



Cora McCorvey, Executive Director / CEO

# Performance Report for March 2015

*Board of Commissioners Meeting -*

*April 22, 2015*

**EQUAL EMPLOYMENT OPPORTUNITY ▲ EQUAL HOUSING OPPORTUNITY**

# 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  
MARCH 2015**

**Glendale AMP 1 –  
Total Units 184**

- Units Leased: 4
- Average Turnover: 45
  - Down Time: 1
  - Days Make Ready: 16
  - Days for Re-rental: 28
- Total Work Orders
  - 1 emergency work order completed in 24 hours – 100%
  - 111 non emergency work orders completed – 98%

◦ Occupancy Level: 99%

**Scattered Sites AMP 2 –  
Total Units 736**

- Units Leased: 8  
Average Turnover: 27
- Down Time: 1
  - Days Make Ready: 17
  - Days for Re-rental: 9
- Total Work Orders
- 3 emergency work orders completed in 24 hours – 100%
  - 563 non emergency work orders completed – 86%

◦ Occupancy Level: 99%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) MARCH 2015

## North AMP 3 –

Headquarters: 315 Lowry  
Total Units 1296

Units Leased: 29

Average Turnover: 48

- Days Down Time: 8
- Days Make Ready: 30
- Days for Re-rental: 11
- Total Work Orders
  - 11 emergency work orders completed in 24 hours – 100%
  - 1223 non emergency work orders completed – 84%

○ Occupancy Level: 99%

## Northeast AMP 4 –

Headquarters: 1815  
Central – Total Units 944

Units Leased: 17

Average Turnover: 38

- Days Down Time: 3
- Days Make Ready: 25
- Days for Re-rental: 10
- Total Work Orders
  - 19 emergency work orders completed in 24 hours – 100%
  - 434 non emergency work orders completed – 75%

○ Occupancy Level: 99%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) MARCH 2015

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

- Units Leased: 13
- Average Turnover: 16
  - Days Down Time: 1
  - Days Make Ready: 11
  - Days for Re-rental: 3
- Total Work Orders
  - 13 emergency work orders completed in 24 hours – 100%
  - 329 non emergency 81%

◦ Occupancy Level: 100%

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

- Units Leased: 11
- Average Turnover: 31
  - Days Down Time: 4
  - Days Make Ready: 17
  - Days for Re-rental: 10
- Total Work Orders
  - 18 emergency work orders completed in 24 hours – 100%
  - 536 non emergency work orders completed – 88%

◦ Occupancy Level: 100%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) MARCH 2015

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

- Units Leased: 10
- Average Turnover: 26
  - Days Down Time: 5
  - Days Make Ready: 8
  - Days for Re-rental: 13
- Total Work Orders
  - 15 emergency work orders completed in 24 hours – 100%
  - 488 non emergency work orders completed – 84%

