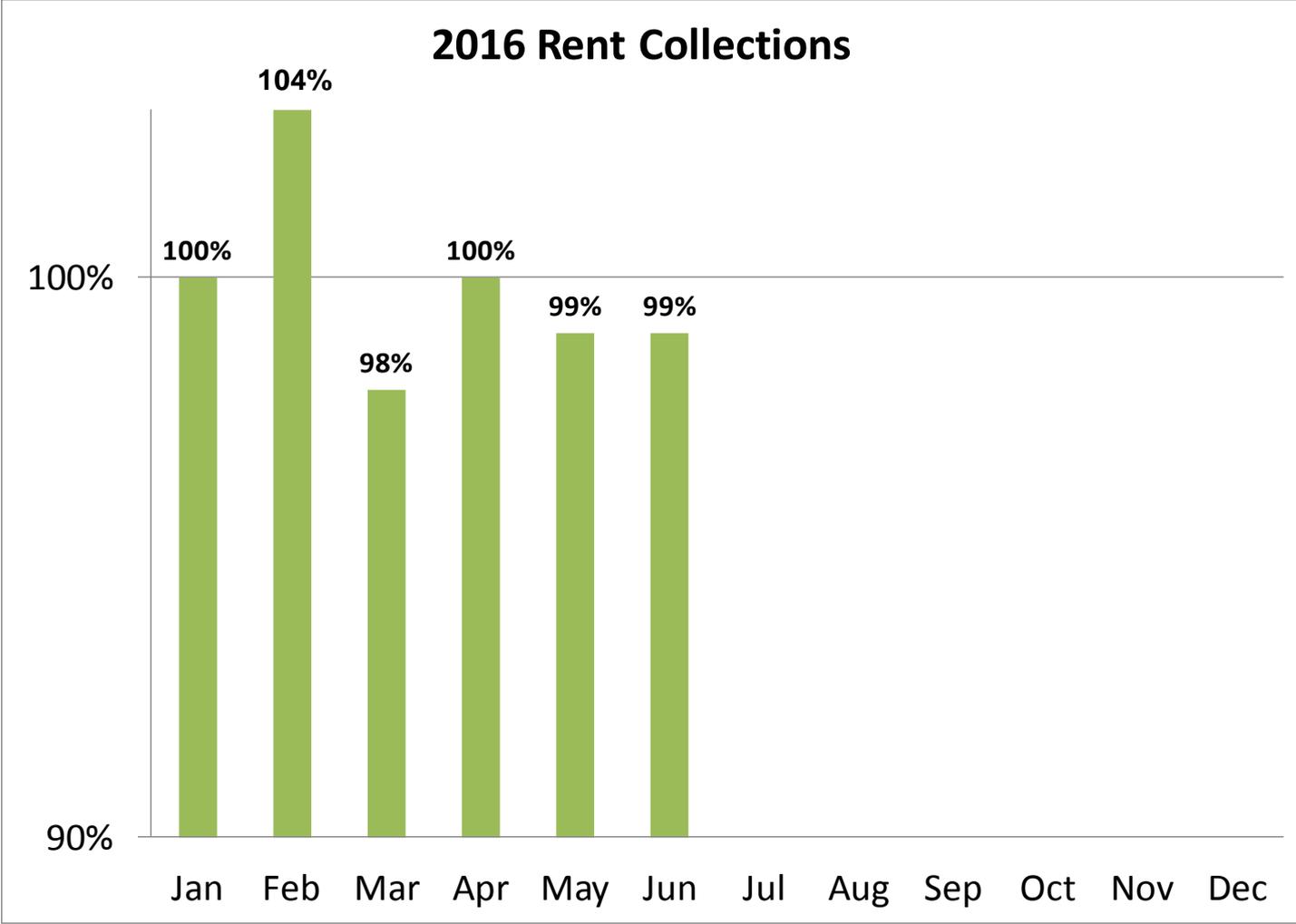
- Units Leased: 26
- Average Turnover: 11
  - Days Down Time: 2
  - Days Make Ready: 5
  - Days for Re-rental: 5
- Total Work Orders
  - 6 emergency work orders completed in 24 hours – 100%
  - 586 non emergency 94%
- Occupancy Level: 99%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) JUNE 2016

## Horn AMP 7 – Headquarters: 3121 Pillsbury – Total Units 937

- Units Leased: 9
- Average Turnover: 20
  - Days Down Time: 1
  - Days Make Ready: 2
  - Days for Re-rental: 17
- Total Work Orders
  - 3 emergency work orders completed in 24 hours – 100%
  - 466 non emergency work orders completed 77%
- Occupancy Level: 100%

