



SPECIAL MEETING **NOTICE AND AGENDA**

December 16, 2020

A SPECIAL MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD REMOTELY AT 1:30 P.M.VIA TELECONFERENCE. PLEASE DIAL-IN:

Toll: 1 (435) 777-2200
Conference ID: 496-8315

The Resident Advisory Board will meet at 12:00 Noon, same date via conference call

Commissioners: **Sharmarke Issa, Chair**
 Andrea Brennan, Vice-Chair
 Mikkel Beckmen, Secretary
 Abdullahi Isse, Commissioner
 Cara Letofsky, Commissioner
 Tamir Mohamud, Commissioner
 Hon. James Rosenbaum, Commissioner
 Tessa Wetjen, Commissioner
 Faith Xiong, Commissioner

GENERAL:

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of November 18, 2020

RESIDENT ADVISORY BOARD – RAB Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

DISCUSSION:

1. Write-Off of Delinquent Accounts for Former Public Housing Tenants (Betsy Grossman, Assistant General Counsel)



RESOLUTION:

2. Approval of the 2021 MPHA and 2021 Elliotts LP Budget (Tim Durose, CFO)
3. Annual Updates to Housing Program Policies (Jeff Horwich, Director - Policy & Communications)
4. Updates to MPHA Procurement Policy (Jake Gateman, Assistant Director – Procurement)
5. Compendium of MPHA Administrative Policies (Jeff Horwich, Director - Policy & Communications)

RECEIVE AND FILE:

- Monthly Performance Report for November 2020 (Abdi Warsame, Executive Director / CEO)
- Newsletters and News Clippings (Jeff Horwich, Director – Policy & Communications)

Next Regular Meeting:

**Wednesday, January 27, 2021 - 1:30 p.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 SPECIAL MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
November 18, 2020**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a special meeting at 1:30 P.M. on November 18, 2020, via Zoom Webinar in 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:

Sharmarke Issa	Chair
Andrea Brennan	Vice Chair
Mikkel Beckmen	Secretary
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner
Tessa Wetjen	Commissioner

The following members of the Board were absent:

Faith Xiong	Commissioner
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The following others were also present:

Abdi Warsame	Executive Director / CEO
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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 Mohamud. Upon a roll call vote, Eight Commissioners voted “aye” (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen and Chair Issa) and No Commissioner voted “nay. One Commissioner was absent (Commissioner Xiong). The Chair declared the motion carried.

Approval of Minutes:

The Minutes of the Regular Meeting of October 28, 2020, were presented for approval. Commissioner Isse moved the minutes be accepted as presented. The motion was seconded by



Commissioner Brennan. Upon a roll call vote, Seven Commissioners voted “aye” (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, and Chair Issa) and No Commissioner voted “nay. One Commissioner was absent (Commissioner Xiong). The Chair declared the motion carried.

Resident Advisory Board:

RAB Chair Lisa Anderson reported there were no board items for discussion. The received and filed items were discussed and approved. Jeff Horwich, Director of Policy and Communications read, on behalf of RAB, Resolution 2020-1 concerning COVID-19. The Resolution is attached to these minutes.

Executive Director’s Update:

In an effort to keep MPHA Commissioners, staff and the public informed regarding significant activities being addressed by the Agency, Executive Director Warsame spoke briefly on the topics shown below, upon which the Board took no official action:

COVID-19 Reports and Testing: MPHA recorded new cases among public housing residents. However, health department data shows that the increase in our public housing buildings is lower than the general community and we do not see indications of major outbreaks.

Staff Health: MPHA continues to reinforce safe practices through virtual meetings with supervisors and communications to all employees. The experience affirms MPHA emphasis on maximizing telecommuting and minimizing high-risk activities for staff who must work on-site.

Operations Adjustments: MPHA leadership is presently evaluating appropriate restrictions or changes in our operations in light of surging COVID-19 numbers in the community. One measure includes a return to addressing only emergency works orders.

Security Funding from City of Minneapolis: The city may not provide resources for MPHA public housing security services. However, the city offered \$400,000 of potential CARES Act funds if MPHA could submit COVID-related expenses that met the funding criteria. MPHA’s finance department pulled together 250 pages of supporting documentation to meet the city deadline. We hope the city will accept the documentation and provide this essential funding.

Elliot Twins Progress: Construction is on-track. The second phase of apartment renovation is complete. The “community link” addition continues to take shape. At the first tower, installation of exterior insulated panels is complete, and finish-panel installation will soon be underway along with the roof replacement.

Stable Homes Stable Schools: Mayor Frey’s 2021 budget includes \$2.2 million for Stable Homes Stable Schools and proposed making the program permanent when its initial three-year pilot term expires next year.

Eviction Moratorium and Housing Stability: The moratorium is in effect through December 9 and we anticipate the Governor will extend Minnesota’s State of Peacetime Emergency.

Community Connections Updates: A new Community Connection section of MPHA’s website will go live



soon, organizing extensive community resources for low-income households and allowing potential partners to connect with the department's specialists. Community Connections has also begun development of a volunteer program to support MPHA households with food and essential supply distribution.

2020 Moving to Work Plan: HUD has formally accepted the revisions to the current year's annual plan that the MPHA Board approved in September. These revisions prevent displacement for families who may have been over or underhoused at the time of MPHA's scattered sites conversion.

Receive and File Items:

After a presentation by staff and discussion, Commissioner Rosenbaum moved approval of the Receive and File items. Commissioner Brennan seconded the motion. Upon a roll call vote, Seven Commissioners voted "aye" (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, and Chair Issa) and No Commissioner voted "nay. One Commissioner was absent (Commissioner Xiong). The Chair declared the motion carried.

The following items were received and filed by the Board:

- The Monthly Performance Report for October 2020. [See Document No. 2020-45]
- Newsletters and News Clippings [See Document No. 2020-46]

PublicHearing—Updates to the Annual Updates to Housing Program Policies - **See attachment**

Adjournment:

There being no further business to come before the meeting, Commissioner Mohamud moved approval to adjourn the meeting. Commissioner Isse seconded the motion. Upon a roll call vote, Seven Commissioners voted "aye" (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, and Chair Issa) and No Commissioner voted "nay. One Commissioner was absent (Commissioner Xiong). The meeting was adjourned at 1:55 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



RESIDENT ADVISORY BOARD of the MPHA Board of Commissioners

RESOLUTION NO. 2020-1

Approved Unanimously by the RAB: November 18, 2020

WHEREAS the COVID-19 pandemic has reshaped all of our lives for eight months, and we are now experiencing a COVID-19 surge worse than anything so far; and

WHEREAS COVID-19 is highly contagious and can be deadly to anyone, and is especially dangerous for seniors and people with underlying health conditions; and

WHEREAS the Minneapolis Health Department has reported more than 300 cases of COVID-19 in MPHA buildings; and

WHEREAS the State of Minnesota and MPHA have created rules and guidelines designed to protect the health of MPHA residents and staff; and

WHEREAS the health and wellbeing of our public housing communities depend ultimately upon personal responsibility and respect for the health of those who live around us; and

WHEREAS the US Centers for Disease Control and Minnesota Department of Health have indicated clear and simple actions that we all can take to protect and care for each other;

NOW THEREFORE BE IT RESOLVED by the Resident Advisory Board of the MPHA Board of Commissioners that we call upon MPHA staff to enforce the guidelines in place as lease violations that can lead to eviction, communicate this to all residents, and to post updated case numbers in public housing buildings where appropriate.

Our lives are at stake.

Further, we urge all public housing residents to follow essential practices that protect the health of our community. These include:

- Wearing a recommended type of face covering whenever we are in the hallways or common areas of our buildings, whenever we are outdoors in close proximity to others, and whenever MPHA staff must enter our units for work orders (except in rare cases where a genuine medical condition makes wearing a mask impossible);
- Wearing face coverings in a proper way, tight to the face and fully covering the mouth and nose;
- Avoiding close or lengthy conversations as much as possible, especially when indoors;
- Giving staff and fellow residents proper space of at least six feet at all times;
- Self-quarantining and promptly seeking medical attention if we feel ill;
- Respecting guest policies and making sure our guests respect these practices; and
- Continuing these measures to protect our health until public health authorities indicate it is safe to ease them.



**MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
PUBLIC HEARING
November 18, 2020**

The Board conducted a public hearing immediately following the November 18, 2020 Board of Commissioners Meeting. The public hearing was held via Zoom Webinar. The meeting was open to public testimony, notice of which appeared in the Minneapolis Star Tribune on November 1, 2020; Finance & Commerce on November 3, 2020 and MPHA website on October 30, 2020. All residents in MPHA-owned properties received notice by mail in their November rent statement and all voucher households with a mobile phone number on file received an automated text notice on October 30, 2020. Interested residents and parties were invited to express their comments regarding the Annual Updates to Housing Program Policies.

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

Sharmarke Issa	Chair
Andrea Brennan	Vice Chair
Mikkel Beckmen	Secretary
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner
Tessa Wetjen	Commissioner

The following members of the Board were absent:

Faith Xiong	Commissioner
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The following others were also present:

Abdi Warsame	Executive Director / CEO
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The Chair declared the presence of a quorum.

MPHA logged/recorded 12 public comments including a statement by the Minneapolis Highrise Representative Council. No board action was required.

Adjournment of Public Hearing:

There being no further public comments Commissioner Isse moved approval to adjourn the hearing. Commissioner Mohamud seconded the motion. Upon a roll call vote, Eight Commissioners voted “aye” (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen and Chair Issa) and no Commissioner voted “nay”. One Commissioner was absent (Commissioner Xiong).



The Chair declared the motion carried. The public hearing was adjourned at 2:54 p.m.

Secretary of the Board Commissioners

Date These Minutes Approved

November 18, 2020

(Mary McGovern's comments for MPHA SOP public hearing)

Good afternoon,

My name is Mary McGovern, I'm the president of the Minneapolis Highrise Representative Council, the city-wide public housing highrise tenants' organization. Thank you for this opportunity to comment on MPHA's Statement of Policies.

Regarding Part II, Section 4: Updates to admission policies to align with a new renter screening rules passed by the City of Minneapolis. We support these changes. It is especially important during this time of a pandemic that as many barriers, as reasonably possible, to obtaining housing are removed.

Regarding Part IV: We support the clarification that residents requiring disability-accessible units shall have preference for those units when they become vacant. Providing accessible units to residents who need them should be a priority.

We also support adding language that applicants who are displaced by a federally-declared natural disaster or a local disaster, will have a housing preference.

Regarding Part IX: This change would allow a one-person hearing panel for certain grievances. We understand that this is primarily a response to the logistical and technological challenges of holding multi-panelist hearings during a pandemic, but we are concerned that it would mean that residents no longer have the opportunity to participate as members of hearing committees. It is important that a resident perspective is part of this process and we urge MPHA to come up with a way for this practice to continue, maybe through teleconference or zoom meetings. It would take more time to share pertinent documents but it would be worth it.

Finally, under Part VIII, regarding management transfers. The current language states:

"One-bedroom units at 1515 Park Ave, 1225 8th St S and 1212 9th St S may be offered to Tenants who are lease compliant and have lived at one of those

buildings for at least three years and who want to transfer from a studio unit. One-bedroom units will be offered based on move-in date, with the tenant who has lived in their current studio unit the longest receiving the first offer."

We wholeheartedly support this policy but as resident of Elliot Twins, I can tell you that often new residents from the waiting list are moved into the one-bedroom apartments before they are offered to current residents living in studio apartments for three or more years. We ask that MPHA do a better job of following the stated policy. Also, since Elliot Twins, because of the RAD conversion, no longer falls under these Statement of Policies, it is important that this particular policy be included in the policies attached to the new Elliot Twins Lease.

Thank you.



December 16, 2020

Agenda Item One

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director / CEO

SUBJECT: Write-Off of Delinquent Accounts for Former Public Housing Tenants

Previous Directives: General accounting practices require that MPHA write off the delinquent accounts of former public housing tenants. The Board of Commissioners approved the last write-off on December 18, 2019.

Resident Council Review / Recommendations: This matter will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's December 16, 2020 meeting.

Budget Impact: Conforms to the 2020 budget.

Affirmative Action Compliance: Not Applicable.

Procurement Review: Not Applicable.

RECOMMENDATION: It is recommended that the Board of Commissioners authorize the Executive Director or his designee to declare the amounts specified in this Report uncollectible and to write off the uncollected amounts as a loss.

Every year, MPHA writes off uncollectible amounts from former tenants' accounts. This write-off is permitted by federal regulation and is a generally accepted accounting practice. MPHA takes action to collect monthly rent, retroactive rent, sales and service charges and court and service fees incurred in prosecuting eviction actions for cause and non-payment of rent.

MPHA uses the Minnesota Department of Revenue's Recapture Program to collect amounts written off. In the fiscal year, through December 7, 2020, MPHA collected \$59,204.00 through the Revenue Recapture Program. MPHA also submits retroactive rents in excess of \$10,000 to the HUD Office of the Inspector General (OIG) for investigation if fraud is suspected.

This write-off includes \$30,689.02 in sales and service charges and \$30,178.57 in eviction-related costs. It includes retroactive rents in the amount of \$109,549.15. This write-off also includes \$73,487.92 in dwelling rent and utilities for 2019 tenants who vacated mainly in 2019 and represents less than 1.2% of the dwelling rent charged.

As HUD requires, rent for the current fiscal year 2020 is not included in the write-off. The total write-off amount will not exceed \$243,904.66 and may be lower after a final review of accounts and additional payment postings.

This Report was prepared by Betsy K. Grossman, Assistant General Counsel. For further information, please contact Ms. Grossman at (612) 398-1387 or egrossman@mplspha.org.



December 16, 2020

Agenda Item Two

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director/ CEO

SUBJECT: Approval of the 2021 MPHA and 2021 Elliots LP Budget

Previous Directives: The Board approved the 2021 Moving to Work (MTW) Annual Plan on September 23, 2020.

Resident Association Notification: MPHA provided the Public Housing Operating Budget summaries to Resident Councils for comment on December 3, 2020. Staff presented this Public Housing Operating Budget to the residents at the Minneapolis High-rise Representative Council (MHRC) Executive Committee on December 10, 2020.

The Budget is scheduled to be discussed with the Resident Advisory Board (RAB) immediately prior to the Board of Commissioners December 16, 2020 meeting.

Budget Impact: This 2021 Budget authorizes and allocates resources for 2021 expenditures.

Affirmative Action Compliance: Not applicable.

Procurement Review: Not applicable.

RECOMMENDATION: It is recommended that the Board of Commissioners:

1. Approve the 2021 MPHA Budget and adopt the attached resolution specifically approving the 2021 Public Housing Operating Budget.
2. Authorize the Executive Director to enter into a loan agreement with Community Housing Resources and MPHA Dev Co for an amount not to exceed \$1,713,500 and \$250,000, respectively.
3. Approve the 2021 Elliots, LP Budget.

Staff requests the Board of Commissioners to approve the Minneapolis Public Housing Authority (MPHA) Fiscal Year 2021 (FY21) Budget. The Budget allocates resources to carry out the management, maintenance, and security functions in operating MPHA's public housing program, the administration and housing assistance for the Housing Choice Voucher and other Section 8 Programs, the operation of the central office, and other programs as identified in the attached 2021 Budget.

The Board of Commissioners, through the approval of the 2021 Moving to Work Annual Plan (MTW Plan), approved the 2021 Moving to Work (MTW) Budget and other program-specific budgets. Because the U.S. Department of Housing and Urban Development (HUD) requires MPHA to present an MTW Budget as part of the draft MTW Plan and make the draft MTW Plan available in June, the budgets included in the MTW Plan are considered estimates based on the best available information at the time. This Budget provides updated and more precise funding forecasts and updated program-specific sub-budgets; identifies budgetary controls and spending policy; and details budgets for each asset management project (AMP), as required by HUD.

MPHA staff provided the Board an in-depth review of the 2021 Budget on December 4th and December 7th at the 2021 Budget Workshop sessions. Based on the feedback received at the workshops, Executive Director Warsame has made the following changes to the 2021 Budget recommendation.

1. MTW Housing Choice Voucher utilization is budgeted at 100% of the MTW baseline funding an average of 5,308 participants each month. This is an increase in HCV Program costs of \$2.5 million.

In order to support this higher level of voucher utilization the following adjustments are recommended from the budget workshop presentation:

2. Use \$1.4 million of sale proceeds from prior year's sales of public housing units to former public housing tenants as part of MPHA's Lease To Own Program (Section 32 Homeownership Program). Although this is a use of reserves, it is the use of HUD restricted reserves. MPHA has already secured HUD approval to use these funds for capital improvements in MPHA's housing stock.
3. Reduce pre-development spending by \$500,000 to \$3.1 million.
4. Reduce the public housing security guard budget by \$200,000.
5. Use an additional \$400,000 in MTW Reserves.

Additionally, there are also fewer MTW resources planned to be used for the MPHA Community Connections department as this department is budgeted to be phased out in 2021. The MPHA Budget attached to this Report incorporates these changes.

MPHA provided the budget summaries for the AMPs to the Resident Councils on December 3,

2020 and presented those Budgets to the Minneapolis Highrise Resident Council on December 10th. Residents were informed to submit any written comments by January 11, 2020. Any comments received prior to the December Board of Commissioner's meetings will be provided to the Board at the meeting and any comments received after the December 16th Board meeting will be provided to the Board at the January 2021 Board of Commissioner's meeting.

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 tdurose@mplspha.org.

2021 MPHA BUDGET

The Board of Commissioners, through the approval of the 2021 Moving to Work Annual Plan (MTW Plan), approved the 2021 Moving to Work (MTW) Budget and other program-specific budgets. Because the U.S. Department of Housing and Urban Development (HUD) requires MPHA to present an MTW Budget as part of the draft MTW Annual Plan and make the draft available in June, the budgets included in the MTW Annual Plan are developed with less precision than desirable. This document provides updated funding estimates and program budgets, restates current budgetary controls and spending policy, and details budgets for each asset management project (AMP) as required by HUD.

Funding Assumptions

Congress is funding MPHA programs through a short-term funding bill (a Continuing Resolution) that expires on December 11, 2020. This short-term appropriation provides funding at 2020 levels and the funding amounts for the rest of the 2021 federal fiscal year (October-September 2020) are unknown. The MPHA's 2021 Budget assumes program funding at levels approved in the 2020 Appropriation Bills.

MPHA's 2021 Budget assumes HUD will provide 97% of the public housing operating subsidy formula; approximately \$563,000 less than the amount of subsidy eligibility for which MPHA is eligible. The Housing Choice Voucher Program housing assistance payment (HAP) subsidy is anticipated to be funded at 99.4% of the formula amount and the program administrative fees funded at only 80% of the formula amount; nearly an \$850,000 loss. These funding levels create greater stress on the resources MPHA has available to meet program needs. The Budget also assumes that the public housing Capital Fund award will be near the amount awarded in 2020 or approximately \$15.9 million.

Considering these assumptions MPHA estimates nearly \$1.8 million less of available federal subsidy due to insufficient Congressional appropriations for 2021. The breakdown by appropriation account is presented in the following schedule.

Program	Subsidy Formula Eligibility	2020 Budget	
		(Prorated Subsidy)	Subsidy Loss
Public Housing Operating Subsidy	18,763,489	18,200,585	562,905
MTW HCV HAP Subsidy	63,994,308	63,610,342	383,966
MTW HCV Admin Subsidy	4,240,512	3,392,410	848,102
Total Subsidy Loss due to Proration			1,794,973

Agency-wide Budget

The schedule to the right presents the total Minneapolis Public Housing Authority (MPHA) budget for 2021. Total Sources of funds are expected to be \$151 million with \$147.6 million coming from ordinary operations and \$3.4 from loan and sale proceeds. Federal subsidies and grants comprise \$115.7 million; or 77% of all sources. Total uses of funds are \$151.8 million. The most significant ordinary use of funds (44%), at \$67 million, is for housing assistance payments to landlords. Labor and employee benefit costs are expected to be \$31.4 million (21%) of total ordinary uses of funds.

The 2021 Budget reflects the prioritization of resources in alignment with MPHA's emphasis on resident safety and security and continues the long-term *Capital Plan* adopted by the Board in May, 2018. Resident safety and security is the cornerstone of this budget. Security guard funding is increased by \$1.3 million from the 2020 budget and over \$600,000 has been added in response to the additional need for temporary maintenance cleaners and maintenance staff overtime in response to COVID-19. Also related to COVID-19, the budget funds measures to improve air purification in 14 high-rise buildings. Related to the strategic objective of housing preservation, the uses of funds includes nearly \$21 million in public and MPHA affiliate housing building modernization. Significant capital improvement spending includes funding 9 more buildings for fire suppression installation, physical improvements related to building security, elevator modernization in 7 buildings, and \$3.1 million in scattered sites predevelopment funds.

A \$897,300 use of unrestricted reserves is also necessary. Total budgeted unrestricted reserves are expected to be \$24.8 million at the end of 2021.

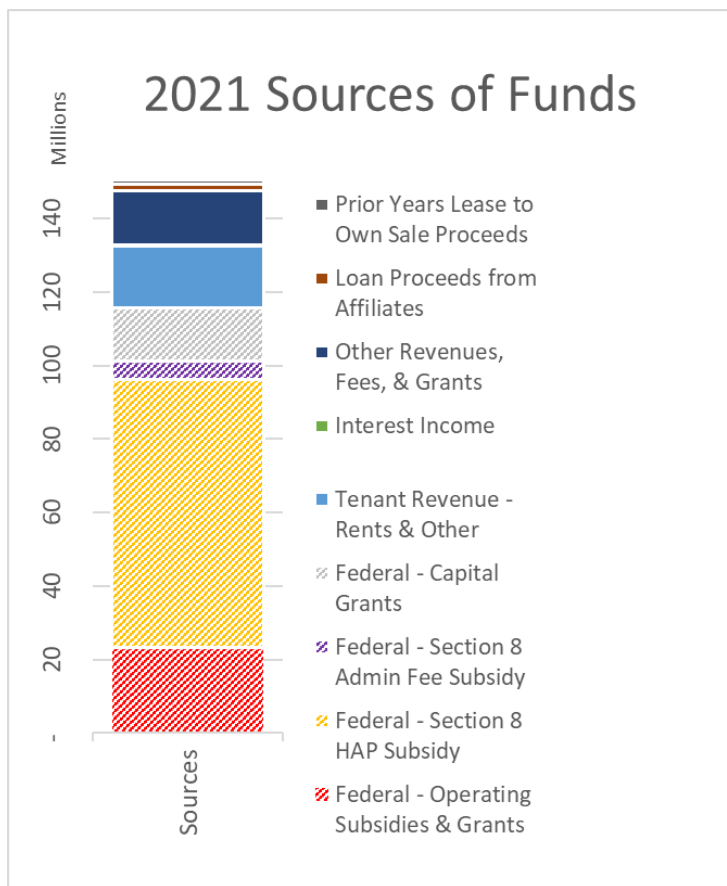
2021 MPHA Budget

		Total MPHA
Sources		
Tenant Revenue -Rents & Other	16,789,800	
Federal - Operating Subsidies & Grants	20,519,800	
Federal - Operating Subsidies & Grants (ARF)	2,802,600	
Federal - Section 8 Admin Fee Subsidy	4,877,900	
Federal - Section 8 HAP Subsidy	72,936,400	
Federal - Capital Grants	14,564,000	
City Contribution	2,826,700	
Interest Income	249,800	
Managed Services Group Revenue	10,432,025	
Other Revenues, Fees, & Grants	1,509,400	
Total Sources	147,508,425	
Uses		
Property Management and Program Admin	14,337,775	
Administration	9,336,100	
Development Administration	1,290,800	
Tenant Services	1,243,800	
Utilities	6,655,900	
Maintenance	16,714,150	
Protective Services	4,131,100	
Insurance & Casualty Loss	2,040,500	
Other General	2,938,500	
Debt Service	1,740,300	
Housing Assistance Payments	66,964,700	
Capital Improvements & Equipment	24,436,400	
Total Uses	151,830,025	
Net Operating Sources/(Uses)	(4,321,600)	
Loan from Affiliates	1,963,500	
Prior Years Lease to Own Sale Proceeds	1,460,800	
Net Sources/(Uses)	(897,300)	

MPHA relies heavily on federal housing subsidies and grants anticipating \$115.7 million in 2021 (depicted in the chart below as hatched) and when combined with tenant and space rent from the operation of federal public housing, 88% of MPHA sources of funds come from the operation of federal housing programs.

The Agency-wide budget consists of several sub-fund budgets. Each sub-fund's budget is discretely presented at the end of this report to provide program level detail. Each MPHA program area has spending eligibility restrictions that affect how funds are being used and, when allowable, the amounts transferred among program areas.

In October 2020, the MPHA sold 707 scattered site units to MPHA's wholly-owned affiliate, CHR and in June 2020 the Elliot Twins Tower were leased to Elliot's Limited Partnership. The operation of these properties have been historically covered under MPHA's public housing operating budget. With the sale/lease, the financial activities for these properties are no longer within MPHA's budget but rather within each of those entities' budgets. However, because MPHA continues to provide property management and maintenance services for these units, MPHA's budget does include the revenues and cost associated with the property management agreement between MPHA and the other entities.



Budgetary Controls

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, among asset management projects, and between line items. The approval of the Budget provides the Executive Director authorization to carry out business operations using no more than the net uses of funds identified in the Agency-wide Budget with full expenditure flexibility throughout all agency funds subject to all spending limitations imposed by the sources of the funds.

The Executive Director is further authorized to increase the net use of funds up to an additional 3% of routine operating program budgeted reserves (comprised of the MTW, Central Office, and Other Voucher Programs budgeted year-end reserve amounts) without further approval from the Board. The calculation of the additional net use approval is as follows.

	Additional Net Uses Authorization
MTW Budgeted Reserve Level	13,483,000
Other Vouchers	1,252,600
Central Office Budgeted Reserve Level	4,669,900
Combined FYE 2021 Budgeted Reserve	19,405,500
 Additional Use of Reserves Authorization w/o Further Board Approval	 582,200

Moving To Work Programs Budget

The MTW Budget presented for 2021 allocates resources to: (1) carry out the daily management and maintenance operations; (2) within the funds available, provide for selected major building rehabilitation activities for MPHA's public housing stock; (3) provide for the administration and housing assistance payments for the HCV Program; and (4) set aside the funds needed for innovative, locally-designed strategies to meet the mission of MPHA.

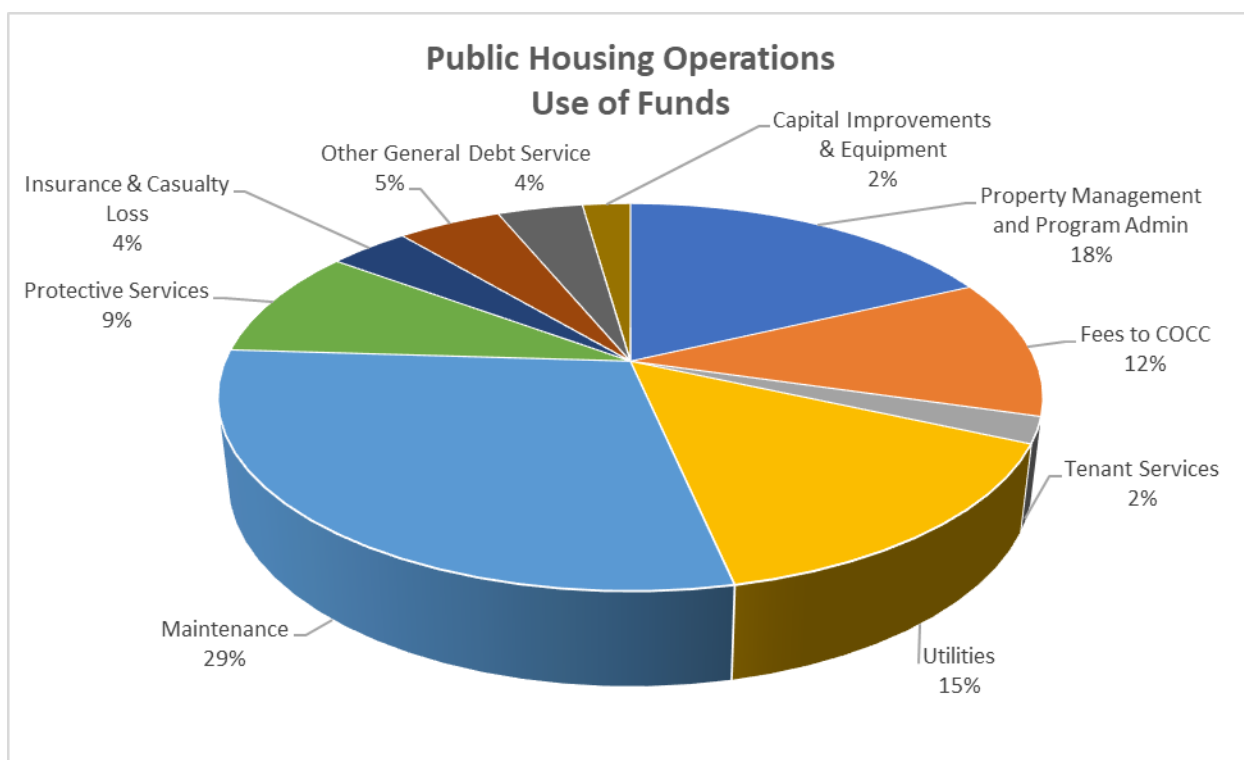
	2021 MTW Single Fund				Total MTW Programs
	Public Housing Operations	MTW Housing Choice Vouchers	Capital Fund Program	MTW Initiatives and Community Connections	
Sources					
Tenant Revenue - Rents & Other	16,789,800	-	-	-	16,789,800
Federal - Operating Subsidies & Grants	18,916,200	-	1,603,600	-	20,519,800
Federal - Operating Subsidies & Grants (ARF)	2,802,600	-	-	-	2,802,600
Federal - Section 8 Admin Fee Subsidy	-	4,082,700	-	-	4,082,700
Federal - Section 8 HAP Subsidy	-	65,610,300	-	-	65,610,300
Federal - Capital Grants	-	-	14,564,000	-	14,564,000
City Contribution	374,600	925,700	-	-	1,300,300
Interest Income	142,300	9,000	-	-	151,300
Other Revenues, Fees, & Grants	840,300	642,000	-	-	1,482,300
Total Sources	39,865,800	71,269,700	16,167,600	-	127,303,100
Uses					
Property Management and Program Admin	7,820,500	3,592,900	10,000	130,700	11,554,100
Fees to COCC	5,038,000	1,569,500	1,593,600	-	8,201,100
Tenant Services	947,600	-	-	251,900	1,199,500
Utilities	6,497,400	-	-	-	6,497,400
Maintenance	12,779,400	4,300	-	-	12,783,700
Protective Services	3,977,800	-	-	-	3,977,800
Insurance & Casualty Loss	1,644,500	34,400	-	-	1,678,900
Other General	2,120,900	157,000	-	-	2,277,900
Debt Service	1,740,300	-	-	-	1,740,300
Housing Assistance Payments	-	59,374,100	-	-	59,374,100
Capital Improvements & Equipment	978,200	-	19,300,000	-	20,278,200
Total Uses	43,544,600	64,732,200	20,903,600	382,600	129,563,000
Net Operating Sources/(Uses)	(3,678,800)	6,537,500	(4,736,000)	(382,600)	(2,259,900)
Transfer in/(Out) for MTW Single Fund	3,129,700	(6,787,500)	3,275,200	382,600	-
Transfer in/(Out) for Collection Losses	149,100	-	-	-	149,100
Transfer in/(Out) for Stable Homes Stable Schools	-	250,000	-	-	250,000
Net Operating Sources/(Uses) after Transfers	(400,000)	-	(1,460,800)	-	(1,860,800)
Prior Years Lease to Own Sale Proceeds	-	-	1,460,800	-	1,460,800
Net Sources/(Uses)	(400,000)	-	-	-	(400,000)

The total 2021 MTW Budget requires the use of \$400,000 in MTW reserves and \$1.46 million in sale proceeds from prior year's sales of public housing units to former public housing tenants as part of MPHA's Lease To Own Program (Section 32 Homeownership Program). Because HUD restricts the use of the sale proceeds, these funds are presented as restricted reserves on MPHA's financial reports. However, using these restricted reserves for capital improvements in MPHA's housing stock is a HUD permitted use.

The budget anticipates \$127 million in operating sources of funds and plans for \$129 million in uses of funds plus net transfers into the MTW Budget of \$400,000. The MTW Program reserve is budgeted to decrease to \$13.5 million or 3.7 months of public housing routine operating costs and debt service.

Public Housing Operations

Over \$43.5 million is planned to be spent on the day-to-day operation of the public housing program; a 1.3% overall increase from 2020. The largest budgeted expense is in maintenance expenses; which is 29.3% of the program's expenses. MPHA pays the utility costs in all of the public housing properties and that cost is expected to be \$6.5 million. The annual debt service payments to satisfy borrowing needed to install energy saving measures totals \$1.7 million in 2021. Additionally, MPHA continues to value resident safety and the budget plans to increase spending by \$1.3 million to \$4 million in protective service activities. The program is primarily funded by HUD operating subsidy (\$18.9 million) and tenant rent (\$16.8 million). The budget includes \$2.8 million in asset repositioning fees related to the sale of scattered site units to MPHA's wholly-owned affiliate entity, CHR. The additional fees are provided to assist housing authorities in removing the units from the public housing program.



In order to cover uses that exceed program sources, \$3.1 million is budgeted to be transferred into the public housing operating program. Because HUD is expected to only fund the public housing program operating subsidy at 97% of the subsidy formula amount and because of the need for increased security and maintenance needs due to COVID-19, MPHA plans to cover the public housing operating needs with \$3.1 million of Housing Choice Voucher (HCV) subsidy. The public housing program also receives transfers in from the Central Office for covering losses for uncollectible rents (\$149,100).

The total public housing operations budget is subdivided into Asset Management Projects (AMPs). Each AMP is a cluster of high-rise buildings or properties which are grouped to promote efficient and effective management. MPHA's AMPs are based on the geographical proximity of the properties, housing type (family, high-rise), and program. MPHA has an organizational structure and management reporting system that allows for project-based management, accounting and budgeting that meets HUD's asset management requirements. Below, the total public housing operating program budget is subdivided into each AMP.

2021 Public Housing Operations Budget by Asset Management Project (AMP)										
	Glendale	Scattered Sites	North	Northwest	Hawthorne	Cedars	Horn	Heritage Park	Suburban MHOP	Total PH Operations
Sources										
Tenant Revenue - Rents & Other	889,400	319,100	4,688,800	3,285,000	2,560,800	2,216,400	2,830,300	-	-	16,789,800
Federal - Operating Subsidies & Grants	720,300	930,400	4,273,900	2,967,900	3,206,700	2,615,600	3,195,000	799,300	207,100	18,916,200
Federal - Operating Subsidies & Grants (ARF)	-	2,802,600	-	-	-	-	-	-	-	2,802,600
City Funds	12,900	400	106,400	66,500	70,300	50,300	67,800	-	-	374,600
Interest Income	5,100	33,300	17,500	24,800	21,700	21,800	18,100	-	-	142,300
Other Revenues, Fees, & Grants	12,000	3,600	387,700	183,800	103,600	54,500	95,100	-	-	840,300
Total Sources	1,639,700	4,089,400	9,474,300	6,528,000	5,963,100	4,958,600	6,206,300	799,300	207,100	39,865,800
Uses										
Property Management	359,900	127,200	2,156,600	1,402,900	1,436,800	978,000	1,359,100	-	-	7,820,500
Fees	182,200	79,100	1,322,300	937,200	856,200	725,700	935,300	-	-	5,038,000
Tenant Services	82,200	6,100	246,800	198,800	144,700	112,300	152,200	4,500	-	947,600
Utilities	450,300	124,900	1,795,700	1,098,900	1,080,200	910,700	1,036,700	-	-	6,497,400
Maintenance	814,000	277,800	3,335,800	2,301,000	2,196,300	1,826,700	2,027,800	-	-	12,779,400
Protective Services	52,400	-	1,151,200	439,700	1,021,500	584,100	728,900	-	-	3,977,800
Insurance & Casualty Loss	95,900	38,300	415,600	287,500	286,000	240,500	280,700	-	-	1,644,500
Other General	38,100	47,700	321,100	278,700	157,700	104,200	171,500	794,800	207,100	2,120,900
Debt Service	11,000	500	463,200	484,100	318,600	134,500	328,400	-	-	1,740,300
Capital Improvements & Equipment	44,300	8,000	302,000	168,200	197,900	104,800	153,000	-	-	978,200
Total Uses	2,130,300	709,600	11,510,300	7,597,000	7,695,900	5,721,500	7,173,600	799,300	207,100	43,544,600
Net Operating Sources/(Uses)	(490,600)	3,379,800	(2,036,000)	(1,069,000)	(1,732,800)	(762,900)	(967,300)	-	-	(3,678,800)
Transfer in/(Out) between AMPs	219,700	(3,380,500)	1,514,500	-	1,646,300	-	-	-	-	-
Transfer in/(Out) for MTW Single Fund	265,400	-	360,800	904,800	-	702,100	896,600	-	-	3,129,700
Transfer in/(Out) for Collection Losses	5,500	700	60,700	65,200	6,500	5,800	4,700	-	-	149,100
Net Operating Sources/(Uses) after Transfers	-	-	(100,000)	(99,000)	(80,000)	(55,000)	(66,000)	-	-	(400,000)
Budgeted Reserves as of Dec. 2021										12,528,400

MTW Housing Choice Voucher Program

The MTW budget funds an average of 5,308 participants each month with MTW Housing Choice Vouchers (HCV) and continues MPHA's rent reform initiative. The budgeted utilization is planned at 100% of the MTW baseline. The HCV budget provides for an increase in MPHA's payment standards to 95% of the 2021 HUD fair market rents with the exception of 1 and 2 bedroom vouchers where payment standards are assumed at 100% of the HUD fair market rents. This results in an approximate 6.5% increase in the maximum subsidy per voucher. The 2021 HCV Program anticipates \$59 million will be needed for housing assistance payments (HAP).

The Budget estimates that HUD will provide \$65.6 million in HCV HAP Subsidy and the City of Minneapolis will provide \$925,700 for HAP costs needed for its Stable Homes, Stable Schools Initiative. Since the program sources of funds are greater than the planned need for HAP and program administrative costs, it is expected that \$6.8 million of net sources will be available for MTW Single Fund transfers.

Capital Fund Program

MPHA's existing physical needs data indicates it has a current unmet need of \$151 million that will grow to over \$500 million over the next 20 years. These figures do not take into account applied capital funding, as it is difficult to predict future funding levels and availability. This estimate of unmet need represents building components that have reached or exceeded their estimated useful life. When formulating its annual capital plan, MPHA is forced to make difficult decisions between competing needs due to continual insufficient funding. To aid in capital planning with limited resources MPHA considers several factors including:

1. The type of need:
 - Building Systems/Infrastructure (e.g. mechanical systems, plumbing and electrical systems, security systems, fire protection systems, roofs/façades, windows, elevators, etc.) – Components that are required to keep the building functioning and safe.
 - Building Site Work, Interiors & Equipment/Furnishings (apartment kitchen and bath rehab, landscaping/site improvements, community room furnishings, building amenities, etc.) –Components that address livability and resident quality of life.
2. The remaining useful life of the building component, which generally ranges between 0 – 20 years.
3. The urgency of action relative to other competing capital needs:
 - a. Low: This action is not currently impeding building functionality or safety and may be deferred. Quality of life may be impacted by deferment.
 - b. Medium: This action is not currently impeding building functionality or safety, but should be done with in the next 2-5 years. Quality of life may already be impacted and manageable component failure may occur by deferment.

- c. High: This action is of high urgency and necessary to address building functionality and livability and should be done within the next 1-2 years. Quality of life is likely impacted and component failures will become more frequent by deferment.
- d. Urgent: This action should not be deferred and must be done as soon as possible. Building functionality or safety is currently compromised.

A large portion of MPHA's immediate capital needs are infrastructure/building systems. Aging systems and infrastructure at many of our buildings have exceeded their life expectancy and have started to fail. MPHA deems a portion of these items as high or urgent needs that could become life/safety needs if left unaddressed. Additionally, as building codes have evolved, we need to address increased safety requirements such as retrofitting our high-rise buildings with sprinkler systems. Consistent with the *Strategic Vision and Capital Plan* adopted by the Board in 2018, MPHA has prioritized infrastructure/building systems and will target these types of improvements with its limited Capital Fund resources until major reinvestment opportunities materialize.

In addition to the costs for the day-to-day public housing operation, \$20.9 million is planned for implementing major building rehabilitation projects including the following:

- Approximately \$3.8 million is planned for spending on fire suppression system installation in 2021. MPHA currently has 27 non-sprinkled buildings, three of which are currently under construction (1611 S 6th St and the Elliot Twins). The 2021 budget gets 9 of the 24 remaining buildings sprinkled; or 1408 units of the 2704 units remaining. While it's just over a third of the buildings it's over half of the units.
- Approximately \$1 million in physical security improvements
- Cedars Low-rises (\$1.1 million) which includes window replacement and façade restoration
- Nearly \$2.5 million of funding for elevator modernization at several buildings
- Over \$3.1 million for pre-development resources needed in preparation for closing on scattered site property rehabilitation and new unit development financing

A portion of anticipated 2021 HUD Capital Grant awarded funds and carry over capital funds from prior years' grant awards combined with \$1.4 million in sale proceeds from prior year's sales of public housing units and \$3.27 million of HCV funds are planned to be used to carry out \$20.9 million for the work items listed on the following schedule.

2021 Planned Capital Projects

Sources		
2020 Capital Fund Grant ¹		10,553,600
2021 Capital Fund Grant ²		5,614,000
Prior Year Lease to Own sale proceeds		1,460,800
HCV HAP Funds		3,275,200
Total Sources		20,903,600
Uses		
1206 2nd Street NE	Fire suppression system installation	265,000
1627 S 6th Street	Fire suppression system installation	510,000
1717 Washington St NE	Fire suppression system installation	770,000
2728 E Franklin Avenue	Fire suppression system installation	675,000
630 Cedar Avenue South	Fire suppression system installation	825,000
Horn Towers	Fire suppression system installation	750,000
Area-Wide Highrises	Security surveillance system upgrades	950,000
Hiawatha Towers	Site security improvements	35,000
315 Lowry Avenue North	Site security, façade repairs	200,000
1707 3rd Avenue South	Main electrical switch gear & generator replacement	350,000
1314 44th Avenue North	Façade repairs, plumbing replacement, shower replacement/bath upgrades, fire suppression system installation	500,000
1611 S 6th Street	Piping, apartment upgrades, fire alarm system replacement/fire suppression retrofit, HVAC improvements	1,000,000
1611 S 6th Street	Elevator modernization	650,000
1707 3rd Avenue South	Elevator modernization	670,000
3116 Oliver Ave North	Elevator modernization	125,000
3205 E 37th Street	Elevator modernization	150,000
3755 Snelling	Elevator modernization	150,000
616 Washington St NE	Elevator modernization	125,000
2728 E Franklin Ave	Elevator modernization, canopy roof replacement	700,000
Cedars Lowrises	Façade restoration & window replacement (phase I of III)	1,100,000
1707 3rd Avenue South	Façade restoration, apartment entry door replacement	450,000
Hiawatha Towers	HCPD accessible unit upgrades, common area improvements	500,000
Area-Wide	High-rise systems replacements	300,000
1015 4th Avenue North	HVAC improvements	400,000
314 Hennepin Avenue	Roof & skylight replacement	1,100,000
1314 44th Avenue North	Roof replacement	875,000
2533 1st Avenue South	Vapor mitigation system installation	40,000
600 18th Avenue North	Window replacement, masonry repairs, HVAC systems replacement	200,000
828 Spring Street NE	Window sealant replacement	125,000
25XX 13th Avenue South	Single-family home re-build	290,000
Scattered Sites	Comprehensive modernization	500,000
Varies	Pre-development	3,120,000
Varies	Quality maintenance program	300,000
TBD	Contingency	600,000
N/A	Administration	1,593,600
N/A	Audit fee	10,000
Total Uses		20,903,600
Net Sources/(Uses)		-

¹Estimated 2020 Capital Fund Grant award remaining as of 1/1/21

²Estimated spending from the 2021 Capital Fund Grant - not the entire estimated grant award amount

MTW Single Fund Flexibility

The MTW Agreement provides MPHA financial flexibility to expend HUD public housing operating and capital resources and Housing Choice Voucher (HCV) Program resources interchangeably among these programs rather than limited within the program “silos” from which the funds were derived. The combination of the three programs create an MTW Block Grant with an expanded allowable use of funds beyond what traditional PHA’s are permitted. (The term used in the MTW Agreement for this ability is “Single Fund Flexibility”.) The expanded use of funds provides MPHA the opportunity to design and test innovative, locally-designed strategies that use Federal dollars more efficiently and provide opportunities for program creativity and innovation. The 2021 use of Single Fund Flexibility is presented on the MTW Single Fund Flexibility Transfer Schedule. The financial flexibility utilizes \$3.1 million of HCV Program resources to fund increased public housing operating costs related to property security and maintenance services impacted by COVID-19. The funding for the public housing operating program is also needed to cover contracted social worker services above the amount the HUD operating subsidy formula is intended to cover. The use of HCV resources is also being used to supplement the operations at the Cora McCorvey Health and Wellness Center.

The financial flexibility also utilizes \$382,000 for MTW administration and outside legal advice on MTW matters. Funding is also provided for the Community Connections department although the work unit is planned to be phased out in 2021.

Lastly, \$3.27 million is being used from MTW Single Fund Flexibility for capital improvement spending. The ability to redirect these resources in 2021 permits the MPHA to increase funding for capital improvement work including fire suppression and elevator modernization. Please refer to the 2021 Planned Capital Projects schedule on page 10 for a complete listing of capital spending.

MTW Single Fund Flexibility Transfer Schedule

Transfer (Out) for MTW Single Fund Details:

HCV Net Income	6,537,500
Transfer in of City funds for Stable Homes Stable Schools	250,000
Total MTW Single Fund Transfers (Out)	(6,787,500)

Transfer In for MTW Single Fund Details:

Fund Public Housing Ops @100%	562,905
Public Housing Security supplemental funding	1,255,579
Public Housing COVID related Maintenance expenses	791,600
Public Housing Tenant Services supplemental funding	519,616
Operating Fund Program	3,129,700
MTW Admin Support and Legal and Community Connections	382,600
Capital Fund Improvements	3,275,200
Total MTW Single Fund Transfers In	6,787,500
Total Net Transfers In/(Out)	-

Central Office Cost Center

Consistent with HUD's asset management requirements, overhead costs that benefit one or more HUD programs are budgeted for within the Central Office Cost Center (Central Office). The Central Office holds the general administrative overhead for MPHA and accounts for 7% of the overall ordinary uses of funds.

The Central Office budgeted costs are supported by fees charged to each program and are limited by HUD regulations. MPHA plans to charge up to the HUD permitted fees, including fees permitted by MPHA's local asset management plan. These fees are non-program income, de-federalized, and subject only to local government restrictions. Maximizing this fee revenue offers MPHA the greatest discretion in supporting all programs, funds to leverage other grants, and for development activities and loan commitments.

The 2021 Central Office budget is balanced. It includes \$9.9 million in routine uses and \$149,100 to cover public housing rent collection losses.

The uses are supported by \$10 million in fees charged to other HUD programs and managed services properties combined with \$99,600 in other income.

Central Office	
Sources	
Interest Income	72,500
Central Office Fee Revenue	10,040,800
Other Revenues, Fees, & Grants	27,100
Total Sources	10,140,400
Uses	
Administration	9,173,600
Utilities	142,100
Maintenance	235,000
Protective Services	50,500
Insurance & Casualty Loss	106,500
Other General	1,900
Capital Improvements & Equipment	281,700
Total Uses	9,991,300
Net Operating Sources/(Uses)	149,100
Transfer in/(Out) for Collection Losses	(149,100)
Net Operating Sources/(Uses) after Transfers	-

Development Administration

MPHA staff and consulting services performing functions related to administering MPHA's development services are accounted for within the Development Administration budget. This is a new fund for the 2021 MPHA budget. The intent of separating out development administrative services from other MPHA administration is to insure that developer fees and other contractor fees, when self-performing construction, are sufficient to support the costs needed to execute the development work. Development work planned in 2021 includes the completion of the Elliotts Twins RAD conversion, Scattered Site portfolio-wide major unit rehabilitation, and scattered site new unit construction.

Development Administration	
Sources	
Other Revenues, Fees, & Grants	-
Total Sources	-
Uses	
Fees to Central Office	392,700
Development Administration	1,290,800
Capital Improvements & Equipment	280,000
Total Uses	1,963,500
Net Ordinary Sources/(Uses)	(1,963,500)
Loan from Affiliates	1,963,500
Net Operating Sources/(Uses)	-

The Development Administration budget requires \$1.9 million in uses of funds. However, because any future developer fees earned on the Elliot Twins project are not scheduled to be paid until 2022, this budget needs to have a short-term loan to cover the planned uses of funds. The budget calls for a loan from CHR of \$1,713,500 and a loan from MPHA Dev Co of \$250,000 to provide a source of funds to cover the development administration costs.

Other Program Budgets

Other Vouchers

In addition to MTW funds, MPHA receives funds for other federal housing voucher programs (Other Vouchers). These HUD programs include Section 8 moderate rehabilitation and single room occupancy housing vouchers, Veterans Affairs Supportive Housing (VASH), Family Unification Program (FUP), and Mainstream Vouchers. The Section 8 moderate rehabilitation program and Section 8 single room occupancy program provides project-based rental assistance to cover rent plus property rehabilitation costs to private owners that rent to low-income families. The HUD-funded VASH program provides rental assistance for homeless veterans. The FUP program provides rental assistance to families where inadequate housing is a primary factor preventing the placement of a child or the return of a child from out-of-home care. Mainstream vouchers provide housing assistance to non-elderly persons with disabilities. In total, these

programs are planned to provide housing assistance to 805 families per month. To fund increased utilization in the VASH program, the Other Voucher budget calls for the use of \$210,800 in reserves.

	Other Vouchers	Insurance Fund	Managed Services Group	Other Non- Federal Funds
Sources				
Federal - Section 8 Admin Fee Subsidy	795,200	-	-	-
Federal - Section 8 HAP Subsidy	7,326,100	-	-	-
City Contribution	-	-	-	1,526,400
Interest Income	-	20,000	-	6,000
Managed Services Group Revenue	-	-	10,432,025	-
Other Revenues, Fees, & Grants	-	-	-	-
Total Sources	8,121,300	20,000	10,432,025	1,532,400
Uses				
Property Management and Program Admin	544,600	-	1,465,975	773,100
Administration	-	162,500	-	-
Fees to COCC	191,000	-	1,256,000	-
Tenant Services	-	-	44,300	-
Utilities	-	-	16,400	-
Maintenance	600	-	3,694,850	-
Protective Services	-	-	102,800	-
Insurance & Casualty Loss	5,300	-	249,800	-
Other General	-	150,000	5,400	503,300
Housing Assistance Payments	7,590,600	-	-	-
Capital Improvements & Equipment	-	-	3,596,500	-
Total Uses	8,332,100	312,500	10,432,025	1,276,400
Net Operating Sources/(Uses)	(210,800)	(292,500)	-	256,000
Transfer in/(Out) for Stable Homes Stable Schools	-	-	-	(250,000)
Net Operating Sources/(Uses) after Transfers	(210,800)	(292,500)	-	6,000

Insurance Fund

MPHA has traditionally been self-insured for general liability (tort) claims and other claims not covered by purchased insurance for property, auto, workers compensation, crime, and cyber exposures. The Insurance Fund was created to cover this liability. Self-insurance for this exposure was used for the public housing program at the City of Minneapolis and continued upon MPHA's separation from the City. In 2019 MPHA purchased insurance to cover comprehensive general liability, directors and officers omissions and errors, and employment practices liability insurance. However, to cover potential claim liability prior to the purchase of insurance, claims that fall outside the insurance coverage, or administration and counsel to MPHA on defending claims the budget is calling for \$292,500 from reserves.

Managed Services Group

The Managed Services Group (MSG) is a relatively new fund created to account for contracted services the MPHA will provide to its affiliated entities for property management and maintenance. MSG is expecting to receive sufficient revenues for the services provided so that

the operation will breakeven.

Other Non-Federal Funds

The Other Non-federal funds includes City of Minneapolis and Pohlad Foundation contributions for the non-housing costs for the Stable Homes, Stable Schools initiative and associated program costs. It also includes funds awarded as a settlement from HUD regarding the offset of 2012 operating subsidy.

Reserve Accounts

Prudent fiscal management and HUD oversight dictate that MPHA maintain adequate reserves. MPHA manages multiple reserve accounts under various guidelines and restrictions. All agency reserves must be spent on public purposes, and some are further limited by the grant award (for example, \$1.3 million of the reserves is limited to non-MTW Section 8 expenses and other housing purposes permitted by the federal appropriation line item). Unless otherwise described as restricted, the reserves referred to in this report are referencing unrestricted reserves. Restricted reserves are those that the funder places restrictions on their use beyond the overall program's activities.

Typical affordable housing underwriting standards require six months of operating and debt service costs in reserves. HUD also evaluates the adequacy of a public housing project's reserves by comparing the reserve balance to the number of months of operating expenses it could cover. To receive the highest evaluation score, a public housing project must have at least four months of operating costs in its reserves. The MTW reserves are budgeted for fiscal year end 2021 at \$13.5 million; the equivalent of 3.7 months of routine public housing operating and debt service costs.

Program	2020 Estimated Reserve Amount	2021 Budgeted Reserve Amount
Moving To Work	\$ 13.9 million	\$ 13.5 million
Central Office Cost Center	\$ 4.7 million	\$ 4.7 million
Other Vouchers	\$ 1.5 million	\$ 1.3 million
General Liability Self Insurance	\$ 3.6 million	\$ 3.3 million
Other	\$ 2.1 million	\$ 2.1 million
Overall	\$ 25.7 million	\$ 24.8 million

The Central Office reserve is projected to end 2021 at \$4.7 million. This reserve has the least amount of program restrictions and can be used as needed across all MPHA programs.

MPHA's Insurance Fund and Other Non-Federal Funds are budgeted to have \$3.3 million and \$2.1 million in reserves at year-end. In total, MPHA reserves are budgeted at \$24.8 million. Because

MPHA is the guarantor for financing for the redevelopment of Elliot Twins, MPHA must maintain \$5 million of uncommitted reserves until the guarantee obligations have been met.

As MPHA implements its long-term *Strategic Vision and Capital Plan*, transactions that involve third-party financing will often require reserve commitments, and MPHA reserves will be needed for these commitments. Furthermore, financing requirements may likely require the commitments to come from non-federal reserves. Currently, CHR, MPHA's wholly-owned affiliate, is preparing to finance capital improvements for scattered site properties and will also be required to commit a portion of reserves for loan guaranties. Because of the uncertainty on the amount and the nature of commitments that might be required, the 2021 MPHA budget does not include a use of reserves for these commitments but they should be considered in evaluating the MPHA reserve level. Also, although MPHA carries property and liability insurance, the fire at 630 Cedar Avenue South may require expenses not covered by insurance and may call for an additional use of reserves beyond the 2021 budgeted use of funds.

Elliot's Limited Partnership

As the Contract Administrator of the RAD HAP contract with Elliot's LP, HUD requires that the MPHA Board of Commissioners must confirm that the Elliot's LP budget is making deposits into the Reserve for Replacement account in accordance with the RAD Conversion Commitment. The RAD Conversion Commitment reserves monthly deposits of \$4,600 into the Reserve for Replacement commencing at substantial completion of the project. Substantial completion is planned for no later than March 1, 2022 and is expected by February 2022. As such, no replacement reserve deposits are required to be made in 2021.

Elliot's LP	
	<u>2021 Budget</u>
Income	<u>\$ 1,779,500</u>
Payroll	\$ 535,400
Administrative	55,775
Protective Services	103,800
Utilities	126,200
Water	56,100
Insurance	18,200
Supportive Services	23,500
PILOT	16,400
Real Estate Taxes	-
Property Management Fee	113,100
Repairs & Maintenance	101,550
Total Expenses	<u>\$ 1,150,025</u>
Net Operating Income before Replacement Reserve Deposits	<u>\$ 629,475</u>
Replacement Reserve Deposits	-
Net Operating Income	<u>\$ 629,475</u>
Depreciation	1,168,167

2021 Budget Summary

2021 Sub-Fund Budget Summary
The total MPHA Budget by sub-fund is presented below.

Sources	MTW Single Fund					Total MTW Programs	Other Vouchers	Insurance Fund	Development Services	Central Office	Managed Services Division	Other Non-Federal Funds	Inter-Program Eliminations	Total MPHA
	Public Housing Operations	MTW Housing Choice Vouchers	Capital Fund Program	Initiatives and Community Connections	MTW									
Tenant Revenue - Rents & Other	16,789,800	-	-	-	16,789,800	-	-	-	-	-	-	-	-	16,789,800
Federal - Operating Subsidies & Grants	18,916,200	-	1,603,600	-	20,519,800	-	-	-	-	-	-	-	-	20,519,800
Federal - Operating Subsidies & Grants (ARF)	2,802,600	-	-	-	2,802,600	-	-	-	-	-	-	-	-	2,802,600
Federal - Section 8 Admin Fee Subsidy	-	4,082,700	-	-	4,082,700	-	795,200	-	-	-	-	-	-	4,877,900
Federal - Section 8 HAP Subsidy	-	65,610,300	-	-	65,610,300	-	7,326,100	-	-	-	-	-	-	72,936,400
Federal - Capital Grants	-	-	14,564,000	-	14,564,000	-	-	-	-	-	-	-	-	14,564,000
City Contribution	374,600	925,700	-	-	1,300,300	-	-	-	-	72,500	-	1,526,400	-	2,826,700
Interest Income	142,300	9,000	-	-	151,300	-	-	20,000	-	10,040,800	-	6,000	-	249,800
Central Office Fee Revenue	-	-	-	-	-	-	-	-	-	-	10,432,025	-	-	10,432,025
Property Management Services Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenues, Fees, & Grants	840,300	642,000	-	-	1,482,300	-	-	-	-	27,100	-	-	-	1,509,400
Total Sources	39,865,800	71,269,700	16,167,600	-	127,303,100	8,121,300	20,000	-	-	10,140,400	10,432,025	1,532,400	(10,040,800)	147,508,425
Uses														
Property Management and Program Admin	7,820,500	3,592,900	10,000	130,700	11,554,100	544,600	-	-	-	9,173,600	1,465,975	773,100	-	14,337,775
Administration	-	-	-	-	-	-	162,500	-	1,290,800	-	-	-	-	9,336,100
Development Administration	-	-	-	-	-	-	-	-	392,700	-	1,256,000	-	-	1,290,800
Fees to COCC	5,038,000	1,569,500	1,593,600	-	8,201,100	191,000	-	-	-	-	1,256,000	-	(10,040,800)	-
Tenant Services	947,600	-	-	251,900	1,199,500	-	-	-	-	-	44,300	-	-	1,243,800
Utilities	6,497,400	-	-	-	6,497,400	-	-	-	-	142,100	16,400	-	-	6,655,900
Maintenance	12,779,400	4,300	-	-	12,783,700	600	-	-	-	235,000	3,694,650	-	-	16,714,150
Protective Services	3,977,800	-	-	-	3,977,800	-	-	-	-	50,500	102,800	-	-	4,131,100
Insurance & Casualty Loss	1,644,500	34,400	-	-	1,678,900	5,300	-	-	-	106,500	249,800	-	-	2,098,500
Other General	2,120,900	157,000	-	-	2,277,900	-	150,000	-	-	1,900	5,400	503,300	-	2,938,500
Debt Service	1,740,300	-	-	-	1,740,300	-	-	-	-	-	-	-	-	1,740,300
Housing Assistance Payments	-	59,374,100	-	-	59,374,100	7,590,600	-	-	-	-	-	-	-	66,964,700
Capital Improvements & Equipment	978,200	-	19,300,000	-	20,278,200	-	-	-	280,000	281,700	3,596,500	-	-	24,436,400
Total Uses	43,544,600	64,732,200	20,903,600	382,600	129,563,000	8,332,100	312,500	1,963,500	9,991,300	10,432,025	1,276,400	(10,040,800)	-	151,830,025
Net Operating Sources/(Uses)	(3,678,800)	6,537,500	(4,736,000)	(382,600)	(2,259,900)	(210,800)	(292,500)	(1,963,500)	149,100	-	-	256,000	-	(4,321,600)
Transfer in/(Out) for MTW Single Fund	3,129,700	(6,787,500)	3,275,200	382,600	-	-	-	-	-	-	-	-	-	-
Transfer in/(Out) for Collection Losses	149,100	-	-	-	149,100	-	-	-	-	(149,100)	-	-	-	-
Transfer in/(Out) for Stable Homes Stable Schoc	-	250,000	-	-	250,000	-	-	-	-	-	-	(250,000)	-	-
Net Operating Sources/(Uses) after Transfers	(400,000)	-	(1,460,800)	-	(1,860,800)	(210,800)	(292,500)	(1,963,500)	-	-	-	6,000	-	(4,321,600)
Loan from Affiliates	-	-	-	-	-	-	-	1,963,500	-	-	-	-	-	1,963,500
Prior Years Lease to Own Sale Proceeds ²	-	-	1,460,800	-	1,460,800	-	-	-	-	-	-	-	-	1,460,800
Net Sources/(Uses)	(400,000)	-	-	-	(400,000)	(210,800)	(292,500)	-	-	-	-	6,000	-	(897,300)
Budgeted Reserves¹ as of Dec. 2020	12,928,400	954,600	-	-	13,883,000	1,463,400	3,602,600	-	4,669,900	-	2,078,200	-	-	25,697,100
Budgeted Changes in Reserves	(400,000)	-	-	-	(400,000)	(210,800)	(292,500)	-	-	-	6,000	-	-	(897,300)
Budgeted Reserves¹ as of Dec. 2021	12,528,400	954,600	-	-	13,483,000	1,252,600	3,310,100	-	4,669,900	-	2,084,200	-	-	24,799,800

¹ Reserves are defined as Unrestricted Net Position

² Prior Years Lease to Own Sale Proceeds are currently held as Restricted Net Position

Acronyms

Adm. or Admin = Administration
ARF = Asset Repositioning Fee
CHR = Community Housing Resources
CMHWC = Cora McCorvey Health & Wellness Center
COCC = Central Office Cost Center
Dec. = December
EPC = Energy Performance Contract
Exp = Expense
FHF = Family Housing Fund
FUP = Family Unification Program
GL = General Liability
HAP = Housing Assistance Payment
HCV = Housing Choice Voucher
HVAC = Heating, Ventilation, and Air Conditioning
HUD = Department of Housing and Urban Development
J-PAL = J-Poverty Action Lab Grant
LP = Limited Partnership
MHOP = Metropolitan Housing Opportunities Program
MHRC = Minneapolis Highrise Representative Council
MPHA = Minneapolis Public Housing Authority
MSG = Managed Service Group
MTW = Moving To Work
N/A = Not applicable
Ops = Public Housing Operations
QMP = Quality Maintenance Program
RAD = Rental Assistance Demonstration Program
RCC = RAD Conversion Commitment
SS = Scattered Sites
TBD = To be determined
TPV = Tenant Protection Voucher
VASH = Veteran Affairs Supportive Housing
VOA = Volunteers of America

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. 07/31/2019)

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:
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Agenda Item 3

December 16, 2020

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director/CEO

SUBJECT: Annual Updates to Housing Program Policies

Previous Directives: In December 2019, the MPHA Board of Commissioners approved annual changes to the Public Housing *Statement of Policies*. In December 2018, the board approved the prior version of the Housing Choice Voucher *Statement of Corporate Policies*).

Resident Notification: All residents and voucher households were notified of the policy drafts and comment process. The drafts were available for public comments for more than 30 days, and MPHA held a public hearing on November 18, 2020. The Resident Advisory Board (RAB), Minneapolis Highrise Representative Council, and Mid-Minnesota Legal Aid also reviewed the changes.

Impact on Budget: None

Recommendation: Staff recommend adopting the resolution accepting proposed updates to MPHA's Public Housing *Statement of Policies* and Housing Choice Voucher *Statement of Corporate Policies*, assuring that MPHA will begin 2021 with necessary updates to its core housing program policies.

Each fall, MPHA generally proposes updates for the coming calendar year (also MPHA's fiscal year) to the policies governing its core federal housing programs. These two policy documents are the *Public Housing Statement of Policies* and the *Housing Choice Voucher Statement of Corporate Policies*.

On October 30, 2020 MPHA posted red-lined drafts of the 2021 policies to its public website and shared these drafts with the MPHA Board of Commissioners, following an overview presentation to the MPHA Board and Resident Advisory Board at their October 28, 2020 open meetings.

Overview of Policy Updates

There are no major changes in policy direction proposed in this year's updates. The most significant change is the addition of two new chapters to the *Statement of Corporate Policies*. These chapters reflect specific policies relevant to the new category of MPHA-owned properties

with project-based vouchers (PBVs), and future policies related to the proposed Regional Moving to Work (MTW) Agency.