◦ Occupancy Level: 100%

# PROCUREMENT MPHA CONTRACTING ACTIVITY

**March 2015**

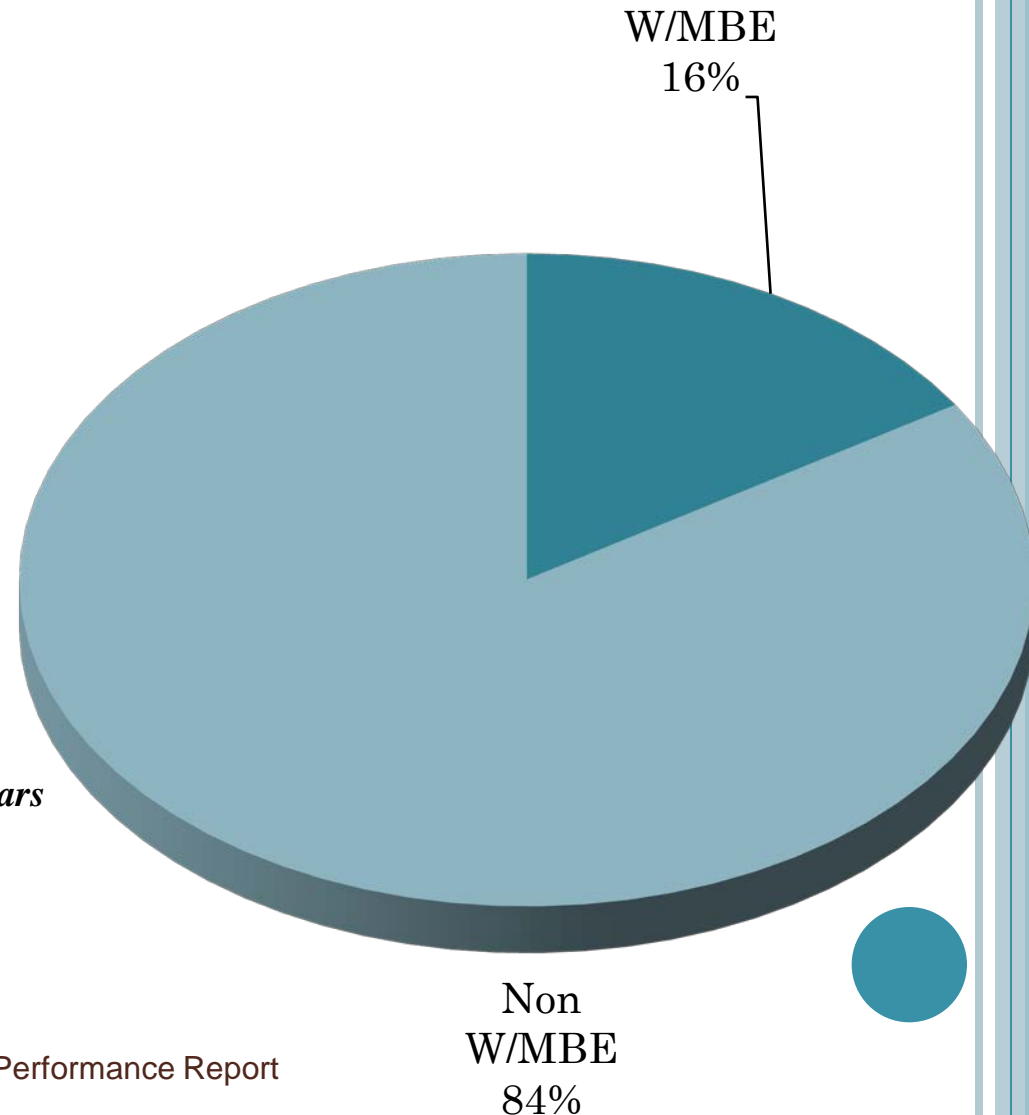
## **W/MBE & Section 3 Participation Report**