# RENT COLLECTIONS



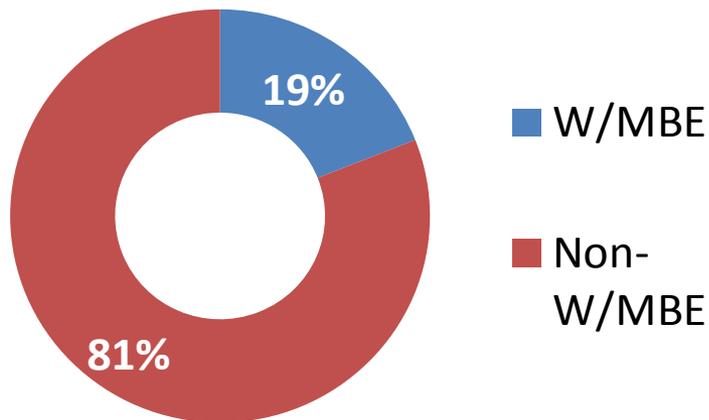
# PROCUREMENT

## MPHA CONTRACTING ACTIVITY

June 2016

### Section 3 Contracting

#### W/MBE Participation

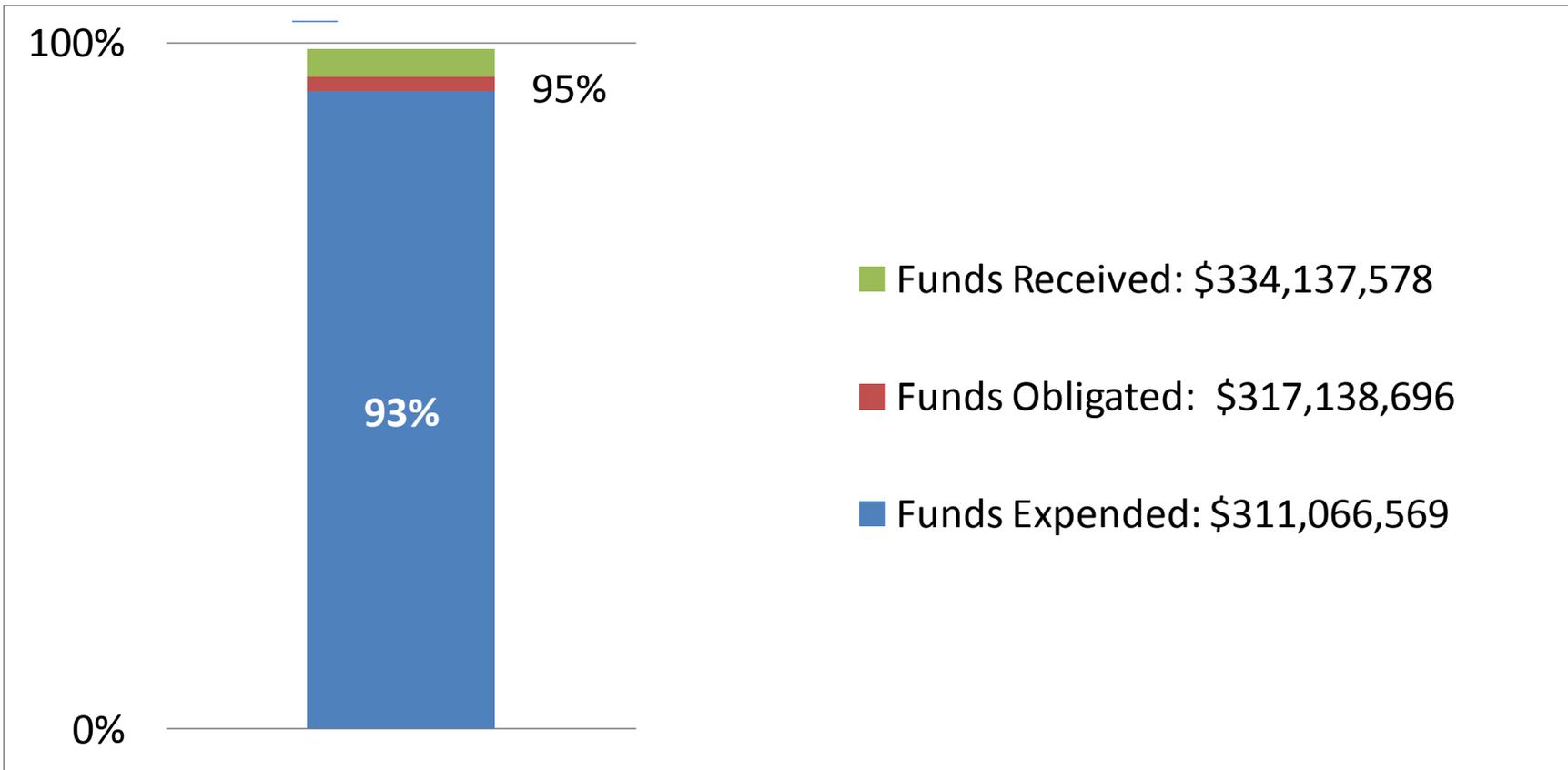


■ Goal: 10%

■ Participation

**\$547,950 in Section 3 Contract Payments out of \$7,514,799 in total construction contract payments**

# FACILITIES & DEVELOPMENT CAPITAL FUND PROGRAM OBLIGATION & EXPENDITURE REPORT



*1992 through June 30, 2016*

# THE PENTAGON BUILDING RENOVATION

129 Unit,  
14-Story  
Highrise  
Built in  
1963



# PROJECT SCOPE & BUDGET

## Apartment & Building Systems Upgrades: \$5.5 Million

- Extensive plumbing replacement including new main waste and vent stacks and domestic water piping
- Installation of fire suppression system & fire alarm system upgrade
- Bath upgrades including new tub surrounds
- Asbestos floor tile abatement & new tile installation in apartments and upper corridors
- New kitchen countertops & sinks; refurbished kitchen cabinets
- Replacement of hydronic heat piping including new valves, fin tube radiation, and radiation covers
- New domestic hot water heaters

# OLD, DETERIORATED PLUMBING



Above: Plaster wall & ceiling damage in bathrooms due to plumbing failures

# HEATING SYSTEM REPLACEMENT *BEFORE & AFTER*



Above: Plaster wall damage in apartments due to hydronic heating system failures

Below: All heating elements replaced with new radiation cover & wall repairs



# APARTMENT IMPROVEMENTS



Updated kitchens & new flooring



New tub surrounds & fixtures

## FINANCE

- MPHA's Operating and Central Office Cost Center programs continue to be within budget expectations through June.
- MPHA will present its 2017 budget request to the Mayor on July 26<sup>th</sup>.
- MPHA has submitted the RAD financing plan to HUD for the 200 public housing units in Heritage Park. Closing of this conversion is expected to occur before the end of the year.

# HOUSING CHOICE VOUCHER PROGRAM

## MPHA Housing Choice Voucher Program Report to Board of Commissioners June 2016

MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In June	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In June	# of New Applicants Issued and Searching In June	# of New Applicant Admissions In June	# of Participant Move Lease ups In June
4,509	4,373	4,451	97%	71	0	15	22
# of Applicant Annual Reexams Completed In June	2016 Fiscal Year (Jan - Dec)			MTW Funded Per Unit Cost (PUC) Of Voucher	Actual Per Unit Cost (PUC) Of Voucher In June		
	HAP Budget Authority (12 months)		\$38,051,047 2016 FY Funding				
	HAP funded to date		\$19,025,524 6th month of 2016				
	HAP spent to date		\$18,270,387				
330	Variance		96% of HAP spent to funded	\$702	\$677		
# of Owners at Owner Workshop In June	# of HQS Inspections Completed In June	% of Units that Failed HQS In June	# of Failed Units in Abatement for Noncompliance In June	Total HAP Amount Recouped (Abatement) In June	# of HAP Contracts Canceled for HQS Noncompliance In June	# of Family Sufficiency (FSS) Participants Enrolled In June	% FSS Participants contributing to Escrow Accts In June
NA	736	35%	12	\$4,526	0	16	50%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In June	Total # Port in Families Administered In June	Amount Collected from Repayment Agreements In June	FY Total to date Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In June
0	22	143	662	\$3,382	\$30,326	2,927	21

4509 is MPHA's MTW Authorized HCV Unit Baseline for FY 2016. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4509.  
 NOTE: VASH (235 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4509 baseline; they are ineligible for MTW.  
 EOPs exclude Project Based Voucher Participants. \* Includes All Reinspections \*\*Beginning 2015, Waitlist is being purged

# MPHA'S WEBSITE

*You can view information  
about the Minneapolis Public  
Housing Authority on our  
Website*

[www.mphaonline.org](http://www.mphaonline.org)



Cora McCorvey, Executive Director / CEO

# Performance Report for July 2016

*Board of Commissioners Meeting -  
August 24, 2016*

# THIS MONTH'S REPORT

- Asset Management Project (AMP) Reports
- Procurement
- Rent Collections
- Facilities and Development
- Finance
- Housing Choice Voucher Program
- Policy & Special Initiatives

**ASSET MANAGEMENT PROJECT (AMP) REPORT  
(UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY)  
HEADQUARTERS: 2709 ESSEX ST. SE  
JULY 2016**

**Glendale AMP 1 –**

**Total Units 184**

- Units Leased: 1
- Average Turnover: 31
  - Down Time: 0
  - Days Make Ready: 20
  - Days for Re-rental: 11
- Total Work Orders
  - 1 emergency work order completed in 24 hours – 100%
  - 171 non emergency work orders completed – 85%

**◦ Occupancy Level: 98%**

**Scattered Sites AMP 2 –**

**Total Units 736**

- Units Leased: 6
- Average Turnover: 40
  - Down Time: 0
  - Days Make Ready: 31
  - Days for Re-rental: 9
- Total Work Orders
  - 10 emergency work orders completed in 24 hours – 100%
  - 575 non emergency work orders completed – 77%

**◦ Occupancy Level: 98%**

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) JULY 2016

## North AMP 3 – Headquarters: 315 Lowry Total Units 1296

- Units Leased: 17
- Average Turnover: 31
  - Days Down Time: 4
  - Days Make Ready: 13
  - Days for Re-rental: 15
- Total Work Orders
  - 0 emergency work orders completed in 24 hours – 100%
  - 566 non emergency work orders completed – 57%
- Occupancy Level: 99%

## Northeast AMP 4 – Headquarters: 1815 Central – Total Units 944

- Units Leased: 11
- Average Turnover: 15
  - Days Down Time: 4
  - Days Make Ready: 5
  - Days for Re-rental: 6
- Total Work Orders
  - 8 emergency work orders completed in 24 hours – 100%
  - 357 non emergency work orders completed – 42%
- Occupancy Level: 99%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) JULY 2016

## Hiawatha AMP 5 – Headquarters: 2123 – 16<sup>th</sup> – Total Units 886

- Units Leased: 11
- Average Turnover: 60
  - Days Down Time: 5
  - Days Make Ready: 46
  - Days for Re-rental: 10
- Total Work Orders
  - 16 emergency work orders completed in 24 hours – 100%
  - 226 non emergency 48%
- Occupancy Level: 99%