Updates to Public Housing *Statement of Policies (SOPs)*

- **Part II, Section 4:** Updates to admission policies to align with a new renter-screening rules passed by the City of Minneapolis. These include:
 - Changing the lookback period for evictions from five to three years;
 - Defining “evictions,” for lookback purposes, as only cases where court proceedings resulted in a judgment against the applicant;
 - When looking at former MPHA tenants, considering only whether their lease was terminated only and not whether they were evicted;
 - Updates to screening requirements to reduce the number of consecutive years of rental history to 24 months and the number of professional reference letters to two references.
- **Part IV:** Clarifies that residents requiring disability-accessible units shall have preference for those units when they become vacant.
- **Part IV:** Establishes and defines a preference for an applicant who is displaced due to a federally declared disaster or a local disaster.
- **Part IX:** Introduces a change to allow a one-person hearing panel for certain grievances.
- **Appendix C:** Adds a charge to the Sales and Service Charge schedule under (12) “Miscellaneous Charges” for “Failure to remove door sock/door sweep - \$20.00 per violation.”
- **Appendix F:** Updates to rent tables for residents who pay flat rent to reflect the latest year’s Fair Market Rent (upon which flat rent is based).
 - Please note: Because HUD updates FMRs after the start of the calendar year, MPHA will make a technical, administrative update to this section to reflect the 2021 FMRs when they are available.
- **Various Sections:** Modifications or deletions as necessary to adapt to the conversion of MPHA Scattered Site homes to PBVs.
 - The term “Family Housing Units” is now used throughout the SOPs to refer to townhomes and a small number of other non-highrise units that remain in the MPHA public housing portfolio.
 - *Note: Policies for MPHA’s scattered site properties are now found in MPHA’s Statement of Corporate Policies (Chapters 2, 3, and 4) and in the lease.*

Updates to Housing Choice Voucher *Statement of Corporate Policies (SCPs)*

- **Chapter 2, Section 2.3.7:** Updated language (SCPs, Section 2.3.7, with cross-reference in Chapter 4) to clarify that “Program Moves” may include transfers among voucher programs and to/from the public housing program when necessary and approved.

- **Chapter 3, Section 3.18.2:** Clarifies rights and responsibilities related to Family Right-to-Move/Choice Mobility. (Choice Mobility provides for families in any project-based voucher unit to request a tenant-based voucher after one year of PBV tenancy.)
- **Chapter 4:** Adds this new policy chapter, which is applicable specifically to MPHA-owned properties with PBVs. These include policies:
 - Covering the forming and running resident organizations;
 - Providing for continuous housing of overhoused/underhoused households who were part of the scattered site subsidy conversion to PBV;
 - Postponing rent adjustments after subsidy conversion for certain households formerly paying public housing flat rent, or whose rent might otherwise increase more than 10 percent;
 - Allowing families receiving the Public Housing Earned Income Disregard to continue receiving this benefit after conversion;
 - Defining rent calculation for higher-income tenants whose calculated total tenant payment exceeds the gross rent for the unit;
 - Cross-referencing application, waiting list, and transfer processes for these properties;
 - Defining protections under Choice Mobility for families following a RAD conversion.
- **Chapter 5:** Adds this new policy chapter defining the scope and basic terms of MPHA's future Regional Moving to Work Agency (in which MPHA will partner with a neighboring agency to increase low-income housing opportunities in our shared region).

There were four changes between the draft and final versions presented to the board, based upon comments/feedback and/or additional MPHA staff analysis during this time.

- Modification of proposed language related to the size of grievance panels (SOPs, Part XII) to clarify that one-person grievance panels are a provision only to be used in a situation of national pandemic or other emergency.
- Addition of a service charge in public housing (SOPs, Appendix C) for failure to remove a door-sock.
- Updated language (SCPs, Section 2.3.7, with cross-reference in Chapter 4) to clarify that "Program Moves" may include transfers among voucher programs and to/from the public housing program when necessary and approved.
- Updated language related to agency-owned PBV properties (SCPs Section 4.3.1) to include a phased adjustment for former scattered site residents paying flat-rent, or whose rent would otherwise be significantly affected solely because of the conversion to the PBV subsidy platform. The title of this subsection changed, so that it no longer reflects that this is a "RAD-only provision" and to clarify that this provision could apply in rare cases beyond the flat-rent scenario.

Public Process and Comments

The drafts were published to the MPHA website on October 30, together with a summary of updates in English and Somali. Notice was placed prominently on the website front page and MPHA's social media accounts. Formal notice of the drafts and public hearing ran in the Star-Tribune on Sunday Nov. 1, and in Finance & Commerce (Hennepin County's official publication-of-record for public notices) on Tuesday Nov. 3. All residents in MPHA-owned properties

received notice by mail in the November rent statement, including how to review the drafts, how to make public comment, and how to join the public hearing. All voucher households with a mobile phone number on file received an automated text notice on Oct. 30, including a link directly to MPHA's policy update page. MPHA accepted public comment through December 1.

The public hearing on November 18 featured 12 spoken public comments, including comments also submitted in writing by the Minneapolis Highrise Representative Council (MHRC), which are reproduced in the minutes from the November meeting.

The MHRC comments expressed affirmation for specific policy updates related to the renter screening rules, preferences for accessible units, and a preference for applicants who were victims of natural disasters. MHRC expressed concern about the change that would allow for one-person hearing panels for certain grievances, noting that it could mean residents would no longer be able to participate on hearing committees. MHRC urged MPHA to continue to try to find technical and other means to continue such resident participation, remotely if possible. MHRC also noted its observation that MPHA does not consistently follow its stated policy on awarding one-bedroom units to current residents living in studio apartments. MHRC suggested that this policy be explicitly included in the lease at the Elliot Twins, which is no longer subject to the Public Housing SOPs.

MPHA thanks MHRC for these constructive suggestions. We have modified the language around the option for one-person grievance panels to be clear that this is a provision limited to a situation of national pandemic or other emergency. MPHA's practice will be to continue to hold three-person grievance panels unless facing such extraordinary circumstances (including the current COVID-19 pandemic).

With the exception of MHRC, public hearing comments did not directly address the written policies or proposed updates. Multiple commenters shared concerns related to COVID-19, including criticism of other public housing residents for not following public health practices in the buildings, and urging MPHA to take stronger enforcement action against residents and guests who do not wear masks or maintain safe social distance. MPHA takes seriously these concerns related to COVID-19. While they do not lead us to make any additions or changes to the SOPs, they will help to inform our approach going forward, as we do what we can to enforce and inspire compliance with public health guidance.

Two commenters expressed concerns related to specific unit transfers (one was awaiting a requested transfer; another was displeased with the unit she had received). Three commenters expressed concerns about MPHA's recently completed conversion of its scattered sites to PBVs using HUD's Section 18 provisions and a perceived need for additional public process. MPHA thanks these participants for engaging with our process. We take all such input seriously, although do not offer a response here given that these comments were not germane to the topic at-hand.

Some residents and voucher participants used MPHA's public comment email address, MPHA's "reasonable accommodation" phone number, or the public hearing to ask specific questions about their circumstances or to ask for housing help. In each case, MPHA followed up directly to provide further assistance.

As we have in recent years, MPHA provided the documents to Mid-Minnesota Legal Aid for any comments and offered a meeting with MPHA legal and policy staff. This year, Legal Aid

respectfully declined to meet or to provide comment on the documents. We thank Legal Aid for its review.

Copies of the final proposed policies and any recommended Board Resolutions are attached to this report. This report was prepared by Jeff Horwich, Director of Policy & Communications (jhorwich@mplspha.org).



Agenda Item 3

December 16, 2020

RESOLUTION No. 20-207

WHEREAS, the Minneapolis Public Housing Authority in and for the City of Minneapolis (MPHA) has a Public Housing *Statement of Policies* that governs the Public Housing program; and

WHEREAS, MPHA has a Housing Choice Voucher *Statement of Corporate Policies* that governs its voucher programs; and

WHEREAS, MPHA makes necessary updates to these policies as needed, including on an annual cycle prior to the start of each fiscal year; and

WHEREAS, MPHA duly notified program participants and the public, presented drafts for review and comment, and reviewed such comments to inform any changes to these drafts;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of MPHA that the changes to the *Public Housing Statement of Policies* and *Housing Choice Voucher Statement of Corporate Policies* are approved and that the Executive Director is authorized to implement them effective January 1, 2021.



LOW-INCOME PUBLIC HOUSING STATEMENT OF POLICIES

2021

DRAFT FOR REVIEW AND COMMENT

Approved by the MPHA Board of Commissioners: _____, 2020

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION: PURPOSE AND NON-DISCRIMINATION STATEMENT	4
PART I: DEFINITIONS	5
PART II: REQUIREMENTS FOR ADMISSION	26
PART III: VERIFICATIONS	33
PART IV: PREFERENCES	35
PART V: WAITING LIST ASSIGNMENT PLAN AND DESIGNATION OF BUILDINGS	38
PART VI: OCCUPANCY STANDARDS AND LEASE ADD ONS	42
PART VII: RENT COMPUTATION AND SECURITY AND PET DEPOSITS	46
PART VIII: TENANT TRANSFER	51
PART IX: LEASES AND LEASE ADDENDA	55
PART X: REEXAMINATION OF TENANT ELIGIBILITY AND RENT ADJUSTMENTS	56
PART XI: LEASE TERMINATIONS	60
PART XII: TENANT GRIEVANCE	62
PART XIII: COMMUNITY SERVICE	69
PART XIV: PARKING POLICY	72
PART XV: POST ORDERS	77
PART XVI: NO SMOKING	80
PART XVII: PET POLICY	81
PART XVIII: RENT COLLECTION POLICY	87
PART XIX: DEATH OF A TENANT VACATE	92
PART XX: LIMITED ENGLISH PROFICIENCY PLAN	93
PART XXI: REASONABLE ACCOMMODATION POLICY	98

PART XXII: VIOLENCE AGAINST WOMEN ACT POLICY	105
PART XXIII: COMMUNITY SPACE USE POLICY	114
APPENDIX A: MAXIMUM INCOME LIMITS FOR ADMISSION AND CONTINUED OCCUPANCY	121
APPENDIX B: MONTHLY ALLOWED UTILITY CALCULATIONUSAGE	122
APPENDIX C: SALES AND SERVICE CHARGE SCHEDULE	126
APPENDIX D: HOUSEKEEPING STANDARDS	132
APPENDIX E: SPECIAL HOUSING SITUATIONS	138
APPENDIX F: FLAT RENTS	141
APPENDIX G: SCHEDULE OF SECURITY DEPOSITS	142
APPENDIX H: APPLICANT CRIMINAL HISTORY SCREENING CRITERIA	143
APPENDIX I: APPLICANT HEARING RULES	147
APPENDIX J: TENANT HEARING RULES	148
APPENDIX K: REVENUE RECAPTURE HEARING RULES	149

INTRODUCTION: PURPOSE AND NON-DISCRIMINATION STATEMENT

1. **PURPOSE:** The purpose of this policy is to assist Minneapolis Public Housing Authority (MPHA) in administering its low-income public housing programs. MPHA's goal is to comply with all applicable laws, regulations and ordinances (laws). If any part of the Statement of Policies (SOP) including Appendices is not in compliance with applicable laws, the law will prevail over the SOP.
2. **NON- DISCRIMINATION STATEMENT:** MPHA will not discriminate against any applicant or Tenant because of race, color, creed, religion, national origin, ancestry, familial status, sex, sexual orientation, gender identity, status with regard to public assistance, veteran status, marital status, disability, age, political or other affiliation provided such persons are otherwise eligible for admission or continued occupancy. MPHA will not retaliate against a person who claims discrimination.
3. MPHA will comply with its Reasonable Accommodation Policy and applicable law and regulation regarding reasonable accommodations.
4. A person may file a complaint of discrimination with a) MPHA, 1001 Washington Avenue North, Minneapolis, MN 55401, Attention: Executive Director; b) the Minneapolis Civil Rights Department, Room 239 City Hall, 350 South Fifth Street Minneapolis, MN 55415; c) the Minnesota Department of Human Rights, 190 East 5th Street Suite 700 St. Paul, MN 55101; or d) the U.S. Department of Housing and Urban Development, Area office, 920 South Second Street, Suite 300 Minneapolis, MN 55401 or at the https://portal.hud.gov/hudportal/HUD?src=program_offices/fair_housing_equal_opp/online-complaint. The filing of a complaint with the MPHA does not prevent the subsequent filing of a complaint with another government agency.

PART I: DEFINITIONS

1. **ADJUSTED INCOME**: Annual Income less the following deductions, determined in accordance with HUD regulations (24 CFR §5.611):
 - A. \$480 for each Dependent; (Refer to definition)
 - B. \$400 for any Elderly or Disabled; (Refer to definition)
 - C. The sum of the following, to the extent the sum exceeds three percent of annual income:
 - 1) Unreimbursed medical expenses of any elderly family or disabled family;
 - 2) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member of the family who is a person with disabilities) to be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus; and
 - D. Any reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education.
2. **AFFILIATED INDIVIDUAL**: See definition in the Violence Against Women Act Policy.
3. **ALLOWANCES**: Amounts added to or deducted from the household's annual income in determining adjusted annual income.
4. **ANNUAL INCOME (24 CFR 5.609)**:
 - A. Annual income means all amounts monetary or not, which:
 - 1) Go to, or on behalf of the family head or spouse (even if temporarily absent) or any other family member; or
 - 2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
 - 3) Which are not specifically excluded in paragraph (c) of this section.
 - 4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

If it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal or cyclic income), or the MPHA believes that past income is the best available indicator of expected future income, the MPHA may annualize the income anticipated for a shorter period, subject to a reexamination at the end of the shorter period.
 - B. Annual income includes but is not limited to:

- 1) The full amount, before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- 2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided by the Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or invested in the operation by the Family.
- 3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness will not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph B 2 of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has Net Family Assets in excess of \$50,000, Annual Income will include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current Passbook Savings Rate.
- 4) The full amount, before deductions, received from social security, annuities, periodic payments from insurance policies, retirement funds, pensions, periodic benefits or disability or death, and other similar types of period receipts, including a lump-sum payment for the delayed start of a periodic payment (except as provided in paragraph C. 13 below).
- 5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph C. 3 below).
- 6) Welfare assistance payments:
 - a) Any welfare benefits received by any family member
 - b) Imputed welfare income
 - (1) For current Tenants (not applicants) a family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction due to a sanction for welfare fraud or non-compliance with economic self-sufficiency requirements, as specified in notice to the Minneapolis Public Housing Authority by the welfare agency) plus the total amount of other annual income.
 - (2) At the request of the Minneapolis Public Housing Authority, the welfare agency will inform the Minneapolis Public Housing Authority in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform

the Minneapolis Public Housing Authority of any subsequent changes in the term or amount of such specified welfare benefit reduction. The Minneapolis Public Housing Authority will use this information to determine the amount of imputed welfare income for a family.

- (3) A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to the Minneapolis Public Housing Authority by the welfare agency).
- (4) The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
- (5) The Minneapolis Public Housing Authority will not include imputed welfare income in annual income if the family was not an assisted Tenant at the time of the sanction.
- (6) If a Tenant is not satisfied that the Minneapolis Public Housing Authority has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the Minneapolis Public Housing Authority denies the family's request to modify such amount, then the Minneapolis Public Housing Authority shall give the Tenant written notice of such denial, with a brief explanation of the basis for the Minneapolis Public Housing Authority's determination of the amount of imputed welfare income. The Minneapolis Public Housing Authority's notice shall also state that if the Tenant does not agree with the determination, the Tenant may grieve the decision in accordance with our grievance policy. Tenant may grieve the amount of imputed welfare income as provided by the lease and grievance procedure.
- (7) Relations with welfare agencies;
 - a) The Minneapolis Public Housing Authority will ask welfare agencies to inform it of any specified welfare benefits reduction for a family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the Minneapolis Public Housing Authority written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction if the reduction is due to welfare fraud or non-compliance with self-sufficiency requirements.

- b) The Minneapolis Public Housing Authority is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Minneapolis Public Housing Authority is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.
 - c) Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determinations through the welfare agency's normal due process procedures. The Minneapolis Public Housing Authority shall rely on the welfare agency notice to the Minneapolis Public Housing Authority of the welfare agency's determination of a specified welfare benefits reduction.
- 7) Periodic and determinable allowances (income), such as alimony, child support payments received, and regular contributions or gifts including amounts received from any person not residing in the dwelling.
- 8) All regular pay, special payments and allowances (compensation) of a member of the Armed Forces (except as provided in paragraph C. 6 below).
- C. Annual Income does not include the following:
 - 1) Income from employment of children (including foster children) under the age of 18 years.
 - 2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
 - 3) Lump-sum additions to Family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except as provided in B. 4 and B. 5 above)
 - 4) Amounts received by the Family that are specifically for or in reimbursement of, the cost of medical expenses for any family member.
 - 5) Income of a Live-in Aide; see definition.
 - 6) The full amount of student financial assistance paid directly to the student or the educational institution.

- 7) The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire.
- 8) Amounts received:
 - a) under training programs funded by HUD.
 - b) by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
 - c) by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.
 - d) under a Tenant service stipend. A Tenant service stipend is a modest amount (not to exceed \$200 per month) received by a Tenant for performing a service for the PHA on a part-time basis that enhances the quality of life in the development. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance and Tenant initiatives coordination and serving as a member of the PHA's governing board. No Tenant may receive more than one such stipend at the same time.
 - e) as incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as Tenant management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period for which the family member actively participates in the program.
- 9) Temporary non-recurring or sporadic income including sporadic gifts.
- 10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
- 11) Earned income in excess of \$480 annually for each full-time student 18 years old or older (excluding the head of household and spouse).
- 12) Adoption assistance payments in excess of \$480 per adopted child.
- 13) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
- 14) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit.
- 15) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.

- 16) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. Excluded amounts include:
- a) The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b)).
 - b) Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044 (g), 5058).
Examples of programs under this Act include but are not limited to:
 - the Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
 - National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
 - Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).
 - c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(a)).
 - d) Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes (24 U.S.C. 459(e)).
 - e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f)).
 - f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (24 U.S.C. 1552(b)).
 - g) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504); and
 - h) The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission of the Court of Claims (24 U.S.C. 1407-1408), or from funds held in trust for an Indian Tribe by the Secretary of Interior (24 U.S.C. 117); and
 - i) Amounts of scholarships funded under Title VI of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs Student Assistance programs, that are made available to cover the cost of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (that are used to cover the cost of attendance at an educational institution). (20 U.S.C. 1067uu)

- Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships.
- j) Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 (F)).
 - Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb.
- k) Payments received on or after January 1, 1987 from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Re Agent Orange product liability litigation.
- l) Payments received under the Maine Indian Claim Settlement Act of 1980.
- m) The value of any childcare provided or arranged (or the amount received as payment for such care incurred for such care) under the Child Care and Development Block Grant Act of 1009 {42 U.S.C.32 (j)}.
- n) Any earned income tax credit.
- o) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservations (Pub. L. 95-433)
- p) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637 (d))
- q) Any allowance paid under provisions of 38 U.S.C. 1805 to a child suffering spina bifida who is the child of a Vietnam veteran.
- r) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Crimes Victim Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602).
- s) Allowances, earnings and payments to individuals participating in the programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931).
- 17) The incremental earnings due to employment during a 24-month period following the date of the initial hire, the first 12 months will be a 100% disregard and the following 12 months will be a 50% disregard for families:
 - a) Whose income increases as a result of employment of a family member who was previously unemployed for one or more years;

- b) Whose income increases during participation of a family member in any economic self-sufficiency or other job training programs;
 - c) Who are or were, within the last 6 months, assisted under a State TANF or Welfare to Work program.
- 5. **APPLICANT**: The Applicant head of household and all the family members listed on the application
- 6. **ASSETS**: Where the Tenant Family has Net Family Assets in excess of \$50,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by MPHA. MPHA will obtain 3rd party verification of assets prior to admitting a family and for assets valued at more than \$50,000 during each re-examination. MPHA may accept the family's declaration of assets where the combined total is less than \$50,000. See NET FAMILY ASSETS.
- 7. **CHILD CARE EXPENSES**: Amounts anticipated being paid by Family for the care of children less than 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed, to further his or her education, to actively seek employment and only to the extent such amounts are not reimbursed. The amount deducted will reflect reasonable charges for childcare and, in the case of childcare necessary to permit employment, the amount deducted will not exceed the amount of income received from such employment of the lowest paid adult family member.
- 8. **CEILING RENT**: MPHA does not have a ceiling rent. See Rent Computation and Security Deposit Policy.
- 9. **CITIZEN**: Citizen or National of the United States.
- 10. **CO-HEAD OF HOUSEHOLD**: An individual in the household who is equally responsible for the lease with the Head of Household, who signs the lease, and whose income and resources are available to meet the family's needs. Each lease may have only one Co-head of Household.
- 11. **COMMUNITY SERVICE**: The performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance Tenant self-sufficiency, and/or increase the self-responsibility of the Tenant within the community in which he/she resides.
- 12. **COURT ORDERED FEES**: These Fees include any court damages, fees, costs, expenses, or other sums awarded to or ordered to MPHA from a Tenant, Applicant, or former Tenant. A Tenant, Applicant, or former Tenant's failure to pay these Fees is grounds to terminate the Lease or to deny admission.
- 13. **COVERED FAMILIES**: Families who receive welfare assistance or other public assistance benefits from a State or other public agency under a program for which Federal, State, or local laws requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.
- 14. **DATING VIOLENCE**: See definition in the Violence Against Women Act Policy.

15. **DEPENDENT**: A member of the Tenant Family household (excluding foster children) other than the Family head or co-head, who is less than 18 years of age or is a Disabled Person or is a full-time Student.
16. **DISABILITY ASSISTANCE EXPENSES**: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.
17. **DISABLED FAMILY**: A family whose head, spouse or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.
18. **DISABLED PERSON**: A person who:
 - A. Has a disability as defined in 42 U.S.C. 423
 - B. Is determined, pursuant to HUD regulations to have a physical, mental, or emotional impairment that:
 - Is expected to be of long-continued and indefinite duration;
 - Substantially impedes his or her ability to live independently; and
 - Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
 - C. Has a developmental disability as defined in 42 U.S.C. 6001.

For the purposes of qualifying for Public Housing, does not include a person whose disability is based solely on drug or alcohol dependence.
19. **DISALLOWANCE**: Exclusion from annual income.
20. **DISPLACED FAMILY**: Refer to definition of involuntary displacement
21. **DOMESTIC VIOLENCE**: See definition in the Violence Against Women Act Policy.
22. **DRUG FREE PUBLIC HOUSING ZONE**: Any public housing development administered by MPHA plus the area within 300 feet of the property's boundary, or one city block whichever distance is greater which shall be free of selling, possessing, or possessing with intent to sell any illegal controlled substance. Maximum sentencing penalties will be imposed by the courts for unlawful controlled substance crimes committed within this defined zone. (Minn. Stat. § 152.01, subd. 19; 152.01 *et seq* for crimes and penalties relating to public housing zones). MPHA has a “zero tolerance” for drug activity; the lease of any Tenant who possesses any amount of a controlled substance in MPHA property will be terminated. All Tenants are responsible for the conduct of the members of their household and/or guests. The lease of a Tenant will also be terminated if a guest or household member is found to possess any amount of a controlled substance on MPHA property.

23. **DRUG RELATED CRIMINAL ACTIVITY**: The illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance, regardless of arrest or conviction as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
24. **EARNED INCOME DISALLOWANCE**: See Annual Income C. 17.
25. **ECONOMIC SELF-SUFFICIENCY PROGRAM**: Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, or apprenticeship.
26. **EFFECTIVE DATE**: The "effective" date of an examination or reexamination refers to (i) in the case of an examination for admission, the effective date of initial occupancy, and (ii) in the case of reexamination of an existing tenant, the effective date of the redetermination Total Tenant Payment (i.e., effective date of Rent change).
27. **ELDERLY DESIGNATED BUILDING**: Is a highrise building approved by HUD and designated by MPHA as an elderly designated building.
28. **ELDERLY FAMILY**: A family whose head or spouse/co-head or sole member is a person who is at least 62 years old. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.
29. **ELDERLY PERSON**: A person who is at least 62 years of age.
30. **ELIGIBLE NONCITIZEN**:
- A. A noncitizen lawfully admitted for permanent residence, as defined by section 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a)(15) of the INA (8 U.S.C. 1101(a)(20) and 1101(a)(15), respectively) (immigrants). (This category includes a noncitizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161), special agricultural worker), who has been granted lawful temporary Tenant status);
 - B. A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under section 249 of the INA (8 U.S.C. 1259);
 - C. A noncitizen who is lawfully present in the United States pursuant to an admission under section 207 of the INA (8 U.S.C. 1157) (refugee status); pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 U.S.C. 1158) (asylum status); or as a result of being granted conditional entry under section 203(a)(7) of the INA (8 U.S.C. 1153(a)(7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;

- D. A noncitizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest under section 212(d)(5) of the INA (8 U.S.C. 1182(d)(5)) (parole status);
- E. A noncitizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation under section 243(h) of the INA (8 U.S.C. 1253(h)) (threat to life or freedom); or
- F. A noncitizen lawfully admitted for temporary or permanent residence under section 245A of the INA (8 U.S.C. 1255a) (amnesty granted under INA 245A).
- G. A VAWA self-petitioner who is in "satisfactory immigration status" (i.e., immigration status does not make the individual ineligible for financial assistance) while applying for assistance or continued assistance.

- 31. **EMANCIPATED MINOR:** Person who is under 18 years of age and who is married, an active duty member of the U.S. armed forces or emancipated by court order.
- 32. **ESTABLISHED INCOME RANGE:** Between 85% and 115% (inclusive) of the MPHA-wide average tenant income for developments covered under the rule to Deconcentrate Poverty 24 C.F.R. part 903, or below 30% of the area median. See Waiting List Assignment Plan and Designation of Buildings.
- 33. **EXCESS MEDICAL EXPENSES:** Any medical expenses incurred by elderly families or families with Dependents only in excess of 3% of Annual Income which are not reimbursable from any other source.
- 34. **EXCESS UTILITIES:** In Highrise Building units, tenants using certain appliances such as a freezer or air conditioner, will be pay a charge for excess utility consumption. In Family Housing Units, Tenants will pay for excessive usage of water, gas and electric utilities. See Appendix for Monthly Allowed Utility Usage.
- 35. **EXTREMELY LOW-INCOME FAMILY:** A family whose income does not exceed the higher of 30 percent of area median as determined by HUD, with adjustments for family size or the Federal Poverty Level. HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.
- 36. **FAMILY:** Includes, but is not limited to the following, regardless actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. The PHA has the discretion to determine if any other group of persons qualifies as a family.
- 37. **FAMILY HOUSING UNIT:** All units that are two bedroom or larger, except highrise two-bedroom units, including Glendale Townhome units. Family units are for adults with Dependents. For households who no longer have a Dependent, the remaining adults and residual family members

may transfer to highrise units. If the household does not transfer in a timely manner, MPHA will terminate the lease.

38. **FAMILY SELF SUFFICIENCY (FSS) PROGRAM:** A self-sufficiency program established by the Minneapolis Public Housing Authority (MPHA) that offers incentives to promote economic self-sufficiency among motivated FSS public housing low rent Tenants via successful completion of their FSS Contract of Participation.
39. **FIXED INCOME:** Occurs when a tenant's only source of income is from social security retirement, social security disability, social security dependent benefits, Minnesota Supplemental Income (MSA) and/or other fixed income approved by MPHA.
40. **FLAT RENT:** A Rent amount the family may choose to pay in lieu of having their Rent determined under the income-based method. The Flat Rent is established by MPHA based on HUDs Fair Market Rents. Families selecting the Flat Rent option must have their income evaluated every three years, rather than annually. See Flat Rents Appendix. Flat Rents are offered at the annual reexamination of income and eligibility. Families who do not properly report their income will not be allowed to take advantage of Flat Rents.
41. **FORMAL REPAYMENT AGREEMENT:** An agreement signed between an applicant or tenant and MPHA in which the applicant or tenant agrees to pay in monthly installments, a sum owed to MPHA. The agreement shall not exceed 24 months without the written approval of the Managing Director of Low Income Public Housing.
42. **FOSTER CHILD OR CHILDREN:** A child or children raised by someone not their own mother or father, and for whom the tenant or applicant receives compensation. Legal documentation of placement with the MPHA family will be required.
43. **FULL-TIME STUDENT:** A person who is attending school or vocational training on a full-time basis. A Full-time Student who is the Head of Household may not live in other housing including a dorm room.
44. **GENERAL OCCUPANCY BUILDING:** Is a highrise building that is not an Elderly Designated Building.
45. **HANDICAPPED ASSISTANCE EXPENSES:** Refer to Definition for Disability Assistance Expenses.
46. **HANDICAPPED PERSON:** Refer to definition of Disabled Person.
47. **HATE CRIME:** The actual or threatened physical violence or intimidation that is directed against a person or his/her property and that is based on the person's race, color, religion, sex, national origin, disability, sexual orientation, or familial status.
48. **HEAD OF HOUSEHOLD:** The Head of Household is the person who assumes legal responsibility for the Household; signs the lease and is listed on the application as Head. Each lease has only one Head of Household. The Head of Household must reside in the unit on a full-time basis and use the unit as their sole and principle residence.
49. **HIGHRISE BUILDING:** Is a Non-Family Housing Unit building that has four or more stories.

50. **HUD**: The United States Department of Housing and Urban Development.
51. **HUD'S STATEWIDE CLEARINGHOUSE LIST**: A list of Tenants/participants who have left a PHA in the state of Minnesota owing money. HUD publishes the list on a semiannual basis.
52. **IMPUTED ASSET INCOME**: Value of an asset times the HUD passbook rate where the value of such assets is greater than \$50,000. If the imputed income is more than the actual income from assets, the imputed amount is used as income from assets in determining Rent.
53. **IMPUTED WELFARE INCOME**: The amount of annual income not actually received by a family, as a result of a welfare benefit reduction for the family's welfare fraud or failure to comply with economic self-sufficiency requirements that is nonetheless included in the family's annual income for the purposes of determining the rent.
54. **INCOME BASED RENT**: Rent amount based on the family's Annual income and Adjusted Income, as determined by the MPHA's SOP and procedures.
55. **INCOME TARGETING**: At least 40 percent of admissions to the public housing program in each fiscal year must be extremely low-income families.
56. **INDIVIDUAL EXEMPT FROM COMMUNITY SERVICE**:
- A. A Family member who is 62 years of age or older.
 - B. A family member who is blind or disabled, as defined by Section 216 (i)(1) or 1614 of the Social Security Act (42 U.S.C. 416 (i) (1); 1382c) and who certifies that because of this disability is unable to comply with requirements.
 - C. A Family member who is the primary care giver for someone who is blind or disabled as set forth in paragraph 2 above.
 - D. A family member who is engaged in work activity.
 - E. A family member who is exempt from having to engage in a work activity in a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any welfare program of the State, including State-administered welfare-to-work program; A family member who is receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any welfare program of the State, including a State-administered welfare-to-work program, and is in compliance with that program.
57. **INSPECTION**: The review or examination of the Premises for any reason arising out of the Lease or SOP. At any time that MPHA is on the Premises for an Inspection MPHA may photograph the Premises to show damage to MPHA property, unsafe conditions, housekeeping issues or other lease violations.
58. **INVOLUNTARY DISPLACEMENT**:
An Applicant is or will be involuntarily displaced if the Applicant has vacated, or will have to vacate his/her housing unit as a result of one or more of the following actions:
- A. Displacement by Disaster: An applicant's unit is uninhabitable because of a disaster, such as a fire or flood.

- B. Government Action: Activity carried on by an agency of the United States or by any State or local government body or agency in connection with code enforcement or a public improvement or development program.
- C. Housing Owner's Action: Action by a housing owner forces the applicant to vacate its unit. An applicant does not qualify as involuntarily displaced because action by a housing owner forces the applicant to vacate its unit unless: 1) the applicant cannot control or prevent the owner's action; 2) occurs although the applicant met all imposed conditions of occupancy; and 3) the action taken by the owner is other than a rent increase.

The reasons for a tenant's involuntary displacement by owner action includes, but is not limited to the following: 1) conversion of the unit to non-rental/residential use; 2) closing of the unit for rehab or any other reason; 3) notice by owner to vacate a unit because the owner wants the unit for personal or family use or occupancy; 4) sale of the unit, in which an applicant resides under an agreement which requires the unit to be vacant when possession is transferred; 5) any other legally authorized act that results or will result in withdrawal of the unit from the rental market.

Such reasons do not include the vacating of a unit by a tenant as a result of actions taken by the owner because the tenant refuses: 1) to comply with HUD program policies and procedures for the occupancy and under-occupied or overcrowded units; or 2) to accept a transfer to another housing unit in accordance with a court decree or in accordance with policies and procedures under a HUD-approved desegregation plan.

- D. When a Victim has vacated or will have to vacate their housing unit because of domestic violence, sexual assault, dating domestic violence or stalking against the Victim.
- E. Displacement to avoid reprisals: An applicant family is involuntarily displaced if: 1) family members provided information on criminal activities to a law enforcement agency and 2) based on a threat assessment, the law enforcement agency recommends re-housing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information. MPHA will establish appropriate safeguards to conceal the identity of families requiring protection against such reprisals.
- F. Displacement by hate crimes (refer to definition): An applicant family is involuntarily displaced if: 1) one or more members of the applicant's family have been the victim of one or more hate crimes; and 2) the applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit.

MPHA must determine that the hate crime involved occurred recently or is of a continuing nature.

- G. Displacement by inaccessibility of unit: An applicant family is involuntarily displaced if: 1) a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit; and 2) the owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation

H. Displacement because of HUD disposition of multifamily project includes: A displacement because of disposition of a multifamily rental housing project by HUD under Section 203 of the Housing and Community Development Amendments of 1978.

59. **LIVE-IN AIDE**: A person who resides with a Near Elderly, Elderly or Disabled person or persons and who MPHA determines to be essential to the care and well-being of the tenant(s), who can prove they have the skills necessary for the care of the Near elderly, Elderly or Disabled tenant and the sole purpose for living with the tenant family is to provide the necessary full time supportive services;

- not obligated for support of the person(s); and
- would not be living in the unit except to provide necessary full-time supportive services.

The Live-in Aide will not be added to the lease but must comply with the terms of the lease. The Live-in Aide has no residual tenancy rights to the unit; the Live-in Aide must vacate the unit with the Tenant Family. The Live-in Aide will vacate the unit when the Tenant Family no longer qualifies for a Live-in Aide. A Live-in Aide will be screened as any other applicant with the exception of economic criteria. The Live-in Aide must pass the screening. A Live-in Aide will be accommodated in the Tenant Families current unit. A health care provider must verify the need for a Live-in Aide. See Reasonable Accommodation Policy. This verification will include the reason for the need, hours care is needed and the duration of the need. The Tenant Family must provide medical confirmation of the continued need for a Live-in Aide at the request of Management at any time.

60. **LANDLORD**: This term means either the owner of the property or his/her representative or the managing agency or his/her representative, as shall be designated by the owner.
61. **LEASE COMPLIANT**: (a & b of the definition of Lease Compliant does not apply to participation in a resident organization or committee.)
To be considered Lease Compliant a tenant must:
- a) timely pay Rent and all other charges;
 - b) not be on a Formal Repayment Agreement or owe Retroactive Rent due to the fault of the tenant;
 - c) have no repeated or serious violations of the lease; and
 - d) have no valid eviction actions filed against them for any reason.
62. **LOW INCOME FAMILY**: A Family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than the 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs of unusually high or low family incomes.
63. **MEMBERS OF THE HOUSEHOLD**: Persons listed in the lease or subsequent lease addendum.
64. **MEDICAL EXPENSES**: Those total medical expenses, including medical insurance premiums that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. Medical expenses are allowed only for elderly, disabled, and handicapped households. The amount allowable as a deduction is the amount that exceeds 3 percent of Annual Income.

65. **METROPOLITAN HOUSING OPORTUNITIES PROGRAM (MHOP)**: Privately owned units under MPHA's ACC located in the metropolitan area. These units are marketed to applicants from MPHA's 2-5-bedroom family public housing waiting list.
66. **MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP)**: Minnesota welfare reform program previously known as AFDC.
67. **MINIMUM RENT**: Is Rent not based upon income and is \$75 per month.
68. **MIXED FAMILY**: An Applicant or Tenant Family whose members include those with citizenship or eligible immigrations status, and those without citizenship or eligible immigrations status.
69. **MIXED POPULATION DEVELOPMENT**: Is defined in 24 C.F.R. § 960.102 (b), as amended or other applicable regulation. MPHA does not have any mixed population developments.
70. **MONTHLY ADJUSTED INCOME**: Monthly Adjusted Income is one-twelfth of Adjusted Annual Income.
71. **MONTHLY INCOME**: Monthly Income is one-twelfth of Annual Income.
72. **MONTHLY RENT**: The Rent amount the Family pays monthly as determined by MPHA. Monthly Rent may include Flat Rent, Income Based Rent, Minimum Rent and Retroactive Rent. If MPHA supplies all utilities (except telephone or cable TV) and other essential housing services are supplied by MPHA, Monthly Rent equals the Total Tenant Payment. If MPHA does not supply all utilities (except telephone or cable TV) and other essential housing service, and these costs are not included in the Monthly Rent amount, Monthly Rent Equals Total Tenant Payment less the Utility Allowance.
73. **MOVING TO WORK**: A demonstration program enacted by Congress in 1996 and offered to a limited number of public housing authorities that allows public housing authorities to design and test various approaches to administering housing assistance programs.
74. **MPHA**: The Minneapolis Public Housing Authority, which operates in and for the City of Minneapolis. It is authorized to engage in or assist in the development or operation of housing for low-income families.
75. **NATIONAL**: A person who owes permanent allegiance to the United States as a result of birth in a United States territory or possession.
76. **NEAR ELDERLY FAMILY**: A family whose head or spouse/co-head (or sole member) is at least 50 years of age and below the age of 62.
77. **NET FAMILY ASSETS**: Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income. The value of a burial trust will

not be included in Net Family Assets. In determining Net Family Assets, MPHA shall include the value of any business or family assets disposed of by an applicant or Tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or Tenant receives important consideration not measurable in dollar terms.

78. **NONCITIZEN**: A person who is neither a citizen nor national of the United States.
79. **NON-SMOKING PROPERTIES**: Smoking is prohibited at all public housing, in all indoor areas which include but are not limited to apartments, shared areas, entryways, hallways, stairwells, balconies, lobbies, community rooms, laundry rooms and all outdoor areas including building grounds, lot except where there is a designated area. For ~~Glendale and Scattered Site properties~~Family Housing Units, smoking is prohibited in all indoor areas and within 25 feet of the structure, unless the property line is less than 25 feet from the structure, smoking is permitted at the property line. See No Smoking Policy.
80. **NOTICE**: This term applies specifically to Section 4.D of the Lease, which refers to the first time that the tenant is given written Notice of a charge, penalty or assessment (charge). Notwithstanding any other provision in the Lease or SOP to the contrary, reminders, monthly rent statements lease terminations letters, or any other document referencing the charge does not create another opportunity to request a grievance hearing to contest the amount of the original charge. See Grievance Procedures.
81. **OCCUPANCY STANDARDS**: The standards that MPHA has established for determining the appropriate number of bedrooms needed to house families of different sizes or compositions.
82. **OVER HOUSED**: When the number of Members of the Household is less than the Occupancy Limit.
83. **OVER INCOME**: A Tenant Family is Over Income if their Annual Income exceeds 80% of the area median income as published by HUD. See Occupancy Standards and Lease Add Ons.
84. **PARTICIPANT**: A family or individual that is assisted by the MPHA.
85. **PASSBOOK SAVINGS RATE**: The rate used to calculate income from assets when the asset is over \$50,000 in value. This rate is reviewed annually and will not vary more than .75 from the national rate.
86. **PREVIOUSLY UNEMPLOYED**: This includes a person who has earned, in the 12 months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.
87. **PROFIT MAKING ACTIVITIES IN A DWELLING UNIT**: With prior written MPHA approval, profit-making activities may be allowed provided that no additional space or parking is required for this

purpose. No modifications can be made to the unit for such activities and the Tenant must provide proper insurance.

88. **PUBLIC ASSISTANCE**: Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly by Federal, State, or local governments.
89. **RENT**: Includes Flat Rent, Income Based Rent, Minimum Rent, Monthly Rent, Retroactive Rent and any Rent owing on a Formal Repayment Agreement.
90. **RETROACTIVE RENT**: When a tenant is charged less Rent than what should have been charged due to circumstances where the tenant is in whole or in part at fault and may be because a reexamination of income was not completed by the effective date. Retroactive Rent is Rent and may be referred to as Retro Rent. Retroactive Rent is due and collectable 30 days after MPHA gives written notice to the Tenant of the amount of Retroactive Rent owed.
91. **SELF-SUFFICIENCY INCENTIVES**:
 - A. The incremental earnings due to employment during a 24-month period following the date of the initial hire, for families:
 - 1) Whose income increases as a result of employment of a family member who was previously unemployed for one or more years;
 - 2) Whose income increases during participation of a family member in any economic self-sufficiency or other job training program;
 - 3) Who are or were, within the last 6 months, assisted under a State TANF or Welfare to Work program.
 - B. Reduction of gross employment income of 15%.
92. **SEPARATION OF HOUSEHOLD**: A separation of household is when MPHA agrees to provide a unit to an adult(s) who has requested to be separated from their current household. A separation of household may also occur when the household does not meet Occupancy limits. Those making separation of household requests must meet all MPHA eligibility and occupancy transfer requirements as well as being Lease Compliant, excluding exceptions for VAWA. See MPHA's Occupancy Standards and Lease Add On; Tenant Transfer.
93. **SERVICE-PERSONNEL**: Persons in military or naval forces of the United States who served therein during World War II, or who have had active service therein on and after June 27, 1950, and prior to the final cessation of hostilities as proclaimed by proper federal authority.
94. **SEXUAL ASSAULT**: See definition in Violence Against Women Act Policy.
95. **SINGLE PERSON**: A person living alone or intending to live alone and who does not qualify as an Elderly Family, Disabled Family or as the remaining member of a tenant family.
96. **SINGLE ROOM OCCUPANCY (SRO)**: A unit which contains no sanitary facilities or food preparation facilities, or which contains one but not both types of facilities and which is suitable for occupancy by a single individual.

97. **SMOKE FREE PROPERTY:** Smoking is prohibited on the entire property including but are not limited to all indoor and outdoor areas, apartments, all shared areas, entryways, hallways, stairwells, balconies, lobbies, community rooms, laundry rooms, building grounds and the parking lot.
98. **SPECIAL HOUSING PROGRAM:** A Special Housing Program is for Applicants and Tenants who are eligible for the housing or supportive services listed in Appendix E or other programs approved by MPHA in writing.
99. **SPECIFIED WELFARE BENEFIT REDUCTION:**
- A. A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
 - B. “Specified welfare benefit reduction” does not include a reduction or termination of welfare benefits by the welfare agency:
 - 1) at the expiration of a lifetime or other time limit on the payment of welfare benefits;
 - 2) because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
 - 3) because a family member has not complied with other welfare agency requirements.
100. **SPOUSE:** Spouse refers to the marriage partner, either a husband or wife, who is someone you need to legally divorce in order to dissolve the relationship or a domestic partnership as defined by the City of Minneapolis.
101. **STALKING:** See definition in Violence Against Women Act Policy.
102. **SUBSTANDARD HOUSING:**
- A. A housing unit is substandard if it:
 - 1) Is dilapidated;
 - 2) Does not have operable indoor plumbing;
 - 3) Does not have a useable, flush toilet inside the unit for the exclusive use of the family;
 - 4) Does not have a useable bathtub or shower inside the unit for the exclusive use of the family;
 - 5) Does not have electricity or has unsafe or inadequate electrical service;
 - 6) Does not have a safe or adequate source of heat;
 - 7) Should, but does not, have a kitchen, or;
 - 8) Has been declared unfit for human habitation by an agency or unit of government.
 - B. A housing unit is dilapidated if: 1) the unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or 2) the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair, or rebuilding. The defects may involve

original construction or may result from continued neglect or lack of repair or from serious damage to the structure.

- C. Status of SRO housing: In determining whether an individual living in single room occupancy (SRO) housing qualifies for Preference, SRO housing is not considered substandard solely because the unit does not contain sanitary or food preparation facilities.
- D. A homeless family includes any person or family that: 1) lacks a fixed, regular and adequate nighttime residence; and also 2) has a primary nighttime residence that is: a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing; b) an institution providing temporary residence for persons intended to be institutionalized; c) a public or private place not designed for or intended for use as sleeping accommodations for human beings; d) a place where the number of people occupying the unit grossly exceeds reasonable standards, three or more people per bedroom.

A "homeless family" does not include individuals imprisoned or detained by an Act of the Congress or a State law.

- 103. **TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF)**: The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.
- 104. **TEMPORARY EARNED INCOME**: Income from a Temporary Employment Agency or of limited term employment will be annualized.
- 105. **TEMPORARY CHANGE OF INCOME**: A change in income that will not be longer than 30 days duration and is nonrecurring.
- 106. **TENANT**: Person listed as the Head of Household or Co-Head of Household. The Head and Co-Head of Household are only a Tenant at the building where they reside.
- 107. **TENANT FAMILY**: Head(s) of household and the Members of Household (see definition). The Tenant Family is only a Tenant at the building where they reside.
- 108. **TOTAL TENANT PAYMENT**: The monthly amount calculated under 24 CFR § 5.628. Total Tenant Payment (TTP) does not include charges for excess utility consumption or other miscellaneous charges as defined in VII Rent Computation and Security Deposit.
- 109. **UNDER HOUSED**: When the number of Members of the Household is greater than the Occupancy Limit. See Occupancy Standards and Lease Add Ons.
- 110. **UNIT or DWELLING UNIT**: Living unit and any area assigned for the Tenant's exclusive use.
- 111. **UTILITY ALLOWANCE**: If the cost of utilities (except telephone and cable TV) for a public housing unit is not included in the Monthly Rent, e.g. Rent to Own Units and is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by MPHA or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by

energy conscious household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment, is deducted from the Total Tenant Payment.

112. **UTILITY ALLOWANCE REIMBURSEMENT**: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit. The Utility Reimbursement is paid by MPHA to the tenant, or to the utility company.
113. **VERY LOW-INCOME FAMILY**: A family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for an area of unusually high or low family incomes.
114. **VETERAN**: A citizen of the United States or a resident alien: 1) who separated under honorable conditions from any branch of the armed forces of the United States after serving active duty for 181 consecutive days or by reason of disability incurred while serving on active duty; 2) who has met the minimum active duty requirement as defined by 38 C.F.R. § 3.12; or 3) who has active military service certified under section 401, Public Law 95-202. The United States secretary of defense must certify the active military service and issue a discharge under honorable conditions. Veteran does not include veteran's spouse or co-head if the veteran is not a current member of the household.
115. **VIOLENCE AGAINST WOMEN ACT (VAWA)**: A federal law enacted on March 7, 2013 which amended the federal housing statutes to protect victims of dating violence, domestic violence, sexual assault and stalking. Under the law, an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking is not a serious or repeated violation of the lease by the victim and is not good cause for denying to a victim admission to a program, terminating Section 8 assistance or occupancy rights, or evicting a tenant. See MPHA's VAWA Policy.
116. **WELFARE ASSISTANCE**: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments. (See Public Assistance.)

PART II: REQUIREMENTS FOR ADMISSION

1. MPHA will maintain records regarding each applicant that indicate: the date and time of receipt of the application; MPHA's determination as to eligibility or non-eligibility of the applicant; the appropriate unit size, the preference rating, if any, and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.
2. **ELIGIBILITY:** It is MPHA's policy to admit only eligible and qualified applicants.
 - A. Admissions follow requirements under federal law and MPHA's Moving to Work Agreement. Across all MPHA programs, MPHA must assist only Low-Income Families (as defined in Part I, as are subsequent terms in this section). At least 75 percent of families MPHA assists must be Very Low-Income Families. In the Low-Income Public Housing program, MPHA may admit only Low-Income Families, and at least 40 percent of families admitted must be Extremely Low-Income Families.
 - B. "Eligibility" is a defined term under the Housing Act of 1937. Being eligible, however, is not entitlement to housing. In addition, every applicant must meet MPHA's Tenant Selection Criteria, established in accordance with 24 C.F.R. Part 960.

An eligible Applicant Family shall:

- 1) qualify as a "Family" as defined in Part I; the Head of Household must be at least 18 years of age or be an emancipated minor.
- 2) have Annual Income as defined in Part I at or below program guidelines listed in Appendix A;
- 3) Documentation of a valid Social Security Number (SSN) for each household member, with the exception of individuals who do not contend eligible immigration status. Exemptions also include existing public housing tenants who were at least 62 years of age as of January 31, 2010, and had not previously disclosed a SSN.

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

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

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

- 4) be a U.S. Citizen or National or have eligible noncitizen status as defined in Part I and provide a completed and signed 214 Status for each applicant family member or VAWA self-petition (INS Form I-360 or I-130) or INS Form 797; or be a Mixed Family.
3. MPHA requires:

- A. that each applicant family member who is 18 years or older sign consent authorization documents and release of information forms; and
 - B. that each applicant family member who is 18 years or older must provide a State or U.S. government issued picture ID that includes the date of birth, or another acceptable picture ID with a birth certificate at the time of initial interview.
 - C. for each applicant family member under 18 provide:
 - 1) A birth certificate indicating that the minor is a biological child of the Head of Household;
 - 2) Legal proof of adoption;
 - 3) A court order;
 - 4) A delegation of powers under Minn. Stat. 524.5-211;
 - 5) Written permission of the parent or other person having custody of the child; or
 - 6) If none of the above are available, reliable, accurate and objective third-party verification of custody.
 - D. the Applicant must produce evidence that all minors and adults will be permanently using the unit as their sole and principal place of residence. Such evidence may be a marriage certificate, domestic partner registration, birth certificate, legal proof of adoption, a court order, school, work, a delegation of powers under Minn. Stat. 524.5-211, written permission of the parent or other person having custody of the child, or other records verifying the address of the person, or other reliable, accurate and objective third-party verification,
4. **TENANT SELECTION CRITERIA:** MPHA will screen all applicants in accordance with 24 C.F.R. Part 960), Appendix H, Applicant Screening Criteria Guidelines (relating to applicants with criminal histories) and sound management practices.
- A. MPHA will consider information reasonably related to assessing the conduct of the applicant and all family members on the application, in present and prior housing. The conduct shall indicate a reasonable probability that the applicant and family members will comply with MPHA's lease, with or without a reasonable accommodation.
 - B. Presumptive Eligibility: For Applicants who are eligible and approved for an Assisted Living or a Housing with Services program. MPHA will verify income and screen in accordance with the all criminal history procedures.
 - C. Prior to admission, MPHA will verify and document whether the applicant family is not likely to:
 - 1) Interfere with other Tenants, neighbors or MPHA staff in such a manner which may adversely affect their peaceful enjoyment of the premises, or their health, safety, or welfare;
 - 2) Adversely affect the physical environment or financial stability of the project;
 - 3) Violate the terms and conditions of the lease; or
 - 4) Require services resulting in an alteration to the fundamental nature of MPHA's program.
 - D. MPHA may immediately deny admission to the Applicant Family for any of the conduct listed below. If a hearing panel or officer overturns MPHA's decision to deny admission and MPHA

has not completed the selection process, MPHA will continue the selection process. MPHA will base a subsequent denial of admission solely upon any new unfavorable information.

- 1) Failure to pay financial obligations, especially Rent and utilities;
- 2) Disturbance of neighbors, destruction of property, living habits, or housekeeping habits at prior residences, that may adversely affect the health, safety or welfare of other tenants, neighbors or MPHA staff;
- 3) Involvement in any criminal activity, other activity or a history of criminal acts including drug-related criminal activity, pursuant to Appendix H, Applicant Screening Criteria Guidelines;
- 4) Illegal use or pattern of use of a drug or controlled substance, and abuse or pattern of abuse of alcohol which MPHA determines may interfere with the health, safety or the right to peaceful enjoyment of the premises by other Tenants, neighbors or MPHA staff;
- 5) Current or past involvement in drug-related criminal activity, pursuant to Appendix H, Applicant Screening Criteria Guidelines. MPHA is a Drug Free Zone. Refer to definition in Part I;
- 6) Fraud in connection with any Federal housing assistance program;
- 7) Eviction, lease termination or a vacate after the service of an eviction or a lease termination from housing or termination from residential programs for the last ~~five~~three years from the date that MPHA conducts the initial screening interview to process the application and throughout the application process. For the purposes of this section, an eviction will be considered if it results in a judgment against the applicant. MPHA may consider the date and circumstances;
- ~~7)~~8) Evicted from a 1937 Housing Act Program because of a drug-related criminal activity are ineligible for admission to public housing for a three-year period from the date of eviction.
- ~~8)~~9) Eviction, lease termination or a vacate after the service of an eviction or a lease termination from assisted housing for any drug related criminal activity for the last ~~five~~three years from the date that MPHA conducts the initial screening interview to process the application and throughout the processing period. For the purposes of this section, an eviction will be considered if it results in a judgment against the applicant.
- ~~9)~~10) Any material misrepresentation relevant to the application process discovered at any time prior to signing the lease;
- ~~10)~~11) Failure to cooperate with MPHA in completing the application process;
- ~~11)~~12) Failure to provide written, accurate, current, objective and verifiable information regarding income, assets, family composition, childcare, alcohol abuse, illegal drug use or criminal activity;

- ~~12)~~13) Failure to supply requested documents or fingerprints as required by the application process;
- ~~13)~~14) Any conviction for manufacturing or producing methamphetamine (speed); is cause for a lifetime denial and will not be eligible for an Informal Hearing;
- ~~14)~~15) Lifetime registration under a state sex offender registration program is be cause for a lifetime denial and will not be eligible for an Informal Hearing;
- ~~15)~~16) Threatening, abusive or violent conduct towards an MPHA employee, applicant or Tenant;
- ~~16)~~17) Currently or previously being trespassed from any MPHA property for the last three years;
- ~~17)~~18) Inability to have gas and/or electric service connected in the name of the applicant head of household for MPHA units with tenant paid utilities.
- ~~18)~~19) Having an active bench warrant.
- ~~19)~~20) Except for #13 and #14, an arrest or conviction is not required.

E. Other reasons to deny admission or qualifications for admission include:

- 1) Former MPHA tenants ~~who was evicted or~~ whose lease was terminated or who vacated after the service of ~~an eviction or a~~ lease termination, for any reason by MPHA shall establish for at least five years from the date of the move out that the applicant was not involved in any activity that was a factor or reason for the lease termination.
- 2) All applicants shall provide at least ~~36-24~~ months of their most recent consecutive residential history. Residential history may include but is not limited to: independent living; rental or ownership; shared residency; institutionalization group living; emergency shelters; transitional housing; and living with a guardian.
- 3) MPHA may waive this requirement #2 if the applicant shows that the failure to provide such history is through no fault of the applicant. If MPHA waives this requirement, the applicant must provide ~~three~~two professional reference letters. MPHA will evaluate the veracity and credibility of the reference letters by considering any relevant factor including but not limited to the type of contact between the applicant and letter author, the duration of the contact, whether the contact is related to ability to comply with the lease, and whether the letter is a form letter.
- 4) Applicant owes MPHA money, except upon documentation that the debt is barred by the applicable statute of limitations or ~~was previously~~ discharged in bankruptcy.
- 5) Applicants whose initial NCIC report indicates a criminal history shall be fingerprinted by MPHA. Before making a decision regarding admission, MPHA will provide a copy of the criminal records to the applicant. The applicant will have an opportunity to contest the accuracy and relevance of the records, before MPHA makes a decision, as discussed in Appendix for Applicant Screening Criteria Guidelines.

- 6) Except as allowed by MPHA's VAWA Policy and F. below, applicants may not remove a member of the household from the application solely to avoid the denial of the application. See MPHA VAWA Policy.
 - 7) If MPHA has denied admission to an applicant, the applicant may not re-apply for six months from the date of the denial letter.
 - 8) If a Tenant Family vacates a unit after MPHA informs the Tenant of a pending lease termination or eviction, or is evicted, the Tenant Family may not re-apply for three years from the eviction or vacate date. For the purposes of this section, an eviction will only be considered if it resulted in judgment against the applicant.
- F. In the event of the receipt of unfavorable information with respect to an applicant, including any evidence of illegal drug use, MPHA will consider the nature, severity and recency of the applicant's conduct and may consider factors which might indicate a reasonable probability of favorable future conduct or financial prospects, such as:
- 1) Written documentation of the successful completion of a drug or alcohol rehabilitation program and six months of successful residential history after rehabilitation.
 - 2) Objective, written and verifiable evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling services and the availability of such services.
 - 3) Objective, written and verifiable evidence of successful modification of previous disqualifying behavior.
 - 4) Objective, written and verifiable evidence that unfavorable information regarding non-payment of Rent was based on Rent above 30% of the family's income. Objective, written and verifiable evidence that a person who has involved in disqualifying conduct has not been a member of the household for a reasonable amount of time and the family agrees to trespass that person and enforce the trespass.

5. **QUALIFIED AND UNQUALIFIED APPLICANTS**

- A. MPHA will analyze the verified information provided under Part III and determine the following:
- 1) Eligibility of the applicant as a family;
 - 2) Eligibility of the applicant with respect to income limits for admission;
 - 3) Eligibility of the applicant and family members who are at least six years of age with respect to documenting Social Security Numbers;
 - 4) Qualification of the applicant with respect to the Tenant Selection Criteria located in Requirements for Admission; and
 - 5) Eligibility as a U.S. Citizen or having eligible non-citizen status, including mixed family status

- B. MPHA shall promptly notify applicants, who are eligible and qualify under the Tenant Selection Criteria and give an estimate of time as to when a unit may be offered.
- C. MPHA shall promptly notify applicants who are ineligible and/or unqualified in writing of the basis for the determination.

Applicants who are unqualified because they do not meet the screening criteria will have an opportunity to request an informal hearing before a Hearing Panel to contest the denial determination. The applicant must submit a written request for an informal hearing within 10 working days of the date of the denial letter. The applicant should address the request to the Leasing and Occupancy Office of MPHA at 1001 Washington Ave N; Attention: Manager of Leasing and Occupancy. If the applicant does not timely request a hearing, the applicant waives the right to an informal hearing and may waive the right to further judicial review.

- D. INFORMAL HEARING: An applicant who was denied housing may ask for an informal hearing.
 - 1) A hearing panel of two MPHA Tenants and an uninvolved staff member will conduct the hearing.
 - 2) The applicant has a right to:
 - a) have counsel or another representative at applicant's expense;
 - b) give evidence and oral argument;
 - c) refute MPHA evidence;
 - d) question witnesses; and
 - e) the opportunity to look at MPHA's applicant file or other documents that MPHA may rely upon and request a copy of these documents at their expense.
 - 3) The panel will decide the case solely on the facts presented at the hearing.
 - 4) MPHA will notify the applicant within ten working days of the hearing panel's decision.
 - 5) If the applicant does not attend the scheduled hearing, the hearing panel may decide that the applicant has waived the right to a hearing.
 - 6) The MPHA is not bound by a hearing decision that is contrary to HUD regulations or requirements or is contrary to federal, state or local law, ordinance or the requirements of the annual contributions contract between HUD and MPHA. In such cases, MPHA's Board of Commissioners will review the matter within the next two Board Meetings. MPHA will notify the applicant of the date of the Board review and will send the Board decision to the applicant within ten days of the date of the review.
 - 7) If the applicant does not like the hearing panel or Board of Commissioners' decision, applicant may ask for judicial review as the law provides.
 - 8) If an applicant presents a request for reasonable accommodation at the informal hearing, the hearing will be rescheduled until MPHA responds to the request. Please refer to the Reasonable Accommodation Policy.
 - 9) If an applicant presents a request for VAWA at the informal hearing, the hearing will be rescheduled until MPHA responds to the request. Please refer to the Violence Against Women Act Policy.

10) As provided by the Applicant Hearing Rules either party may make an audio recording of the hearing. A video recording is not permitted.

6. **LANGUAGE SERVICES:** MPHA will comply with its Limited English Proficiency Policy in providing language services to applicants. Please refer to the LEP plan.

PART III: VERIFICATIONS

1. The Head of Household of the family, Co-head of Household of the family, and any additional adult members of the family, will sign a completed application. MPHA will review the application to determine: 1) eligibility and qualification; 2) Rent; 3) size of dwelling unit; and 4) preference factors. At MPHA's request, applicants shall provide written, objective and verifiable proof of any of statements. MPHA will require third party verification of changes in family composition.
2. The Family Head and other adult family members shall sign a HUD approved release and consent form authorizing any depository, private source of income or any government entity to furnish or release requested information to MPHA and HUD. Any adult member of a household who claims no income, is federally employed or receives income through self-employment, including but not limited to taxi cab drivers, interpreters and tutors shall provide accurate and complete copies of federal and state income tax forms and shall sign a release for MPHA to receive a copy of federal and state tax forms.
3. All adult members of the household and applicant family must sign appropriate releases at the application interview. MPHA may deny admission if the adult members do not sign the releases. The releases will include the purpose of the inquiry and the release statement.
4. MPHA will verify all income, assets, and each applicable deduction, allowance or exemption at the time of admission and at each subsequent reexamination. MPHA will verify income by using the
 - 1) Enterprise Income Verification System
 If the Applicant or Tenant disputes the information, or if the Income Report does not contain any employment and income information, MPHA will attempt the next lower level verification technique, as noted in the below:
 - 2) Third Party Written, including Applicant or Tenant provided Third Party Written
 - 3) Third Party Written Form
 - 4) Third Party Oral
 - 5) Self-Certification Documents

Third party written includes documents received from the Tenant Family originated by a third party, and may include benefit checks, employment checks stubs, income tax returns, benefit award letters, savings and checking account statements, estimated market value of real estate from tax statements, United States Savings Bond redemption values, or other relevant documents. MPHA staff will allow two weeks for receipt of a third party written verification forms and will attempt a third-party oral verification before accepting self-certification documents. Self-certification documents a written statement from the Applicant or tenant regarding income or the value of assets. For asset income verification MPHA will only seek third party verification when the total value of all assets is over \$50,000. MPHA may review documents to determine asset values.
5. Sources of information may include, but are not limited to, the applicant landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments or others depending upon the circumstances.
6. Applicants who claim a disability status, as defined in Section 223 of the Social Security Act section 102 (7) or the Developmental Disabilities Assistance and Bill of Rights Act, but do not receive Social

Security benefits, a qualified medical practitioner will provide a medical certification of disability. The receipt of veterans' benefits for disability does not establish disability status for allowable deductions.

7. MPHA will also verify and document in the applicant or tenant file:
 - A. Age of family members, or student status when necessary to support claimed deductions.
 - B. Preference status.
 - C. Non-economic selection criteria. (See Requirements for Admission Policy).
8. MPHA must receive all verifications no more than 90 days prior to the initial lease date and reexamination effective date to ensure that current and accurate data are being used in calculating Rents, eligibility and qualification.
9. MPHA will verify all changes reported in income, which affect Rent between admission and reexamination as provided in 4, 5, 6 & 7 above.
10. When an applicant or tenant reports annual income that appears to be less than adequate for the family's needs, or less than the amount of income benefits that the family appears to be eligible for such as MFIP, TANF, welfare, unemployment compensation, child support, MPHA will verify the absence of the income.
11. An applicant or tenant's failure to provide written, accurate, current, objective and verifiable information regarding income, assets, family composition, childcare, alcohol abuse, illegal drug use or criminal activity is grounds for denial of admission or termination of the MPHA lease.

PART IV: PREFERENCES

1. MPHA has adopted preferences, which apply to applicants who are otherwise eligible for admission at the time they are applying for assistance. All applicants will be notified by MPHA regarding the tenant selection preferences and given an opportunity to show that they qualify. MPHA will not place any family on the waiting list that does not have a preference. Family applications will be processed based on date and time of the application and not the number of preference points. Highrise applications will be processed based on the date and time of the application and the number of preference points. MPHA reserves the right to limit the number of Applicants placed on the waiting list based on preference points and sound management practices.
2. **HIGHRISE UNIT PREFERENCES:** a Highrise Applicant head of household may qualify for one of the following preferences:
 - A. The Applicant is Elderly or at least 62 years old (40 points);
 - B. The Applicant is Near Elderly or between ages of 50 and 61 years old (35 points);
 - C. The Applicant is disabled (30 points);
 - D. The applicant head of household has been involuntarily displaced or is living in substandard housing or any member of the applicant family is a VAWA victim who has been involuntarily displaced. (5 points);
 - E. The applicant is actively participating in an Economic Self-Sufficiency Program (5 points);
 - F. The applicant is a U.S. Veteran as defined in Part I (5 points).
3. **FAMILY HOUSING UNIT PREFERENCES:** Applicants for a Family Housing Unit ~~family housing~~ must have one of the preferences listed below to be placed on the waiting list:
 - A. The applicant head of household has been involuntarily displaced or is living in substandard housing or any member of the applicant family is a VAWA victim who has been involuntarily displaced;
 - B. The applicant is paying more than 50% of their income towards Rent and utilities,
 - C. The applicant is actively participating in an Economic Self-Sufficiency Program; or
 - D. The applicant is a U.S. Veteran as defined in Part I.
4. MPHA will verify preferences during the application process. Once MPHA has verified an applicant's qualification for a preference, MPHA will not require the applicant to provide information to verify such qualification again unless:
 - A. MPHA determines re-verification is desirable because six months has passed since verification; or;
 - B. MPHA has reasonable grounds to believe that the applicant no longer qualifies for a preference.

5. MPHA will not deny a preference to an applicant for which the applicant qualifies, because the applicant is residing in assisted housing. MPHA will consider the actual condition of the housing unit and the possibility of involuntary displacement resulting from domestic violence.
6. If MPHA filed an eviction or terminated a lease of any member of the applicant family for any reason, the applicant or applicant family does not qualify for the 4.A. preference above.
7. If any member of the applicant family is a person who was evicted during the last three (3) years because of drug-related criminal activity from a housing assisted program under a 1937 Housing Act Program, MPHA will not give a preference to that applicant or applicant family.
8. If MPHA determines that an applicant does not qualify for a preference claimed, MPHA will give the applicant notice of that determination and the reasons for the determination. If the tenant was placed on the waiting list based on having a preference, and MPHA determines at the time of initial interview that they do not, MPHA will withdraw the application.
9. Notwithstanding any other provision to the contrary MPHA may house up to 300 households per year, who are otherwise qualified and eligible, in the general occupancy buildings based solely upon date and time of the application.
10. Notwithstanding any other provision to the contrary, MPHA will process the application of persons who are otherwise qualified and eligible and will accept a general occupancy studio apartment or a unit in a general occupancy building with an occupancy rate less than 97% based solely upon the date and time of the application. Approved applicants who do not accept such a unit will be withdrawn.

