



NOTICE AND AGENDA

December 16, 2015

**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
 Daisy Nguyen, Secretary
 Tom DeAngelo, Commissioner
 Cara Letofsky, Commissioner
 Hon. James Rosenbaum, Commissioner

GENERAL:

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of November 18, 2015

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

DISCUSSION:

1. Revised MPHA Procurement Policy (Betsy Grossman, Director of Procurement and Bob Boyd, Director of Policy and Special Initiatives)

RESOLUTION:

2. Resolution Approving the 2016 Public Housing Operating Budget, the Section 8 Housing Choice Voucher Budget, the Central office Budget and the Revised Use of Settlement Funds (Tim Durose, DED / CFO)
3. Approval of a Resolution Amending MPHA's 2015 Moving to Work (MTW) Plan to include Conversion of the Public Housing Units at Heritage Park to Project Based Rental Assistance (PBRA) under HUD's Rental Assistance Demonstration (RAD) Program (Bob Boyd, Director of Policy & Special Initiatives and Dean Carlson, Development Coordinator for F & D)



RECEIVE AND FILE:

- Monthly Performance Report for November 2015 (Cora McCorvey, Executive Director / CEO)

Next Regular Meeting:

**Wednesday, January 27, 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
November 18, 2015**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on Meeting Date, 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:

| | |
|----------------------|--------------|
| F. Clayton Tyler | Chair |
| Charles T. Lutz | Vice Chair |
| Tom DeAngelo | Commissioner |
| Cara Letofsky | Commissioner |
| Hon. James Rosenbaum | Commissioner |

The following members of the Board were absent:

| | |
|------------------|--------------|
| Daisy Nguyen | Secretary |
| Dorothy Robinson | Commissioner |

The following others were also present:

| | |
|---------------|--------------------------|
| Cora McCorvey | Executive Director / CEO |
|---------------|--------------------------|

The Chair declared the presence of a quorum.

Approval of Agenda:

Commissioner Rosenbaum moved approval of the proposed agenda. The motion was seconded by Commissioner Lutz. Upon a voice vote, the Chair declared the motion carried.

Approval of Minutes:

The Minutes of the Regular Meeting of September 23, 2015, were presented for approval. Commissioner Lutz moved the minutes be accepted as presented. The motion was seconded by Commissioner Letofsky. Upon a voice vote, the Chair declared the motion carried.

Item No. 1: Write-Off of Delinquent Accounts for Former Public Housing Tenants

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report. Commissioner Letofsky seconded the motion. Upon a voice



vote, the Chair declared the motion carried. [See Document No. 2015-31]

Item No. 2: Procurement Policy Revisions

Chairman Tyler asked that the Report be "Tabled" until the next regularly scheduled board meeting in December so that more information can be provided prior to moving forward, Commissioner Rosenbaum moved approval that the Report be "Laid Over". Commissioner Letofsky seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2015-32]

Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for September 2015. [See Document No. 2015-33]
- The Monthly Performance Report for October 2015. [See Document No. 2015-34]

Public Hearing:

RAD Conversion Heritage Park

- The meeting was open to public testimony, notice of which appeared in the Minneapolis Star Tribune on Sunday, October 25, 2015. Interested residents and parties were invited to express their comments regarding the "Proposed Amendment to MPHA's 2015 Moving To Work Plan"

Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 1:45 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



December 16, 2015

Agenda Item 1

REPORT TO THE COMMISSIONERS

FROM: Cora McCorvey, Executive Director / CEO

SUBJECT: Revised MPHA Procurement Policy

Previous Directives: The Board of Commissioners approved MPHA's Procurement Policy on August 24, 2005, and the most recent amendment on January 22, 2014. On December 19, 2014, HUD adopted new procurement regulations at 2 C.F.R. § 200. On January 28, 2015, the Board approved changes to MPHA's Micro and Small Purchase amounts to reflect procurement threshold increases allowed under the new HUD regulations; however, the written Procurement Policy was not updated at that time.

Resident Council Review/Recommendation: This matter will be discussed with the Tenant Advisory Board (TAC) immediately prior to the Board's December 16, 2015 meeting.

Budget Impact: This action does not have an impact on the MPHA budget.

Affirmative Action Compliance: Not Applicable.

Procurement Review: This recommendation has been reviewed and approved by the Agency's Director of Procurement.

RECOMMENDATION: It is recommended that the Board of Commissioners adopt the proposed MPHA Procurement Policy that reflects the conversion of Public Housing Procurement from 24 C.F.R. § 85.36 to 2 C.F.R. § 200 and authorize the Executive Director or her designee to implement the new policy effective as of the date of adoption.

On December 19, 2014, Federal requirements governing Public Housing Authority (PHA) procurement activities moved from 24 C.F.R. § 85.36 to 2 C.F.R. § 200. HUD guidance requires PHAs to adopt a new Procurement Policy that reflects PHA procurement under 24 C.F.R. § 200. While there are not many substantial differences between the regulatory requirements of § 85.36 and § 200, staff recommends that MPHA's Procurement Policy be

revised and updated not only to reflect the technical conversion to 2 C.F.R. § 200 but to better clarify HUD's Guidance related to procurement activities.

MPHA retained a nationally recognized procurement consultant with expertise in HUD procurement requirements to assist the Agency with updating its procurement policies and procedures. He provided MPHA with a draft procurement policy which staff reviewed and adapted to reflect State and local requirements. An Executive Summary that explains the need for a revised Procurement Policy and highlights important differences between the current policy and the proposed policy is attached to this Board Report. Also attached is a copy of MPHA's proposed Procurement Policy.

This Report was prepared by Betsy Grossman, Director of Procurement and Bob Boyd, Director of Policy and Special Initiatives. For additional information, please contact Ms. Grossman at 612-342-1489 or egrossman@mplspha.org.



Executive Summary to the Minneapolis Public Housing Authority Board of Commissioners

December 16, 2015

This report explains the need for a revised Procurement Policy and highlights important differences between the current policy and the proposed policy.

On December 19, 2014, HUD adopted new procurement regulations at 2 C.F.R. § 200 and removed all substantive provisions of the previous regulations found at 24 C.F.R. § 85.36. The new regulations are materially similar to the old regulations, except that the threshold amounts for micro- and small-purchase procedures increased. HUD guidance requires PHAs to adopt a new Procurement Policy that reflects PHA procurement under 24 C.F.R. § 200.

The differences between the current policy and the proposed policy are that the proposed policy:

- reflects current citations to HUD regulations and replaces the citations from 24 C.F.R. § 85.36;
- explains the PHA procurement process in greater detail;
- corrects a few areas where the current policy is inconsistent with HUD guidance;
- increases MPHA's small-purchase threshold from \$100,000 to \$150,000 for service-related procurements (procurements for supplies, materials, construction, repairs and maintenance must remain at \$100,000 until Minnesota increases its threshold);
- reflects the new micro-purchase threshold of \$3,000 (except for construction, which HUD kept at \$2,000); and
- retains the requirement that MPHA will take all necessary affirmative steps to ensure that small and minority-owned businesses, women's business enterprises, and labor surplus area firms are used when possible, but omits specific percentage contracting goals.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

Table of Contents

| Section | Description | Page |
|---------|--|------|
| 1.0 | Introduction and Scope | 3 |
| 1.1 | General | 3 |
| 1.2 | Scope | 3 |
| 2.0 | General Provisions | 3 |
| 2.1 | General | 3 |
| 2.2 | Application | 3 |
| 2.3 | Definition | 4 |
| 2.4 | Changes in Laws and Regulations | 4 |
| 2.5 | Public Access to Procurement Information | 4 |
| 3.0 | Ethics in Public Contracting | 4 |
| 3.1 | General | 4 |
| 3.2 | Conflict of Interest | 4 |
| 3.3 | Gratuities, Kickbacks, and Use of Confidential Information | 4 |
| 3.4 | Prohibition Against Contingent Fees | 5 |
| 4.0 | Procurement Planning | 5 |
| 4.1 | General | 5 |
| 5.0 | Procurement Methods | 5 |
| 5.1 | Petty Cash Purchases | 5 |
| 5.2 | Small Purchase Procedures | 5 |
| 5.3 | Sealed Bids | 6 |
| 5.4 | Competitive Proposals | 7 |
| 5.5 | Noncompetitive Proposals | 9 |
| 5.6 | Cooperative Purchasing/Intergovernmental Agreements | 11 |
| 6.0 | Independent Cost Estimate (ICE) | 11 |
| 6.1 | General | 11 |
| 7.0 | Cost and Price Analysis (CPA) | 11 |
| 7.1 | General | 11 |
| 8.0 | Solicitation and Advertising | 12 |
| 8.1 | Method of Solicitation | 12 |
| 8.2 | Time Frame | 13 |
| 8.3 | Form | 13 |
| 8.4 | Time Period for Submission of Bids | 13 |
| 8.5 | Cancellation of Solicitations | 13 |
| 8.6 | Credit (or Purchasing) Cards | 15 |

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

Table of Contents (con'd)

| Section | Description | Page |
|---------|--|------|
| 9.0 | Bonding Requirements | 15 |
| 9.1 | General | 15 |
| 10.0 | Contractor Qualifications and Duties | 16 |
| 10.1 | Contractor Responsibility | 16 |
| 10.2 | Suspension and Debarment | 17 |
| 10.3 | Vendor Lists | 17 |
| 11.0 | Contract Pricing Arrangements | 17 |
| 11.1 | Contract Types | 17 |
| 11.2 | Options | 17 |
| 12.0 | Contract Clauses | 18 |
| 12.1 | Contract Pricing Arrangements | 18 |
| 12.2 | Required Forms | 18 |
| 12.3 | Required Contract Clauses | 18 |
| 13.0 | Contract Administration | 18 |
| 13.1 | General | 18 |
| 14.0 | Specifications | 18 |
| 14.1 | General | 18 |
| 14.2 | Limitation | 19 |
| 15.0 | Appeals and Remedies | 19 |
| 15.1 | General | 19 |
| 15.2 | Appeals Procedure | 19 |
| 16.0 | Assistance to Small and Other Businesses | 20 |
| 16.1 | Required Efforts | 20 |
| 16.2 | Goals | 20 |
| 16.3 | Definitions | 20 |
| 17.0 | Board Approval of Procurement Actions | 21 |
| 17.1 | Authority | 21 |
| 18.0 | Delegation of Contracting Authority | 21 |
| 18.1 | Delegation | 21 |
| 18.2 | Procedures | 21 |
| 19.0 | Documentation | 22 |
| 19.1 | Required Records | 22 |
| 19.2 | Level of Documentation | 22 |
| 19.3 | Record Retention | 22 |
| 20.0 | Disposition of Surplus Property | 22 |
| 20.1 | General | 22 |
| 21.0 | Funding Availability | 22 |
| 21.1 | General | 22 |

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

1.0 INTRODUCTION AND SCOPE

- 1.1 **General.** Established for the Minneapolis Public Housing Authority (the Agency) by Action of the Agency Board of Commissioners (Board) on November 18, 2015, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the Agency and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR § 200.317 through § 200.326, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.
- 1.2 **Scope.** This Policy does not enlarge the Agency's duty under any law, regulation or ordinance. If this Policy conflicts with applicable law, regulation or ordinance, the applicable law, regulation or ordinance shall prevail.

2.0 GENERAL PROVISIONS

- 2.1 **General.** The Agency shall:
 - 2.1.1 Provide for a procurement system of quality and integrity;
 - 2.1.2 Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Agency;
 - 2.1.3 Ensure that supplies and services (including construction) are procured efficiently, effectively, and at favorable and valuable prices to the Agency;
 - 2.1.4 Promote competition in contracting; and
 - 2.1.5 Ensure that Agency purchasing actions are compliant with applicable federal standards, HUD regulations, state, and local laws.
- 2.2 **Application.** This Policy applies to all procurement actions of the Agency, regardless of the source of funds. However, nothing in this Policy shall prevent the Agency from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations should be applied to the total project. If funds and work can be separated and work

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

can be completed by a new contract, then regulations applicable to the source of funding may be followed.

- 2.3 **Definition.** The term "procurement," as used in this Policy, means using MPHA funds for the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials; (2) construction and maintenance; (3) consultant services; (3) Architectural and Engineering (A/E) services; (4) Social Services; and (5) other services.
- 2.4 **Changes in Laws and Regulations.** In the event an applicable ordinance, law or regulation is modified, eliminated or adopted, the revised ordinance, law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.
- 2.5 **Public Access to Procurement Information.** Most procurement information shall be available to the public to the extent provided by applicable federal law and in the Minnesota Government Data Practices Act, Minn. Stat. § 13, et. al.

3.0 ETHICS IN PUBLIC CONTRACTING

- 3.1 **General.** The Agency hereby establishes this code of conduct regarding procurement issues and actions. This code of conduct is consistent with applicable Federal, State, or local law.
- 3.2 **Conflicts of Interest.** No employee, officer, Board member, or agent of the Agency shall participate in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or other type of interest in a firm competing for the award:
 - 3.2.1 An employee, officer, Board member, or agent involved in making the award;
 - 3.2.2 His/her immediate family;
 - 3.2.3 His/her partner; or
 - 3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.
- 3.3 **Gratuities, Kickbacks, and Use of Confidential Information.** No officer, employee, Board member, or agent of the Agency shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

- 3.4 **Prohibition against Contingent Fees.** Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4.0 PROCUREMENT PLANNING

- 4.1 **General.** The Agency will periodically review its record of prior purchases, as well as future needs, to:

- 4.1.1 Find patterns of procurement actions that may be performed more efficiently or economically;
- 4.1.2 Maximize competition and competitive pricing among contracts and decrease the Agency's procurement costs;
- 4.1.3 Reduce Agency administrative costs;
- 4.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
- 4.1.5 Minimize errors that occur when there is inadequate lead time.

The Agency may consider storage, security, handling requirements and other factors when planning the most appropriate purchasing actions.

5.0 PROCUREMENT METHODS

- 5.1 **Petty Cash Purchases.** Purchases under \$35 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the Agency shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.
- 5.2 **Small Purchase Procedures.** For any amounts above the Petty Cash ceiling, but not exceeding \$100,000 (except for procurements for services, which are set at \$150,000), the Agency may use small purchase procedures. Thus, any contract for the sale or purchase of supplies, materials, equipment or the

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

rental thereof, or the construction, alteration, repair or maintenance of real or personal property, is subject to the \$100,00 ceiling unless otherwise amended by applicable law or regulation.

Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$3,000 (except for construction procurements which are set at \$2,000), also known as Micro Purchases, only one quote is required provided the quote is reasonable. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

- 5.3 Sealed Bids.** Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the Agency publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction or supply contracts that are expected to exceed \$100,000, or non-complex service contracts that are expected to exceed \$150,000, unless these amounts are amended by applicable law or regulation.

- 5.3.1 Conditions for Using Sealed Bids.** The Agency may use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; three or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

- 5.3.2 Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

5.3.3 Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

5.3.4 Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the Agency or fair competition shall not be permitted.