## Cedar AMP 6 – Headquarters: 1611 So. 6<sup>th</sup> – Total Units 895

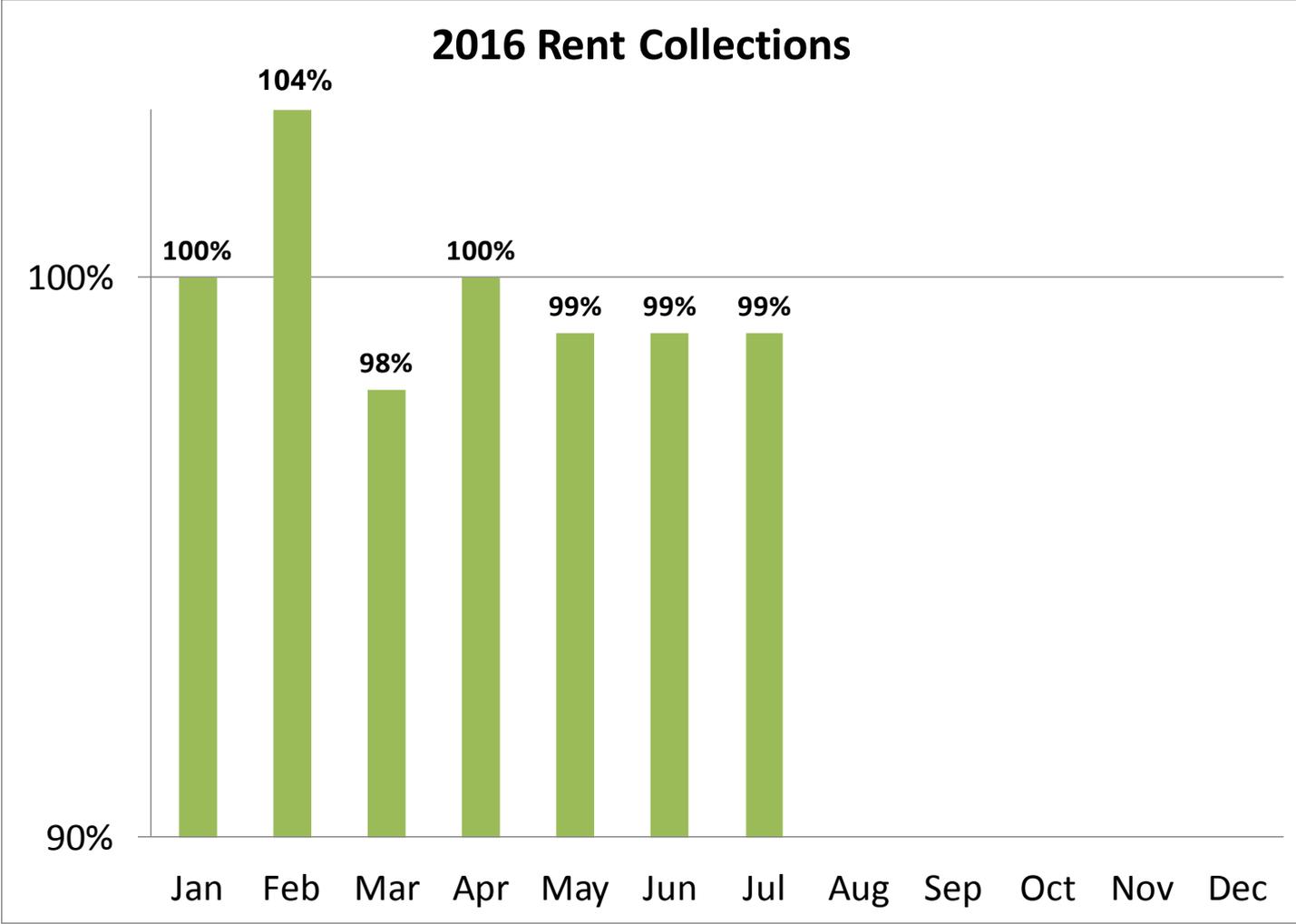
- Units Leased: 7
- Average Turnover: 53
  - Days Down Time: 7
  - Days Make Ready: 15
  - Days for Re-rental: 31
- Total Work Orders
  - 7 emergency work orders completed in 24 hours – 100%
  - 349 non emergency 55%
- Occupancy Level: 99%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) JULY 2016

## Horn AMP 7 – Headquarters: 3121 Pillsbury – Total Units 937

- Units Leased: 6
- Average Turnover: 22
  - Days Down Time: 4
  - Days Make Ready: 3
  - Days for Re-rental: 16
- Total Work Orders
  - 11 emergency work orders completed in 24 hours – 100%
  - 286 non emergency work orders completed 60%
- Occupancy Level: 100%

# RENT COLLECTIONS



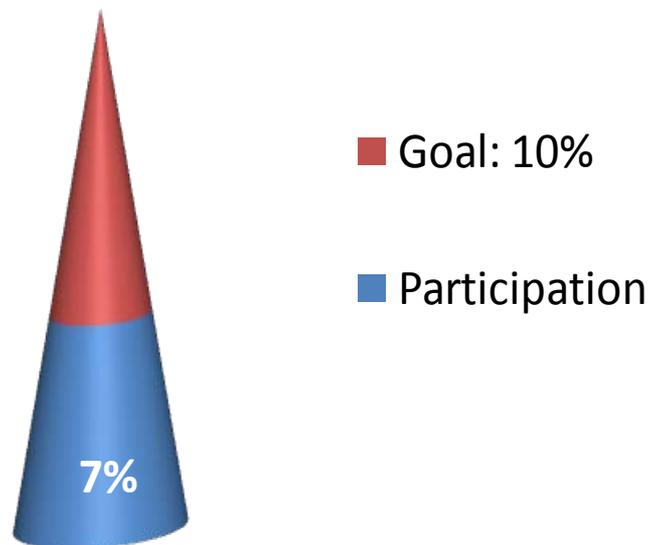
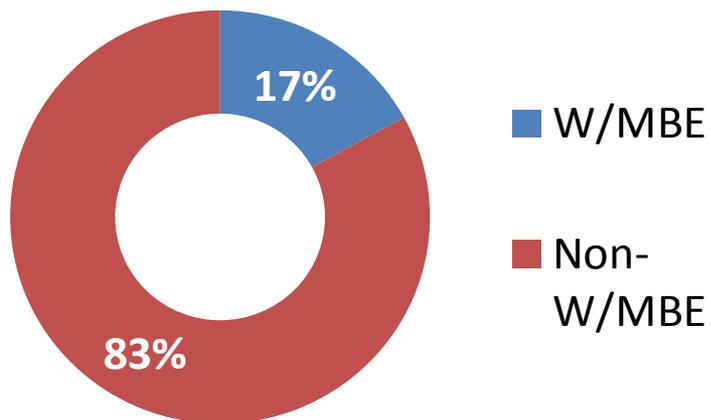
# PROCUREMENT