Applicants who are housed based under this paragraph may not request a transfer for 3 years, except when:

- A. a change in circumstances occurs after the tenancy and the change did not exist in any form prior to the tenancy and;
 - B. MPHA determines that the tenant is not attempting to circumvent preferences or the wait list.
11. Notwithstanding any other provision to the contrary MPHA may accept applications and house MPHA staff who have passed the prescribed probationary period and are otherwise qualified and eligible without regard to preference. To apply for a Family Housing Units staff must have dependents.
 12. Notwithstanding any other provision to the contrary MPHA may accept applications and house families who are otherwise qualified and eligible for a Special Housing Program, without regard to preference. MPHA will offer one unit in the designated Special Housing Program locale. If MPHA determines that the tenant has gained admission or remained in occupancy because of the tenant's misrepresentation of the need for or intent to participate in a Special Housing Program, MPHA may terminate the lease.

13. An applicant head of household who is displaced due to a federally declared disaster or a local disaster, as determined by the Executive Director, will have a disaster preference. MPHA will offer one unit to an applicant who is approved for public housing. If the applicant rejects the offer, MPHA will

put the applicant on an open wait list without the disaster preference or deny admission if the wait list is closed.

In both instances, the MPHA Executive Director will declare the disaster preference to be in effect and the length of time that the preference will be available to displaced applicants.

14. Notwithstanding any provision to the contrary, MPHA will house applicants needing the amenities of an accessible unit in a vacant ready accessible unit without regard to preference, who is otherwise qualified and eligible.

PART V: WAITING LIST ASSIGNMENT PLAN AND DESIGNATION OF BUILDINGS

1. TAKING APPLICATIONS:

MPHA at its discretion will determine when and where to accept applications. When opening the waiting list after being closed for a period of time, MPHA will advertise the specifics of how to apply. MPHA may accept applications, when the waiting list is closed, for special programs including but not limited to elderly designation, assisted living, the brain injured, and epilepsy programs for the highest preference categories, MPHA eligible staff and NAZ families.

2. WAITING LISTS:

- A. MPHA will assign each applicant to an appropriate applicant waiting list, based on date and time of application, area choice and applicable preferences as outlined in the Occupancy Standards and Lease Add-Ons Policy.
- B. MPHA maintains three separate waiting lists.
 - 1) A highrise waiting list is for elderly and near-elderly applicants are eligible for admission to an elderly designated building. MPHA will offer units in 4 areas of choice. Applicants may choose up to four areas. The areas are: North, Northeast, South and Southwest. A list of units in each area is available on MPHA's website (www.mplspha.org) or upon request. Offers will be made based on available units, see below.
 - 2) A highrise waiting list is for all applicants eligible for admission to a highrise General Occupancy building. MPHA will offer units in 4 areas of choice. Applicants may choose up to four areas. The areas are: North, Northeast, South and Southwest. A list of units in each area is available on MPHA's website(www.mplspha.org) or upon request. Offers will be made based on available units, see below.
 - 3) A family waiting list is for applicants with Dependents who are eligible for a Family Housing Unit ~~family unit~~. The family waiting list is organized by bedroom size.
- C. MPHA will withdraw an applicant from the waiting list when:
 - 1) the applicant requests withdrawal, except after the applicant has been notified of the denial of their application;
 - 2) the applicant fails to advise MPHA of their continued interest during a waiting list update;
 - 3) MPHA has not received a timely response after one MPHA documented inquiry;
 - 4) mail properly addressed to the applicant's last known address is returned to MPHA; or
 - 5) the applicant fails to timely provide or sign requested documents or to attend scheduled meetings.
- E. An applicant who is withdrawn from the waiting list is not entitled to a grievance but may request reinstatement for up to one year after the first withdrawal.
- F. MPHA will not reinstate any applicant on the waiting list who was withdrawn twice or who was withdrawn for a period of one year.

3. **INCOME TARGETING:** At least 40 percent of families admitted to MPHA's public housing units will be extremely low-income families.
4. **DECONCENTRATION OF POVERTY UNIT OFFERING:**
 - A. MPHA will strive to house higher income families in lower income communities and lower income families in higher income communities as required by 24 C.F.R. § 903.
 - B. The elderly designated buildings, ~~Family Housing Units~~~~family units~~, handicapped accessible units and special or assisted living program units or applicants for the programs in general occupancy buildings are exempt from the deconcentration plan.
 - C. MPHA buildings or units which are not exempt are divided into three groups based on the average tenant income. The Established Income Ranges for the three groups are:
 - 1) where the average is above 115% of the MPHA area-wide average tenant income.
 - 2) where the average is between 85% and 115% of the MPHA area-wide average tenant income or below 30% of the area median.
 - 3) where the average is below 85% of the MPHA area-wide average tenant income. Where applicable in ~~Family Housing Units~~~~family units~~, the average tenant income will be measured based on bedroom size.
5. **UNIT OFFERING POLICY:**
 - A. In offering a unit to an approved applicant MPHA may consider the size of the family, vacancies, the scarcity of units for large families, preferences, factors such as acceptance into a program listed in Appendix E and the date and time of the application.
 - B. If the applicant is unable to see the unit within the prescribed time period, the Manager or Supervisor of Leasing and Occupancy may grant additional time based upon reasonable cause. After seeing an offered unit, the applicant must notify MPHA of the acceptance or rejection of the unit no later than the second working day. If the applicant does not notify MPHA of a decision to reject or to accept the unit by the second working day, MPHA will deem the offer rejected.
 - C. Family ~~Housing Units~~ Units:
 - 1) The Executive Director in writing may suspend the Family Unit Offering Policy when the occupancy rate is less than 97% for ~~Family Housing Units~~~~family units~~.
 - 2) MPHA will offer ~~Family Housing Units~~~~family units~~ based on vacate date and the applicant's suitability for the unit. The unit with the oldest vacate date is offered first.
 - 3) MPHA will offer a unit to an applicant for a ~~Family Housing Unit~~~~family unit~~. If the applicant declines the unit, the applicant will be offered a second unit. If the applicant declines the second unit the Applicant's name will be removed from the waiting list.
 - 4) MPHA may offer an additional unit to an applicant family who has declined two units when the applicant makes a request in writing for an additional offer, within 5 working days of the showing, based solely upon the following reasons.:

- a) The first offered unit is not accessible to the applicant's employment or job training site;
- b) The first offered unit is not accessible to their daycare or special education facility for their child;
- c) The first offered unit is not accessible to the medical or other support service necessary to the applicant's ability to be lease compliant, where such support service is a) provided by a limited number of agencies, b) does not provide citywide transportation services and the applicant cannot use public transportation services.

~~5) MPHA may offer a scattered site unit at 20% of monthly adjusted income where five Applicants have declined the unit.~~

D. Highrise Units:

- 1) MPHA will offer two highrise units to an applicant for a highrise unit. If the applicant declines the two offers, MPHA will remove the applicant from the waiting list. The applicant may not reapply for one year running from the date of last rejection.
- 2) MPHA will offer highrise units excluded from the Deconcentration Plan based on vacate date and the applicant's suitability for the program or unit. The unit with the oldest vacate date is offered first.
- 3) MPHA will offer General Occupancy highrise units to approved general occupancy applicants in a manner that will promote Deconcentration. MPHA will offer one-bedroom units first to people receiving Social Security retirement, Social Security disability or Social Security dependent benefits, Minnesota Supplemental Income (MSA), Public Assistance and/or other fixed income or those with earned income.
- 4) MPHA will offer a unit in a development where the average income is below the Established Income Range, and visa and versa, to approved general occupancy applicants. If the approved applicant refuses the first unit offer, which is based on the deconcentration goals, MPHA will offer a unit based on the vacancy rate.
- 5) MPHA offers the unit that has been ready to rent the longest, and does not have a current pending offer, to an approved applicant based on date and time of the application, preference points and area choice. The applicant could receive a second unit offer of the unit that has been ready the next longest, that does not have a pending offer. Depending upon the number of vacancies, MPHA may, on a monthly basis divide the General Occupancy highrises into three approximately equal groupings based upon the number of vacancies. The three groups are: a) those with the largest number of vacancies; b) those with a medium number of vacancies; and 3) those with the fewest number of vacancies. MPHA's second unit offer will be in a building with the highest vacancy rate.
- 6) One-bedroom units at 1515 Park Ave, 1225 8th St S and 1212 9th St S will be offered to Tenants who are lease compliant and have lived at one of those buildings for at least three years and who want to transfer from a studio unit. One-bedroom units will be offered based on move-in date, with the tenant who has lived in their current studio unit

the longest receiving the first offer. A resident in a studio will be offered 1 unit. If they decline the unit, their name will be placed at the bottom of the transfer list and the offer date will serve as the new priority date.

- 7) MPHA may offer an additional unit to an applicant for a Highrise Building when the applicant makes a request in writing for an additional offer, within 5 working days of the showing, based solely upon the following reasons.
- a) The first offered unit is not accessible to the applicant's employment or job training site;
 - b) The first offered unit is not accessible to their daycare or special education facility for their child;
 - c) The first offered unit is not accessible to the medical or other support service necessary to the applicant's ability to be lease compliant, where such support service is a) provided by a limited number of agencies, b) does not provide citywide transportation services and the applicant cannot use public transportation services, or
 - d) Other good cause as determined by MPHA.
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PART VI: OCCUPANCY STANDARDS AND LEASE ADD ONS

1. Provisions Applicable to All Tenants

- A. MPHA has established occupancy standards to prevent overcrowding and the underutilization of MPHA's housing resources. Within the occupancy standards MPHA may consider the size of the family, the family composition, vacancies, integrity of the waitlists, the scarcity of units for large families, and disability, ill health and age factors in assigning a unit.
- B. The minimum and maximum occupancy limits for each size and type of unit is as follows:

Unit Size	Number of Persons	
	<u>Minimum</u>	<u>Maximum</u>
0 Bedroom	1 Person	2 Persons
1 Bedroom	1 Person	2 Persons
2 Bedroom	2 Persons	4 Persons
3 Bedroom	3 Persons	6 Persons
4 Bedroom	6 Persons	8 Persons
5 Bedroom	8 -12 Persons	
6 Bedroom	10 or more Persons	

- C. Adult lease add-ons are subject to the same selection process as any applicant except that MPHA may waive verification of residential history. A lease add-on applicant who is denied admission based on screening criteria may request an informal hearing as any other applicant through the Leasing and Occupancy Department. A Tenant may not grieve the denial of a lease add-on based on occupancy standards or because MPHA has placed a moratorium upon placing highrise tenants on the family transfer waiting list. A Tenant also may not grieve the denial of a lease add-on to initiate or negotiate policy changes. Only the lease add-on applicant can grieve denial based on the results of the lease add-on's applicant screening.
- D. MPHA will approve lease add-ons only:
 - 1) When the family has lived in the unit for three years, except for the addition of minor dependents, or a spouse, unless MPHA was informed of the potential addition on the application.
 - 2) When the tenant family has been Lease Compliant for at least one year or the duration of the tenancy if less than one year; and
 - 3) If the tenant does not owe any Rent, security deposit or other charges on their monthly statement, and is not on a retroactive Formal Repayment Agreement or owe Retroactive Rent due in part or in total to the fault of the tenant.
- E. Notwithstanding any other provision to the contrary, a former public housing Tenant or Other Adult who was removed from any lease or unit subsidized by MPHA, will not be approved as a lease add-on or a Registered Guest (as defined in the Lease) for three years after the date of removal.
- F. The Head of Household will sign a new lease or lease addendum for each lease add-on.

G. Every lease add-on will:

- 1) provide a social security card per Requirements for Admissions;
- 2) be a U.S. Citizen or National or have eligible noncitizen status as defined in part I;
- 3) provide a completed and signed 214 Status Form;
- 4) sign consent authorization documents and release of information forms when the lease add on is 18 years or older.
- 5) provide a valid State issued picture ID that includes the date of birth, or another acceptable picture ID with a birth certificate when the lease add on is 18 years or older.

H. In addition to complying with paragraph F, for every addition of a minor to a lease within the occupancy standards, the tenant will provide proof of custody as evidenced by:

- 1) a birth certificate;
- 2) legal proof of adoption;
- 3) a court order;
- 4) a delegation of powers of a parent under Minn. Stat. 524.5-211;
- 5) written permission of the parent or other person having custody of the child; or
- 6) if none of the above documents are available, reliable, accurate and objective third-party verification of custody.

I. If MPHA denies the request to add a minor to the lease for reasons not related to MPHA's occupancy standards, the tenant has the opportunity to request the grievance procedures as provided by the Tenant Grievance Policy.

J. If the Head of Household dies leaving minor children in the unit and if requested MPHA may consider a new Head of Household for the unit. The new Head of Household must be eligible for admission like any other applicant.

K. If any part of the SOP conflicts with ~~Section V~~this section of the SOP, ~~Section V~~this section shall control.

2. Highrise Units

- A. The maximum number of persons on a studio or one-bedroom highrise lease is two. MPHA will not put more than two persons on any highrise lease except when a tenant applies and qualifies for a transfer to a Family Housing Unit.
- B. In a one-bedroom unit MPHA may approve in writing a maximum of four persons including the tenant to be on the lease when the tenant qualifies for a transfer to a Family Housing Unit ~~family unit~~. The four persons including the tenant shall be limited to two minors and two adults or one adult and three minors.
- C. In a studio unit MPHA may approve in writing a maximum of three persons including tenant to be on the lease when the tenant qualifies for a transfer to a Family Housing Unit ~~family unit~~. The three

persons including tenants shall be limited to two adults and one minor or one adult and two minors.

- D. A highrise tenant may qualify for a transfer to a ~~family unit~~ Family Housing Unit when MPHA determines the following:
 - 1) the tenant is not trying to circumvent the family waiting list; splitting up a family in order to add some members to the highrise lease will be considered circumventing the waiting list.
 - 2) the family has been Lease Compliant for at least one year or the duration of the tenancy if less than one year and remains Lease Compliant until the transfer;
 - 3) the tenant does not owe any Rent, sales and service charges, security deposit, and does not owe Retroactive Rent or is not on a Retroactive Rent Formal Repayment Agreement due in part or in total to the fault of the tenant; and
 - 4) the tenant produces evidence that all minors and adults are permanently using the unit as their sole and principal place of residence. Such evidence may be a marriage certificate, domestic partner registration, birth certificate, legal proof of adoption, a court order, school, work or other records verifying the address of the person, written permission of the parent or other person having custody of the minor, or other reliable, accurate and objective third-party verification.
- E. MPHA may at any time depending upon the availability of Family Housing Units ~~family units~~ and other sound management practices, place a moratorium on placing highrise tenants on the Family Housing Unit ~~family unit~~ transfer list.
- F. When MPHA approves an adult lease add-on, the Head of Household must remain in the unit for five years after the adult is added to the lease. If the Head of Household vacates public housing for any reason, except death, before the five-year period ends, the whole household will have to vacate unless there is a Co-Head of Household remaining in the unit. If the entire household does not vacate, MPHA will terminate the lease. MPHA will not transfer the person added to the lease to a separate unit within that five-year period. If MPHA initiates a transfer the whole household will transfer together. In addition, persons in such households may not transfer to another unit without the Head of Household for five years.

3. Family Units

- A. Family Housing Units ~~units~~ are for exclusive use by adults with Dependents. If a family does not have a Dependent approved in writing by MPHA to stay in the unit or to be added to the lease, the household members shall transfer to a highrise unit, vacate the unit or be subject to a lease termination. Households will not be guaranteed separate units and will be housed in accordance with the Occupancy Limits and the availability of the units. See Occupancy Standards and Lease Add Ons.
- B. If MPHA has told a family who is over-housed to transfer to a smaller unit, the addition of a minor will not prevent the transfer unless the tenant produces evidence that all minors are

permanently using the unit as their sole and principal place of residence. Such evidence may be a birth certificate, legal proof of adoption, a court order, school records, Delegation of Parental Authority, written permission of the parent or other person having custody, verifying the address of the minor, or other reliable, accurate and objective third-party verification. Such evidence may also include whether the Head of Household has permanent custody of the minor. Any such single document may not be determinative to show that the minor is permanently using the unit as their sole and principal residence.

- C. When the addition of a person to the lease will result in a family being under housed, the tenant shall produce evidence that all persons are permanently using the unit as their sole and principal place of residence. MPHA may consider such evidence as a marriage certificate, domestic partner registration, birth certificate, legal proof of adoption, a court order, school, Delegation of Parental Authority, written permission of the parent or other person having custody, work or other records verifying the address of the person, or other reliable, accurate and objective third-party verification before MPHA will transfer the family. Such evidence may also include whether the Head of Household has permanent custody of the minor. Any such single document may not be determinative to show that the person is permanently using the unit as their sole and principal residence.

PART VII: RENT COMPUTATION AND SECURITY AND PET DEPOSITS

1. MPHA may request income information from a Tenant at any time. Tenant must provide timely written, accurate, current, objective and verifiable information.
2. **FIXED INCOME:** As a part of MPHA's Moving to Work initiative tenants whose only sources of income are from Social Security retirement, Social Security disability or Social Security dependent benefits, Minnesota Supplemental Income(MSA) and/or other fixed income approved by MPHA may have a reexamination less often than annually but not longer than once every three years. However, these tenants must report any change in source of or addition to income other than the cost of living increases associated with the fixed income source within five working days of the change. MPHA will determine whether a Tenant meets the requirement for less frequent reexamination. MPHA will notify Tenants in advance of each reexamination.
3. **TOTAL TENANT PAYMENT:** At admission and in preparation for their reexamination, each family may select Flat Rent or Income Based Rent. Families who do not timely and properly report their income may not take advantage of the Flat Rent.
 - A. **FLAT RENT** is available only at the time of admission or the scheduled re-examination and is 90% of the Fair Market Rents (FMR). Flat rate rents will take effect 60 days after the change in the FMR. MPHA will give a 30-day advance notice of the rent change.
 - 1) At the time of admission and the annual reexamination, MPHA will provide to a Family a letter stating:
 - a) That the Family has the option to select Flat Rent or Income Based Rent.
 - b) The amount of Flat Rent.
 - c) That a Family who selects Flat Rent will go through the income reexamination process every three years rather than every year, unless their income goes down or the Flat Rent increases to where the calculate rent is less than the Flat Rent.
 - d) A Family on Flat Rent does not receive a utility allowance.
 - e) That the Family must sign and return a certification to receive Flat Rent.
 - f) If the Family does not choose Flat Rent, the Income Based Rent will be charged.
 - 2) Financial Hardship and Retroactive Flat Rent
 - a) Families who select Flat Rent may request a reexamination and return to Income Based Rent at any time due to a financial hardship which exists when:
 - 1) The family's income has decreased; or
 - 2) The family's expenses such as childcare or medical care have increased;
 - b) If the family does not timely elect the Flat Rent and the Income Based Rent is higher than the Flat Rent, MPHA will, with the Supervisor of Leasing and Occupancy's approval, retroactively apply the Flat Rent a maximum of two rental periods prior to the tenant's request if the tenant timely reported an increase in income.

B. INCOME BASED RENT

The total tenant payment is equal to the highest of:

- 1) Thirty percent of monthly Adjusted Income (refer to definition in Part I), rounded to the nearest dollar;
- 2) Ten percent of monthly Annual Income (refer to definition in Part I), rounded to the nearest dollar;
- 3) If the family is receiving government welfare assistance and the assistance is adjusted because the family is receiving subsidized housing, MPHA will use the lesser amount as income;

C. OVER INCOME

When a Tenant Family is Over Income for 12 consecutive months, MPHA will notify the Tenant Family that if the income continues to exceed the Over Income Limit for 12 additional months (24 months total). The Tenant Family will be required to vacate, or the Lease may be terminated.

D. MINIMUM RENT: Is not based on income and is \$75.00 per month. This would not apply to households in which all members are either elderly and/or disabled, and whose sole source of income is Social Security, SSI or other fixed annuity pensions or retirement plans. Those households would continue to pay 30% of their adjusted gross income.

Hardship Exemption: A tenant may request a hardship exemption from paying Minimum Rent.

- 1) If the tenant requests a hardship exemption, MPHA will suspend the Minimum Rent beginning the month following the family's request and until the MPHA determines whether the hardship exists or is temporary or long-term.
- 2) A hardship exists when the Tenant Family is unable to pay Minimum Rent because:
 - a) The Tenant Family has lost eligibility for or is waiting for an eligibility determination for a Federal, State or local assistance program. This may include a family that whose member is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b) The Tenant Family would be evicted because it is unable to pay the Minimum Rent;
 - c) The income of the Tenant Family has decreased because of changed circumstances, including loss of employment; or
 - d) A death has occurred in the Tenant Family.
- 3) If MPHA determines that there is no qualifying hardship, MPHA will reinstate the Minimum Rent and the suspended Minimum Rent. The tenant shall pay the reinstated and suspended Minimum Rent when billed.
- 4) A temporary hardship exists when the inability to pay Minimum Rent is due to a qualifying hardship that lasts for 90 days or less. If the MPHA determines that the

hardship is temporary, the Minimum Rent will not be billed for 90 days from the date of the suspended Minimum Rent. During the 90-day period MPHA will not terminate the lease for the non-payment of Minimum Rent.

At the end of the 90-day period, the Minimum Rent will be reinstated retroactively to the time of suspended Rent. The MPHA will offer a 12-month repayment agreement. If the Tenant does not sign a repayment agreement of up to 12 months, or make full payment, MPHA will take action to terminate the lease.

- 5) A long-term hardship exists when the inability to pay Minimum Rent is due to a qualifying hardship that lasts over 90 days. If the MPHA determines the hardship is long-term hardship, the family will be exempt from the Minimum Rent requirement, beginning the month following the month of the Tenant Family's request and during the hardship period. 6) Even if a tenant requests a hardship, the tenant will pay 30% of their Adjusted Gross Monthly Income as Rent. The failure to pay the Adjusted Gross Monthly Income as Rent may lead to termination of the Lease.
- 7) In determining whether a Tenant qualifies for a hardship, MPHA may request and review any relevant documentation including but not limited to:
 - Income Verifications
 - Bank Statements
 - State Wage File Information
 - Credit Report
 - Employment Records
 - Government Assistance
 - Proof of the Death of a Tenant Family Member
 - History of Reporting of Income Increases
 - Income Tax Records
- 8) MPHA may deny a hardship exemption from paying Minimum Rent if MPHA determines that:
 - a) the Tenant Family has or is receiving non-essential goods or services including but not limited to cable or satellite TV, internet services, a motor vehicle, pager, or more than a basic phone service;
 - b) the Tenant Family does not accurately and completely complete the documents requested by MPHA to determine if there is a qualifying hardship;
 - c) the Tenant Family has not disclosed all of its current or past income to MPHA;
 - d) the Tenant Family's loss of income is voluntary or due to misconduct;
 - e) the Tenant Family's loss of eligibility of any assistance program is due to the Family's failure to comply with the requirements of that program;

- g) If the Tenant is on temporary or long-term hardship and does not report all income within five working days.
- 9) The Tenant may use the grievance procedure to appeal MPHA's determination regarding the hardship. Tenant will not be required to escrow unpaid Rent to access the grievance procedure. See Tenant Grievance Procedures and Appendix on Schedule of Security Deposits.
- 10) Prior to filing an eviction action in court for failure to pay Minimum Rent, the Executive Director or Deputy Executive Director or a designee shall review the file and determine if the family has requested and qualifies for a hardship exemption or if any other remedial action should be taken on behalf of the family.

5. **ALLOWANCES:**

- A. When an interim Rent increase occurs, MPHA will deduct income so that Income Based Rent is equal to the Flat Rent amount.
- B. Amounts received specifically for a special diet are deducted from income.
- C. Child support payments which are made through a payroll deduction or a reduction in government benefits are deducted from income.
- D. 15% of the gross employment income, when income is timely and properly reported. This allowance will not be deducted for Retro Rent due to Tenant failure to timely and properly report income. The 15% will be deducted for future rent.
- E. An amount such that rent will be twenty percent of monthly Adjusted Income (Refer to definition in Part I) rounded to the nearest dollar, for Studio units (zero-bedroom units) at 1710 Plymouth Avenue North;
- G. An amount such that rent will be twenty percent of monthly Adjusted Income (refer to definition in Part I) rounded to the nearest dollar for ~~Scattered Site units~~Family Housing Units where five different families have declined the unit.
- H. Grants to the Tenant Family as a result of participation in the Income and Child Development in the First Three Years of Life demonstration funded by the United States Department of health and Human Services National Institute of Health to evaluate the whether the unconditional cash payments have a causal effect on the cognitive, socioemotional and brain development of infants and toddlers.

6. **TENANT PAYMENT (RENT):**

All Rent, except for Rent to Own units, include gas, electric, water and sewer and do not include telephone, cable service or other such services. The Total Tenant Payment is the amount the tenant pays for Rent.

- 7. **EXCESS UTILITIES:** In Highrise Building units, tenants using certain appliances such as a freezer or air conditioner, will pay a charge for excess utility consumption. In Family Housing units, tenants will pay for excessive usage of water, gas and electric utilities. See Appendix "B" Monthly Allowed Utility Usage.
- 8. **UTILITY ALLOWANCE REIMBURSEMENT:** Where a tenant pays their utility costs, and the Total Tenant Payment is less than the utility allowance for the unit, MPHA will pay a utility credit equal to

the difference between the utility allowance and the Total Tenant Payment. MPHA may send the utility credit to a utility supplier on the tenant's behalf or with the Tenant's written permission apply the credit to outstanding balances on the tenant's account.

9. **SECURITY DEPOSITS**: Tenants signing an initial lease will pay a security deposit in the amount stated in Schedule of Security Deposits. Tenants transferring from one MPHA low-rent public housing unit to another MPHA low-rent public housing unit will pay an additional Security or Pet Deposit if the unit to which the Tenant is transferring to, has a higher deposit amount. Tenants who paid a deposit prior to the imposition of the current security deposit amount, will not pay the difference between the two security deposits.

At the discretion of MPHA, tenants may pay the security deposits in three monthly installments by signing a deposit payment agreement. If the tenant does not comply with the terms of the deposit payment agreement, MPHA may terminate the lease. MPHA will hold the security deposit until the lease is terminated or the tenant vacates public housing. Upon such termination and vacation, MPHA will return the deposit to the tenant with interest, in accordance with State Law and if:

- A. there is no unpaid Rent or other charges for which the tenant is liable,
- B. the apartment and all equipment are left clean, and all trash and debris were removed,
- C. there is no breakage or damage beyond normal wear and use,
- D. there is no equipment missing, and
- E. the keys to the dwelling are surrendered to MPHA.

10. **PET DEPOSIT**: With MPHA's prior written approval and payment of a pet security deposit of \$75 for units without carpet and \$150.00 for units with carpet, tenants may have common household pets as defined in the Pet Policy. MPHA will hold the pet deposit until the tenant moves out or no longer keeps a pet in the dwelling unit. MPHA will refund the pet deposit with interest according to State law, unless the damage costs to the premises were caused by the pet. Tenants may sign an agreement to pay the pet deposit in three monthly payments. If the tenant does not comply with the agreement MPHA may terminate the lease. See Pet Policy.

PART VIII: TENANT TRANSFER

1. MPHA has eight types of tenant transfers from one MPHA dwelling unit to another MPHA dwelling unit. Tenant initiated requests for transfer must be submitted in writing to the Property Manager. Tenants requesting a convenience, management, elderly designated or occupancy transfer must be Lease Compliant for at least one year, at the time of the request and at the time of the transfer, to be considered for a transfer, this includes being current on the payment of Rent and other charges. Where appropriate Section 8 Vouchers may be used to expedite needed transfers.
 - A. A family transferring from one MPHA low-rent public housing unit to another is not subject to a reexamination of family size and income and redetermination of Total Tenant Payment unless the reexamination schedule for the project to which the family is transferring would cause an excess of 12 months to elapse between the family's regular reexamination.
 A tenant family that transfers from public housing to another MPHA program will undergo an examination of family size and income and the TOTAL TENANT PAYMENT will be redetermined. The tenant family transferring to public housing from any Section 8 Program will meet all requirements for admission to public housing including the screening process as outlined in the Requirements for Admission.
 - B. MPHA will inform transferring tenants that the units they vacate must be left-clean and undamaged. MPHA will charge the tenant for the cleaning and repair of the vacated unit. MPHA will inspect the tenant's current unit prior to approval of a transfer request. MPHA will not approve a transfer if the tenant has caused damage to their current unit due to negligence or misuse. Also, management may consider lease termination based on the damage due to negligence or misuse and will charge the tenant for any extraordinary cleaning or repair work performed by MPHA.
 - C. If the tenant is transferring to a unit where the tenant is responsible for payment of utilities, the tenant must provide verification that their previous utility accounts are paid or that the tenant has made acceptable arrangements with the utility company so that the tenant can receive service at the new address in the tenant's name.
 - D. Tenants transferring from one MPHA low-rent public housing unit to another MPHA low-rent public housing unit will pay any additional Security or Pet Deposit if the unit to which the Tenant is transferring has a higher deposit amount
 - E. Tenants who do not vacate the unit they are transferring from within three days, except for transfers to senior designated units, will be charged a holdover fee of \$10.00 per day in highrise units and \$40.00 per day for ~~family units~~Family Housing Units.
 - F. A Tenant may not request a transfer for one year after refusal of a suitable unit without good cause.
2. Transfers are prioritized in the following order. The Leasing and Occupancy Manager has the discretion to make exceptions to the priorities. Also, all transfer offers depend upon unit availability.
 - A. **Emergency:** Emergency transfers are:
 - 1) due to a natural disaster such as a fire or flood;

- 2) due to a hazardous substandard condition which significantly endangers the health or safety of the tenant family (see the MPHA lease or fire procedure);
- 3) in compliance with MPHA VAWA Emergency Transfer Policy; or
- 4) requested by law enforcement agency for a tenant who provided information to a law enforcement agency and the transfer is needed to minimize the risk of reprisal.

One suitable unit will be offered. If the unit is refused, the emergency transfer will be denied. If the tenant refuses an emergency transfer and in the sole judgment of MPHA a hazardous situation exists, the management may terminate the lease.

- B. **Modernization/Demolition**: MPHA initiates these transfers when it determines that the unit requires substantial repairs or is scheduled for modernization or demolition. MPHA will offer two suitable offers. If the tenant refuses both offers, does not immediately sign a lease for the transferring unit or does not vacate the unit in three days, MPHA may immediately terminate the lease.
- C. **Reasonable Accommodation**: When MPHA determines that a transfer is appropriate for a disabled tenant as provided in its Reasonable Accommodation Policy. MPHA will offer one suitable unit to the tenant. If the tenant refuses the unit, and MPHA determines that the refusal is not due to or caused by the disability, MPHA will cancel the transfer. MPHA will not transfer a Tenant under this section when a lease termination is pending for a reason unrelated to the disability. See Reasonable Accommodation Policy.
- D. **Reasonable Accommodation Handicapped Accessible Unit**: MPHA will offer an accessible unit to a qualifying disabled tenant who needs the accessibility features as provided in MPHA's Reasonable Accommodation Policy. MPHA will offer one suitable unit. If the tenant refuses the unit, MPHA will cancel the transfer.

A tenant living in an accessible unit or a unit with special adaptations, who does not need the amenities shall move if an eligible tenant is waiting for that unit. MPHA will offer two suitable offers to the tenant. If the tenant refuses offer, MPHA may terminate the lease.

- E. **Convenience for Non-Disabled Tenants**: This is a transfer due to a medical reason, which does not qualify as a reasonable accommodation under MPHA's Reasonable Accommodation Policy. This kind of transfer does not apply to a transfer from a highrise building to a Family Housing Unit-family unit. MPHA may grant the transfer if a medical doctor verifies the medical need for a transfer. MPHA will offer one suitable unit. If the tenant refuses the offer, MPHA will cancel the transfer.

- F. **Occupancy**:

- 1) MHOP Transfers:

- a) MHOP Tenant Families who are over or under housed will have a priority to transfer to other MHOP developments when openings occur, provided that the over or under housed MHOP Tenant Family can meet the criteria for the development to which that family is seeking to transfer. If a family meeting these circumstances refuses a transfer to a suitable unit, the MHOP Developer may terminate the tenant's lease.

- b) MPHA will place MHOP Tenant Families that are over or under housed on an MPHA managed MHOP transfer waiting list under the same criteria as MPHA housed families. Prior to transfer to another MHOP property, the MHOP Tenant Family must meet the respective property's Requirements for Admission and Tenant Selection Criteria. If a family meeting these requirements refuses a suitable unit, the Owner/Agent may terminate the tenant's lease.
 - c) MHOP Tenant Families who are over housed and require a one bedroom or studio unit will be placed on MPHA's transfer waiting list under the same criteria as MPHA housed Tenant Families. Prior to the transfer to an MPHA managed property the MHOP Tenant Family must meet MPHA's Requirements for Admission and Tenant Selection Criteria. If a family meeting these circumstances refuses a MPHA unit, the MHOP Owner/Agent shall terminate the tenant's lease.
- 2) MPHA Transfers:
- MPHA will offer one appropriate unit based on the unit size needed and the date of the approval of the transfer. MPHA may make an additional offer based solely on the fact that the unit previously offered would place a hardship on the family because the location is not accessible to the family's employment, job training, daycare, child's educational facility, or medical or support services. To qualify for a transfer:
- a) the Tenant Family must have been Lease Compliant for at least one year or the duration of the tenancy if less than one year and remain Lease Compliant until the transfer;
 - b) the Tenant Family may not owe any Rent, sales and service charges, security deposit, and does not owe Retroactive Rent or is not on a Retroactive Rent Formal Repayment Agreement due in part or in total to the fault of the Tenant Family.
 - c) These transfers occur when at the time of the scheduled reexamination the permanent size of the Tenant Family is less than the minimum or more than the maximum number of persons permitted for that unit as described in Occupancy Standards and Lease Add Ons or when there is a valid reason to separate a household and the Tenant Family Members have lived together in MPHA housing for more than 53 years. A Tenant Family with Dependents who are under housed by one-bedroom size may stay in the unit if MPHA determines that it will not cause undue wear and tear.
- de) The priority of Occupancy Transfers is as follows:
- 1) Separation of Household
 - 2) Transfers from Family Housing Unit to Highrise
 - 3) Transfers from Highrise to Family Housing ~~u~~Units
 - 4) All other occupancy transfers
- e) If a tenant refuses the offer of a unit of the correct size, MPHA may terminate the lease.

- G. **Elderly Designated**: Transfers from a general occupancy building to a senior designated building or from a senior designated to a general occupancy building are prioritized by the initial lease date. Transfers to senior designated building are available to Tenants when they become age eligible. Transfers will also be offered to Tenants in an Elderly Designated if they have minors added to the lease. If a tenant refuses an offer the tenant's name will go to the bottom of the transfer list. If a tenant refuses two offers, MPHA will cancel the transfer.
- H. **Management Transfer**:
- 1) These transfers are for tenants who have been a MPHA tenant for three consecutive years. They will not occur if MPHA's overall occupancy rate is less than 98%.
 - 2) A tenant may request a management to transfer from an efficiency unit to a one-bedroom unit within their highrise building.
 - 3) If the tenant refuses one suitable offer, MPHA will cancel the transfer.
 - 4) One-bedroom units at 1515 Park Ave, 1225 8th St S and 1212 9th St S may be offered to Tenants who are lease compliant and have lived at one of those buildings for at least three years and who want to transfer from a studio unit. One-bedroom units will be offered based on move-in date, with the tenant who has lived in their current studio unit the longest receiving the first offer. A resident in a studio may be offered 1 unit and if they decline the unit their name will be placed at the bottom of the transfer list and the offer date will serve as the new priority date.

PART IX: LEASES AND LEASE ADDENDA

1. Before signing a lease the head of the household and all adult members shall attend a Tenant Orientation Briefing. In cases of unusual hardships, the Manager of Leasing and Occupancy or designee may permit the tenants to attend the Tenant Orientation Briefing at a later date.
2. The head of household, all adult members and MPHA will sign and date a lease and future leases and all lease addenda except for Rent changes.
3. When a tenant family, transfers to another unit, the head of household, all adult members and MPHA will sign and date a lease for the future unit.
4. The lease will comply with MPHA policies and applicable regulation, law and ordinances.
5. When MPHA changes the amount of Rent, MPHA will issue a lease addendum to amend the lease. MPHA will provide a copy of the lease addendum to the tenant and put a copy in the tenant's file.
6. MPHA will post the Sales and Service Charge Schedule utilities, fees and rules and regulations which are referred to in the lease in a conspicuous manner in each highrise building and the family AMP office and provide a copy of the same to affected applicants and tenants upon request. MPHA may amend the schedules, rules and regulations by providing a minimum of a 30- day written notice to each affected tenant of the proposed change, the reason for each change, and the opportunity to present written comments. MPHA will consider the written comments before the change is adopted.
7. When a 30-day written notice is required, MPHA shall:
 - a) Deliver or mail the notice to each affected tenant's unit or deliver to the tenant; or
 - b) Post the notice in three conspicuous places within each affected highrise building or family AMP office.
8. When the head of household ceases to be a member of the tenant family, the current lease will be voided and the remaining adult tenant family members who are eligible and qualify for continued occupancy will sign a new lease. Adult tenant family members who did not sign the voided lease, shall be screened for admission and meet all eligibility and qualifying requirements.
9. When two or more elderly single persons agree to share a unit, eligibility, qualification, and Rent may be determined separately for each and a separate lease executed with each person unless such persons live as a family with income and assets available for joint use. In the latter case, the two individuals will be regarded as a family and the Rent and eligibility will be based on the joint incomes and assets.

In case of such joint occupancy of an apartment, each lease should provide that the unit is leased to all occupants as tenants-in-common and that each tenant should have the right to the use and occupancy of the entire apartment in common with his or her co-tenant(s).
10. Tenants shall not receive mail at their unit for any person who is not on the lease except for a live-in aide approved in writing by MPHA. This does not apply to mail from the Social Security Administration to a representative payee for a Social Security recipient.

PART X: REEXAMINATION OF TENANT ELIGIBILITY AND RENT ADJUSTMENTS

1. All adult tenants, whose Rent is not Flat Rent, must notify MPHA in writing of all changes in income, or sources of income within five working days of the change.
2. All adult tenants must notify MPHA in writing of all changes in family composition within five working days of the change.
3. REEXAMINATION OF TENANT ELIGIBILITY STATUS
 - A. MPHA must reexamine the status of each tenant family relating to eligibility for continued occupancy, the Rent charged and the household composition, once every twenty-four months for families who are not paying Flat Rent and once every three years for families paying Flat Rent or who are on Fixed Income. However, the initial reexamination after their admission for all families will occur according to the schedule for the development in which they reside.

MPHA may, at its discretion, fix the time of the next reexamination. MPHA will notify Tenants in advance of each reexamination.
 - B. At each scheduled reexamination families will complete a written Application for Continued Occupancy signed by the Head of Household, Spouse, Co-Head of Household, and any adult member of family. The Application will request data and information necessary to enable MPHA to determine: (1) whether the family meets the requirements of eligibility for continued occupancy; (2) the Rent to be charged; and (3) the size of the unit required.
 - C. If MPHA determines that a Tenants at the time of reexamination is ineligible or not qualified for failing to meet the requirements for continued occupancy, including the community service requirement (see Community Service Policy), or a breach of the lease, MPHA will provide a written notice of the reasons for the ineligibility and may terminate the lease.
 - D. If upon reexamination the tenant family's size or composition has changed so that the dwelling unit occupied by the family does not meet MPHA's occupancy, standards for the family size, MPHA may process a transfer request. MPHA will give at least a 30-day notice to the family of the transfer to another unit. Rent changes as a result of a scheduled reexamination of income are effective on the scheduled reexamination due date.
 - E. If the tenant has misrepresented to MPHA the facts upon which their Rent is based, so that the Rent being charged is less than what should have been charged, tenant will owe Retroactive Rent from the date the increase would have become effective. Also, MPHA may propose lease termination.
 - F. If MPHA determines that the tenant has gained admission or remained in occupancy because of the tenant's misrepresentation of income, assets, family composition, or information related to applicant screening criteria, MPHA may terminate the lease.
4. RENT ADJUSTMENTS:
 - A. MPHA will adjust Rents at the time of reexamination.
 - B. Once the Rent is established, the rate will be effective until the next scheduled reexamination unless there is a decrease in the income or an increase in income of \$100 or

more per month. Tenant Family Members must report all changes in income, changes in source of income, or changes in household composition within five days. MPHA will not reduce Rent at an interim reexamination when the tenant has not cooperated with the scheduled re-exam. During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

- C. If any of the following circumstances occur, MPHA will review and may adjust Rent and income in accordance with the Total Tenant Payment Formula.
 - 1) A loss or addition to the tenant's household whether by birth, death, dissolution of marriage or other circumstances.
 - 2) Receipt of or discontinuance of receipt of welfare assistance.
 - 3) A decrease in income for a period of longer than 90 days which would lower the Rent or payment in accordance with the Total Tenant Payment Formula.
 - 4) Transfer of a family from one MPHA program to another MPHA program,
 - 5) Completion of an Earned Income Disallowance, and
 - 6) An increase in income that would cause a Rent to increase by \$30.00 or more per month.
- D. For tenants that work regular seasonal jobs such as with a school or school district Rent will automatically increase at the end of the off season. If the Rent does not increase at the end of the off season it is the tenant's responsibility to report to MPHA that their Rent did not increase.
- E. Annualized Income Review: If it is not feasible to anticipate a level of income over a twelve-month period, the income anticipated for a shorter period may be annualized subject to a reexamination at the end of the shorter period.
- F. Tenants or applicants who claim zero income may be subject to reexamination every 90 days.
- G. In circumstances where tenant income fluctuates, Rent will be computed based on an average of past amounts. This applies to all adults in the household. MPHA will annualize the Rent of a Tenant at the third interim Rent change. See 24 C.F.R. § 5.609
- H. Rent will not change for a tenant who is on a temporary leave from work or experiences a temporary reduction of income for more than 30 days and less than 120 days. However, the Manager or Supervisor of Leasing and Occupancy or the Regional Property Manager, may approve a credit adjustment for the loss of income. MPHA will not make a credit adjustment to the Rent if the leave is less than 30 days.
- I. MPHA will notify tenants in writing of any change in Rent or payments resulting from an interim reexamination as stated in the lease.
 - 1. An increase in Rent resulting from an interim reexamination is effective the first day of the second month following the date of the actual change in income. If there is a delay in increasing the Rent, the tenant will pay the Retroactive Rent effective the first day of the second month following the increase in income.
 - 2. A decrease in Rent resulting from an interim reexamination is effective the first day of the month following the date the decrease was reported. When delays in verification

are a direct result of the tenant's lack of cooperation or unavailability, the Rent will decrease the first of the month following the receipt of verification.

- J. MPHA will not reduce Rent when a Family experiences a reduction in benefits because of welfare fraud or noncompliance with economic self-sufficiency requirements.

5. VERIFICATION OF TENANT'S STATEMENTS AND INCOME: (same as in Verifications)

- A. Tenants must furnish proof of their statements as required by MPHA to ensure accuracy. At the time of admission and each reexamination, MPHA will verify all income, assets, and each applicable deduction, allowance or exemption MPHA will verify income by using:

- 1) Enterprise Income Verification System

If the Applicant or Tenant disputes the information, or if the Income Report does not contain any employment and income information, MPHA will attempt the next lower level verification technique, as noted in the below:

- 2) Third Party Written, including Applicant or Tenant provided Third Party Written

- 3) Third Party Written Form

- 4) Third Party Oral

- 5) Self-Certification Documents

Third party written includes documents received from the Tenant Family originated by a third party, and may include benefit checks, employment checks stubs, income tax returns, benefit award letters, savings and checking account statements, estimated market value of real estate from tax statements, United States Savings Bond redemption values, or other relevant documents. MPHA staff will allow two weeks for receipt of a third party written verification forms and will attempt a third-party oral verification before accepting self-certification documents. Self-certification documents a written statement from the Applicant or tenant regarding income or the value of assets.

MPHA will seek third party verification of bank accounts and other assets during the reexamination when the total value of all assets is over \$50,000. Because banks do not timely provide 3rd party verification for bank accounts and other assets, MPHA will review the official documents provided by Tenants to determine asset values.

Social Security amounts may be determined by adding COLA to the last verified amount.

- B. The Family Head and other designated family members will execute a HUD approved release and consent form authorizing any depository or private source of income, or any federal, state or local agency, to furnish or release to MPHA and to HUD information requested by MPHA or HUD. The Family shall directly submit all requested documentation. Requested information or documentation may be required for purposes of determining or auditing a Family's eligibility to receive housing assistance, for determining the Family's Adjusted Income or Tenant Rent, for verifying related information or for monitoring compliance with equal opportunity requirements.
- C. Tenants claiming a disability status as defined in the Social Security Act, or in Section 102 (7) of the Developmental Disabilities Assistance and Bill of Rights Act but do not receive Social Security benefits, a qualified medical practitioner will provide a medical certification of the

disability. The receipt of veteran's benefits for disability does not establish a disability status for allowable deductions.

6. FLAT RENT: Is available only at the time of admission or the scheduled reexamination. Families who do not timely and properly report their income may not elect flat rent.
 - A. At the time of the scheduled reexamination MPHA will provide to a Family a letter stating:
 - 1) That the Family has the option to select Flat Rent or Income Based Rent.
 - 2) The amount of the Flat Rent.
 - 3) That a Family who opts for the Flat Rent will go through the income reexamination process every three years, rather than every year.
 - 4) A Family on Flat Rent does not receive a utility allowance.
 - 5) That the Family must sign and return a certification to receive the flat rent.
 - 6) Flat Rent is effective on the first day of the month following MPHA's receipt of the signed certification. If the Family does not choose Flat Rent, the Income Based Rent will be charged.
 - B. Financial Hardship and Retroactive Flat Rent
 - 1) Families who select Flat Rent may request to have a reexamination and return to the Income Based Rent method at any time due to a financial hardship which exists when:
 - a) The Family's income has decreased because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance; or.
 - b) The Family's expenses such as childcare, medical care, transportation, education, or similar items have increased.
 - 2) If the family does not timely elect the Flat Rent and the Income Based Rent is higher than the Flat Rent, MPHA will, with the Supervisor of Leasing and Occupancy's approval, retroactively apply the Flat Rent a maximum of two rental periods prior to the tenant's request if the tenant timely reported an increase in income.

PART XI: LEASE TERMINATIONS

1. Tenant shall give MPHA advance written notice when the Head or Co-head of Household may be absent from the unit for more than 30 consecutive calendar days. MPHA will not authorize an absence of the Head or Co-head of Household for more than 90 days per 12-month period. If the Head or Co-head of Household is absent for more than 90 days per 12-month period, MPHA may terminate the lease. MPHA may terminate the lease when the Head or Co-head of Household is absent for more than 30 days without giving MPHA a minimum of 10 business days advanced written notice prior to leaving, absent good cause for failure to give notice.
2. The tenant may terminate the lease by providing MPHA with at least fourteen (14) calendar days written notice.
3. MPHA may terminate the lease for non-payment of Rent or other good cause. Reasons for a lease termination may include but are not limited to:
 - failure to pay charges on the monthly Rent statement;
 - serious or repeated interference with the rights of other tenants or neighbors;
 - serious or repeated damage to the leased premises;
 - the creation of physical or health hazards;
 - serious or repeated violations of the terms of the lease;
 - MPHA determines that the tenant has gained admission or remained in occupancy because of the tenant's misrepresentation of income, assets, family composition, or information related to applicant screening criteria, including but not limited to applicant's misrepresentation of the need for or intent to participate in a Special Housing Program;
 - a Tenant living in an exclusively Assisted Living building who no longer avails themselves of the services provided;
 - any activity that threatens the health, safety or right to peaceful enjoyment of the premises by other tenants, neighbors or public housing employees;
 - the Head of Household being absent from the unit longer than 90 days in a calendar year;
 - the Tenant Family being Over Income for 24 consecutive months;
 - permitting a person or persons not a member of the Tenant Family to reside in the unit including someone whose application has been denied; or
 - drug related criminal activity on or off the premises engaged in by a tenant, a member of the tenant's household, a guest or another person under the tenant's control or any other criminal activity on or off premises.
4. If MPHA terminates the lease, MPHA will give written notice as follows:
 - A. At least 14 days prior to termination for the non-payment of rent. (see Rent Collection Policy).
 - B. A reasonable time:
 - 1) depending on the seriousness of the situation;

- 2) when a threat or act against the health or safety of other tenants, guests, neighbors or MPHA's employees or vendors or others exist or when the tenant violates the safety of the premises, or in the case of any drug related criminal or criminal activity; or
- 3) for any lease violation for which the tenant is not entitled to the grievance procedure.

C. Thirty calendar days prior to termination in all other cases.

5. Notice of termination to a tenant shall inform the tenant of: a) the reasons for the termination, b) whether the tenant has the opportunity to request the grievance procedure; and c) the tenant's right to examine documents relevant to the termination.

PART XII: TENANT GRIEVANCE

1. Purpose and Applicability
 - A. MPHA has established this grievance procedure in compliance with federal regulations. The purpose of the procedures is to permit tenants an opportunity for a hearing if the tenant disputes an MPHA action or failure to act under the tenant's lease with MPHA or federal regulations.
 - B. This grievance procedure applies to individual grievances as defined in Section 2. E (1) below, including complaints of a tenant and eviction for cause. The grievance procedure shall not apply to lease terminations for:
 - 1) non-payment of Rent except to dispute the amount of the Rent charged;
 - 2) any activity that threatens the health or safety of the premises, Tenant Family, other Tenants, neighbors, employees of MPHA or others;
 - 3) any drug-related criminal activity on or off the premises;
 - 4) any violent criminal activity on or off the premises; or
 - 5) any felony conviction.
 - C. Also, the grievance procedure does not apply to:
 - 1) disputes between tenants that do not involve MPHA;
 - 2) class grievances;
 - 3) grievances intended to initiate or negotiate policy changes;
 - 4) tenants who are denied a lease add-on because of occupancy standards or because MPHA has place a moratorium upon placing highrise tenants on the Family Housing Unit ~~family unit~~ transfer waiting list;
 - 5) a tenant who requests a reasonable accommodation or VAWA protection after the Formal Hearing for a lease termination for the purpose of contesting the results of the Formal Hearing, except when MPHA did not properly inform tenant of their right to request the reasonable accommodation or VAWA protection;
 - 6) the denial of a reasonable accommodation request when MPHA has terminated the lease for any reason under 1 B. 2), 3) 4) and 5) above.
 - 7) Any claim for monetary damages including but not limited to property or personal injury damages.
2. HUD Requirements
 - A. MPHA will adopt a grievance procedure affording each Tenant an opportunity for a hearing on a grievance as described above.
 - B. MPHA shall provide at least 30 days' notice to tenants and resident organizations setting forth proposed changes in the grievance procedure and will provide an opportunity to present written comments. MPHA will consider the comments before adopting any grievance procedure changes.
 - C. MPHA shall furnish a copy of the grievance procedure to each tenant and to resident organizations.

- D. MPHA shall consult with the Minneapolis Highrise Representative Council (MHRC) to compile a list of qualified Hearing Panel members. MPHA will consider recommendations from the MHRC prior to the appointment of a Hearing Panel member.

E. Definitions

For purposes of this grievance procedure, the following definitions apply:

- 1) "Grievance" shall mean any dispute not listed in Sections 1B or 1C which a tenant may have with respect to MPHA's action or failure to act in accordance with the individual tenant's lease or MPHA policies, which violate the individual's, rights, duties, welfare or status. Adverse actions may include but are not limited to: lease terminations for cause, transfers for family composition, and imposition of charges for maintenance, repairs, and excess consumption of utilities.
- 2) "Complainant" shall mean any tenant whose grievance is presented to MPHA.
- 3) "Element of due process" shall mean an eviction action or a termination of tenancy in a state court in which the following procedural safeguards are required:
 - a) Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction.
 - b) Right of the tenant to be represented by counsel.
 - c) Opportunity for the tenant to refute the evidence presented by MPHA including the right to confront and cross-examine all witnesses and to present any affirmative legal or equitable defense, which the tenant may have.
 - d) A decision on the merits.
- 4) "Due Process Determination" shall mean a determination by HUD that state or local law requires that a tenant be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit. HUD has issued a due process determination for the State of Minnesota. MPHA may evict tenants through the judicial eviction procedures and is not required to provide the opportunity for the grievance procedure for lease terminations listed in Section 1B or 1C.
- 5) "Hearing Panel" shall mean the officer(s) in charge of the hearing.
 - a) The Hearing Panel shall be three people except as stated below
 - b) MPHA may appoint a one-person Hearing Panel for any formal or informal hearing as defined in Section 2. E(1) above in the event of a national pandemic or equivalent emergency as determined by MPHA or when less than three hearing officers are available, including but not limited to, when a conflict arises or exists with empaneled resident member(s), when there are less than three (3) active resident panelists in total, or when a resident panelist(s) fail to appear at the scheduled hearing. ~~a hearing contesting the amount of any Rent, court filing or service fees or any other charges owing on the tenant's account, or the denial of a Reasonable Accommodation or VAWA certification.~~
 - c) The hearing panel will be impartial person(s) appointed by MPHA. A Hearing Panel member shall not be a person or a subordinate of a person who made or approved MPHA's action under review. If a Hearing Panel officer knows or has

information about the subject of the hearing the office shall excuse their self from the hearing and the hearing will either continue with two Officers with the consent of the complainant or be promptly rescheduled. MPHA will consult with the resident organization before appointment of each hearing officer or panel member. Comments or recommendations submitted by the tenant organizations shall be considered by MPHA before the appointment.

- 6) "Notice" as used in Lease Section 4.D. is defined in ~~PART I #77~~ the Definitions.
- 7) "Tenant" shall mean: (1) the person(s) who reside(s) in the unit and who executed the MPHA lease or is listed as Head(s) of Household in the MPHA lease or in a subsequent Lease Addendum, or if no such person now resides in the unit, (2) who resides in the unit and is the remaining Co-Head of Household of the tenant family residing in the unit.
- 8) "Resident Organization" includes a resident management corporation.

F. Informal Settlement Conference

- 1) The purpose of the informal conference is for the complainant and MPHA to:
 - a) attempt to resolve grievances without a formal hearing; and
 - b) evaluate the grievance and advise the complainant whether the grievance procedure applies.
- 2) Procedure
 - a) The complainant or the complainant's representative, either orally or in writing, shall present to MPHA Area Management Office within 10 working days after the date of first written Notice, initiation of the action or failure to act, the basis of the grievance. Notwithstanding any other provision in the Lease or SOP to the contrary, reminders, monthly rent statements, lease termination letters or any other document referencing the first Notice, the initiation of the action or the failure to act (jointly event) does not create another opportunity to grieve the event. Although the grievance may be simply stated, it must specify:
 - the reasons for the grievance;
 - the action requested; and
 - the name, unit address and telephone number (if available) of complainant.

Within 10 working days after MPHA's receipt of the complainant's grievance, MPHA will contact the complainant to arrange a date for an informal settlement conference.

- b) Because this is an informal settlement conference, the only persons permitted to be present at this conference are the complainant, complainant's representative or counsel, appropriate members of the complainant's family, MPHA Management staff and counsel, or an individual who can assist the complainant in reaching a settlement.

- c) a tenant may present documentary and hearsay evidence at the informal settlement conference.
- d) Within 10 working days after the settlement conference, MPHA will give or mail a summary of the proceedings to the complainant and put a copy in the complainant's tenant file. The summary will include:
 - names and titles of participants;
 - date of the conference;
 - reasons for the conference;
 - proposed disposition of the grievance and the reasons therefor; and
 - specific steps by which a complainant may request a formal hearing, if appropriate.

The complainant may submit to MPHA a written response to the settlement conference summary, which shall be included in the complainant's tenant file.

- e) If MPHA offers a formal hearing and the complainant disagrees with MPHA's settlement decision, the complainant shall follow the procedures below to request a formal hearing. If the complainant is satisfied with the decision, MPHA and the complainant will abide by the decision.
- f) If a Tenant signs a Settlement Agreement as a result of the Informal Settlement Hearing process for a Lease Termination and does not comply with the terms of the Settlement Agreement, MPHA will continue the Lease Termination process at the Formal Hearing Stage, unless the Settlement Agreement provides otherwise.

G. Formal Hearing

The purpose of the formal hearing is to allow the complainant an opportunity to request a review of the informal settlement conference decision. The complainant has a right to be represented by counsel or another person chosen as a representative. When the hearing involves an eviction or termination of tenancy, the complainant is entitled to the basic elements of due process as defined in the Tenant Grievance Procedures, [Section 2.E.3](#). The formal hearing will be heard before a Hearing Panel.

1) Procedures for Obtaining a Formal Hearing

- a) The complainant requested and attended an informal settlement conference as provided by this Part.
- b) The complainant submits a written request for a formal hearing to MPHA Area Management Office within 10 working days after MPHA gives or mails to the complainant a written notice of the opportunity to request a formal hearing or the informal settlement conference decision.
- c) The written formal hearing request must state:
 - the reason(s) for the grievance;
 - the action or relief sought;
 - the name, address and telephone number (if available) of the complainant; and

- the name, address and telephone number of complainant's representative, if any.

2. Disputes Over Amount of Rent Due:

- Before a hearing is scheduled involving the amount of Rent, the Tenant shall pay the amount of Rent that MPHA states was due and payable in the month before the Tenant's act or failure to act occurred. The Tenant shall continue to pay that amount until the grievance is resolved.
- Thereafter, the complainant shall pay each month when normally due until the grievance is resolved by decision of the Hearing Panel.
- These requirements for payment of Rent may be waived by MPHA in extenuating circumstances and will be waived to appeal the denial of a Minimum Rent hardship or MTW hardship exemption.
- Unless so waived, failure to make the aforementioned payments shall result in termination of the grievance procedure.
- Failure to make such payments shall not constitute a waiver of any right the complainant may have to contest MPHA's disposition of the grievance in any appropriate judicial proceeding.

3) Scheduling the Hearing

- After the complainant complies with the above procedures, MPHA will mail or deliver written notice to the complainant or to the complainant's unit within 10 days from the receipt of the request for the hearing.
- The written notice will state the time, date, place and the Fair Hearing and Due Process, listed below, to the complainant and the Property Manager.

4) Failure to Request a Formal Hearing

If the complainant does not request a formal hearing within 10 working days after the informal settlement conference, she/he waives the right to a formal hearing. MPHA's informal settlement conference shall be final, unless the complainant timely seeks judicial review.

5) Selection of Hearing Panel

The Hearing Panel will be impartial person(s) appointed by MPHA. The Hearing Panel member shall not be a person or a subordinate of such a person who made or approved MPHA's action under review. If a Hearing Panel member knows or has information about the subject of the hearing, he/she must excuse their self from the hearing and the hearing will either continue with out the removed hearing officer(s) ~~two Officers~~ or be promptly rescheduled.

6) Fair Hearing and Due Process: The elements of a fair hearing and due process include;

- The opportunity to examine before the grievance hearing any MPHA documents, including records and regulations that are relevant to the hearing. The tenant may to copy any such document at the tenant's expense. The right to be represented by counsel, or other person chosen by the tenant and to have such person make

statements on the tenant's behalf. Any such counsel or representative will be at the tenant's expense.

- b) The right to a private hearing unless the complainant requests a public hearing.
- c) The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by MPHA or property management, and to confront and cross-examine all witnesses upon whose testimony or information MPHA relies.
- d) A decision based only on the facts presented at the hearing.

7) Procedures Governing the Hearing, see Hearing Rules, Appendix J.

- a) The Hearing Panel may render a decision without proceeding with the hearing if the Hearing Panel determines that the issue has been previously decided in another grievance hearing, judicial proceeding, quasi-judicial proceeding, or administrative proceeding involving the tenant and MPHA.
- b) If the complainant or MPHA fails to appear at a scheduled hearing, the Hearing Panel may postpone the hearing up to five business days or may decide that either party has waived the right to a hearing by failing to appear or contact MPHA to reschedule. Both the complainant and MPHA shall be notified of the Hearing Panel's determination. At the hearing, the complainant must first show an entitlement to the relief sought. Thereafter MPHA must sustain the burden of justifying MPHA's action or failure to act.
- c) The hearing shall be conducted informally by the Hearing Panel. Oral or documentary evidence relevant to the facts and issues raised by the complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Panel shall require MPHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the Hearing Panel's directions may result in exclusion from the proceedings in a decision adverse to the interest of the disorderly party or the granting or denial of the relief sought.
- d) The complainant or MPHA may arrange, in advance and at the party's expense, for a transcript of the hearing.
- e) MPHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include a qualified sign language interpreter, reader, accessible location or attendants.
- f) If a Tenant makes a request for a reasonable accommodation at a hearing, MPHA may reschedule the hearing if the request is related to the reason for the hearing.
- g) As provided by the applicable hearing rules either party may make an audio recording of the hearing at their own expense. A video recording is not permitted.

8) Decision of the Hearing Panel

- a) The Hearing Panel shall prepare a written decision, together with the reasons therefore, within 10 working days after the hearing. A copy of the decision shall be sent to the complainant and MPHA. MPHA shall retain a copy of the decision in the tenant file and in a master file.

- b) The decision of the Hearing Panel shall be binding on MPHA which shall take actions, or refrain from actions, reasonable and necessary to carry out the decision unless MPHA's Board of Commissioners determines that:
- (1) The grievance does not concern MPHA's action or failure to act in accordance with the complainant's lease or MPHA duties. Grievances must concern a threat to the complainant's rights, duties, welfare or status within the scope of these regulations.
 - (2) The decision of the Hearing Panel is contrary to applicable Federal, State or local law, HUD regulations ordinance or requirement of the annual contributions contract between HUD and MPHA
 - (3) A decision by the Hearing Panel or Board of Commissioners in favor of MPHA, or which denies the relief request by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant or MPHA may have to judicial review in any judicial proceedings.

The Board of Commissioners will review the matter within the next two Board meetings. MPHA will notify the Tenant of the date of the Board review and will send the Board decision to the Tenant within ten days.

H. Administrative Expense

MPHA shall provide the required space, secretarial services and funds for administrative expenses for the Hearing Panel. This may include reimbursement for the reasonable expenses of Hearing Officers.

I. Review and Amendment of Policies

The Grievance Procedure may be reviewed and changed by the Commissioners of MPHA after tenants and tenant organizations have had at least 30 days to review and provide written comments.

PART XIII: COMMUNITY SERVICE

1. GENERAL

In order to be qualified and eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

2. EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is “engaged in work activities,” the person must be participating in an activity that meets one of the following definitions of “work activity” contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
 - 1. Unsubsidized employment;
 - 2. Subsidized private-sector employment;
 - 3. Subsidized public-sector employment;
 - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - 5. On-the-job-training;
 - 6. Job-search;
 - 7. Community service programs;
 - 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 - 9. Job-skills training directly related to employment;
 - 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 - 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate;
 - 12. The provision of childcare services to a Tenant who is participating in a community service program.
- E. Family members who are exempt from work activity under part A Title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.

- F. Family members receiving assistance, benefits or services under a State program funded under Part A Title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.
- G. Those that meet requirements under a State program funded under Part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which PHA is located including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

3. NOTIFICATION OF THE REQUIREMENT

The MPHA shall identify all adult family members who are apparently not exempt from the community service requirement.

The MPHA shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The MPHA shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first scheduled reexamination on or after October 1, 2003. For families paying a Flat Rent, the obligation begins on the date their scheduled reexamination would have been effective had a scheduled reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent scheduled reexamination.

4. VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance Tenant self-sufficiency, and/or increase the self-responsibility of the Tenant within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

5. THE PROCESS

At each scheduled reexamination thereafter, the MPHA will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

6. NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The MPHA will notify any family found to be in noncompliance of the following:

- A. That the family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

7. OPPORTUNITY FOR CURE

The MPHA will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the Tenant shall at the same time stay current with that year's community service requirement. The first hours a Tenant earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the MPHA shall take action to terminate the lease.

8. PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the community service requirement, the MPHA may not substitute community service or self-sufficiency activities performed by Tenants for work ordinarily performed by its employees or replace a job at any location where Tenants perform activities to satisfy the service requirement.

PART XIV: PARKING POLICY

PARKING POLICY (Highrise)

1. **GENERAL STATEMENT** – The Minneapolis Public Housing Authority is interested in providing a fair parking policy to all highrise Tenants. It is understood that no two highrises have exactly the same needs, Tenants, facilities, etc., and that MPHA is not obligated or able to provide parking for all Tenants and guests. However, MPHA has attempted to have a flexible and equitable policy that meets the needs of both the Tenants and the management staff. All parking lots must conform to Federal handicapped accessibility laws and statutes as well as city ordinances. All parking lot decisions are subject to the final approval of the Property Manager. Tenants who want to park their car in the building parking lot must obtain a parking permit from the Property Manager and be in compliance with Section 6 listed below. MPHA will distribute only one parking permit per Tenant family. Commercial vehicles are not permitted to park in the parking lot unless it is a one ton or smaller automobile, owned by the Tenant, properly registered with Management and is the Tenant's principle vehicle.

2. **VOTING PROCESS** – Each resident council will vote on the type of parking the building will have. The voting process must have the following components:
 - A. Notices posted in prominent places within the building advertising that a vote on the parking lot choices will be taken that includes the date, time, and place of the vote. Notices will be posted ten days prior to the voting day.
 - B. Votes may be taken by secret ballot at a resident council meeting or by handing out ballot on a door-to-door basis, or by reporting to a designated place to cast an individual Tenant's vote.