5.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the Agency, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, "Only under limited circumstances would construction services be procured by competitive proposals;" accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 5.4.2 **Form of Solicitation.** Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors and the identity of offerors until the time and date specified in the solicitation that proposals are due. Proposals shall be handled so as to prevent disclosure of the contents of the proposals until completion of the evaluation process. "Completion of the evaluation process" means that the Agency has completed negotiating the contract with the selected vendor. Trade secret data as defined by Minnesota Statutes shall be private and not disclosed. The Agency may assign price a specific weight in the evaluation factors or the Agency may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- 5.4.3 **Evaluation.** The proposals shall be evaluated on the factors stated in the RFP. Where not apparent from the evaluation factors, the Agency shall establish an Evaluation Plan for each RFP. Generally, all RFPs are evaluated by an appropriately appointed Evaluation Committee. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- 5.4.4 **Negotiations.** Negotiations may be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the Agency and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take,

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary objective of discussions is to maximize the Agency's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The Agency may indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The Agency may inform an offeror that its price is considered by the Agency to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the Agency's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

5.4.5 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the Agency provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.4.6 A/E Services. The Agency may contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding are not used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not a selection factor under this method. QBS procedures are not used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.5 Noncompetitive Proposals.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 5.5.1 **Conditions for Use.** Procurement by noncompetitive proposals (sole- or single-source) may be used when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:
 - 5.5.1.1 The item is available only from a single source, based on a good faith review of available sources;
 - 5.5.1.2 A public emergency or exigency exists. These are events that seriously threaten the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Agency, by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;
 - 5.5.1.3 HUD authorizes the use of noncompetitive proposals; or
 - 5.5.1.4 After solicitation of a number of sources, competition is determined inadequate.
- 5.5.2 **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:
 - 5.5.2.1 Description of the requirement;
 - 5.5.2.2 History of prior purchases and their nature (competitive vs. noncompetitive);
 - 5.5.2.3 The specific exception in 2 CFR §200.320(f)(1)-(4) which applies;
 - 5.5.2.4 Statement as to the unique circumstances that require award by noncompetitive proposals;

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 5.5.2.5 Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
- 5.5.2.6 Statement as to efforts that will be taken in the future to promote competition for the requirement;
- 5.5.2.7 Signature by the Contracting Officer; and
- 5.5.2.8 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6 Cooperative Purchasing/Intergovernmental Agreements. The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Agency may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through §200.326.

6.0 INDEPENDENT COST ESTIMATE (ICE)

6.1 General. For all purchases above the Micro Purchase threshold, the Agency shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

7.0 COST AND PRICE ANALYSIS (CPA)

7.1 General. The Agency shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

7.1.1 Petty Cash and Micro Purchases. No formal cost or price analysis is required. Rather, the execution of a contract by the Agency through

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

a Purchase Order or other means shall serve as the determination that the price obtained is reasonable, which may be based on prior experience or other factors.

- 7.1.2 **Small Purchases.** A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Agency shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Agency's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.
- 7.1.3 **Sealed Bids.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the Agency cannot reasonably determine price reasonableness, the Agency must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.
- 7.1.4 **Competitive Proposals.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Agency must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the Agency must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.
- 7.1.5 **Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000, or an amount amended by applicable law or regulation.

8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 8.1.1 **Petty Cash and Micro Purchases.** The Agency may contact only one source if the price is reasonable.
- 8.1.2 **Small Purchases.** Quotes may be solicited orally, through fax, E-Procurement, or by any other reasonable method.
- 8.1.3 **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly in accordance with HUD requirements. The Agency must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.
 - 8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.
 - 8.1.3.2 Advertising in various trade journals or publications (for construction).
 - 8.1.3.3 E-Procurement. The Agency may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must comply with 2 CFR §200.317 through §200.326, State and local requirements, and the Agency's procurement policy.
- 8.2 **Time Frame.** For purchases of more than \$100,000, or an amount amended by applicable law or regulation, the public notice should run not less than once each week for two consecutive weeks.
- 8.3 **Form.** Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).
- 8.4 **Time Period for Submission of Bids.** A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period.
- 8.5 **Cancellation of Solicitations.**
 - 8.5.1 An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 8.5.1.1 The supplies, services or construction are no longer required;
 - 8.5.1.2 The funds are no longer available;
 - 8.5.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 - 8.5.1.4 Other reasons.
- 8.5.2 A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
 - 8.5.2.1 The supplies, services or construction are no longer required;
 - 8.5.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;
 - 8.5.2.3 All factors of significance to the Agency were not considered;
 - 8.5.2.4 Prices exceed available funds;
 - 8.5.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 - 8.5.2.6 For good cause.
- 8.5.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- 8.5.4 A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
- 8.5.5 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the Agency's cost estimate. If both are determined adequate and if only one bid is

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either

8.5.5.1 Re-solicit using an RFP; or

8.5.5.2 Complete the procurement by using the competitive proposal method. The Agency must determine, in writing, that such action is appropriate, must inform all bidders of the Agency's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

8.5.6 If problems are found with the specifications, the Agency may cancel the solicitation, revise the specifications and re-solicit using an IFB.

8.6 **Credit (or Purchasing) Cards.** Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is reasonable. However, for amounts above the Micro Purchase level, the Agency may obtain a reasonable number of quotes before purchasing via a credit card. When using credit cards, the Agency shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

9.0 BONDING REQUIREMENTS

9.1 **General.** The standards under this section apply to construction contracts that exceed \$100,000, or as amended by applicable law or regulation. There are no bonding requirements for small purchases or for competitive proposals. The Agency may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds. Bid bonds and payment bonds must be separate.

9.1.1 **Bid Bonds.** For construction contracts exceeding \$100,000, or as amended by applicable law or regulation, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price. See 2 CFR § 200.325.

9.1.2 **Performance and Payment Bonds.** For construction contracts exceeding \$100,000, or as amended by applicable law or regulation, the successful bidder shall furnish a performance bond and payment bond for 100% of the contract price each.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility

10.1.1 The Agency shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;

10.1.1.3 Have a satisfactory performance record;

10.1.1.4 Have a satisfactory record of integrity and business ethics;

10.1.1.5 Comply with Minn. Stat. § 16C.285 Responsible Construction Contractor Requirement and sign a Responsible Construction Contractor Verification Form;

10.1.1.6 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

10.1.1.7 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and

10.1.1.8 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

10.1.2 If a prospective contractor is non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 10.2 Suspension and Debarment.** Contracts shall not be awarded to debarred, suspended, or ineligible contractors or contractors who have not complied with Minn. Stat. § 16C.285. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations. Prior to issuance of a contract, the Agency shall conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search. See Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2.
- 10.3 Vendor Lists.** All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies, services and construction shall be updated and include enough sources to ensure competition, if available.

11.0 CONTRACT PRICING ARRANGEMENTS

- 11.1 Contract Types.** Any type of contract which is appropriate to the procurement and which will promote the best interests of the Agency may be used, provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the Agency. The Agency may use time and material contracts only after the Agency makes a written determination why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk. The cost is the sum of actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses and profit. See 2 CFR § 200.318(j).
- 11.2 Options.** Options for additional quantities or performance periods may be included in contracts, provided that:
- 11.2.1** The option is contained in the solicitation;
 - 11.2.2** The option is a unilateral right of the Agency;
 - 11.2.3** The contract states a limit on the additional quantities and the overall term of the contract;
 - 11.2.4** The options are evaluated as part of the initial competition;

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 11.2.5 The contract states the period within which the options may be exercised;
- 11.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- 11.2.7 The options may be exercised only if determined to be more advantageous to the Agency than conducting a new procurement.

12.0 CONTRACT CLAUSES

- 12.1 **Contract Pricing Arrangements.** All contracts shall identify the contract pricing arrangement and other terms and conditions, as determined by the Agency.
- 12.2 **Required Forms.** Additionally, the forms HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A, which contain HUD-required clauses and certifications for contracts of more than \$150,000, and forms/clauses as required by HUD for small purchases, shall be used, as applicable, in all corresponding solicitations and contracts issued by the Agency.
- 12.3 **Required Contract Clauses:** The Agency shall ensure that each contract executed by the Agency contains the required contract clauses, as applicable, in 2 CFR §200.326 and Appendix II.

13.0 CONTRACT ADMINISTRATION

- 13.1 **General.** The Agency shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters.

14.0 SPECIFICATIONS

- 14.1 **General.** All specifications shall be drafted so as to promote economy and to encourage competition in satisfying the Agency's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase.

14.2 Limitation. The following types of specifications shall be avoided:

- 14.2.1** Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
- 14.2.2** Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws.

15.0 APPEALS AND REMEDIES

- 15.1 General.** It is Agency policy to resolve all contractual issues informally and without litigation. When appropriate, a mediator may be used to help resolve differences.
- 15.2 Appeals Procedure.** The Agency shall adopt a bid protest/appeal procedure for all contracts.
 - 15.2.1 Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. The Contracting Officer must receive any protest against a solicitation before the due date for the receipt of bids or proposals, and any protest against the award of a contract within ten calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer who shall issue a written decision on the matter. The Contracting Officer may suspend the procurement pending resolution of the protest.
 - 15.2.2 Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

higher level of authority in Agency. Contractor claims shall comply with the Changes clause in the relevant form HUD-5370.

16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

16.1 Required Efforts. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, Agency will take all necessary affirmative steps to ensure that small and minority-owned businesses, women's business enterprises, and labor surplus area firms are used when possible. Such efforts shall include:

- 16.1.1 Including such firms, when qualified, on solicitation mailing lists;
- 16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 16.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 16.1.6 Including in contracts the Section 3 Clause in 24 CFR §135; and
- 16.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

16.2 Goals. May be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in Agency prime contracts and subcontracting opportunities. All such goals shall have a reasonable basis.

16.3 Definitions.

- 16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

- 16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- 16.3.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- 16.3.4 A "Section 3 business concern" is as defined under 24 CFR §135.
- 16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

- 17.1 **Authority.** The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$500,000 in any twelve-month period or \$1 million over the life thereof, and approves change orders to a contract that will increase the amount to more than \$500,000 in any twelve-month period, or more than \$1 million over the life thereof.

18.0 DELEGATION OF CONTRACTING AUTHORITY

- 18.1 **Delegation.** While the ED is responsible for ensuring that the Agency's procurements comply with this Policy, the ED may delegate in writing all procurement authority as is necessary and appropriate to conduct the business of the Agency.
- 18.2 **Procedures.** Further, and in accordance with this delegation of authority, the ED shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY PROCUREMENT POLICY

Adopted: 12/16/2015

19.0 DOCUMENTATION

19.1 Required Records. The Agency must maintain records sufficient to detail the significant history of each procurement action. These records shall include the following:

19.1.1 Rationale for the method of procurement (if not self-evident);

19.1.2 Rationale of contract pricing arrangement (if not self-evident);

19.1.3 Reason for accepting or rejecting the bids or offers;

19.1.4 Basis for the contract price;

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention. The Agency shall retain records for a period of three years after final payment and all matters pertaining to the contract are closed, or in compliance with the Agency's Record Retention Policy, whichever is longer.

20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for the Agency's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable federal, state, and local laws, regulations and ordinances.

21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, the Agency shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.



December 16, 2015

Agenda Item 2

REPORT TO THE COMMISSIONERS

FROM: Cora McCorvey, Executive Director/ CEO

SUBJECT: Resolution Approving the 2016 Public Housing Operating Budget, the Section 8 Housing Choice Voucher Budget, the Central Office Budget, and the Revised Use of Settlement Funds

Previous Directives: The Board approved the 2016 Moving to Work (MTW) Plan on September 23, 2015. The Board authorized the use of the settlement funds on April 22, 2015.

Resident Association Notification: MPHA provided the Public Housing Operating Budget summaries to Resident Councils for comment on December 7, 2015. Staff presented these budgets to the residents at the Minneapolis Highrise Representative Council (MHRC) area-wide meetings in December and will provide any written comments to the Board prior to the January Board of Commissioners meeting.

The Budgets contained in this Report are scheduled to be discussed with the Tenant Advisory Committee (TAC) on the same date as and immediately prior to the Board of Commissioners December 16, 2015 meeting.

Budget Impact: This Report authorizes and allocates resources for the 2016 Public Housing Operating Budgets, Section 8 Housing Choice Voucher (HCV) Budget, MTW Initiatives Budget, the Central Office Budget and revises the use of the settlement funds previously authorized.

Affirmative Action Compliance: Not applicable.

Procurement Review: Not applicable.

RECOMMENDATION: It is recommended that the Board of Commissioners adopt the attached resolution approving the 2016 Public Housing Operating Budgets, the Section 8 Housing Choice Voucher Budget, MTW Initiatives Budget, the Central Office Budget and also approve the revised use of settlement funds as presented in this Report.

This Report asks the Board of Commissioners to approve the Fiscal Year 2016 (FY16) Public Housing Operating Budgets for nine Asset Management Projects (AMPs), the 2016 Section 8 Housing Choice Voucher (HCV) Program Budget, 2016 MTW Initiatives Budget, the Central Office Budget, and the revised use of settlement funds. These Budgets allocate resources to carry out the management, maintenance, and security functions in operating MPHA's public housing program, the administration and housing assistance for the HCV Program, the implementation of MTW initiatives, and the operation of the Central Office.

MPHA's Budget Committee, comprised of MPHA Executive and Finance staff, reviewed all departmental budget requests and recommendations from the MHRC, and made recommendations to MPHA's Executive Director McCorvey. MPHA staff provided the Board an in-depth preview of the 2016 Budgets on December 3rd and 4th at the 2016 Budget Workshop sessions. Executive Director McCorvey considered all comments and recommends that the Board approve the attached Budgets.

A. Budget Guidelines and Budgetary Controls

The attached Budgets were developed under the following guidelines:

1. Provides sufficient resources to maintain compliance with applicable ordinances, regulations and laws.
2. Increases vouchers utilized to 4,509 and maintains all public housing units. This serves no less than the MTW baseline units which is 4,407 housing vouchers plus 102 special purpose vouchers approved by the Board as part of the MTW Plan for a total of 4,509 vouchers.
3. Maintains housing in a safe and decent condition at the service levels provided for in 2015 with fully implemented building security improvements and additional resources dedicated to bed bug mitigation services and major building system maintenance.
4. Invests all Capital Fund Program resources into public housing capital improvements to help preserve the public housing stock.
5. Funds Housing Choice Vouchers with increasing assistance to 97% of the 2016 Fair Market Rents while continuing the rent reform model.
6. Increases resources for Human Resources and Procurement needs.
7. Maintains reasonable financial reserves.

Although MPHA presents budgetary data at a lower level on the accompanying schedules, MPHA's MTW agreement eliminates any restriction to transfer funds among MTW program areas and between line items. Staff is authorized to carry out daily operations with expenditure flexibility, as long as any changes are not expected to use reserves beyond the amount approved by the Board. Staff will regularly provide to the Board projections on the Budgets' actual experience as compared to the approved Budgets. Staff will seek Board approval to amend these Budgets if projections require an increased use of reserves above the total amount authorized by the Board.

B. Funding Assumptions

As of December 4, 2015, Congress had not passed a full year 2016 HUD Appropriations Bill and federally funded programs are operating under a short-term Continuing Resolution (CR) which is set to expire on December 11, 2015. The short-term CR provides funding to MPHA's programs at the 2015 appropriation levels. The funding assumptions for the 2016 budgets are that the:

- Operating Subsidy is funded at 83% of the formula; approximately \$3.8 million less than the full formula amount;
- HCV Housing Assistance Payment Subsidy is funded at 100% of the full funding formula;
- HCV Administrative Fee Subsidy is funded at 79% of the full funding formula; and,
- Capital Grant Funds is funded at \$9 million, \$1 million less than 2015 funded levels

If the funding levels differ from the assumptions in the Budgets and the use of reserves above those authorized are deemed necessary, staff will prepare revised Budgets for consideration by the Board.

The City Council will act on the Mayor's Recommended 2016 City Budget (Mayor's Budget) on December 9, 2015. The Mayor's Budget does not include tax levy funding for MPHA. The Mayor's Budget does include a refund of a portion of MPHA's Payment In Lieu Of Taxes (PILOT). The portion refunded is budgeted at \$250,000.