## MPHA CONTRACTING ACTIVITY

July 2016

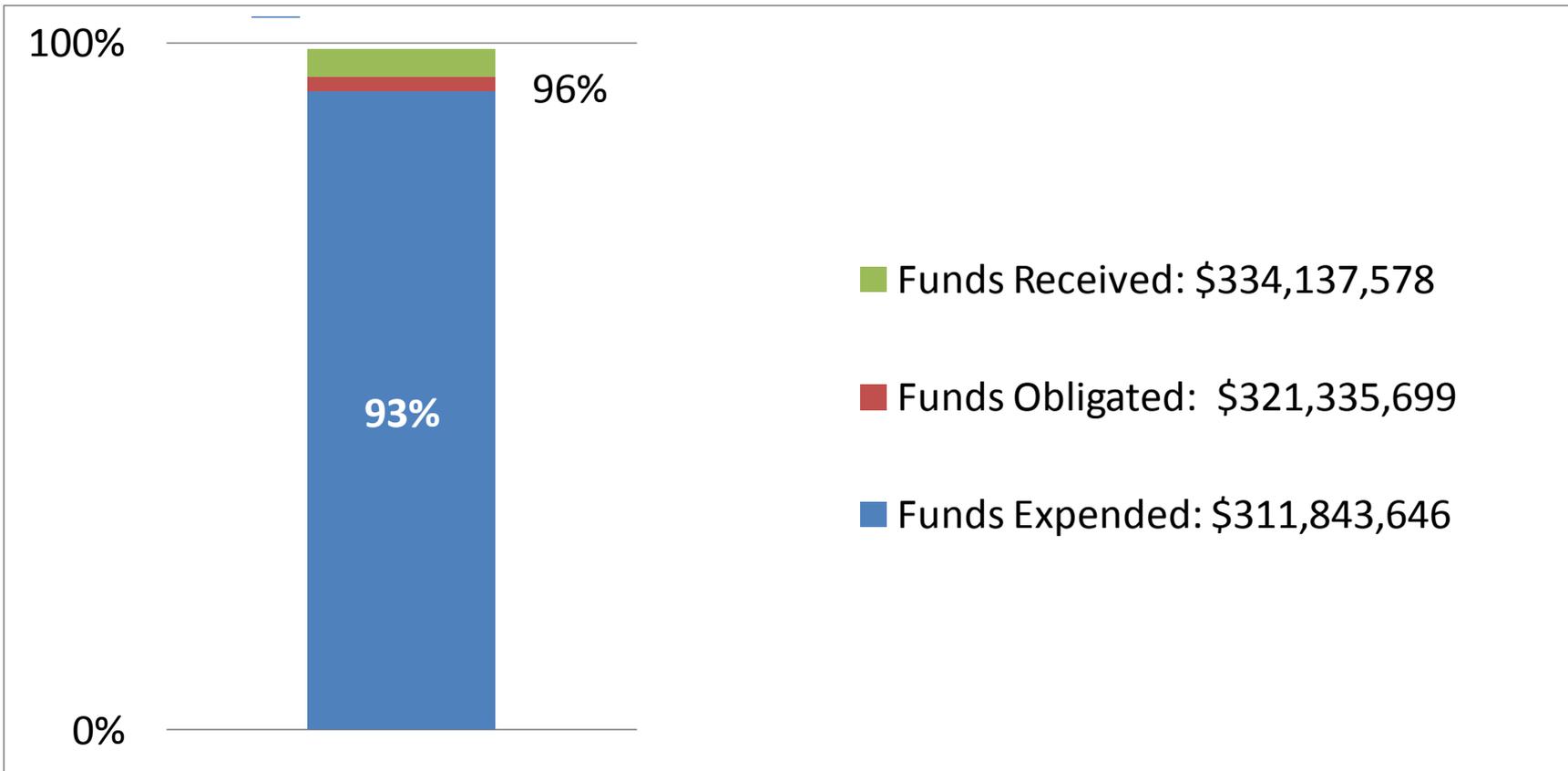
### Section 3 Contracting

#### W/MBE Participation

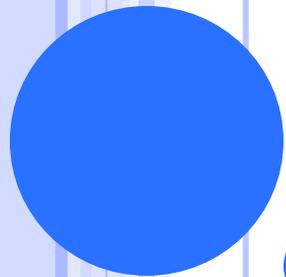


**\$583,889 in Section 3 Contract Payments out of \$8,894,000 in total construction contract payments**

# FACILITIES & DEVELOPMENT CAPITAL FUND PROGRAM OBLIGATION & EXPENDITURE REPORT



*1992 through July 31, 2016*



# **ELEVATOR MODERNIZATION**

**Fifth Avenue Towers**

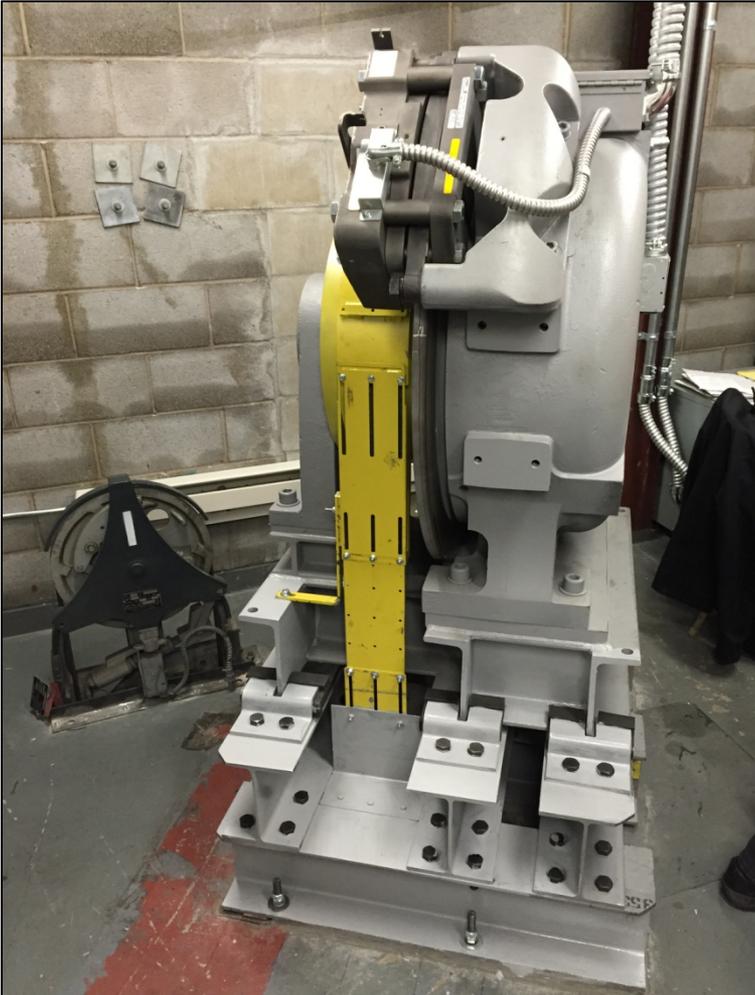
**2121 Minnehaha Avenue**

## PROJECT SCOPE & BUDGET

In 2012, MPHA began a 20-year elevator modernization program. Based on priority, each year MPHA funds major modernization at three highrise sites to ensure our vertical transportation systems are reliable and safe for our residents. Approximately \$1.75 million in improvements including new elevator controls, machines, and cab finishes were recently implemented at 2419 & 2433 Fifth Avenue South and 2121 Minnehaha Avenue.

# NEW ELEVATOR COMPONENTS

**New machine**



**New control panel**



# UPDATED CAB FINISHES



July 2016 Performance Report

## FINANCE

- Through July, the Operating and Central Office Cost Center financial results are within expected levels. Projected activity is expected to remain within the budget limits.
- MPHA presented a budget request to the Mayor on July 26<sup>th</sup>. The request included full restoration of the PHA tax levy, continued reduction in PILOT, and other possible ways the City could provide support to assist with the financial operations of the MPHA. A letter from the MHRC urging the Mayor to recommend funding for the tax levy was provided to the Mayor and City Council Members.