*Section 3 Goal = 10% of Construction Contract Dollars*

*Construction Contracts Payments = \$1,289,086*

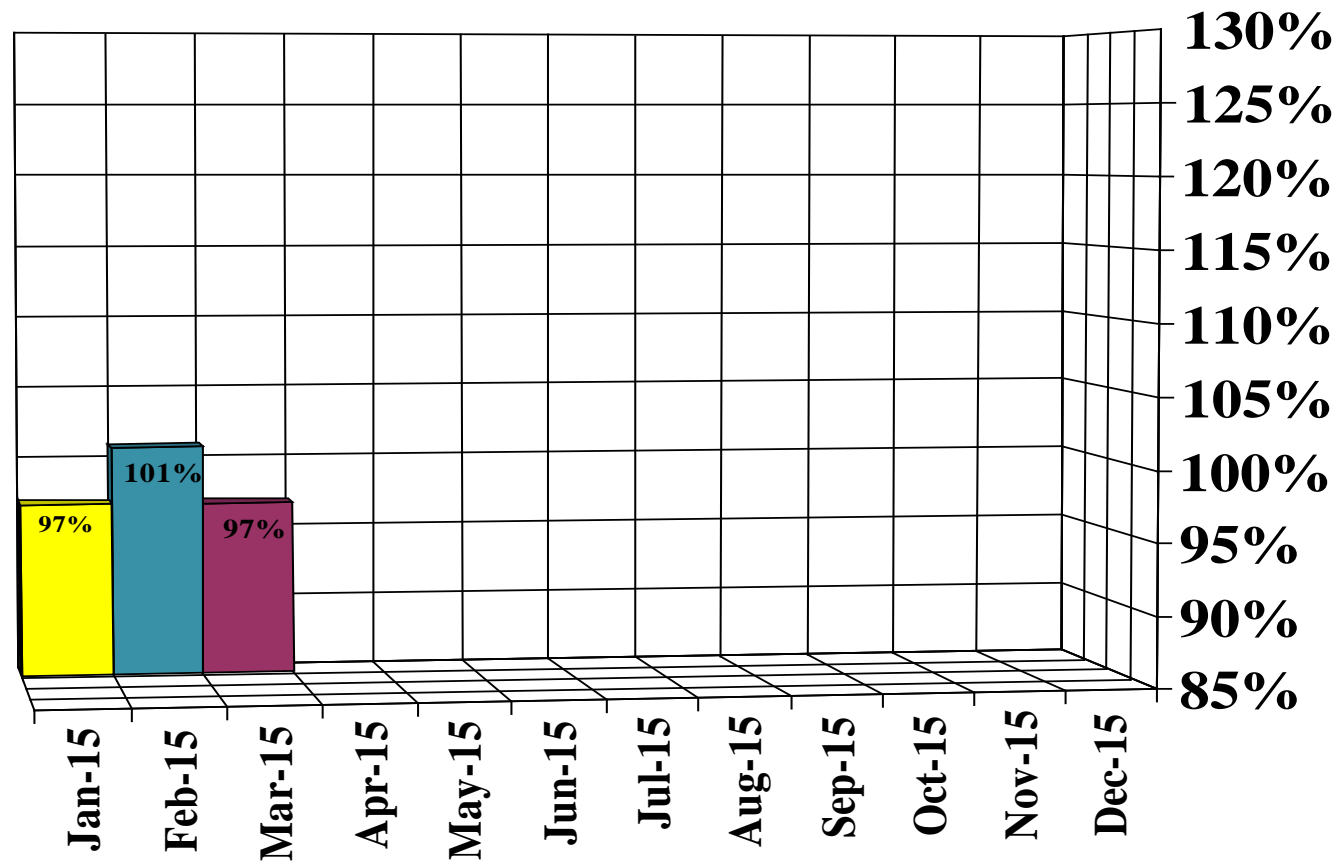
*Section 3 Contracts Payments = \$78,523*