3. **PARKING CLARIFICATIONS** – All handicapped parking will be assigned regardless of the vote of a particular building in order to comply with all Federal, State and local handicapped accessibility laws. Tenants will be allowed to vote on the following parking lot choices:
 - A. **Open Tenant Parking** – One parking permit will be issued to each Tenant household owning a motor vehicle in compliance with Section 6 listed below. Tenants who own a vehicle, have mobility impairments, need accessible parking, and have a valid Minnesota Handicapped Parking Permit are entitled to have a reserved parking space adjacent to the accessible entrance or in another area that will provide equal or greater accessibility to the property. If there is adequate space, Tenants may also vote on whether to allow a visitor parking area in the lot. All visitor parking must conform to the Visitor Parking Regulations and be in conformance with ADA requirements. If space does not permit, this will not be an option.

 - Restricted Tenant Parking** – Resident councils may request, subject to MPHA Property Manager's approval, that if sufficient parking spaces are not available for all households owning vehicles, that parking permits be issued to only the number of households for which space is available. If Restricted Parking is approved, upon the initial restriction of a parking lot, and there is insufficient parking for all of the Tenants, those Tenants who are entitled to the accessible parking shall be given the first available parking space permits. The remainder of the parking space shall be issued on the basis of Tenant move-in date. Thereafter, permits will be issued on the basis of the date of the request. Management may need to maintain a waitlist for parking spaces. Those with the earliest request date will receive their parking permits first after all

eligible handicapped Tenants have been assigned in accordance with accessibility laws. Tenants who have mobility impairments, need accessible parking, and have a valid Minnesota Handicapped Parking Permit, are entitled to have a reserved accessible parking space adjacent to the accessible entrance or in another area that will provide equal or greater accessibility to that property.

- C. **Assigned Parking** – Resident Councils may request, subject to MPHA Property Manager approval, that specific parking spaces at a building be assigned to individual Tenants. Upon the initial assignment of parking spaces, those Tenants who are entitled to the accessible parking shall be given the first available parking space permits. The remainder of the parking spaces shall be issued on the basis of Tenant move-in date. Thereafter, permits will be issued on the basis of the date of the request. Management may need to maintain a waitlist for parking spaces. The Property Manager will be responsible for the assignment of parking places according to date the Tenant meets the criteria for an assigned spot in accordance with this policy see number 6 below. Tenants who have mobility impairments, need accessible parking and have a Minnesota Handicapped Parking Permit, shall be assigned a space located adjacent to the accessible entrance or another area that provides equal or greater accessibility to the property.

4. **VISITOR PARKING** - All Tenants are responsible for communicating the parking lot rules to their guests and service-providers. Parking for visitors must be in accordance with ADA, MN State Building Code, Chapter 1340. When parking spaces are provided for self-parking by visitors, then there must be spaces reserved for visitors who have handicapped parking permits. Each “standard” accessible parking space must be at least 8 feet wide and have an access aisle that is at least 5 feet wide. Each “van accessible” parking space must be at least 8 feet wide and have an access aisle that is at least 8 feet wide. Two handicapped parking spaces can share an access aisle. These spaces are to be located as close as possible to an accessible entrance. One in every eight accessible spaces, but not less than one, must be “van accessible.” Following are the minimum number of required accessible spaces:

Total Parking in Lot	Required Minimum Number of Accessible Spaces	Required Minimum Number of Van Accessible Spaces
1 to 25	1	1
26 to 50	2	1
51 to 75	3	1
76 to 100	4	1
101 to 150	5	1

Each accessible parking space must have a sign with the white international wheelchair symbol on a blue background that indicates a permit is required, and that there is a fine of up to \$200 for violators. Also, the van accessible spaces are to have an additional sign indicating the space is “van accessible.” The 8-foot wide access aisle adjacent to the van accessible parking space should have a sign posted, “No Parking, Access Aisle.”

Handicapped staff must also be accommodated under this policy. All staff is required to park in conformance with this policy.

5. **PASSENGER LOADING ZONES** – If passenger loading zones are provided, they shall have an access aisle that is at least 5 feet wide and 20 feet long, adjacent and parallel to the vehicle pull-up space, then a curb ramp shall be provided.
6. **REGISTRATION OF VEHICLES** – In order to be eligible to park in the highrise parking lot Tenants must meet the following requirements:
 - A. Tenant must have a valid Minnesota driver's license and current insurance coverage. If Tenant's insurance lapses they must immediately return the parking permit to the Property Manager and are prohibited from parking in the lot.
 - B. Tenants must own the vehicle being registered for parking and prove ownership by providing the manager with the vehicle registration and proof of insurance, in the Tenant's name. Tenants may **not** register a relative or friend's car.
 - C. The car must have a valid Minnesota license plate and current license tabs in accordance with the State of Minnesota laws and local ordinances. Tenants registering a vehicle with out-of-state plates must be in compliance with the State of Minnesota vehicle registration provisions within the allotted state timeline of sixty days.
 - D. The car must be in operable condition and be able to run at all times.
 - E. Tenants are responsible for advising the property manager if they sell or change vehicles.
7. **REMOVAL OF VEHICLES FROM HIGHRISE PARKING LOTS** – The MPHA may remove vehicles not in conformance with these standards, vehicles posing a threat or safety hazard, vehicles creating obstructions, and for other reasons deemed necessary by the Property Manager. Random checks of the parking lot will be conducted and any vehicle not in compliance with this policy will be towed at owners' expense. The cost for such removal will be the responsibility of the vehicle owner. Vehicles will be removed according to the following:
 - A. MPHA parking lots are monitored for parking violations. Vehicles parked in restricted and assigned lots without proper permission will be towed, without notice or warning, at the vehicles owner's or Tenant expense.
 - B. Vehicles which do not display an appropriate parking permit, are parked in traffic lanes, or "No Parking" areas, or are parked in violation of the Parking Regulations, are to be referred for towing by the appropriate MPHA staff person or contracted monitoring company.
 - C. Inoperable motor vehicles must be repaired or removed from the parking lots or be subject to towing by the MPHA at the vehicle owner's expense. Managers should generally give Tenants a minimum of one working day and no more than five working days to remove the vehicle in question commensurate with D below.
 - D. Upon posting in the building, Tenants are responsible for removing their vehicle for snowplowing or parking lot maintenance. Vehicles not removed may be tagged and charged per the Sales and Service Schedule or towed by the MPHA at the owner's expense.

- E. Warning notices should be used whenever possible prior to towing a vehicle out of an MPHA parking lot. Managers or others authorized to conduct towing should attempt to contact a vehicle owner by posting a vehicle with warning notices and Tenants should contact the Manager immediately upon receiving the towing notice to make arrangements for the removal of the vehicle or to arrange to get the vehicle into immediate compliance with this policy. The exception to this is when a vehicle presents a hazard such as leaking gas or is parked in a manner that blocks emergency routes, etc.
 - F. Managers must contact the MPHA's designated towing contractor after the warning time has lapsed on the towing notice and if the Tenant has not responded to the warning and made the necessary arrangements to handle the vehicle. Managers should indicate the color, make and license plate number and the current location of the vehicle. Ask the dispatcher for the arrival time of the tow truck. Managers should make arrangements to meet the tow truck to sign the towing authorization form.
 - G. Individual Tenants do not have the right to tow other cars. Tenants who find another vehicle in their parking space must advise the Property Manager of the vehicle make, model and color as well as the license plate, date and time of the violation. Reports may also be made to Security Guards, if present, but reports should be made directly to the Property Manager as well.
 - H. Tenants who intend to be away from their unit are still responsible for adhering to this policy. Tenants who will be away on vacation, in the hospital, etc. should authorize another person to look after their vehicle and be prepared to remove the vehicle in the event of snowplowing, hazards, or parking lot repairs. Failure to designate a responsible person or failure of the designated person to look after a Tenant's car does not exempt that vehicle from being towed at the owner's expense.
 - I. With the RPM's approval, the PM may call 651-201-7000 and make arrangements to go to St. Paul to the Department of Public Safety to have a name and address search done on a vehicle, if necessary. The Department of Public Safety does charge for this service and managers should avoid this step if at all possible. Due to Data Privacy restrictions, the Minneapolis Police Department is unable to give managers this information from patrol car computers.
8. **CAR REPAIRS** – The Tenant may be allowed, at Management's discretion, to make limited repairs to the Tenant's registered car. Such repairs will not involve the removal of fluids or the major mechanical parts and must be in accordance with City codes and ordinances.

PARKING POLICY (FAMILY HOUSING UNITS)

CAR OWNERSHIP –

~~1. Tenants of the Glendale Townhome complex must meet the following requirements:~~

~~A. Tenants must own the vehicle being registered for parking and prove ownership by providing the manager with the vehicle registration in the Tenant's name. Tenants may not register a~~

~~relative or friend's car. The Tenant **must** own the car and have the title in their name, have a current Minnesota driver's license and current insurance coverage, in order to be eligible for parking privileges. Each household may have a maximum of 2 vehicles. There must be a licensed driver, who is a household member, for each vehicle.~~

~~B. The car must have a valid license plate and current license tabs in accordance with Minnesota State and local ordinances.~~

~~C. The car must be in operable condition and be able to run at all times.~~

2.1. Tenants of ~~Scattered Site~~Family Housing Units must meet the following requirements:

A. Tenants must own the vehicle and have the title in their names, have a current Minnesota driver's license and current insurance coverage.

1. Tenants of the Glendale Townhomes must ~~own the vehicle being registered~~ for parking and prove ownership by providing the manager with the vehicle registration in the Tenant's name. Tenants may **not** register a relative or friend's car. ~~The Tenant **must** own the car and have the title in their name, have a current Minnesota driver's license and current insurance coverage, in order to be eligible for parking privileges. Each household may have a maximum of 2 vehicles. There must be a licensed driver, who is a household member, for each vehicle.~~

B. The car must have a valid license plate and current license tabs in accordance with Minnesota State and local ordinances.

C. The car must be in operable condition and be able to run at all times.

3.2. **PARKING AREAS** – Cars may be parked only in the designated spots for a Tenant's particular unit. Cars and other vehicles may not be parked on the lawn.

4.3. **CAR REPAIRS** – Tenants may not make repairs to their vehicles including changing oil or replacing mechanical parts.

5.4. **TOWING** – The MPHA reserves the right to tow all vehicles without notice if they present a hazard or otherwise jeopardize the safety of others. In the event that a Tenant's vehicle does not meet the requirements of this procedure MPHA will tow the Tenant's vehicle at the owner's expense.

PART XV: POST ORDERS

1. SIGN IN PROCEDURES WHEN A STATIONARY GUARD IS ON DUTY
 - A. Each guest who is 18 years old or older shall show a valid picture ID or other official identification card. Acceptable forms of ID include: Current and valid state issued driver's license, state issued ID, or a passport; if the person doesn't have a state issued ID another form of picture ID plus a birth certificate or other valid verification of date of birth will be accepted. Health care attendants or other people entering the building in a work capacity must show their work ID. If they do not have a valid work ID, they must follow the procedure for guests entering the building.
 - B. A Tenant may not vouch for a guest who is 18 years old or older.
 - C. Check Trespass List. If the guest is on the Trespass List, ask the guest to leave and write up an incident report. A Tenant who has an "order of protection" or a "no contact order" may provide MPHA with a copy of the order to have the person trespassed from an MPHA property.
 - D. Each guest shall state the name of the Tenant whom the guest wants to visit and the Tenant's apartment number. The Tenant must be listed on the Tenant roster. (Note new Tenants may move in everyday).
 - E. Guard shall legibly print the name of each guest and the Tenant whom the guest is visiting and the Tenant's apartment number on the sign-in log.
 - F. A guest who is under 18 years old must be with an adult.
 - G. A guest who is under 18 years old and who is not with an adult shall not be let in the building until an adult Tenant meets the minor at the entry and takes the minor to the unit. If no adult meets the minor, ask the minor to return to the entry to again call the Tenant. If no adult Tenant meets the minor, call dispatch and write up an incident report.
 - H. If any person does not follow these rules, the guard shall call dispatch and write up an incident report. The guard shall not confront the person.
 - I. Put a copy of the incident report under the door to the management office at the end of your shift.
2. USE OF PHONE ENTRY SYSTEM
 - A. The buzz in by the phone entry system will be shut off at (the time determined by MPHA and the building resident council) (but no later than 11:00 p.m.) and there will be no ability to buzz in a guest.
 - B. The buzz in by the phone entry system will be turned on at a time determined by MPHA.
 - C. When the buzz in by the phone system is shut off, the guest may use the phone entry system to call a Tenant and the Tenant shall go to the lobby to let in the guest.

3. RESTRICTING GUEST ACCESS

In the event of a national pandemic or equivalent emergency as determined by MPHA based upon guidance and recommendations from state, local, and federal agencies and health departments, MPHA may limit or deny access to guests within all or specifically designated high rise buildings as is necessary to address the emergency or protect the health, safety, and right to peaceful enjoyment of the residents. No limitation or restriction would prohibit guests who are providing essential care or direct professional services (personal care assistant or home health aide) to a resident or who are delivering necessary supplies and services, nor would it restrict first responders and medical professionals.

43. ROVING GUARD ON PATROL

The guard shall patrol each building as designated by MPHA management.

54. RESPONSE TO INCIDENTS

- A. The guard shall not confront any person to take any action that may result in injury or bodily harm to the guard or any other person.
- B. For SERIOUS incidents that are life threatening or involve bodily harm, the threat of bodily harm or major property damage, the guard shall call 911 and dispatch.
- C. The guard shall also write up an incident report.
- D. For all other incidents, the guard shall call dispatch (but not 911) and write up an incident report.
- E. A guard may ask a non-Tenant to return a key tag to the guard, if MPHA did not okay the use of the key tag. (Management should give to the guard, a list of persons other than Tenants who are authorized to use the key tag. If the person is not a Tenant and is not on the authorized list, the guard may take the key tag.)
- F. If a guard has a question on any matter, the guard should call dispatch or the property manager.

RULES OF CONDUCT

- 1. Do not bring TV's, radios, boom boxes, handcuffs, mace, guns knives, weapons or anything similar on MPHA property during your shift.
- 2. Always wear your nametag on your chest.
- 3. Keep your post or area clean. Clean it every day.
- 4. Do not accept food, gifts or presents from Tenants.
- 5. No personal phone calls while on duty.
- 6. No socializing with Tenants, guests or others while on duty or on break.
- 7. Do not enter a Tenant's apartment while on duty or on break.
- 8. Keep sign-in logs, incident reports, rosters, Trespass List or other MPHA documents confidential. If you have questions talk to MPHA management or dispatch.
- 9. Treat Tenants and guests with respect and courtesy.
- 10. Do not confront any person or take any action that may result in injury or bodily harm to the guard or any other person.

11. If you confiscate a key tag from a non-Tenant, immediately notify your supervisor who will report it to MPHA management. Return the key tag to MPHA management as soon as possible or the next business day.
12. At the end of your shift, please put away all of your equipment.
13. Keep entrance doors shut. Do not allow the doors to be propped open.
14. Return lost or stolen goods to MPHA management as soon as possible or on the next business day.

PART XVI: NO SMOKING

BACKGROUND

Since 1994, MPHA has banned smoking in all MPHA offices and the common areas of the residential buildings. In 2013, MPHA instituted a smoking ban inside all highrise housing. Beginning August 1, 2018, HUD's "Smoke-free public housing" rule bans smoking in and around all public housing properties nationwide. MPHA's adoption of this No Smoking Policy does not make MPHA or any of its managing agents the guarantor of the smoke-free condition of the tenant's unit and the common areas. MPHA cannot and does not warranty or promise that properties or common areas will be free from secondhand smoke.

Smoking includes but is not limited to the ignition and burning of cigarettes, cigars, pipes, hooks, waterpipes, tobacco, incense products or other plant products, and use of e-cigarettes.

PROHIBITED AREAS

Certain prohibitions apply to all MPHA buildings and facilities. Additional restrictions apply to designated Smoke-Free Properties. A temporary exception for certain Family Properties applies until August 1, 2018.

1. Smoke-Free Properties: Smoking is prohibited in all indoor areas, which include but are not limited to apartments, entryways, hallways, stairwells, balconies, lobbies, community rooms, laundry rooms and all outdoor areas. The Smoke-Free Properties are: 350 Van White Memorial Boulevard, 901 4th Ave N., 1015 4th Ave N., 710 2nd St N.E., 616 Washington St N.E.
2. Family PropertiesHousing Units: Starting August 1, 2018, smoking is prohibited in all indoor areas (as described above) and within 25 feet of the structure unless the property line is less than 25 feet from the structure, smoking is permitted at the property line. ~~Family Properties include AMP 1 (Glendale Townhomes) and AMP 2 (Scattered Sites).~~
3. All other properties, including MPHA administrative buildings: Smoking is prohibited in all indoor areas (as described above) and all outdoor areas except where there is a designated smoking area. Designated smoking areas will be clearly marked and will be at least 25 feet from the building. All smokers in designated smoking areas must dispose of smoking materials in proper receptacles.
4. All tenants shall sign a lease addendum to comply with the smoking prohibitions and agree to smoke only off the property or in the outdoor designated area. Tenants are responsible for the behavior of their guests and violations by guests are considered a violation of the Tenant's lease.

PART XVII: PET POLICY

HIGHRISE APARTMENTS

1. PERMITTED PETS

Only one cat or one dog weighing no more than 25 pounds; or two caged birds; or an aquarium of thirty gallons or less for fish only; or two caged gerbils or hamsters will be allowed in a highrise unit. Tenants must be lease compliant to have a pet. MPHA may terminate the lease of Tenants who violate this policy.

2. PROHIBITED PETS

Only domesticated pets will be allowed. Pets of a vicious or aggressive disposition will not be permitted. Doberman Pinchers, Pit Bulls, Rottweilers, Chow, boxer breeds and German Shepherds, including mixed breeds of those mentioned, as well as live stock (including chickens and roosters), goats, reptiles, rodents, ferrets, birds of prey, pigeons, doves, Mynah birds, psittacine birds, other species that are host to the organisms causing psittacosis in humans and poisonous fish are prohibited. **64.110. Dangerous and potentially dangerous animals.** Minneapolis Animal Care and Control is authorized to deem any animal as a dangerous animal or a potentially dangerous animal subject to the requirements under this Code and under Minnesota State Statute 347.50 subdivision (2), Dangerous Dogs and Minnesota State Statute 347.50 subdivision (3) potentially dangerous dogs. The owner or custodian of the animal must immediately comply with the confinement requirements as defined in this ordinance, even if appealing the declaration.

No “guest” pets are allowed on any MPHA property.

3. ASSISTANCE ANIMALS

a. Definition. An assistance animal, often referred to as a “service animal,” “assistant animal,” “support animal,” or “therapy animal” is not a pet and therefore is not subject to the Pet Policy except as otherwise indicated herein. An assistance or service animal is an animal that provides assistance, services or support to a person with a qualified disability and which is needed as a reasonable accommodation to such an individual. See Reasonable Accommodation Policy. Such animal works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability (for example a dog guiding an individual with impaired vision or alerting an individual with impaired hearing).

b. Approval of Assistance Animals. This subsection applies to assistance animals only. Tenants or applicants with a qualified disability are permitted to have an assistance animal, if such animal is necessary as a reasonable accommodation for their disabilities. There must be a relationship between an individual’s disability and the assistance the animal provides. If it is not obvious that someone requesting the right to an assistance animal is disabled, or that there is a disability-related need for the animal, supporting documentation may be required from your healthcare provider. (See Reasonable Accommodation Policy).

An assistance animal does not need to be specially trained, unless the service it provides to its owner requires specialized training. Emotional assistance animals, for example, do not require specialized training. There is no size or breed restrictions on assistance animals; however, the animal must be

registered and follow sections 5, 6, 7, 8, 9, 10 and 11 of this section, except there will be no pet deposit. Although a pet deposit is not required, reasonable fees or fines may be assessed for any property damage caused by the animal. A person requesting an assistance animal must complete the Assistance Animal Lease Addendum form.

c. Care and Handling of Assistance Animals. Assistance animals must be cared for in a manner that complies with state and local laws. MPHA may deny access to an assistance animal that poses a direct threat to the health and safety of others or causes substantial physical damage to the building, unit, or property of others that cannot be eliminated or reduced by a reasonable modification of other policies, practices or procedures.

4. PET REGISTRATION

All dogs and cats must be registered with MPHA before they can be permitted in a highrise. Registration requires proof the animal has been:

- A. Vaccinated by a licensed Veterinarian for rabies, parvovirus, distemper, heartworm and other vaccines appropriate for the species
- B. Spayed (female animals) or neutered (male animals).
- C. Copy of city license
- D. Completed pet policy form

Registration also requires that pet owners identify no less than one local emergency contact who will care for the pet in the event the owner is unable to do so. Updated emergency contacts and proof of licensing/inoculations must be provided to MPHA annually at the time of Tenant re-exams and re-certification.

The pet deposit amount: \$75.00 except for units with carpet where the pet deposit is \$150.00.

Pet deposits will be held by MPHA until the Tenant moves out or no longer owns or keeps a pet in the highrise. The pet deposit will be fully refunded, with interest, provided that no pet damage has been done to the premises. Amounts necessary to repair any such damage will be deducted from the pet deposit.

A new Tenant who owns a dog or cat will make this known at the time of application and will complete the pet's registration before the dwelling lease is signed.

5. PET INOCULATION AND IDENTIFICATION

Dogs must be re-inoculated against rabies according to Veterinarians recommendations or city codes. Animals must wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address, and telephone number. Tenant must give a copy of inoculation record to management.

6. PET-RELATED LIABILITY INSURANCE

A pet owner may be liable for any injury or damage his/her pet causes to the person or property of another Tenant, a highrise visitor, or an agency or employee of MPHA. Therefore, it is strongly recommended that Tenants who own a dog or cat purchase a personal liability insurance policy (renter's insurance) from an insurance carrier of their choice.

7. PET CONTROL REQUIREMENTS

Out of concern and respect for Tenants who are allergic to animals or suffer from respiratory illnesses, no pets will be allowed in the community spaces, including lobbies, sitting rooms, game rooms, rest rooms, laundry rooms, and offices of all highrises. However, pets may be in the community spaces on a leash no longer than six (6) feet or in a kennel if your unit is being treated for pest control. Escorted dogs and cats are permitted in hallways, elevators, and entryways only for the purpose of passing through. The foregoing does not apply to animals trained and certified to assist the handicapped or disabled. In buildings with balconies, balcony areas are off-limits to all pets.

Outside their apartments, pet owners must at all times keep dogs and cats on a leash no longer than six (6) feet. The pet must be under control at all times. The owner must walk the animal well away from the building entrances and must promptly and properly dispose of any fecal matter as required by City Ordinance.

Pet owners shall not permit any disturbances by their animals, which interfere with the peace of the other Tenants, MPHA employees, neighbors or others. Pets will be physically controlled or confined during the times when MPHA employees must enter the apartment to conduct business or make repairs. No pet will be taken into the apartment of another Tenant without the explicit approval of that Tenant.

Each pet owner must take adequate precautions to prevent or eliminate any pet odors within or around the owner's apartment. Any damages caused to MPHA property by a pet will be charged to the owner; this includes, but is not limited to, odors and scratch marks.

8. UNATTENDED OR IMPROPERLY CARED FOR PETS

If any pet is left unattended and it is determined by MPHA that the pet is in distress or is suffering from lack of care, or if the pet is causing a disturbance to others, MPHA may, at its sole discretion, enter the pet owner's apartment, and remove the pet and deliver it or cause it to be delivered to the proper authorities. MPHA accepts no responsibility for the pet under such circumstances. The Tenant shall be responsible for all costs and fees related to the pet's removal.

If it is determined by MPHA that a pet owner is no longer capable of properly caring for a pet, MPHA may, at its sole discretion, require that the pet be removed from the owner's immediate possession and control.

9. PET BATHING AND LAUNDRY RESTRICTIONS

Bathing of pets will not be permitted in highrise laundry rooms or tub/shower rooms.

10. CITY ORDINANCE

Pet or Assistance Animal owners must observe all State laws and Minneapolis City Ordinances related to pets.

11. PET POLICY VIOLATIONS

If a pet or Assistance Animal causes harm to any person or property, the pet's owner will be required to permanently remove the pet from the highrise within twenty-four (24) hours of written

notice from MPHA and provide verifiable proof of where the animal resides. Said pet owner may also be subject to termination of his or her dwelling lease.

Complaints arising out of alleged violations of the policy are to be reported to the site manager.

PET POLICY-~~FAMILY HOUSING UNIT~~~~SCATTERED SITE HOMES~~

1. PERMITTED PETS

One cat or one dog weighing no more than 25 pounds; or two caged birds; an aquarium of thirty gallons or less for fish only; or two caged gerbils or hamsters. Tenant must be lease compliant to have a pet. MPHA may terminate the lease of Tenants who violate this policy.

2. PROHIBITED PETS

Only domesticated pets will be allowed. Pets of a vicious or aggressive disposition will not be permitted. Doberman Pinchers, Pit Bulls, Rottweilers, Chow, boxer breeds and German Shepherds, including mixed breeds of those mentioned as well as live stock (including chickens and roosters), goats, reptiles, rodents, ferrets, birds of prey, pigeons, doves, Mynah birds, psittacine birds, other species that are host to the organisms causing psittacosis in humans and poisonous fish are prohibited. **64.110. Dangerous and potentially dangerous animals.** Minneapolis Animal Care and Control is authorized to deem any animal as a dangerous animal or a potentially dangerous animal subject to the requirements under this Code and under Minnesota State Statute 347.50 subdivision (2), Dangerous Dogs and Minnesota State Statute 347.50 subdivision (3) potentially dangerous dogs. The owner or custodian of the animal must immediately comply with the confinement requirements as defined in this ordinance, even if appealing the declaration.

No cats or dogs will be allowed at Glendale Townhomes.

No “guest” pets are allowed on any MPHA property.

3. ASSISTANCE ANIMALS

a. Definition. An assistance animal, often referred to as a “service animal,” “assistant animal,” “support animal,” or “therapy animal” is not a pet and therefore is not subject to the Pet Policy except as otherwise indicated herein. Tenants and tenant guests are permitted to be accompanied by assistance animals as defined herein and in accordance with this policy. An assistance animal or service animal is an animal that provides assistance, services, or support to a person with a qualified disability and which is needed as a reasonable accommodation to such an individual. See Reasonable Accommodation Policy. Such animal works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability (for example a dog guiding an individual with impaired vision or alerting an individual with impaired hearing).

b. Approval of Assistance Animal. This subsection applies to assistance animals only. Tenants or applicants with a qualified disability are permitted to have an assistance animal, if such animal is necessary as a reasonable accommodation for their disabilities. There must be a relationship between an individual’s disability and the assistance the animal provides. If it is not obvious that someone requesting the right to an assistance animal is disabled, or that there is a disability-

related need for the animal, supporting documentation may be required from your healthcare provider. (See Reasonable Accommodation Policy).

An assistance animal does not need to be specially trained, unless the service it provides to its owner requires specialized training. Emotional assistance animals, for example, do not require specialized training. There is no size or breed restrictions on assistance animals; however, the animal must be registered and follow sections 5, 6, 7, 8, 9, 10 and 11 of this section, except there will be no pet deposit. Although a pet deposit is not required, reasonable fees or fines may be assessed for any property damage caused by the animal. A person requesting an assistance animal must complete the Assistance Animal Lease Addendum form.

- c. Care and Handling of Assistance Animals.** Assistance animals must be cared for in a manner that complies with state and local laws. MPHA may deny access to an assistance animal that poses a direct threat to the health or safety of others or causes substantial physical damage to the building, unit, or property of others that cannot be eliminated or reduced by a reasonable accommodation of other policies, practices or procedures.

4. PET REGISTRATION

All dogs and cats must be registered with MPHA before they can be permitted in a [Family Housing Unit-scattered-site-unit](#). Registration requires proof the animal has been:

- A. Vaccinated by a licensed veterinarian for rabies, parvovirus, distemper, heartworm and other vaccines appropriate for the species
- B. Spayed (female animals) or neutered (male animals).
- C. Copy of city license
- D. Completed pet policy form

Registration also requires that pet owners identify no less than one local emergency contact who will care for the pet in the event the owner is unable to do so. Updated emergency contacts and proof of licensing/inoculations must be provided to MPHA annually at the time of Tenant re-exams and re-certification.

The pet deposit amount \$75.00 except for units with carpet where the pet deposit is \$150.00.

Pet deposits will be held by MPHA until the Tenant moves out or no longer owns or keeps a pet. The pet deposit will be fully refunded, with interest, provided that no pet damage has been done to the premises. Amounts necessary to repair any such damage will be deducted from the pet deposit.

A new Tenant who owns a dog or cat will make this known at the time of application and will complete the pet's registration before the dwelling lease is signed.

5. PET INOCULATION AND IDENTIFICATION

Dogs must be re-inoculated against rabies every twenty-four (24) months and cats every (12) months. Animals must wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address, and telephone number. Tenant must give a copy of inoculation record to management.

6. PET-RELATED LIABILITY INSURANCE

A pet owner may be liable for any injury or damage his or her pet causes to the person or property of another Tenant, a neighbor or visitor, or an agent or employee of MPHA. Therefore, it is strongly recommended that Tenants who own a dog or cat purchase a personal liability insurance policy (renter's insurance) from an insurance carrier of their choice.

7. PET CONTROL REQUIREMENTS

Outside their units, pet owners must at all times keep dogs and cats on a leash no longer than six (6) feet. The pet must be under control at all times. The owner must promptly and properly dispose of any fecal matter as required by Minneapolis City Ordinance.

Pet owners will not permit any disturbances by their animals, which interfere with the peace of the neighbors, MPHA employees or others. Pets will be physically controlled or confined during the times when MPHA employees must enter the unit to conduct business or make repairs.

Each pet owner must take adequate precautions to prevent or eliminate any pet odors within or around the owner's unit. Any damages caused to MPHA property by a pet will be charged to the owner; this includes, but is not limited to, odors and scratch marks.

8. UNATTENDED OR IMPROPERLY CARED FOR PETS

If any pet is left unattended and it is determined by MPHA that the pet is in distress or is suffering from lack of care, or if the pet is causing a disturbance to others, MPHA may, at its sole discretion, enter the pet owner's unit, and remove the pet and deliver it or cause it to be delivered to the proper authorities. MPHA accepts no responsibility for the pet under such circumstances.

If it is determined by MPHA that a pet owner is no longer capable of properly caring for a pet, MPHA may, at its sole discretion, require that the pet be removed from the owner's immediate possession and control.

9. CITY ORDINANCE

Pet owners must comply with all Minneapolis City Ordinances related to pets.

10. PET POLICY VIOLATIONS

If a pet or Assistance Animal causes harm to any person that cannot be immediately eliminated or mitigated, the pet's owner will be required to permanently remove the pet from the unit within twenty-four (24) hours of written notice from MPHA and provide verifiable proof of where the animal resides. Said pet owner may also be subject to termination of his or her dwelling lease.

PART XVIII: RENT COLLECTION POLICY

1. RENT

- A. Rent is due and payable in full on or before the first of each month. Tenant shall mail a check or money order using the return envelope provided with the bottom portion of the statement. Tenant should not mail cash.
- B. Retroactive Rent is Rent and is due and collectable 30 days after MPHA gives written notice to the Tenant of the amount of Retroactive Rent that is owed, unless the Tenant and MPHA sign a lease addendum in the form of a Formal Repayment Agreement.
- C. If the Tenant does not pay the Rent; MPHA will mail a notice of lease termination to the Tenant on or around the 14th day of the month. Tenant shall pay all Rent that is owed. Also, Tenant must pay ALL Rent owed by cashier's check or money order at MPHA's Rent Collections Department. MPHA's acceptance of a partial payment of Rent, is not a waiver of MPHA's right to terminate the lease for cause or non-payment of Rent.

1. COURT EVICTION ACTIONS

- A. If the Tenant does not pay the Rent by the date stated on the lease termination notice; MPHA will file an Eviction Action in court for the Rent owed at the time of the filing. The court will hold an Eviction Action hearing and may issue a Writ of Recovery to recover the premises within 24 hours of the court's decision.
- B. After MPHA files an Eviction Action, the Tenant must pay all Rent that is owing, the court filing fee and the fee for serving the Eviction Action, and other awarded fees or costs. The failure to timely pay Court Ordered Fees or costs is grounds to evict.
- C. In an Eviction Action MPHA in its sole discretion may permit a tenant who is otherwise lease compliant, to sign a court approved settlement agreement to pay all Rent that is due and owing and all court, filing and service fees or other awarded fees and costs (fees). For purpose of this Part lease non-compliance may be shown by a written warning of a lease violation from MPHA within the last 180 days or a pending or unresolved lease termination notice for cause.
- D. Tenants who are not otherwise lease compliant or who had two prior eviction actions for non-payment of Rent in the last 24 months must pay all rent and fees within eight calendar days of the court hearing.
- E. MPHA may terminate the Lease for cause when a Tenant has had two valid Eviction Actions for non-payment of Rent within four consecutive months or of three valid Eviction Actions for non-payment of Rent in 12 consecutive months. In these Lease terminations, the Tenant may not cure the lease termination or the resulting eviction by paying the Rent or fees. However, if the Tenant is evicted, Tenant will owe the Rent and fees to MPHA.
- F. After MPHA obtains a Writ of Recovery, the Tenant may cure the Eviction Action by obtaining a court order to quash the Writ as permitted by law and regulation. MPHA may permit a Tenant who is otherwise lease compliant, to cure the Eviction Action by paying all Rent and court filing, service and sheriff fees and other court awarded fees and costs that

are owing. Even if the court issues an order quashing the Writ, the Tenant is obligated to pay the amount owed, unless the court orders otherwise.

2. LEASE ADDENDUM AND REPAYMENT AGREEMENTS FOR RETROACTIVE RENT

- A. MPHA will mail or deliver a Retroactive Rent Lease Addendum to the Tenant or the Tenant's unit.
- B. If a Tenant disputes the amount of Retroactive (Retro) Rent, MPHA will offer an Informal Settlement Conferences. Before MPHA will schedule a Formal Hearing, MPHA may require the Tenant pay the amount of Rent not in dispute as of the first of the preceding month. The Rent may include Monthly or Retroactive Rent that was due in the preceding month. See 24 C.F.R § 966.55 (e)(1).
- C. Retro Rent Repayment Agreement
 - 1) MPHA will include all Retro Rent due and owing in determining the threshold of \$5000
 - 2) MPHA will not offer a repayment agreement if the amount of Retro Rent is \$5000 or more and is due in part or in total to Tenant's conduct. If the Retro Rent is not timely paid, MPHA will terminate the lease for non-payment of Rent.
 - 3) If the amount of Retro Rent is \$5000 or more and is due in part or in total to Tenant's conduct, MPHA will terminate the lease for cause regardless of whether the Retro Rent is paid. Cause may include but is not limited to when The Tenant: i) did not report or under reported the income; ii) provided incomplete or inaccurate information or misrepresented any information on an income-reporting document; or iii) did not inform MPHA in writing that the amount of income on the lease addendum was incorrect.
 - 4) If a Tenant owes less than \$5000 in Retro Rent or owes any amount through no fault of the Tenant, MPHA may offer a Retro Rent repayment agreement to the Tenant. If the Tenant does not sign a Formal Repayment Agreement within 30 days after the Retro Rent is due, MPHA will terminate the lease for non-payment of Rent.
 - 5) The repayment agreement may not exceed 24 months without the approval of the Director of Operations.
 - 6) The Formal Repayment Agreement shall state:
 - a) reference the section(s) in the lease which were violated and that the Tenant may be subject to a termination of tenancy;
 - b) that the Retro Rent is in addition to the Monthly Rent;
 - c) that the terms of the agreement may be renegotiated if there has been a 25% decrease or increase in the Tenant Family's income;
 - d) that a late or missed payment is a default of the agreement and may result in termination of tenancy;
 - e) that all payments shall be rounded to the nearest dollar. The last payment should be the remaining balance on the agreement; and
 - f) that if applicable Minimum Rent Tenants shall pay the greater of \$25 per month or 10% of the Total Tenant Payment that the Tenant should have paid at the time the income was earned.

3. REVENUE RECAPTURE NOTICE AND HEARING

- A. Under the Revenue Recapture Act (Minnesota Chapter 270A or as amended) MPHA may collect a debt owed by a former Tenant and set off against the Tenant's state income tax refund or property tax credit or refund or lottery prizes under Minn. Stat. §349A.08 or as otherwise provided by law. This section is intended to comply with the notice and hearing requirements of the Revenue Recapture Act.
- B. NOTICE TO FORMER TENANT
- 1) Within five days after MPHA has notified the Commissioner of the Minnesota Department of Revenue under Minn. Stat. §270A.07 subd. 1 MPHA will mail a notice to the Tenant stating that MPHA has right to offset a debt owed by the Tenant from the Commissioner.
 - 2) If the letter is returned to MPHA as undeliverable or if MPHA believes the former Tenant did not receive the notice or that it does not have a current address, MPHA will obtain the last known address from the Commissioner and resend the notice if MPHA continues to pursue the claim.
 - 3) The notice will state the basis for MPHA's claim, the dates the debt was incurred and that MPHA intends to request a set off of the refund against the debt.
 - 4) The notice will state that: 1) the debt can be set off against the refund unless the time period allowed by law for the collecting the debt has expired; 2) the former Tenant may be exempt from the Revenue Recapture Program, if the former Tenant was receiving food support, transitional child care or transitional medical assistance at the time of recapture; and 3) the former Tenant has the opportunity to request hearing to contest the validity of the claim and whether proper notice was given.
 - 5) The notice will state that MPHA must receive a written request for the hearing within 45 days of the mailing date of the original notice or resent notice.
 - 6) The 45 days does not run until the Tenant has received the notice. The former Tenant has the burden to showing no notice.
- C. SCHEDULING OF THE HEARING
- If former Tenant timely requests a hearing, MPHA will mail within 10 days from receipt of the request a letter stating the time, date, place and include the Fair Hearing and Due Process information listed below.
- D. SELECTION OF HEARING PANEL
- The Hearing Panel will be three persons appointed by MPHA. A Panel member shall be impartial and shall not be a person or subordinate of the person who was the former Tenant's Property Manager. If a Panel member knows of or has information about the

former Tenant, the member must excuse their self. The hearing will continue with two officers or rescheduled at former Tenant's request.

E. FAIR HEARING AND DUE PROCESS (See Hearing Rules Appendix)

- 1) At least two working days prior to the day of the hearing, the former Tenant may request the opportunity to review any MPHA documents, records or regulations that are relevant to the hearing. The review may not occur on the day of the hearing. The former Tenant may request a copy of any such document at the Tenant's expense.
- 2) The former Tenant may at their expense select an attorney or other person to be their representative at the hearing who may make statements, present evidence and question witnesses at the hearing.
- 3) The hearing shall be private.
- 4) The former Tenant may present relevant evidence or witnesses to support their position and to controvert MPHA's evidence and may cross-examine MPHA's witnesses.

F. HEARING PROCEDURES

- 1) If the former Tenant fails to appear at a scheduled hearing, the Panel may postpone the hearing the hearing or may decide that the former Tenant has waived the right to attend the hearing by failing to appear or contact MPHA to reschedule. If the Panel determines that the former Tenant has waived the right to a hearing, the Panel will issue a decision based upon the evidence presented by MPHA.
- 2) The former Tenant has the burden to show that the former Tenant was receiving food support, transitional childcare or transitional medical assistance at the time of recapture.
- 3) MPHA has the burden to show that the former Tenant owes the debt and has not paid the debt.
- 4) The hearing shall be informal, the rules of evidence do not apply, however oral and documentary evidence shall be relevant. The Panel is in charge of the hearing and shall require all participants to conduct themselves in an orderly fashion. The Panel may exclude any person, including the Tenant, who is disorderly.
- 5) Either party may make a record of the hearing at their own expense.

G. HEARING PANEL'S DECISION

- 1) The Panel shall prepare a written decision stating the reasons for the decision shall be based solely upon the evidence presented at the hearing.
- 2) MPHA in writing will notify the former Tenant, MPHA's representative and the Minnesota Department of Revenue of the Panel's decision within 10 working days.
- 3) The Panel's decision will be binding on MPHA unless MPHA's Board of Commissioners determines that the decision is contrary to federal, state, or local law or ordinance, HUD regulation or the Annual Contributions Contract between HUD and MPHA.

- 4) The Board of Commissioners will review the matter within the next two Board Meetings. MPHA will notify the former Tenant of the date of the Board review and will send the Board decision to the Tenant within ten days.
- 5) The Panel's decision is binding on the former Tenant who may not request another hearing to contest the validity of the debt.
- 6) The former Tenant may seek judicial review as provided by law.

H. ADMINISTRATIVE EXPENSE

MPHA shall provide the space and administrative services and funds for the Panel.

I. REASONABLE ACCOMMODATION AND VAWA REQUESTS

- 1) If the former Tenant asks for a reasonable accommodation at the revenue recapture hearing in able to have access to the hearing, or asks for a reasonable accommodation or VAWA protections related to the reason for the revenue recapture, MPHA may reschedule the revenue recapture hearing to give MPHA an opportunity to respond to the reasonable accommodation or VAWA request.
- 2) MPHA will notify the Tenant of the decision regarding the reasonable accommodation or VAWA request.
- 3) If the Tenant does not like MPHA's decision with regard to the reasonable accommodation or VAWA request, the Tenant may request review of the denial. The Tenant must request a hearing in writing within 10 working days from the time MPHA gives or mails the decision to the Tenant. A panel will review the denial of the reasonable accommodation or VAWA request first. Depending on the nature of the request and the hearing panel's decision on the request, the panel may also decide the validity of the debt.
- 4) The Tenant may not make a reasonable accommodation or VAWA request after the hearing has ended.

PART XIX: DEATH OF A TENANT VACATE

1. MPHA will attempt to contact the person(s) listed on the emergency contact form or HUD 92006 Supplement to Application for Federally Assisted Housing. Tenants complete this form at the initial lease signing and during the recertification process. MPHA will give unit keys only to the contact person(s) listed on the form or next-of-kin. MPHA reserves the right to change the unit locks or otherwise take measures to secure the unit upon the death of a resident.
 2. Emergency Contact or next-of-kin must sign and comply with Intent to Vacate – Next of kin form, provided by MPHA.
 3. If the unit is not vacated on the date agreed upon by the contact person MPHA will take possession and dispose of personal items left in the unit.
 4. If reasonable efforts to contact the contact person have failed, if the person contacted does not want to vacate the unit, or if no contact person was provided, MPHA will terminate the lease and dispose of the personal items left in the unit in compliance with Minnesota Statutes, including but not limited to Minn. Stat. §§ 504B.265 and 504.271.
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PART XX: LIMITED ENGLISH PROFICIENCY PLAN

A. PURPOSE

The purpose of this Plan is to assist Minneapolis Public Housing Authority (MPHA) staff in providing meaningful access to MPHA's programs and activities by persons with Limited English Proficiency (LEP). MPHA is committed to complying with federal requirements by making reasonable efforts to provide free language assistance and meaningful access for its LEP clients. No LEP client will be denied access to an MPHA program because the client does not speak English or communicates in English on a limited basis.

B. DEFINITION OF TERMS

1. **Client** – A client is a person who:
 - a) is an applicant for public housing, Section 8, homeownership and other MPHA programs;
 - b) is a recipient of public housing, Section 8, home ownership and other MPHA programs; or
 - c) may be eligible for MPHA's programs but is underserved and may benefit from an outreach program.
2. **Effective Communication** – Effective communication occurs when MPHA staff has taken reasonable steps to provide meaningful access to an LEP client. Effective communication also means that the LEP client is able to provide and receive required or necessary information.
3. **Interpretation** – Interpretation means the oral or spoken transfer of a message from one language into another language.
4. **Language Assistance** – Language assistance includes interpretation and translation. MPHA has the sole discretion to determine when the language assistance in the form of interpretation or translation is needed and reasonable. MPHA will periodically review its language assistance program to ensure meaningful access.
5. **Limited English Proficiency (LEP)** – A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be limited English proficient (LEP) and may be entitled to language assistance with respect to a particular program, benefit or right. The focus is on the client's lack of English proficiency. A client who proficiently speaks English may not be a LEP client.
6. **Meaningful Access** – Meaningful Access is free language assistance in compliance with federal requirements. MPHA's goal is to provide meaningful access to MPHA's programs and services by LEP persons in a manner that balances the following four factors:
 - a. The number of or proportion of LEP persons eligible to be served or likely to be encountered by MPHA.
 - b. The frequency with which MPHA comes into contact with a particular language. MPHA's daily contact with a particular language may require more language service, than sporadic contact.
 - c. The nature and importance of the program, activity or service to the person's life. A compulsory activity is evidence of importance. For example, voluntary attendance at a

resident meeting does not have the same importance as the application and termination process for public housing and Section 8 participation.

- d. MPHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits. MPHA determines the budget for language assistance.

7. Translation – Translation means the written transfer of a message from one language into another language. In any conflict between an English document and a translated document, the English version will control.

8. Vital Document – A vital document is one that is critical for ensuring that a LEP person has Meaningful Access.

C. OFFER OF FREE LANGUAGE ASSISTANCE

MPHA staff will take reasonable steps to offer the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and MPHA determines that the client is LEP and that language assistance is necessary to provide meaningful access, MPHA will make reasonable efforts to provide free language assistance. If reasonably possible MPHA will provide the language assistance in the LEP client's preferred language.

D. LANGUAGE ASSISTANCE

1. Mix of Language Assistance

MPHA has substantial flexibility in determining the type of language assistance necessary to provide meaningful access. Meaningful access should be at a time and place that avoids the effective denial of the program or an undue burden or delay in the rights, benefits or services to the LEP person.

2. Translation of Documents

- a. Where 5% or 1,000 persons, whichever is less, of MPHA's public housing Tenants or Section 8 recipients or applicants to these programs are part of an eligible LEP language groups, MPHA will translate the public housing lease and selected documents of vital importance in that language.
- b. MPHA's determination to translate vital documents will be on a case by case basis considering the totality of circumstances and the four factors listed under Section B. 6. Meaningful Access. MPHA will also weigh the costs and benefits of translation, the barriers of meaningful translation of technical housing information, and the likely lifespan of the document.
- c. MPHA may also consider the likely lifespan of the document. Based upon this analysis, MPHA has determined that it is not cost effective to translate a one of a kind document such as a letter denying admission to a program, notice of lease termination, a court eviction action and a Section 8 notice of termination of rental assistance program participation and a letter of non-disclosure.
- d. Persons who may approve the translation of a document include: Executive Director; Deputy Executive Director; Managing Director of Low Income Public Housing; Managing Director of the Section 8/Housing Choice Voucher Program and General Counsel.

3. Formal Interpreters

- a. Formal interpreters include MPHA bilingual staff and contract vendors.

- b. Formal interpreters shall be used at the: 1) formal hearing for denial of admission to public housing; and 2) informal settlement conferences and formal hearing for termination of public housing;
- c. A MPHA Staff interpreter may not be a subordinate to the person making the decision.

4. Informal Interpreters

- a. Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. Informal interpreters may be appropriate depending upon the circumstances and subject matter. However, in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.
- b. An LEP person may use an informal interpreter of their own choosing and expense in place of or as a supplement to the free language assistance offered by MPHA. If possible, MPHA should accommodate a LEP client's request to have an informal interpreter. In these cases, the client and interpreter should sign a Waiver of Free Interpreter Services.
- c. MPHA may risk noncompliance if it requires, suggests, or encourages a LEP client to use an informal interpreter.
- d. If a LEP client prefers an informal interpreter, after MPHA has offered free interpreter services, the informal interpreter may interpret.
- e. If a LEP client wants an informal interpreter, MPHA may also have a formal interpreter present.

5. Outside Resources

- a. Outside Resources may include community volunteers, Minneapolis Highrise Representative Council, City Liaison, and MPHA Tenants or Section 8 participants.
- b. Outside Resources may be used for interpretive services at public or informal meetings or events if a timely request has been made.

6. Emergency Situations

Any interpreter may be used in an emergency situation. MPHA should first respond to the emergency and follow-up with language assistance as appropriate.

7. Document Use of Interpreter

MPHA staff will document in the LEP client's file or record when an interpreter is used during the application and termination process to a MPHA program or during a public housing grievance procedure.

8. Vital Document

A vital document is one that is critical for ensuring that a LEP person has Meaningful Access.

E. GUIDELINES FOR USING AN INTERPRETER

1. State the purpose of your communication and describe the type of information you may convey.
2. Enunciate your words and avoid contractions such as "can't" which can be easily misunderstood. Instead say, "cannot."
3. Speak in short sentences, expressing one idea at a time and allow the information to be interpreted.

4. Avoid the use of double negatives, e.g., “If you don’t appear in person, you won’t get your benefits.” Instead say, “You must come in person in order to get your benefits.”
5. Speak to the LEP client and not to the interpreter.
6. Avoid using slang and acronyms such as MFIP. If you must do so, please explain their meaning.
7. Provide brief explanations of technical terms or terms of art, such as recertification, income disregard and Minimum Rent.
8. Occasionally ask if the interpreter understands the information or if you should slow down or speed up your speech. If the interpreter is confused, the client may also be confused.
9. Occasionally ask if the LEP client understands the information. You may have to repeat or clarify some information by saying it in a different way.
10. Be patient and thank the interpreter.

F. NOTICE OF FREE LANGUAGE ASSISTANCE FOR MPHA BUSINESS

MPHA will provide notice of free Language Assistance as follows:

1. The applications for public housing, MPHA will ask applicants if they are LEP and need free language assistance for MPHA business.
2. The - letter informing clients about recertification will state that clients may contact their eligibility technician to request free language assistance for MPHA business.
3. Each denial to public housing and lease termination to an LEP client will state that the client may contact MPHA for free language assistance about the action taken.
4. The public housing monthly rental statement will state that a Tenant may contact their property manager for free language assistance for MPHA business.
5. On other occasions as determined by MPHA which may include documents informing persons about how to apply for MPHA programs.

G. PRIVATE AND CONFIDENTIAL DATA

1. **MPHA Staff Interpreters**
Federal and state law requires MPHA to protect private or confidential data.
2. **Contract Language Assistance Vendors**
Contract language assistance vendors will sign a “State and Federal Data Privacy Statement” form as part of the contract documents.
3. **Informal Interpreters**
When using informal interpreters MPHA should have the informal interpreter and client sign a “Waiver of Free Interpretive Services” form.

H. COLLECTION OF LANGUAGE INFORMATION

1. The application for public housing shall ask the LEP client to identify their language.
2. MPHA will enter a client’s language on the tracking software for public housing.

I. MPHA STAFF TRAINING

1. MPHA will designate a staff member as LEP Coordinator, responsible for ongoing updates of the LEP analysis, addressing staff and public questions and issues related to LEP matters, and providing ongoing LEP training.
2. MPHA will make the LEP Plan available to staff.
3. MPHA will inform new employees in the New Employee Orientation of MPHA's duty to offer free language assistance in compliance with federal requirements.
4. MPHA Staff who have ongoing contact with LEP clients will attend LEP training.
5. LEP training will include the following:
 - a. MPHA's duty to offer free language assistance in compliance with federal requirements;
 - b. The substance of MPHA's LEP Plan;
 - c. How to document a client's language needs; and
 - d. Identity of the LEP Manager, bilingual staff and contract interpreters.
6. MPHA will make a language identification flashcard available to staff.

J. MONITORING

Periodically, the MPHA LEP Manager will review and revise the LEP Plan. The review will include:

1. A summary report from the tracking software of the number of MPHA clients who are LEP.
2. A summary report from the tracking software listing the languages used by LEP clients.
3. A determination as to whether 5% of MPHA's clients speak a specific language requiring the translation of documents as provided in Part D-2 listed above.

K. LEP PLAN DISTRIBUTION AND PUBLIC POSTING

The LEP Plan will be:

1. Distributed to all MPHA supervisors.
2. Available in MPHA Management Offices and the Section 8 Department.
3. Posted on MPHA's website, mphaonline.org.

L. CONFLICT AND SCOPE

The LEP Plan does not create a standard of care, a covenant of habitability or any rights to third parties or MPHA clients. The Plan does not enlarge MPHA's duty under any law, regulation or ordinance. If this Plan conflicts, with applicable law, regulation or ordinance, the applicable law, regulation or ordinance shall prevail. The Plan is a general guideline as to a standard of care to which MPHA aspires.

PART XXI: REASONABLE ACCOMMODATION POLICY

1.0 **Purpose**

The purpose of this policy is to assist Minneapolis Public Housing Authority (MPHA) staff in providing reasonable accommodations to its applicants, public housing Tenants, Section 8 participants and other program recipients with a disability. It does not enlarge MPHA's duty under any law, regulation or ordinance. Where in conflict, the applicable law, regulation or ordinance shall prevail.

2.0 **Non-discrimination Statement**

MPHA's policy is to comply with the Rehabilitation Act, § 504 29 U.S.C. § 794, as implemented by 24 C.F.R. § 8, Americans with Disabilities Act, 42 U.S.C. § 2101 as implemented by 28 C.F.R. § 35 and 29 C.F.R. § 1630, Fair Housing Act, 42 U.S.C. § 3601 as implemented by 24 C.F.R. §100, Minnesota Human Rights Act, Minn. Stat. § 363 and Minneapolis Civil Rights Ordinance.

MPHA shall not discriminate or retaliate against an applicant, public housing Tenant, Section 8 participant or other program recipient because of disability, race, color, creed, religion, national origin or ancestry, familial status, sex, sexual preference, veteran status, public assistance status, marital status, age, or political affiliation. MPHA shall not retaliate against a person who claims discrimination. MPHA shall not solely on the basis of a disability, deny benefits to an otherwise qualified person. MPHA shall give a qualified person with a disability through a reasonable accommodation an equal opportunity to participate in and benefit from its housing, aid, benefit or service.

By means of a reasonable accommodation, MPHA shall give a qualified person with a disability housing, aid, benefit or service that is equally effective as that provided to others without a disability. The term "equally effective" is not intended to produce an identical result or level of achievement as a person without a disability but is intended to give a person with a disability an equal opportunity to obtain the same result or level of achievement.

MPHA Director of Operations is designated MPHA's Section 504/ADA Coordinator.

3.0 **Disability**

3.1 **A Person with A Disability Is One Who:**

1. Has a physical or mental impairment that substantially or as regards the Minnesota Human Rights Act and Minneapolis Ordinances materially limits one or more major life activity;
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

3.2 Specifically, excluded from the definition of a disability under the Americans with Disabilities Act are:

- 1) Sexual behavior disorders such as transvestitism, pedophilia, exhibitionism and voyeurism.
- 2) Compulsive gamblers, kleptomaniacs or pyromaniacs.
- 3) Homosexuality, bisexuality, gender disorders and transsexual conduct

- 3.3 Under the Americans with Disabilities Act, the disability must be current and substantially limit one or more major life activity. Under certain circumstances, physical conditions such as high blood pressure and poor vision, which are corrected by medication or another measure, are not disabilities.
- 3.4 Under 24 CFR § 100.201 (a)(2), a disability does not include the current illegal use of a controlled substance. Also, being a transvestite is not a disability. Also, for purposes of eligibility for low-income housing a person does not have a disability solely based on any drug or alcohol dependence.
- 3.5 **Major Life Activity**
Includes but is not limited to caring for one's self, doing manual tasks, walking, seeing, sleeping, hearing, speaking, breathing, learning and working.
- 3.6 **Mental and Physical Impairments**
A mental impairment may include but is not limited to mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

A physical impairment may include the following body systems: neurological; musculoskeletal; senses; respiratory; cardiovascular; reproductive, digestive, genito-urinary, hemic and lymphatic; skin; and endocrine.

A mental or physical impairment may include but is not limited to cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, and mental retardation.
- 3.7 **A Qualified Person with A Disability**
One who meets the essential eligibility requirements and who can achieve the purpose of the program or activity with or without reasonable accommodation or modification.
- 3.8 **Essential Eligibility Requirements**
Include but are not limited to: stated eligibility requirements like income; compliance with selection criteria; timely payment of financial obligations; care of premises; no disqualifying criminal or drug activities; respect for the rights of others; explicit or implicit requirements inherent to the program or activity; and compliance with all obligations of occupancy with or without supportive services provided by persons other than MPHA. A person may request a reasonable accommodation to meet the essential eligibility requirements. For instance, a mentally ill person whose conduct even with a reasonable accommodation poses a significant risk of substantial interference with the health, safety or peaceful enjoyment of the premises, or would result in substantial physical damage to the property of others, may not be qualified for a project or program lacking the necessary supportive services.
- 3.9 **Exclusions**
A person with a disability may be excluded if the person is not "otherwise qualified" for housing or when a person's tenancy with or without a reasonable accommodation would pose a direct threat to others or the person's own health or safety or would result in substantial physical damage to the property of others.
- 3.10 **Undue Hardship**

MPHA has the burden to show that the reasonable accommodation would result in an undue hardship. An undue hardship is a significant difficulty or expense or undue financial or administrative burden.

4.0 **Reasonable Accommodation**

4.1 Need for a Reasonable Accommodation and Nexus Between the Disability and Accommodation

A reasonable accommodation may include a transfer, an alteration to the home or housing complex or an exception to MPHA's rules, policies or procedures. While MPHA may accept the judgment of the person with the disability that an accommodation is needed, MPHA may require the person to show the need for an accommodation or to permit an Inspection of the Premises. Also, MPHA may investigate alternatives to the requested accommodation and/or alternative methods of providing the requested accommodation. MPHA will select an appropriate accommodation which is most convenient and cost effective for MPHA.

The person with the disability has the burden to show that there is a connection between the disability and the accommodation and a connection between the disability and the lease violation. The person must also show that the accommodation is likely to enable the person to comply with the lease or the program and that the person will accept the necessary assistance.

However, MPHA cannot amend the lease or the program requiring the person to accept such services. MPHA may evict or deny admission to the program if the rejection of the services results in conduct that violates the lease or program. For example, MPHA may not evict a Tenant for not taking a medication, but may evict the Tenant for conduct resulting in serious or repeated lease violations resulting from not taking the medication

4.2. The requesting party, applicant, or Tenant has the burden to show that the request is linked to the disability, is necessary to afford the person an equal opportunity to enjoy public housing and is possible to implement. Equal opportunity means that the program is equally accessible to disabled and non-disabled persons. Thus, three key elements are necessity, equal opportunity and reasonableness.

4.3. Reasons to Deny an Accommodation

MPHA shall make a reasonable accommodation for a physical or mental impairment of a qualified applicant or recipient unless MPHA shows that:

- a) the accommodation would impose an undue financial and administrative burden;
- b) the accommodation will fundamentally change the nature of the program;
- c) the accommodation would pose a direct threat to others;
- d) the accommodation will create an unsafe condition;
- e) the accommodation would result in substantial physical damage to MPHA's property or the property of others;
- f) the person cannot meet the essential eligibility requirements;
- g) the request is not a request for a reasonable accommodation;
- h) there is a lack of documentation of the disability;
- i) the documentation of the disability lacks credibility or foundation;

- j) the accommodation has failed in the past and the person cannot show new circumstances as to why the accommodation will likely work in the future;
- k) the request is based upon a personal preference;
- l) in the case of extra bedrooms or space that the person is not using the space for the intended reasonable accommodation; or
- m) other reasons as provided by law or regulation.

For instance, a reasonable accommodation is not a personal preference. A personal preference is the liking of something over another. In addition, a reasonable accommodation does not require MPHA to provide counseling, medical or social services that are outside the scope of services provided to other persons.

MPHA may also deny a request for a reasonable accommodation if the person does not show a necessity, an equal opportunity and reasonableness as stated in 4.2.

5.0 **Communication Accommodations**

MPHA shall make reasonable accommodations to communicate with applicants, public housing Tenants, Section 8 participants, other program recipients and members of the public. Reasonable accommodations may include using auxiliary aids such as interpreters for applicants, Braille materials, large print materials, audio tapes, note takers or telecommunication devices for deaf persons. MPHA is not required to provide devices that are of a personal nature or that are prescribed for personal use or study.

6.0 **Applicants for Public Housing**

During the application process, MPHA may ask all applicants the same appropriate questions. An applicant is not required to talk about a disability. However, MPHA may ask an applicant to verify a disability if the applicant asks for a reasonable accommodation. MPHA shall not assume that a person has a disability.

An applicant may refuse to explain negative information because it may reveal the existence, nature or severity of a disability. The applicant has the right not to discuss the disability. However, MPHA may have the right to deny admission because of a lack of information or negative information.

If an applicant requests a reasonable accommodation, the applicant has the burden to show that the accommodation is likely to enable the applicant to comply with the lease and that the applicant will accept necessary assistance. MPHA cannot amend the lease or program to require the person to accept such services but may evict or deny admission if the rejection of the services results in conduct that violates the lease or program.

With or without a reasonable accommodation, the applicant shall complete the application process, meet eligibility criteria and shall follow the lease.

7.0 **Process for Requesting a Reasonable Accommodation**

- a) An applicant or an applicant's representative should submit a request for a reasonable accommodation to the Manager of the Leasing and Occupancy Department and not to a Hearing Panel.

- b) A Tenant or Tenant's representative shall give a request for a reasonable accommodation to their Property Manager and not to a Hearing Panel.
- c) MPHA will process the request and if necessary, investigate or obtain additional information. Within 30 days after receipt of the request, MPHA will inform the applicant or Tenant of a denial, approval or the need for ongoing investigation.
- d) If MPHA denies the request, MPHA will offer the grievance procedure in compliance with the Requirement for Admission for applicants and the Tenant Grievance Procedures for Tenants.

8.0 **Physical Accessibility**

Where practicable, MPHA's buildings will be physically accessible and usable by disabled persons. With each physical alteration, a cost base analysis may be needed. Cost base factors include but are not limited to the type of accommodations, cost, the size of MPHA's overall housing business, number of units, type of units, budget, expenses and ability to recoup the cost.

Alterations in new construction shall comply with federal and state law and regulations. MPHA will comply with Sections 4.0 and 4.1 in determining whether to grant a physical accommodation. If a physical accommodation is unreasonable, MPHA may provide for program access at a different accessible location.

9.0 **Barrier Free Units**

It is MPHA's goal to provide barrier free units for persons with mobility-impairments of at least 5% of the total number of the units in each project as follows:

- 9.1 In new construction 5% of the units will be barrier free and an additional 2% will be accessible for the hearing or sight impaired. MPHA will comply with accessibility standards as provided by the Uniform Federal Accessibility Standards, 24 C.F.R. § 40, Appendix A, and the Americans with Disabilities Act Accessibility Guidelines.
- 9.2 If the rehabilitation of existing projects is 75% or more of the replacement cost of the completed facility, 5% of the units will be barrier free and as needed, equipment for the hearing or sight impaired will be installed.
- 9.3 Alteration work in a dwelling unit that does not exceed 75% of the replacement cost of the completed facility, but is substantial in nature as determined by MPHA, will include the conversion of 5% of the units to barrier free at the time of construction.
- 9.4 Buildings receiving modernization work resulting in substantial work in the units which does not exceed 75% of the cost of the unit and with existing programs that service the disabled or frail elderly, the number of handicapped units may exceed 5% at MPHA's discretion.
- 9.5 Consistent with the provisions of this policy, barrier free units may be created to meet the specific needs of a Tenant in a building.

10.0 **Accessible Units for Hearing and Sight Impaired**

MPHA will modify units to reasonably accommodate Tenants with hearing or sight impairments consistent with the provisions of this policy.

11.0 **Barrier Free Common Areas and Non-Dwelling Areas**

It is MPHA's goal to achieve barrier free common areas and non-dwelling sites. Non-dwelling areas within a building, which are not accessible, will be modified to meet accessibility requirements when the building undergoes comprehensive modernization or when making a reasonable accommodation.

12.0 **Assistance Animals**

The requesting party, applicant or Tenant with a qualified disability may request an assistance animal, if such animal is necessary as a reasonable accommodation for their disabilities. The requesting party, applicant or Tenant has the burden to show that the assistance animal is necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the housing service or program. Further, there must be a relationship, or nexus, between the individual's disability and the assistance the animal provided. MPHA may request the individual to submit reliable documentation of a disability or their disability-related need for an assistance animal if not obvious. Assistance animals must be registered and follow the provisions of the Pet Policy (See the Pet Policy), except no pet deposit will be charged. Breed, size and weight limitations will not be applied to assistance animals. MPHA may deny access to an assistance animal that poses a direct threat to the health and safety of others or causes substantial physical damage to the building, unit, or property of others that cannot be eliminated or reduced by a reasonable modification of other policies, practices or procedures.

13.0 **Tenant Transfer to Another Unit**

13.1 When MPHA determines that a transfer is appropriate as a reasonable accommodation to a person with a disability, MPHA will offer one suitable unit to the Tenant. If MPHA determines that the refusal is not caused by the disability, MPHA will cancel the transfer.

13.2 MPHA will offer a transfer or modification to a Tenant in the priority listed below.

- 1) First if available, MPHA will offer to the Tenant a unit in the same project.
- 2) Second if available, MPHA will offer to the Tenant, a unit in any building. If a unit is not available, the Tenant will be placed on a waiting list for a reasonable period of time.
- 3) Third, MPHA may modify the Tenant's current unit consistent with the provisions of this policy.
- 4) Fourth, MPHA will offer the Tenant a Section 8 voucher.

13.3 MPHA will not transfer a Tenant under this policy when a lease termination is pending for a reason unrelated to the disability.

14.0 **Disabled Applicants on The Waiting List**

MPHA will offer a unit to a disabled applicant who is qualified and needs a modified unit in the priority listed below:

14.1 When the qualified applicant is on the waiting list and when an appropriate modified unit is available and no Tenant in the building needs the features of the unit.

14.2 When a qualified applicant is at the top of the waiting list, and an appropriate modified unit is not available, MPHA may modify a unit consistent with the provisions of this policy.

14.3 If an appropriate modified unit becomes available and no disabled applicant is on the waiting list and no Tenant in the building needs the modified unit, the unit will be offered to the next qualified

applicant on the waiting list. However, if the modified unit is needed for a disabled applicant or Tenant, the occupant in the unit shall vacate and transfer to another unit. The transferred Tenant is entitled to due process.