# HOUSING CHOICE VOUCHER PROGRAM

## MPHA Housing Choice Voucher Program Report to Board of Commissioners

July 2016

MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In July	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In July	# of New Applicants Issued and Searching In July	# of New Applicant Admissions In July	# of Participant Move Lease ups In July
4,509	4,361	4,440	97%	86	26	25	36
# of Applicant Annual Reexams Completed In July	2016 Fiscal Year (Jan - Dec)					MTW Funded Per Unit Cost (PUC) Of Voucher	Actual Per Unit Cost (PUC) Of Voucher In July
	HAP Budget Authority (12 months)		\$38,051,047	2016 FY Funding			
	HAP funded to date		\$22,196,444	7th month of 2016			
	HAP spent to date		\$21,388,460				
412	Variance		96% of HAP spent to funded		\$702	\$698	
# of Owners at Owner Workshop In July	# of HQS Inspections Completed In July	% of Units that Failed HQS In July	# of Failed Units in Abatement for Noncompliance In July	Total HAP Amount Recouped (Abatement) In July	# of HAP Contracts Canceled for HQS Noncompliance In July	# of Family Sufficiency (FSS) Participants Enrolled In July	% FSS Participants contributing to Escrow Accts In July
2	620	29%	12	\$4,526	0	17	53%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In July	Total # Port in Families Administered In July	Amount Collected from Repayment Agreements In July	FY Total to date Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In July
2	21	96	618	\$2,383	\$32,709	2,826	34

4509 is MPHA's MTW Authorized HCV Unit Baseline for FY2016. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4509.  
 NOTE: VASH (235 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4509 baseline; they are ineligible for MTW.  
 EOPs exclude Project Based Voucher Participants. \* Includes All Reinspections \*\*Beginning 2015, Waitlist is being purged

# POLICY & SPECIAL INITIATIVES

## Policy:

### **Moving To Work (MTW)**

- Resident Advisory Board Adopts Priorities and Guiding Principles – Sent to MPHA Department Heads
- MPHA Board Approves HUD Extension of MTW
- Published Draft MTW Plan and Proposed Changes to MPHA Statement of Policies and Section 8 Administrative Plan

# POLICY & SPECIAL INITIATIVES

## Special Initiatives:

### Development:

#### ○ Heritage Park /RAD

- MPHA, Legal Counsel, McCormack Baron and HUD are moving forward on RAD Conversion negotiations for Heritage Park – Closing Estimated Fall 2016 or Early 2017

# POLICY & SPECIAL INITIATIVES

## Special Initiatives:

### **Development:**

#### **Glendale:**

- Informed HUD RAD Office that MPHA Would Not Be Pursuing Portfolio RAD Application for Glendale
- Provided detailed information per HUD request related to HUD meeting with Defend Glendale
- Per Request from Congressman Ellison – Created HUD Secretary Report on Glendale

#### **Faircloth:**

- PSI, F & D, Finance Completed MHFA Application for Funding of 16 Faircloth Units – Minnehaha Townhomes (16 Units of Family Housing) Part of MPHA's Families Out of Shelter MTW Initiative

# POLICY & SPECIAL INITIATIVES

## Special Initiatives:

### Development:

#### ○ **Urban Garden:**

- Continued Negotiations with Minneapolis Urban League (MUL) Related To Transfer of Urban Garden Public Housing Units to MPHA

#### ○ **Lease To Own (LTO):**

- Waiting List Remains Open
- HUD Approved MPHA Section 32 Homeownership Plan
- FHA Approved Lease To Own Units For Financing
- Created Request for Quotes for LTO Broker Services
- 3 Vacant Units – Applications are being processed
- Identified 5 LTO Residents Who Are Purchase Ready

# POLICY & SPECIAL INITIATIVES

- **Website Contacts:**
- MPHA Received and Responded to 210 Website Contacts Requesting Assistance with Housing in June and July.

# POLICY & SPECIAL INITIATIVES

## Other:

- Responded to Requests for Congressman Ellison Office on Better Futures, Glendale and MTW
- Designated as Agency Representative on Fair Housing Implementation Council FHIC

# MPHA'S WEBSITE

*You can view information  
about the Minneapolis Public  
Housing Authority on our  
Website*

[www.mphaonline.org](http://www.mphaonline.org)

## **MPHA Executive Search Update**

Date: June 21, 2016  
From: Thomas DeAngelo  
MPHA Commissioner and Committee Chair

The MPHA Leadership Planning Committee (comprised of Commissioners DeAngelo, Lutz, Rosenbaum, and Tyler) provides the following updates to the Search process for hiring MPHA's next Executive Director.

### **Selection of Executive Search Consultant**

CohenTaylor was selected in May from a group of seven national and local Executive Search Consultants who responded to our Request for Proposal. CohenTaylor was the highest ranked proposer based on their Relevant Experience, the Leadership Team assigned to the Project, their Approach, and their Fee. CohenTaylor is a Minneapolis-based search consultant.

### **Search Committee Members**

A Search Committee has been assembled to bring direct input into the search process from MPHA Commissioners, residents, community partners, and the City of Minneapolis. This seven-member committee will be working this summer and fall to undertake the search for the next Executive Director and will bring recommendations to the MPHA Board for final approval.

<b>Steven Belton</b>	President/CEO, Minneapolis Urban League
<b>Thomas DeAngelo</b>	MPHA Commissioner and Committee Chair
<b>Lisa Goodman</b>	Minneapolis City Council Member
<b>Charles Lutz</b>	MPHA Commissioner
<b>Mary McGovern</b>	President, Minneapolis Highrise Representative Council
<b>Jim Rosenbaum</b>	MPHA Commissioner
<b>Clayton Tyler</b>	MPHA Board Chairman
<b>Robin Harris</b>	MPHA HR Director and Advisor to the Committee

### **Outline of Overall Schedule**

Based on the process defined by our consultant, CohenTaylor, our schedule for selection of the next Executive Director consists of the following approximate time frames:

Community Outreach	June 15-August 1, 2016
Solicit and Develop List of Candidates	July 15-October 1, 2016
Interview shortlist of Candidates	October, 2016
Candidate Recommendation to MPHA Board	November 2016 Board Meeting

The Community Outreach process will reach out to a cross section of community partners, senior staff, and MPHA resident groups to provide the Committee with input regarding the search for the next Executive Director for MPHA.

### **Communications**

The Search Committee will provide periodic *Executive Search Updates* in 2016 to the MPHA Board. Please refer inquiries to [info@cohentaylor.com](mailto:info@cohentaylor.com) for any questions regarding the search process, possible candidates, etc.



## **MPHA Executive Search Update**

To: MPHA Commissioners  
Date: July 15, 2016  
From: Thomas DeAngelo  
MPHA Commissioner and Committee Chair

Please see the June 21 Update for an overview of the Executive Search Consultant Selection, the Search Committee Members, and an outline of the overall Search/Selection schedule.

### **Outreach**

We are currently in the Community Outreach or Discovery Phase of our process. During this phase, we are reaching out to a cross section of community partners, senior staff, and MPHA resident groups to provide the Committee with input regarding the search for the next Executive Director for MPHA.

On July 7, 2016, the Minneapolis High Rise Council hosted a forum to provide our Search Committee with input into the Search Process. The meeting was noticed to interested and available High Rise, Glendale, and Scattered Site residents. Approximately 50 residents attended. Participants were asked to provide input into the qualities desired in the next Executive Director and the important issues facing MPHA now and in the future. Many thoughtful comments were received, and a transcript of these comments is attached.

Five of our Search Committee members (including 3 Commissioners) and Chris Cohen from our Executive Search Firm were present, with an expressed purpose to listen to resident comments. We want to thank Commissioner Tamir Mohamud, who attended the meeting and offered his comments, and Barb Harris and Mary McGovern of the High Rise Council for hosting this forum.

CohenTaylor conducted a series of meetings with Cora McCorvey and senior staff members during the week of July 11-15 to gain their input into the search process. In addition, they are reaching out to over 60 community partners and national public housing experts to gain their perspective and input.

The input from this Discovery Process will be shared with Search Committee members and integrated into the Position Profile that will be advertised to candidates and made available by the end of July.

### **Schedule**

We remain on schedule with our agreed-upon process with our consultant, CohenTaylor, who will be recruiting and reviewing potential candidates this summer and bring a list of candidates to our Search Committee for review and for interviews during the month of October. Our goal remains to bring recommendations to the MPHA Board at our November meeting.

### **Communications**

MPHA will be posting information regarding this Executive Search at <http://www.mphaonline.org/>. This posting will include the Position Profile, the 2015 Leadership Planning Report, these Executive Search Updates, and other information as it becomes available. Please refer inquiries to [info@cohentaylor.com](mailto:info@cohentaylor.com) for any questions regarding the search process, possible candidates, etc.