C. Public Housing Operating Fund Background

HUD regulation requires MPHA to operate under an asset-based management model. The asset-based model includes project-based management, accounting, and budgeting. Each asset management project, or AMP, is a cluster of highrise buildings or family units which are grouped to promote efficient and effective management. MPHA's AMPs are based on the geographical proximity of the properties and housing type (family, highrise, privately-owned). MPHA has an organizational structure and management reporting system that allows for project-based management, accounting and budgeting that meets HUD's requirements.

The attached Operating Fund Budgets include all revenues and expenses associated with each AMP. HUD requires that these Budgets be in a format that is easily reconciled to HUD's prescribed financial reports. These Budgets meet HUD's requirements.

The 2016 HUD operating subsidy calculation was completed and budgeted by AMP and not for the agency as a whole. The Budgets reflect the amount of subsidy expected from HUD for each AMP. Normally, HUD allows for limited transfers of funds among AMPs. However, MPHA's MTW agreement eliminates this restriction and allows MPHA unlimited transfers.

MPHA has budgeted the expenses for the two privately-owned and operated AMPs, Heritage Park and Suburban MHOP units, in an amount not to exceed the HUD subsidy for those AMPs. These AMPs were part of the Hollman lawsuit settlement and MPHA serves as a subsidy pass-through for these AMPs. Although MPHA is working on a Rental Assistance Demonstration conversion at Heritage Park to convert the public housing units to housing vouchers, these Budgets do not reflect this change as the conversion is still in process.

Although each AMP's expenses include all direct costs to operate the properties, there are indirect costs that are incurred in the Central Office that benefit the seven AMPs owned and managed by MPHA. These costs generally relate to administrative services like executive management, human resources, finance, legal, and information technology. To pay for these costs, each AMP pays a per unit per month (PUM) management fee of \$75.17. HUD regulations limit the amount of management fees that each AMP can pay. For fiscal year 2016, each AMP, excluding those privately-owned, is budgeted to pay up to the fees allowed by HUD. This is desirable inasmuch as such fees are "de-federalized" funds that can be used with maximum flexibility.

D. Asset Management Project Budgets Overview

Each of the nine AMPs consists of a grouping of properties that are managed, staffed, monitored, and budgeted uniquely to the needs of that grouping. Attached to this report are the proposed operating budget schedules, property listing, and position counts for each AMP.

In summary, the 2016 Public Housing Operating Budget requires \$4.46 million in funds transferred in from the Section 8 Housing Choice Voucher Program. The high-rise AMPs average budgeted costs are \$571 per-unit per-month, a 5.4% increase from 2015. The family AMPs, Glendale and Scattered Sites, average budgeted costs are \$810 per-unit per-month, up 3.6% from 2015. Increases in budgets for pest control, major building systems maintenance, and insurance account for most of the non-wage related increases.

Budgeted revenues for 2016 for all AMPs total \$40 million, a 1.4% increase over 2015. The revenues consist of:

- \$19.5 million in rental revenues
- \$18.7 million in operating subsidy
- \$1.5 million in other income and investments
- \$0.3 million in City contributions

Rental revenues are 5% higher than the 2015 budget a reflection of higher tenant incomes, primarily social security income, and under-budgeting in 2015. Operating Subsidy is expected to be 3% lower than the 2015 budget, due to a lower estimated proration percentage.

Budgeted expenditures for 2016 for all AMPs total \$44.5 million, a 5% increase from 2015. The 5% expense increase is primarily related to maintenance expense increases for pest control and major building systems. The budgeted expenses are made up of the following:

- \$5.9 million in direct Administrative Expenses
- \$1.0 million in Tenant Service Expenses
- \$9.1 million in Utility Costs
- \$10.6 million in Maintenance Costs
- \$1.4 million in Protective Service Costs
- \$10.4 million in General Expenses
- \$5.3 million in Fees to the Central Office
- \$0.6 million in Non-routine Expenses (appliances and capital equipment)
- \$0.2 million in transfer to Capital Fund Program

These Budgets assume a 3% salary cost increase in 2016. Employee health benefits (the majority of employee benefit costs) are planned based on 2016 medical insurance rates. These Budgets contain 195.75 full-time equivalent (FTE) positions, a 2.75 FTE increase from the 2015 budget.

Protective service costs are budgeted at a \$300 thousand decrease from 2015. The Budgets provide funding to maintain security guard services at the same level as budgeted in 2015. The decrease in cost is due to no security contingency being funded. These Budgets do not include funding for Project Lookout, as MPHA will fund Project Lookout from settlement funds.

Administrative and General expense increases are primarily related to compensation and benefit increases for MPHA staff from 2015 budgeted levels. The budgeted compensation includes salary increases in accordance with current collective bargaining agreements and an assumed increase for bargaining agreements expiring in 2016 as well as unrepresented staff.

This budget includes a planned transfer of \$240,000 to the Capital Fund for capital

improvements. It is recommended that the settlement funds are revised to pay Public Housing related costs for the contracted security manager and Pest Control Assistant Maintenance Director that cannot be directly charged to the program due to asset management requirements. The Public Housing Operating budget would make the transfer to the Capital Fund, so that the Capital Fund would still receive the same amount initially dedicated towards capital improvements.

Since Public Housing Operating Fund budgeted expenses exceed budgeted revenues by \$4.5 million, these Budgets require additional resources to fund public housing operations. The Public Housing Operating Budgets recommend utilizing a transfer in of Section 8 HCV resources to fund the shortfall. With the transfer in of Section 8 HCV resources, the Public Housing Operating Budgets are funded at a level equivalent to 103% of the formula amount, in order to address pest control needs and major building systems maintenance.

Attached to this Report are the proposed Budgets for the nine AMPs with an accompanying schedule of positions and properties. Also attached is a consolidated All-AMP Operating Fund Budget.

E. Section 8 Housing Choice Voucher (HCV) Program Budget Overview

The 2016 HCV Budget assumes that the HUD subsidy formula for Housing Assistance Payments (HAP) will be funded at 100% and the administrative fee subsidy will be funded at 79% of the formula. In total, HCV revenues are planned to be about 3% more than the budget amount provided in 2015. The increase relates to an overly pessimistic 2015 proration estimate.

Because of the significant federal funding deficiencies the MPHA Board approved the implementation of rent reform in the Section 8 Housing Choice Voucher Program beginning in 2014. The 2016 HCV Budget continues the rent reform initiative but includes an increase to accommodate 97% of the 2016 Fair Market Rents (FMR's). The Budget also assumes that 4,509 vouchers will be available and utilized throughout 2015. The 4,509 number is the MTW baseline number of 4,407 vouchers that are required by provisions of the MTW Agreement with HUD to remain in use plus 102 special purpose vouchers. Program Management Fees and the cost of HCV administration are budgeted at an increase from the 2015 levels. The increase is due to increases in salaries and benefits, and also the addition of funding for Mobility Incentives. In total, the 2015 HCV budget expenses are 3% higher than in 2015.

The 2016 Section 8 HCV Program Budget is anticipated to provide over \$4.46 million of operating income. This operating income from the Section 8 HCV Program will be transferred out to support the shortfall in the Public Housing Operating Budget and MTW Initiatives.

F. MTW Initiatives Budget Overview

There are certain activities related to achieving an MTW objective that fall outside the normal public housing and Section 8 HCV program activities. For 2016 these MTW initiatives include BrightKeys Lease To Own program and MTW plan and program administration. In total, the MTW Initiatives are budgeted at \$110,072 and require the use of Section 8 HCV transfers to

fund these activities. The Board approved these initiatives as part of the 2016 MTW Plan. This report identifies the specific budget related to these activities.

G. Central Office Budget Overview

Consistent with HUD's asset management model requirements, overhead costs that benefit one or more AMP or an MPHA program are budgeted for within the Central Office. The Central Office budgeted costs are supported by fees charged to each AMP, the Housing Choice Voucher Program and the Capital Fund Program. HUD allows these fees under asset management. The total fee revenue budgeted for 2016 is \$7.5 million, less than a 1% increase from the 2015 budget.

The Central Office Budget is based on charging the HUD permitted fees to each AMP and the Housing Choice Voucher program. The Capital Fund grant is also charged a fee within the HUD-allowed amounts, and within each program's budgeted expenses. MPHA proposes charging up to the HUD permitted fees allowed because these fees are non-program income, defederalized, and subject only to local government restrictions. Maximizing this fee revenue offers MPHA the greatest discretion in supporting all programs and in having funds to leverage other grants and for development activities.

The 2016 Central Office Budget includes expenditures at \$7.8 million, a 2% decrease from the 2015 budget. The decrease in cost is attributable to a reduction in benefit costs from the 2015 budget levels. MPHA's new payroll system, implemented in 2015, is able to capture benefit costs at an employee level compared to an agency-wide allocation that had been used in previous years. MPHA's 2015 budget was based on the previous years' historical costs but in 2015 the actual 2015 benefit costs have come in substantially lower than the 2015 budget.

The 2016 Central Office Budget is expected to result in a \$329,707 net loss. The loss is due to one-time expenses for pre-development consulting and enhanced public access and security to 1001 Washington. Staffing for the Central Office is at 48.15 full-time equivalent (FTE) positions a 1.55 FTE decrease. The decrease relates to reallocation of staff positions. Attached to this Report is the recommended budget for the Central Office and the schedule of positions.

H. Use of Settlement Funds Overview

On April 22, 2015 the Board approved the use of settlement funds for \$67,000 in Legal Costs, \$155,000 for Project Lookout Costs, and the remaining \$2.14 million for public housing rehabilitation and major repairs. Staff is recommending a revision to the use of these funds to cover public housing costs related to security and pest control management in the amount of \$240,000, and reducing public housing rehabilitation budget to \$1.9 million. The \$240,000 reduction in rehabilitation will be restored by transferring a like amount of public housing operating resources to the capital improvements budget. This modification will allow MPHA to use all of its resources more flexibly to meet objectives which are limited by HUD's asset management requirements. A revised budget schedule is attached.

I. Resident Notification and Comments

MPHA has provided the budget summaries for the AMPs and the Central Office to the Resident Councils on December 7, 2015 and presented those Budgets at the MHRC area-wide meetings in December. Residents were informed to submit any written comments by January 8, 2016 and staff will provide those comments to the Board at the January meeting.

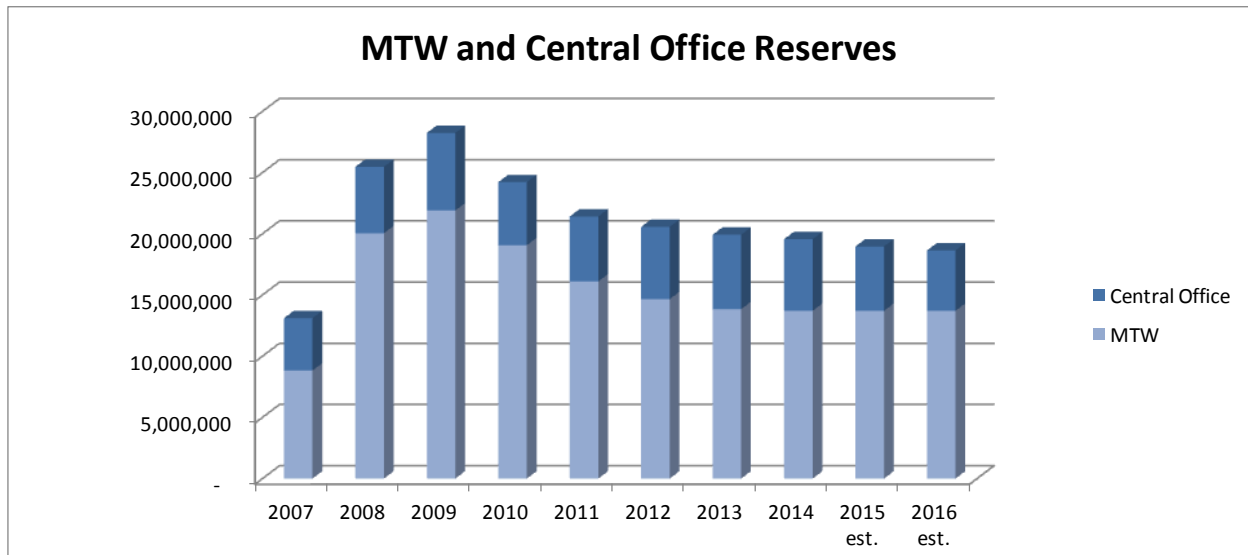
J. MPHA Overall Budget Summary and Reserves

In summary, the MTW Budgets are balanced; meaning that no net use of reserves is required. The Central Office is recommended at a budget deficit of \$329,707 for one-time expenditures for predevelopment cost and public access and security improvements at 1001 Washington. The overall reserve for these program areas is budgeted to be \$18.7 million at the end of 2016.

| Program Area | 2016 Projected Ending Reserve Balance |
|-----------------------------------|--|
| Public Housing Operating Fund | \$12.8 million |
| Section 8 Housing Choice Vouchers | \$ 0.9 million |
| MTW Initiatives | \$ 0 |
| TOTAL MTW PROGRAMS | \$13.7 million |
| Central Office | \$ 5 million |
| OVERALL | \$18.7 million |

The 2016 projected ending reserve balances shown in the table above utilize financial projections based on actual financial results through October 2015. The projections indicate that 2015 financial results are expected to be slightly better than the amounts anticipated in the 2015 Budgets. These projections are conservative estimates and subject to change based on several factors including weather. Please note, the amounts are slightly higher than those presented at the Board's budget workshop sessions.

The graph below presents the combined MTW and Central Office reserves through the 2016 projected ending balances. The \$12.8 million projected 2015 ending reserve balance in the Public Housing Operating Fund is equivalent to just under four months of operating expenses.



This Report was prepared by Tim Durose, Deputy Executive Director / CFO. If you have any questions or require further information regarding this Report, please contact Mr. Durose at 612-342-1410 or tdurose@mplspha.org.