15.0 Program Accessibility

MPHA will make reasonable accommodations for qualified persons with disabilities to have access and use its programs. Except when necessary to maintain the fundamental nature of the program, MPHA will not use the eligibility criteria, which adversely impacts upon disabled persons.

16.0 A Disabled Person's Compliance with MPHA's Rules, Policies or Procedures.

A reasonable accommodation may include an exception to MPHA's rules, policies and procedures. If an applicant or recipient can show that the failure to comply with a rule, policy or procedure was due to a disability, MPHA may reinstate the person's status. This may include reinstating the person to a waiting list at an original spot or setting aside the termination or eviction procedures.

An exception to MPHA's rules, procedures and policies does not require a lowering or a waiver of the essential requirements of a lease or program. If a Tenant refuses services or another reasonable accommodation, and violating conduct continues, MPHA may take the same action as it would with a person without a disability.

A disabled person is required to show documentation of the disability and the need for the accommodation. Without such documentation, MPHA need not offer an accommodation such as a companion or service animal. If MPHA allows a disabled person to have a companion or service animal, the person must maintain health and safety standards in keeping the animal. Animals that are dangerous or potentially dangerous under federal law or regulation, state law or local ordinance are not permitted.

17.0 Grievances

If MPHA denies a request for a reasonable accommodation MPHA will offer the person, the opportunity to request the grievance procedure as provided in the grievance procedures as explained in the SOP or Section 8 Program Administrative Plan.

18.0 Conflict and Scope

This Policy does not enlarge MPHA'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. This Policy shall apply to all MPHA programs designed to provide financial or advisory assistance to persons seeking housing, including the Family Self Sufficiency Program and Housing Counseling Programs.

PART XXII: VIOLENCE AGAINST WOMEN ACT POLICY

1.0 **Purpose**

The purpose of this Policy is to reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking and to prevent homelessness resulting from such acts by:

- a) protecting the safety of Victims;
- b) creating long-term housing solutions for Victims;
- c) building collaborations among Victim service providers; and
- d) assisting MPHA to respond appropriately to the violence while maintaining a safe environment for MPHA, employees, Tenants, applicants, Section 8 participants, program participants and others.

The Policy will assist the Minneapolis Public Housing Authority (MPHA) in providing rights under the Violence Against Women Reauthorization Act of 2013 (VAWA) to its applicants, public housing Tenants, Section 8 participants and other program participants.

2.0 **Mission Statement**

MPHA's policy is to comply with VAWA with implementing regulations at 24 CFR Part 5, Subpart L. MPHA shall not discriminate against an applicant, public housing Tenant, Section 8 program participant or other program participant on the basis of the rights or privileges provided under the VAWA.

This Policy is incorporated into MPHA's "Statement of Policies Governing Admission to Continuing Occupancy of Low Rent Housing" and applies to all MPHA housing programs including the Family Self Sufficiency Program and Housing Counseling Programs.

3.0 **Definitions**

The definitions in this Section apply only to this Policy.

- 3.1 **Affiliated Individual:** A spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of that individual), or any individual, tenant, or lawful occupant living in the household of that individual.
- 3.2 **Confidentiality:** Means that MPHA will not enter information provided to MPHA under 4.2 into a shared database or provide this information to any related entity except as stated in 4.3.
- 3.3 **Dating Violence:** Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the Victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship. 24 CFR § 5.2003.
- 3.4 **Domestic Violence:** Means:
 - a) physical harm, bodily injury, or assault;
 - b) the infliction of fear of imminent physical harm, bodily injury or assault; or

- c) terroristic threats under Minn. Stat. § 609.713 subd. 1; criminal sexual conduct under Minn. Stat. § 609.342., Minn. Stat. § 609.343, Minn. Stat. § 609.344, Minn. Stat. § 609.345, Minn. Stat. § 609.3451; or interference with an emergency call under Minn. Stat. § 609.78 Subd. 2.
- d) a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the Victim, committed by a person with whom the Victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the Victim as a spouse or intimate partner, committed by a person similarly situated to a spouse of the Victim under Minnesota domestic or family violence laws or committed by any other person against an adult or youth Victim who is protected from that person's acts under Minnesota law. 24 CFR § 5.2003 and Minn. Stat. § 518B.01.

- 3.5 **Involuntary Displacement:** Occurs when a Victim has vacated or will have to vacate their housing unit because of Domestic Violence, Dating Violence, Sexual Assault or Stalking against the Victim.
- 3.6 **Perpetrator:** A person who commits an act of Domestic Violence, Dating Violence, Sexual Assault or Stalking against a Victim. Except for Sexual Assault and Stalking, the Perpetrator and Victim must be current or former spouses or intimate partners, parent and child, persons with children in common, persons related by blood, persons who are residing in or have resided together, or persons in a significant romantic relationship.
- 3.7 **Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the Victim lacks capacity to consent. 42 U.S.C. § 13925(a)(29). See Minn. Stat. §§ 609.342 to 609.3451.
- 3.8 **Stalking:** Engaging in a course of conduct directed at a specific person which the Perpetrator knows or has reason to know would cause a reasonable person under the circumstances to: (1) feel frightened, threatened, oppressed, persecuted, or intimidated; (2) fear for the person's individual safety or the safety of others; or (3) suffer substantial emotional distress regardless of the relationship between the Perpetrator and the victim. 24 CFR § 5.2003. Stalking is also defined in Minn. Stat. § 609.749.
- 3. **Victim:** Is a tenant, applicant, Section 8 participant and an Affiliated Individual of such persons and who is the Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking under this Policy and who has timely and completely completed the certification under 4.2 or as requested by MPHA.
- 4.0 **Certification and Confidentiality**
- 4.1 **Certification**
 - A. MPHA May Request Certification. If an applicant or Tenant claims protection under VAWA due to denial of an application, termination of tenancy or other adverse action, MPHA may require the person who claims the VAWA protections to deliver a signed certification or other documentation concerning the incident or incidents. The applicant or Tenant can choose the form of documentation to submit from the acceptable forms of certification listed below. If the person does not deliver this certification within the time period allowed (see 4.2 below), they will lose the legal protections provided by VAWA.

- B. **Acceptable Forms of Certification.** There are four ways to comply with a certification request by MPHA:
- 1) Complete a certification form approved by HUD (Form HUD-5382 or other approved form, which is available in multiple languages at www.hud.gov/hudclips); or
 - 2) Provide a corroborating record from a Federal, State, tribal, territorial, or local law enforcement agency (e.g. police), court, or administrative agency;
 - 3) Provide a document signed by the Victim and signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, or a mental health professional from whom the Victim has sought assistance in addressing the domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse that specifies under penalty of perjury that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking occurred and is grounds for protection; or
 - 4) Self-Certification.
- C. **Perjury.** The certification must state that the Victim or any other person signing it or providing documentation are doing so under penalty of perjury (28. U.S.C. 1746).
- D. **Time Limit.** The applicant or Tenant must deliver certification in one of the three ways listed in B above, within the time period set forth in section 4.1 above.
- E. **Conflicting Information.** If MPHA receives documentation under this Section that contains conflicting information, MPHA may, within its own discretion, require the Victim to submit additional third-party documentation, as described in Part 4.1.B.2, 4.1.B.3, or 4.1.B.4 above, within 30 calendar days after the Victim receives a written request for third party documentation.

4.2 **Failure to Provide Certification**

The person shall provide complete and accurate certifications to MPHA and manager within 14 business days after the person receives a written request that the person complete the certification. If the request is mailed and accurately addressed to the person's public housing address receipt shall occur 3 business days after the mailing of the request and the person shall have 17 business days from the date of the mailing to return the certification. If the person does not provide a complete and accurate certification within the 14 or 17 business day period, MPHA may take action to deny or terminate participation or tenancy under: 42 U. S. C. § 1437 d (l) (5) & (6); 42 U. S. C. §1437 d (c) (3); 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) & (D); 42 U. S. C. § 1437f (o)(20), or for other good cause.

4.3 **Confidentiality**

MPHA and manager shall keep all information provided to MPHA under this Section confidential. MPHA, owner and manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

- a) the Victim requests or consents to the disclosure in writing;
- b) the disclosure is required for:
 - 1) eviction from public housing under 42 U. S. C. § 1437 d (l) (5) & (6) (See Section 5 in this Policy);

- 2) termination of Section 8 assistance under 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) & (D); or 42 U. S. C. § 1437f (o)(20) (See Section 5 in this Policy); or
- c) the disclosure is required by applicable law.

4.4 **Compliance Not Sufficient to Constitute Evidence of Unreasonable Act**

The MPHA or manager's compliance with Sections 4.1 and 4.2 alone shall not be sufficient to show evidence of an unreasonable act or omission by them.

5.0 **Appropriate Basis for Denial of Admission, Assistance or Tenancy.**

- 5.1 MPHA shall not deny participation or admission to a program on the basis of a person's Victim status, if the person otherwise qualifies for admission or assistance.
- 5.2 An incident or incidents of actual or threatened Domestic Violence, Dating Violence, Sexual Assault or Stalking will not be a serious or repeated violation of the lease by Victim and shall not be good cause for denying to a Victim admission to a program, terminating Section 8 assistance or occupancy rights, or evicting a Tenant.
- 5.3 Criminal activity directly related to Domestic Violence, Dating Violence, Sexual Assault or Stalking engaged in by a member of a Tenant's household or any guest or other person under the Tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the Tenant or an Affiliated Individual of the Tenant's family is the Victim of that Domestic Violence, Dating Violence, Sexual Assault or Stalking.
- 5.4 Notwithstanding Sections 5.1, 5.2 and 5.3 MPHA or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a Tenant or lawful occupant and who engages in criminal activity directly relating to Domestic Violence, Dating Violence, Sexual Assault, or Stalking against an Affiliated Individual or other individual without evicting, removing, terminating assistance to or otherwise penalizing the Victim of the violence who is also a Tenant or lawful occupant. A lease bifurcation shall be carried out in accordance with the requirements and procedures prescribed by Federal, State, or local law for evictions or termination of assistance

If the Perpetrator was the sole tenant eligible to receive assistance, MPHA shall permit the remaining tenants or participants 90 calendar days from the date of the bifurcation of the lease or until the end of the lease, whichever is shorter, to establish eligibility for the housing program, to establish eligibility under another covered housing program, or to find alternative housing. MPHA may, at its sole discretion, allow remaining tenants or participants an additional 60 calendar days. 42 U.S.C. §1437 (l)(6)(B); 42 U.S.C. §1437 f (c)(9) (C)ii
- 5.5 Nothing in Sections 5.1, 5.2 and 5.3 shall limit the authority of MPHA or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the Victim and issued to address the distribution or possession of property among the household members when the family breaks up.
42 U.S.C. § 1437d(l)(6)(C); 42 U.S.C. § 1437f(c)(9)(C)(iii)
- 5.6 Nothing in Sections 5.1, 5.2 and 5.3 limits MPHA or manager's authority to evict or terminate assistance to any Tenant for any violation of lease not premised on the act or acts of violence

against the Tenant or a member of the Tenant's household. However, MPHA, owner or manager may not hold a Victim to a more demanding standard than another Tenant. 42 U.S.C. § 1437d(l)(6)(D); 42 U.S.C. § 1437f(c)(9)(C)(iv).

- 5.7 Nothing in Sections 5.1, 5.2 and 5.3 limits MPHA or manager's authority to evict or terminate assistance, or deny admission to a program if the MPHA or manager can show an actual and imminent threat to other Tenants, neighbors, their employees, persons providing service to the property if the Tenant family is not evicted or terminated from assistance or denied admission and only when no other actions can be taken to reduce or eliminate the threat.
- 5.8 Nothing in Sections 5.1, 5.2 or 5.3 limits MPHA or manager's authority to terminate assistance or evict individuals who engage in criminal acts including but not limited to acts of physical violence against family members or others.
- 5.9 A public housing Tenant who wants a transfer to protect their health or safety and who: a) is Victim under this Policy; and b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; or c) was the victim of a sexual assault that occurred on the premises within 90-calendar days preceding the request, may transfer to another MPHA unit or as necessary and appropriate, may be offered a Housing Choice Voucher. (See 10.0 below).
- 6.0 **Health, Safety and the Right to Peaceful Enjoyment of the Premises**
MPHA may evict, terminate assistance, deny admission to a program or trespass a Perpetrator from its property under this Policy. A Victim may be required to take action to ensure the peaceful enjoyment of the Premises, as required by the Lease, which may include: a) enforcing MPHA or law enforcement's trespass of the Perpetrator; b) preventing the delivery of the Perpetrator's mail to the Victim's unit; or c) other reasonable measures.
- 7.0 **Notice to Applicants, Participants, Tenants and Section 8 Managers and Owners.**
MPHA shall provide notice to applicants, participants, and Tenants of their rights and obligations under VAWA by providing the notice form approved by HUD (Form HUD-5380) and certification form (Form HUD-5382) when: (1) an applicant is denied assistance or admission; (2) an applicant is admitted into housing or given assistance; and (3) a Tenant or Participant is sent a notification of eviction or termination of assistance.
- 8.0 **Grievance Procedure**
If MPHA denies a Tenant's request for VAWA certification, the Tenant has the opportunity to request the grievance procedure as explained in the SOP. However, the Tenant may not request the grievance procedure to contest the denial of VAWA certification if the Tenant did not return a complete and accurate certification within the 14 or 17-day period.
- 9.0 **Preferences**
Families who are Victims under VAWA and are Involuntarily Displaced will receive a preference in MPHA's public housing and housing assistance programs. See the Preferences. Families who have been Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking shall provide: a) a certified form approved by HUD (Form HUD-5382 or other approved form); or b) a corroborating report from a Federal, State, tribal, territorial, or local law enforcement agency (e.g. police), court, or administrative agency; c) a document signed by the Victim and signed by an employee, agent, or volunteer of a victim services provider, an attorney, or a medical professional, or a mental health

professional from whom the Victim sought assistance in addressing the domestic violence, dating violence, or stalking; or d) self-certification by the person claiming to be a Victim within the protection of VAWA. The Victim can choose which of these acceptable forms of documentation to submit.

10.0 **Emergency Transfers**

- 10.1 A public housing tenant (including but not limited to Elderly Designated Housing tenants) who is a victim of domestic violence, dating violence, sexual assault, or stalking may request an emergency transfer from the tenant's current unit to another. MPHA shall grant such request, depending upon a preliminary determination that the tenant is or has been a victim of domestic assault, dating violence, sexual assault, or stalking and on the availability of another safe unit. Emergency transfers are the highest priority transfers available, meaning MPHA will offer to place a VAWA emergency transfer in the first available and suitable unit. MHOP tenants may request an emergency transfer from their current unit to another vacant MHOP unit.
- 10.2 **Emergency Transfer Request Documentation.** To request an emergency transfer, a tenant must establish Victim status as set forth in 4.2 of this Policy. The tenant must also complete the emergency transfer certification form approved by HUD (Form HUD-5383, which is available in multiple languages upon request) or otherwise submit a written request that contains either a statement expressing that the tenant reasonable believes that there is a threat of imminent harm from further violence if the tenant were to remain in the unit, or a statement that the tenant was a sexual assault victim and that the sexual assault occurred on the Premises within the past 90 calendar days.
- 10.3 **Confidentiality.** Section 4.3 of the VAWA Policy shall apply to any information the tenant submits in requesting an emergency transfer and information about the emergency transfer.
- 10.4 **Timing and Availability.** While MPHA will act as quickly as possible to move a victim. MPHA may not be able to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit. If MPHA has no safe and available units, MPHA may, as necessary and appropriate, may be offered a Housing Choice Voucher. MPHA will also assist the tenant in identifying other housing providers and local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking by providing the tenant with contact information and other assistance as necessary.
- 10.5 **Safety and Security of Tenants.** Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe. Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter for assistance in creating a safety plan. For persons with hearing impairments, the hotline can be accessed by calling 1-800-878-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's Sexual Abuse Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Local organizations in Hennepin County offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking. The list of agencies below is maintained on the website of Minnesota Coalition of Battered Women – <http://www.mcbw.org>)

360 Communities/Lewis House

Business Line: (952) 985-5300
Business Line: (651) 452-7288
Business Line: (651) 437-1291/TTY
Crisis Line: (800) 336-7233
www.360communities.org

Asian Women United of MN

Business Line: (612) 724-0756
Crisis Line: (612) 724-8823
www.awum.org

The Aurora Center for Advocacy & Education

Business Line: (612) 626-2929
Crisis Line: (612) 626-9111
www.umn.edu

Casa De Esperanza

Business Line: (651) 646-5553
Crisis Line: (651) 772-1611
www.casadeesperanza.org

Community University Health Care Center

East Side Neighborhood Services

Business Line: (612) 781-6011
www.esns.org

Global Rights for Women

Business Line: (612) 371-3204
www.globalrightsforwomen.org

Indigenous Women's Life Net

Business Line: (612) 879-1784
www.maicnet.org/project/indigenous-womens-life-net

Minnesota Indian Women's Resource Center

Business Line: (612) 728-2000
www.miwrc.org

Missions, Inc. Program / Home Free

Phyllis Wheatley Community Center

Business Line: (612) 374-4342
phylliswheatley.org/

Safe Journey at North Memorial

Business Line: (763) 581-3942
Crisis Line: (763) 581-3940
northmemorial.com

SEWA-AIFW (Asian Indian Family Wellness)

Business Line: (952) 912-9100
Crisis Line: (952) 912-9100
www.sewa-aifw.org

Sexual Violence Center

Business Line: (952) 448-5425
Crisis Line: (612) 871-5111
www.sexualviolencecenter.org

Sojourner Project

Business Line: (612) 301-3433
www.cuhcc.umn.edu

Comunidades Latinas Unidas En Servicios (CLUES)
 Business Line: (612) 746-3500
www.clues.org

Cornerstone Advocacy Center
 Business Line: (952) 884-0376
 Crisis Line: (866) 223-1111
www.cornerstonemn.org

Division of Indian Work
 Business Line: (612) 722-8722
www.diw-mn.org

Domestic Abuse Project
 Business Line: (612) 874-7063
 Crisis Line: (612) 874-7063
www.domesticabuseproject.org

Business Line: (763) 559-1883
 Crisis Line: (763) 559-4945
www.missionsinc.org

Oasis of Love
 Business Line: (612) 529-6055
 Crisis Line: (612) 529-6055
www.oasisofloveinc.org

OutFront Minnesota
 Business Line: (612) 822-0127
 Crisis Line: (612) 822-0127 option 3
www.outfront.org/

Phumulani
 Business Line: (612) 251-9421

Pillsbury United Communities
 Business Line: (612) 302-3400
www.puc-mn.org

Business Line: (952) 933-7433
 Crisis Line: (952) 933-7422
www.sojournerproject.org

Tubman
 Business Line: (651) 825-3333
 Crisis Line: (612) 825-0000
www.tubman.org

Tubman Chrysalis Center
 Business Line: (612) 871-0118
 Crisis Line: (612) 825-0000
www.tubman.org

Women's Advocates
 Business Line: (651) 227-9966
 Crisis Line: (651) 227-8284
www.wadvocates.org

Women of Nations
 Business Line: (651) 251-1605
 Crisis Line: (651) 222-5836
women-of-nations.org

- 10.5 **Tracking Emergency Transfer Requests.** MPHA shall keep a record of all emergency transfers requested under this Section and the outcomes of such requests for a period of three years. This information will also be reported to HUD as required.
- 11.0 **Reporting Requirements**
 MPHA shall include in its 5 year plan a statement of goals, objectives, policies or programs that will serve the needs of Victims. MPHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to Victims, to help Victims obtain or maintain housing or to prevent the abuse or to enhance the safety of Victims.
- 12.0 **Conflict and Scope:** This Policy does not enlarge MPHA's duty under any law, regulation or ordinance. If this Policy conflicts with applicable law, regulation or ordinance, the law, regulation or

ordinance shall control. If this Policy conflicts with another MPHA policy such as its Statement of Policies or Section 8 Administration Plan, this Policy will control.

PART XXIII: COMMUNITY SPACE USE POLICY

1. **PURPOSE:**

Minneapolis Public Housing Authority (MPHA) established this Policy to facilitate the fair and safe use of Common Areas and Community Equipment in MPHA highrises. This Policy is part of the Lease.

2. **MISSION STATEMENT:**

The Common Areas are available to tenants and Signed Users to engage in activities permitted under this Policy and in compliance with the lease.

A Tenant, Tenant Guest, or Signed User may not be denied use of a Common Area because of race, color, creed, religion, national origin or ancestry, financial status, sex, sexual orientation, public assistance status, veteran status, marital status, disability, age, political or other affiliation.

To encourage a variety of activities and wide tenant participation, MPHA may modify hours of operation or limit repetitive activities, activities that interfere with others' health, safety or right to peaceful enjoyment of the premises or activities that result in the exclusive use of the area or a portion of the area.

3. **DEFINITIONS:**

The definitions in this Section apply only to this Policy.

- A. **Common Areas:** Shared areas including entryways, hallways, stairwells, balconies, lobbies, lounges, laundry rooms, parking lots, patios or lawns, Community Rooms, craft rooms, kitchens, certain storage rooms, club rooms, rest rooms and other similar shared areas. Each highrise may have different Common Areas.
- B. **Community Equipment:** Appliances, fixtures, flooring, window treatments, utensils, televisions, DVD players, other electronic devices, chairs, tables, lamps, and any other MPHA property in a Common Area.
- C. **Community Room:** Is a room(s) designated by MPHA as a Community Room which is available to Tenants during hours of operation and may be scheduled for exclusive use of permitted activities. A Community Room may include but is not limited to craft rooms, kitchens, TV rooms, libraries and classrooms.
- D. **Damage Deposit:** Sum of money paid to MPHA to assure the room is returned to the condition of prior to the event or use of the Community Room.
- E. **Fee Activity:** Activity where fees are charged for participation.
- F. **Guest:** A person who is on the premises with a Tenant's implied or express consent.
- G. **Heat Wave:** When the outdoor temperature or heat index is 90° at 3:00 p.m. and the temperature is not forecast to go below 80° overnight.
- H. **Repeat User:** A Signed User who is scheduled more than 12 times per calendar year.
- I. **Signed User:** A person or entity that has MPHA's written approval for the exclusive use of a Common Area and has completed and signed all documents required by the MPHA.
- J. **Space Use Permit Request Form:** A form when approved by MPHA permits a Signed User the exclusive use of a Common Area.

K. **Tenant:** A person who has a current MPHA lease. A person is only a Tenant at the building where they reside.

4. **COMMUNITY ROOM HOURS OF OPERATION:**

A Community Room is available for use from 8:00 a.m. until midnight unless there is a Heat Wave. Unless scheduled by a Signed User, the Community Room is open to all Tenants. MPHA may modify hours of operation or limit repetitive activities, activities that interfere with others' health, safety or right to peaceful enjoyment of the premises or activities that result in the exclusive use of the area or a portion of the area.

5. **TELEVISION USE IN COMMON AREAS:**

Televisions, stereos and other electronic equipment with volume shall be operated at reasonable volumes at all times and at lower volumes between 10:00 p.m. and 8:00 a.m. in the Common Areas.

6. **SAFE AND SANITARY USE OF FLOOR SPACE:**

Only clean, sanitary and pest free equipment is allowed in the Common Areas. Personal equipment or other equipment not owned by MPHA including but not limited to floor mats, yoga mats, blankets, pillows, sleeping bags and carpets will not be stored in a Common Area.

At all times, the use of furniture, floor mats, fixtures and other similar equipment shall permit 36-inch aisles and walkways to allow safe ingress and egress and the safe passage and use of wheelchairs, walkers and other mobility aids within the room.

7. **CODE OF CONDUCT:**

All Common Area activities will comply with the lease and promote the health, safety and peaceful enjoyment of the premises. The following procedures include but are not limited to:

- A. No disruptive or loud activity or any other activity which adversely interferes with other permissible Common Area activity;
- B. Televisions, stereos and other electronic equipment with volume shall be operated at reasonable volumes at all times and at lower volumes between 10:00 p.m. and 8:00 a.m.;
- C. The Tenant who gave the original consent for a Guest to be on the premises must accompany the Guest at all times except for when the Guest is going to and from the Tenant's unit and the entry door. Violation of this clause will be grounds for the trespass of the Guest and may jeopardize the Tenant's lease;
- D. Tenants may have no more than five guests in a non-scheduled Community Room. MPHA may reduce the number of guests allowed during non-scheduled times to ensure right of peaceful enjoyment of the Community Room by all Tenants. Residents Councils may also vote to limit the number of guests in the Community Room.
- E. No body washing other than hands;
- F. No sleeping or napping;
- G. No pornographic, offensive, or degrading TV shows, magazines, movies, music or video games;
- H. No activity in violation of local, state, or federal law and regulations and ordinances;

- I. No gambling in any form;
- J. No possession or use of alcoholic beverages or illegal drugs; and
- K. All activities and conduct shall comply with the lease.

8. **DAMAGES TO COMMUNITY ROOMS:**

The Signed User will be responsible for damage to MPHA property, clean-up expenses and repairs or replacement of Community Equipment. The charge will be placed on the Tenant's account. A non-tenant Signed User will pay a refundable Damage Deposit of \$300.00. The deposit must be made by check or money order, which will be returned if the Community Space is returned in good condition (see Section 15.0 - Community Space Use Clean-Up). Cost of repairs and clean-up will be taken from the deposit before any refund is given. Damages and clean-up expenses that exceed the Damage Deposit will be billed to the non-tenant Signed User.

9. **MINNEAPOLIS PUBLIC HOUSING AUTHORITY RESPONSIBILITIES:**

- A. MPHA will designate at least one space in each highrise as a Community Room.
- B. MPHA will maintain Common Areas in compliance with the lease.
- C. Property Management will negotiate space use or service agreements for Repeat Users and will notify the Resident Council.
- D. MPHA building management will do the following:
 - 1) Schedule the use of Community Rooms and equipment;
 - 2) Refer requests for space use by vendors/providers and other Repeat Users to the Regional Property Manager;
 - 3) Notify the Resident Council or its officers of any space use request;
 - 4) Process completed and approved space use permits;
 - 5) Maintain and post scheduled use on a master calendar;
 - 6) Arrange for key use;
 - 7) Monitor use of space in accordance with this Policy; and
 - 8) Collect and return the Damage Deposit.

10. **REQUESTS FOR MPHA MAINTENANCE STAFF:**

If needed, the MPHA maintenance staff will set up and take down tables for regular Resident Council functions. To request service, a Resident Council officer shall request a work order at least one week in advance of the scheduled event and during business hours by calling Work Orders at 612-342-1585.

The MPHA maintenance staff will not provide such service after normal working hours.

11. **SIGNED USER'S EXCLUSIVE USE OF A COMMUNITY ROOM:**

A. **Indemnification:**

All Signed Users shall defend, indemnify and hold MPHA, its officers, directors, employees and agents, successors and assigns harmless from any claims, damages, liabilities, costs or expenses arising out of the Signed User's and any attendee's use of a Community Room or equipment. MPHA may require a Repeat User to provide liability insurance in the amount of \$1.5 million naming MPHA as an additional insured on the liability insurance policy.

B. Service Agreement:

A Signed User who provides educational or service programs to MPHA Tenants shall have a current service agreement with MPHA and valid insurance.

C. Space Use Request Form:

A Signed User must complete and submit a Space Use Request Form (see attachment #1) and submit to MPHA building management at least two weeks prior to the date of requested use of the Community Room. Regularly scheduled activities of the Resident Council and service providers who have a service agreement with MPHA are exempt from this requirement. These regularly scheduled activities will remain on the Master Calendar.

D. Community Rooms Signed Use Requirements:

- 1) Community Rooms available for Signed Users are available from 8:00 a.m. until 10:00 p.m. and for no more than 6 hours per day. MPHA may make exceptions for resident council activities.
- 2) Signed Users shall submit their request to building management at least two weeks prior to the use. The request must detail the activities planned. Management will timely respond to the request.
- 3) MPHA building management or its designee will conduct a mandatory pre-event Inspection and meeting with the Signed User to review the rules for using the space and equipment. No activity will take place without the Inspection and meeting.
- 4) The keys for the Community Room must be obtained from building management at the commencement of the scheduled space use and returned upon completion of the activity.
- 5) No decorations or alterations may be made to the space including but not limited to taping, tacking or attaching anything to the walls or ceiling. MPHA Community Equipment may not be removed from the Community Room except by MPHA staff.
- 6) The Signed User of a Community Room and Community Equipment may post appropriate notices on site bulletin boards. No other signs are to be displayed on the premises or the exterior of the premises without the written consent of MPHA.
- 7) The Community Room and Community Equipment may be reserved for reasonable and appropriate activities. These may include Tenant sponsored memorial services, religious services and worship.
- 8) A non-tenant Signed User of a Community Room must provide a Tenant monitor who must be present for the duration of the event and will let the group in/out of the building. The Signed User must also ensure that no doors are propped open and no other security breaches occur. No pets or other animals except for service animals are allowed in the Community Room.
- 9) The Signed User of a Community Room or Community Equipment must confine activity to the area(s) reserved.

- 10) The Signed User of a Community Room must supervise attendees and be responsible for the behavior of all guests. The Signed User must be present for the duration of the event. The maximum number of people permitted in the reserved Community Room is the number posted as determined by MPHA or 50, whichever is less.
- 11) The Signed User shall ensure that guests follow security procedures including signing into the building and presenting valid identification. The Signed User will also ensure that the parking policy is followed along with all other building rules.
- 12) The Signed User of a Community Room shall ensure compliance with this Policy.
- 13) The Signed User of a Community Room is responsible to secure/lock all Community Equipment used or accessed.
- 14) At MPHA's discretion the signed user of a Community Room may be responsible to pay MPHA for the cost of a Security Guard during the event.
- 15) Repeat Users of a Community Room shall provide liability insurance in the amount of \$1.5 million and naming MPHA as an insured.

12. PRIORITY FOR SCHEDULED USE OF A COMMUNITY ROOM:

Use of a Community Room and/or Community Equipment is prioritized as follows:

- A. Precinct caucuses and general and primary elections in accordance with State law;
- B. Resident Council activities (i.e. self-government, education programs, health programs, recreation and socials);
- C. MPHA;
- D. Resident service provider that has a service agreement with MPHA;
- E. One-time or sporadic resident service provider without a service agreement with MPHA;
- F. Private activity for the personal use of a Tenant;
- G. Local, state and federal elected officials;
- H. Recognized neighborhood associations and recognized non-resident groups;
 - I. Non-resident groups hosted by a Tenant;

13. FEES AND PROFITS CHARGED AT A SCHEDULED EVENT:

A Signed User may make a profit or charge fees to meet the expenses of the approved activity or to raise money for a community project. The following rules apply:

- A. At least two weeks in advance of the scheduled event, the Signed User will submit a Space Use Permit Request to MPHA building management. The request must include information regarding the fee to be charged, an estimate of the anticipated expenses and delivery of any necessary equipment;
- B. Ten percent of the profit from profit-making activities will be paid to the Resident Council;
- C. Signed Users for profit-making activities shall submit detailed expense and profit statements to the Resident Council and MPHA within one week after the event;

- D. Any benefit, bazaar, rummage sale, exhibit, supper, dance or other event provided to Tenants by a Tenant or non-tenant person or group must complete a Space Use Permit Request indicating that the Resident Council will share 10% of any profit or an amount agreed to by the Resident Council.
- E. Any Signed User may be charged a fee for janitorial maintenance and service provided by MPHA. The Signed User may be required to sign an additional agreement with MPHA which will encompass conditions of the space use;
- F. MPHA reserves the right to deny scheduled use of a Community Room if it determines that the profit-making activity is not in the best interests of the Tenants;
- G. A Tenant may reserve a Community Room for group profit-making activity only if:
 - 1) A specific list of invitees is provided to MPHA upon request, prior to the activity;
 - 2) The activity is not posted or noticed; and
 - 3) No general invitations are made to the Tenants in the building.

14. **VENDORS AND VENDING MACHINES:**

The Resident Council shall approve vendors and vending machine service and MPHA shall approve the location of the vendor and vending machine(s). If additional utilities or relocation of utilities is required, the cost will be billed to the Resident Council, who should in turn bill the vendor.

15. **COMMUNITY ROOM PICK-UP:**

- A. The Signed User shall leave the space and Community Equipment in the same condition as during the pre-event inspection;
- B. Any Resident Council equipment and supplies may only be used with prior Resident Council or authorized representative approval;
- C. All Community Equipment shall be returned to the storage spaces provided;
- D. Folding chairs and tables are to be set up and taken down by the Signed Users and their designees.;
- E. All kitchen equipment, utensils and/or dishes, dish cloths and towels shall be washed, cleaned, dried and returned to proper storage places;
- F. Stove top and oven, microwaves, countertops, tabletops, sinks and chairs shall be cleaned;
- G. Signed Users and their designees shall replace, return or reimburse the Resident Council for the consumption of condiments, paper products, dish cloths, towels, and any other Resident Council items;
- H. All items brought in for use during an activity must be removed following the activity; and
- I. The Signed User shall sweep floors, wipe up spills and properly dispose of garbage, paper products, permitted decorations and other debris.

16. **TERMINATION OF COMMON AREA EXCLUSIVE USE:**

If a Tenant, person, group, vendor, agency or any other user does not abide by this Policy, their reservation may be terminated, or future use may be denied.

APPENDIX A: MAXIMUM INCOME LIMITS FOR ADMISSION AND CONTINUED OCCUPANCY

The following maximum annual income limits are based on the Annual Income (as defined in Part I) and became effective or as amended by HUD:

Family Size	Lower Income Family	Very Low Income Family	Extremely Low Income Family
One Person	\$52,850	\$35,000	\$21,000
Two Person	\$60,400	\$40,000	\$24,000
Three Person	\$37,950	\$45,000	\$27,000
Four Person	\$75,500	\$50,000	\$30,000
Five Person	\$81,550	\$54,000	\$32,400
Six Person	\$87,600	\$58,000	\$34,800
Seven Person	\$93,650	\$62,000	\$39,010
Eight Person	\$99,700	\$66,000	\$43,430

At least 40% of applicants admitted to Public Housing must be at or below the Extremely Low-Income level. No family will be admitted whose income is above the Lower Income level.

Note: HUD regularly changes the Annual Income limit and will automatically change in this part when MPHA receives the revisions from HUD.

APPENDIX B: MONTHLY ALLOWED UTILITY CALCULATIONUSAGE

Utility Allowances are in effect for MPHA's Lease to Own properties and MHOP units and are governed by the Metro HRA Standards, which can be found at www.metrohra.org

UTILITY ALLOWANCES (effective January 2017)

HUD gives PHAs wide latitude in how they develop utility allowances for their public housing units.

Although the federal regulations state the various factors that should be taken into account, they do not require that any particular methodology be used to calculate allowances. Instead, it is left to the PHA to decide which methodology to use in establishing allowances.

MPHA has established monthly allowable utility usage amounts using the engineering methodology. With the engineering-based methodology, the MPHA uses engineering calculations and technical data to estimate reasonable energy and water consumption for a particular type of dwelling unit or household. The reasonableness of the monthly utility usage amounts is set using the engineering-based methodology depends on assumptions made in the calculations. This document provides the assumptions made in the calculations. Amounts over the monthly allowable utility calculation are charged to the Tenant. MPHA will use the calculations below to determine amounts over the monthly allowable utility usage to be charged to the Tenant.

Step 1: From MPHA allowable and non-allowable end uses.

Allowable

- Space Heating
- Domestic hot water
- Cooking
- Refrigeration
- Lighting
- Misc. Electrical Appliances
- Clothes Washer
- Clothes Dryer
- Water/sewer

Non-allowable

- Cooling
- Space heaters

Step 2: From MPHA, allowances are to be determined for each individual unit.

Step 3: Establish energy requirements for Space Heating

Using the HUD formula and building load spreadsheet for each home.

$$\text{Annual Energy Consumption} = \frac{\text{Building Load} \frac{\text{BTU}}{\text{hr}} \times \text{HDD} \times 24 \frac{\text{hr}}{\text{day}}}{(\text{system eff}) \times \frac{\text{BTU}}{(\text{Fuel unit})} \times (\text{design Temperature difference})}$$

Building Load is determined per engineering calculations using established engineering guidelines. Existing information such as building size and insulation, windows, infiltration, etc, were used along with the 99% design temperature for Minneapolis per HUD Utility Allowance Guidebook.

Heating Degree days (HDD) = 8310 for Minneapolis (from Appendix C in HUD guidelines)

System efficiency was assumed to be 65% (65% was used as an accepted engineering practice for furnaces over 20 years old, ref ACEEE). 85% was used for newer “high efficiency furnaces.

Btu per therm of Natural Gas = 100000

Design heating outdoor temp is -16°F in Minneapolis (from Appendix C in HUD guidelines)

Design heating indoor temp is assumed at 72°F

Temperature differential used is therefore 88°F

The equation then reduces to:

For 65% efficient:

$$\text{Annual Energy Consumption} = \text{Building Load (BTUh)} \times .0349 \left(\frac{\text{therm}}{\text{BTUh}} \right)$$

For 85% efficient:

$$\text{Annual Energy Consumption} = \text{Building Load (BTUh)} \times .0267 \left(\frac{\text{therm}}{\text{BTUh}} \right)$$

Note: this gives an annual consumption based on the 99% heating design temperature (meaning 99% of the time the temperature is above this), which is -16°F and a room temperature of 72°F, therefore with and normal monthly average temperatures, this will be very high compared to normal usage.

Minneapolis Weather (from National Weather Bureau)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Avg. High	20°	26°	38°	56°	68°	78°	84°	80°	70°	58°	41°	25°
Avg. Low	2°	8°	22°	36°	47°	57°	64°	60°	50°	38°	25°	10°
Mean	12°	18°	31°	46°	58°	68°	74°	71°	61°	48°	34°	18°
HDD/mh.	1649	1366	1147	612	286	75	14	26	195	496	993	1451
Faction HDD/mth	0.198	0.164	0.138	0.074	0.034	0.009	0.002	0.003	0.024	0.060	0.120	0.175

Degrees in Fahrenheit

Note that using the design temperature verses the average temperature gives a very conservative energy consumption.

From the Annual Consumption multiply by the monthly faction of HDD to establish monthly usage.

Step 4: Establish requirements for Domestic Hot Water

$$\text{Monthly Energy Consumption} = \frac{^{\circ}\text{F rise} \times 8.33 \left(\frac{\text{lb}}{\text{gal}} \right) \times \left(\frac{\text{gal}}{\text{month}} \right)}{\text{system eff} \times \left(\frac{\text{BTU}}{\text{fuel unit}} \right)}$$

8.33 lb. per gal of water

Gal/month/unit = 40 gal/resident per day x number of residents x 31 days per month. Note that this is based on ASHRAE recommendations and is more than the HUD guideline.

Temperature Rise was 70°F (120°F- 50°F) per HUD Utility Allowance Guidebook for North Central Localities

System efficiency was assumed to be 60% (60% was used as an accepted engineering practice for water heaters over 20 years old, ref ACEEE)

Btu per therm of Natural Gas = 100000

Number of residents per unit:

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
# of Residents	1	3	5	7	9	11

This reduces the equation to:

$$\text{Monthly Energy Consumption} = 0.3332 \times \# \text{ of residents} \times \# \text{ of days per month}$$

Step 5: Establish gas requirements for cooking

Were established based on the number of bedrooms from Table 5.1 of the HUD Utility Allowance Guidebook

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Gas (therms)	4.8	5.4	6.5	7.4	8.1	8.8

Step 6: Establish electric requirements for refrigeration

New refrigerators installed were GE – GTH 186 GBD. Name plate data is 383 kWh/yr. or \$43.47/yr. (at \$.1135/kWh).

Step 7: Establish electric requirements for lighting

Monthly requirements were established based on upper limit in Table 5.2 of the HUD Utility Allowance Guidebook

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	90	135	185	235	235	235

Step 8: Establish electric requirements for Miscellaneous Electric

Were established using the top range of Table 5.3 in the HUD Utility Allowance Guidebook

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	135	170	205	240	240	240

Step 9: Establish electric requirements for Clothes Washer

Were established based on Table 5.4 in the HUD Utility Allowance Guidebook

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	5	10	15	20	25	30

Step 10: Establish electric requirements for Dryers

Were established based on Table 5.5 in the HUD Utility Allowance Guidebook

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	60	120	180	240	300	360

Step 11: Establishing requirements for Water/sewer

The HUD Utility Allowance Guidebook recommends 60 gallons/person per day but notes that irrigation is allowed that would also need to be accounted for separately. A conservative estimate of 1.5 gallons/person per day is allowed for irrigation.

The monthly usage for water and sewer becomes:

$$\text{Monthly Usage} = (\# \text{ of residents}) \times 61.5 \frac{\text{gallons}}{\text{person}} \times 31 \frac{\text{days}}{\text{month}} \times .001337 \frac{\text{ccf}}{\text{gallon}}$$

This would reduce to:

$$\text{Monthly Usage} = (\# \text{ of residents}) \times 2.548 \frac{\text{ccf}}{\text{month}}$$

Step 12: Establish a total consumption allowance for each utility. Sum up allowances for each utility.

APPENDIX C: SALES AND SERVICE CHARGE SCHEDULE

When damage to a dwelling unit, its appurtenances, appliances and/or grounds is due to willful, malicious, or irresponsible conduct, such as abuse and/or neglect, caused by the Tenant, the following schedule shall be used to determine charges to a Tenant for the necessary repairs. Management shall utilize the "Guidelines for Determining Ordinary Wear and Tear" before assessing charges to a Tenant.

A copy of this schedule will be posted in each Management Office. Charges are not made for repairing things that wear out from ordinary use. A Tenant shall be apprised of his/her right to grieve any charges assessed against his/her account.

This schedule is meant to list standard and recurring items and does not cover all repairs and services. This schedule is subject to periodic changes.

1. **PLUMBING:**

Unplug sink, lavatories, toilets, floor drains (charge is assessed only if clog is due to a foreign object). If done by MPHA or Vendor:

Minimum Charge	\$50.00 (if completed by MPHA or actual charge if work is completed by a vendor)
Toilet Replacement	Actual Cost
Toilet Seat Replacement	\$ 33.00 (includes parts & labor)
Toilet Tank Cover Replacement	\$ 35.50 (includes parts & labor)
Single -Lever, Washerless Kitchen Faucet	\$ 60.50 (includes parts & labor)
Faucet Aerators	\$13.00 (includes parts & labor)
Removing or tampering with Aerators/Showerheads/Excess water charge	\$25.00

2. **ELECTRICAL:**

Reset circuit breaker or replace fuse + labor
(Charge actual cost if corrected by vendor)

Range Hood Replacement	\$35.00 (includes parts & labor)
Heating Plant Thermostat Replacement	\$45.00 (includes parts & labor)
Smoke Alarm Replacement	\$25.00 (includes parts & labor)
Tampering with or disconnecting a smoke detector	\$20.00
CO Detector	\$25.00
Replace Smoke Detector battery	\$ 5.00
Plastic rectangular light covers" Kitchen	\$18.00
Light cover Bathroom	\$ 8.00
Globe	\$ 3.00

3. **RUBBISH REMOVAL:**

Completed by MPHA	\$25.00 per large item or equivalent
Completed by Vendor or City of Minneapolis	Actual Cost
Littering or not disposing trash properly	\$25.00 minimum
Disposal of Mattress or Box spring	\$50.00 per item or MPHA's Actual Cost

4. APPLIANCES:

Range Replacement - when full replacement is necessary, the replacement cost will be adjusted by the depreciated value and its anticipated useful life based on a life expectancy of 12 years.

<u>Range Replacement Cost</u>	<u>Depreciation</u>
20" \$190.00	\$15.00 per year
30" \$212.00	\$16.00 per year
30" Range hood	\$41.00
24" Range hood	\$47.00
Range hood Filter	\$ 5.00
Stove Burner Knob Replacement	\$ 4.00
Oven Rack Replacement	\$ 7.00
Oven Door Replacement	\$56.00
Oven Door Handle Replacement	\$ 5.00
Oven Gasket	\$15.00
Minimum charge to clean range to function properly	\$25.00

Refrigerator Replacement - when full replacement is necessary, the replacement cost will be adjusted by the depreciated value anticipated useful life based on a life expectancy of 10 years.

<u>Refrigerator Replacement Cost</u>	<u>Depreciation</u>
11 cu. ft. \$365.00	\$26.00 per year
18 cu. ft. \$379.00	\$27.00 per year
Defrosting	\$20.00
Gasket Replacement	\$28.00
Crisper Tray Replacement	\$17.00
Door Bar/handle and End Cap Replacement	\$14.00
Refrigerator Shelf	\$15.00

<u>Air conditioner Replacement Cost</u>	<u>Depreciation</u>
	\$20.00 per year
Repairs	Actual cost
Air Conditioner sleeve cover	\$50.00 per cover

5. EXTERMINATION SERVICE FOR ROACHES OR BEDBUGS:

Actual charges are assessed to Tenant account if Tenant is not properly prepared.

First scheduled date	\$25.00
Each additional reschedule date	\$40.00

Charge assessed to Tenant account if the Tenant's willful, malicious, or irresponsible conduct (such as the Tenant's poor housekeeping) leads to the request for extermination service.

First need for service	\$25.00
Each additional request per calendar year	\$40.00

6. WINDOW AND OTHER GLASS REPAIRS:

Charges are based on size - length plus width in inches. Actual labor charges of the vendor will be assessed at \$10 per hour.

Up to 50"	\$15.00
51"to 72"	\$17.00
73" to 80"	\$20.00
81" or larger	\$25.00
Plexiglas	\$ 9.00/sq. ft.
Thermo Windows	Actual MPHA replacement cost
Sash Lock	\$ 3.00
Aluminum combination storm panel replacement	\$14.00
Aluminum combination screen panel replacement	\$10.00
Mirrored Medicine Cabinet	\$27.00 + Labor @ .50 hr.
Covers for the air conditioner sleeves	\$40.00

7. **SCREEN/STORM DOORS:**

Replacement:

Security Screen (each)	\$ 12.00/sq. ft
Security Screen with Frame (each)	\$225.00
Highrise screens	\$ 12.00
All other screens (each)	\$ 6.00/sq. ft
Solid Core (Benada), self-storing, Aluminum storm door	\$120.00

Repair:

Storm door pneumatic closer	\$12.00 + Labor @ .25 hr.
Storm door chain	\$ 2.50 + Labor @ .25 hr.
Storm door handle	\$ 5.00 + Labor @ .25 hr.
Apartment door security chain	\$ 9.00 + Labor @ .25 hr.
Basement Storm Sliding Window	\$24.00

8. **WINDOW SHADES:**

(Charges are based on width in inches)

Up to 37"	\$ 6.00
38" to 46"	\$ 8.00
47" to 55"	\$ 9.00
56" and larger	\$13.00
Window blinds	\$ 3.00 per slat

9. **GENERAL CARPENTRY:**

Lock change/cylinder change (if change is made at request of Tenant or if determined necessary by MPHA (each)	\$20.00/ each cylinder includes labor
Install security chain	\$10.00/includes labor
Install door sleeve	\$12.00/includes labor
Keys (each)	\$ 2.00
Lockout service After hours (highrise only)	\$30.00
Keys not returned upon vacate (per door)	\$25.00
Door stop molding (inside wood trim)	\$ 6.00
Closet Knobs	\$ 3.00
Closet Rod	\$ 6.00

Kitchen cabinet knob/handle	\$ 3.00
Cabinet doors	\$42.50
Cabinet Drawers	\$25.00
Sheetrock	\$13.00 per sheet
Switch plate/outlet covers	\$ 1.00
Ceramic tile replacement	\$ 1.00/sq. ft + Labor @ .75 hr.
Shower Rod	\$ 8.00
Towel Bar	\$ 6.00
Toilet Paper holder	\$ 5.00
Door Latch	\$ 5.00
Throw bolt	\$ 8.00
Privacy Lock	\$10.00
Passage Set	\$ 8.40
Door Replacement	MPHA cost
Shower Curtain	\$ 5.00
Handrail replacement	\$25.00
Ceramic or vinyl tile	\$ 2.50
Toilet Paper roll holder	\$ 1.00
Carpet Replacement	Actual Cost

10. EXTERIOR ITEMS: (FAMILY HOUSING UNITS):

Lawn Mover (push type - each)	\$65.00
Sod (installed)	\$ 1.50/roll
Trash carts (City of Mpls.) replacement after initial provision	\$56.00
Outside dryer vent cover	\$ 4.00
Outside faucet handle	\$ 4.00
Exterior outlet cover	\$ 7.00
Fence gate latch/handle	\$ 8.00
Stair treads	36" \$ 6.00
	46" \$ 8.00
Downspout extenders	\$ 1.00/ft

11. EXCESS UTILITY CONSUMPTION:

Air conditioner (June, July and August)	\$25.00/month
If a Tenant has outstanding air conditioner charges, MPHA will not allow further use of an air conditioner	
Tenants with air conditioners in the window or sleeve will be charged regardless of usage.	
Freezer (12 months)	\$ 4.00/mo.
Additional Freezer	\$ 8.00/mo. Only one additional freezer or refrigerator
Additional Refrigerator	\$ 25.00/mo.
Misuse (wasting) of Utilities	\$ 10.00
For Scattered Site or Glendale units <u>Family Housing Units</u> see Appendix B	

12. MISCELLANEOUS CHARGES:

Key Tag	\$10.00 (replacement of all functional tags and Medical)
Failure to recycle	\$7.00/mo. (scattered site and Glendale <u>Family Housing</u>
<u>Units</u> only)	

Furnace Filter	\$15.00
Flood lamp	\$3.00
Snow Removal	\$45.00 minimum
Grass Cutting	\$45.00 minimum
Fire Damage/sprinkler damage Maximum Charge	\$5,000
Globe	\$3.00
Transfer holdover	\$10.00 per day highrise unit, \$40.00 per day Family <u>Housing Unit</u>
Returned check charge	\$15.00
Removal of volunteer growth (Scattered Site <u>Non-Glendale Family Housing Units</u>)	\$25.00 minimum
Minimum charge for staff to clean stove burners	\$25.00 minimum
Painting of smoke damaged unit	\$100.00 minimum
Moving and storage	Actual Cost
Removal of abandoned property	Actual cost
Damage due to Frozen/Burst Pipes Minimum	\$20.00
Maximum	\$5,000
Work requested after hours (not an emergency)	\$40.00
Food fires after hours (where staff responds)	\$40.00
Closing windows from November through March	\$10.00 (business hours)
Photocopies	\$00.25
Photocopies of Tenant Files will be charged actual cost	
Maximum charge for any Tenant caused damage	\$5,000
Damage caused by wheelchairs or scooter	actual cost
Not removing car from lot when maintenance or snow plowing occurs and the car is not towed	\$15.00
Leaving garbage containers on curb for over 24 hours after trash pick-up	\$15.00
Retrieving keys from elevator shaft	actual cost, MPHA or Vendor
Air Mattress	\$27.00 Queen \$22.00 Single
Mattress Covers	\$18.00 Single \$20.00 Full \$23.00 Queen

City Violation Amount charged by the City

All other charges shall be made on the basis of material plus labor utilizing the following prevailing hourly labor rates, overtime rates apply for after-hours service or actual fee charged by vendor, which includes vendor's hourly rate plus travel time.

Buildings and Grounds Specialist,	\$17.25/hour
Service and Maintenance Specialist	\$17.25/hour
MPHA Carpenter	\$28.00/hour
MPHA Painter	\$27.00/hour
MPHA Stationary Engineer	\$27.00/hour
MPHA Electrician	\$40.00/hour
Seasonal Laborer	\$ 5.00/hr.

13. A tenant in any civil action shall pay Court Ordered Fees, costs, expense or other monetary amounts to MPHA.

GUIDELINES FOR DETERMINING ORDINARY WEAR AND TEAR

1. Management will inspect the unit with the Tenant upon move-in and note any existing problems, as in accordance with the lease.
2. Management will provide a copy of the move-in Inspection to the Tenant.
3. When determining charges for appliance repairs, the age of the appliance will be considered in determining whether the repair was due to Tenant abuse or neglect.
4. Structural damage or deficiencies will be noted when determining ordinary wear and tear.
5. The number of service calls on a specific item shall be considered when determining whether there was Tenant abuse/neglect.
6. The length of the tenancy shall be considered, along with the other considerations.
7. Tenant will be charged for damage caused by smoking, including the extra clean up and painting required.

APPENDIX D: HOUSEKEEPING STANDARDS

1. INTRODUCTION

Maintaining a clean Unit is the responsibility of the Tenant. Management will conduct at least an annual Inspection to assure that the Unit is being maintained properly.

Repairs are the responsibility of management or the Tenants, depending upon the nature of the damage or breakage. It is always the responsibility of the Tenant to report all deficiencies, damages or breakages to MPHA. The Units are leased in very good condition, free of defects and deficiencies. However, if you observe a defect or deficiency during the move-in Inspection, please see that it is noted on the Inspection form.

It is important that you call us when you need repairs. There is usually no charge for repairs unless you caused the damage. MPHA fully expects normal wear and tear over time.

Tenants who are elderly or have a disability are cautioned to avoid doing any repairs or cleaning that might endanger their safety. Arrangement for assistance should be made by the Tenant.

2. PEST CONTROL

Tenants are responsible for assuring that the condition of their Unit does not contribute to pest infestation or provide habitat for pests, including cockroaches, mice and bed bugs. Tenants must inform Management of pest control problems. The Tenant will follow cleaning standards listed in number 3 below. If the Tenant has not prepared for MPHA pest control vendors to treat the unit or that the condition of the unit is contributing to a pest infestation, the Tenant will be charged according to the Sales and Service Charge Schedule. Cockroaches need only a small amount of food to survive, all food sources, including food spills and crumbs, must be promptly cleaned.

Tenant shall prepare their unit for pest control treatment as explained in the pest control treatment notice.

When a bed bug infestation is evident, MPHA may require the Tenant to discard all infested personal belongings. The failure to discard infested items may lead to the termination of the lease with MPHA. MPHA is not responsible for bed bug infestation and will not reimburse Tenants for items that need to be discarded. All Tenants will refrain from bringing discarded items, including any items in the dumpster area, into the building, because these items may cause pest infestations.

3. CLEANING

Cleaning is the responsibility of the Tenant. The Tenant, if available, should accompany staff on walk through of annual and any other Inspections.

A. ALL ROOMS

All rooms shall be kept free of clutter and excess storage. Personal items shall be stored to reasonably permit the circulation of air, inhibit the growth of mold, and permit the Inspection of walls, corners, floors.

- 1) Walls and ceilings surfaces shall be free from the accumulation of dirt, cobwebs, marks, mold, adhesives and grime.

- 2) Floors, baseboards and corners shall be free from the accumulation of dirt, grease and built-up wax. MPHA carpet shall be free of the accumulation of dirt, litter, paint and stains. Tenants' carpet and rugs shall be clean and sanitary. Any stairs shall be free of clutter. No phone cords, extension cords or cable wire can run across the floor in traffic areas that would create a tripping hazard.
- 3) Doors need to fully open. Baseboards to the maximum extent shall be accessible.
- 4) Window glass and screens shall be free from the accumulations of dust, dirt and smudges. The window frame and sills shall be free from dust, dirt and mold. Window tracks shall be free from dust, dirt and debris and dead insects so that windows open and close smoothly. All window coverings such as shades, curtains, drapes, blinds, etc., shall be clean and not in a damaged condition to such an extent that they are an eyesore.
- 5) Doors, hardware, handrails and room trim shall be free from the accumulation of dust, dirt and grease. Sliding door tracks shall be free from dust and debris so that they slide smoothly. Clothes, clothes hangers, bags or other objects may not be hung from any door handle or the top of the door. No object may interfere with the closing and latching of doors.
- 6) Electrical fixtures, outlets and cover plates shall be free from paint, dust, grease and grime.
- 7) Heat vents, radiators and cold air returns shall be free of visible dust, dirt, debris, food, grease and grime. Only the covers on cold air returns should be removed for cleaning. Personal items may not block heat vents, radiators and cold air returns.
- 8) MPHA requires enough space in all rooms to facilitate ingress and egress, the ability for MPHA staff to maintain the bedroom windows, outlets, heating system, switches and other fixtures and similar access as necessary, and provide pest control services.

B. KITCHEN (Also includes all items in Section A.)

- 1) Cabinets, cupboards, drawers, counter tops and pantry area shall be free of the accumulation of grease, grime, sticky substances, dust, paint, food spills and splatters.
- 2) Stove: The entire outside and inside of the range and oven including the knobs, drip pans, burners, grates, trim rings, the area under drip pans, inside oven, cook tops, racks, range hood and broiler pan shall be free from grease, dust, dirt, food spills and burnt on substances. Upon request, from highrise Tenants, MPHA will move stove and refrigerator for Tenant and return after the Tenant has completed cleaning behind the appliances.
- 3) Refrigerator: The entire outside and inside surfaces including the racks, trays, shelves, etc., shall be free from food spills, sticky substances, spoiled foods and accumulations of frost more than one-fourth inch thick. Defacement of surface is not allowed (stickers, adhesive backers).
- 4) Plumbing fixtures shall be free from dirt, grease and grime.

C. BATHROOM (Also includes all items in Section A.)

- 1) Shower walls, floor, tub, sink, medicine cabinet, exhaust fan and cover, etc. shall be free from the accumulation of mold, dirt, grime, paint splatters or other residue.
- 2) Toilet: Inside and outside of toilet bowl, tank and seat shall be free from stains, dirt, grime and odors.
- 3) Accessories: Towel bars, grab bars, shower seats, faucets, etc., shall be free from mold, dirt, grime, paint or other residue.

D. STORAGE

- 1) Combustibles or flammables shall not be stored in the dwelling unit. In family developments nothing shall be placed within three feet of the furnace, water heater or vent pipes (this is a major fire hazard). This area shall be free from loose dirt, litter, and cobwebs. Clothes shall not be thrown on the floor.
- 2) Perishable foods shall be properly refrigerated. No food or other items except clean cooking utensils shall be stored in the oven. Bulk foods are not to be stored in their original cloth or paper-based containers; these items must be stored in insect and rodent-proof containers. All refrigerated or frozen foods shall be stored in containers or properly wrapped in foil, plastic wrap, freezer wrap, etc.
- 3) All personal property shall be stored in a manner to allow proper air circulation and swift exit in case of emergency and in a manner that will not attract pests or create a health or fire hazard. Items must be neatly stacked on shelves or in boxes and placed to allow for a safe traffic flow.

E. TRASH AND GARBAGE CONTAINERS:

All trash and garbage shall be stored in appropriate rodent-proof and leak-proof containers. Plastic liners are recommended; however, paper bags may be used. All discarded food and wet garbage must be wrapped and disposed of every day if paper bags are used instead of plastic liners. All grease and food spills shall be washed from both the inside and outside of the trash and garbage container. All trash and garbage must be sealed in bags or wrapped up before being put down the trash chute. Items that are too large to fit down the chute must be brought to the area on the first floor or area outside of building designated for such items.

Family development Tenants will be provided with City of Minneapolis trash carts at no cost to the Tenant at move-in. Containers for recycling items are also provided by the City. It is expected that all Tenants will participate in recycling. The monetary penalty imposed on MPHA by the City for Tenants who do not contribute items for recycling will be charged to the Tenant. (See Sales and Service Charge, Schedule.)

All Tenants shall refrain from leaving dirt, litter, trash or garbage in the public hallways, community spaces, laundry rooms, entries, grounds, etc., or soiling these areas or building furniture. Garbage is to be deposited only in the trash containers located in any of the public areas. All Tenants will refrain from bringing discarded items into the building from the dumpster area, because these items may promote pest infestations.

F. REPAIRS

It is the responsibility of the Tenant to notify the Work Order Department immediately when MPHA equipment doesn't work right or when repairs or pest control are needed

- 1) Walls, ceiling, doors and room trim: There shall be no holes in walls or ceilings other than small holes made for hanging pictures or plants. Objects such as pictures may be hung on walls. Only picture nails or proper ceiling hooks or concrete anchors may be used to secure objects. Avoid making numerous and excessively large holes. Hardware shall be in good working condition.
- 2) Floors shall be free of broken or missing tile, gouges, holes, burns, etc. Any such conditions must be reported to management.
- 3) Windows and screens: Windows shall be free from open cracks, chips, holes or missing glass. Corner cracks under 4" long running between adjacent window edges are acceptable as long as the two (2) pieces of glass are flush and tight. Windows shall open and close easily. In the event repair is needed, the Work Order Department should be notified for repair. Furniture may not block windows.
- 4) Electrical and plumbing fixtures shall be in good working condition and intact.
- 5) Cabinets, counter tops and shelves shall be intact without burns, gouges, and breakage. Any such conditions must be reported to management. Hardware shall be in good working condition.
- 6) Appliances shall be intact and in good working condition.
- 7) Smoke detectors: no covering, disconnecting or other tampering with smoke detectors is allowed. This is a Minneapolis City code item and is also a lease violation.
- 9) Other items, grates, grilles, vents, radiators, thermostats, etc., shall be intact and in good working condition.
- 10) Air Conditioner sleeves: The Tenant shall immediately call the Work Order Department if cold air is entering the unit through the air conditioning sleeve or cover.

ADDITIONAL HOUSEKEEPING STANDARDS - TENANTS IN FAMILY HOUSING

UNITS ROWHOUSE DEVELOPMENTS AND SCATTERED SITE HOMES:

1. EXTERIOR PROPERTY AREAS (Areas outside your apartment or house)
 - A. STANDARD
Yards shall be neat and free from rubbish, garbage or litter. This includes the grass, walks, steps, parking lots, parking pads, sheds, alley, patios, balconies, decks, window wells, and other grounds as assigned to the individual dwelling.
 - B. YARD MAINTENANCE
All weeds and volunteer growth shall be removed along foundations, privacy fences, walks, steps, and window wells. Bushes and hedges shall be trimmed each year in Family Housing

Units-Scattered Sites. Grass shall be cut often enough so that it will never exceed five (5) inches in height. Yards shall be kept free from the accumulation of leaves or long, cut grass.

Constant or repeated heavy traffic over the same area by the Tenants or their guests will cause or contribute to the wearing down of grass or erosion of soil. Such damage is chargeable to the Tenant.

Gardens are permitted with Management's prior written approval. However, there may be additional charges to restore the yard to its original condition. There shall be no damage to trees and shrubs that would inhibit growth or detract from their appearance.

- C. GARAGES, FENCES, GATES AND HARDWARE: Shall be kept in good repair and working condition. Garages shall be free of clutter and excess storage. Storage should be off the floor or easily movable to permit access to walls, floors and corners.
- D. EXTERIOR STRUCTURE: The exterior walls and doors of the house or apartment shall be kept free of accumulation of dirt. All window glass shall be kept clean. Tenants shall inform the PHA when there is graffiti on their building, fences, sidewalks, etc. as soon as possible. Any exterior damage to the building such as bent, broken or missing downspout, handrails, storm doors and hardware, security screens, or other property such as sidewalks, etc. shall be reported to the PHA as soon as possible.
- E. SNOW AND ICE REMOVAL: Snow and ice shall be removed from all assigned walks and steps within 24 hours of the snowfall as per Minneapolis City Code.

HOUSEKEEPING DEFINITIONS

accumulation	a heap, pile of collection
adhesive	a substance such as glue, cement or tape
baseboard	board or covering at bottom of the wall
bulk food	large quantity of food sold in paper, plastic or cloth bags; foods that are not packaged
burn	marks caused by a hot item such as a hot pan, cigarette, iron, etc., being placed or dropped on a surface
burnt on food	food on surfaces of stove that has been burned or baked (black or brown in appearance)
clutter	items not in an orderly condition such as clothes, newspaper, boxes lying around
cobwebs	webs caused by spiders or dust
combustible	material capable of burning and is easily ignited
cuts	made by sharp object, such as a knife, that penetrate the surface

debris	the scattered remains of something broken or destroyed, or items improperly discarded
dirt	a filthy or soiling substance, such as mud, dust or grime
dust	light, fine, dry particles of dirt
flammable	capable of being easily ignited and burning or exploding very quickly.
flush fitting	fitting tightly together, no movement between parts; example, baseboard around wall
food spill	food that has been dropped on surfaces
free from	nothing there, such as no grease, dirt, grime, etc.
garbage	discarded remains of food
gouges	grooves or holes in floor, counter tops, etc.
grease/greasy	oily in appearance, sticky or slippery to touch
grime	soot, dirt, substances embedded in a surface
intact	not damaged, not broken, not cracked or defaced
normal wear and tear	regular use (excluding abuse) which contributes to the "wearing out" of an object over its normal life expectancy
perishables	food that will spoil unless properly stored
ragged condition	downgrades the appearance of the building
residue	something that remains on a surface, such as a film or scum from soap, dirt, etc.
rubbish	trash or garbage
scratch	a mark that penetrates the surface
smudge	excessive blurry spots or streaks
splatter	drops of food, paint, etc., on surface
stain	an unremovable soiled or discolored spot
sticky substance	glue, food grease, honey, sugar, etc.
trash	worthless or discarded non-food items
wax build-up	several layers of wax on the floor, baseboard, or other surfaces

APPENDIX E: SPECIAL HOUSING SITUATIONS

1. ELDERLY-DESIGNATED OCCUPANCY

MPHA has 12 highrise buildings are Elderly Designated for occupancy by persons or families whose head or spouse/co-head or sole member is 62 years of age or older or near elderly (50-62).

*1815 Central Ave NE	February 8, 1995
1314 - 44th Avenue North	February 8, 1995
2728 East Franklin Avenue	February 8, 1995
*1717 Washington St. NE	December 14, 1995
*115 West 31 St.	January 27, 1997
3110 Blaisdell Ave S	January 27, 1997
*600 - 18th Avenue North	September 9, 1999
*1710 Plymouth Avenue N	October 16, 2001
2533 1st Ave S	October 23, 2001
828 Spring St NE	May 15, 2003
350 Van White Memorial Blvd	March 1, 2006
630 Cedar Ave	Not yet Designated

*Units in these buildings which are especially designed to be accessible to persons with handicaps or disabilities may be leased to persons in need of that accessibility regardless of age, if no elderly or near-elderly applicant or Tenant is in need of the adaptation.