Position	Department	Grade	FLSA Status
Executive Director/Chief Executive Officer	Executive Administration	Appointed	Exempt

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**General Statement of Duties / Responsibilities:**

Reporting to the Board of Commissioners, this position is responsible for the management operations and activities of the Minneapolis Public Housing Authority (MPHA) in carrying out the direction, mission and business of MPHA. Directs the development and implementation of the Agency's goals, objectives and policies and is responsible for the supervision and administration of all of the Agency's daily operations.

**Examples of Work (Illustrative Only):**

The listed examples may not include all duties performed by all positions in this class:

1. Directs the development and implementation of the Agency's goals, objectives and policies adopted by the Board. Provides the Board alternatives and options, along with background supportive information, for each issue or concern raised, where board action is required. Assumes responsibility for the full operations of the Agency.
2. Responsible for all public affairs/relations and general information as it relates to the operations of the Agency ensuring sensitive and controversial issues are resolved in a satisfactory manner.
3. Confers with local, state, and federal officials as required and appears before appropriate boards, commissions and committees to present Agency objectives and programs; develops and maintains relationships with the Department of Housing and Urban Development (HUD), City Departments, Governmental Agencies and other public housing agencies and organizations.
4. Responsible for the planning and execution of public housing programs by interpreting and implementing HUD, Federal, State and local regulations affecting public housing programs.
5. Assists the Board, local governmental officials and agencies in the interpretation and clarification of new legislation requirements, housing issues and in the development of policies to address them.
6. Plans, directs and coordinates through senior staff the work plans for all of the Agency's divisions; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problem areas and develop alternative solutions.
7. Oversees the preparation of grant applications for programs to support and improve public housing operations.
8. Reviews and evaluates the performance of the Agency's operations and programs to ensure adherence to established policies and procedures, and legal administrative guidelines.
9. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
10. Oversees the development and administration of the Agency's annual budget for submission to the Board and appropriate units of government for their approval, forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Enters into contracts and agreements for implementation of federally funded programs, consultants, professional and technical services and any other agreements, after necessary approval of the Board.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public housing, management and public administration.
13. Provides for the development of new programs to serve organizational and community goals, in collaboration with community partners, local departments, state and federal agencies.
14. Works with a variety of partners and stakeholders to address future organization strategy and positioning in the affordable housing market.
15. [Works to identify MPHA development opportunities including leveraging MPHA's moving to work authority and other financing options; develops strategies for possible disposition and replacement of identified MPHA housing assets.](#)
16. Performs other duties as directed by the Board of Commissioners.

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**Minimum Requirements:**

Bachelor's Degree in Public Administration, Business Administration or closely related field, or a combination of education and experience substantially equivalent to a degree, or any combination of education and work experience as may be deemed acceptable as equivalent by the Board of Commissioners. Masters Degree preferred.

A minimum of six years management experience in public housing, public administration, public finance or similar professional employment. Working knowledge of government regulations, especially in the area of public housing administration. Ability to communicate effectively both orally and in writing. Prior experience working with elected bodies and working with a board.

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**Required Knowledge, Skills and Abilities:**

1. Knowledge of the operations, services and activities of a comprehensive public housing program.
2. Knowledge of mandated rules, regulations, law, policies and procedures governing public housing, and ability to interpret and apply the same.
3. Knowledge of pertinent Federal, State and local laws, codes and regulations.
4. Ability to identify and respond to sensitive community and organizational issues, concerns and needs.
5. Knowledge of preparation and administration of large complex budgets.
6. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
7. Ability to communicate the Agency program goals and objectives to individuals, community groups, business, elected officials and governmental agencies.
8. Ability to interact effectively with persons from diverse economic, social and ethnic backgrounds.
9. Ability to understand human behavior and to resolve conflicts and reach compromises in highly sensitive and/or political situations.
10. Must possess a valid Minnesota Driver's license and have access to own transportation.

**Working Conditions:**

Office environment, with driving and occasional travel.

**The above duties or working procedures describe the chief functions of the position and are not to be considered a detailed description of every duty of the position.**

\_\_\_\_\_  
Chair, Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/ Manager of Human Resources

\_\_\_\_\_  
Date



August 24, 2016

**MEMORANDUM TO:** MPHA Board of Commissioners

**FROM:** Betsy Grossman, Director of Procurement

**SUBJECT:** Contracting with Women- and Minority-Owned Businesses

During the June 2016 Board Meeting, MPHA said that it would follow up with the Board of Commissioners regarding its efforts to contract and sub-contract with women and minority-owned business enterprises (W/MBEs). This memorandum summarizes MPHA's various efforts to contract with W/MBEs, as well as Section 3 businesses.

MPHA's Procurement Policy and federal regulation require it to take affirmative steps to ensure that Section 3 businesses and W/MBE businesses are used when possible. MPHA's efforts to achieve these goals include:

- Hosting monthly Section 3/Diversity Seminars for vendors with various topics and speakers, including how to contract with MPHA, compliance with labor laws, resources, etc.
- Compiling lists of W/MBE and Section 3 vendors to ensure outreach when contracting opportunities arise. This includes checking the W/MBE and Section 3 vendor lists maintained by the State of Minnesota, the University of Minnesota, and others.
- Representing MPHA at the Small and Disadvantaged Business Opportunity Collaborative (SADBOC) Fair through the Procurement Technical Assistance Center (PTAC), where MPHA obtains contact information from various firms to add to its list of interested W/MBE and Section 3 vendors, and informs vendors of upcoming contracting opportunities.
- Posting solicitations with the National Association of Minority Contractors (NAMC) and Metropolitan Economic Development Association (MEDA). NAMC awarded MPHA "Affiliate of the Year" in 2006, 2007, 2008, 2009, 2011, 2013 & 2015.
- Membership with the National Institute of Government Procurement (NIGP), where MPHA networks with other agencies to receive and refer interested vendors' information based on current opportunities.
- Membership with the Urban League Labor Education Apprenticeship Program (LEAP).

- Requiring general contractors to submit weekly Section 3 reports through MPHA's LCP Tracker system to ensure their compliance.
- Requiring general contractors to report their outreach efforts and their W/MBE and Section 3 numbers to MPHA.

For questions, please contact Betsy Grossman at (612) 342-1489 or [egrossman@mplspha.org](mailto:egrossman@mplspha.org)

cc: Cora McCorvey



August 24, 2016

**MEMORANDUM TO:** MPHA Board of Commissioners

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Public Hearing Regarding MPHA's 2017 MTW Plan and Proposed Policy Changes

The MPHA Board of Commissioners will be holding a Public Hearing at its August 24, 2016 meeting. The Public Hearing is a part of the process for developing the Agency's Annual Moving to Work (MTW) Plan and for proposing changes to MPHA's Statement of Policies (SOPs) and Section 8 Administrative Plan.

For your convenience, I am providing a link to the Draft 2017 MTW Plan and attaching an Executive Summary of the MTW Plan and summaries of the proposed changes to the SOPs and Section 8 Administrative Plan at the link below:

<http://www.mphaonline.org/wp-content/uploads/2016/07/Draft-FY2017-MTW-Plan-Redlined.pdf>

Below, you will find a summary of the public process staff and the Board follows in seeking approval of its MTW Plan and changes to its policies.

- The Board of Commissioners appointed the MTW Resident Advisory Board (RAB) at its January 2016 Board Meeting.
- The MPHA MTW RAB meets monthly and, as the planning process moves forward, meets twice monthly.
- Public Process:
  - The draft 2017 MTW Plan, SOPs, and Section 8 Administrative Plan was published on the Agency Website on July 29, 2016.