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp.12/31/2012)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: *****PHA Code:

PHA Fiscal Year Beginning: *****Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

| | | |
|---------------------------------|------------|----------|
| Print Board Chairperson's Name: | Signature: | Date: |
| | | |

**Minneapolis Public Housing Authority
All Asset Management Projects
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 18,690,489 | 19,542,130 | |
| HUD Subsidy | 19,214,342 | 18,729,151 | |
| Tax Levy/City Contributions | 344,340 | 345,576 | |
| Other Income/Investments | 1,262,231 | 1,463,807 | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 39,511,402 | 40,080,664 | 1.44% |
| Administrative Expenses: | | | |
| Salaries | 4,437,569 | 4,557,859 | |
| Other Administrative Expenses | 1,179,777 | 1,356,975 | |
| Total Administrative Expenses | 5,617,346 | 5,914,834 | 5.30% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 127,785 | 126,264 | |
| Contract Costs, Training and Other | 700,850 | 914,924 | |
| Total Tenant Services Expenses | 828,635 | 1,041,188 | 25.65% |
| Utility Expenses: | | | |
| Water and Sewer | 1,751,751 | 1,858,119 | |
| Electricity | 3,635,906 | 3,285,995 | |
| Gas | 2,736,189 | 2,747,430 | |
| Fuel | - | - | |
| Labor | 330,499 | 374,169 | |
| Other Utility Expenses | 862,187 | 882,068 | |
| Total Utility Expenses | 9,316,532 | 9,147,781 | -1.81% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 5,749,357 | 6,109,192 | |
| Materials | 1,122,125 | 1,519,450 | |
| Contract Costs | 2,509,476 | 2,931,624 | |
| Total Ordinary Maintenance and Operation | 9,380,958 | 10,560,266 | 12.57% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | 14,575 | 13,800 | |
| Contract Costs | 1,407,700 | 1,123,084 | |
| Security Strategy Implementation (Contingency) | 250,000 | 250,000 | |
| Total Protective Services Expenses | 1,672,275 | 1,386,884 | -17.07% |
| General Expenses: | | | |
| Insurance | 1,012,459 | 1,158,659 | |
| Payments in Lieu of Taxes | 526,305 | 576,264 | |
| Employee Benefits | 4,211,693 | 4,632,538 | |
| Collection Losses | 50,000 | 50,000 | |

**All Asset Management Projects
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Operating Transfers to Other AMPs | - | - | |
| Other General Expenses | 3,989,177 | 4,142,058 | |
| Total General Expenses | 9,789,634 | 10,559,519 | 7.86% |
| Central Office Fee | 5,312,370 | 5,278,483 | -0.64% |
| Total Routine Expenses | 41,917,750 | 43,888,955 | 4.70% |
| Nonroutine Expenses: | | | |
| Appliances | 106,040 | 165,090 | |
| Other Nonroutine | 307,500 | 483,145 | |
| Total Nonroutine Expenses | 413,540 | 648,235 | 56.75% |
| Net Operating Gain (Loss) | (2,819,888) | (4,456,526) | |
| Section 8 Transfers | 2,819,888 | 4,456,526 | |
| Net Gain (Loss) | - | - | |

All Asset Management Projects Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 6 |
| Assistant Property Manager | 5 |
| Building & Grounds Specialist | 21 |
| Carpenter | 10 |
| Chief Operating Maintenance Engineer Foreman | 0.75 |
| Director of Heritage Park Senior Services Campus | 1 |
| EDSS Grant Coordinator | 0 |
| Electrician | 1 |
| HPSSC Coordinator | 1 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 12 |
| Maintenance Manager | 1 |
| Maintenance Team Leader | 7 |
| Management Aide | 16 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 5 |
| Painter | 13 |
| Pest Control Specialist | 5 |
| Property Manager | 19 |
| Regional Property Manager | 6 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 9 |
| Senior Service & Maintenance Specialist | 22 |
| Service & Maintenance Specialist | 9 |
| TOTALS | 169.75 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 2 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 15 |
| Leasing Clerks | 2 |
| Manager of Leasing and Occupancy | 1 |
| Marketing/Leasing Specialist | 0 |
| Pest Control Coordinator | 1 |
| Quality Control Specialist | 1 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 4 |
| PRORATION TOTALS | 26.00 |
| GRAND TOTAL | 195.75 |

**All Asset Management Projects
Fiscal Year 2016 Operating Budget**

Listing of Properties

| | |
|----------------|--------------|
| ACC | |
| <u>Project</u> | <u>Units</u> |
| ALL | 6,252 |

**Minneapolis Public Housing Authority
Glendale Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 742,168 | 726,331 | |
| HUD Subsidy | 742,593 | 714,516 | |
| Tax Levy/City Contributions | 10,083 | 9,026 | |
| Other Income/Investments | 26,153 | 42,874 | |
| Operating Transfers from other AMPs | 2,226 | 2,200 | |
| Total Revenues | 1,523,223 | 1,494,947 | -1.86% |
| Administrative Expenses: | | | |
| Salaries | 171,414 | 173,871 | |
| Other Administrative Expenses | 49,471 | 55,584 | |
| Total Administrative Expenses | 220,885 | 229,455 | 3.88% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 6,027 | 5,955 | |
| Contract Costs, Training and Other | 75,609 | 55,609 | |
| Total Tenant Services Expenses | 81,636 | 61,564 | -24.59% |
| Utility Expenses: | | | |
| Water and Sewer | 139,734 | 136,807 | |
| Electricity | 186,663 | 173,613 | |
| Gas | 125,869 | 131,876 | |
| Fuel | - | - | |
| Labor | - | - | |
| Other Utility Expenses | 76,862 | 100,045 | |
| Total Utility Expenses | 529,128 | 542,341 | 2.50% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 246,472 | 261,405 | |
| Materials | 52,500 | 68,193 | |
| Contract Costs | 123,250 | 139,250 | |
| Total Ordinary Maintenance and Operation | 422,222 | 468,848 | 11.04% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | - | - | |
| Contract Costs | 49,570 | 52,049 | |
| Security Strategy Implementation (Contingency) | - | - | |
| Total Protective Services Expenses | 49,570 | 52,049 | 5.00% |
| General Expenses: | | | |
| Insurance | 40,379 | 46,140 | |
| Payments in Lieu of Taxes | 15,412 | 15,052 | |
| Employee Benefits | 169,488 | 187,119 | |
| Collection Losses | 4,100 | 4,100 | |
| Operating Transfers to Other AMPs | - | - | |

**Glendale Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Other General Expenses | 26,656 | 19,496 | |
| Total General Expenses | 256,035 | 271,907 | 6.20% |
| Central Office Fee | 162,326 | 163,043 | 0.44% |
| Total Routine Expenses | 1,721,802 | 1,789,207 | 3.91% |
| Nonroutine Expenses: | | | |
| Appliances | 9,000 | 9,000 | |
| Other Nonroutine | 17,500 | 28,928 | |
| Total Nonroutine Expenses | 26,500 | 37,928 | 43.12% |
| Net Operating Gain (Loss) | (225,079) | (332,188) | |
| Section 8 Transfers | 225,079 | 332,188 | |
| Net Gain (Loss) | - | - | |

Glendale Asset Management Project Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 0.2 |
| Assistant Property Manager | 0 |
| Building & Grounds Specialist | 1 |
| Carpenter | 1 |
| Chief Operating Maintenance Engineer Foreman | 0 |
| Director of Heritage Park Senior Services Campus | 0 |
| EDSS Grant Coordinator | 0 |
| Electrician | 0 |
| HPSSC Coordinator | 0 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 1 |
| Maintenance Manager | 0.2 |
| Maintenance Team Leader | 0.2 |
| Management Aide | 1 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 0 |
| Painter | 1 |
| Pest Control Specialist | 0 |
| Property Manager | 0.8 |
| Regional Property Manager | 0.2 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 0 |
| Senior Service & Maintenance Specialist | 0 |
| Service & Maintenance Specialist | 0 |
| TOTALS | 6.6 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 0.06 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 0.47 |
| Leasing Clerks | 0.06 |
| Manager of Leasing and Occupancy | 0.03 |
| Marketing/Leasing Specialist | 0.00 |
| Pest Control Coordinator | 0.03 |
| Quality Control Specialist | 0 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 0.13 |
| PRORATION TOTALS | 0.81 |

| | |
|--------------------|-------------|
| GRAND TOTAL | 7.41 |
|--------------------|-------------|

**Glendale Asset Management Project
Fiscal Year 2016 Operating Budget**

Listing of Properties

| ACC | | |
|----------------|--------------|--|
| <u>Project</u> | <u>Units</u> | |
| 1 | 184 | |

**Minneapolis Public Housing Authority
Scattered Sites Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 3,716,227 | 4,059,362 | |
| HUD Subsidy | 2,975,148 | 2,797,933 | |
| Tax Levy/City Contributions | 56,444 | 62,551 | |
| Other Income/Investments | 249,866 | 212,530 | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 6,997,685 | 7,132,376 | 1.92% |
| Administrative Expenses: | | | |
| Salaries | 659,270 | 688,319 | |
| Other Administrative Expenses | 116,764 | 113,027 | |
| Total Administrative Expenses | 776,034 | 801,346 | 3.26% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 15,540 | 15,355 | |
| Contract Costs, Training and Other | - | - | |
| Total Tenant Services Expenses | 15,540 | 15,355 | -1.19% |
| Utility Expenses: | | | |
| Water and Sewer | 557,009 | 573,944 | |
| Electricity | 809,945 | 756,575 | |
| Gas | 715,267 | 722,728 | |
| Fuel | - | - | |
| Labor | - | - | |
| Other Utility Expenses | 295,568 | 364,164 | |
| Total Utility Expenses | 2,377,789 | 2,417,411 | 1.67% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 1,178,536 | 1,244,761 | |
| Materials | 290,850 | 341,979 | |
| Contract Costs | 420,000 | 408,000 | |
| Total Ordinary Maintenance and Operation | 1,889,386 | 1,994,740 | 5.58% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | - | - | |
| Contract Costs | - | - | |
| Security Strategy Implementation (Contingency) | - | - | |
| Total Protective Services Expenses | - | - | 0.00% |
| General Expenses: | | | |
| Insurance | 232,761 | 263,714 | |
| Payments in Lieu of Taxes | 86,272 | 104,306 | |
| Employee Benefits | 741,201 | 813,475 | |
| Collection Losses | 7,650 | 7,650 | |
| Operating Transfers to Other AMPs | - | - | |

**Scattered Sites Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Other General Expenses | 167,672 | 135,385 | |
| Total General Expenses | 1,235,556 | 1,324,530 | 7.20% |
| Central Office Fee | 667,146 | 670,079 | 0.44% |
| Total Routine Expenses | 6,961,451 | 7,223,461 | 3.76% |
| Nonroutine Expenses: | | | |
| Appliances | 9,000 | 11,000 | |
| Other Nonroutine | 40,000 | 17,011 | |
| Total Nonroutine Expenses | 49,000 | 28,011 | -42.83% |
| Net Operating Gain (Loss) | (12,766) | (119,096) | |
| Section 8 Transfers | 12,766 | 119,096 | |
| Net Gain (Loss) | - | - | |

Scattered Sites Asset Management Project Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 0.8 |
| Assistant Property Manager | 0 |
| Building & Grounds Specialist | 2 |
| Carpenter | 4 |
| Chief Operating Maintenance Engineer Foreman | 0 |
| Director of Heritage Park Senior Services Campus | 0 |
| EDSS Grant Coordinator | 0 |
| Electrician | 0 |
| HPSSC Coordinator | 0 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 4 |
| Maintenance Manager | 0.8 |
| Maintenance Team Leader | 1.8 |
| Management Aide | 3 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 0 |
| Painter | 2 |
| Pest Control Specialist | 0 |
| Property Manager | 3.2 |
| Regional Property Manager | 0.8 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 1 |
| Senior Service & Maintenance Specialist | 4 |
| Service & Maintenance Specialist | 2 |
| TOTALS | 29.4 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 0.25 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 1.88 |
| Leasing Clerks | 0.25 |
| Manager of Leasing and Occupancy | 0.13 |
| Marketing/Leasing Specialist | 0.00 |
| Pest Control Coordinator | 0.13 |
| Quality Control Specialist | 0 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 0.50 |
| PRORATION TOTALS | 3.26 |

| | |
|--------------------|--------------|
| GRAND TOTAL | 32.66 |
|--------------------|--------------|

**Scattered Sites Asset Management Project
Fiscal Year 2016 Operating Budget**

Listing of Properties

| | |
|----------------|--------------|
| ACC | |
| <u>Project</u> | <u>Units</u> |
| Various | 750 |

**Minneapolis Public Housing Authority
North Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 3,959,010 | 4,116,194 | |
| HUD Subsidy | 3,740,712 | 3,730,170 | |
| Tax Levy/City Contributions | 75,071 | 74,929 | |
| Other Income/Investments | 508,971 | 644,039 | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 8,283,764 | 8,565,332 | 3.40% |
| Administrative Expenses: | | | |
| Salaries | 1,081,154 | 1,066,977 | |
| Other Administrative Expenses | 338,404 | 385,516 | |
| Total Administrative Expenses | 1,419,558 | 1,452,493 | 2.32% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 27,468 | 27,141 | |
| Contract Costs, Training and Other | 311,411 | 521,790 | |
| Total Tenant Services Expenses | 338,879 | 548,931 | 61.98% |
| Utility Expenses: | | | |
| Water and Sewer | 271,580 | 293,194 | |
| Electricity | 864,665 | 778,950 | |
| Gas | 503,253 | 496,341 | |
| Fuel | - | - | |
| Labor | 79,143 | 85,603 | |
| Other Utility Expenses | 133,857 | 125,244 | |
| Total Utility Expenses | 1,852,498 | 1,779,332 | -3.95% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 1,052,567 | 1,172,383 | |
| Materials | 213,000 | 299,129 | |
| Contract Costs | 525,354 | 581,656 | |
| Total Ordinary Maintenance and Operation | 1,790,921 | 2,053,168 | 14.64% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | 5,000 | 1,000 | |
| Contract Costs | 428,156 | 421,374 | |
| Security Strategy Implementation (Contingency) | 67,120 | - | |
| Total Protective Services Expenses | 500,276 | 422,374 | -15.57% |
| General Expenses: | | | |
| Insurance | 203,069 | 232,420 | |
| Payments in Lieu of Taxes | 114,741 | 124,947 | |
| Employee Benefits | 883,084 | 959,747 | |
| Collection Losses | 7,650 | 7,650 | |
| Operating Transfers to Other AMPs | - | - | |

**North Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Other General Expenses | 695,341 | 673,421 | |
| Total General Expenses | 1,903,885 | 1,998,185 | 4.95% |
| Central Office Fee | 1,201,524 | 1,184,765 | -1.39% |
| Total Routine Expenses | 9,007,541 | 9,439,248 | 4.79% |
| Nonroutine Expenses: | | | |
| Appliances | 16,000 | 30,250 | |
| Other Nonroutine | 50,000 | 55,641 | |
| Total Nonroutine Expenses | 66,000 | 85,891 | 30.14% |
| Net Operating Gain (Loss) | (789,777) | (959,807) | |
| Section 8 Transfers | 789,777 | 959,807 | |
| Net Gain (Loss) | - | - | |

North Asset Management Project Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 1 |
| Assistant Property Manager | 1 |
| Building & Grounds Specialist | 5 |
| Carpenter | 1 |
| Chief Operating Maintenance Engineer Foreman | 0.37 |
| Director of Heritage Park Senior Services Campus | 1 |
| EDSS Grant Coordinator | 0 |
| Electrician | 0.5 |
| HPSSC Coordinator | 1 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 2 |
| Maintenance Manager | 0 |
| Maintenance Team Leader | 1 |
| Management Aide | 4 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 1 |
| Painter | 2 |
| Pest Control Specialist | 1 |
| Property Manager | 4 |
| Regional Property Manager | 1 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 1 |
| Senior Service & Maintenance Specialist | 6 |
| Service & Maintenance Specialist | 2 |
| TOTALS | 35.87 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 0.44 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 3.30 |
| Leasing Clerks | 0.44 |
| Manager of Leasing and Occupancy | 0.22 |
| Marketing/Leasing Specialist | 0.00 |
| Pest Control Coordinator | 0.22 |
| Quality Control Specialist | 0 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 0.88 |
| PRORATION TOTALS | 5.73 |

| | |
|--------------------|--------------|
| GRAND TOTAL | 41.60 |
|--------------------|--------------|

**North Asset Management Project
Fiscal Year 2016 Operating Budget**

Listing of Properties

| | | | |
|----------------|----------------|--------------------------|--------------|
| ACC | | | |
| <u>Project</u> | <u>Address</u> | | <u>Units</u> |
| 3 | 800 | 5th Ave N | 66 |
| 20-H | 2415 | 3rd St N | 62 |
| 20-J | 3116 | Oliver Ave N | 31 |
| 23 | 315 | Lowry Ave N | 193 |
| 25-A | 600 | 18th Ave N | 239 |
| 26 | 1710 | Plymouth Ave N | 84 |
| 28 | 1015 | 4th Ave N | 0 |
| 29 | 901 | 4th Ave N | 48 |
| 37 | 1314 | 44th Ave N | 220 |
| 42 | 314 | Hennepin Ave | 299 |
| 50 | 350 | Van White Memorial Blvd. | 102 |
| TOTAL | | | 1344 |