The transition of a highrise becoming Elderly Designated will be gradual and handled through normal attrition and according to the following:

- A. When a building is first Elderly Designated vacant units will be filled first with current Tenants, 62 years of age and older, who wish to move out of a general occupancy building into an Elderly Designated building. This is a one-time-only transfer opportunity to move under this plan.
- B. The next block of current Tenants who would be offered a chance to move into an elderly-only building (as a one-time-only opportunity) would be the "near-elderly" family head of household who is 50 - 61 years old.
- C. MPHA will offer current Tenants a one-time transfer opportunity to allow "elderly" and "near-elderly" Tenants to move into designated buildings when they attain the required age; as well as to all "non-elderly" individuals and families an opportunity, should they so desire, to move to general occupancy building.
- D. If there are still vacant units available, those units would first be offered to an approved "elderly" applicant currently on MPHA admission waiting list who wishes to live in an "elderly-only building." If there are still units available, the next group of approved applicants who would be offered a chance to live in a designated building would be "near-elderly" persons who wish to live in an "elderly-only" building.
- E. If a vacant unit in designated buildings is still vacant after 60 days, and there are no "elderly" or "near-elderly" applicants who will move into the unit, it will then be offered to other applicants on the waiting list, regardless of their age, in their order on the waiting list.

2. **SPECIAL HOUSING PROGRAMS**

Several community service agencies operate Special Housing Programs on MPHA premises. These programs provide participants with assistance and supportive services.

- A. Eligibility Criteria: Each Special Housing Program has its own specific eligibility requirements that Applicants must meet in order to qualify for these programs. In addition, Applicants for any of the Special Housing Programs must meet MPHA's general eligibility criteria as set forth in the Requirements for Admission.
- B. Special Housing Programs Include:
 - 1) **NEW BEGINNINGS (Accessible Space) - 1707 3rd Ave S**
 This program provides traumatically brain injured, mobility impaired, and physically disabled adults support services which include: Case management; encouraging development of social, employment related and/or independent living skills, personal care services, assistance with cooking and cleaning and 24-hour staff coverage.

 Maximum capacity is 20 Tenants.
 - 2) **SIGNE BURCKHARDT MANOR - 2533 1st Avenue South**
 This location is solely an Assisted Living Program site for adults over 55 years of age. Signe Burckhardt provides three levels of care: General Assisted Living, Care Suites (higher care need), and a secure Memory Care Unit. Services provided are: Specialized care staff on site 24 hours daily, Nursing staff available 24 hours daily, assistance with personal care, medication management, three nutritionally balanced congregate meals, weekly housekeeping, weekly laundry, 24-hour emergency call and response system, and planned recreational activities.
 - 3) **LYNDALE MANOR- 600 18th Ave N**
 This program provides services to frail and elderly adults as well as adults with disabilities who require assistance with independent living. Service provided are: three balanced meal a day, homemaker/chore services -- housekeeping and other services provided as needed, home health aide/home nursing -- nursing and personal care at home as needed, 24-hour emergency response, and case management.

 The maximum capacity for this program is 30 Tenants.
 - 4) **GRACE PLACE- 630 Cedar Avenue South**
 The Grace Place, an assisted living program of the Korean Service Center provides services to frail, elderly and disabled Tenants. Grace Place offers a unique blend of services that provides culturally specific programming to Korean elders.
 - 5) **PARKER SKYVIEW- 1815 Central Ave North East**
 This program provides services to frail and elderly adults, as well as adults with handicaps/disabilities who require assistance with independent living. Services provided are: Assistance with personal care, case management, two nutritionally balanced congregate meals daily, weekly housekeeping assistance, emergency response 7:00 a.m. - 11:00 p.m.,

assistance with medications, weekly bathing assistance, planned recreational activities, and on-call nursing.

6.) **HERITAGE COMMONS ON PONDS EDGE 350 Van White Memorial Blvd**

This program provides services to frail and elderly adults, as well as adults with disabilities who require assistance with independent living. Services provided are: assistance with personal care, case management, two nutritionally balanced congregate meals daily, weekly housekeeping assistance, emergency response -24 hours a day, assistance with medications, bathing assistance, planned recreational activities and on-call nursing.

The maximum capacity for this program is 40 Tenants.

7.) **THOMAS F. FEENEY MANOR 901 4TH ST**

The first public housing community in the nation to offer enhanced assisted living and comprehensive memory care housing with services. Feeney Manor consists of 48 units of subsidized housing with enhanced assisted living services. These services provide older adults an opportunity to live life to the fullest with needed supportive services tailored to their unique needs and preferences. Feeney Manor was designed with “Green” technologies utilizing renewable energy resources and incorporating carbon footprint reducing technologies.

8.) **NORTHSIDE ACHIEVEMENT ZONE:** ~~Scattered Site Homes~~ Non-Glendale Family Housing Units in North Minneapolis

The Northside Achievement Zone (NAZ) exists to close the achievement gap and end generational poverty in North Minneapolis. The NAZ geographic “Zone” is a Racially Concentrated Area of Poverty. It is all of North Minneapolis that is the apex of poverty, violence and low educational achievement in the region. Maximum number of units 65.

9.) **TOUCHSTONE:** Touchtone Mental Health was founded in 1982 and provides cutting-edge programs and services to adults living with severe mental illness. The goal is to reduce isolation through a community of support. Touchstone is dedicated to providing services where and when needed to help each person manage their mental illness and remain out of the hospital.

APPENDIX F: FLAT RENTS

Flat Rents will be calculated as no less than 80% of the Fair Market Rents (FMR) and will change as adjustments are made to the FMRs. Rent changes will be made within 60 days of the changes to the FMR and Tenants will be given a 30-day advanced written notice.

Highrise Units

Studio	One Bedroom			
\$569 <u>656</u> .00	\$691 <u>777</u> .00			

Glendale Units

One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	
\$691 <u>777</u> .00	\$869 <u>971</u> .00	\$1237 <u>1387</u> .00	\$1450 <u>1620</u> .00	

~~Scattered Site~~Family Housing Units (Non-Glendale)

Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom	Six Bedroom
\$869.00 <u>971.00</u>	\$1237.00 <u>1358.00</u>	\$1450.00 <u>1620.00</u>	\$1667.00 <u>1863.00</u>	\$1884.00 <u>2106.00</u>

APPENDIX G: SCHEDULE OF SECURITY DEPOSITS

Highrise Units

All highrise units regardless of size				
\$150.00				

Glendale Units

One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	
\$150.00	\$150.00	\$200.00	\$250.00	

~~Scattered Site~~ Family Housing Units (Non-Glendale)

Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom	Six Bedroom
\$300.00	\$350.00	\$400.00	\$400.00	\$400.00

APPENDIX H: APPLICANT CRIMINAL HISTORY SCREENING CRITERIA

These guidelines assist MPHA in determining whether an applicant should be admitted or denied housing assistance due to their criminal history. There is no presumption that an applicant with a criminal conviction should be denied assistance. Rather, MPHA will, in compliance with federal regulations 24 C.F.R. § 960.203(d), give each applicant consideration “to the time, nature, and extent of the applicant’s conduct, including the seriousness of the offense.” In addition, MPHA will give consideration to mitigating factors, if any, and factors which might indicate a reasonable probability of favorable future conduct.

There are two steps to the screening process, (1) identification of applicants with one or more criminal convictions that require MPHA to conduct a further review of the applicant’s eligibility; and (2) case specific further review that takes into account individualized circumstances and the potential impact on the safety of residents and MPHA staff.

(1) Identification of Applicants Requiring Further Review – Criminal History Screening Grid

The screening criteria grid assists MPHA in determining eligibility of applicants with criminal histories. The grid considers the nature, recency and severity of crimes committed for purposes of determining eligibility. Notwithstanding these guidelines, MPHA will comply with federal laws and regulations, and state law in its screening processes.

Applicants with convictions not listed in the Criminal History Screening Grid are admissible for purposes of criminal background screening, except that MPHA may consider similar crimes (i.e., similarity of underlying elements of the crime) to those on the grid from other jurisdictions. In addition, this grid does not limit or otherwise impact other MPHA screening criteria that considers past, present, and/or likely future behavioral, financial and personal conduct.

Regardless of the timeframes in the screening grid, MPHA may deny an application based upon a pattern or practice of misconduct, if such pattern or practice indicates a demonstrable risk to resident or staff safety or persons or property.

Categories of Crimes and Look-back Periods for Use in Determining Eligibility

The look-back periods in the Criminal History Screening Grid apply from the date of the conviction or date of release from detention or incarceration, whichever is more recent, to the date that MPHA processes the application (“date of screening”). The grid applies to convictions. Conviction is defined as a final judgment in a criminal matter; including but not limited to a finding of guilty by judge or jury, or a plea of guilty. A stay of adjudication or a continuance for dismissal is not considered a final judgment under this Part. Attempts and conspiracies to commit a crime will be treated the same as the primary crime. For example, a conviction of attempted murder will be treated the same as murder and sent for further review. If there is doubt as to the application of the grid to an applicant’s criminal history, the file will be sent for further review.

Criminal History Screening Criteria Grid

Type	#	Crime Category	Subcategory	Look-back period triggering further review
Crimes Against Persons	1	Assault	1 st and 2 nd degree 3 rd degree 4 th and 5 th degree, GM and Felony level only	Within 5 years of conviction or 1 year of release from date of screening Within 3 years of conviction or 1 year of release from date of screening Within 2 years of conviction
	2	Domestic Violence Other DV crimes (GM, felony or DV w/ firearm)	Misdemeanor All	Within 1 year of conviction or 1 year of release from date of screening Further Review
	3	Use of firearm against a person	All	Further Review
	4	Armed Robbery offenses (aggravated)	All	Further Review
	5	Robbery offenses, no weapon involved (simple)	All	Within 3 years of conviction or 1 year of release from date of screening
	6	Murder	All	Further Review
	7	Manslaughter	All	Further Review
	8	Kidnapping and Abduction	All	Further Review
	9	Criminal Sexual Conduct	All	Further Review
	10	Promoting, soliciting, prostitution; Indecent Exposure	Felony only; and indecent exposure GM and misdemeanor	Within 3 years of conviction or 1 year of release from date of screening
	11	Lifetime Registered Sex Offender		BANNED FOR LIFE

	12	Stalking	All	Within 3 years of conviction or 1 year of release from date of screening
Crimes Against Property	13	Arson-related offenses	All	Further Review
	14	Burglary/Breaking and Entering-related offenses	Felony or Gross misdemeanor	Within 5 years of conviction or 1 year of release from date of screening
	15	Theft, Stolen Property, Fraud-related offenses	Felony or Gross misdemeanor	Within 3 years of latest conviction or 1 year of release from date of screening
	16	Destruction/Damage/Vandalism of Property offenses	Felony or Gross misdemeanor	Within 3 years of conviction or 1 year of release from date of screening
Crimes Against Society	17	Drug offenses – Possession	Felony or Gross misdemeanor	Within 3 years of latest conviction or 1 year of release from date of screening
	18	Drug offenses - Manufacture, Distribution, or Possession with Intent to Distribute	All	Within 5 years of conviction or 1 year of release from date of screening
	19	Manufacture of Meth		BANNED FOR LIFE
	20	Driving under the influence-related offenses	If two or more convictions	Within 3 years of latest conviction or 1 year of release from date of screening
	21	Weapons offenses (other than use of a firearm against a person)	All	Within 3 years of conviction or 1 year of release from date of screening

In addition:

Type	#	Crime Category	Subcategory	Further Review
Multiple offenses	22	Misdemeanor assault, terroristic threats, misdemeanor Domestic Violence, Armed Robbery (aggravated and simple), promoting, soliciting or prostitution, stalking and drug offenses (manufacture, distribution, or possession with intent to distribute	If two or more convictions	If two convictions are within 10 years from date of screening

The Criminal History Screening Criteria grid will be used by eligibility technicians and related MPHA staff who perform criminal background screening. The screening staff may depart from the grid if the staff has grounds to believe that the applicant presents a significant level of risk to the housing community based upon case-specific reasons, despite not having committed a crime falling within the Criminal History Screening Criteria grid. If such grounds exist, the staff will request further review of the applicant's eligibility, in writing, to the Manager or Supervisor of Leasing and Occupancy. Should the Manager or Supervisor of Leasing and Occupancy agree that there is a basis for additional review, the reasoning behind the decision will be documented and management will conduct a review using case specific circumstances as outlined in these guidelines.

(2) Further Review

Applicants who have criminal histories triggering further review will be reviewed by the MPHA Manager or Supervisor of Leasing and Occupancy, or his or her designee. The additional review will consist of an individualized assessment of case specific facts that will assist in determining whether the criminal conduct indicates a demonstrable risk to residents, staff or related person's safety and/or property.

Documents for consideration during further review may include, but are not limited to, the following and/or all other relevant documents, if relevant to the applicant's case:

- Letters from probation/parole officers, case workers, counselors, or therapists;
- Letters from employers, community organizations, or teachers;
- Certificates of treatment completion that is relevant to the conduct giving rise to the conviction (for example, domestic abuse/batterer's intervention, anger management, drug and alcohol treatment, behavioral therapy);
- Documents of proof of employment and/or completion of training.

When MPHA determines that further review is required, the applicant will be notified in writing and will be sent a copy of the criminal record relied upon, and the time frame to submit favorable information. The applicant will have the opportunity to dispute the accuracy of the conviction information before adverse action is taken based on a criminal conviction record in accordance with the law.

MPHA will review any relevant information the applicant gives to MPHA within the time period allowed for submission. MPHA will give consideration to the nature, recency and seriousness of the offense, rehabilitation if any, community support, and employment history.

Following review, the applicant will be notified of MPHA's decision. If MPHA denies admission, MPHA will notify the applicant in writing of the right to contest the decision. An applicant who is denied admission will have the opportunity to request an Informal Hearing to contest the denial, as outlined in the Requirements for Admission.

APPENDIX I: APPLICANT HEARING RULES

1. The Hearing Officer(s) are in charge of the hearing.
2. The hearing shall be orderly. A hearing officer may remove from the hearing, any person who is disorderly.
3. All participants shall turn off cell phones, pagers and other similar devices during the hearing.
4. Either party, at their own expense, may make an audio recording of the hearing or arrange for a court reporter's transcript. Video recordings are not permitted. Upon request, either party will provide a copy of the audio recording and transcript to the other party at actual cost or as permitted under the Rules of Civil Procedure.
5. The MPHA shall present its case first so that the issues are stated.
6. The parties may present oral and documentary evidence relevant to the case.
7. The hearing is not subject to judicial rules of evidence and a hearing officer may allow hearsay evidence.
8. An attorney or another person may represent the applicant at the applicant's expense.
9. The applicant may question witnesses and present witnesses, documents and arguments to support their position and to dispute MPHA's evidence.
10. A Hearing Officer may ask questions relevant to the issues of the applicant, MPHA or any witness.
11. If an applicant asks for a reasonable accommodation or timely asks for VAWA protection during the hearing, MPHA may reschedule the hearing if the request is related to the reason for the hearing.
12. MPHA has the burden to show that the denial of admission complies with admission standards. However, the applicant has the burden to show that grounds exist for a reasonable accommodation and a VAWA request.
13. The Hearing Officer(s) shall base their decision solely on the relevant evidence presented at the hearing and shall not make any settlements or agreements with the applicant.
14. In making the decision, the Hearing Officer(s) will consult amongst themselves and may not consult with anyone else.
15. MPHA will mail a copy of the Hearing Officer(s)' decision to the applicant within 10 working days or within a reasonable time.
16. If the applicant does not agree with the officers' decision, the applicant may appeal to a court of law.
17. If MPHA does not agree with the officers' decision, it may ask the MPHA Board of Commissioners to review and overturn the decision.
18. Legal memoranda or other written arguments are not evidence. A memorandum shall be in the format listed below.¹ Each party must receive the memorandum or argument from the other party five business days prior to the hearing date.

¹ A memorandum is limited to three 8 ½ x 11 pages in length and shall have no more than 1050 words or be in a mono-spaced font and contain no more than 96 lines of text. Either party shall deliver a written request for an enlarged memorandum to the other party, 10 days before the memorandum is due.

APPENDIX J: TENANT HEARING RULES

1. The Hearing Officer(s) are in charge of the hearing.
2. The hearing shall be orderly. A Hearing Officer may remove from the hearing a person who is disorderly.
3. All participants shall turn off cell phones, pagers and other similar devices during the hearing.
4. Either party at their own expense may make an audio recording of the hearing or arrange for a court reporter's transcript. Video recordings are not permitted. Upon request, either party will provide copy
5. of the audio recording and transcript to the other party at actual cost or as permitted under the Rules of Civil Procedure.
6. The MPHA shall present its case first so that the issues are stated.
7. The parties may present oral and documentary evidence relevant to the case.
8. The hearing is not subject to judicial rules of evidence and a hearing officer may allow hearsay evidence.
9. An attorney or another person may represent the tenant at the tenant's expense.
10. The tenant may question witnesses and present witnesses, documents and arguments to support of their position and to dispute MPHA's evidence.
11. Hearing Officer(s) may ask questions relevant to the issues of the tenant, MPHA or any witness.
12. If a tenant asks for a reasonable accommodation or timely asks for VAWA protection during the hearing, MPHA may reschedule the hearing if the request is related to the reason for the hearing.
13. Tenant must show they are entitled to the relief sought; MPHA has the burden to show its action is justified. However, the Tenant has the burden to show that grounds exist for a reasonable accommodation and a VAWA request.
14. The Hearing Officer(s) shall base their decision solely on the relevant evidence presented at the hearing and shall not make any settlements or agreements with the tenant.
15. In making the decision, the Hearing Officer(s) will consult amongst themselves and may not consult with anyone else.
16. MPHA will mail a copy of the Hearing Officer(s)' decision to the tenant within 10 working days or within a reasonable time.
17. If the tenant does not agree with the officers' decision, the tenant may appeal to a court of law.
18. If MPHA does not agree with the officers' decision, it may ask the MPHA Board of Commissioners to overturn the decision.
19. Legal memoranda or other written arguments are not evidence. A memorandum shall be in the format listed below*. Each party must receive the memorandum or argument from the other party five business days prior to the hearing date.

* A memorandum is limited to three 8 1/2 x 11 pages in length and shall have no more than 1050 words or be in a mono-spaced font and contain no more than 96 lines of text. Either party shall deliver a written request for an enlarged memorandum to the other party, 10 days before the memorandum is due

APPENDIX K: REVENUE RECAPTURE HEARING RULES

1. The Hearing Officer(s) are in charge of the hearing.
2. The hearing shall be orderly. Persons exhibiting disorderly conduct may be removed from the hearing.
3. All participants shall turn off cell phones, pagers and other similar devices during the hearing.
4. Either party at their own expense may make an audio recording of the hearing or arrange for a court reporter's transcript. Video recordings are not permitted. Upon request, either party will provide
5. If a former tenant asks for a reasonable accommodation in able to have access to the hearing, or timely asks for a reasonable accommodation or VAWA protection regarding the underlying debt issue that is the subject of the hearing, MPHA may reschedule the hearing if the request is related to the reason for the hearing.
6. The MPHA shall present its case first so that the issues are stated.
7. The parties may present oral and documentary evidence relevant to the case.
8. The hearing is not subject to judicial rules of evidence and a hearing officer may allow hearsay evidence.
9. An attorney or another person may represent the former tenant at the former tenant's expense.
10. Legal memoranda or other written arguments are not evidence. A memorandum shall be in the format listed below*. Each party must receive the memorandum or argument from the other party five business days prior to the hearing date.
11. The former tenant may question witnesses and present witnesses, documents and arguments in support of their position and to dispute MPHA's evidence.
12. Hearing Officer(s) may ask questions of the former tenant, MPHA or any witness relevant to the issues.
13. The former tenant must show they are entitled to the relief sought. MPHA has the burden to show its action is justified.
14. The Hearing Officer(s)' decision shall be based solely on the relevant evidence presented at the hearing and shall not make any settlements or agreements with the former tenant.
15. In making the decision, the Hearing Officer(s) will consult amongst themselves and may not consult with anyone else.
16. MPHA will mail a copy of the Hearing Officer(s)' decision to the former tenant within 10 working days or within a reasonable time.
17. If MPHA does not agree with the Hearing Officers' decision, it may ask the MPHA Board of Commissioners to overturn the decision.

A memorandum is limited to three 8 1/2 x 11 pages in length and shall have no more than 1050 words or be in a mono-spaced font and contain no more than 96 lines of text. Either party shall deliver a written request for an enlarged memorandum to the other party, 10 days before the memorandum is due.



Statement of Corporate Policies

DRAFT FOR REVIEW AND COMMENT

Approved by the MPHA Board of Commissioners:
_____, 2020

PREAMBLE

Minneapolis Public Housing Authority (MPHA) has operated as an independent non-profit agency since 1991, though public housing has existed in Minneapolis since the 1930s. MPHA owns and operates approximately 5,800 public housing units and administers more than 5,000 HCV vouchers.

This Statement of Corporate Policies is required by HUD. Their purpose is to establish policies for carrying out the programs in a manner consistent with HUD requirements, MPHA's MTW Agreement and local goals and objectives included in MPHA's MTW Annual Plans. These policies are available for public review.

The Statement of Corporate Policies is the controlling policy document governing the rental assistance programs administered by ~~Minneapolis Public Housing Authority or "MPHA"~~. The Statement of Corporate Policies captures the Moving to Work Demonstration policy innovations in effect for the Housing Choice Voucher Program which includes Tenant-Based Rental Assistance, Project-Based Voucher Assistance, and any MPHA Sponsor-Based Assistance and for the Low-Income Public Housing Program. Finally, the Statement of Corporate Policies is organized around ~~Minneapolis Public Housing Authority~~MPHA's guiding principles and its mission to promote and deliver well-managed homes to a diverse low-income population and, with partners, contribute to the well-being of the individuals, families, and community we serve.

The Statement of Corporate Policies is organized into the following chapters:

Chapter 1: General Policy Requirements

Chapter 2: Housing Choice Tenant-Based Program Policies

Chapter 3: Project-Based Voucher Assistance (PBV) Policies

Chapter 4: ~~Public and Agency Owned~~ Housing-PBV Unit Policies ~~(to be inserted at a later date)~~

Chapter 5: Regional Moving to Work (MTW) Policies

Administrative processes, operating procedures, protocols, and management practices for any policy, initiative, or approach shall be developed pursuant to this Statement of Corporate Policies and are subject to ~~Minneapolis Public Housing Authority~~MPHA's prior review and approval. Such approval may be amended and/or withdrawn from time-to-time at the discretion of ~~Minneapolis Public Housing Authority~~MPHA.

The Executive Director/Chief Executive Officer of ~~Minneapolis Public Housing Authority~~MPHA, as vested by the Board of Commissioners, can authorize revisions, as appropriate, to this Statement of Corporate Policies in order to clarify the original intent of any policy enumerated herein without the prior approval of the Board of Commissioners, provided that any such revision to this Statement of Corporate Policies does not substantially change the original intent of any policy. Significant changes to major policy provisions in this Statement of Corporate Policies must be approved by the Board of Commissioners.

This Statement of Corporate Policies were adopted by the MPHA Board of Commissioners on _____.

TABLE OF CONTENTS

CHAPTER 1: GENERAL POLICY REQUIREMENTS	7
1.1 OBJECTIVE	7
1.2 MOVING TO WORK DEMONSTRATION	7
1.3 UPDATING AND REVISING	8
1.4 DEFINITIONS	8
1.5 FAIR HOUSING AND EQUAL OPPORTUNITY	8
1.5.1 NON-DISCRIMINATION	8
1.5.2 DISCRIMINATION COMPLAINTS	9
1.5.3 REASONABLE ACCOMODATIONS POLICY	9
1.5.4 LIVE-IN AIDE POLICY	9
1.5.5 LIMITED ENGLISH PROFICIENCY	10
1.5.6 VIOLENCE AGAINST WOMEN ACT (VAWA).....	10
1.6 DEFINITIONS OF FAMILY	10
1.7 CRIMINAL HISTORY SCREENING	11
1.8 FRAUD AND MISREPRESENTATION	12
1.9 SPECIAL PROGRAMS, POLICIES, AND STRATEGIC INITIATIVES	12
1.9.1 SUPPORTIVE HOUSING	12
1.10 RESPONSE TO FEDERALLY DECLARED DISASTERS	13
CHAPTER 2: HOUSING CHOICE TENANT-BASED PROGRAM POLICIES	14
2.1 INTRODUCTION	14
2.2 ADMISSION TO THE HCV PROGRAM	14
2.2.1 WAITING LIST NOTIFICATION AND APPLICATION PROCESS.....	14
2.2.2 ORGANIZATION AND MAINTENANCE OF THE WAITING LIST	14
2.2.3 SPECIAL ADMISSIONS	14
2.2.4 ELIGIBILITY DETERMINATION	15
2.3 PROGRAM PARTICIPATION	15
2.3.1 PARTICIPANT BRIEFINGS	15
2.3.2 VOUCHER ISSUANCE	16
2.3.3 VOUCHER SIZE	16
2.3.4 TRANSFER OF ASSISTANCE	16
2.3.5 SUITABILITY	16
2.3.6 PARTICIPANT OBLIGATIONS AND RESPONSIBILITIES.....	17
2.3.7 PROGRAM MOVE	17

2.3.8	PORTABILITY	17
2.4	INCOME AND VERIFICATION	17
2.4.1	DETERMINING HOUSEHOLD INCOME	17
2.4.2	VERIFICATION AND DOCUMENTATION OF INCOME	18
2.4.3	FAMILY CONSENT FOR RELEASE OF INFORMATION	18
2.5	CALCULATING RENT SUBSIDY AND FAMILY SHARE	18
2.5.1	TOTAL TENANT PAYMENT	18
2.5.2	UTILITY ALLOWANCE SCHEDULE	18
2.5.3	AFFORDABILITY	19
2.5.4	MINIMUM RENT	19
2.5.5	REASONABLE ACCOMMODATIONS AND PAYMENT STANDARDS.....	19
2.5.6	RENT REASONABLENESS AND CONTRACT RENT.....	19
2.5.7	MPHA-OWNED UNITS	19
2.5.8	OWNER-INITIATED RENT INCREASES.....	20
2.6	RECERTIFICATIONS/REEXAMINATIONS	20
2.6.1	INTERIM RECERTIFICATIONS	20
2.7	INSPECTIONS	20
2.7.1	QUALITY UNITS.....	20
2.7.2	MODIFICATIONS TO PROVIDE ACCESSIBILITY.....	21
2.7.3	LIFE THREATENING CONDITIONS	21
2.7.4	FREQUENCY OF INSPECTIONS	21
2.7.5	OWNER AND FAMILY RESPONSIBILITIES	22
2.7.6	LEAD-BASED PAINT REQUIREMENTS AND SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	22
2.8	LEASING AND HOUSING ASSISTANCE PAYMENT (HAP) CONTRACTS	23
2.8.1	TENANT SCREENING	25
2.8.2	REQUEST FOR TENANCY APPROVAL.....	25
2.8.3	OWNER PARTICIPATION	25
2.8.4	DUPLICATIVE ASSISTANCE	26
2.9	DENIAL AND TERMINATION OF ASSISTANCE	26
2.9.1	CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE	27
2.9.2	TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING (VAWA)	27
2.9.3	TERMINATION OF TENANCY BY THE OWNER.....	29
2.9.4	NOTIFICATION OF DENIAL/TERMINATION.....	29
2.10	INFORMAL REVIEWS & HEARINGS	29

2.10.1	INFORMAL REVIEWS.....	29
2.10.2	INFORMAL HEARINGS	30
CHAPTER 3: HOUSING CHOICE PROJECT-BASED PROGRAM POLICIES		35
3.1	INTRODUCTION	35
3.2	MANAGEMENT AND ADMINISTRATION	35
3.3	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)	35
3.4	TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE.....	35
3.5	RELOCATION REQUIREMENTS	35
3.6	EQUAL OPPORTUNITY REQUIREMENTS	36
3.6.1	Selection of Proposals Subject to a Previous Competition Under a Federal, State, or Local Housing Assistance Program	36
3.7	HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES	36
3.8	APPLICABILITY OF POLICIES TO APPLICANTS AND PARTICIPANTS	36
3.9	SELECTION OF PBV PROGRAM PARTICIPANTS.....	36
3.10	TENANT SCREENING	37
3.11	OCCUPANCY	37
3.11.1	Owner Termination of Tenancy	37
3.11.2	Reduction in HAP Contract Units Due to Vacancies	37
3.12	MOVES.....	38
3.12.1	Overcrowded, Under-Occupied, and Accessible Units	38
3.12.2	Family Right to Move	38
3.12.3	Emergency Transfers under VAWA	39
3.13	DETERMINING RENT TO OWNER.....	39
3.13.1	Rent Limits	39
3.13.2	Use of FMRs, Exception Payment Standards, and Utility Allowances	39
3.13.3	Redetermination of Rent	39
3.14	OTHER FEES AND CHARGES	39
3.14.1	Meals and Supportive Services.....	39
3.14.2	Other Charges by Owner	40
CHAPTER 4: AGENCY-OWNED PBV UNIT POLICIES.....		41
4.0	SCOPE.....	41
4.1	APPLICATION AND WAITING LISTS	41
4.2	OVERHOUSED AND UNDERHOUSED FAMILIES IN MPHA SCATTERED SITES.....	41
4.2.1	Limited Applicability to Conversion of MPHA Scattered Sites.....	41
4.2.2	Overhoused/Underhoused Households	41
4.3	RENT ADJUSTMENTS AFTER CONVERSION.....	42

4.3.1	PHASE-IN FOR FORMER PAYERS OF PUBLIC HOUSING “FLAT RENT” (RAD Conversions Only)	42
4.3.2	CONTINUATION OF EARNED-INCOME DISREGARD	42
4.3.3	WHEN TOTAL TENANT PAYMENT (TTP) EXCEEDS GROSS RENT	42
4.4	CHOICE MOBILITY OPTION (RAD-SPECIFIC).....	42
4.5	RESIDENT ORGANIZATIONS	43
4.5.1	Forming a Resident Organization	43
4.5.2	Activities and Meeting Space.....	43
4.5.3	Funding	44
4.5.4	Allowable Uses of Funds	44
CHAPTER 5: REGIONAL MOVING TO WORK (MTW) POLICIES		46
5.1	SCOPE.....	46
5.2	ACTIVITIES OF THE REGIONAL MTW AGENCY	46
5.3	TERMS OF REGIONAL MTW AGENCY FORMATION	47
APPENDIX A: LIMITED ENGLISH PROFICIENCY (LEP) PLAN		48
APPENDIX B: REASONABLE ACCOMMODATION POLICY		54
APPENDIX C: VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY		60

CHAPTER 1: GENERAL POLICY REQUIREMENTS

1.1 OBJECTIVE

This Chapter 1 sets forth the general requirements applicable to all rental assistance programs covered under this MPHA Statement of Corporate Policies.

While there are policies that are unique to each rental assistance program (“Program-Specific Policies”), the General Policy Requirements represent certain fundamental policies that apply to all rental assistance programs, which are to be used in tandem with the Program-Specific Policies.

In the event of a conflict or question regarding the interpretation of the General Policy Requirements and Program-Specific Policies, the Legal and/or Policy Departments will provide opinions and ensure proper documentation and approvals.

In the event there should be any questions regarding the interpretation of the General Policy requirements and Program-Specific policies, the Legal Department and/or Policy Department will respond to any such policy questions.

1.2 MOVING TO WORK DEMONSTRATION

MPHA was designated a Moving to Work Demonstration site, provided under Section 204(a) of the 1996 Appropriations Act. On January 9, 2008, ~~Minneapolis Public Housing Authority~~MPHA entered into an Amended and Restated Moving to Work Agreement (MTW Agreement) with HUD, which was reviewed and extended to 2028 on December 15, 2015.

MPHA’s MTW Agreement provides that MPHA shall have flexibility to design and test various approaches for providing and administering housing assistance that reduce cost and achieve greater cost effectiveness in federal expenditures; give incentives to households with children whose heads of household are either working, seeking work, or are participating in job training, educational, or other programs that assist in obtaining employment and becoming economically self-sufficient; and increase housing choices for low income households.

MPHA is exempt from certain provisions of the U.S. Housing Act of 1937 and its implementing regulations. This allows MPHA to design and test innovative methods of providing housing and delivering services to low- income households in an efficient and effective manner. MPHA may adopt and implement policies for admission and occupancy, eligibility, selection and assignment, hardships, change in income, definition of elderly, reexamination’s, establishing rents, lease requirements, and other specific criteria. The policies MPHA has implemented pursuant to MTW are referenced in this Statement of Corporate Policies, MPHA’s MTW Agreement, and MPHA’s MTW Annual Plan.

Program policies related to the Housing Choice Voucher (HCV) Program and not addressed in this Plan are governed, as applicable, by MPHA’s MTW Agreement, Annual Plans and Federal statutes and regulations as well as other applicable law. The policies adopted by MPHA, under the MTW Agreement, will remain in force through the term of the Agreement and will supersede existing and applicable HUD requirements unless and until amended.

While recognizing that implementation of various policy initiatives may be immediate, progressive, or refined through various activities and demonstration programs, the implementation of these strategic initiatives, not expressly enumerated in MPHA’s MTW Annual Plan, may be advanced, provided such strategic initiatives are consistent with these policies and the spirit and intent of the authorizations under the MTW Agreement.

MPHA's MTW Agreement and policies as set forth in this apply to all MPHA programs except as restricted, prohibited, or governed by law, and HUD grant agreements.

1.3 UPDATING AND REVISING

MPHA, from time to time, may make non-substantive changes and technical edits to its policies to clarify policy language.

MPHA may review and update the HCV and Public Housing Operating Procedures, when needed, to reflect changes in regulations, policies, MPHA operations, or when needed to ensure staff consistency in operation.

1.4 DEFINITIONS

1. 'Applicant' means any household that has applied for assistance under a Rental Assistance Program.
2. 'MPHA-Assisted Household' means any household that receives assistance under any one of MPHA's Rental Assistance Programs.
3. 'Participant' means Head-of-Household who represents the members of the MPHA-Assisted Household.
4. 'Covered Unit' means a Rental Assistance Program unit occupied by a MPHA-Assisted Household.
5. 'MPHA-Owned Community' means a property or development owned by MPHA.
6. "MPHA-Affiliate" means a property owned by MPHA but managed under a different legal structure.

1.5 FAIR HOUSING AND EQUAL OPPORTUNITY

MPHA supports all applicable Federal and State nondiscrimination and fair housing laws and applicable HUD regulations in all housing and program activities. MPHA responds to fair housing and equal opportunity complaints brought to its attention to ensure compliance with all applicable laws and regulations.

MPHA supports the protections afforded all victims of domestic violence, dating violence, sexual assault, and stalking under the *Violence Against Women Act*, regardless of sex, gender identity or sexual orientation.

MPHA acknowledges the importance of serving persons with Limited English Proficiency (LEP) in its Rental Assistance Programs, as applicable. Persons with LEP are individuals who, because of their national origin, do not speak English as their primary language and who have a limited ability to speak, read, write or understand English. In accordance with Federal guidelines, MPHA will make reasonable efforts to provide or arrange language assistance for program Applicants and members of MPHA-Assisted Households with LEP if they require such assistance in order to access MPHA Rental Assistance Program and related activities.

1.5.1 NON-DISCRIMINATION

MPHA treats all applicants and participants equally, providing the same opportunity to access services, regardless of family characteristics and background.

Federal regulations prohibit discrimination against certain protected classes and other groups of people. State and local requirements, as well as MPHA policies, can prohibit discrimination based on other factors. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity, and marital status.

MPHA takes steps to ensure that families and owners are fully aware of all applicable civil rights laws. As an example, during the briefing process, MPHA provides information to all applicants and households about civil rights requirements and the opportunity to rent in a broad range of neighborhoods. MPHA will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment.

1.5.2 DISCRIMINATION COMPLAINTS

If an applicant or participant believes that any family member has been discriminated against by MPHA or an owner, the family should advise MPHA. MPHA will make reasonable efforts to determine whether the applicant's or participant's assertions have merit and take corrective action. In addition, MPHA will provide the applicant or participant with information about how to file a discrimination complaint.

MPHA shall not discriminate or retaliate against an applicant, public housing resident, Section 8/HCV participant or other program recipient because of disability, race, color, creed, religion, national origin or ancestry, familial status, sex, sexual preference, veteran status, public assistance status, marital status, age, or political affiliation. MPHA shall not retaliate against a person who claims discrimination. MPHA shall not deny benefits to an otherwise qualified person, solely based on a disability. MPHA shall give a qualified person with a disability through a reasonable accommodation an equal opportunity to participate in and benefit from its housing, aid, benefit or service.

1.5.3 REASONABLE ACCOMMODATIONS POLICY

MPHA is committed to assisting persons with disabilities and will make reasonable accommodations in policies, procedures, rules and services when such accommodations are necessary to afford persons with disabilities an equal opportunity to participate in or benefit from its programs. Requests for accommodations must be reasonable, meaning ~~Minneapolis Public Housing Authority~~ MPHA ~~are~~ is not required to provide accommodations which would cause either undue financial and administrative burden or a fundamental alteration in the nature of MPHA's Rental Assistance Programs. Requests for Reasonable Accommodations will be considered on a case-by-case basis so that consideration can be given to, among other factors, the cost of the requested accommodation, the benefits that the accommodation would provide to the requester and the availability of alternative accommodations that would effectively meet the requester's disability-related needs. These reasonable accommodations shall extend to the administration of MPHA's Rental Assistance Programs, as applicable, by ~~Minneapolis Public Housing Authority~~ MPHA. Agents with respect to application procedures and program participation.

1.5.4 LIVE-IN AIDE POLICY

A Live-in aide is a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- (1) Is determined to be essential to the care and well-being of the persons;

- (2) Is not obligated for the support of the persons; and
- (3) Would not be living in the unit except to provide the necessary supportive services.

MPHA may approve a live-in aide as a reasonable accommodation, to make the program accessible to and usable by the family member with disabilities. The need for a Live-in Aide will require certification by a medical or other qualified professional having knowledge of the need. Approved live-in aides will not be considered household members of the Covered Unit.

As MPHA has the sole authority to approve a Live-in Aide, a Live-in Aide must demonstrate her/his suitability to reside in the Covered Unit prior to occupancy and continue to demonstrate her/his suitability and status as a Live-in Aide for as long as the Live-in Aide resides in the Covered Unit.

Live-in Aides must consent to screening requirements of ~~Minneapolis Public Housing Authority~~MPHA as stated in the HCV Operating Procedures.

Live-in Aides, having no tenancy rights under state law or other rights to the Covered Unit under any Rental Assistance Program, as applicable, must vacate the Covered Unit if the Elderly or Disabled person they are assisting ceases to qualify for a Live-in Aide, ceases to qualify for the Covered Unit, or vacates the premises, which in any case shall result in the Live-in Aide having no right to continue to reside in the Covered Unit or to receive rental assistance or to remain on the premises.

Further, ~~Minneapolis Public Housing Authority~~MPHA, to require a Live-in Aide, who is not a member of the MPHA- Assisted Household and therefore not afforded the protections of the Lease or any agreement between MPHA and the Owner Entity pursuant to any Rental Assistance Program, as applicable, to vacate the Covered Unit if he or she is no longer performing as a Live-in Aide in the Covered Unit or exhibits such other behavior that is deemed disruptive to the community and/or its residents or causes the tenant to violate the terms of the lease.

1.5.5 LIMITED ENGLISH PROFICIENCY

MPHA acknowledges the importance of serving persons with Limited English Proficiency (LEP) in its Rental Assistance Programs, as applicable. Persons with LEP are individuals who, because of their national origin, do not speak English as their primary language and who have a limited ability to speak, read, write or understand English. In accordance with Federal guidelines, MPHA, Owner Entities and Management Agents will make reasonable efforts to provide or arrange language assistance for program Applicants and members of MPHA Assisted Households with LEP if they require such assistance in order to access MPHA's Rental Assistance Programs and related activities.

1.5.6 VIOLENCE AGAINST WOMEN ACT (VAWA)

MPHA supports the protections afforded all victims of domestic violence, dating violence, sexual assault, and stalking under the Violence Against Women Act, regardless of sex, gender identity or sexual orientation, and applies such protections in its rental assistance programs in accordance with all nondiscrimination and fair housing requirements.

1.6 DEFINITIONS OF FAMILY

A. Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the following:

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or,

2. A group of persons residing together, and such group includes, but is not limited to:
 - a. A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - b. An elderly family;
 - c. A near-elderly family;
 - d. A disabled family;
 - e. A displaced family; and,
 - f. The remaining member of a tenant family.

B. Elderly family means a family whose head (including co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

C. Disabled family means a family whose head (including co-head), spouse, or sole member is a person with a disability. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.

D. Any member of a MPHA-Assisted Household who is (i) under the age of 18, (ii) a person (other than the head, co-head or spouse) with a verified qualifying disability, or (iii) a full-time student (subject to documented verification) up to the age of 24 will be considered a dependent of the MPHA-Assisted Household ("Dependent"). The definition of a "person with disabilities" in this context is consistent with HUD's definition of a "person with disabilities" for program eligibility purposes (Appendix C).

MPHA has the discretion to determine if any other group of persons qualifies as a family.

Every individual and family must meet all program eligibility requirements to participate in a rental assistance program. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information requested by MPHA to confirm eligibility and determine the level of the family's assistance.

1.7 CRIMINAL HISTORY SCREENING

Applicants to MPHA's Rental Assistance Programs and MPHA-Assisted Households under one of MPHA's Rental Assistance Programs may either be denied admission to or terminated from the Rental Assistance Program, as applicable, if any of their household members are or have been engaged in criminal activity that could reasonably be expected to indicate a threat to the health, safety or welfare of others, including other residents, and the agents and employees of ~~Minneapolis Public Housing Authority~~ MPHA, Owners, and/or Management Agents. There is no presumption, however, that an applicant with a criminal history should be denied assistance. Rather, MPHA will, in compliance with federal regulations 24 C.F.R. § 960.203(d), give each applicant consideration "to the time, nature, and extent of the applicant's conduct, including the seriousness of the offense." In addition, MPHA will give consideration to mitigating factors, if any, and factors which might indicate a reasonable probability of favorable future conduct.

Offenses Specifically Identified By HUD

Applicants must be denied admission if any member of their households:

- Has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing; or
- Is subject to a lifetime registration requirement under a State sex offender registration program.

For all other criminal convictions, MPHA will consider whether an applicant should be admitted or denied housing in accordance with the Criminal History Screening Criteria set-forth in the MPHA

HCV Operating Procedures.

Adverse Criminal History Decisions

Prior to an adverse decision based on criminal activity, affected applicants and MPHA-Assisted Households will receive notification of the proposed adverse decision and will receive an opportunity to dispute the accuracy and relevance of a criminal record. MPHA will give consideration to the nature, recency, and seriousness of the offense, rehabilitation if any, community support, and employment history. The dispute processes for adverse criminal history decisions are set forth in the MPHA HCV Operating Procedures.

1.8 FRAUD AND MISREPRESENTATION

Applicants to MPHA's Rental Assistance Programs and MPHA-Assisted Households under one of MPHA's Rental Assistance Programs are required to provide truthful, complete information to ~~Minneapolis Public Housing Authority~~MPHA, Owners and Management Agents, including but not limited to information relating to participation in other housing subsidy programs, income from all sources, employment status of all household members, household composition, criminal history and other requested household background information to qualify for initial eligibility and continued residency in an Covered Unit.

Such Applicants and MPHA-Assisted Households who engage in acts of fraud and misrepresentation are subject to loss of program benefits, reimbursement of subsidy assistance, and prosecution under State and Federal laws, and where appropriate, will be referred for such prosecution by ~~Minneapolis Public Housing Authority~~MPHA.

In addition, such Applicants and MPHA-Assisted Households who have made any intentional misrepresentation, or who have omitted or misrepresented material information, at the time of admission, during any subsequent recertification and/or lease renewal, or at any other time shall be denied admission or be subject to termination or non-renewal of tenancy, as applicable. Such Applicants and MPHA-Assisted Households will be afforded the right to an informal review or hearing, as applicable, pursuant to this State of Corporate Policies.

1.9 SPECIAL PROGRAMS, POLICIES, AND STRATEGIC INITIATIVES

~~Minneapolis Public Housing Authority~~MPHA, in its discretion and with the approval of the Executive Director/CEO, may establish special programs, special admissions policies, operational protocols and/or strategies designed to address economic, human development or self-sufficiency programs, relocation activities, displacement related to real estate development initiatives, MTW initiatives, pilot programs, safe and secure community enhancements, the use of bona fide law enforcement agencies or personnel, and homeownership opportunities.

1.9.1 SUPPORTIVE HOUSING

MPHA determined that there was a need to develop housing assistance policies for special needs populations such as the homeless, persons with disabilities, persons with mental health or developmental disabilities, U.S. military veterans, at-risk families and youth and other targeted groups who are enrolled in supportive services programs and who require a stable housing arrangement to ensure the effectiveness of their respective supportive services plans.

The Supportive Housing Policies apply to rental assistance programs and pilot programs characterized as being either: (i) Placed-based programs in which project based rental assistance commitments have been made by MPHA or funded with public housing operating subsidies; or (ii) Tenant-based programs for which MPHA may use Housing Choice tenant-based vouchers, special purpose vouchers and/or

grants.

MPHA's project-based funds an array of supportive housing initiatives including:

- Homeless drug abusing pregnant women and women with children
- Low-income single parents with below functioning education and communications skills
- Women and children who are victims of family violence
- Homeless families, children and single adults
- Families with multiple issues including chemical dependency, mental health and criminal behavior
- Native populations who have drug and alcohol dependency issues
- MFIP (Welfare Families) with more than four children
- Seniors who cannot live independently
- Individuals with severe mental illness
- Youths and runaways whose families are unable or unwilling to provide housing

The Supportive Housing Policies set forth certain policies that authorize the establishment of operating procedures in support of local initiatives developed solely for the purpose of addressing the local needs of at-risk populations,

1.10 RESPONSE TO FEDERALLY DECLARED DISASTERS

MPHA identified several areas that would increase the agency's effectiveness in responding to the emergency housing needs of those affected by local and national emergencies and disasters. The Board of Commissioners approved the Emergency Operating Policy giving the Executive Director a broad range of authority in responding to crises, including:

- The authority to declare an emergency that gives the Executive Director the authority to utilize available reserves and/or reallocate funds to address matters that arise as a result of the emergency, such as for making immediate repairs to MPHA property, retaining vendors and suppliers without observing the provisions of the agency's Procurement Policy, and taking other measures that protect MPHA property and the safety of its residents.
- The authority to depart from the provisions of the MPHA Statement of Corporate Policies and the Section S Administrative Plan to allow for the emergency opening of any closed waiting list for access by families who have lost housing as the result of the declared emergency, to assign preferences to those families moving them to the top of the applicable waiting list and waiving normally observed screening criteria subject only to Federal restrictions.
- The directive to coordinate MPHA's emergency operating actions with the City of Minneapolis Department of Emergency Preparedness, Hennepin County and other organizations and agencies as the Executive Director deems necessary and appropriate.

CHAPTER 2: HOUSING CHOICE TENANT-BASED PROGRAM POLICIES

2.1 INTRODUCTION

This chapter covers the Program-Specific Policies for the Housing Choice Tenant-Based Program (“HCV Program”). The General Policy Requirements for Rental Assistance Programs set forth in Chapters 1 are applicable to this Chapter.

The operating division designated by ~~Minneapolis Public Housing Authority~~MPHA is responsible for performing all program management functions related to the implementation and administration of the HCV Program. Under the general direction of MPHA Executive Leadership, the HCV management team is responsible for developing and implementing written Program operating procedures (“Operating Procedures”) that are consistent with the policies outlined in this HCV Program Policy Manual.

The terms Applicant and Participant are defined to include all household members with respect to their compliance with the Housing Choice Tenant-Based Program Policies set forth in this Chapter of the HCV Statement of Corporate Policies and implemented through the HCV Operating Procedures.

2.2 ADMISSION TO THE HCV PROGRAM

2.2.1 WAITING LIST NOTIFICATION AND APPLICATION PROCESS

MPHA maintains waiting lists to determine priority of placement into the HCV program. MPHA will comply with all Fair Housing and Equal Opportunity requirements applicable to public notices announcing the opening and closing of the Program waiting list (“Waiting List”) for a Housing Choice Tenant-Based Voucher (“Voucher”).

MPHA will make reasonable efforts to provide adequate notification to potential applicants with respect to applicant eligibility, the period of the opening, reasonable accommodations opportunities and other details related to the acceptance of applications to the Waiting List as set forth in the Operating Procedures.

2.2.2 ORGANIZATION AND MAINTENANCE OF THE WAITING LIST

MPHA, in its discretion, may establish reasonable procedures related to the Waiting List, including but not limited to criteria for evaluating waiting list information provided by Applicants, procedures for the selection of Applicants (including the implementation of residency and other local preferences), Applicant responsibilities and requirements for notifying MPHA of any changes to their application, and for responding to requests for information. The methods of processing Applicants on the Waiting List and the processes for organizing, updating and maintaining Applicant records are set forth in the Operating Procedures

2.2.3 SPECIAL ADMISSIONS

~~Minneapolis Public Housing Authority~~MPHA may accept applications from eligible households who have relocated from a community owned by ~~Minneapolis Public Housing Authority~~MPHA due to demolition, repositioning, disposition or other related ~~Minneapolis Public Housing Authority~~MPHA activities without opening the Waiting List.

MPHA, at the discretion of the Executive Director/CEO, may authorize the special admission of eligible and qualified applicants to the Program, in order to implement special initiatives; offer homeownership opportunities to eligible households; admit households impacted by an owner opt-out of a

housing assistance contract on a HUD-insured multi-family development; and/or address an urgent local need as determined and approved by MPHA including, but not limited to, foreclosure assistance and natural disasters, assistance to eligible victims of domestic violence pursuant to the *Violence Against Women Act*, pilot programs for at-risk populations, relocation activities and mitigation of displacement related to real estate development initiatives.

Special admissions may also be approved, as a reasonable accommodation, for transfer assistance to an eligible and qualified person with a verifiable disability who resides in an MPHA-Owned Community or

whose name is on a transfer/waiting list to be assisted who requires a UFAS Accessible Unit. Additionally, The Executive Director has the authority to allocate vouchers for special programs that meet the goals of the mission of MPHA.

An Applicant may be denied due to failure to meet HCV Program eligibility requirements or eligibility requirements specific to the special admission program.

2.2.4 ELIGIBILITY DETERMINATION

An Applicant desiring to participate in the Program must complete a full application in accordance with the Operating Procedures and demonstrate that:

- (a) Applicant meets one of the definitions of Family;
- (b) Applicant's total household income verified for the initial eligibility determination does not exceed the MPHA limit for the household size;
- (c) Applicant fully satisfies applicable statutory and HUD's regulatory requirements for citizenship and/or eligible immigrant status;
- (d) Applicant has an acceptable criminal background record; and
- (e) Applicant is able to comply with all Program Family obligations.

An Applicant's qualifications for Participation must be verified through appropriate documentation as set forth in the Operating Procedures.

MPHA will notify Applicants, in writing, of an ineligibility determination. Such notification will set forth the reasons for the ineligibility determination and provide instructions regarding how the ineligible Applicant may request a review of the determination.

2.3 PROGRAM PARTICIPATION

2.3.1 PARTICIPANT BRIEFINGS

When an Applicant is determined to be eligible for the Housing Choice Voucher (HCV) program, and prior to voucher issuance, MPHA will provide the opportunity for the new Participant to fully understand the way the program operates and the family's obligations under the program. This is accomplished through both a Participant Briefing and provision of a briefing packet containing the HUD-required documents and other information the Participant and their family needs to know to lease a unit under the program.

Participants are required to participate in a Participant Briefing that provides an overview of the program

to educate applicants regarding program procedures, family obligations, compliance program requirements, and available housing opportunities. The Participant Briefing will be conducted in accordance with the Operating Procedures.

2.3.2 VOUCHERISSUANCE

Vouchers are initially issued to Participants for a reasonable period of time in accordance with the HCV Operating Procedures. Extensions to the term of the Voucher may be granted on a case-by-case basis for a reasonable accommodation requests and other reasonable requests related to a MPHA special program. The procedures for granting extensions and the maximum term are set forth in the Operating Procedures.

2.3.3 VOUCHER SIZE

MPHA will establish guidelines that determine the number of bedrooms needed for families of different sizes and compositions. These guidelines, as detailed in the Operating Procedures, are used to determine the family unit size (also known as the voucher size) a particular family should receive.

For each family, MPHA determines the appropriate number of bedrooms under MPHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine which household members will share a bedroom.

To avoid overcrowding and the conditions that may arise from overcrowding, the Voucher Size of the Voucher issued to each eligible Applicant/Participant will be determined in accordance with Operating Procedures based on the verifiable needs of the household. As a general rule, no more than two people may occupy a bedroom. However, in considering a request made by a Participant, a variety of factors, including, but not limited to, the number of people in the household, the age and gender of household members, special needs and reasonable accommodations, may be approved by ~~Minneapolis Public Housing Authority~~MPHA in determining Voucher Size.

2.3.4 TRANSFER OF ASSISTANCE

An Applicant/Participant cannot transfer her/his Voucher to another person or family. There is no expressed nor implied right that permits or entitles the selective transfer of a Voucher that was issued to an Applicant for her/his exclusive use as head-of-household on behalf of an assisted household.

If the Voucher holder, as the head-of-household of a housing unit assisted under the Program, abandons, leaves, moves out of or is involuntarily removed from the household or dies, MPHA will determine the disposition of the Voucher with respect to the remaining members of the household in accordance with the Operating Procedures.

2.3.5 SUITABILITY

MPHA determines Applicant/Participant eligibility for the HCV Program in accordance with the Operating Procedures but does not otherwise screen Applicants/Participants as to their suitability as tenants. It is the rental property owner's (Owner/Landlord) responsibility, not MPHA's responsibility, to screen and make its own determination regarding the suitability and acceptability of Participants as prospective tenants using the Owner/Landlord's own screening criteria in compliance with the Fair Housing Act and other applicable requirements.

2.3.6 PARTICIPANT OBLIGATIONS AND RESPONSIBILITIES

Participants must occupy their assisted unit as their sole place of residence and conduct themselves in an acceptable and responsible manner that would not adversely impact the quiet and peaceful enjoyment of the premises and neighborhood by other community residents.

Participants must meet and comply with all family obligations set forth in this HCV Statement of Corporate Policies as implemented through the HCV Operating Procedures, including, but not limited to those obligations relating to lease violations, housekeeping, criminal activity prohibitions, and other health and safety concerns.

2.3.7 PROGRAM MOVE

A Participant must give written notice to the Owner/Landlord and to ~~Minneapolis Public Housing Authority~~ MPHA of intent to move from a unit assisted under the Program pursuant to the terms of the lease between the Participant and the Owner/Landlord and the Participant's obligations under the Program ("Program Move").

~~Minneapolis Public Housing Authority~~ MPHA, at its discretion, may initiate a Program Move due to Owner/Landlord non-compliance with Program requirements; requests for reasonable accommodations; victim protection under the Violence Against Women Act; relocation activities; pilot program requirements for at-risk populations; and other reasons as set forth in the Operating Procedures.

The procedures, processes and general administrative guidelines governing Program Moves are set forth in the Operating Procedures.

Participants undergoing a Program Move may be required to attend a Family Briefing as set forth in the Operating Procedures.

2.3.8 PORTABILITY

Voucher portability procedures, processes and general administrative practices are set forth in the Operating Procedures.

Voucher portability to another jurisdiction will generally follow the applicable HUD rules and regulations unless modified by an interjurisdictional cooperative agreement and applicable authorizations under ~~Minneapolis Public Housing Authority~~ MPHA's MTW Agreement.

~~Minneapolis Public Housing Authority~~ MPHA, in its discretion, may place reasonable criteria on the ability of HCV Participants to port outside of its jurisdiction. Such restrictions may include, but will not be limited to, Program tenure, status of current Lease and other restrictions relating to compliance with family obligations under the HCV Program.

2.4 INCOME AND VERIFICATION

2.4.1 DETERMINING HOUSEHOLD INCOME

A family's income determines eligibility for assistance and is also used to calculate the family's payment and MPHA's subsidy. Once annual income has been established, MPHA subtracts from annual income the deductions for which a family qualifies in order to determine adjusted income. MPHA uses the guidelines and methods set forth in the HCV Operating Procedures to ensure that only eligible families receive assistance and that families pay the appropriate amount as set forth in this policy and in the MTW Plan, as applicable.

2.4.2 VERIFICATION AND DOCUMENTATION OF INCOME

MPHA verifies all information that is used to establish the family's eligibility and level of assistance and must obtain written authorization from the family in order to collect the information, if the information is not provided directly from the family. Applicants/Participants must cooperate with the verification process as a condition of receiving assistance.

MPHA, in its discretion, may establish reasonable verification procedures and documentation requirements to ensure program integrity. These guidelines and methods are set forth in the HCV Operating Procedures.

2.4.3 FAMILY CONSENT FOR RELEASE OF INFORMATION

The family must supply any information that MPHA deems necessary for the administration of the program and must consent to MPHA verification of that information.

All adult family members must each sign consent forms as needed to collect information relevant to the family's eligibility and level of assistance. If any family member who is required to sign a consent form fails to do so, MPHA may deny admission to Applicants and terminate assistance of Participants. The family may request an informal review (applicants) or informal hearing (participants) in accordance with MPHA's hearing procedures as set forth in the Operating Procedures.

2.5 CALCULATING RENT SUBSIDY AND FAMILY SHARE

MPHA's MTW Agreement authorizes MPHA to make determinations and establish procedures with respect to calculation of income, tenant rent portion, payment standards, rent reasonableness methodologies, and reasonable contract rents and increases to such rents, as set forth in the HCV Operating Procedures.

MPHA, in its discretion, may explore, establish and implement different rent structures to further align the Program with private sector practices as well as to maximize the use of the subsidy resource to promote and support economic independence among Program Participants. MPHA's policies regarding payment standards and rent determinations support effective strategies for the deconcentration of poverty by providing participants with meaningful and broader housing opportunities in order to access quality affordable housing.

MPHA may periodically revise the subsidy tables to adjust for current utility costs and other established variables. Revisions to the subsidy tables may be effective on an MPHA-determined effective date or at the family's next regular reexamination. MPHA will make this determination at the time the tables are revised as set forth in the HCV Operating Procedures.

2.5.1 TOTAL TENANT PAYMENT

The rent payable by an MPHA-Assisted Household to the Owner of a Covered Unit is the net tenant rent to owner ("Total Tenant Payment"). Determinations of the Total Tenant Payment are in accordance with the HCV Operating Procedures established for the applicable Rental Assistance Program.

2.5.2 UTILITY ALLOWANCE SCHEDULE

The Utility Allowance Schedule will be analyzed on a periodic and ongoing basis in order to identify any fluctuations and trends in the cost of utilities and certain services within ~~Minneapolis Public Housing Authority~~MPHA's jurisdiction. If such analysis reveals an extraordinary increase in the cost of utilities and certain services that will have a discernible impact on MPHA-Assisted Households, ~~Minneapolis~~

~~Public Housing Authority~~MPHA will revise the Utility Allowance Schedule and implement it within a reasonable time frame in order to preserve housing affordability for MPHA-Assisted Households. Such ongoing analysis notwithstanding, ~~Minneapolis Public Housing Authority~~MPHA will conduct a comprehensive review of the cost of utilities and certain services on an annual basis and issue a Utility Allowance Schedule each calendar year. Based on its ongoing review and analysis of the cost of utilities and certain services and allowance expenses, ~~Minneapolis Public Housing Authority~~MPHA will continue to examine strategies and policies that lead to cost-effective measures and operating efficiencies that will promote the sustainability of the applicable Rental Assistance Program.

2.5.3 AFFORDABILITY

In order to preserve housing affordability for all MPHA-Assisted Households under any of MPHA's Rental Assistance Programs, ~~Minneapolis Public Housing Authority~~MPHA may establish affordability caps. These caps are a maximum percentage of the household's monthly adjusted income that can be applied to rent and utilities ("Rent Burden"), as determined by a Rent Burden Analysis of all MPHA-Assisted Households for each of MPHA's Rental Assistance Programs.

2.5.4 MINIMUM RENT

~~Minneapolis Public Housing Authority~~MPHA may establish a minimum rent for its respective Rental Assistance Programs.

All MPHA households paying minimum rent will be referred to as "minimum rent" households. MPHA may periodically revise the minimum rent.

Under certain circumstances, MTW households will be permitted to request a financial hardship exemption from the minimum rent policies as set forth in the Operating Procedures.

2.5.5 REASONABLE ACCOMMODATIONS AND PAYMENT STANDARDS

If a family requires a higher payment standard as a reasonable accommodation for a family member who is a person with disabilities, MPHA may establish a higher payment standard for the family.

2.5.6 RENT REASONABLENESS AND CONTRACT RENT

Except in the case of certain LIHTC- and HOME-assisted units, no HAP contract can be approved until MPHA has determined that the rent for the unit is reasonable. The purpose of the rent reasonableness test is to ensure that a fair rent is paid for each unit rented under the HCV program.

A reasonable rent is a rent that does not exceed the rent charged for comparable, unassisted units in the same market area. Owners may not charge more for assisted units than for comparable units on the premises.

At all times during assisted tenancy, MPHA will ensure that the rent to the owner does not exceed the reasonable rent as most recently determined or re-determined by MPHA.

Rent reasonableness guidelines, methodologies, and processes are set-forth in the HCV Operating Procedures.

2.5.7 MPHA-OWNED UNITS

In cases where an HCV family is receiving assistance in an MPHA-owned unit, MPHA will obtain the services of an independent entity to determine rent reasonableness in accordance with program

requirements, and to assist the family in negotiating the contract rent when the family requests assistance. The independent agency must communicate the results of the rent reasonableness determination to the family and to MPHA. The independent agency must be approved by HUD and may be the unit of general local government for MPHA jurisdiction (unless MPHA is itself the unit of general local government or an agency of such government).

2.5.8 OWNER-INITIATED RENT INCREASES

Owner requests for rent increases will be accepted for consideration after the initial lease term and once every year thereafter. Initial rents remain in effect during the initial lease term. Rent increase requests are subject to the MPHA determination that the requested rent is reasonable.

Guidelines for how rent increases are communicated and processed are set-forth in the MPHA HCV Operating Procedures.

2.6 RECERTIFICATIONS/REEXAMINATIONS

~~Minneapolis Public Housing Authority~~MPHA, as applicable, will reexamine the income, family composition and program compliance of each MPHA-Assisted Household on a periodic basis, whether annually, on an optional interim basis or over some longer interval of time, in accordance with the authorizations under the MTW Agreement and as set forth in the HCV Operating Procedures.

Recertification requirements and the obligations and responsibilities of MPHA-Assisted Households with respect to such requirements are set forth in various written communications and guidelines in accordance with the HCV Operating Procedures.

2.6.1 INTERIM RECERTIFICATIONS

MPHA may conduct interim reexaminations of income or family composition at any time. Between scheduled MPHA reexaminations, MPHA determines what kinds of information about changes in family circumstances must be reported, what payment standard is applied considering the current conditions, and under what circumstances MPHA will process interim reexaminations to reflect those changes.

MPHA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint. Reexamination guidelines and methods are set forth in the HCV Operating Procedures.

MPHA will notify the owner and family of any changes in the amount of the HAP payment.

2.7 INSPECTIONS

2.7.1 QUALITY UNITS

~~Minneapolis Public Housing Authority~~MPHA will inspect or confirm the inspection of each unit receiving or expected to receive HCV subsidy assistance to determine if the unit meets MPHA inspection standards ("MPHA Enhanced Inspection Standards"). MPHA may establish and amend its standards periodically to ensure that rental units under the HCV Program offer Participants quality housing in healthy communities and units meet local codes for rental housing. Types and frequency of inspections, enforcement, and reporting of inspection results are set-forth in the Operating Procedures.

It is the goal of the HCV Program to provide opportunities for all Participants to reside in rental units in neighborhoods that promote and enhance educational and employment goals, good citizenship, and peaceful and cooperative community living. Factors such as levels of concentrated poverty,

neighborhood crime, proximity to good neighborhood schools, access to public transportation, and access to retail businesses, among other factors, will be considered. Unit, site, and neighborhood conditions must continue to meet MPHA Enhanced Inspection Standards for as long as the assisted unit remains on the HCV Program.

~~Minneapolis Public Housing Authority~~MPHA, in its discretion, can deny the participation of Owners/Landlords with substandard or marginal rental units (including rental units in areas that do not meet ~~Minneapolis Public Housing Authority~~MPHA site and neighborhood standards) for Program participation.

MPHA, in its discretion, may develop and implement procedures and practices governing the abatement of housing assistance payments payable to Owners/Landlords in the event a rental unit assisted under the HCV Program fails to comply with the MPHA Enhanced Inspection Standards. The procedures and practices established under this policy will be set forth in the HCV Operating Procedures.

2.7.2 MODIFICATIONS TO PROVIDE ACCESSIBILITY

Modifications to units to provide access for a person with a disability must meet all applicable MPHA inspection requirements and conform to the design, construction, or alteration of facilities contained in the UFAS and the ADA Accessibility Guidelines.

Under the Fair Housing Act of 1988 an owner must not refuse the request of a family that contains a person with a disability to make necessary and reasonable modifications to the unit. Such modifications may be at the family's expense.

Any owner that intends to negotiate a restoration agreement or require an escrow account must submit the agreement(s) to MPHA for review.

2.7.3 LIFE THREATENING CONDITIONS

HUD requires MPHA to define life threatening conditions and to notify the owner or the family (whichever is responsible) of the corrections required. The responsible party must correct life threatening conditions within 24 hours of MPHA notification. MPHA's definition of life-threatening conditions can be found in the HCV Operating Procedures.