- *A Notice of Public Hearing and Comment Period* with a link to the Draft MTW Plan, Revised Draft Statement of Policies (ACOP) and Revised Draft Section 8 Administrative Plan was published in the Minneapolis Star Tribune on July 24, 2016.
- *A Notice of Advance Meeting – Public Hearing and Comment Period* was included in the August Rent Statements sent to all MPHA Public Housing Residents.
- A random selection of 200 Section 8 participants received correspondence that includes the Notice of Advance Meeting – Public Hearing and Comment Period.
- MPHA’s Draft 2017 Moving to Work (MTW) Capital Fund Plan and Policy Review and Meeting Notice was posted on MPHA Resident Bulletin Boards and Management Offices and copies of all documents were made available in all management offices.
- MPHA provides copies of the Draft MTW Plan and summary of changes to the SOPs to all resident council presidents (30+) along with information about the Advance Meeting, Public Hearing and links to the Website.
- MPHA sends e-notices to various social services agencies, community advocates including Legal Aid and others who have interacted with MPHA on various occasions with links to our Draft MTW Plan and revised Drafts of SOPs and Section 8 Administrative Plan.
- A public “Advance Meeting” will be held on August 16, 2016 at the Heritage Park Health and Wellness Center.
- MPHA will host an evening “Advance Meeting” at 6:30 p.m. on Tuesday, August 23, 2016 at the Heritage Park Health and Wellness Center.
- A Public Hearing will be held by the Board of Commissioners on August 24, 2016.
- A comment period will be observed from August 1, 2016 through September 2, 2016.
- MPHA staff documents and reviews all comments (and provides written responses to them). MPHA may make changes or edits to the Draft Plan and Policies during this process.
- The final MTW Plan, including MPHA responses to comments, will be submitted to the MPHA Board of Commissioners for approval prior to the September 28, 2016 Board Meeting.
- MPHA is required to submit the approved MTW Plan to HUD by October 15, 2016.

As you can see MPHA goes through an extensive and comprehensive process to ensure that residents, participants, key stakeholders and the community at large have an opportunity to

impact on Agency planning and policies. If you have questions and/or need additional information, please contact me at (612) 342-1495 or [cmccorvey@mplspha.org](mailto:cmccorvey@mplspha.org).

# MPHA Draft 2017 Moving To Work Plan

## Executive Summary

MPHA's Draft 2017 Moving To Work (MTW) Plan provides an overview of the Agency's 'Short and Long Term Goals', General Housing Authority Operating Information. It identifies any proposed MTW activities, updates on existing activities, not yet implemented activities and activities that are closed out. It also provides a Sources and Uses of funding section. A final section that includes Administrative Information, appendices, and comments and responses will be added once the plan process is complete.

### Short and Long Term Goals:

- MPHA will continue its efforts to develop and implement a strategy to utilize its Faircloth ACC authority.
- MPHA continues to engage with partners such as Family Housing Fund, Hennepin County, MHFA and the City of Minneapolis to identify sources of capital funds that can assist with the development of the Faircloth units.
- MPHA has secured the rights to purchase a property at 54<sup>th</sup> & Riverview
  - 16 townhome units (Minnehaha Townhomes) as part of MPHA's Shelter to Home initiative.
- MPHA will be proposing a Local Asset Management Plan (LAMP).
- Absence from Unit and Foreclosure Stabilization Initiatives have been closed out.
- MPHA has opened its new acute assisted living/memory care program at Signe Burckhardt Manor.
- MPHA will be holding the minimum rent amount at \$75.
- MPHA's Lease-to-Own (LTO) Initiative successfully secured HUD's approval for its Section 32 Homeownership Plan and worked with the Homeowner Association to receive FHA approval for financing sale of the LTO units.
  - MPHA anticipates four existing participants will purchase in 2016/17.
- MPHA is engaged in an even more ambitious redesign of its Section 8 Mobility Initiative and expects the redesign to be completed in 2016 with full implementation in 2017.
- MPHA is in the final stages of its Shelter to Home Project Base Initiative and has issued an RFP this month and will begin to award vouchers in September 2016 with the program being fully operational in 2017.
- MPHA's two Sponsor Based Voucher Initiatives, 'Prison to Home' and 'Permanent Supportive Housing for Youth' are in the pipeline for implementation in 2016 with the goal of becoming fully implemented in late 2016 or early 2017.
- MPHA will explore a similar initiative with the Northside Achievement Zone (NAZ) and/or partner organizations.
- MPHA received a HUD Rental Assistance Demonstration (RAD) CHAP to convert the 200 public housing units that are part of the mixed financed development in Heritage Park to Project Based Rental Assistance (PBRA) and hopes to complete the conversion in late 2016 or early 2017.

- At this time, MPHA is not pursuing a RAD conversion for Glendale under the portfolio option provided by HUD in its 2016 CHAP.
- MPHA will engage in a continuous and ongoing review of its Asset Management Program portfolio which may include utilizing:
  - RAD, Voluntary Conversion, bonding, Low Income Housing Tax Credits, Historic Tax Credits or other sources of funds to support and preserve its affordable housing assets.
- MPHA has been collaborating with the City of Minneapolis, HUD, the McKnight Foundation, the Family Housing Fund and other regional HRAs in exploring strategies for expanding affordable housing in opportunity areas around the Minneapolis-St. Paul region, as well as how to engage in other de-concentration and Affirmatively Furthering Fair Housing initiatives.
- MPHA will continue to use the Agency's 2012-2017 Strategic Plan to reflect its long-term MTW Goals.

**General Housing Authority Operating Information:**

In this section, MPHA provides operating information, housing stock information, significant planned capital expenditures, leasing and waiting lists information.

**Proposed MTW Activities:**

MPHA is not proposing any new MTW Activities for 2017. In the Short and Long Term Goals section, MPHA discusses possible areas based upon discussions with key constituencies where new MTW Activities could be explored.

**Approved MTW Activities:**

In this section, MPHA provides updates to its current initiatives to HUD and identifies two activities that it proposes to move to 'Closed Out Activities': 1) Foreclosure Stabilization Targeted Project Based Voucher Demonstration Program – this activity has been successfully implemented and has become part of the Agency's regular Project Base program; and 2) Absence from Unit Initiative – MPHA has determined that the administrative burden and hardship this creates for very low income immigrant families is not cost effective and is unduly burdensome.

**Not Yet Implemented Activities:**

MPHA has only one initiative in this Section. The goal of this initiative is to convert the 312 mixed financed public housing units to Project Base Section 8. Heritage Park RAD conversion, if successful, will accomplish this initiative for 200 of the 312 units. MPHA does not have been able to identify resources for the remaining 112 at this time.

**Closed Out Activities:**

HUD requires MPHA to track all MTW Activities that have been 'closed out'. Including the two closed out activities proposed for 2017, MPHA has closed out nine MTW Activities.

**Sources and Uses of Funding:** MPHA identifies for HUD its proposed 2017 MTW budget and estimated uses for those funds.



## **Proposed changes to the 2016/2017 MPHA Statement of Policies (SOP)**

Following are proposed changes to the Minneapolis Public Housing Authority's (MPHA) Statement of Policy (SOP) for the 2016/2017 time period. These do not include any minor changes to the document as a result of punctuation, spelling errors, capitalization errors or incorrect formatting. You can view the full SOP at:

<http://www.mphaonline.org/wp-content/uploads/2016/07/Draft-2017-Low-Income-Public-Housing-Statement-of-Policies-ACOP-1.pdf>

### Part I - Definitions – (Page 8/9)

Insert new language in #4. Annual Income (24 CFR 5.609) - #17:

The incremental earnings due to employment during a 24-month period following the date of the initial hire, *“the first 12 months will be a 100% disregard and the following 12 months will be a 50% disregard”* for families:

Insert new language for #6-Assests:

*“Interest, dividends, and other net income of any kind from real or personal property. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. MPHA shall obtain 3<sup>rd</sup> party verification of assets upon admitting a family and at least every three years thereafter. During the intervening years MPHA may accept the family’s declaration of assets where the combined total is less than \$5,000.”*