**Minneapolis Public Housing Authority
Northeast Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 2,832,031 | 2,913,575 | |
| HUD Subsidy | 2,591,852 | 2,510,583 | |
| Tax Levy/City Contributions | 60,105 | 57,663 | |
| Other Income/Investments | 160,066 | 209,528 | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 5,644,054 | 5,691,349 | 0.84% |
| Administrative Expenses: | | | |
| Salaries | 639,343 | 669,002 | |
| Other Administrative Expenses | 174,585 | 209,730 | |
| Total Administrative Expenses | 813,928 | 878,732 | 7.96% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 19,635 | 19,401 | |
| Contract Costs, Training and Other | 80,709 | 87,332 | |
| Total Tenant Services Expenses | 100,344 | 106,733 | 6.37% |
| Utility Expenses: | | | |
| Water and Sewer | 173,214 | 188,266 | |
| Electricity | 478,506 | 420,483 | |
| Gas | 324,931 | 329,686 | |
| Fuel | - | - | |
| Labor | 62,714 | 91,770 | |
| Other Utility Expenses | 114,603 | 90,901 | |
| Total Utility Expenses | 1,153,968 | 1,121,106 | -2.85% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 816,639 | 884,796 | |
| Materials | 163,250 | 220,927 | |
| Contract Costs | 377,300 | 407,951 | |
| Total Ordinary Maintenance and Operation | 1,357,189 | 1,513,674 | 11.53% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | 3,000 | 7,500 | |
| Contract Costs | 48,694 | 31,329 | |
| Security Strategy Implementation (Contingency) | 47,143 | - | |
| Total Protective Services Expenses | 98,837 | 38,829 | -60.71% |
| General Expenses: | | | |
| Insurance | 131,723 | 155,238 | |
| Payments in Lieu of Taxes | 91,866 | 96,156 | |
| Employee Benefits | 605,240 | 689,282 | |
| Collection Losses | 7,650 | 7,650 | |
| Operating Transfers to Other AMPs | - | - | |

Northeast Asset Management Project Fiscal Year 2016 Operating Budget

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|------------------------|----------------------|-------------------|
| Other General Expenses | 690,967 | 675,042 | |
| Total General Expenses | 1,527,446 | 1,623,368 | 6.28% |
| Central Office Fee | 844,487 | 846,312 | 0.22% |
| Total Routine Expenses | 5,896,199 | 6,128,754 | 3.94% |
| Nonroutine Expenses: | | | |
| Appliances | 18,000 | 30,000 | |
| Other Nonroutine | 50,000 | 77,224 | |
| Total Nonroutine Expenses | 68,000 | 107,224 | 57.68% |
| Net Operating Gain (Loss) | (320,145) | (544,629) | |
| Section 8 Transfers | 320,145 | 544,629 | |
| Net Gain (Loss) | - | - | |

Northeast Asset Management Project Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 1 |
| Assistant Property Manager | 1 |
| Building & Grounds Specialist | 2 |
| Carpenter | 1 |
| Chief Operating Maintenance Engineer Foreman | 0.38 |
| Director of Heritage Park Senior Services Campus | 0 |
| EDSS Grant Coordinator | 0 |
| Electrician | 0.5 |
| HPSSC Coordinator | 0 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 1 |
| Maintenance Manager | 0 |
| Maintenance Team Leader | 1 |
| Management Aide | 2 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 1 |
| Painter | 2 |
| Pest Control Specialist | 1 |
| Property Manager | 3 |
| Regional Property Manager | 1 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 2 |
| Senior Service & Maintenance Specialist | 4 |
| Service & Maintenance Specialist | 1 |
| TOTALS | 24.88 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 0.32 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 2.41 |
| Leasing Clerks | 0.32 |
| Manager of Leasing and Occupancy | 0.16 |
| Marketing/Leasing Specialist | 0.00 |
| Pest Control Coordinator | 0.16 |
| Quality Control Specialist | 0 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 0.64 |
| PRORATION TOTALS | 4.18 |

| | |
|--------------------|--------------|
| GRAND TOTAL | 29.06 |
|--------------------|--------------|

**Northeast Asset Management Project
Fiscal Year 2016 Operating Budget**

Listing of Properties

| | | | |
|----------------|----------------|-------------------|--------------|
| ACC | | | |
| <u>Project</u> | <u>Address</u> | | <u>Units</u> |
| 10 | 311 | University Ave NE | 49 |
| 15-B | 710 | 2nd St NE | 35 |
| 15-C | 616 | Washington St NE | 35 |
| 21-E | 1206 | 2nd St NE | 57 |
| 21-F | 1900 | 3rd St NE | 32 |
| 21-G | 809 | Spring St NE | 32 |
| 32 | 1717 | Washington St NE | 182 |
| 33 | 828 | Spring St NE | 189 |
| 35 | 1815 | Central Ave. N | 333 |
| TOTAL | | | 944 |

**Minneapolis Public Housing Authority
Hiawatha Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 2,362,433 | 2,508,137 | |
| HUD Subsidy | 2,673,488 | 2,609,403 | |
| Tax Levy/City Contributions | 43,780 | 45,093 | |
| Other Income/Investments | 83,458 | 116,146 | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 5,163,159 | 5,278,779 | 2.24% |
| Administrative Expenses: | | | |
| Salaries | 648,675 | 664,513 | |
| Other Administrative Expenses | 213,141 | 248,799 | |
| Total Administrative Expenses | 861,816 | 913,312 | 5.98% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 17,325 | 17,119 | |
| Contract Costs, Training and Other | 76,373 | 82,590 | |
| Total Tenant Services Expenses | 93,698 | 99,709 | 6.42% |
| Utility Expenses: | | | |
| Water and Sewer | 201,439 | 215,312 | |
| Electricity | 406,702 | 369,084 | |
| Gas | 368,792 | 366,678 | |
| Fuel | - | - | |
| Labor | 62,214 | 64,932 | |
| Other Utility Expenses | 82,708 | 75,996 | |
| Total Utility Expenses | 1,121,855 | 1,092,002 | -2.66% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 824,041 | 857,371 | |
| Materials | 124,650 | 193,547 | |
| Contract Costs | 373,718 | 475,411 | |
| Total Ordinary Maintenance and Operation | 1,322,409 | 1,526,329 | 15.42% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | 3,000 | 2,000 | |
| Contract Costs | 382,767 | 383,321 | |
| Security Strategy Implementation (Contingency) | 44,247 | - | |
| Total Protective Services Expenses | 430,014 | 385,321 | -10.39% |
| General Expenses: | | | |
| Insurance | 136,199 | 155,320 | |
| Payments in Lieu of Taxes | 66,916 | 75,194 | |
| Employee Benefits | 613,331 | 676,268 | |
| Collection Losses | 7,650 | 7,650 | |
| Operating Transfers to Other AMPs | - | - | |

Hiawatha Asset Management Project Fiscal Year 2016 Operating Budget

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Other General Expenses | 516,917 | 459,313 | |
| Total General Expenses | 1,341,013 | 1,373,745 | 2.44% |
| Central Office Fee | 792,235 | 766,829 | -3.21% |
| Total Routine Expenses | 5,963,040 | 6,157,247 | 3.26% |
| Nonroutine Expenses: | | | |
| Appliances | 17,000 | 40,000 | |
| Other Nonroutine | 50,000 | 26,751 | |
| Total Nonroutine Expenses | 67,000 | 66,751 | -0.37% |
| Net Operating Gain (Loss) | (866,881) | (945,219) | |
| Section 8 Transfers | 866,881 | 945,219 | |
| Net Gain (Loss) | - | - | |

Hiawatha Asset Management Project Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 1 |
| Assistant Property Manager | 1 |
| Building & Grounds Specialist | 5 |
| Carpenter | 1 |
| Chief Operating Maintenance Engineer Foreman | 0 |
| Director of Heritage Park Senior Services Campus | 0 |
| EDSS Grant Coordinator | 0 |
| Electrician | 0 |
| HPSSC Coordinator | 0 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 1 |
| Maintenance Manager | 0 |
| Maintenance Team Leader | 1 |
| Management Aide | 2 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 1 |
| Painter | 2 |
| Pest Control Specialist | 1 |
| Property Manager | 3 |
| Regional Property Manager | 1 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 1 |
| Senior Service & Maintenance Specialist | 3 |
| Service & Maintenance Specialist | 1 |
| TOTALS | 25 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 0.30 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 2.28 |
| Leasing Clerks | 0.30 |
| Manager of Leasing and Occupancy | 0.15 |
| Marketing/Leasing Specialist | 0.00 |
| Pest Control Coordinator | 0.15 |
| Quality Control Specialist | 0 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 0.61 |
| PRORATION TOTALS | 3.96 |

| | |
|--------------------|--------------|
| GRAND TOTAL | 28.96 |
|--------------------|--------------|

Hiawatha Asset Management Project Fiscal Year 2016 Operating Budget

Listing of Properties

| | | | |
|----------------|----------------|------------|--------------|
| ACC | | | |
| <u>Project</u> | <u>Address</u> | | <u>Units</u> |
| 9 | 1700 | 22nd St E | 94 |
| 9 | 2019 | 16th Ave S | 93 |
| 9 | 2121 | 16th Ave S | 94 |
| 18-I | 2533 | 1st Ave S | 42 |
| 19 | 1920 | 4th Ave S | 110 |
| 24 | 1707 | 3rd Ave S | 199 |
| 34 | 2419 | 5th Ave S | 127 |
| 34 | 2433 | 5th Ave S | 127 |
| | | TOTAL | 886 |

**Minneapolis Public Housing Authority
Cedars Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 2,457,355 | 2,545,672 | |
| HUD Subsidy | 2,662,632 | 2,568,271 | |
| Tax Levy/City Contributions | 46,175 | 45,389 | |
| Other Income/Investments | 91,718 | 95,254 | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 5,257,880 | 5,254,586 | -0.06% |
| Administrative Expenses: | | | |
| Salaries | 572,597 | 599,679 | |
| Other Administrative Expenses | 131,040 | 162,342 | |
| Total Administrative Expenses | 703,637 | 762,021 | 8.30% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 18,480 | 18,260 | |
| Contract Costs, Training and Other | 77,623 | 81,903 | |
| Total Tenant Services Expenses | 96,103 | 100,163 | 4.22% |
| Utility Expenses: | | | |
| Water and Sewer | 218,123 | 239,783 | |
| Electricity | 429,795 | 381,767 | |
| Gas | 367,082 | 371,741 | |
| Fuel | - | - | |
| Labor | 62,214 | 64,932 | |
| Other Utility Expenses | 68,647 | 60,794 | |
| Total Utility Expenses | 1,145,861 | 1,119,017 | -2.34% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 813,719 | 847,655 | |
| Materials | 111,325 | 193,402 | |
| Contract Costs | 319,321 | 345,138 | |
| Total Ordinary Maintenance and Operation | 1,244,365 | 1,386,195 | 11.40% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | 1,575 | 1,300 | |
| Contract Costs | 272,348 | 267,192 | |
| Security Strategy Implementation (Contingency) | 44,696 | - | |
| Total Protective Services Expenses | 318,619 | 268,492 | -15.73% |
| General Expenses: | | | |
| Insurance | 136,121 | 154,725 | |
| Payments in Lieu of Taxes | 70,576 | 75,689 | |
| Employee Benefits | 580,777 | 661,389 | |
| Collection Losses | 7,650 | 7,650 | |
| Operating Transfers to Other AMPs | - | - | |

**Cedars Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Other General Expenses | 316,167 | 298,734 | |
| Total General Expenses | 1,111,291 | 1,198,187 | 7.82% |
| Central Office Fee | 802,503 | 805,306 | 0.35% |
| Total Routine Expenses | 5,422,379 | 5,639,381 | 4.00% |
| Nonroutine Expenses: | | | |
| Appliances | 15,040 | 16,840 | |
| Other Nonroutine | 50,000 | 31,357 | |
| Total Nonroutine Expenses | 65,040 | 48,197 | -25.90% |
| Net Operating Gain (Loss) | (229,539) | (432,992) | |
| Section 8 Transfers | 229,539 | 432,992 | |
| Net Gain (Loss) | - | - | |

Cedars Asset Management Project Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 1 |
| Assistant Property Manager | 1 |
| Building & Grounds Specialist | 4 |
| Carpenter | 1 |
| Chief Operating Maintenance Engineer Foreman | 0 |
| Director of Heritage Park Senior Services Campus | 0 |
| EDSS Grant Coordinator | 0 |
| Electrician | 0 |
| HPSSC Coordinator | 0 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 2 |
| Maintenance Manager | 0 |
| Maintenance Team Leader | 1 |
| Management Aide | 2 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 1 |
| Painter | 2 |
| Pest Control Specialist | 1 |
| Property Manager | 2 |
| Regional Property Manager | 1 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 3 |
| Senior Service & Maintenance Specialist | 1 |
| Service & Maintenance Specialist | 1 |
| TOTALS | 24 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 0.30 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 2.26 |
| Leasing Clerks | 0.30 |
| Manager of Leasing and Occupancy | 0.15 |
| Marketing/Leasing Specialist | 0.00 |
| Pest Control Coordinator | 0.15 |
| Quality Control Specialist | 0 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 0.60 |
| PRORATION TOTALS | 3.92 |

| | |
|--------------------|--------------|
| GRAND TOTAL | 27.92 |
|--------------------|--------------|

**Cedars Asset Management Project
Fiscal Year 2016 Operating Budget**

Listing of Properties

| | | | |
|----------------|----------------|-------------|--------------|
| ACC | | | |
| <u>Project</u> | <u>Address</u> | | <u>Units</u> |
| 6 | 1611 | 6th St S | 116 |
| 6 | 1627 | 6th St S | 116 |
| 6 | 620 | Cedar Ave S | 116 |
| 8 | 1212 | 9th St S | 87 |
| 8 | 1225 | 8th St S | 87 |
| 16 | 1515 | Park Ave | 182 |
| 30 | 630 | Cedar Ave S | 191 |
| | | TOTAL | 895 |

**Minneapolis Public Housing Authority
Horn Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | 2,621,265 | 2,672,859 | |
| HUD Subsidy | 2,730,891 | 2,621,973 | |
| Tax Levy/City Contributions | 52,682 | 50,925 | |
| Other Income/Investments | 141,999 | 143,436 | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 5,546,837 | 5,489,193 | -1.04% |
| Administrative Expenses: | | | |
| Salaries | 665,116 | 695,498 | |
| Other Administrative Expenses | 156,372 | 181,977 | |
| Total Administrative Expenses | 821,488 | 877,475 | 6.82% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 19,236 | 19,007 | |
| Contract Costs, Training and Other | 79,125 | 85,700 | |
| Total Tenant Services Expenses | 98,361 | 104,707 | 6.45% |
| Utility Expenses: | | | |
| Water and Sewer | 190,652 | 210,813 | |
| Electricity | 459,630 | 405,523 | |
| Gas | 330,995 | 328,380 | |
| Fuel | - | - | |
| Labor | 64,214 | 66,932 | |
| Other Utility Expenses | 89,942 | 64,924 | |
| Total Utility Expenses | 1,135,433 | 1,076,572 | -5.18% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 817,383 | 840,821 | |
| Materials | 166,550 | 202,273 | |
| Contract Costs | 370,533 | 574,218 | |
| Total Ordinary Maintenance and Operation | 1,354,466 | 1,617,312 | 19.41% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | 2,000 | 2,000 | |
| Contract Costs | 226,165 | 217,819 | |
| Security Strategy Implementation (Contingency) | 46,794 | - | |
| Total Protective Services Expenses | 274,959 | 219,819 | -20.05% |
| General Expenses: | | | |
| Insurance | 132,207 | 151,102 | |
| Payments in Lieu of Taxes | 80,522 | 84,920 | |
| Employee Benefits | 618,572 | 645,258 | |
| Collection Losses | 7,650 | 7,650 | |
| Operating Transfers to Other AMPs | - | - | |