If an owner fails to correct life threatening conditions as required by MPHA, the housing assistance payment will be abated, and the HAP Contract may be terminated. If a family fails to correct a family-caused life-threatening condition as required by MPHA, MPHA may terminate the family's assistance.

The owner will be required to repair an inoperable smoke detector unless MPHA determines that the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.

If Risk Assessor (i.e. Hennepin County or other certified Risk Assessor) determines that abating the lead-based paint will be unsafe for the family, the owner will be required to provide temporary alternative housing during the abatement of the lead-based paint.

2.7.4 FREQUENCY OF INSPECTIONS

To ensure ongoing compliance with the MPHA Enhanced Inspection Standards, ~~Minneapolis Public Housing Authority~~MPHA inspects or coordinates the inspection of all rental units assisted under the HCV Program prior to occupancy, on a periodic but planned basis and under special circumstances related to health and safety issues and quality assurance measures in accordance with the procedures,

processes and general administrative practices set forth in the Operating Procedures.

MPHA may establish a process in the HCV Operating Procedures that would permit a high performing Owner/Landlord with a high-quality property to self-certify that any rental unit under the Program in such property complies with the MPHA Enhanced Inspection Standards without the need for an inspection by MPHA. The Operating Procedures would also set forth the qualifications of high-performing Owners/Landlords, the quality benchmarks for eligible properties, the self-certification process and quality control measures.

2.7.5 OWNER AND FAMILY RESPONSIBILITIES

Family Responsibilities

The family is responsible for correcting the following Inspection deficiencies:

- Tenant-paid utilities not in service
- Failure to provide or maintain appliances owned by the family
- General Housekeeping throughout the interior/exterior of the property
- Damage to the unit or premises caused by a household member or guest beyond normal wear and tear that results in a breach of the HQS. "Normal wear and tear" is defined as items which could not be charged against the tenant's security deposit under state law or court practice.

Owner Responsibilities

The owner is responsible for all Inspection violations not listed as a family responsibility above, even if the violation is caused by the family's living habits (e.g., vermin infestation). However, if the family's actions constitute a serious lease violation the owner may take legal action to evict the family.

If the owner fails to maintain the dwelling unit in accordance with MPHA Inspection standards, MPHA will take action to enforce the owner obligations, which may include abatement or reduction of HAP payments and termination of the HAP contract.

MPHA may establish additional responsibilities of the Owner and Participants in meeting and or addressing MPHA Enhanced Inspection Standards. These expectations are set forth in the Operating Procedures.

2.7.6 LEAD-BASED PAINT REQUIREMENTS AND SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL

Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children under six years of age, excluding zero-bedroom dwellings. Owners must:

- Disclose known lead-based paint hazards to prospective tenants before the lease is signed
 - Provide all prospective families with "Protect Your Family from Lead in Your Home"
 - Stabilize deteriorated painted surfaces and conduct hazard reduction activities when identified by the PHA
 - Notify tenants each time such an activity is performed
 - Conduct all work in accordance with HUD safe practices
 - As part of ongoing maintenance ask each family to report deteriorated paint

MPHA adheres to all HUD regulations regarding the inspection for and response to the presence of possible or confirmed lead-based paint. Guidelines for verifying, reporting, and following-up on the detection, investigation and abatement of lead paint and Elevated Blood Lead Levels in children under 6 years of age are followed, as set forth by HUD and detailed in the HCV Operating Procedures.

2.8 LEASING AND HOUSING ASSISTANCE PAYMENT (HAP) CONTRACTS

In order for MPHA to assist a family in a particular dwelling unit, or execute a Housing Assistance Payments (HAP) contract with the owner of a dwelling unit, MPHA will determine that all the following program requirements are met:

- The unit itself must qualify as an eligible unit;
- The unit must be inspected and meet MPHA Inspection Standards;
- The unit must be suitable for the family size, meeting MPHA's Subsidy Standards;
- The lease offered by the owner must be approvable and must include the required Tenancy Addendum;
- The rent to be charged by the owner for the unit must be reasonable;
- The owner must be an eligible owner, approvable by MPHA, with no conflicts of interest;
- Any additional criteria set-forth in the MPHA HCV Operating Procedures.

The HAP contract represents a written agreement between MPHA and the owner of the dwelling unit occupied by an HCV assisted family. The contract spells out the owner's responsibilities under the program, as well as MPHA's obligations. Under the HAP contract, MPHA agrees to make housing assistance payments to the owner on behalf of a specific family occupying a specific unit.

The HAP contract is the controlling agreement that defines the business relationship between [Minneapolis Public Housing Authority](#)MPHA and Owners/Landlords. It is used for all HCV program tenancies except for assistance under the homeownership program, and assistance to families that own a manufactured home and lease the space.

During the term of the HAP contract, and subject to the provisions of the HAP contract, MPHA will make monthly HAP payments to the owner on behalf of the family, at the beginning of each month. If a lease term begins after the first of the month, the HAP payment for the first month is prorated for a partial month.

The amount of the HAP is determined according to the policies described in this Chapter and in the MPHA HCV Operating Procedures and is subject to change during the term of the HAP contract. MPHA will notify the owner and the family in writing of any changes in the HAP payment.

The HAP contract must be executed no later than 60 calendar days from the beginning of the lease term. MPHA will not pay any housing assistance payment to the owner until the HAP contract has been executed. Any HAP contract executed after the 60-day period is void, and MPHA may not pay any housing assistance payment to the owner

Owner Certification of Compliance

Unless the owner complies with all provisions of the HAP contract, the owner is not entitled to receive housing assistance payments under the HAP contract.

Late HAP Payments

MPHA is responsible for making HAP payments promptly when due to the owner, in accordance with the terms of the HAP contract

Penalties for late HAP payments can only be imposed if 1) the penalties are in accordance with generally accepted local rental market practices and law governing penalties for late payment by tenants; 2) it is the owner's normal business practice to charge late payment penalties for both assisted and unassisted families; and 3) the owner charges the assisted family for late payment of the family's share of the rent.

MPHA is not required to pay a late payment penalty if it determines that the payment is late for reasons

beyond its control. In addition, late payment penalties are not required if MPHA intentionally delays or denies payment as a remedy to an owner breach of the HAP contract.

Termination of HAP Payments

MPHA will continue making housing assistance payments to the owner in accordance with the HAP contract as long as the tenant continues to occupy the unit and the HAP contract is not violated. The HAP payments terminate when the HAP contract terminates or when the tenancy is terminated in accordance with the terms of the lease.

If the owner has initiated eviction proceedings against the family and the family continues to reside in the unit, MPHA will continue to make housing assistance payments to the owner until the owner has obtained a court judgment or other process allowing the owner to evict the tenant. MPHA will continue such payments until the family moves from, or is evicted from the unit, whichever is earlier. The owner must inform MPHA when the owner has obtained a court judgment or other process allowing the owner to evict the tenant and provide MPHA with a copy of such judgment or determination. The owner must inform MPHA of the date when the family actually moves from the unit or the family is physically evicted from the unit,

Breach of HAP Contract

Any of the following actions by the owner constitutes a breach of the HAP contract:

- If the owner violates any obligations under the HAP contract including failure to maintain the unit in accordance with MPHA Enhanced Inspection Standards;
- If the owner has violated any obligation under any other HAP contract under Section 8;
- If the owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable program; or if the owner has committed fraud, bribery or any other corrupt or criminal act in connection with the mortgage or loan;
- If the owner has engaged in drug-related criminal activity; or
- If the owner has committed any violent criminal activity.

If MPHA determines that a breach of the HAP contract has occurred, it may exercise any of its rights and remedies under the HAP contract.

HAP Contract Term And Terminations

The term of the HAP contract runs concurrently with the term of the dwelling lease, beginning on the first day of the initial term of the lease and terminating on the last day of the term of the lease, including any lease term extensions.

The HAP contract and the housing assistance payments made under the HAP contract terminate if:

- The owner or the family terminates the lease;
- The lease expires;
- MPHA terminates the HAP contract;
- MPHA terminates assistance for the family;
- The family moves from the assisted unit. In this situation, the owner is entitled to keep the housing assistance payment for the month when the family moves out of the unit.
- 180 calendar days have elapsed since MPHA made the last housing assistance payment to the owner;
- The family is absent from the unit for longer than the maximum period permitted by MPHA;
- The Annual Contributions Contract (ACC) between MPHA and HUD expires; or
- MPHA elects to terminate the HAP contract.

MPHA may elect to terminate the HAP contract in each of the following situations:

- Available program funding is not sufficient to support continued assistance for families in the program;
- The unit does not meet MPHA Enhanced Inspection Standards size requirements due to change in family composition;
- The unit does not meet MPHA Enhanced Inspection Standards;
- The family breaks up;
- The owner breaches the HAP contract;
- The owner fails to maintain current rental license;
- The owner's rental unit is foreclosed; or
- If a unit has gone through the foreclosure process and the new owner will occupy the unit as a primary residence and has provided the tenant with a notice to vacate at least 90 days before the effective date of such notice

Once a HAP contract is terminated, no further HAP payments may be made under that contract.

Enhancements to HAP and Tenancy Addendum

~~Minneapolis Public Housing Authority~~MPHA may develop enhanced versions of the HAP and Tenancy Addendum in order to attract and retain high-quality units and multi-family communities in the Program.

Change In Ownership / Assignment Of The HAP Contract

The HAP contract cannot be assigned to a new owner without the prior written consent of MPHA.

The owner must supply all information as requested by MPHA. If the new owner does not agree to an assignment of the HAP contract, or fails to provide the necessary documents, MPHA will terminate the HAP contract with the old owner. If the new owner wants to offer the family a new lease, and the family elects to stay with continued assistance, MPHA will process the leasing of the unit.

2.8.1 TENANT SCREENING

MPHA has no liability or responsibility to the owner or other persons for the family's behavior or suitability for tenancy.

The owner is responsible for the screening and selection of the family to occupy the owner's unit.

MPHA will not disclose to the owner any confidential information provided by the family in response to an MPHA request for documentation of domestic violence, dating violence, sexual assault, or stalking except with the written consent of the individual providing the documentation.

2.8.2 REQUEST FOR TENANCY APPROVAL

After the family is issued a voucher and locates an eligible unit with an owner or landlord willing to participate in the voucher program, the owner and the family must request MPHA approval of the assisted tenancy in the selected unit by submitting a Request for Tenancy Approval Form (RFTA).

The family may not submit, and MPHA will not process, more than one (1) RFTA at a time. Specific criteria and information about the processing of RFTA are set forth in the HCV Operating Procedures

2.8.3 OWNER PARTICIPATION

MPHA may establish criteria for owner participation, including past performance in an MPHA program,

past owner behavior, conflict of interest, debarment, or other related variables. Criteria for owner participation is set-forth in the Operating Procedures.

2.8.4 DUPLICATIVE ASSISTANCE

A family may not receive the benefit of HCV tenant-based assistance while receiving the benefit of any of the following forms of other housing subsidy, for the same unit or for a different unit:

- Public or Indian housing assistance;
- Other Section 8 assistance (including other tenant-based assistance);
- Assistance under former Section 23 of the United States Housing Act of 1937 (before amendment by the Housing and Community Development Act of 1974);
- Section 101 rent supplements;
- Section 236 rental assistance payments;
- Tenant-based assistance under the HOME Program;
- Rental assistance payments under Section 521 of the Housing Act of 1949 (a program of the Rural Development Administration);
- Any local or State rent subsidy;
- Section 202 supportive housing for the elderly;
- Section 811 supportive housing for persons with disabilities; (11) Section 202 projects for non- elderly persons with disabilities (Section 162 assistance); or
- Any other duplicative federal, State, or local housing subsidy, as determined by HUD. For this purpose, 'housing subsidy' does not include the housing component of a welfare payment, a social security payment received by the family, or a rent reduction because of a tax credit.

2.9 DENIAL AND TERMINATION OF ASSISTANCE

~~Minneapolis Public Housing Authority~~MPHA may deny admission to Applicants or terminate the housing assistance benefits of Participants based upon HUD regulation and MPHA policy.

Admission may be denied, or assistance may be terminated for Applicants or Participants if:

- The Applicant/Participant or household members are or have been engaged in criminal activity that could reasonably be expected to indicate a threat to the health, safety, or welfare of others. MPHA's Criminal History Screening policy is set-forth in Chapter 1.
- The Applicant/Participant owes money to ~~the Minneapolis Public Housing Authority~~MPHA and has not reimbursed MPHA or another Housing Authority for overpaid assistance or underpaid rent OR for any outstanding charges owed to an Owner/Landlord under an assisted lease paid by MPHA or another housing agency.
- The Applicant/Participant is not in compliance with any of the requirements for selection and continued participation in the Program as set forth in the program application, voucher, program rules, family obligations set forth in the voucher, Tenancy Addendum, applicable HUD regulations or this Policy Manual.
- The Applicant/Participant no longer requires assistance.
- The Applicant/Participant request that MPHA terminate the assistance.

MPHA shall have the discretion to consider all of the circumstances in each case, including the seriousness of the offense, if the violation is a first offense or a pattern of behavior, the extent of participation by the household member, and the effects the denial or termination would have on the other members of the Participant household not involved in the prescribed activity. The guidelines and processes for determining these decisions are set-forth in the MPHA HCV Operating Procedures.

2.9.1 CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE

MPHA will make termination decisions based on the preponderance of the evidence.

If the family includes a person with disabilities, MPHA's decision to terminate the family's assistance is subject to consideration of reasonable accommodation.

2.9.2 TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING (VAWA)

This section describes the protections against termination of assistance that the Violence against Women Act of 2013 (VAWA) provides for victims of domestic violence, dating violence, sexual assault and stalking. The detail is provided in the MPHA HCV Operating Procedures and done so in accordance with applicable law, HUD regulations, the policies in this plan.

VAWA Protections against Termination

VAWA provides four specific protections against termination of HCV assistance for victims of domestic violence, dating violence, sexual assault or stalking.

First, VAWA provides that MPHA may not terminate assistance to a family that moves out of an assisted unit in violation of the lease, with or without prior notification to MPHA, if the move occurred to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the unit.

Second, it provides that an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking may not be construed either as a serious or repeated lease violation by the victim or as good cause to terminate the assistance of the victim.

Third, it provides that criminal activity directly related to domestic violence, dating violence, sexual assault or stalking may not be construed as cause for terminating the assistance of a tenant if a member of the tenant's household, a guest, or another person under the tenant's control is the one engaging in the criminal activity and the tenant or affiliated individual or other individual is the actual or threatened victim of the domestic violence, dating violence, or stalking.

Fourth, it gives MPHA the authority to terminate assistance to any tenant or lawful occupant who engages in criminal acts of physical violence against family members or others without terminating assistance to, or otherwise penalizing, the victim of the violence.

Limitations on VAWA Protections

VAWA does not limit the authority of MPHA to terminate the assistance of a victim of abuse for reasons unrelated to domestic violence, dating violence, sexual assault or stalking so long as MPHA does not subject the victim to a more demanding standard than it applies to other program participants.

Likewise, VAWA does not limit the authority of MPHA to terminate the assistance of a victim of domestic violence, dating violence, sexual assault or stalking if MPHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the assisted property if the victim is not terminated from assistance.

HUD regulations define *actual and imminent threat* to mean words, gestures, actions, or other indicators of a physical threat that (a) is real, (b) would occur within an immediate time frame, and (c) could result in death or serious bodily harm. In determining whether an individual would pose an actual

and imminent threat, the factors to be considered include:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The length of time before the potential harm would occur

HUD regulations authorize MPHA to terminate the victim's assistance "only when there are no other actions that could be taken to reduce or eliminate the threat."

In determining whether a program participant who is a victim of domestic violence, dating violence, sexual assault or stalking poses an actual and imminent threat to other tenants or those employed at or providing service to a property, MPHA will consider the following, and any other relevant, factors:

- Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault or stalking;
- Whether the threat is a physical danger beyond a speculative threat;
- Whether the threat is likely to happen within a short period of time; or
- Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location or seeking a legal remedy to prevent the perpetrator from acting on the threat

If the participant wishes to contest MPHA's determination that he or she poses an actual and imminent threat to other tenants or employees, the participant may do so as part of the informal hearing.

Documentation of Abuse

When an individual facing termination of assistance for reasons related to domestic violence, dating violence, sexual assault or stalking claims protection under VAWA, MPHA will request that the individual provide documentation supporting the claim in accordance with the procedures as set forth in the HCV Operating Procedures.

MPHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases MPHA will document the waiver in the individual's file.

Terminating the Assistance of a Domestic Violence Perpetrator

Although VAWA provides protection against termination of assistance for victims of domestic violence, it does not provide such protection for perpetrators. VAWA gives MPHA the explicit authority to "terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others" without terminating assistance to "or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant". This authority is not dependent on a bifurcated lease or other eviction action by an owner against an individual family member. Further, this authority supersedes any local, state, or other federal law to the contrary. However, if MPHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance. This means that MPHA will follow the same rules when terminating assistance to an individual as it would when terminating the assistance of an entire family.

MPHA will terminate assistance to a family member if MPHA determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the assistance of the remaining, nonculpable family members.

In making its decision, MPHA will consider all credible evidence, including, but not limited to, a

signed certification (form HUD-5382) or other documentation of abuse submitted to MPHA by the victim in accordance with this section. MPHA will also consider the factors regarding the criteria for denial or termination of assistance as noted in this Chapter. Upon such consideration, MPHA may, on a case-by-case basis, choose not to terminate the assistance of the culpable family member.

If MPHA does terminate the assistance of the culpable family member, it will do so in accordance with applicable law, HUD regulations, the policies in this plan, and the MPHA HCV Operating Procedures.

2.9.3 TERMINATION OF TENANCY BY THE OWNER

Termination of an assisted tenancy is a matter between the owner and the family; MPHA is not directly involved. However, the owner is under some constraints when terminating an assisted tenancy. Termination of tenancy for certain reasons will also result in termination of assistance as discussed in this section.

Termination of tenancy follows guidelines as set forth in the HCV Operating Procedures.

2.9.4 NOTIFICATION OF DENIAL/TERMINATION

If MPHA determines that a family is not eligible for the program for any reason, the family will be notified of a decision to deny assistance in writing within 30 calendar days of the determination.

If MPHA deems it necessary to terminate assistance, ~~Minneapolis public Housing Authority~~MPHA will give both the Applicant/Participant and the Owner/Landlord written termination notices in accordance with the HCV Operating Procedures.

2.10 INFORMAL REVIEWS & HEARINGS

Both Applicants and Participants have the right to disagree with, and appeal, certain decisions of MPHA that may adversely affect them. MPHA decisions that may be appealed by applicants and participants are discussed in this section.

The process for applicant appeals of MPHA decisions is called the “informal review.” For participants (or applicants denied admission because of citizenship issues), the appeal process is called an “informal hearing.”

2.10.1 INFORMAL REVIEWS

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement,” and need not be as elaborate as the informal hearing requirements.

A request for an informal review must be made in writing and delivered to MPHA in person, by first class mail, fax or email, by the close of the business day, no later than 10 business days from the date of MPHA’s denial of assistance.

The informal review must be conducted by a supervisor, other than the one who made or approved the decision under review.

In rendering a decision, MPHA will evaluate the following matters:

- Whether or not the grounds for denial were stated factually in the notice to the family.
- The validity of the grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.
- The validity of the evidence. MPHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, MPHA will uphold the decision to deny assistance.
- If the facts prove the grounds for denial, and the denial is discretionary, MPHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand, and the family will be so notified.

2.10.2 INFORMAL HEARINGS

MPHA offers an informal hearing for certain MPHA determinations relating to the individual circumstances of a participant family. The purpose of the informal hearing is to consider whether MPHA's decisions related to the family's circumstances are in accordance with the law, HUD regulations and MPHA policies.

MPHA will not terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures

Circumstances for which MPHA provides a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from MPHA's utility allowance schedule
- A determination of the family unit size under MPHA's subsidy standards
- A determination that a certificate program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under MPHA's subsidy standards, or
- MPHA determination to deny the family's request for exception from the standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under MPHA policy and HUD rules
- A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account

- A determination to deny admission based on an unfavorable history that may be the result of domestic violence, dating violence, or stalking.
- A determination to deny portability
- A determination to deny a reasonable accommodation request

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by MPHA
- General policy issues or class grievances
- Establishment of MPHA's schedule of utility allowances for families in the program
- An MPHA determination not to approve an extension or suspension of a voucher term
- An MPHA determination not to approve a unit or tenancy
- An MPHA determination that a unit selected by the applicant is not in compliance with the HQS
- An MPHA determination that the unit is not in accordance with HQS because of family size
- A determination by MPHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

A request for an informal hearing must be made in writing and delivered to MPHA in person, by first class mail, by fax or by email, by the close of the business day, no later than 10 business days from the date of MPHA's decision or notice to terminate assistance.

MPHA will schedule and send written notice of the informal hearing to the family within 20 business days of the family's request.

The family may request to reschedule a hearing one time for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, MPHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear at the scheduled time and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact MPHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. MPHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Pre-Hearing Right to Discovery

Participants and MPHA are permitted pre-hearing discovery rights. The family will be given the opportunity to examine, before the hearing, any MPHA documents that are directly relevant to the hearing. The family will be allowed to copy any such documents at their own expense. If MPHA does not make the document available for examination on request of the family, MPHA may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

The Participant will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The Participant must request discovery of MPHA documents no later than 72 hours prior to the scheduled hearing date. MPHA must be given an opportunity to examine, at the MPHA offices before the hearing, any family documents that are directly relevant to the hearing and make copies at its own expense. The Participant must provide HCV with any documentation that will be brought to the Hearing,

or it will not be allowed to be used at the Hearing. The documentation must be provided to the HCV offices no less than 3 business days prior to the Hearing. The Participant must provide HCV with the names, addresses and relationship of any person that will be attending the Hearing on their behalf; prior to the Hearing, or they will NOT be allowed to attend the Hearing. The names, address and relationship of attendees MUST be provided to the HCV offices no less than 3 business days prior to the Hearing.

Participant's Right to Bring Counsel

At its own expense, the Participant may be represented by a lawyer or other representative at the informal hearing. However, as per previously stated policy, the Participant must provide the name, addresses, and relationship of any person who will be attending the hearing with them 3 business days in advance of the hearing.

Informal Hearing Officer

Informal hearings will be conducted by a person or persons approved by the PHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

MPHA has designated the following to serve as hearing officers: MPHA Hearing Officers; Conflict Resolution Center Hearing Officers

Attendance at the Informal Hearing

Hearings may be attended by a hearing officer and the following applicable persons:

- A PHA representative and any witnesses for the PHA
- The participant and any witnesses for the participant
- The participant's counsel or other representative
- MPHA will comply with its LEP, Reasonable Accommodation, and VAWA policies. See Appendixes B, C, and D.

Conduct at Hearings

The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

Participation of attendees will be restricted to providing statements of facts only. Either party may make a record of the proceedings at that party's own expense;

The Participant or MPHA will make any record available to the other party for that party's purchase; Neither party is required to create or provide a written transcript of the hearing record.

Evidence

MPHA and the Participant are given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Any evidence to be considered by the hearing officer must be presented at the time of the hearing.

There are four categories of evidence.

Oral evidence: the testimony of witnesses

Documentary evidence: a writing which is relevant to the case, for example, a letter written to MPHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

Real evidence: A tangible item relating directly to the case.

Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.

If either MPHA or the Participant fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

Hearing Officer's Decision

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing.

In rendering a decision, the hearing officer will consider the following matters:

- **PHA Notice to the Family:** The hearing officer will determine if the reasons for MPHA's decision are factually stated in the Notice.
- **Discovery:** The hearing officer will determine if MPHA and the Participant were given the opportunity to examine any relevant documents in accordance with MPHA policy.
- **MPHA Evidence to Support MPHA's Decision:** The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support MPHA's conclusion.
- **Validity of Grounds for Termination of Assistance (when applicable):** The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and MPHA policies. If the grounds for termination are not specified in the regulations or in compliance with MPHA policies, then the decision of MPHA will be overturned.

The hearing officer will issue a written decision to MPHA no later than 10 business days after the hearing. A copy of the hearing must be furnished or mailed to the Participant by MPHA within 10 business days of receipt from the hearing officer.

Procedures for Rehearing or Further Hearing

MPHA will not consider rehearing or further hearing.

PHA Notice of Final Decision

MPHA is not bound by the decision of the hearing officer for matters in which MPHA is not required to

provide an opportunity for a hearing, decisions that exceed the authority of the hearing officer, decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State or local laws.

If MPHA determines it is not bound by the hearing officer's decision in accordance with HUD regulations, MPHA must notify the Participant of the determination and the reason for the determination within 10 business days.

MPHA will mail a "Notice of Final Decision" including the hearing officer's report, to the Participant and their representative. The participant will be mailed the original "Notice of Final Decision." A copy of the "Notice of Final Decision" along with the original proof of mailing will be maintained in MPHA's files.

CHAPTER 3: HOUSING CHOICE PROJECT-BASED PROGRAM POLICIES

3.1 INTRODUCTION

Project-based vouchers are a component of MPHA's housing choice voucher program. Under the project-based voucher program, MPHA enters into assistance contracts with owners for specified units and for a specified term.

MPHA will operate a local PBV program. PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing. If PBV units are already selected for project-based assistance either under an agreement to enter into an AHAP Contract (Agreement) or a HAP contract, MPHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced.

General policy requirements for rental assistance programs as set forth in Chapter 1 are applicable to this Chapter 3 which covers project-based vouchers.

3.2 MANAGEMENT AND ADMINISTRATION

Owner Entities and their respective Management Agents are responsible for developing and implementing written operating procedures for PBV properties that are consistent with this Statement of Corporate Policies and to the requirements of other funding sources to the extent that PBV properties may be subject to stricter requirements. Such operating procedures are subject to review by ~~Minneapolis Public Housing Authority~~MPHA with respect to the intent of any related policies and requirements. ~~Minneapolis Public Housing Authority~~MPHA may require the Owner Entity to revise any operating procedure that conflicts with the governing agreement between ~~Minneapolis Public Housing Authority~~MPHA and the Owner Entity for the property.

3.3 HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)

MPHA will establish and reserves the right to amend the terms and conditions for entering into a HAP contract. The purpose of the HAP contract is to enumerate the requirements and obligations of MPHA for providing housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. The HAP contract must be in the form required by MPHA. The guidelines and process for HAP contracts are set forth in the HCV Operating Procedures.

3.4 TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, MPHA policies for the tenant-based voucher program contained in this Statement of Corporate Policies and as authorized by its MTW agreement also apply to the PBV program and its participants.

3.5 RELOCATION REQUIREMENTS

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24 or other applicable relocation requirements.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B or other applicable relocation requirements. It is the responsibility of MPHA to ensure the owner complies

with these requirements.

3.6 EQUAL OPPORTUNITY REQUIREMENTS

MPHA will comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program.

3.6.1 Selection of Proposals Subject to a Previous Competition Under a Federal, State, or Local Housing Assistance Program

MPHA may award PBV assistance to owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits.

In addition to, or in place of posting, MPHA may also directly contact specific owners that have already been selected for federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.

3.7 HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The housing will comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and/or its MTW agreement.

3.8 APPLICABILITY OF POLICIES TO APPLICANTS AND PARTICIPANTS

The HCV Program Statement of Corporate Policies applies to all Applicants and members of the Applicant households, and Participants and members of the Participant households who have applied for or reside in an MPHA-Assisted Unit, as applicable. The singular use of the terms “Applicant” and “Participant” shall be deemed to include all household members for the purposes of this Statement of Corporate Policies.

3.9 SELECTION OF PBV PROGRAM PARTICIPANTS

MPHA will establish, and, at its discretion amend, procedures for selection of PBV participants. These guidelines are set forth in the MPHA HCV Operating Procedures.

Site-based Waiting List

MPHA permits each project-based assistance community to maintain a site-based waiting list. This provides for the fair and equitable selection of eligible and qualified Applicants from a community waiting list rather than from a centralized pool. Although an Applicant can lease only one MPHA-Assisted Unit, Applicants have the freedom to submit applications to the site-based waiting list of the community or communities of their choice, provided the site-based waiting list is open and receiving applications.

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant’s ability to fulfill their obligations under the lease.

3.10 TENANT SCREENING

Owner and MPHA Responsibility

The owner is responsible for screening and selection of the Participant to occupy the owner's unit. When screening families the owner may consider a family's background with respect to the following factors:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and
- Compliance with other essential conditions of tenancy.

MPHA will not conduct a screening to determine if an Applicant is suitability for tenancy at the project-based assisted community.

Once the property has determined that the applicant from their waiting list is suitable for tenancy and eligible for their specific programming or funding, they can refer the applicant to MPHA. MPHA, in its discretion, determines how it screens applicants for eligibility from project-based assisted properties. MPHA may create procedures that reduce the burden on the applicant, the property, and MPHA staff, and expedite the processing of the applicant for housing. Guidelines established for project-based assisted properties are set forth in the HCV Operating Procedures.

3.11 OCCUPANCY

After an Applicant has been selected from the waiting list, determined suitable and eligible by the property, and determined eligible by MPHA, the Participant will sign the lease and Tenancy Addendum and occupancy of the unit will begin.

The Participant must have legal capacity to enter a lease under state and local law. *Legal capacity* means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

3.11.1 Owner Termination of Tenancy

With two exceptions, the owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program. In the PBV program, terminating tenancy for "good cause" does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

Tenant Absence from the Unit The lease may specify a maximum period of family absence from the unit that may be shorter than the maximum period permitted by MPHA policy. According to program requirements, the family's assistance must be terminated if they are absent from the unit for more than 180 consecutive days. PHA termination of assistance actions due to family absence from the unit are subject to 24 CFR 982312, except that the unit is not terminated from the HAP contract if the family is absent for longer than the maximum period permitted.

3.11.2 Reduction in HAP Contract Units Due to Vacancies

MPHA will work with its housing partners to minimize vacancy of units for any unreasonable period of time. If any contract units have been vacant for 90 days or more, MPHA will give notice to the owner that the HAP contract may be amended to reduce the number of contract units if it does not fill the

unit with an eligible Participant before the unit is vacant for 120 consecutive days. MPHA will provide the notice to the owner within 10 business days of the 120th day of the vacancy if it intends to withdraw the unit from the HAP contract. The amendment to the HAP contract will be effective the 1st day of the month following the date of MPHA's notice and will follow guidelines as noted in the HCV Operating Procedures.

3.12 MOVES

3.12.1 Overcrowded, Under-Occupied, and Accessible Units

If MPHA determines that a family is occupying a wrong size unit, based on MPHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, MPHA will promptly notify the family and the owner of this determination, and MPHA will offer the family the opportunity to receive continued housing assistance in another unit.

The family must move to an appropriately sized unit within the project and/or the family not in need of accessible features must move to another unit within the project so that the accessible features can be utilized by the family in need of such features. MPHA may utilize other project-based communities within its portfolio of project-based communities in the event that an appropriate unit is not available within the project.

In the event that the family refuses to move to a comparable unit within the project or other available project-based community within a reasonable amount of time as determined by MPHA, continued assistance will be denied. MPHA will also terminate housing assistance payments to the Owner.

If MPHA offers the family a tenant-based voucher, MPHA will terminate the housing assistance payments for a wrong-sized or accessible unit at the earlier of the expiration of the term of the family's voucher (including any extension granted by MPHA) or the date upon which the family vacates the unit. If the family does not move out of the wrong-sized unit or accessible unit by the expiration of the term of the family's voucher, MPHA will remove the unit from the HAP contract.

When MPHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not accept the offer, does not move out of the PBV unit within this 30-day time frame or both, MPHA will terminate the housing assistance payments for the unit at the expiration of this 30-day period. MPHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

3.12.2 Family Right to Move

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to MPHA. If the family has elected to terminate the lease in this manner, MPHA will offer the family the opportunity for continued tenant-based rental assistance or other comparable tenant-based rental assistance. If the family wishes to move with continued tenant-based assistance, the family must contact MPHA ~~to request to be placed on the HCV waitlist or have been pulled from the HCV waitlist~~ prior to providing notice to terminate the lease for an opportunity to move with continued assistance. The family may also move from one project-based assisted property to another. Otherwise, the family would be moving without assistance.

If ~~the family terminates the assisted lease~~ the lease is terminated before the end of the first year, the family relinquishes the opportunity to receive a tenant-based voucher at the time the family's name is

pulled from the waitlist.

3.12.3 Emergency Transfers under VAWA

Except where special consideration is needed for the project-based voucher program, MPHA will follow VAWA policies as outlined in the Operating Procedures.

3.13 DETERMINING RENT TO OWNER

The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

During the term of the HAP contract, the rent to owner is redetermined at the owner's request in accordance with program requirements, and at such time that there is a five percent or greater decrease in the published FMR.

3.13.1 Rent Limits

Rent limits are determined for a property based upon applicable program requirements or appropriate closing documents/LIHTC requirements at the time of the execution of the HAP contract.

3.13.2 Use of FMRs, Exception Payment Standards, and Utility Allowances

When determining the initial rent to owner, MPHA will use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP contract.

3.13.3 Redetermination of Rent

MPHA will conduct reasonable rent determinations at the time of initial lease-up, at the time of owner rent increase, and at all other times deemed appropriate by MPHA.

Rent Increases and Decreases

MPHA, in its discretion, will make determination of the criteria and process for owners of PBV units to request rent increases and if conditions are met to decrease rent to an owner. Guidelines and timetables for this are set forth in the HCV Operating Procedures.

3.14 OTHER FEES AND CHARGES

3.14.1 Meals and Supportive Services

With the exception of PBV assistance in assisted living developments, the owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

In assisted living developments receiving PBV assistance, the owner may charge for meals or supportive services. These charges may not be included in the rent to owner, nor may the value of meals and supportive services be included in the calculation of the reasonable rent. However, non-payment of such charges is grounds for termination of the lease by the owner in an assisted living development.

3.14.2 Other Charges by Owner

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.

CHAPTER 4: AGENCY-OWENED PBV UNIT POLICIES

4.0 SCOPE

This chapter includes policies specific to units subsidized with project-based vouchers (PBVs) in buildings that are owned by MPHA or its related entities (“Agency-Owned PBV units”). This includes:

- Properties that MPHA has converted under HUD’s Rental Assistance Demonstration (RAD) Program, including the Elliot Twins and any subsequent RAD conversions.
- Scattered sites that have been converted to PBV subsidy.
- Future units with PBV subsidy in properties owned by MPHA or its related entities.

As a general matter, these units and families are subject to policies applicable to all PBV units (Chapter 3) and by applicable policies of the Housing Choice Voucher (HCV) program as a whole (Chapter 2). Unless otherwise addressed in this chapter, families should refer to Chapters 2 and 3 for the policies that apply to them.

Tenants should refer to their lease for specific terms of tenancy.

In this chapter, the term “MPHA” includes any related entity of MPHA that owns and/or manages a property.

4.1 APPLICATION AND WAITING LISTS

MPHA will take applications for the properties as part of the *public housing* application and waiting list processes described in MPHA’s Public Housing Statement of Policies, Part 5, Sections 1, 2, and 5.

MPHA will assess eligibility and make an offer of housing for Agency-Owned PBV units in conformance with PBV/HCV rules (Chapters 2 and 3). For the purposes of those chapters, MPHA or its related entities are the owner/landlord.

4.2 OVERHOUSED AND UNDERHOUSED FAMILIES IN MPHA SCATTERED SITES

4.2.1 Limited Applicability to Conversion of MPHA Scattered Sites

To minimize disruption to families during and following the conversion of the scattered sites from public housing to PBVs, this policy will be in effect during a reasonable transition period. This section applies only to these scattered site properties.

4.2.2 Overhoused/Underhoused Households

If a family is overhoused or underhoused in their existing unit at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the converted project. If MPHA determines that there will be no appropriate-size scattered-site unit within a reasonable time, MPHA may offer a more nearly appropriate-size scattered-site unit. When an appropriate- or more-appropriate-sized unit becomes available, the family living in the overhoused/underhoused unit must move to the appropriate-sized unit within a reasonable period of time, as determined by MPHA.

Households that exceed HQS occupancy standards will be given priority for transfers within the project,

to other projects, and/or may be provided a housing choice voucher at the sole discretion of the Executive Director, which may be delegated to an appropriate staff-person in writing.

4.3 RENT ADJUSTMENTS AFTER CONVERSION

The family shall pay the same tenant rent that the family was paying under the public housing program until the earlier of the first regular or interim reexamination following conversion. From this point, the tenant's rent payment will be calculated according to HCV/PBV policies and regulations. This tenant rent payment remains based upon a calculation of 30 percent of adjustable income.

These specific provisions may apply for certain families who resided in an Agency-Owned PBV property prior to its conversion to PBV:

4.3.1 PHASE-IN FOR FORMER PAYERS OF PUBLIC HOUSING "FLAT RENT" (RAD Conversions Only)

If, as a result of conversion, the amount a family would pay in for rent and utilities (Total Tenant Payment, TTP) would increase the TTP by more than 10 percent (or \$25/month, whichever is greater), no rent increase will take effect for the first two years. The TTP will remain calculated as it would have under public housing for the first 24 months after conversion. During the third year, regular PBV rules will be applied and any increase will take effect following the next certification (regular or interim).

4.3.2 CONTINUATION OF EARNED-INCOME DISREGARD

Families who are employed, and who received the public housing earned-income disregard (EID) at the time of conversion, will continue to receive the EID after conversion. Upon the expiration of the EID, the rent will automatically rise to the appropriate PBV rent level based upon income at that time (and shall not be subject to any phase-in).

4.3.3 WHEN TOTAL TENANT PAYMENT (TTP) EXCEEDS GROSS RENT

RAD Conversions: When a family's TTP exceeds the gross rent (contract rent plus utilities) for the unit, the tenant rent payment will be the lesser of (a) the family's TTP, less any utility allowance, or (b) any applicable maximum rent under Low-Income Housing Tax Credit (LIHTC) regulations. During any period when the family's TTP falls below gross rent, regular PBV rules will apply.

Other Agency-Owned PBVs: Families whose TTP exceed the gross rent will pay the gross rent. Regular PBV continued occupancy rules apply.

4.4 CHOICE MOBILITY OPTION (RAD-SPECIFIC)

Families in Agency-Owned PBV properties have the same Choice Mobility / Family Right-to-Move options as provided under the general PBV program. (See Family Right to Move under Section 3.)

In addition, for families who resided in an Agency-Owned PBV property prior to its conversion under the RAD program:

- MPHA will not require such families to vacate the PBV unit prior to securing new housing. If a family is unable to move directly to new housing using tenant-based assistance, within the search time typically allotted under the HCV program, the family has a right to reverse its

decision and remain in the PBV property (even if the family has declared a lease termination date).

- Such families shall not be subjected to additional recertification, screening or rescreening in order to exercise their Choice Mobility Option.

MPHA may, at its discretion, exercise an alternative choice mobility turnover cap as permitted under RAD and outlined in the Operating Procedures.

4.5 RESIDENT ORGANIZATIONS

4.5.1 Forming a Resident Organization

MPHA and/or its subsidiary entities will recognize, allocate funding for resident participation, and give reasonable consideration to issues raised by a legitimate resident organization.

Residents have a right to form a resident organization (or “RO”) for the purpose of addressing issues related to living environment. This includes the terms and conditions of tenancy, as well as activities related to housing and community development.

Any RO must be “legitimate,” which means it shall:

- Be established by the residents of the property (or property group);
- Operate democratically;
- Meet regularly;
- Represent all residents of the property or property group; and
- Be independent from the property owner and management.

To be “legitimate” does not require specific structures, written by-laws, elections, or resident petitions (although these may be elements used to demonstrate legitimacy as defined above).

MPHA will allow residents and resident organizers to conduct outreach and other reasonable activities related to the establishment or operation of a resident organization.

MPHA will not recognize additional or competing ROs once a legitimate RO has been established, so long as the RO operates according these policies.

4.5.2 Activities and Meeting Space

MPHA will reasonably make available an appropriate, disability-accessible space for activities held by the RO, or for residents seeking to establish one, provided such a space is available as a part of the property.

MPHA may charge a reasonable, customary, and usual fee for the use of such space.

RO activities may include:

- Distributing and posting flyers.
- Initiating surveys or other contact with residents and providing assistance to residents who wish to participate in RO activities.
- Convening regularly scheduled meetings, with or without management representatives.

- Formulating responses to proposed changes in rent, lease terms, policies, or capital projects.
- Holding events or programs that are open to, and for the benefit of, all residents of the property or property group. (See “Allowable Uses of Funds,” below.)

4.5.3 Funding

MPHA shall make available per-unit funding for resident participation, in accordance with HUD guidelines (or, when no such guidelines exist, by a reasonable formula established by MPHA). MPHA shall make available at least 60 percent of such funds to the RO directly, with the remainder available to defer agency administrative costs related to assisting the RO.

The RO must make requests for funds in writing to MPHA. MPHA shall approve these requests in accordance with HUD guidance on allowable uses of resident participation funds, as described below. MPHA will disburse funds as direct payment to a third party, when appropriate.

The RO’s responsibility regarding tenant participation funds includes:

- Entering into a written agreement with the PHA in order to receive the TP funds.
- Submitting a budget for the use of the TP funds.
- Providing assurances that all RO expenditures
 - will not violate provisions of law;
 - comply with applicable procurement and other policies; and
 - promote serviceability, efficiency, economy and stability in operation of the property.
- Accounting to the PHA for the use of the funds, and permitting the PHA to inspect and audit the RO’s financial records related to the agreement.

The RO may need to seek technical assistance in the areas of administration, budgeting, and financial reporting to comply with these requirements. If needed, MPHA may use its administrative share of resident participation funds to provide or procure technical assistance and training in these areas.

4.5.4 Allowable Uses of Funds

As a general manner, funds must be used for resident education, training, and organizing around tenant issues. Allowable uses of funds may include:

- Membership events or site-based community activities that enhance resident participation.
- Training related to leadership, household matters, or orientation for new residents.
- Reasonable refreshment and light snack costs directly related to resident meetings and events.
- Social support activities, such as those related to childcare; parenting skills; tutorial services; volunteer services; before or after school care; health, nutrition, or safety; financial literacy.
- Stipends for RO officers who serve as volunteers.
- Expenses related to RO elections.

Allowable uses of funds do not include:

- Entertainment, including tickets to entertainment venues.
- Social activities without educational, training, or community-building emphasis.
- Alcoholic beverages.
- Activities related to fundraising or solicitation of gifts.

- Any activities prohibited by laws related to fair housing and non-discrimination.

CHAPTER 5: REGIONAL MOVING TO WORK (MTW) POLICIES

5.1 SCOPE

MPHA has declared its intention to form a Regional Moving to Work (MTW) Agency as defined under the 2016 Consolidated Appropriations Act. Implementation of the Regional MTW Agency is supported by MPHA Board Resolution 20-200 and MPHA Moving to Work Activity 2021-1.

MPHA intends to form this Regional MTW Agency with the Metropolitan Council Housing and Redevelopment Authority (Metro HRA). Regional MTW Agency activities will be solely voucher-based (i.e., will not encompass public housing). Any future expansion of partners or scope would be reflected and duly adopted in these policies.

Unless otherwise noted in this chapter, vouchers included in Regional MTW Agency activities are subject to the tenant-based and/or project-based policies of Chapters 2 and 3 of this document. These Regional MTW vouchers may be subject to an overlay of additional policies and/or exceptions to normal voucher policies in certain circumstances. The purpose of this chapter is to reflect those variances, where they exist.

The implementation of the Regional MTW Agency is at an early stage. The policies documented in this chapter will expand and change considerably as the effort evolves, prior to any commitment of vouchers as described below.

5.2 ACTIVITIES OF THE REGIONAL MTW AGENCY

The Regional MTW Agency is motivated by:

- the affordable housing and rent-burden crisis across the Twin Cities;
- research demonstrating the positive health, education, and economic outcomes families experience over time when they are empowered with more housing choices;
- the surplus administrative burden on neighboring housing authorities that is created by large flows of voucher recipients simply moving from one jurisdiction to another.

MPHA and Metro HRA propose that the two agencies form a regional voucher program to address the above challenges. The proposed regional voucher program concept includes three components:

- **PORTABILITY:** Combining policies, procedures, and certain operations will make it easier for families to move within our jurisdictions, to and create efficiencies in the operations of both agencies.
- **MOBILITY:** The agencies propose to contribute vouchers to a joint pool where families might be served with enhanced housing-search assistance, enhanced rent support to afford neighborhoods with more expensive rents, and services focused on educational/economic empowerment for families in all neighborhoods. MPHA's MTW flexibilities allow for services and program-design that might not otherwise be possible.
- **PROJECT-BASED VOUCHERS (PBVs):** The agencies would combine their power to shape the development of affordable housing by other developers, and to assure deeply affordable housing within these developments, by jointly contributing and issuing PBVs under a combined Request for Proposals.

5.3 TERMS OF REGIONAL MTW AGENCY FORMATION

The terms below have been adopted by the MPHA Board of Commissioners as a foundation for Regional MTW Agency operations that is acceptable to both parties and to HUD.

1. MPHA accepts the status as the lead MTW agency administering any partner agency vouchers or other assets that the partner should choose to commit to the Regional MTW activities.
2. MPHA's funding shall be neither more nor less than it would otherwise be absent the Regional MTW designation and any activities undertaken under MPHA's capacity as the lead MTW agency.
3. Any vouchers or other assets to which MPHA, as a Regional MTW Agency, applies its MTW flexibilities shall be administered exclusively by MPHA, under formal agreement with the partner agency.
4. MPHA and any partner agency shall be jointly and severally liable for any violation of statute, regulation, or program requirement that may arise in MPHA's administration of the Regional MTW program, and HUD may take enforcement action against either or both agencies.
5. MPHA shall propose the Regional MTW Agency as an activity in its MTW Annual Plan, shall provide updates in its MTW annual plans and reports, and will amend and receive approval of its MTW plans or MTW Standard Agreement as needed to support these activities, including any future changes or expansions.
6. Policy decisions and program implementation shall still adhere to housing requirements outside the Housing Act of 1937, including Fair Housing, Civil Rights, and any others that may be applicable.
7. Policy requirements for the regional MTW program shall be included in policies approved by this MPHA Board of Commissioners, including its Statement of Corporate Policies (successor to MPHA's Section 8 Administrative Plan).

APPENDIX A LIMITED ENGLISH PROFICIENCY (LEP) PLAN

A. PURPOSE

The purpose of this Plan is to assist ~~Minneapolis Public Housing Authority~~ (MPHA) staff in providing meaningful access to MPHA's programs and activities by persons with Limited English Proficiency (LEP). MPHA is committed to complying with federal requirements in providing free meaningful access for its LEP clients. No LEP client will be denied access to an MPHA program because the client does not speak English or communicates in English on a limited basis.

B. DEFINITION OF TERMS

1. **Client** – A client is a person who:
 - a. is an applicant for public housing, Section 8, homeownership and other MPHA programs'
 - b. is a recipient of public housing, Section 8, home ownership and other MPHA programs; or
 - c. may be eligible for MPHA's programs but is underserved and may benefit from an outreach program.
2. **Effective Communication** –Effective communication occurs when MPHA staff has taken reasonable steps to provide meaningful access to an LEP client. Effective communication also means that the LEP client is able to provide and receive required or necessary information.
3. **Interpretation** – Interpretation means the oral or spoken transfer of a message from one language into another language.
4. **Language Assistance**- Language assistance includes interpretation and translation. MPHA has the sole discretion to determine whether to provide the language assistance in the form of interpretation or translation.
5. **Limited English Proficiency (LEP)** – A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be limited English proficient (LEP) and may be entitled to language assistance with respect to a particular program, benefit or right. The focus is on the client's lack of English proficiency. A client who proficiently speaks English may not be a LEP client.
6. **Meaningful Access** – Meaningful access is free language assistance in compliance with federal requirements. MPHA's goal is to provide meaningful access to MPHA's programs and services by LEP persons in a manner that balances the following four factors:
 - a. The number of or proportion of LEP persons eligible to be served or likely to be countered MPHA.
 - b. The frequency with which MPHA comes into contact with a particular language. MPHA's daily contact with a particular language may require more language service, than sporadic contact.
 - c. The nature and importance of the program, activity or service to the person's life. A compulsory activity is evidence of importance. For example, voluntary attendance at a resident meeting does not have the same importance as the application and termination process for public housing and Section 8 participation.

- d. MPHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits. MPHA determines the budget for language assistance.
- 7. **Translation** – Translation means the written transfer of a message from one language into another language. In any conflict between an English document and a translated document, the English version will control.
- 8. **Vital Document** – A vital document is one that is critical for ensuring that an LEP person has meaningful access.

C. OFFER OF FREE LANGUAGE ASSISTANCE

MPHA staff will offer the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and MPHA determines that the client is LEP and that language assistance is necessary to provide meaningful access, MPHA will make reasonable efforts to provide free language assistance. If reasonably possible MPHA will provide the language assistance in the LEP client's preferred language.

D. LANGUAGE ASSISTANCE

1. Mix of Language Assistance

MPHA has substantial flexibility in determining the type of language assistance necessary to provide meaningful access. Meaningful access should be at a time and place that avoids the effective denial of the program or an undue burden or delay in the rights, benefits or services to the LEP person.

2. Translation of Documents

- a. Where 5% of MPHA's public housing tenants or Section 8 recipients are LEP persons and speak a specific language, MPHA will translate the public housing lease and selected mass mailings and documents of vital importance in that language.
- b. MPHA will translate vital documents. MPHA will determine whether to translate a document on a case by case basis considering the totality of circumstances and the four factors listed under Section B. 6. Meaningful Access.
- c. MPHA may also consider the likely lifespan of the document. Based upon this analysis, MPHA has determined that it is not cost effective to translate a one of a kind document such as a letter denying admission to a program, notice of lease termination, a court eviction action and a Section 8 notice of termination of rental assistance program participation and a letter of non-disclosure.
- d. Persons who may approve the translation of a document include: Executive Director; Deputy Executive Director; Managing Director of Low-Income Public Housing; Managing Director of Housing Choice Voucher Program; and General Counsel.

3. Formal Interpreters

- a. Formal interpreters include MPHA bilingual staff and contract vendors;
- b. Formal interpreters shall be used at the: 1) formal hearing for denial of admission to public housing; 2) informal settlement conferences and formal hearing for termination of public

housing; 3) nondisclosure meeting for Section 8 participation; and 4) termination hearing for Section 8 participation.

- c. A MPHA Staff interpreter may not be a subordinate to the person making the decision.

4. Informal Interpreters

- a. Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. Informal interpreters may be appropriate depending upon the circumstances and subject matter. However, in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.
- b. An LEP person may use an informal interpreter of their own choosing and expense in place of or as a supplement to the free language assistance offered by MPHA. If possible, MPHA should accommodate a LEP client's request to have an informal interpreter. In these cases, the client and interpreter should sign a waiver of free interpreter services
- c. MPHA may risk noncompliance if it requires, suggests, or encourages a LEP client to use an informal interpreter. If a LEP client prefers an informal interpreter, after MPHA has offered free interpreter services, the informal interpreter may interpret.
- d. If a LEP client wants an informal interpreter, MPHA may also have a formal interpreter present.

5. Outside Resources

- a. Outside Resources may include community volunteers, Minneapolis Highrise Representative Council, City Liaison, and MPHA tenants or Section 8 participants.
- b. Outside Resources may be used for interpretive services at public or informal meetings or events.

6. Emergency Situations

Any interpreter may be used in an emergency situation. MPHA should first respond to the emergency and follow-up with language assistance as appropriate.

7. Document Use of Interpreter

MPHA staff will document in the LEP client's file or record when an interpreter is used during the application and termination process to a MPHA program or during the Informal Hearing in Section 8.

8. Vital Document

A vital document is one that is critical for ensuring that a LEP person has meaningful access.

E. GUIDELINES FOR USING AN INTERPRETER

1. State the purpose of your communication and describe the type of information you may convey.
2. Enunciate your words and avoid contractions such as "can't" which can be easily misunderstood. Instead say, "cannot."

3. Speak in short sentences, expressing one idea at a time and allow the information to be interpreted.
4. Avoid the use of double negatives, e.g., "If you don't appear in person, you won't get your benefits." Instead say, "You must come in person in order to get your benefits."
5. Speak to the LEP client and not to the interpreter.
6. Avoid using slang and acronyms such as MFIP. If you must do so, please explain their meaning.
7. Provide brief explanations of technical terms or terms of art, such as recertification, income disregard and minimum rent.
8. Occasionally ask if the interpreter understands the information or if you should slow down or speed up your speech. If the interpreter is confused, the client may also be confused.
9. Occasionally ask if the LEP client understands the information. You may have to repeat or clarify some information by saying it in a different way.
10. Be patient and thank the interpreter.

F. NOTICE OF FREE LANGUAGE ASSISTANCE FOR MPHA BUSINESS

MPHA will provide notice of free Language Assistance as follows:

1. In applications for public housing and Section 8 participation will ask applicants if they are LEP and need free language assistance for MPHA business.
2. In the letter informing clients about recertification will state that clients may contact their eligibility technician to request free language assistance for MPHA business.
3. In each denial to public housing, lease termination and denial or termination of Section 8 participation will state that the client may contact MPHA for free language assistance about the action taken.
4. On the public housing monthly rental statement, it will state that a tenant may contact their property manager for free language assistance for MPHA business.
5. On other occasions as determined by MPHA which may include documents informing persons about how to apply for MPHA programs.

G. PRIVATE AND CONFIDENTIAL DATA

MPHA Staff Interpreters

Federal and state law requires MPHA to protect private or confidential data.

Contract Language Assistance Vendors

Contract language assistance vendors will sign a "State and Federal Data Privacy Statement" form as part

of the contract documents.

Informal Interpreters

When using informal interpreters MPHA should have the informal interpreter and client sign a “Waiver of Free Interpretive Services” form.

H. COLLECTION OF LANGUAGE INFORMATION

1. The application for public housing and Section 8 shall ask the LEP client to identify their language.
2. MPHA will enter a client’s language on the tracking software for public housing and Section 8.

I. MPHA STAFF TRAINING

1. MPHA will make the LEP Plan available to staff.
2. MPHA will inform new employees in the New Employee Orientation of MPHA’s duty to offer free language assistance in compliance with federal requirements.
3. MPHA Staff who have ongoing contact with LEP clients will attend LEP training.
4. LEP training will include the following:
 - a. MPHA’s duty to offer free language assistance in compliance with federal requirements;
 - b. The substance of MPHA’s LEP Plan;
 - c. How to document a client’s language needs; and
 - d. Identity of the LEP Manager, bilingual staff and contract interpreters.
5. MPHA will make language identification flashcards available to staff.

J. MONITORING

Periodically, the MPHA LEP Manager will review the LEP Plan. The review will include:

1. A summary report from the tracking software of the number of MPHA clients who are LEP.
2. A summary report from the tracking software listing the languages used by LEP clients.
3. A determination as to whether 5% of MPHA’s clients speak a specific language requiring the translation of documents as provided in Part D-2 listed above.

K. LEP PLAN DISTRIBUTION AND PUBLIC POSTING

The LEP Plan will be:

1. Distributed to all MPHA supervisors.
2. Available in MPHA Management Offices and the Section 8 Department.
3. Posted on MPHA’s website, mphaonline.org.

L. CONFLICT AND SCOPE

The LEP Plan does not create a standard of care, a covenant of habitability or any rights to third parties or MPHA clients. The Plan does not enlarge MPHA's duty under any law, regulation or ordinance. If this Plan conflicts, with applicable law, regulation or ordinance, the applicable law, regulation or ordinance shall prevail. The Plan is a general guideline as to a standard of care to which MPHA aspires.

APPENDIX B

REASONABLE ACCOMMODATION POLICY

1.0 Purpose

The purpose of this policy is to assist ~~Minneapolis Public Housing Authority~~ (MPHA) staff in providing reasonable accommodations to its applicants, public housing residents, Section 8/HCV participants and other program recipients with a disability. It does not enlarge MPHA's duty under any law, regulation or ordinance. Where in conflict, the applicable law, regulation or ordinance shall prevail.

2.0 Mission Statement

MPHA's policy is to comply with the Rehabilitation Act, § 504 29 U.S.C. § 794, as implemented by 24 C.F.R. § 8, Americans with Disabilities Act, 42 U.S.C. § 2101 as implemented by 28 C.F.R. § 35 and 29 C.F.R. § 1630, Fair Housing Act, 42 U.S.C. § 3601 as implemented by 24 C.F.R. §100, Minnesota Human Rights Act, Minn. Stat. § 363 and Minneapolis Civil Rights Ordinance.

MPHA shall not discriminate or retaliate against an applicant, public housing resident, Section 8/HCV participant or other program recipient because of disability, race, color, creed, religion, national origin or ancestry, familial status, sex, sexual preference, veteran status, public assistance status, marital status, age, or political affiliation. MPHA shall not retaliate against a person who claims discrimination. MPHA shall not solely on the basis of a disability, deny benefits to an otherwise qualified person. MPHA shall give a qualified person with a disability through a reasonable accommodation an equal opportunity to participate in and benefit from its housing, aid, benefit or service.

By means of a reasonable accommodation, MPHA shall give a qualified person with a disability housing, aid, benefit or service that is equally effective as that provided to others without a disability. The term "equally effective" is not intended to produce an identical result or level of achievement as a person without a disability but is intended to give a person with a disability an equal opportunity to obtain the same result or level of achievement.

3.0 Disability

3.1 A Person with A Disability Is One Who:

- Has a physical or mental impairment that substantially or as regards the Minnesota Human Rights Act and Minneapolis Ordinances materially limits one or more major life activity;
- Has a record of such impairment; or
- Is regarded as having such impairment.

3.2 Specifically, excluded from the definition of a disability under the Americans with Disabilities Act are:

- Sexual behavior disorders such as transvestitism, pedophilia, exhibitionism and voyeurism.
- Compulsive gamblers, kleptomaniacs or pyromaniacs.
- Homosexuality, bisexuality, gender disorders and transsexual conduct.

3.3 Under the Americans with Disabilities Act, the disability must be current and substantially limit one or more major life activity. Under certain circumstances, physical conditions such as high

blood pressure and poor vision, which are corrected by medication or another measure, are not disabilities.

- 3.4 Under 24 C.F.R. § 100.201 (a)(2), a disability does not include the current illegal use of a controlled substance. Also, being a transvestite is not a disability. Also, for purposes of eligibility for low-income housing a person does not have a disability solely based on any drug or alcohol dependence.

3.5 Major Life Activity

Includes but is not limited to caring for one's self, doing manual tasks, walking, seeing, sleeping, hearing, speaking, breathing, learning and working.

3.6 Mental and Physical Impairments

A mental impairment may include but is not limited to mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

A physical impairment may include the following body systems: neurological; musculoskeletal; senses; respiratory; cardiovascular; reproductive, digestive, genito-urinary, hemic and lymphatic; skin; and endocrine.

A mental or physical impairment may include but is not limited to cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, and mental retardation.

3.7 A Qualified Person with A Disability

One who meets the essential eligibility requirements and who can achieve the purpose of the program or activity with or without reasonable accommodation or modification.

3.8 Essential Eligibility Requirements

Include but are not limited to: stated eligibility requirements like income; compliance with selection criteria; timely payment of financial obligations; care of premises; no disqualifying criminal or drug activities; respect for the rights of others; explicit or implicit requirements inherent to the program or activity; and compliance with all obligations of occupancy with or without supportive services provided by persons other than MPHA. A person may request a reasonable accommodation to meet the essential eligibility requirements. For instance, a mentally ill person whose conduct even with a reasonable accommodation poses a significant risk of substantial interference with the health, safety or peaceful enjoyment of the premises, or would result in substantial physical damage to the property of others, may not be qualified for a project or program lacking the necessary supportive services.

3.9 Exclusions

A person with a disability may be excluded if the person is not "otherwise qualified" for housing or when a person's tenancy with or without a reasonable accommodation would pose a direct threat to others or the person's own health or safety or would result in substantial physical damage to the property of others.

3.10 Undue Hardship

MPHA has the burden to show that the reasonable accommodation would result in an undue hardship. An undue hardship is a significant difficulty or expense or undue financial or administrative burden.

4.0 Reasonable Accommodation

4.1 Need for a Reasonable Accommodation and Nexus Between the Disability and Accommodation

A reasonable accommodation may include an exception to MPHA's rules, policies or procedures. While MPHA may accept the judgment of the person with the disability that an accommodation is needed, MPHA may require the person to show the need for an accommodation or to permit an inspection of the unit. Also, MPHA may investigate alternatives to the requested accommodation and/or alternative methods of providing the requested accommodation. MPHA will select an appropriate accommodation which is most convenient and cost effective for MPHA.

The person with the disability has the burden to show that there is a connection between the disability and the accommodation and a connection between the disability and the lease violation. The person must also show that the accommodation is likely to enable the person to comply with the lease or the program and that the person will accept the necessary assistance.

However, MPHA cannot amend the program requiring the person to accept such services. MPHA may deny admission to the program if the rejection of the services results in conduct that violates the program. For example, MPHA may not terminate a participant's assistance for not taking a medication but may terminate for a program violation resulting from not taking the medication.

See Chapter 6 Reasonable Accommodation for additional subsidy.

The PHA may review all previously approved Reasonable Accommodations.

- 4.2** The requesting party, applicant, or Participant has the burden to show that the request is linked to the disability, is necessary to afford the person an equal opportunity to enjoy public housing and is possible to implement. Equal opportunity means that the program is equally accessible to disabled and non-disabled persons. For example, a reasonable accommodation is not intended to put a person first in line on any waiting list. Thus, three key elements are necessity, equal opportunity and reasonableness.

4.3 Reasons to Deny An Accommodation

MPHA shall make a reasonable accommodation for a physical or mental impairment of a qualified applicant or recipient unless MPHA shows that:

- the accommodation would impose an undue financial and administrative burden;
- the accommodation will fundamentally change the nature of the program;
- the accommodation would pose a direct threat to others;
- the accommodation will create an unsafe condition;
- the accommodation would result in substantial physical damage to MPHA's property or

- the property of others;
- the person cannot meet the essential eligibility requirements;
- the request is not a request for a reasonable accommodation;
- there is a lack of documentation of the disability;
- the documentation of the disability lacks credibility or foundation;
- the accommodation has failed in the past and the person cannot show new circumstances as to why the accommodation will likely work in the future;
- the request is based upon a personal preference;
- in the case of extra bedrooms or space that the person is not using the space for the intended reasonable accommodation; or
- other reasons as provided by law or regulation.

For instance, a reasonable accommodation is not a personal preference. A personal preference is the liking of something over another. In addition, a reasonable accommodation does not require MPHA to provide counseling, medical or social services that are outside the scope of services provided to other persons.

MPHA may also deny a request for a reasonable accommodation if the person does not show necessity, an equal opportunity and reasonableness as stated in 4.2. or if the party does not permit MPHA to inspect the unit for purposes related to the reasonable accommodation request or denial.

5.0 Communication Accommodations

MPHA shall make reasonable accommodations to communicate with applicants, public housing tenants, Section 8 participants, other program recipients and members of the public. Reasonable accommodations may include using auxiliary aids such as interpreters for applicants, Braille materials, large print materials, audio tapes, note takers or telecommunication devices for deaf persons. MPHA is not required to provide devices that are of a personal nature or that are prescribed for personal use or study.

6.0 Applicants for Section 8/HCV Programs

During the application process, MPHA may ask all applicants the same appropriate questions. An applicant is not required to talk about a disability. However, MPHA may ask an applicant to verify a disability if the applicant asks for a reasonable accommodation. MPHA shall not assume that a person has a disability.

An applicant may refuse to explain negative information because it may reveal the existence, nature or severity of a disability. The applicant has the right not to discuss the disability. However, MPHA may have the right to deny admission because of a lack of information or negative information.

If an applicant requests a reasonable accommodation, the applicant has the burden to show that the accommodation is likely to enable the applicant to comply with the lease and that the applicant will accept necessary assistance. MPHA may make it a condition of an applicant's admission to specific project-based communities, Veteran's Administration Supportive Housing (VASH) and the Family Unification Program (FUP) where supportive services are inherent in the eligibility criteria, to accept supportive services.

With or without a reasonable accommodation, the applicant shall complete the application process, meet eligibility criteria and shall comply with program requirements

7.0 Process for Requesting a Reasonable Accommodation

- 7.1 An applicant or an applicant's representative should submit a request for a reasonable accommodation to their Eligibility Technician, who will schedule the Informal Hearing with a Hearing Panel.
- 7.2 Participant or Participant's representative shall give a request for a reasonable accommodation to their Eligibility Technician, who will schedule the Informal Hearing with a Hearing Panel.
- 7.3 MPHA will process the request and if necessary, investigate or obtain additional information within 30 days after receipt of the request, MPHA will inform the applicant or Participant of a denial, approval or the need for ongoing investigation.
- 7.4 If MPHA denies the request, MPHA will offer an Informal Hearing in compliance with these policies and as stated in the HCV Operating Procedures.

8.0 Physical Accessibility

Where practicable, MPHA's buildings will be physically accessible and usable by disabled persons. With each physical alteration, a cost base analysis may be needed. Cost base factors include but are not limited to the type of accommodations, cost, the size of MPHA's overall housing business, number of units, type of units, budget, expenses and ability to recoup the cost.

Alterations in new construction shall comply with federal and state law and regulations. MPHA will comply with Sections 4.0 and 4.1 in determining whether to grant a physical accommodation. If a physical accommodation is unreasonable, MPHA may provide for program access at a different accessible location.

9.0 Program Accessibility

- 9.1 MPHA will make reasonable accommodations for qualified persons with disabilities to have access and use its programs. Except when necessary to maintain the fundamental nature of the program, MPHA will not use the eligibility criteria, which adversely impacts upon disabled persons.

9.2 Section 8/HCV Program

When issuing a housing voucher to a family with a disabled person, MPHA shall include a current listing of available accessible units known to it. If necessary, MPHA will offer other assistance to the family in locating an available accessible dwelling unit. MPHA shall consider the special problems of a disabled person in locating accessible housing when considering requests for extensions of housing vouchers.