### Part II - Requirements for Admission (PAGE 22)

#### (2) Eligibility

A (3) – Delete former language and insert the following –

*“Documentation of a valid Social Security Number (SSN) for each household member, with the exception of individuals who do not contend eligible immigration status. Exemptions also include existing public housing tenants who were at least 62 years of age as of January 31, 2010, and had not previously disclosed a SSN.*

*MPHA will accept the following documentation as acceptable evidence of the SSN:*

- (a) An original SSN card issued by the Social Security Administration (SSA);*
- (b) An original SSA issued document which contains the name and SSN of the individual; or*
- (c) An original document issued by a federal, state or local government agency which contains the name and SSN of the individual.*

*MPHA may reject documentation of a SSN if the document is not an original document or if the original has been altered, mutilated, is illegible or appears to be forged. MPHA may grant a 90-day extension to provide proper verification. MPHA may grant an additional 90-day extension if the applicant's failure to provide proper documentation was outside the individual's control and due to unforeseen circumstances."*

Part IV - Preferences (Page 28-30)

(1) Change in last two sentences –

MPHA will not place any family on the waiting list *"that"* (who deleted) does not have a local preference. *"MPHA reserves the right to limit the number of Applicants placed on the waiting list based on preference points and sound management practices."*

(12) Notwithstanding any other provision to the contrary MPHA may accept applications and house MPHA staff who *"have passed the prescribed probationary period and"* are otherwise qualified and eligible without regard to preference.

Part V - Waiting List Assignment Plan and Designation of Buildings (Page 32)

5.D.1 – MPHA will offer (delete four) *"two"* highrise units to an applicant for a highrise unit.

Part VI - Occupancy Standards and Lease Add Ons (Page 33)

1.E. – Notwithstanding any other provision to the contrary, a former public housing Tenant *"or Other Adult"* who was removed from any lease or unit subsidized by MPHA, will not be approved as a lease add-on or a Registered Guest for three years after the date of removal.

Part VII - Rent Computation and Security and Pet Deposits (Page 39-41)

Delete Section D – MTW HARSHIP EXEMPTION

Part VIII - Tenant Transfer (Page 42/43/45)

1. Delete the next to the last sentence – *"Tenants requesting a transfer to a smoke free property must have been a non-smoker for at least 3 years."*

1. Adding a new "G" – *"A Tenant may not request a transfer for one year after refusal of a suitable unit without good cause."*
2. F.2.2 MPHA Transfers – New language added -  
MPHA will offer one appropriate unit based on the unit size needed and the date of the approval of the transfer. *"MPHA may make an additional offer based solely on the fact that the unit previously offered would place a hardship on the family because the location is not accessible to the family's employment, job training, daycare, child's educational facility, or medical or support services."*

Part X - Reexamination of Tenant Eligibility and Rent Adjustments (Page 49)

5. Verification of Tenant's Statements and Income – addition of language as follows:

For asset income verification MPHA will seek third party verification of bank accounts *"annually"* when the total value of all assets is over \$5,000 *"and every three years for assets when the combined total is less than \$5,000. Because banks do not timely provide 3<sup>rd</sup> party verification for bank accounts and other assets,"* MPHA will review the *"official"* documents *"provided by Tenants"* to determine asset values.

Part XVI - No Smoking (Page 68)

3. Addition of the following buildings to the list – *"311 University Ave NE, 809 Spring St NE, 828 Spring St NE, 1700 East 22<sup>nd</sup> St, 2121 16<sup>th</sup> Ave So, 2109 16<sup>th</sup> Ave So"*

Part XVII - Pet Policy (Page 68/71)

2. Prohibited Pets – change *"...City Code 66.10..."* in both the Highrise and Scattered Site sections

Delete Service Animals under the Highrise Apartments (Page 68) and Scattered Site Homes (Page 72) inserting new language and insert a new #4-Assistance Animals:

*"3. SERVICE ANIMALS -A service animal is not a pet. A trained dog is the only animals that qualify as a service animal. A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Dogs that only provide emotional support, well-being, comfort or companionship are not service animals. MPHA may deny access to a service animal that is out of control and who's handler does not take effective action to control it; an animal not house broken; or an animal that poses a direct threat to the health and safety of other. In addition, service animals must be registered and follow sections 4,5,6,7,8,9 and 10 of this section, except the Tenant will not be charged a Pet Deposit."*

*“4. ASSISTANCE ANIMALS – An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability. Tenants must make a request for a Reasonable Accommodation in accordance with MPHA policies (see Part XXI) in order to possess an assistance animal.”*

Part XIX - Death of a Tenant Vacate (Page 77)

There are several changes to this section as follows:

1. MPHA will attempt to contact the person(s) listed on the emergency contact form. Tenants complete this form at the initial lease signing and during the recertification process. MPHA will give unit keys only to the contact person(s) listed on the form *“or next-of-kin. MPHA reserves the right to change the unit locks or otherwise take measures to secure the unit upon the death of a resident.”*
2. *“Emergency” Contact “or next-of-kin”* must sign and comply with *“Intent to Vacate-Next of Kin Form provided by MPHA.”*
3. Delete this section
4. If the *“unit is not vacated on the date agreed upon by the”* contact person (Delete – does not vacate the unit and return the keys by the date agreed upon in the vacate notice) MPHA will take possession (Delete – change the locks) and dispose of personal items left in the unit.
5. If (Delete – after) reasonable efforts to contact the contact person *“have failed or if the person contacted”* does not want to vacate the unit, or if (Delete – there is) no contact person *“was provided”*, MPHA will dispose of the personal items left in the unit in compliance with Minnesota Statutes.

Part XXII – Violence Against Women Act Policy – (Page 91)

Delete current language in 4.2 Certification and insert the following new text:

*“A. MPHA May Request Certification. If an applicant or Tenant claims protection under VAWA due to denial of an application, termination of tenancy or other adverse action, MPHA may require the person who claims the VAWA protections to deliver a signed certification or other documentation concerning the incident or incidents. If the person does not deliver this certification within the time period allowed (see 4.1 above), they will lose the legal protections provided by VAWA.*

*B. Acceptable Forms of Certification. There are three ways to comply with a certification request by MPHA:*



Service Maintenance Specialist/Buildings and Grounds Specialist	“\$17.25/hour”
MPHA Carpenter	“\$28.00/hour”
MPHA Painter	“\$27.00/hour”
MPHA Stationary Engineer	“\$27.00/hour”

APPENDIX “D” - Housekeeping Standards: (Page 111)

Addition of the following:

3. Cleaning – A. All Rooms add a new #8 –

*“MPHA forbids king size beds and bed frames in highrise units.”*

APPENDIX “H” – Applicant Screening Guidelines: (Page 122)

Insert the following sentence after the third paragraph:

*“A conviction for a Petty Misdemeanor shall not be construed to be a criminal activity.”*

6/27/2016



## Proposed Changes to the Section 8/HCV Admin Plan

The following are proposed changes that will be made to the HCV Program Administrative Plan for 2017. These do not include any minor changes to the document as a result of punctuation, spelling errors, capitalization errors or incorrect formatting. You can view the full Section 8 Administrative Plan at:

<http://www.mphaonline.org/wp-content/uploads/2016/08/Section-8-HCV-Working-Draft-for-2017.pdf>

1 – Update to be in compliance with HUD Streamline Rent Regulations

2 – 4–III.C Local Preferences

Delete C- 2 – Works in Minneapolis

Delete – E – Veterans – now have VASH Program

3 – 4-I-D

Applicants will be placed on the waiting list based on a lottery drawing from all submitted applications. The number of applicants selected will be determined by an anticipated wait time between 36 – 60 months. Selected applicants will be placed on the list according to their preference points, date and randomly assigned time.

4 – 5-II-E

Maximum search time not to exceed 180 days

5 – 9-I-H

Removed requirement of 1 year signed lease at rent increase – accept rent increase notice signed by both parties

6 – 16-IV-B

Removed C – negotiate terms of the repayment agreement

7 – Appendix A - Moderate Rehabilitation Programs

Add language regarding the use of administrative fee reserves for other housing purposes.