Horn Asset Management Project Fiscal Year 2016 Operating Budget

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|------------------------|------------------------|-------------------|
| Other General Expenses | 484,731 | 710,591 | |
| Total General Expenses | 1,323,682 | 1,599,521 | 20.84% |
| Central Office Fee | 842,149 | 842,149 | 0.00% |
| Total Routine Expenses | 5,850,538 | 6,337,555 | 8.32% |
| Nonroutine Expenses: | | | |
| Appliances | 22,000 | 28,000 | |
| Other Nonroutine | 50,000 | 246,233 | |
| Total Nonroutine Expenses | 72,000 | 274,233 | 280.88% |
| Net Operating Gain (Loss) | (375,701) | (1,122,595) | |
| Section 8 Transfers | 375,701 | 1,122,595 | |
| Net Gain (Loss) | - | - | |

Horn Asset Management Project Fiscal Year 2016 Operating Budget

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Administrative Assistant | 0 |
| AMP Coordinator | 1 |
| Assistant Property Manager | 1 |
| Building & Grounds Specialist | 2 |
| Carpenter | 1 |
| Chief Operating Maintenance Engineer Foreman | 0 |
| Director of Heritage Park Senior Services Campus | 0 |
| EDSS Grant Coordinator | 0 |
| Electrician | 0 |
| HPSSC Coordinator | 0 |
| HVAC Foreman | 0 |
| Journeyman Service & Maint Specialist | 1 |
| Maintenance Manager | 0 |
| Maintenance Team Leader | 1 |
| Management Aide | 2 |
| Marketing/Leasing Specialist | 0 |
| Operating Engineer | 1 |
| Painter | 2 |
| Pest Control Specialist | 1 |
| Property Manager | 3 |
| Regional Property Manager | 1 |
| Secretary | 0 |
| Senior Building & Grounds Specialist | 1 |
| Senior Service & Maintenance Specialist | 4 |
| Service & Maintenance Specialist | 2 |
| TOTALS | 24 |

*The following positions are performed centrally but are pro-rated to each AMP.
The following schedule presents the portion of each position assigned to this AMP.*

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|----------------------------------|------------------------------|
| Accounting Associate | 0 |
| Administrative Assistant I | 0.32 |
| Collection Agent | 0 |
| Director of Resident Initiatives | 0 |
| Eligibility Technician | 2.39 |
| Leasing Clerks | 0.32 |
| Manager of Leasing and Occupancy | 0.16 |
| Marketing/Leasing Specialist | 0.00 |
| Pest Control Coordinator | 0.16 |
| Quality Control Specialist | 0 |
| Resident Services Coordinator | 0 |
| Secretary | 0 |
| Work Order Coordinator | 0.64 |
| PRORATION TOTALS | 4.15 |

| | |
|--------------------|--------------|
| GRAND TOTAL | 28.15 |
|--------------------|--------------|

Horn Asset Management Project Fiscal Year 2016 Operating Budget

Listing of Properties

| ACC | | | |
|----------------|----------------|-----------------|--------------|
| <u>Project</u> | <u>Address</u> | | <u>Units</u> |
| 14 | 1415 | 22nd St E | 129 |
| 17 | 2728 | Franklin Ave E | 151 |
| 18-B | 3755 | Snelling Ave | 28 |
| 22 | 3205 | 37th St E | 28 |
| 31-A | 3121 | Pillsbury Ave | 163 |
| 31-B | 115 | 31st St W | 163 |
| 31-C | 3110 | Blaisdell Ave S | 165 |
| 36 | 2121 | Minnehaha Ave | 110 |
| | | TOTAL | 937 |

**Minneapolis Public Housing Authority
Heritage Park Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | - | - | |
| HUD Subsidy | 739,218 | 857,209 | |
| Tax Levy/City Contributions | - | - | |
| Other Income/Investments | - | - | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 739,218 | 857,209 | 15.96% |
| Administrative Expenses: | | | |
| Salaries | - | - | |
| Other Administrative Expenses | - | - | |
| Total Administrative Expenses | - | - | 0.00% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | 4,074 | 4,026 | |
| Contract Costs, Training and Other | - | - | |
| Total Tenant Services Expenses | 4,074 | 4,026 | -1.18% |
| Utility Expenses: | | | |
| Water and Sewer | - | - | |
| Electricity | - | - | |
| Gas | - | - | |
| Fuel | - | - | |
| Labor | - | - | |
| Other Utility Expenses | - | - | |
| Total Utility Expenses | - | - | 0.00% |
| Ordinary Maintenance and Operations: | | | |
| Labor | - | - | |
| Materials | - | - | |
| Contract Costs | - | - | |
| Total Ordinary Maintenance and Operation | - | - | 0.00% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | - | - | |
| Contract Costs | - | - | |
| Security Strategy Implementation (Contingency) | - | - | |
| Total Protective Services Expenses | - | - | 0.00% |
| General Expenses: | | | |
| Insurance | - | - | |
| Payments in Lieu of Taxes | - | - | |
| Employee Benefits | - | - | |
| Collection Losses | - | - | |
| Operating Transfers to Other AMPs | - | - | |

Heritage Park Asset Management Project

Fiscal Year 2016 Operating Budget

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|----------------------------------|------------------------|---------------------|-------------------|
| Other General Expenses | 735,144 | 853,183 | |
| Total General Expenses | 735,144 | 853,183 | 16.06% |
| Central Office Fee | - | - | 0.00% |
| Total Routine Expenses | 739,218 | 857,209 | 15.96% |
| Nonroutine Expenses: | | | |
| Appliances | - | - | |
| Other Nonroutine | - | - | |
| Total Nonroutine Expenses | - | - | 0.00% |
| Net Operating Gain (Loss) | - | - | |
| Section 8 Transfers | - | - | |
| Net Gain (Loss) | - | - | |

**Heritage Park Asset Management Project
Fiscal Year 2016 Operating Budget**

Listing of Properties

| | | |
|----------------|------------------------|--------------|
| ACC | | |
| <u>Project</u> | <u>Address</u> | <u>Units</u> |
| 87 | Heritage Park Phase 1A | 60 |
| 84 | Heritage Park Phase 1B | 45 |
| 88 | Heritage Park Phase 2 | 57 |
| 92 | Heritage Park Phase 3 | 38 |
| TOTAL | | 200 |

**Minneapolis Public Housing Authority
Suburban MHOP Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|---|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Dwelling Rent | - | - | |
| HUD Subsidy | 357,808 | 319,093 | |
| Tax Levy/City Contributions | - | - | |
| Other Income/Investments | - | - | |
| Operating Transfers from other AMPs | - | - | |
| Total Revenues | 357,808 | 319,093 | -10.82% |
| Administrative Expenses: | | | |
| Salaries | - | - | |
| Other Administrative Expenses | - | - | |
| Total Administrative Expenses | - | - | 0.00% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | - | - | |
| Contract Costs, Training and Other | - | - | |
| Total Tenant Services Expenses | - | - | 0.00% |
| Utility Expenses: | | | |
| Water and Sewer | - | - | |
| Electricity | - | - | |
| Gas | - | - | |
| Fuel | - | - | |
| Labor | - | - | |
| Other Utility Expenses | - | - | |
| Total Utility Expenses | - | - | 0.00% |
| Ordinary Maintenance and Operations: | | | |
| Labor | - | - | |
| Materials | - | - | |
| Contract Costs | - | - | |
| Total Ordinary Maintenance and Operation | - | - | 0.00% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | - | - | |
| Contract Costs | - | - | |
| Security Strategy Implementation (Contingency) | - | - | |
| Total Protective Services Expenses | - | - | 0.00% |
| General Expenses: | | | |
| Insurance | - | - | |
| Payments in Lieu of Taxes | - | - | |
| Employee Benefits | - | - | |
| Collection Losses | - | - | |
| Operating Transfers to Other AMPs | 2,226 | 2,200 | |

**Suburban MHOP Asset Management Project
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Other General Expenses | 355,582 | 316,893 | |
| Total General Expenses | 357,808 | 319,093 | -10.82% |
| Central Office Fee | - | - | 0.00% |
| Total Routine Expenses | 357,808 | 319,093 | -10.82% |
| Nonroutine Expenses: | | | |
| Appliances | - | - | |
| Other Nonroutine | - | - | |
| Total Nonroutine Expenses | - | - | 0.00% |
| Net Operating Gain (Loss) | - | - | |
| Section 8 Transfers | - | - | |
| Net Gain (Loss) | - | - | |

**Suburban MHOP Asset Management Project
Fiscal Year 2016 Operating Budget**

Listing of Properties

| | | |
|----------------|---------------------|--------------|
| ACC | | |
| <u>Project</u> | <u>Name</u> | <u>Units</u> |
| 62 | Crown Ridge | 6 |
| 63 | Minnetonka Mills | 3 |
| 64 | Prosperity Village | 8 |
| 65 | East Creek Carriage | 5 |
| 67 | Purgatory Creek | 5 |
| 68 | Shenandoah Woods | 6 |
| 70 | Brickstone | 5 |
| 71 | Silver Lake Commons | 10 |
| 73 | Bass Lake Townhomes | 12 |
| 74 | Lake Shore | 5 |
| 75 | Waters Edge | 8 |
| 76 | Turtle Ridge | 8 |
| 79 | Louisana Court | 3 |
| 85 | Valley Square | 5 |
| 89 | Urban Gardens | 6 |
| 90 | Stone Creek | 13 |
| 91 | Bass Lake II | 4 |
| TOTAL | | 112 |

**Minneapolis Public Housing Authority
Section 8
Fiscal Year 2016 HCV Program Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--------------------------------------|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| HUD Subsidy | 44,842,868 | 46,199,063 | |
| Other | 240,981 | 332,919 | |
| Total Revenues | 45,083,849 | 46,531,982 | 3.21% |
| Expenses: | | | |
| Administration | 2,606,225 | 2,797,906 | |
| Management Fees | 1,031,238 | 1,116,433 | |
| Housing Assistance Payments | 36,913,032 | 38,051,047 | |
| Total Expenses | 40,550,495 | 41,965,386 | 3.49% |
| Net Operating Gain (Loss) | 4,533,354 | 4,566,596 | |
| Capital Fund Transfers | (1,580,397) | | |
| MTW Initiatives Transfers | (133,069) | (110,072) | |
| Operating Fund Transfers | (2,819,888) | (4,456,524) | |
| Net Gain (Loss) | - | - | |

**Minneapolis Public Housing Authority
Section 8
Fiscal Year 2016 HCV Program Budget**

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|---|------------------------------|
| Administrative Assistant II | 3 |
| Community Services Coordinator - FSS | 1 |
| Community Services Coordinator - Mobility | 1 |
| Eligibility Technician | 18 |
| HCV Technical Support Coordinator | 0 |
| Housing Inspector | 4 |
| Managing Director HCV/Section 8 | 1 |
| Quality and Technical Specialist | 1 |
| Secretary | 0 |
| Section 8 Program Analyst | 1 |
| Senior Housing Inspector | 1 |
| Senior Supervisor, HCV | 1 |
| Supervisor, Inspections | 0 |
| Supervisor, Portability | 1 |
| Supervisor, Special Allocations | 1 |
| TOTALS | 34 |

**Minneapolis Public Housing Authority
Central Office
Fiscal Year 2016 Operating Budget**

| | FY15 Board Approved | FY16 Recommended | Percent Change |
|--|--------------------------------|-----------------------------|---------------------------|
| Revenues: | | | |
| Operating Fund Program Management Fee | 5,312,370 | 5,278,483 | |
| Section 8 Program Administrative Fee | 1,031,238 | 1,116,433 | |
| Capital Fund Program Administrative Fee | 1,021,544 | 1,008,138 | |
| City Contributions | 50,000 | - | |
| Investment & Other Income | 10,518 | 94,300 | |
| Total Revenues | 7,425,670 | 7,497,354 | 0.97% |
| Administrative Expenses: | | | |
| Salaries | 3,860,511 | 4,035,312 | |
| Other Administrative Expenses | 1,636,226 | 1,542,275 | |
| Total Administrative Expenses | 5,496,737 | 5,577,587 | 1.47% |
| Tenant Services: | | | |
| Salaries | - | - | |
| Resident Council Payments & Support | - | - | |
| Contract Costs, Training and Other | 700 | 500 | |
| Total Tenant Services Expenses | 700 | 500 | -28.57% |
| Utility Expenses: | | | |
| Water and Sewer | 16,432 | 16,423 | |
| Electricity | 92,894 | 95,895 | |
| Gas | 20,314 | 22,148 | |
| Fuel | - | - | |
| Labor | 50,288 | 16,670 | |
| Other Utility Expenses | 13,696 | 10,082 | |
| Total Utility Expenses | 193,624 | 161,218 | -16.74% |
| Ordinary Maintenance and Operations: | | | |
| Labor | 88,839 | 7,500 | |
| Materials | 21,750 | 24,700 | |
| Contract Costs | 159,030 | 177,717 | |
| Total Ordinary Maintenance and Operation: | 269,619 | 209,917 | -22.14% |
| Protective Services Expenses: | | | |
| Labor | - | - | |
| Materials | - | - | |
| Contract Costs | 58,380 | 64,257 | |

| | | | |
|---|------------------|------------------|---------------|
| Total Protective Services Expenses | 58,380 | 64,257 | 10.07% |
| General Expenses: | | | |
| Insurance | 49,054 | 62,135 | |
| Payments in Lieu of Taxes | - | - | |
| Employee Benefits | 1,636,256 | 1,402,231 | |
| Collection Losses | - | - | |
| Other General Expenses | 1,900 | 54,500 | |
| Total General Expenses | 1,687,210 | 1,518,866 | -9.98% |
| Total Routine Expenses | 7,706,270 | 7,532,345 | -2.26% |
| Nonroutine Expenses: | | | |
| Other Nonroutine | 304,400 | 294,716 | |
| Total Nonroutine Expenses | 304,400 | 294,716 | -3.18% |
| Net Operating Gain (Loss) | (585,000) | (329,707) | |
| MTW Transfers | - | - | |
| Net Gain (Loss) | (585,000) | (329,707) | |