*Section 3 Contract Participation = 6%*



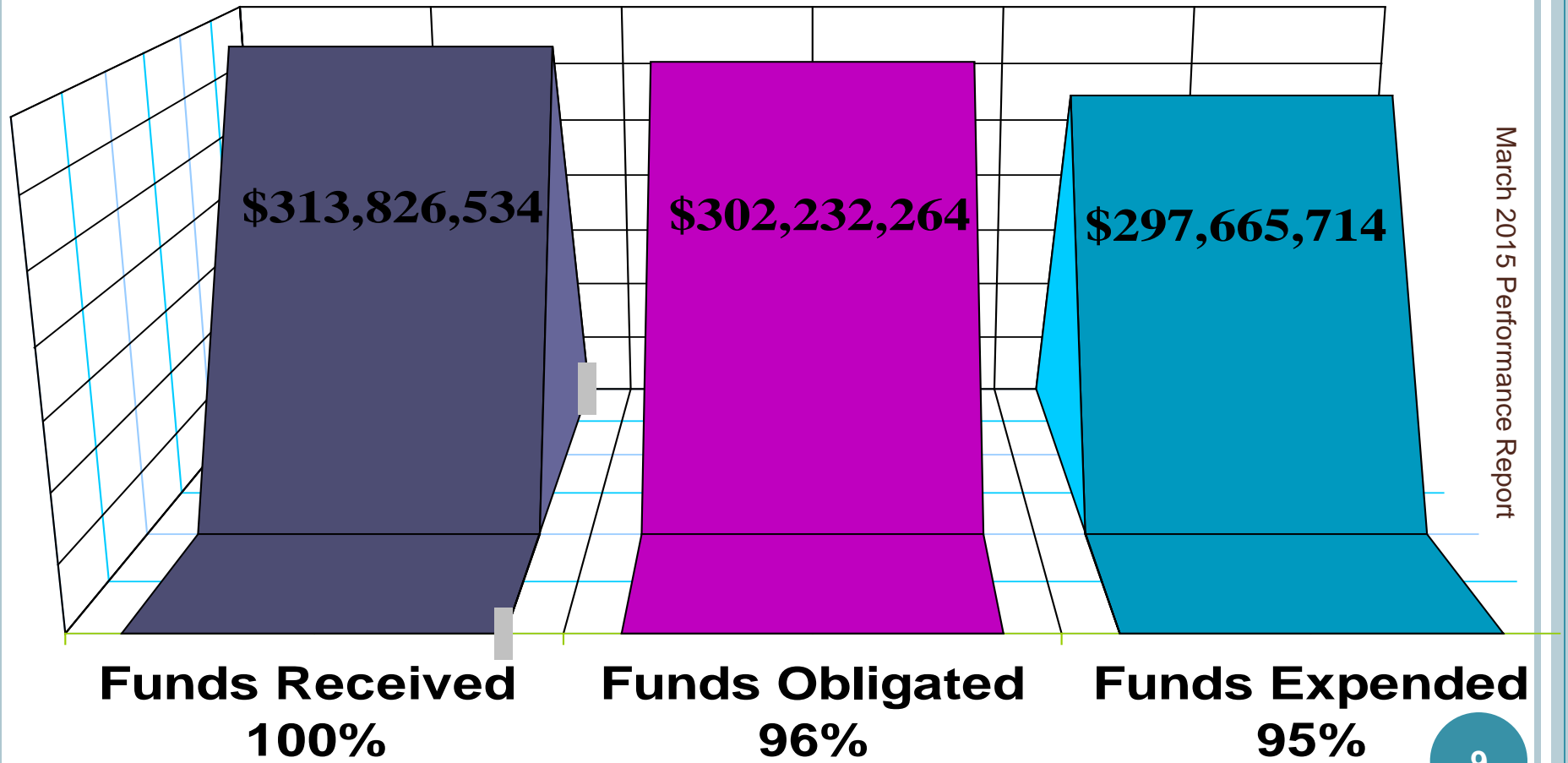
March 2015 Performance Report

# RENT COLLECTIONS





# FACILITIES & DEVELOPMENT CAPITAL FUND PROGRAM OBLIGATION & EXPENDITURE REPORT



*This period through March 31, 2015*



# MEMORY CARE CONVERSION

Signe Burckhardt Manor

## *Project Background*

Signe Burckhardt is a seven-story, 42-unit assisted living facility built in 1966. In early 2013, MPHA began planning a major renovation project at the building that would include plumbing and window replacement, apartment upgrades, fire sprinkler system installation, and common area improvements. Recognizing the growing need for affordable housing with memory care services, MPHA and the building's service provider, Augustana Care, partnered to devise a plan that would add memory care conversion to the renovation project. On March 1, 2015, the two newly remodeled memory care floors became available for lease.

## *Project Highlights*

- ❖ Two floors (14 units) designated for memory care
- ❖ 12 units have fully accessible bathrooms; 6 units have fully accessible kitchens
- ❖ 24-hour nursing staff & emergency call and response system
- ❖ Community dining on each floor
- ❖ Therapy tub
- ❖ Laundry services
- ❖ Controlled access







# Therapy Tub & Accessible Bathroom



March 2015 Performance Report











# FINANCE

- Financial results for FY 2014 will be presented at the April Board Retreat.
- FY 2015 HUD Funding is very close to budgeted levels with the exception of HUD HAP Subsidy which is expected to be about 5% higher than budgeted.
- The increase in the MPHA's contribution to employee's retirement plan was implemented effective February 8, 2015.
- On March 25, 2015, MPHA received approval from HUD to convert 200 public housing units at Heritage Park to Section 8 project-based rental assistance under HUD's Rental Assistance Demonstration Program (RAD).