**Central Office
Fiscal Year 2016 Operating Budget**

Schedule of Positions

| <u>Positions</u> | <u>Full-Time Equivalents</u> |
|--|------------------------------|
| Account Clerk | 2 |
| Accounting Associate | 2 |
| Accounting Supervisor | 1 |
| Asset Operations Coordinator | 1 |
| Assistant Director of Finance | 1 |
| Assistant Director of Maint Ops | 1 |
| Assistant Director of Procurement | 1 |
| Assistant to Executive Director | 1 |
| Buyer | 1 |
| Chief Operating Maintenance Engineer Foren | 0.25 |
| Clerk Receptionist | 1 |
| Confidential Administrative Assistant II | 1 |
| Deputy Executive Director/ CFO | 1 |
| Deputy Executive Director/ Facilities & Develc | 0 |
| Deputy Executive Director/COO | 1 |
| Development Project Manager | 1 |
| Director of Human Resources | 1 |
| Director of Information Technology | 1 |
| Director of Policy & Special Inititatives | 0.75 |
| Director of Procurement | 1 |
| Electrician Foreman | 0 |
| Executive Director | 1 |
| Financial Analyst | 1 |
| General Counsel | 1 |
| HR Generalist | 0 |
| Human Resources Coordinator | 1 |
| Information & Website Coordinator | 0.9 |
| Information Technology Analyst I | 0 |
| Information Technology Analyst II | 3 |
| IT Systems Technical Support Specialist | 0 |
| LIPH Program Analyst | 0 |
| Low Voltage Technician | 0 |
| Manager of Facilities and Capital Fund Progra | 0.9 |
| Manager of Finance | 1 |
| Manager of Human Resources/EEO | 2 |
| Managing Director - LIPH | 1 |
| Managing Director, Facilities and Developmer | 0.95 |
| Marketing Specialist | 1 |
| Operating Maintenance Engineer | 0 |
| Paralegal | 1 |
| Payroll Coordinator | 1 |
| Project Administrator | 0.95 |
| Project Manager | 1.4 |
| Public Housing Manager | 0.85 |
| Purchasing Coordinator | 1 |
| Purchasing Supervisor | 0 |
| Senior Accountant | 1 |
| Senior Financial Analyst | 2 |
| Senior Project Manager | 1.2 |
| Staff Attorney | 1 |
| Supervisor of Leasing/Occupancy | 1 |
| Systems Engineer | 1 |
| Tenant Accounting Coordinator | 1 |
| Work Order Coordinator | 0 |
| TOTALS | 49.15 |

**Minneapolis Public Housing Authority
Settlement Funds
Revised Uses as of 12/16/15**

| | | Revised as of 12/16/15 |
|-------------------|--|-----------------------------------|
| Uses | | |
| | Legal Costs related to the Complaint | 67,000 |
| | Project Lookout for FY16 | 155,000 |
| | Public Housing building rehabilitation and major repairs | 1,909,284 |
| | Public Housing Security and Pest Control Management | 240,000 |
| Total Uses | | <hr/> 2,371,284 |



December 16, 2015

Agenda Item 3

REPORT TO THE COMMISSIONERS

FROM: Cora McCorvey, Executive Director / CEO

SUBJECT: Approval of a Resolution Amending MPHA's 2015 Moving To Work (MTW) Plan to include Conversion of the Public Housing Units at Heritage Park to Project Based Rental Assistance (PBRA) under HUD's Rental Assistance Demonstration (RAD) Program

Previous Directives: The Board approved a Board Report and Resolution on December 18, 2013 approving the submission of a Rental Assistance Demonstration (RAD) Program application for the 200 public housing units at the Heritage Park Asset Management Project (AMP). On April 22, 2015, the Board passed a resolution authorizing the Board Chair and/or the Executive Director or her designee to execute HUD's Rental Assistance Demonstration (RAD) transaction documents and other ancillary agreements as necessary to ensure the timely implementation of MPHA's RAD conversion of Heritage Park public housing units to Project Based Rental Assistance under RAD.

Resident Association Notification: MPHA's RAD Application was reviewed and approved by the Resident Advisory Board prior to its submission to HUD. This Board Report and Resolution will be reviewed by TAC prior to the December 16, 2015 Board meeting.

Budget Impact: MPHA estimates that this action will have a neutral impact on MPHA's budget.

Affirmative Action Compliance: Not applicable.

Procurement Review: Not Applicable

RECOMMENDATION: It is recommended that the Board of Commissioners adopt the attached resolution which amends MPHA's 2015 MTW Plan to include the RAD Conversion as part of MPHA's 2015 MTW Plan.

BACKGROUND:

The Rental Assistance Demonstration (RAD) was authorized by the Appropriations Act of 2012. RAD provides an opportunity to test the conversion of public housing to long-term, project-based Section 8 rental assistance. It is a central part of the HUD's rental housing preservation strategy, which is designed to preserve the nation's stock of affordable rental housing, promote

efficiency within and among HUD programs, and build strong, stable communities.

RAD's primary goals include the preservation and improvement of public housing properties through enabling PHAs and owners to secure private debt and equity in order to address immediate and long-term capital needs. RAD allows proven financing tools to be applied to public and assisted housing. RAD is also designed to test the extent to which residents have increased housing choices after the conversion, and the overall impact on the subject properties.

HERITAGE PARK DEVELOPMENT:

At the November 20, 2013 Board of Commissioners meeting, staff presented the rationale for submitting a RAD application for the 200 public housing units at Heritage Park. The presentation indicated that mainly due to insufficient federal appropriations and significant property assessments, the costs to operate and maintain the public housing units at Heritage Park are in excess of the resources available to support them. Disbursements from the Heritage Park public housing units' reserves have been utilized to address the shortfalls from previous years. Since this time McCormack Baron reports that the reserves have been fully utilized to address the shortfalls.

MPHA staff prepared a "white paper" providing more details on RAD and its possible impact for MPHA which was sent to the Board on December 6, 2013. The "white paper" noted that given the recent history of HUD funding for public housing and the unavailability of other sources of revenue, there is an ongoing risk to the viability of the public housing units at Heritage Park. RAD appeared to be the most feasible alternative for preserving these public housing units.

BENEFITS OF RAD CONVERSION FOR HERITAGE PARK:

For Heritage Park a RAD conversion would allow the 200 public housing units to become project based Section 8 units. This would be beneficial to the long-term preservation of the units because of a likely improved funding and regulatory environment. The RAD agreement would:

- provide McCormack Baron with a likely more secure Operating Subsidy, as Section 8 funding has proved to be more stable than public housing operating funds, plus Capital Funds directly from HUD
- provide less future pro-ration risk because of shift in the appropriation account to project-based Section 8
- provide improved inflation adjustments to annual funding
- provide significant reductions in the administrative burden and bureaucracy of public housing for both MPHA and McCormack Baron

In exchange, McCormack Baron has agreed to negotiate the return of some Capital Funds to MPHA as payment under the current ground lease.

The conversion will require a RAD contract between HUD and McCormack Baron. McCormack Baron and HUD, not MPHA, would bear responsibility for financial success of all units.

RESIDENT IMPACT:

The real impact of RAD conversion on residents of the converted project is negligible. No residents can be involuntary displaced. HUD has determined that a number of "Resident Procedural and Program Rights" must be carried over under RAD. RAD conversion requires PHAs who are converting to provide a "choice mobility option" to residents of RAD projects. This means all RAD residents would have a right to a Section 8 tenant-based voucher within two (2) years of residency post conversion. HUD has recognized that implementing this provision could create difficulties for PHAs and impact the current Section 8 waiting list families and allows a phase in strategy for this provision. Current public housing residents have no such right to a voucher, thus this aspect of conversion provides an additional benefit to a RAD resident.

MTW PLAN AMENDMENT:

HUD requires PHA's to amend their Annual Plans to include RAD Conversion. This requirement also applies to MTW Agencies. MPHA has followed the requirements for amending its 2015 MTW Plan, a step necessary for timely submission of its RAD Financial Plan to HUD in early January 2016. MPHA published notice of the intention to amend its 2015 MTW Plan on October 25, 2015. The agency posted copies of the proposed amendment on its Website, established a 30 day comment period which ended on November 30, 2015 and the Board held a public hearing on November 18, 2015. MPHA received only one comment which is attached to this report along with MPHA's response. In addition, the Amendment language is also attached to this report.

This report was prepared by Bob Boyd, Director of Policy and Special Initiatives and Dean Carlson, Development Coordinator for Facilities and Development for additional information call Mr. Boyd at (612)342-1437 or e-mail at bboyd@mplspha.org or Mr. Carlson at (612)243-1213 or e-mail at dcarlson@mplspha.org.

RESOLUTION NO. 15-160

WHEREAS, Minneapolis Public Housing Authority ("MPHA") is a party to an Annual Contributions Contract ("ACC") with the United States Department of Housing and Urban Development ("HUD") for funding the capital and operating costs of low rent public housing units and projects; and

WHEREAS, The MPHA Board approved a Report and Resolution on December 18, 2013 approving the submission of a Rental Assistance Demonstration (RAD) Program application for the 200 public housing units at the Heritage Park Asset Management Project (AMP) and

WHEREAS, the MPHA Board of Commissioners has previously approved MPHA's RAD Application and Portfolio Application to HUD that accepts the HUD requirements for participating in RAD; and

WHEREAS, HUD has established requirements, identified milestones and requires certain RAD actions to be taken within certain time frames; and

WHEREAS, these actions require amending MPHA's Moving to Work (MTW) Plan to include RAD Conversion of the Heritage Park public housing units to Project Based Rental Assistance (PBRA); and

WHEREAS, MPHA has followed HUD requirements for amending its 2015 MTW Plan including conducting a public hearing, providing for a 30 review and comment period and responding to comments received

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of MPHA that the 2015 Moving To Work (MTW) Plan Amendment is approved and the Executive Director or her designee is authorized to submit the amendment to HUD for approval as required.

Moving To Work (MTW) Plan Amendment – Conversion of 200 Public Housing Units at Heritage Park To Project Based Rental Assistance under HUD’s Rental Assistance Demonstration (RAD) Program:

Public Comments

Comment #1

MPHA needs to safeguard that units that become project based Section 8 in Heritage Park under RAD will be retained as subsidized housing in the future. There should be no flipping to market rate and residents displaced -- 30% rent should be maintained.

Response

Thank you for your comment. Under the Rental Assistance Demonstration (RAD) program, the units are to be kept as Project Based Rental Assistance units. Under RAD, McCormack Baron will be required to enter into a 20-year Project Base Rental Assistance (PBRA) contract with mandatory 20 year renewals. The 200 units will remain available for very low income residents now and in the future.

Amendment to the 2015 Moving to Work Plan regarding RAD

The Minneapolis Public Housing Authority is amending its annual Moving to Work Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the Minneapolis Public Housing Authority will be converting its 200 unit AMP 8 Heritage Park project (owned by Basset Creek Partners, L.P.; Sumner Field Partners, L.P.; Sumner Field Phase II, L.P.; and Heritage Park Partners, L.P.) to Project Based Rental Assistance under the guidelines of PIH Notice 2012-32, REV-2 and any successor Notices. Upon conversion to Project Based Rental Assistance the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.7 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. Additionally, the Minneapolis Public Housing Authority certifies that it is currently compliant with all fair housing and civil rights requirements.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the Minneapolis Public Housing Authority with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the ownership entities of Heritage Park may also borrow funds to address their capital needs.

Below, please find specific information related to the Public Housing Development selected for RAD.

Name of Public Housing Project:

AMP 8 – Heritage Park

PIC Development ID:

MN02-000008

Conversion Type:

Project Based Rental Assistance

Transfer Assistance:

N/A

Total Units:

200

Pre-RAD Unit Type

Family Units

Post-RAD Unit Type

Family Units

Capital Fund Allocation of Development

\$226,946

Bedroom Type

91 Two Bedrooms

76 Three Bedrooms

23 Four Bedrooms

10 Five Bedrooms

Number of Units Pre-Conversion

200

Number of Units Post-Conversion

200

Change in Number of Bedroom Units per Type

No Change

Project Based Rental Assistance Requirements (Section 1.7 of PIH Notice 2012-32, REV-2 and the Joint Housing PIH Notice H-2014-09/PIH-2014-17)

Tenant Protections Under Joint Housing PIH Notice H-2014-09/ PIH-2014-17.

1. Right to return and Relocation Assistance

Tenant Protections Section 1.7.B

1. No re-screening of tenants upon conversion
2. Under-Occupied Unit (See Section 1.7)
3. Phase-in of tenant rental increase
4. Family Self Sufficiency (FSS) and Resident Opportunity Self Sufficiency and Service Coordinator (ROSS-SC) programs
5. Resident Participation and Funding
6. Termination notification
7. Grievance process
8. Earned Income Disregard
9. Jobs Plus
10. When Total Tenant Payment Exceeds Gross Rent

Tenant Protections Under Section 1.7.C

1. Establishment of Waiting List
2. Choice Mobility



Cora McCorvey, Executive Director / CEO

Performance Report for November 2015

*Board of Commissioners Meeting -
December 16, 2015*

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
NOVEMBER 2015**

Glendale AMP 1 –

Total Units 184

- Units Leased: 0
- Average Turnover: 0
 - Down Time: 0
 - Days Make Ready: 0
 - Days for Re-rental: 0
- Total Work Orders
 - 0 emergency work order completed in 24 hours – 100%
 - 145 non emergency work orders completed – 99%

◦ **Occupancy Level: 99%**

Scattered Sites AMP 2 –

Total Units 736

- Units Leased: 9
- Average Turnover: 38
 - Down Time: 3
 - Days Make Ready: 20
 - Days for Re-rental: 16

Total Work Orders

- 12 emergency work orders completed in 24 hours – 100%
- 584 non emergency work orders completed – 87%

◦ **Occupancy Level: 99%**

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

North AMP 3 –

Headquarters: 315 Lowry
Total Units 1296

- Units Leased: 18
- Average Turnover: 36
 - Days Down Time: 4
 - Days Make Ready: 24
 - Days for Re-rental: 8
- Total Work Orders
 - 1 emergency work orders completed in 24 hours – 100%
 - 685 non emergency work orders completed – 70%

○ Occupancy Level: 99%

Northeast AMP 4 –

Headquarters: 1815
Central – Total Units 944

- Units Leased: 6
- Average Turnover: 15
 - Days Down Time: 2
 - Days Make Ready: 4
 - Days for Re-rental: 9
- Total Work Orders
 - 11 emergency work orders completed in 24 hours – 100%
 - 719 non emergency work orders completed – 76%

○ Occupancy Level: 99%

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

Hiawatha AMP 5 –

Headquarters: 2123 – 16th
– Total Units 886

- Units Leased: 5
- Average Turnover: 34
 - Days Down Time: 1
 - Days Make Ready: 17
 - Days for Re-rental: 16
- Total Work Orders
 - 8 emergency work orders completed in 24 hours – 100%
 - 544 non emergency 86%

○ Occupancy Level: 99%

Cedar AMP 6 –

Headquarters: 1611 So.
6th – Total Units 895

- Units Leased: 9
- Average Turnover: 25
 - Days Down Time: 7
 - Days Make Ready: 11
 - Days for Re-rental: 8
- Total Work Orders
 - 8 emergency work orders completed in 24 hours – 100%
 - 418 non emergency 89%

○ Occupancy Level: 100%

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

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

- Units Leased: 19
- Average Turnover: 2
 - Days Down Time: 2
 - Days Make Ready: 5
 - Days for Re-rental: 11
- Total Work Orders
 - 6 emergency work orders completed in 24 hours – 100%
 - 440 non emergency work orders completed 86%

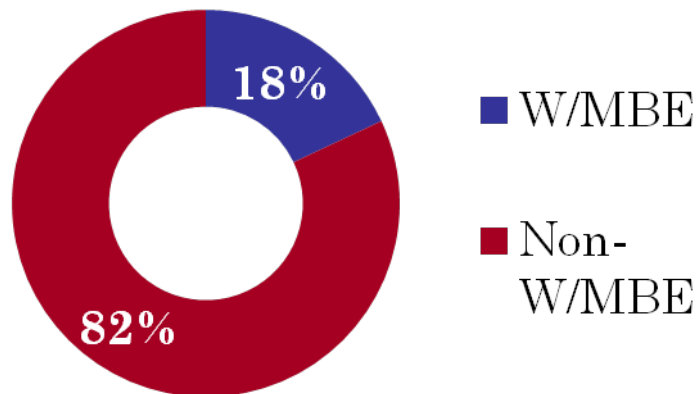
○ Occupancy Level: 100%

PROCUREMENT

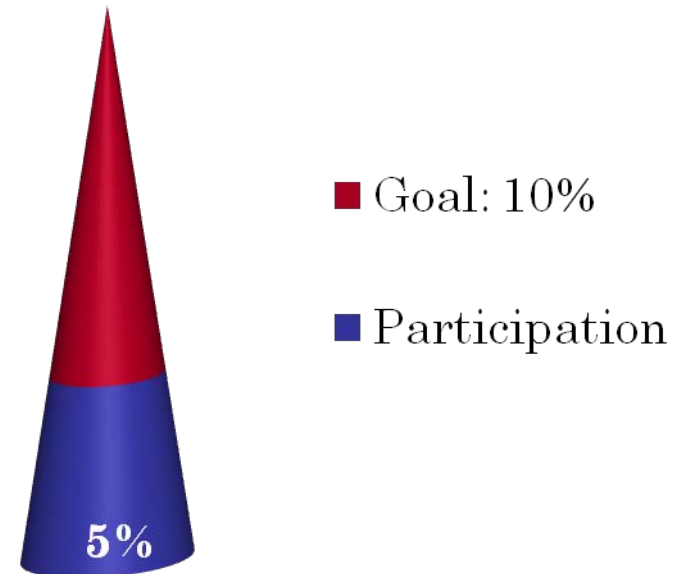
MPHA CONTRACTING ACTIVITY

November 2015

W/MBE Participation



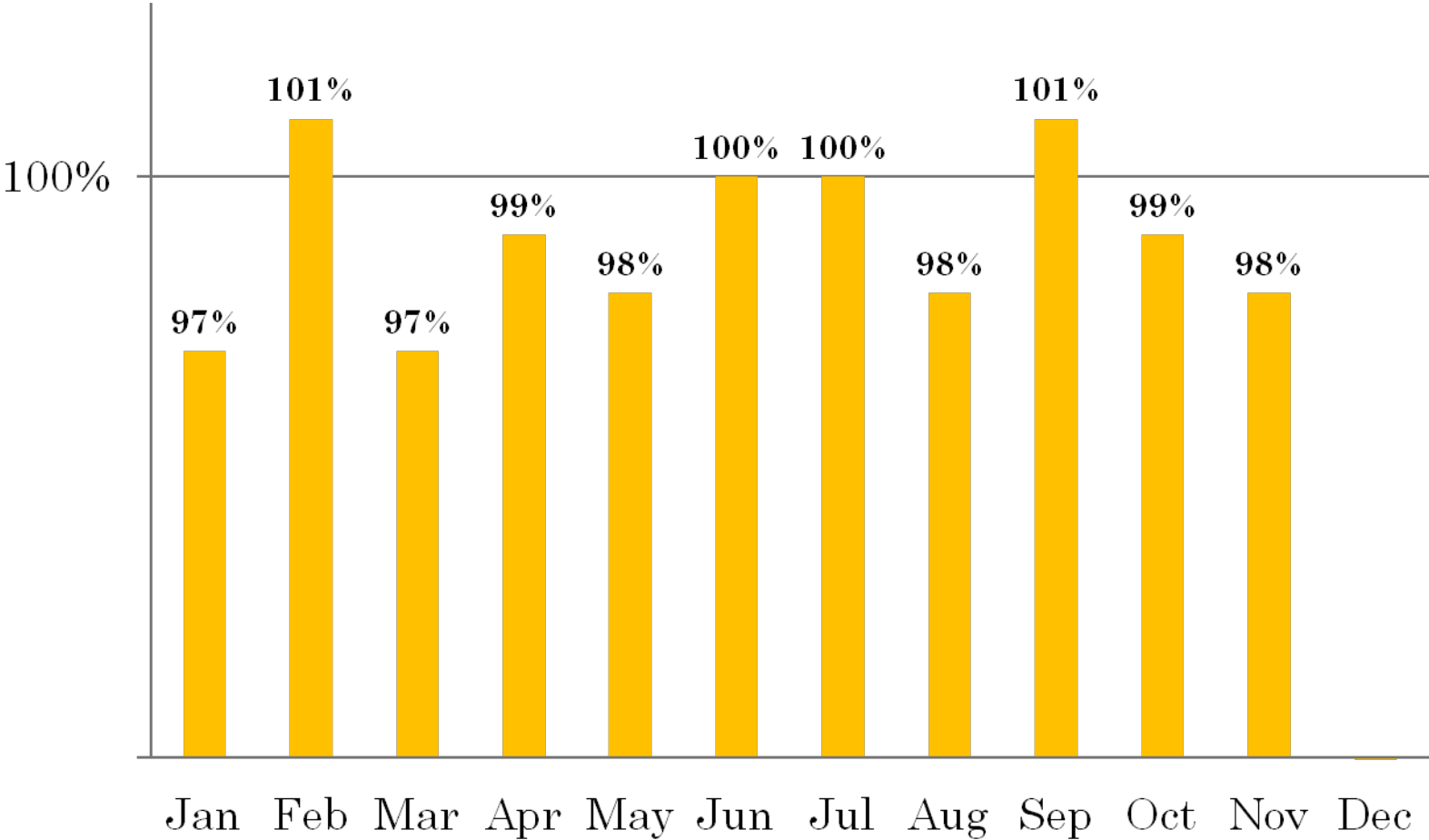
Section 3 Contracting



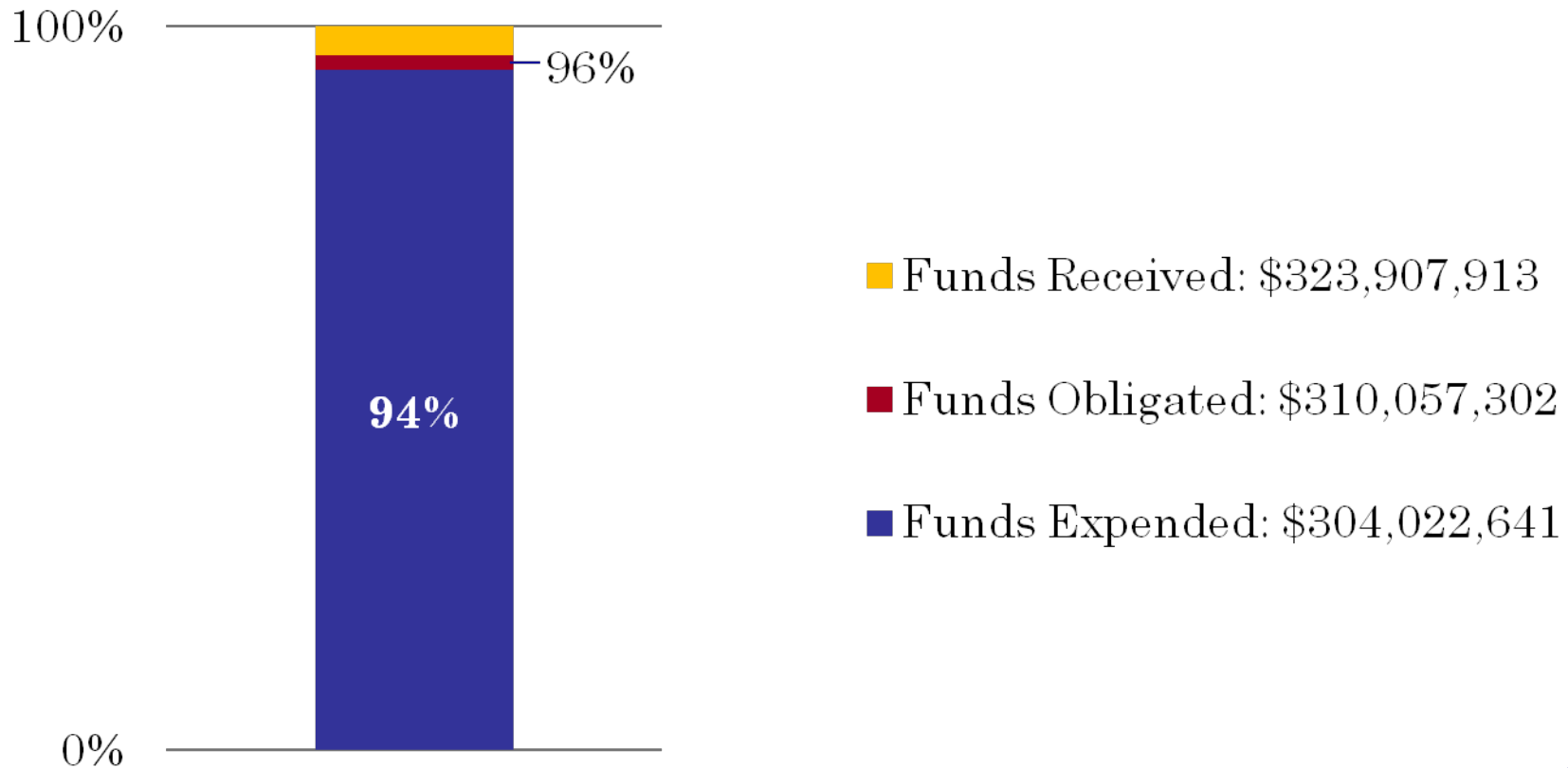
**\$410,431 in Section 3 Contract
Payments out of \$7,546,118 in total
construction contract payments**

RENT COLLECTIONS

2015 Rent Collections



FACILITIES & DEVELOPMENT CAPITAL FUND PROGRAM OBLIGATION & EXPENDITURE REPORT



This period through October 31, 2015

As of December 7, 2015 the November General Ledger has not yet Closed.

PARK CENTER – EXTERIOR FAÇADE RESTORATION



PROJECT SCOPE & BUDGET

1515 Park Avenue South is a 21-story seniors highrise built in 1967. This structure had failed sealant, broken/cracked brick, rusted balcony guardrails, as well as general masonry deterioration. To ensure structural integrity and a water-tight building, \$410K in improvements were implemented:

- Sealant replacement
- Spot tuckpointing and replacement of damaged brick; concrete repairs
- Balcony repairs
- Vertical and horizontal joint work; flashing installation

BRICK REPLACEMENT/REPAIRS UNDERWAY



November 2015 Performance Report

FACADE REPAIRS



New flashing at horizontal joint

Window perimeter sealant replacement in progress



FINANCE

- Board of Commissioners Budget
Workshops were held December 3rd and 4th. Updates on FY 2015 spending was presented. Staff expect that spending will be within budget limits.
- Congress has not passed a new appropriations bill yet. The current bill expires on December 11th

HOUSING CHOICE VOUCHER PROGRAM

MPHA Housing Choice Voucher Program Report to Board of Commissioners November 2015

| MTW Funded Units (Excludes VASH, FUP, & Mod Rehab) | MTW Units Leased (Excludes VASH FUP & Mod) In Novemeber | Average Number of Vouchers Leased to Year to Date | % Variance of units Leased to Funded | # of Participants Moving and Searching In November | # of New Applicants Issued and Searching In November | # of New Applicant Admissions In November | # of Participant Move Lease ups In November |
|---|---|---|--|--|---|---|---|
| 4,407 | 4,447 | 4,550 | 101% | 52 | 0 | 8 | 36 |
| | | | | | | | |
| # of Applicant Annual Reexams Completed In November | 2015 Fiscal Year (Jan - Dec) | | | | | MTW Funded Per Unit Cost (PUC) Of Voucher | Actual Per Unit Cost (PUC) Of Voucher In November |
| | HAP Budget Authority (12 months) | | \$36,913,032 2015 FY Funding | | | | |
| | HAP funded to date | | \$33,478,621 11th month of 2015 | | | | |
| | HAP spent to date | | \$33,217,815 | | | | |
| | | | | | | | |
| 342 | Variance | | 99% of HAP spent to funded | | | \$698 | \$684 |
| | | | | | | | |
| # of Owners at Owner Workshop In November | # of HQS Inspections Completed In November | % of Units that Failed HQS In November | # of Failed Units in Abatement for Noncompliance In November | Total HAP Amount Recouped (Abatement) In November | # of HAP Contracts Canceled for HQS Noncompliance In November | # of Family Sufficiency (FSS) Participants Enrolled In November | % FSS Participants contributing to Escrow Accts In November |
| 5 | 509 | 36% | 23 | \$5,845 | 1 | 25 | 10% |
| | | | | | | | |
| # of Mobility Vouchers in Intake or Out Searching | # of Mobility Vouchers Leased To date | Total # of Port out Families Billed for In November | Total # Port in Families Administered In November | Amount Collected from Repayment Agreements In November | FY Total <u>to date</u> Collected from Repayment Agreements | # of Applicants Remaining On Waitlist | # Participants EOP'd (End of Participation) In November |
| 4 | 21 | 118 | 416 | \$6,343 | \$60,988 | **4637 | 19 |

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 (235 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. * Includes All Reinspections **Beginning 2015, Waitlist is being periodically purged NOTE July's report of 5325 only included paper WL applicants and not online.

POLICY & SPECIAL INITIATIVES

Policy

➤ **Moving to Work (MTW):**

- Participated in Two National MTW Calls with MTW Agencies Regarding HUD MTW Extension Negotiations
- Published Notice, Opened Comment Period, Prepared Board for Public Hearing on HUD Rental Assistance Demonstration (RAD) Program for 2015 MTW Plan Amendment to Implement RAD at Heritage Park
- Met With Congressman Ellison's Office on MTW Extension and HUD Procurement and Conflict of Interest Issues

POLICY & SPECIAL INITIATIVES

Special Initiatives

➤ Development:

❖ Heritage Park

- Continued Implementation Steps for MPHA's RAD Conversion for Heritage Park
- Continued MPHA's Activities in Coordinating with Leasing Department and Heritage Park Management on Transfer Opportunities for Heritage Park Public Housing Residents Who Are Overhoused and Eligible for MPHA Highrise Units

❖ Glendale

- Continued Worked with Executive Administration and Facilities and Development to Identify Strategies for Broader Consideration of Options for Development Activities at Glendale
- Co-Wrote Script and Voice Over for MPHA Development Video

POLICY & SPECIAL INITIATIVES

Special Initiatives

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

POLICY & SPECIAL INITIATIVES

Website Contacts

- MPHA Received and Responded to 78 Website Contacts Requesting Assistance with Housing in November.

POLICY & SPECIAL INITIATIVES

○ OTHER:

- Staffed Event Committee Planning Meetings for Retirement Celebration for Carol Kubic and MPHA 25th Anniversary Celebration
- Organized MPHA Communications and Designed Web Page for Heritage Park Health and Wellness Center ‘Give to the Max’ Day
- Revised and Implemented MPHA – Heritage Park Y – Membership Demonstration Initiative
- Continued Implementation Activities for Comprehensive Marketing Plan for Increasing Participation and Access to Heritage Park Health and Wellness Center (HPHWC)
 - Finalize Negotiations and Reach Tentative Agreement with Augustana Care and Grace Hospice on Leasing the Remaining 4000 sq ft of Vacant Space at Heritage Park Health and Wellness Center.
- Coordinated with Executive Administration and Low Rent Program on MPHA Activities Related to Black Lives Matter, Security Measures for MPHA Residents at 1710 Plymouth and Community Leadership Response to Occupation on Plymouth Avenue

MPHA'S WEBSITE

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

www.mphaonline.org