# HOUSING CHOICE VOUCHER PROGRAM

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

MARCH 2015

MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In March	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In March	# of New Applicants Issued and Searching In March	# of New Applicant Admissions In March	# of Participant Move Lease ups In March
4,407	4,583	4,562	104%	76	24	63	32

# of Applicant Annual Reexams Completed In March	2014 Fiscal Year (Jan - Dec)		MTW Funded Per Unit Cost (PUC) Of Voucher	Actual Per Unit Cost (PUC) Of Voucher In March
	HAP Budget Authority (12 months)	\$36,913,032 2015 FY Funding		
	HAP funded to date	\$9,228,258 3rd month of 2015		
	HAP spent to date	\$8,882,112		
414	Variance	96% of HAP spent to funded	\$698	\$653

# of Owners at Owner Workshop In March	# of HQS Inspections Completed In March	% of Units that Failed HQS (233) In March	# of Failed Units in Abatement for Noncompliance In March	Total HAP Amount Recouped (Abatement) In March	# of HAP Contracts Canceled for HQS Noncompliance In March	# of Family Sufficiency (FSS) Participants Enrolled In March	% FSS Participants contributing to Escrow Accts In March
3	910	26%	11	\$4,768	0	41	35%

# of Mobility Voucher Families Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In March	Total # Port in Families Administered In March	Amount Collected from Repayment Agreements In March	FY Total <u>to date</u> Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In March
4	26	165	349	\$8,345	\$20,730	*5419	37

4407 is MPHA's MTW Authorized HCV Unit Baseline for FY 2015. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4407.

NOTE: VASH (225 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4407 baseline; they are ineligible for MTW.

EOPs exclude Project Based Voucher Participants. \*Beginning 2015, Waitlist is being periodically purged.

# POLICY & SPECIAL INITIATIVES

## Policy

- Moving To Work (MTW)
  - Completed and Submitted to HUD MPHA's 2014 MTW Report
  - Finalized Schedule for MPHA's 2016 MTW Plan

# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### Development:

- Heritage Park
  - Received HUD Letter Approving MPHA's RAD Application for Heritage Park and Met with Agency Staff Regarding Initial Assignments for RAD Implementation
  - Continued Training for MHOP and Heritage Park Staff on Public Housing Compliance Requirements Per Regulatory and Operating Agreements

# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### Development:

- Glendale
  - Received HUD Letter Approving RAD Portfolio Application for Glendale and Met with Agency Staff Regarding Initial Assignments Regarding Next Steps in Process
- Faircloth Units
  - Continued Meetings with Heading Home Hennepin on Use of Faircloth Authority for MPHA's MTW Families Out of Shelter Development Project

# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### Development:

- Lease To Own (LTO)
  - Waiting List for Lease To Own Remains Open
  - 18 Total Leased Up Participants as of March 31, 2015
  - Continuing Yearly Reviews of Lease To Own Residents for Match Saving Program Requirements
  - 6 LTO Pre-Applications Remain Under Review
  - Conference Call with U.S. Bank Regarding Finance Options for Lease To Own Units

# POLICY & SPECIAL INITIATIVES

## Special Initiatives

### Development:

- MHOP
  - PSI Staff Continues to Work with Management Companies Providing Training, and Working to Get All Re-exams Up to Date
  - Working with MHOP Partner Resolving Management Challenges

# POLICY & SPECIAL INITIATIVES

## Website Contacts:

- MPHA Received and Responded to 85 Website Contacts Requesting Assistance with Housing in March



# POLICY & SPECIAL INITIATIVES

## Other:

- Facilitated Agency Planning for HPSSC 3<sup>rd</sup> Anniversary – Held March 27, 2015
- MPHA Website: Continued Working with IT on Redesign of Agency Website and HPSSC Web Page – New Website Inaugurated on March 27, 2015
- Finalized Summary Plan Descriptions (SPDs) for Agency VEBA-HRA and MPHA Flex (FSA) Plans
- Worked with Facilities and Development to Submit HUD Emergency and Safety Grant Request for Cedar's Development
- Represented Agency at Better Futures Annual Meeting
- Facilitated MPHA Owners Meeting Regarding Options Related to HPSSC Partners

# MPHA'S WEBSITE

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



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