If necessary, MPHA shall request an exception to fair market rents to allow a Section 8 voucher holder to rent an accessible unit.

10.0 A Disabled Person's Compliance with MPHA's Rules, Policies or Procedures.

A reasonable accommodation may include an exception to MPHA's rules, policies and procedures. If an applicant or recipient can show that the failure to comply with a rule, policy or procedure was due to a disability, MPHA may reinstate the person's status. This may include reinstating the person to a waiting list at an original spot or setting aside the termination or eviction procedures.

An exception to MPHA's rules, procedures and policies does not require a lowering or a waiver of the essential requirements of a lease or program. If a participant refuses services or another reasonable accommodation, and violating conduct continues, MPHA may take the same action as it would with a person without a disability.

A disabled person is required to show documentation of the disability and the need for the accommodation. Without such documentation, MPHA need not offer an accommodation such as a companion or service animal. If MPHA allows a disabled person to have a companion or service animal, the person must maintain health and safety standards in keeping the animal. Animals that are dangerous or potentially dangerous under federal law or regulation, state law or local ordinance are not permitted.

MPHA will not approve a reasonable accommodation move when MPHA is terminating assistance for or a reason unrelated to the disability.

11.0 Informal Hearing

If MPHA denies a request for a reasonable accommodation MPHA will offer the person, the opportunity to request an Informal Hearing as provided in these policies and as stated in the HCV Operating Procedures.

12.0 Conflict and Scope

This Policy does not enlarge MPHA'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. This Policy shall apply to all MPHA programs designed to provide financial or advisory assistance to persons seeking housing, including the Family Self Sufficiency Program and Housing Counseling Programs.

APPENDIX C

VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

1.0 Purpose

The purpose of this Policy is to reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking and to prevent homelessness by:

- a) protecting the safety of Victims;
- b) creating long-term housing solutions for Victims;
- c) building collaborations among Victim service providers; and
- d) assisting MPHA to respond appropriately to the violence while maintaining a safe environment for MPHA, employees, tenants, applicants, Section 8/HCV participants, program participants and others.

The Policy will assist the ~~Minneapolis Public Housing Authority~~ (MPHA) in providing rights under the Violence Against Women Reauthorization Act of 2013 (VAWA) to its applicants, public housing residents, Section 8/HCV participants and other program participants.

2.0 Mission Statement

MPHA's policy is to comply with the Violence Against Women Reauthorization Act of 2013, Pub. L. 113-4, 127 Stat. 54 signed into law on March 7, 2013. MPHA shall not discriminate against an applicant, public housing tenant, Section 8 program participant or other program participant on the basis of the rights or privileges provided under the VAWA.

This Policy applies to all MPHA housing programs including the Section 8/HCV Program, Family Self Sufficiency Program and Housing Counseling Programs.

3.0 Definitions

The definitions in this Section apply only to this Policy.

Affiliated Individual: A spouse, parent, brother, sister, or child of that individual, or an individual to whom that individual stands in loco parentis, or any individual, tenant, or lawful occupant living in the household of that individual.

Confidentiality: Means that MPHA will not enter information provided to MPHA under 4.2 into a shared database or provide this information to any related entity except as stated in 4.3.

Dating Violence: Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the Victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship. 42 U.S.C. § 1437d (u) (3) (A)

Domestic Violence: Means:

- physical harm, bodily injury, or assault;
- the infliction of fear of imminent physical harm, bodily injury or assault;
- terroristic threats under Minn. Stat. § 609.713 subd. 1; criminal sexual conduct under Minn. Stat. § 609.342., Minn. Stat. § 609.343, Minn. Stat. § 609.344, Minn. Stat. § 609.345, Minn. Stat. § 609.3451; or interference with an emergency call under Minn. Stat. § 609.78 Subd. 2.; or

- a felony or misdemeanor crimes of violence committed by a current or former spouse of the Victim, committed by a person with whom the Victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the Victim as a spouse, committed by a person similarly situated to a spouse of the Victim under the domestic or family violence laws of Minnesota, or committed by any other person against an adult or youth Victim who is protected from that person's acts under the domestic or family violence laws of Minnesota. 42 U.S.C. § 1437d (u) (3) (B) and §13925 (a) (6) and Minn Stat § 518B.01.

Homeless, Homeless Individual, and Homeless Person: A person who lacks a fixed, regular and adequate nighttime residence. Also includes: a) a person who is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; b) a person living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations; c) a person living in emergency or transitional shelter; d) a person abandoned in a hospital; e) a person awaiting foster care placement; or f) a person who has a primary nighttime resident that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. 42 U. S. C. § 140403e-2(6).

Involuntary Displacement: Occurs when a Victim has vacated or will have to vacate their housing unit because of Domestic Violence, Dating Violence, Sexual Assault or Stalking against the victim.

Long-term Housing: Is sustainable, accessible, affordable and safe housing for the foreseeable future and means that: a) the person rents or owns; b) is subsidized by a voucher or other program as long as the person meets the eligibility requirements of the program; c) is directly provided by MPHA, is not time limited and is available as long as the person meets the eligibility requirements of the program.

Perpetrator: A person who commits an act of Domestic Violence, Dating Violence, Sexual Assault or Stalking against a Victim. Except for Sexual Assault and stalking, the Perpetrator and Victim must be current or former spouses, parent and child, persons with children in common, persons related by blood, persons who are residing or have resided together, or persons in a significant romantic relationship.

Sexual Assault: Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the Victim lacks capacity to consent. 42 U.S.C. § 13925(a)(29). See Minn. Stat. §§ 609.342 to 609.3451.

Stalking: (a) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate the Victim; (b) to place under surveillance with the intent to kill, injure, harass or intimidate the Victim; (c) in the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place the person in reasonable fear of the death of, or serious bodily injury to the Victim; or (d) to cause substantial emotional harm to the Victim, a member of the immediate family of the Victim or the spouse or intimate partner of the Victim. 42 U.S.C. § 13925(a)(30). Stalking is also defined in Minn. Stat. § 609.749..

Victim: Is a tenant, applicant, Section 8 participant and an Affiliated individual of such persons and who is the Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking under this Policy and who has timely and completely completed the certification under 4.2 or as requested by MPHA.

4.0 Certification and Confidentiality

4.1 Failure to Provide Certification

The person shall provide complete and accurate certifications to MPHA, owner or manager within 14 business days after the person receives a written request that the person complete the certification. If the request is mailed and accurately addressed to the person's public housing or Section 8 address,

receipt shall occur 3 business days after the mailing of the request and the person shall have 17 business days from the date of the mailing to return the certification. If the person does not provide a complete and accurate certification within the 14 or 17 business day period, MPHA, the owner or manager may take action to deny or terminate participation or tenancy under: 42 U. S. C. § 1437 I (5) & (6); 42 U. S. C. §1437 (d) (c) (3); 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) &(D); or 42 U. S. C. § 1437f (o)(20) or for other good cause.

4.2 Certification

- A. MPHA May Request Certification. If an applicant or Tenant claims protection under VAWA against denial of an application, termination of tenancy or other adverse action, MPHA may require the person who claims the VAWA protections to deliver a signed certification or other documentation concerning the incident or incidents. If the person does not deliver this certification within the time period allowed (see 4.1 above), they will lose the legal protections provided by VAWA.
- B. Acceptable Forms of Certification. There are three ways to comply with a certification request by MPHA:
 - i. Complete a certification form approved by HUD (Form HUD-50066 or other approved form); or
 - ii. Provide a record of a Federal, State, tribal, territorial, or local law enforcement agency (e.g. police), court, or administrative agency; or
 - iii. Provide a document signed by the Victim and signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, or a mental health professional from whom the Victim has sought assistance in addressing the domestic violence, dating violence, or stalking.
- C. Self-Certification; Request for Additional Information. MPHA may accept self- certification by the person claiming to be a victim within the protection of VAWA. If MPHA determines, within its own discretion, that the information provided in the certification is inaccurate or incomplete in material respects, MPHA may request additional information, including certified or attested.
- D. Perjury. The certification must state that the victim or any other person signing it or providing documentation are doing so under penalty or perjury (28. U.S.C. 1746).
- E. Time Limit. The applicant or Tenant must deliver certification in one of the three ways within the time period set forth in section 4.1 above.

4.3 Confidentiality

MPHA, the owner and manager shall keep all information provided to MPHA under this Section confidential. MPHA, owner and manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

- (a) the Victim requests or consents to the disclosure in writing;
- (b) the disclosure is required for termination of Section 8 assistance under 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) &(D); or 42 U. S. C. § 1437f (o)(20) (See Section 5 in this Policy); or

- (c) the disclosure is required by applicable law.
- (d) the PHA may not disclose to the owner any confidential information provided by the family in response to a PHA request for documentation of domestic violence, dating violence, sexual assault or stalking except at the written request or with the written consent of the individual providing the information. [24 C.F.R. 5.2007(a)(4)].

4.4 Compliance Not Sufficient to Constitute Evidence of Unreasonable Act

The MPHA, owner or manager's compliance with Sections 4.1 and 4.2 alone shall not be sufficient to show evidence of an unreasonable act or omission by them.

5.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy.

- 5.1** MPHA shall not deny participation or admission to a program on the basis of a person's Victim status, if the person otherwise qualifies for admission or assistance.
- 5.2** An incident or incidents of actual or threatened Domestic Violence, Dating Violence, Sexual Assault or Stalking will not be a serious or repeated violation of the lease by Victim and shall not be good cause for denying to a Victim admission to a program, terminating Section 8 assistance or occupancy rights, or evicting a tenant.
- 5.3** Criminal activity directly related to Domestic Violence, Dating Violence, Sexual Assault or Stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or Affiliated Individual of the tenant's family is the Victim of that Domestic Violence, Dating Violence, Sexual Assault or Stalking.
- 5.4** Notwithstanding Sections 5.1, 5.2 and 5.3 MPHA, an owner or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal activity directly relating to Domestic Violence, Dating Violence, Sexual Assault or Stalking against an Affiliated Individual or other individual without evicting, removing, terminating assistance to or otherwise penalizing the Victim of the violence who is also a tenant or lawful occupant. 42 U.S.C. §1437d(l)(6)(B).
- 5.5** Nothing in Sections 5.1, 5.2 and 5.3 shall limit the authority of MPHA, an owner or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the Victim and issued to address the distribution or possession of property among the household members when the family breaks up.
- 5.6** Nothing in Sections 5.1, 5.2 and 5.3 limits MPHA, an owner or manager's authority to evict or terminate assistance to any tenant for any violation of lease not premised on the act or acts of violence against the tenant or a member of the tenant's household. However, MPHA, owner or manager may not hold a Victim to a more demanding standard than another tenant.
- 5.7** Nothing in Sections 5.1, 5.2 and 5.3 limits MPHA, an owner or manager's authority to evict or terminate assistance, or deny admission to a program if the MPHA, owner or manager can show an actual and imminent threat to other tenants, neighbors, their employees, or persons providing service to the property if the tenant family is not evicted or terminated from assistance or denied admission.

- 5.8** Nothing in Sections 5.1, 5.2 or 5.3 limits MPHA, an owner or manager's authority to terminate assistance to individuals who engage in criminal acts including but not limited to acts of physical violence against family members or others.
- 5.9** A Section 8/HCV participant who moves out of an assisted dwelling unit to protect their health or safety and who: a) is a Victim under this Policy; b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and c) has complied with all other obligations of the Section 8 program may receive a voucher; and d) moves to a more safe environment as determined by MPHA, may receive a voucher and move to another Section 8 jurisdiction. 42 U.S.C. §1437f(r).

6.0 Health, Safety and the Right to Peaceful Enjoyment of the Premises

MPHA may evict, terminate assistance, deny admission to a program or trespass a Perpetrator from its property under this Policy. A Victim will act in a manner which will not disturb the peaceful enjoyment of the premises. A Victim may not be held to a more demanding standard than other Tenants. To comply with the lease, the Victim may have to take action which may include: a) obtaining and enforcing a restraining or no contact order or order for protection against the Perpetrator; b) obtaining and enforcing a trespass against the Perpetrator; c) enforcing MPHA or law enforcement's trespass of the Perpetrator; d) preventing the delivery of the Perpetrator's mail to the victim's unit; e) providing certification information; f) comply with inspections; or g) other reasonable measures.

7.0 Notice to Applicants, Participants, Tenants and Section 8 Managers and Owners.

MPHA shall provide notice to applicants, participants, tenants, managers and owners of their rights and obligations under Section 4.3 Confidentiality and Section 5.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy.

8.0 Grievance Procedure

If MPHA denies a person's request for VAWA certification, the person may have the opportunity to request an Informal Hearing as explained in the Section 8/HCV Administrative Plan. However, the person may not request an Informal Hearing if the participant did not return a complete and accurate certification within the 14- or 17-day period.

9.0 Preferences

Families who are Victims under VAWA will receive a preference in MPHA's Section 8/HCV program. Families who have been Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking shall provide: a) documentation signed by the Victim and an employee, agent, or volunteer of a Victim service provider, an attorney, or a medical professional from whom the Victim has sought assistance in addressing Domestic Violence, Dating Violence, Sexual Assault or Stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. § 1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse; or b) a federal, state, tribal, territorial or local police or court record to establish their Victim status under this policy.

10.0 Reporting Requirements

MPHA shall include in its 5 year plan a statement of goals, objectives, policies or programs that will serve the needs of Victims. MPHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to Victims, to help Victims obtain or

maintain housing or to prevent the abuse or to enhance the safety of Victims.

11.0 Conflict and Scope

This Policy does not enlarge MPHA's duty under any law, regulation or ordinance. If this Policy conflicts with applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with another MPHA policy or other portions of the Section 8/HCV Administration Plan, this Policy will control.



Agenda Item 4

December 16, 2020

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director/CEO

SUBJECT: Updates to MPHA Procurement Policy

Previous Directives: The MPHA Board of Commissioners previously approved MPHA's Procurement Policy on January 24, 2018.

Resident Notification: Not applicable

Impact on Budget: None

Recommendation: MPHA Staff recommends approving the attached resolution adopting certain technical updates to the MPHA Procurement Policy.

In its purchasing practices, MPHA endeavors to fully comply with all applicable law and to maintain the highest ethical standards. To this end, MPHA regularly updates its Procurement Policy.

We are bringing forward for board approval a set of minor updates, the primary purpose of which is to adapt our policy to changes in procurement regulations. These include updating certain dollar thresholds and ceilings; clarifying language around purchasing card controls; adapting the measurement of Section 3 goals to reflect recent regulatory changes; and updating the statutory and regulatory citations in the appendix.

The MPHA Board previously approved MPHA's Procurement Policy in early 2018, and this updated policy is otherwise fundamentally unchanged from that version.

A red-lined copy of the proposed policy and a Board Resolution are attached to this report. This report was prepared by Jake Gateman, MPHA's Assistant Director, Procurement (jgateman@mplspha.org).



Agenda Item 4

December 16, 2020

RESOLUTION No. 20-208

WHEREAS, the Minneapolis Public Housing Authority (MPHA) endeavors to provide for a procurement system of quality and integrity; and

WHEREAS, MPHA seeks to provide for the fair and equitable treatment of all persons or firms involved in purchasing by the MPHA; and

WHEREAS, MPHA intends to ensure that supplies and services are procured efficiently, effectively, and at favorable and valuable prices to the MPHA; and

WHEREAS, MPHA seeks to promote competition in contracting; and

WHEREAS, MPHA intends to ensure that MPHA purchasing actions are compliant with applicable federal standards, HUD regulations, and state and local laws; and

WHEREAS, MPHA endeavors to encourage new opportunities, resident employment, resident owned businesses, and/or MBE/WBE firms, and create partnerships with other non-profits operating in the city that advance educational and other economic opportunities for MPHA families;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of MPHA that MPHA shall adopt the proposed updates to the attached MPHA Procurement Policy, thereby facilitating MPHA's continued commitment to the highest standards of compliance and ethics in its procurement practices.



PROCUREMENT POLICY

Revision dated December 16, 2020

Table of Contents

1.0	Introduction and Scope	1
1.1	General	1
1.2	Scope	1
2.0	General Provisions	1
2.1	General	1
2.2	Application	1
2.3	Definition	2
2.4	Changes in Laws and Regulations	2
2.5	Public Access to Procurement Information	2
3.0	Ethics in Public Contracting	2
3.1	General	2
3.2	Conflict of Interest	2
3.3	Gratuities, Kickbacks, Use of Confidential Information	2
3.4	Prohibition Against Contingent Fees	3
4.0	Procurement Planning	3
4.1	General	3
5.0	Procurement Methods	3
5.1	Petty Cash Purchases	3
5.2	Small Purchase Procedures	3
5.3	Sealed Bids	4
5.4	Competitive Proposals	5
5.5	Noncompetitive Proposals	7
5.6	Cooperative Purchasing/Intergovernmental Agreements	8
6.0	Independent Cost Estimate (ICE)	9
6.1	General	9
7.0	Cost and Price Analysis (CPA)	9
7.1	General	9
8.0	Solicitation and Advertising	10
8.1	Method of Solicitation	10
8.2	Time Frame	11
8.3	Form	11
8.4	Time Period for Submission of Bids	11
8.5	Cancellation of Solicitations	11
8.6	Credit (or Purchasing) Cards	12
9.0	Bonding Requirements	12
9.1	General	12
9.0	Bonding Requirements	12
9.1	General	12

10.0	Contractor Qualifications and Duties	12
10.1	Contractor Responsibility	12
10.2	Suspension and Debarment	13
10.3	Vendor Lists	14
11.0	Contract Pricing Arrangements	14
11.1	Contract Types	14
11.2	Options	14
12.0	Contract Clauses	15
12.1	Contract Pricing Arrangements	15
12.2	Required Forms	15
12.3	Required Contract Clauses	15
13.0	Contract Administration	15
13.1	General	15
14.0	Specifications	15
14.1	General	15
14.2	Limitation	15
15.0	Appeals and Remedies	16
15.1	General	16
15.2	Appeals Procedure	16
16.0	Assistance to Small and Other Businesses	16
16.1	Required Efforts	16
16.2	Goals	17
16.3	Definitions	17
17.0	Board Approval of Procurement Actions	18
17.1	Authority	18
18.0	Delegation of Contracting Authority	18
18.1	Delegation	18
18.2	Procedures	18
19.0	Documentation	18
19.1	Required Records	19
19.2	Level of Documentation	19
19.3	Record Retention	19
20.0	Disposition of Surplus Property	19
20.1	General	19
21.0	Funding Availability	19
21.1	General	19
22.0	Revision History	19
22.1	Current Version	19
22.2	History	19
22.3	Technical Updates	19
Appendix A	HUD Required Contract Forms and Certifications	20

1.0 INTRODUCTION AND SCOPE

- 1.1 General.** Established for the Minneapolis Public Housing Authority (MPHA) by Action of the MPHA Board of Commissioners (Board), this Procurement Policy (Policy) complies with the MPHA's MTW Agreement, to the extent required and as modified by the MTW Agreement, the Annual Contributions Contract (ACC) between the MPHA and the United States Department of Housing and Urban Development (HUD), and as applicable the Federal Regulations at 2 CFR § 200.317 through § 200.326, and applicable state and local laws.
- 1.2 Scope.** This Policy does not enlarge the MPHA'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 MPHA 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 MPHA;
 - 2.1.3** Ensure that supplies and services (including construction) are procured efficiently, effectively, and at favorable and valuable prices to the MPHA;
 - 2.1.4** Promote competition in contracting;
 - 2.1.5** Ensure that MPHA purchasing actions are compliant with applicable federal standards, HUD regulations, and state and local laws; and
 - 2.1.6** Encourage new opportunities, other economic approaches for residents, resident employment, resident owned businesses, and/or MBE/WBE firms, and create partnerships with other non-profits operating in the city that advance educational and other economic opportunities for MPHA families.
- 2.2 Application.** This Policy applies to all MPHA procurement actions, funded in whole or in part from Federal sources, exclusive of Section 8 and related funding sources. However, nothing in this Policy shall prevent the MPHA 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 can be completed by a new contract, then regulations or requirements applicable to the source of funding may be followed.

- 2.3 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.
- 2.4 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 MPHA 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 MPHA 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.

Other conflict of interest laws may also apply.

- 3.3 Gratuities, Kickbacks, and Use of Confidential Information.** No officer, employee, Board member, or agent of the MPHA shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat 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 who wish to do business with the MPHA may 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 MPHA 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 MPHA's procurement costs;
- 4.1.3** Reduce MPHA 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 MPHA 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 \$75 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 MPHA 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 \$175,000 (except for procurements for services, which are set at the higher

ceiling of \$250,000), the MPHA may use small purchase procedures. Thus, any contract for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property, is subject to the \$175,000 ceiling unless otherwise amended by applicable law or regulation.

Under small purchase procedures, the MPHA shall obtain a reasonable number of quotes (up to three); however, for purchases of less than \$10,000 (except for construction procurements which are set at the lower threshold of \$2,000), only one quote is required provided the quote is reasonable. This type of small purchase is also known as a Micro Purchase. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), electronically, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the MPHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The MPHA 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 apply 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 MPHA publicly solicits bids and awards a 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 \$175,000, or non-complex service contracts that are expected to exceed \$250,000, unless these amounts are amended by applicable law or regulation.

5.3.1 Conditions for Using Sealed Bids. The MPHA 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; two 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 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, the award can be made when the price can be determined to be reasonable, based on a cost or price analysis, conducted by MPHA or a third party not associated with the bid

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 MPHA 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 MPHA, 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.

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 sub-factors 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 MPHA has completed negotiating the contract with the selected vendor. Trade secret data as defined by Minnesota Statutes shall be private and not disclosed. The MPHA may assign price a specific weight in the evaluation factors or the MPHA 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 MPHA 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 Discussions. Discussions may be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award. 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. 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. 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 MPHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The MPHA may discuss with each offeror significant weaknesses, deficiencies, and other aspects of its proposal that could be altered or explained to enhance the proposer's potential for award. The scope and extent of discussions are a matter of the Contracting Officer's judgment. The MPHA may inform an offeror that its price is considered by the MPHA 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 MPHA'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 MPHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity. Either a fixed-price contract or cost-reimbursement contract will be awarded.

5.4.6 A/E, Developer, Energy Performance and related services. The MPHA may contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding is not used for A/E solicitations. Under QBS procedures, an evaluation of qualifications is conducted and the award is made to the most qualified vendor, subject to negotiation of fair and reasonable compensation. Price is not a selection factor under this method.

5.5 Noncompetitive Proposals and Use of Non-Federal Funds.

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 endanger property, or would otherwise cause serious injury to the MPHA, by reason of a flood, tornado, 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 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;

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 MPHA 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 MPHA 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 Simplified Acquisition Threshold or \$175,000, the MPHA 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 MPHA 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 MPHA through 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 MPHA shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the MPHA's personal knowledge at the time of purchase, 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 MPHA cannot reasonably determine price reasonableness, the MPHA 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 MPHA 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 MPHA 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 greater than the Simplified Acquisition Threshold or an amount amended by applicable law or regulation.

8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation.

- 8.1.1 Petty Cash and Micro Purchases.** The MPHA may contact only one source if the price is reasonable.

- 8.1.2 Small Purchases.** Quotes may be solicited orally, electronically, through an e-procurement system, 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 MPHA must use one or more of the 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 MPHA 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 MPHA's procurement policy.

- 8.2 Time Frame.** For purchases of more than \$175,000 (or \$250,000 for services), or an amount amended by applicable law or regulation, the public notice should run once per 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 21 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Contracting Officer may allow for a shorter period.
- 8.5 Cancellation of Solicitations.**
- 8.5.1** A solicitation may be cancelled if:
 - 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;
 - 8.5.1.4** Ambiguous or otherwise inadequate specifications were part of the solicitation;
 - 8.5.1.5** All factors of significance to the MPHA were not considered;
 - 8.5.1.6** Prices exceed available funds;
 - 8.5.1.7** 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
 - 8.5.1.8** 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.

- 8.6 Purchasing Cards and Credit Cards.** The MPHA may establish a purchasing card program to provide a more efficient, cost-effective alternative for departments and sites to make qualified purchases. Any such program shall be administered according to written purchasing card procedures and usage should follow the rules for small purchases as outlined in this policy. The MPHA may also permit the use of agency credit cards, following the same rules for other small purchases as outlined herein. The MPHA shall adopt reasonable safeguards to assure that purchasing cards and credit cards are used only as intended.

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 MPHA 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, bidders shall be required to submit a bid guarantee 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 performance and payment bonds; each equal to the total value of the contract.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility

10.1.1 The MPHA 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;

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 MPHA, 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 MPHA. The MPHA may use time and material contracts only after the MPHA determines 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 MPHA;

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;

11.2.5 The contract states the period in 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 MPHA 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 MPHA.

12.2 Required Forms. HUD-funded contracts issued by MPHA must include the applicable HUD forms and certifications listed in Appendix A. Copies of the forms shall also be made available on the MPHA Website.

12.3 Required Contract Clauses. The MPHA shall ensure that each contract executed by the MPHA contains the applicable required contract clauses in 2 CFR § 200.326 and 2 CFR § 200 Appendix II.

13.0 CONTRACT ADMINISTRATION

13.1 General. The MPHA 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 with the intent to promote economy and to encourage competition. 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 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 MPHA 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 MPHA 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 contractor 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. 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, 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. 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 MPHA of the Department of Commerce;
 - 16.1.6** Including in contracts the Section 3 Clause in 24 CFR § 75, or other applicable federal regulations; 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 MPHA prime contracts and subcontracting opportunities, and in accordance with 24 CFR §75. In addition to contracting and subcontracting opportunities, MPHA may undertake efforts to provide low-income persons with other economic opportunities in addition to training, employment and contract awards. Other opportunities may include other business-related economic opportunities, including but not limited to the formation of section 3 joint ventures and financial support for affiliating with franchise development. MPHA may also provide incentives to non-section 3 businesses to utilize such methods to provide other economic opportunities to low-income persons. 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.
 - 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 § 75.

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. A list of counties in Minnesota that qualify as “labor surplus areas,” in other words, areas of high unemployment (as defined by federal law), can be found at <http://www.mmd.admin.state.mn.us/lalist.htm> or by contacting the Minnesota Office of Management and Budget.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

17.1 Authority. The MPHA Board of Commissioners appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$500,000 per contract in any twelve-month period, or \$1 million over the life of the contract. The ED must also receive Board approval for 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 MPHA’s procurements comply with this Policy, the ED may delegate in writing all procurement authority as is necessary and appropriate to conduct the MPHA’s procurement activity.

18.2 Procedures. Further, and in accordance with this delegation of authority, the ED may designate contracting officers and establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy.

19.0 DOCUMENTATION

19.1 Required Records. The MPHA 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 MPHA shall retain records for a period of three years after final payment and all matters regarding the contract are closed, or in compliance with the MPHA's Record Retention Policy, whichever is longer.

20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for the MPHA'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 MPHA shall ensure that sufficient funds are available to cover the anticipated cost of the contract or modification.

22.0 REVISION HISTORY

22.1 Current Version. Adopted by the MPHA Board of Commissioners: _____
Minor updates, including updating thresholds and ceilings, clarifying purchasing card controls and measurement of Section 3 goals, and updating Appendix A citations.

22.2 History. This policy supersedes the prior version of the MPHA Procurement Policy dated 1/18/2018.

22.3 Technical Updates. MPHA staff may make interim updates to this policy to comply with changes in law or for other technical changes as necessary.

Appendix A: HUD-Required Contract Forms and Certifications

1. HUD 5369 Instructions to Bidders
2. HUD 5369-A Representations, Certifications, and Other Statements of Bidders
3. HUD 5369-B Instructions to Offerors Non-Construction
4. HUD 5370 General Conditions of the Contract for Construction
5. HUD 5370-C General Contract Conditions Non-Construction (Sections I and II)
6. HUD 5370-EZ General Contract Conditions Small Construction/Development
7. HUD 51915 and 51915A Agreement Between Owner and Design Professional
8. HUD 52158 Maintenance Wage Decision
9. Davis-Bacon and Related Acts Wage Determination
10. HUD 50071 Certification of Payments to Influence Federal Transactions
11. SF-LLL Disclosure of Lobbying Activities



Agenda Item 5

December 16, 2020

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director/CEO

SUBJECT: Compendium of MPHA Administrative Policies

Previous Directives: Since its independence from the City of Minneapolis in 1995, the MPHA Board has approved multiple directives speaking to the administrative policies assembled here. MPHA's past executive directors also independently issued certain guidance with bearing on these topics. Where staff could trace these earlier actions, they are noted under the "Revision History" section at the end of each policy chapter. The intent of this board action is to supersede these and any other earlier actions with an updated, centralized set of policies.

Resident Notification: Not applicable

Impact on Budget: None

Recommendation: Staff recommends the MPHA Board of Commissioners approve the attached resolution enacting the attached compendium of core Administrative Policies for MPHA employees.

Background

Policies are statements of values, responsibilities, and obligations—of an organization to its stakeholders, and vice versa. While *procedures* are functional documents that articulate the "how," *policies* set a direction for the organization, stating the "what" and the "why." As such, policies are generally board-approved to create alignment in the organization behind the direction set by those policies. MPHA has policies that pertain to its housing programs and their participants, and policies that address external relationships (e.g., procurement). The "Administrative Policies" collected here, and presented for board approval, address the relationship of MPHA to its employees.

Any organization and its employees will benefit from administrative policies that are clear, easy to reference, and straightforward to amend when needed. This board action will help MPHA attain this standard by establishing a core set of administrative policies and a straightforward structure within which MPHA leadership may propose future policy additions or amendments to the board.

This project began more than a year ago. It arose from MPHA leadership's observation that MPHA's body of "policy" with regard to its employees had arisen unevenly over many decades and spanned many types of documents. Policy had been made sometimes through board actions, with subsequent administrative revisions that were not consistently clear in their impact on prior board decisions. Other policy originated through executive memos or other guidance that had not been organized into a proper whole. Policies varied in formatting and approach; certain policies were high-level, while others were overly specific, verging into the realm of procedure.

We wanted to make it easier for MPHA supervisors and employees to reference the current enacted policy of the organization with regard to these important matters. We also wished to establish a clear path to propose and implement necessary updates or changes. Leadership further believed the agency could also do a better job at drawing the important line between general policies that cover all employees, and matters that are the subject of specific collective bargaining agreements or work rules.

In short, MPHA aspires to embody best-practices in its policy process. This compendium of Administrative Policies is an important step toward that goal.

Policies Covered in this Document

The chapters in the attached document are as follows:

- Chapter 1. Overview
- Chapter 2. Discrimination, Harassment, and Retaliation Policy
- Chapter 3. Drug and Alcohol Testing Policy
- Chapter 4. Telecommuting Policy
- Chapter 5. Conflict of Interest Policy
- Chapter 6. Data Practices Policy
- Chapter 7. Political Activity Policy
- Chapter 8. Information Technology (IT) Policy

This is not an exhaustive collection of all policies that might feasibly be included. Certain policy updates, including MPHA's employee travel policy and an MPHA vehicle "fleet policy," require additional work before future presentation to this board. Once approved by the board, these policies would be added to this compendium.

The board will note that Chapter 4, the Telecommuting Policy, is identical to the policy approved by the board in August. This compendium is its appropriate, long-term home.

Certain departments drafted and have primary ownership over these policies. Chapters 2 – 4 are primarily overseen by MPHA Human Resources; Chapters 5 – 7 are primarily overseen by MPHA's Legal Department; Chapter 8 is overseen by MPHA Information Technology. MPHA's Policy & Communications Department provides general oversight, coordination, consultation, and editing. Future amendments to these policies, or the text of new policies, may be brought to the board by the Director of Policy & Communications or the relevant policy owner.

Where we were able to catalog prior policies or executive guidance that would be superseded by these policies, we have noted this at the end of each chapter under “Revision History.” Where prior policies were not identified, these updated policies nonetheless supersede any overlapping prior policy guidance in these areas. If, in the course of implementing these policies, MPHA staff discover residual contradictions or discrepancies, staff will recommend a course of action and bring any amendments before the board as necessary. Any future amendments will be duly noted under Revision History, creating a strong record as policies evolve. MPHA staff may make interim changes when needed to remain in compliance with laws or regulations.

Copies of the proposed Administrative Policies and the related Board Resolution are attached to this report. This report was prepared by Jeff Horwich, Director of Policy & Communications (jhorwich@mplspha.org).



Agenda Item 5

December 16, 2020

RESOLUTION No. 20-209

WHEREAS, the board-approved policies of the Minneapolis Public Housing Authority (MPHA) convey the values and set the direction of the organization with regard to many stakeholders, among whom are its employees; and

WHEREAS, MPHA's leadership and employees benefit from clear, well organized, and regularly maintained administrative policies; and

WHEREAS, accessible and well-crafted policies empower department heads to craft effective implementing procedures; and

WHEREAS, MPHA seeks to implement best-practices with regard to its policies in all areas; and

WHEREAS, MPHA staff have surveyed the agency's existing body of policy and endeavored to edit and compile an updated set of core administrative policies;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of MPHA that MPHA shall adopt the attached compendium of Administrative Policies, including:

- Discrimination, Harassment, and Retaliation Policy
- Drug and Alcohol Testing Policy
- Telecommuting Policy
- Conflict of Interest Policy
- Data Practices Policy
- Political Activity Policy
- Information Technology (IT) Policy

Be it further resolved that these policies shall supersede prior policy guidance in these areas; that amendments to these policies, and future such policies pertaining to the employer-employee relationship, shall be brought before the MPHA Board as the need arises, to be integrated into this compendium; and that MPHA staff leadership may make interim updates to these policies insofar as they are required by changes in, or to resolve conflicts with, law or regulation.



Administrative Policies

Compendium of Final Policies
as Adopted by the MPHA Board of Commissioners

Adoption Dates Noted with Individual Policy Chapters



Minneapolis Public Housing Authority

Administrative Policies

Table of Contents

1. Overview	3
2. Discrimination, Harassment, and Retaliation Policy	5
3. Drug and Alcohol Testing Policy.....	10
4. Telecommuting Policy	17
5. Conflict of Interest Policy	19
6. Data Practices Policy	21
7. Political Activity Policy	23
8. Information Technology (IT) Policy	25



1. Overview

These Administrative Policies establish a uniform and equitable system of personnel administration for employees of the Minneapolis Public Housing Authority (MPHA). The policies' intent is not to address every situation that might arise.

Any amendments to these policies require the approval of the MPHA Board of Commissioners. As the need arises, the MPHA Board may adopt additional separate policies, which will be incorporated as chapters of this compendium. Amendments and additions to these policies will be communicated to employees, in writing.

These policies supersede all previous policies covering these topics.

1.1 Coverage

These policies are a guideline and should not be construed as a contractual term of employment. Employees in positions covered by a collective bargaining agreement (CBA) shall follow the terms of each contract. Where a contract is silent on a matter covered by these policies, the policies in this document shall be in force. MPHA aspires to eliminate any conflicts between CBAs and these policies. Where any such conflict may still exist, MPHA will work with the bargaining unit to resolve it. In the meantime, contract terms would prevail.

Employees who are not members of a bargaining unit are "employees at-will." Except as otherwise prohibited by law, MPHA has the right to terminate any at-will employee at any time, for any or no reason, including but not limited to violations of these policies. Employees may similarly terminate employment at any time, for any reason.

MPHA retains all management rights not specifically expressed in these policies or by the MPHA Board of Commissioners.

No policy statement in this document is intended, nor shall it be construed, to conflict with federal, state, or local laws or regulations. MPHA staff leadership may make interim updates to these policies insofar as they are required by changes in, or to resolve conflicts with, laws or regulations.

1.2 Authority of the Executive Director

The Executive Director or designee retain all rights and authority necessary to conduct the business and personnel affairs of MPHA in all respects including, but not limited to:

- A. Entering into contracts for the purchase of goods and services;



- B. Planning, directing, and controlling all operations of MPHA and the equipment to be used in conducting its business;
- C. Determining the method, means, organizational composition and number of employees necessary for operations to be conducted;
- D. Hiring, promoting, transferring, reclassifying, demoting, suspending, disciplining, or discharging employees;
- E. Determining work assignments and directing the workforce;
- F. Assigning overtime;
- G. Reducing staffing levels;
- H. Creating and enforcing policies, methods, rules and regulations; and
- I. Delegating this authority to MPHA employees, subject to any limitations specified by the MPHA Board of Commissioners.



2. Discrimination, Harassment, and Retaliation Policy

2.1 Purpose

MPHA is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, promotion, demotion, transfer, recruitment, lay-off, disciplinary action, termination, compensation and training. MPHA will not discriminate against any employee or job applicant based on age, race, color, creed, religion, national origin, ancestry, sex, sexual orientation, affectional preference, disability, marital status, familial status, public assistance status, veteran status, gender identity or any other status protected by federal, state or local law. MPHA will not discriminate against any employee or job applicant based on any political or union affiliation. The provisions of MPHA Personnel Policies shall be subject to such federal and state laws and regulations, presidential executive orders, and local ordinances that govern the conduct of MPHA regarding Equal Employment Opportunity and Affirmative Action.

2.2 Unlawful Discrimination

Except when based upon a bona fide occupational qualification, MPHA:

- A. May not refuse to hire or maintain a system of employment which unreasonably excludes a person from seeking employment on the basis of their protected class status;
- B. May not discharge an employee on the basis of their protected class status; or
- C. May not discriminate against a person with regard to hiring, tenure, compensation, terms and conditions of employment, promotion, facilities, or privileges of employment on the basis of their protected class status.

Except when based upon a bona fide occupational qualification and before MPHA employs a person, MPHA:

- A. May not require or request a person to provide information that pertains to a protected class status;
- B. May not require or request a person to undergo a physical examination unless permitted by law, regulation or ordinance; or
- C. May not seek and obtain for purposes of making an employment decision, information from any source that pertains to the person's protected class status except to comply with applicable law, regulation or ordinance.



- D. May not print or publish a notice or advertisement that relates to employment or membership and discloses a preference, limitation, specification, or discrimination based on a protected class status.

2.3 Unlawful Harassment and Hostile Work Environment

- A. Definition: Unlawful harassment may take the form of verbal, non-verbal, or written communications and physical conduct that are based on a person's protected class status. Any employee, non-employee, supervisor or non-supervisor may commit unlawful harassment. Unlawful harassment occurs and an unlawful hostile work environment is created when:
 - 1. The conduct was based on a person's status as member of a protected class;
 - 2. The conduct was unwelcome and continues after told to stop;
 - 3. The conduct was so severe or pervasive that it adversely affected a term, condition, or privilege of employment and created a hostile working environment;
 - 4. Management was made aware of or should have known of the conduct and failed to take appropriate remedial action;
 - 5. A reasonable person would find the conduct hostile, intimidating, or abusive;
 - 6. The conduct has the purpose or effect of substantially or unreasonably interfering with the subject's employment, the rights of a program participant, or a member of the public.
- B. Examples: Unlawful harassment may include, but is not limited to:
 - 1. Making derogatory remarks, gestures or comments directed at an employee, MPHA client, or another person;
 - 2. Use of derogatory terms or jokes directed at someone in a protected class;
 - 3. Taking unjustified adverse action against an employee resulting in a demotion, termination, or failure to promote; or
 - 4. Displaying offensive documents in an MPHA workplace including e-mails that are related to a protected class such as sex, race, religion, etc.



5. Proper supervision is not unlawful harassment and does not result in a hostile work environment. Examples of proper supervision include but are not limited to: hiring, the assignment or transfer of a work location, training, scheduling, providing performance evaluation, coaching, directions to comply with MPHA's policies or procedures, questions about performance, a change in work space, the use of MPHA's technology or equipment, and discipline for just cause.

2.4 Unlawful Sexual Harassment

A. Definition: Unlawful sexual harassment is sexual in nature, unwelcome, may be subtle or overt, and must be objectively offensive. An employee, a non-employee, a supervisor or a non-supervisor may commit unlawful sexual harassment; it may occur between persons of the same or different sex. Unlawful sexual harassment occurs when:

1. Submission to the conduct is either implicitly or explicitly made a condition of employment or of obtaining employment;
2. A person's submission to or rejection of the conduct is used to affect the person's employment; or
3. The conduct has the purpose or effect of implicitly or explicitly interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

B. Examples: Unlawful sexual harassment may include an unwelcome sexual advance, a request for a sexual favor, sexually motivated physical contact, and other verbal, physical action, or communication of a sexual nature. It does not include compliments of a socially acceptable nature. It may include but is not limited to:

1. Verbal harassment of a sexual nature in the form of epithets, demeaning comments, slurs, and jokes;
2. Physical harassment of a sexual nature such as gestures, touching, assaults, blocking movements, and physical interference with normal work;
3. Visual harassment of a sexual nature in the form of screen savers, web sites, derogatory posters, letters, poems, graffiti, video games and drawings;
4. An unwelcome sexual advance or request for a sexual favor;



5. Sexual favoritism when employment opportunities or benefits are granted because a person submitted to the sexual advances or requests for sexual favors and another person who was qualified was denied the employment opportunity or benefit; or
6. Conduct directed at a person because of the person's gender.

2.5 Unlawful Retaliation

- A. MPHA prohibits retaliation or reprisal because a person has, in good faith, raised a concern, filed a complaint or grievance, or participated in an investigation, or has filed a grievance under MPHA's Policies or a collective bargaining agreement.
- B. Retaliation or reprisal occurs when:
 1. A person engages in any activity protected by this policy;
 2. MPHA takes adverse employment action against the person ; and
 3. The adverse employment action is based upon a person's protected activity. An adverse employment action is a substantial and unjustified change in an employee's duties or working conditions resulting in a material employment disadvantage. Proper supervision as defined otherwise by MPHA policies, procedures, and work rules is not considered an adverse employment action.
- C. An employment action may be retaliation if the action is used to substantially change without justification the terms or conditions of employment to the detriment of the employee. Examples of retaliation may include: unjustified discipline, demotion, transfer, termination, or failure to promote or increase wages.

2.6 Responsibilities:

MPHA has adopted this Discrimination, Harassment and Retaliation Policy and expects all employees, residents, interns, and visitors to comply with this policy. Each MPHA employee shall carry out the duties and responsibilities of their position in a nondiscriminatory manner insofar as those duties and responsibilities affect the public, MPHA residents, program participants, and applicants for housing.

MPHA may determine that unlawful harassment, unlawful sexual harassment, or unlawful retaliation has occurred, or an unlawful hostile work environment exists, by examining relevant circumstances such as the nature, frequency, intensity, severity, context, duration, and the subject of the conduct and whether the conduct was physically threatening, humiliating, or merely offensive, and unreasonably interfered with the subject's work performance.



2.7 Revision History

Current Version Adopted by the MPHA Board of Commissioners: _____

This section supersedes all prior relevant board-approved policies, including, but not necessarily limited to:

- Executive Communication #6 (1991): Sexual Harassment Policy
- Executive Communication #25 (2007): Amendment to MPHA Personnel Policy
- Executive Communication #26 (2011): Amendment to MPHA Personnel Policy

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3. Drug and Alcohol Testing Policy

3.1 Policy Statement

Abuse of drugs and alcohol is a nationwide problem. It affects persons of every age, race, sex and ethnic group. It poses risks to the health and safety of employees of the Minneapolis Public Housing Authority and to the public. To reduce those risks, the MPHA and the Unions who represent MPHA employees, have jointly, through collective bargaining, adopted this policy concerning drugs and alcohol in the workplace. This policy establishes standards concerning drugs and alcohol that all employees must meet and establishes a testing procedure to ensure that those standards are met.

This drug and alcohol testing policy is intended to conform to the provisions of the Minnesota *Drug and Alcohol Testing in the Workplace Act* (Minnesota Statutes §181.950 to 181.957), as well as the requirements of the federal *Drug-Free Workplace Act of 1988* (Public Law 100-690, Title V, Subtitle D) and related federal regulations. Each employee engaged in the performance of any federal grant or contract shall be given a copy of this policy.

3.2 Definitions

- A. **Confirmatory Test** and **Confirmatory Retest** mean a drug or alcohol test that uses a method of analysis allowed by the Minnesota Drug and Alcohol Testing in the Workplace Act to be used for such purposes.
- B. **Controlled Substance** means a drug, substance, or immediate precursor in Schedules I through V of MN Statute 152.02.
- C. **Conviction** means a finding of guilt (including a plea of nolo contendere (no contest)) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.
- D. **Criminal Drug Statute** means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
- E. **Drug** means a controlled substance as defined in Minnesota Statutes §152.01, Subd. 24.
- F. **Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test** mean analysis of a body component sample approved according to the standards established by the Minnesota Drug and Alcohol Testing in the Workplace Act, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- G. **Drug Paraphernalia** has the meaning defined in Minnesota Statutes §152.01, Subd. 18.
- H. **Drug-Free Workplace** means a site for the performance of work done in connection with any federal grant or contract at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.



- I. **Employee** means a person who is full-time, part-time, temporary, intern, independent contractor, or working for an independent contractor who performs services for the Minneapolis Public Housing Authority for compensation, in whatever form, including any employee directly engaged in the performance of work pursuant to the provisions of any federal grant or contract.
- J. **Federal Agency** or **Agency** means any United States executive department, military department, government corporation, government-controlled corporation, any other establishment in the executive branch, or any independent regulatory agency.
- K. **Grant** means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs. The term does not include technical assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any Veterans' benefits to individuals, i.e., any benefit to Veterans, their families, or survivors by virtue of the service of a Veteran in the Armed Forces of the United States.
- L. **Grantee** means a person who applies for or receives a grant directly from a federal agency. The place or performance of a grant is wherever activity under the grant occurs.
- M. **Individual** means a natural person.
- N. **Initial Screening Test** means a drug or alcohol test which uses a method of analysis allowed by the Minnesota Drug and Alcohol Testing in the Workplace Act to be used for such purposes.
- O. **Legitimate Medical Reason** means (1) a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of Minnesota Statutes §152.11, and names the employee as the person for whose use it is intended; and (2) a drug prescribed, administered and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, as described in Minnesota Statutes §152.12; and (3) a drug used in accord with the terms of the prescription. Use of any over-the-counter medication in accord with the terms of the product's directions for use shall also constitute a valid medical reason.
- P. **Positive Test Result** means a finding of the presence of alcohol, drugs or their metabolites in the sample tested in levels at or above the threshold detection as determined by MPHA in accordance with Minnesota Drug and Alcohol Testing in the Workplace Act.
- Q. **Reasonable Suspicion** means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
- R. **Under the Influence** means having the presence of a drug or alcohol at or above the level of a positive test result.
- S. **Valid Sample with a Certified Result** means a body component sample that may be measured for the presence or absence of drugs, alcohol or their metabolites.



3.3 Work Rules

- A. No employee shall be under the influence of any drug or alcohol while the employee is working (including while in on-call status) or while the employee is on MPHA's premises or operating MPHA's vehicle, machinery, or equipment, except pursuant to a legitimate medical reason.
- B. No employee shall use, possess, sell or transfer drugs, alcohol or drug paraphernalia while the employee is working or while the employee is on MPHA's premises or operating MPHA's vehicle, machinery or equipment, except pursuant to a legitimate medical reason.
- C. No employee, while on duty, shall engage or attempt to engage or conspire to engage in conduct which would violate any law or ordinance concerning Drugs or alcohol, regardless of whether a criminal conviction results from the conduct.
- D. As a condition of employment, no employee shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in MPHA's workplace.
- E. As a condition of employment, every employee must notify MPHA of any criminal drug statute conviction no later than five (5) days after such conviction.
- F. Any employee who receives a criminal drug statute conviction, if not discharged from employment, must within thirty (30) days satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

3.4 Persons Subject to Testing

Unless otherwise specified, employees are subject to testing under applicable sections of this policy. However, no person will be tested for drugs or alcohol under this policy without the person's consent. The Employer will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

3.5 Circumstances for Drug or Alcohol Testing

MPHA may request or require an employee to undergo drug and alcohol testing if MPHA or any supervisor of the employee has a reasonable suspicion related to the performance of the job that the employee:

- A. Is under the influence of drugs or alcohol while the employee is working or while the employee is on MPHA premises or operating MPHA's vehicle, machinery, or equipment; or
- B. Has used, possessed, sold or transferred drugs, alcohol or drug paraphernalia while the employee was working or while the employee was on MPHA premises or operating MPHA's vehicle, machinery or equipment; or



- C. Has sustained a personal injury as that term is defined in *Minnesota Statutes* §176.011, Subd. 16, or has caused another person to die or sustain a personal injury; or
- D. Was operating or helping to operate machinery, equipment, or vehicles involved in such a work-related accident resulting in property damage or personal injury.

Procedures for testing shall be maintained and made available by MPHA Human Resources.

3.6 Refusal to Undergo Testing

- A. **Right to Refuse** - Employees have the right to refuse to undergo drug and alcohol testing. If an employee refuses to undergo drug or alcohol testing requested or required by MPHA, no such test shall be given.
- B. **Consequences of Refusal** - If any employee refuses to undergo drug or alcohol testing requested or required by MPHA, MPHA may subject the employee to disciplinary action up to and including discharge from employment on grounds of insubordination and any other appropriate grounds.
- C. **Refusal on Religious Grounds** - No employee who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee also refuses to undergo drug or alcohol testing of a urine sample.
- D. **Failure to Provide a Valid Sample with a Certified Result**

This includes but is not limited to:

1. failing to provide a valid sample that can be used to detect the presence of drugs and alcohol or their metabolites;
2. providing false information in connection with a test;
3. attempting to falsify test results through tampering, contamination, adulteration, or substitution;
4. failing to provide a specimen without a legitimate medical explanation; and
5. demonstrating behavior that is obstructive, uncooperative, or verbally offensive, resulting in the inability to conduct the test.



Failure to provide a valid sample with a certified result will be treated as a refusal to undergo drug and alcohol testing under this policy and may subject the employee to disciplinary action including discharge.

3.7 Rights of Employees

Within three (3) working days after receipt of the test result report, MPHA shall inform in writing an employee who has undergone drug or alcohol testing of:

- A. A negative test result on an initial screening test or of a negative or positive test result on a confirmatory test;
- B. The right to request and receive from MPHA a copy of the test result report;
- C. The right to request within five (5) working days after notice of a positive test result, a confirmatory retest of the original sample at the employee's expense at the original testing laboratory or another licensed testing laboratory;
- D. The right to submit information to the employer within three (3) working days after notice of a positive test result to explain that result; indicate any over the counter or prescription medications that the employee is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result;
- E. The right of an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by MPHA not to be discharged unless the employee has been determined by a Minnesota Licensed Alcohol and Drug Counselor (LADC) or a physician trained in the diagnosis and treatment of chemical dependency to be chemically dependent and MPHA has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by MPHA after consultation with a Minnesota LADC or a physician trained in the diagnosis and treatment of chemical dependency, and the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion;
- F. The right to not be discharged, disciplined, discriminated against, or requested or required to undergo rehabilitation on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test;



- G. The right, if suspended without pay, to be reinstated with backpay if the outcome of the confirmatory test or requested confirmatory retest is negative;
- H. The right to not be discharged, disciplined, discriminated against, or required to be rehabilitated on the basis of medical history information revealed to MPHA concerning the reliability of, or explanation for, a positive test result unless the employee was under an affirmative duty to provide the information before, upon, or after hire;
- I. The right to review all information relating to positive test result reports and other information acquired in the drug and alcohol testing process, and conclusions drawn from and actions taken based on the reports or acquired information;
- J. The right to suffer no adverse personnel action if a properly requested confirmatory retest does not confirm the result of an original confirmatory test using the same drug or alcohol threshold detection levels as used in the original confirmatory test.

3.8 Action After Test

MPHA will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee solely on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test. Where there has been a positive test result in a confirmatory test and in any confirmatory retest, MPHA will follow the *Drug and Alcohol Testing Procedure*.

3.9 Data Privacy

The purpose of collecting a body component sample is to test that sample for the presence of drugs or alcohol or their metabolites. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials and social security number of the person providing the sample are requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test is reliable and to determine whether there is a legitimate medical reason for any drug or alcohol in the sample. All data collected, including that in the notification form and the test report, is intended for use in determining the suitability of the employee for employment. The employee may refuse to supply the requested data; however, refusal to supply the requested data may affect the person's employment status. MPHA will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted by law or court order.



3.10 Employee Assistance

Drug and alcohol counseling, rehabilitation, and employee assistance are available from or through the Employee Assistance Program (EAP). Independent contractors and their employees are excluded from receiving these services under this policy.

3.11 References/Resources

Minnesota Drug and Alcohol Testing in the Workplace Act (Minnesota Statutes 181.950 to 181.957)

Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D)

Minnesota Statutes 151.01, 152.02, 152.11, 152.12, 176.011, Subd. 16

3.12 Revision History

Current Version Adopted by the MPHA Board of Commissioners: _____

This section supersedes all prior relevant board-approved policies and executive guidance, including, but not necessarily limited to:

- MPHA Drug and Alcohol Testing Policy created June 1998, revised March 2001, Feb. 2008, and Dec. 2018.



4. Telecommuting Policy

4.1 Purpose

Telecommuting can be an effective tool where it meets the business needs of the agency and promotes agency priorities (such as health/safety, employee scheduling flexibility, or workforce retention/recruitment). This policy enables MPHA staff leadership to develop, implement, and amend procedures to govern telecommuting by MPHA employees.

4.2 Eligibility

Telecommuting is not appropriate for all positions at MPHA. Employees must have satisfactory work performance; must hold a position where tasks can reasonably be accomplished in a remote setting; and must meet any other criteria as defined by MPHA's telecommuting procedures. MPHA may modify or terminate telecommuting arrangements, in its sole discretion. In certain circumstances, MPHA may require employees to telecommute.

4.3 Responsibilities

The following core responsibilities shall be fully defined and expanded upon in the telecommuting procedures.

A. MPHA Human Resources shall develop, train, regularly reassess, and monitor the equal enforcement of telecommuting procedures to balance agency productivity and workforce needs.

B. MPHA Department of Information Technology shall provide advice, support, and appropriate technology to facilitate approved telecommuting arrangements.

C. Employees may propose and clearly communicate to their supervisor an acceptable arrangement for telecommuting; and, if approved, shall be available and accessible by means of communication as determined by the supervisor; shall maintain satisfactory work performance; shall adhere to all data and security requirements; and shall adhere in all other respects to any telecommuting procedures.

D. Supervisors shall review/modify and formally act upon proposals for telecommuting; shall coordinate technology needs required by the agreed-upon telecommuting arrangement; shall support and regularly engage with telecommuting employees, including required reviews and periodic reassessment of the telecommuting arrangement; and shall adhere in all other respects to published telecommuting procedures.



4.4 **Revision History**

Current Version Adopted by the MPHA Board of Commissioners: _____

This section supersedes all prior relevant board-approved policies and executive guidance.

The MPHA Board of Commissioners first adopted this policy as a separate item on August 26, 2020. The version here is unchanged.

DRAFT



5. Conflict of Interest Policy

5.1 Purpose

Whether on or off the job, employees are ambassadors for MPHA and its interests. Accordingly, employees should not hold or appear to hold any conflict of interest that might compromise their ability to do their jobs effectively or the mission of MPHA, more generally.

5.2 Prohibitions

MPHA employees shall not engage in conflicts of interest with respect to their employment. The following types of relationships or conduct are prohibited:

A. Employees may not work for wages, salary, or gratuities in addition to their MPHA employment if the work interferes with their MPHA duties or work performance or if the work is a conflict of interest or gives the appearance of a conflict of interest. This includes employment:

1. With any public or private organization or individual that represents a source of funding for programs administered by MPHA;
2. With any public or private organization or individual that receives funds through the MPHA;
3. With any public or private organization or individual that governs, regulates or monitors MPHA-administered programs; or
4. With any other employer, if such employment could give rise to conflict of interest or the appearance of a conflict of interest.

B. Employees may not own or manage real property in which Section 8 participants reside and which is located within the corporate limits of the City of Minneapolis. While the ownership or management of such property outside the City of Minneapolis is not prohibited, disclosure is required, and the use of information obtained during the course of MPHA employment regarding the identity or housing status of Section 8 participants or applicants in connection therewith is prohibited.

C. During off-duty hours, employees may not serve on governmental commissions or boards if the activity conflicts with the duties or responsibilities of their MPHA employment, constitutes a conflict of interest, or gives the appearance of a conflict of interest.



D. Employees, their spouses, and their dependent children shall not solicit or accept gratuities, favors, loans, or items of monetary value from residents, applicants, program participants, contractors, or potential contractors. Employees who receive gifts or gratuities prohibited by this policy shall promptly return them to the donor. This prohibition applies to any person who has sought or is seeking a business or financial relationship with the MPHA, has interests which may be affected by the action or inaction of the MPHA or its employees, is attempting to affect the employee's official action, or conducts operations which are regulated by the MPHA.

5.3 Exceptions

The Executive Director may interpret and make reasonable exceptions to this rule including the following *permissible* activities:

- A. Employees may accept gifts, favors, or entertainment where there is an obvious family relationship between the donor and the employee and where it is clear that the family relationship is the motivating factor for the gift, favor, or entertainment;
- B. Employees may purchase articles at advantageous rates which are offered to public employees as a class;
- C. Employees may accept loans from financial institutions at customary rates and terms;
- D. Employees may accept unsolicited advertising or promotional materials of nominal value;
- E. Employees may accept incidental transportation, provided it is furnished in connection with the employee's duties and is of a type customarily provided by the organization.

5.4 Responsibilities

A condition of employment and of continued employment shall be the full written disclosure of financial or business interests which potentially involve a conflict with MPHA business. This information shall be provided to employee's immediate supervisor within five business days of when the potential conflict arises, or within five days from when the employee becomes aware of the potential conflict. Failure to timely disclose or update information previously submitted shall be cause for disciplinary action. The supervisor shall timely confer with MPHA Legal and Human Resources to determine appropriate action.

5.5 Revision History

Current Version Adopted by the MPHA Board of Commissioners: _____

This section supersedes all prior relevant board-approved policies and executive guidance.



6. Data Practices Policy

6.1 Purpose

MPHA and its employees must comply with the *Minnesota Government Data Practices Act* (“MGDPA,” Minnesota Statutes Chapter 13) and applicable federal laws regarding the disclosure of data. These laws apply to all data collected by MPHA, including data on employees, residents, participants in programs administered by MPHA, applications, and vendors.

6.2 Definitions

- A. Classification of Data - Under the MGDPA, data on individuals is classified as *public*, *private*, or *confidential*. *Public data* is available to the public upon request. *Private data* is not available to the public but is available to the data subject. *Confidential data* is not available to the public or the data subject. MPHA data is presumed to be public unless a law or HUD regulation states that the data is not public.
- B. MPHA Data Access Procedures - MPHA has written procedures available to the public as it relates to request for data from the public and individual data subjects. These procedures can be found on MPHA’s website and are also available upon request from MPHA’s Legal Department.

6.3 Responsibilities

- A. Disclosure of Data - All requests for data should be directed to the MPHA Legal Department. Employees may not disclose private data to the public but may disclose the data to the subject of the data or another person at the written request of the data subject. Employees may not disclose confidential data to the public or the subject of the data. If an employee has questions regarding the classification and disclosure of data, they should contact the MPHA Legal Department.
- B. Data Collection in an Employee Misconduct Investigation - In cases of suspected or alleged employee misconduct, MPHA will conduct an investigation during which MPHA may ask employees to provide information about themselves or others. The following applies to the investigation:
 - 1. Employees are required to provide the information requested. Failure to provide information may result in disciplinary action.
 - 2. The purpose of asking for the information may include:



- i. to determine whether a law, regulation, ordinance, or an MPHA rule, policy, directive, or collective bargaining agreement has been violated;
 - ii. to determine if discipline is appropriate and the type of discipline; or
 - iii. to collect facts which are relevant to the suspected or alleged misconduct.
3. Information provided by an employee
 - i. may become a part of employee personnel files;
 - ii. may be used to complete the investigation;
 - iii. may have an adverse effect on the MPHA, the employee, or the employee's coworker(s); and
 - iv. may be the basis for disciplining the employee or the employee's coworker(s).
4. The information provided will be disclosed in compliance with applicable state and federal law. The information provided may be disclosed to others who have a need to know about the investigation, including appropriate MPHA directors, managers, supervisors, other representatives, and administrative agencies, or courts. Also, if final discipline is imposed, the final discipline and the basis for the discipline may be public information.

6.4 Revision History

Current Version Adopted by the MPHA Board of Commissioners: _____

This section supersedes all prior relevant board-approved policies and executive guidance, including but not necessarily limited to:

- Executive Communication #18 (1996): Minnesota Data Practices Act



7. Political Activity Policy

7.1 Purpose

MPHA employees are governed in their political activities by the provisions of the federal *Hatch Act* and by applicable Minnesota statutes, including Minnesota Statute Section 211B.09.

7.2 Prohibitions

The following political activities are prohibited:

- A. MPHA employees may not be a candidate, or engage in conduct which gives the *appearance* that they are the candidate, for partisan public office. This prohibition applies even where they have not been endorsed for office or where they have not formally announced their candidacy. A public office is considered to be partisan when the name of a political party appears on the ballot next to the candidate's name.
- B. MPHA employees may not engage in political activity while on duty.
- C. MPHA employees may not engage in political activity in any government facility, including MPHA properties, while on duty.
- D. MPHA employees may not wear partisan political buttons or clothing while on duty or while wearing an MPHA uniform.
- E. MPHA employees may not personally solicit or accept political contributions, compel a person to apply for membership in or become a member of a political organization, or take part in political activities while on duty or on MPHA premises.
- F. MPHA employees may not be listed as a sponsor for a partisan fundraising event where their status as an MPHA employee is also listed.
- G. MPHA employees may not solicit or discourage political activity of anyone who has a business relationship with MPHA or otherwise use their employment to influence elections or nominations, or for any political purposes.

7.3 Responsibilities

Employees are responsible for complying with the above prohibitions, and for requesting clarification, when needed, to MPHA's Legal Department. Employees are also expected to identify potential Hatch Act issues and assist MPHA in preventing violations. Additional information concerning MPHA employee rights and obligations under the Hatch Act may be



obtained from the United States Office of Special Counsel (1-800-854-2824) in Washington, D.C.

7.4 **Revision History**

Current Version Adopted by the MPHA Board of Commissioners: _____

This section supersedes all prior relevant board-approved policies and executive guidance.

DRAFT



8. Information Technology (IT) Policy

8.1 Purpose

MPHA and its employees must protect the security and integrity of MPHA's workplace technology. This policy defines guidelines for acceptable use.

8.2 Definitions

- A. Computer Equipment – All equipment including smart phones, iPads, laptops, desktops, peripherals, and accessories that are provided to employees by MPHA. MPHA's Information Technology department ("IT") reserves the exclusive right to assign, remove or replace any equipment as needed.
- B. Electronic Data – All information which is broadcast, created, sent, forwarded, transmitted, stored, copied, downloaded, displayed, viewed, gathered, produced, saved, printed or accessed with MPHA's workplace technology.
- C. Electronic Communications – Messages transmitted using workplace technology, including email, text messaging, social media, and all types of instant messaging.
- D. Intranet – A private network operating on a web server within MPHA. The Intranet may contain MPHA's policies, procedures or manuals, human resources information and other internal information. The intranet may provide access to other MPHA networks.
- E. Internet - A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols. For purposes of this policy, the internet generally includes data access via MPHA's wired and (secure and public) wireless networks.
- F. Workplace Technology – All MPHA owned electronic and communication equipment; the use of including but not limited to mobile phones, landline phones, computer equipment (as defined above) , servers, e-mail, software and apps (including cloud-based services), portals, cameras, TV, projectors, printers/copiers/scanners, and fax machines; and all the communications on the technology.
- G. Authorized User – MPHA employees (regular, temporary, inside and outside trades), contractors, and residents who may access or use MPHA's workplace technology.
- H. Public User – Anyone who accesses or uses MPHA's public networks designed for unsecure access to the Internet.



8.3 MPHA's Ownership Rights

MPHA owns all workplace technology, including all documents and communications conducted on the technology. MPHA will monitor the use of technology to determine whether it complies with MPHA's policies and procedures, to monitor quality control, and to investigate employee conduct. IT will randomly and sporadically monitor the use of workplace technology. A specific equipment or user may be monitored when authorized by the Executive Director or his/her designee.

The monitoring may include communications between employees or between employees and customers, use of websites, stored e-mail, or voicemail messages. The use of a password and username is a security measure and does not create an expectation of privacy or ownership of data. MPHA has the exclusive right to remove or replace workplace technology. MPHA or its authorized representative may inspect or use its technology without prior notice to the user.

MPHA department supervisors and authorized IT employees may inspect or install any technology for a work-related reason. The reasons for inspection include but are not limited to the investigation of network slow down; hardware and software problems; license and copyright compliance; general system failure; litigation or potential litigation; a crime or a violation of an MPHA policy.

MPHA may immediately terminate an employee's access to information technology at any time and for any reason. Access to MPHA's information technology will end immediately upon termination of the user's employment.

8.4 Data Ownership

The MPHA IT Director or designee assumes responsibilities for security and back-up of information on the network and other systems.

The employee assumes responsibility for data maintained on the individual computer or external storage device (i.e. flash drive, CD, DVD, external hard drive, etc.). Computer software and data that is accessed on the employee workstation is the direct responsibility of the employee. Release of data must be complying or in keeping with a agency, and state data privacy guidelines.

All electronic and written data are subject to federal data practices laws and the Minnesota Government Data Practices Act (Minn. Stat. 13.01 to 13.99). All requests for data under the Data Practices Act are governed by MPHA's Data Practices Policy.



8.5 Policies for Specific Technologies

MPHA reserves the right to determine standard computer equipment issued in response to requests.

A. Computer Equipment

1. An employee's request for computer resources or access shall be approved by a department manager or supervisor, who submits the request to IT.
2. Computer passwords will not be shared between employees or given to non-MPHA persons, unless requested by direct supervisor, IT Director or their designee. Users must "password protect" their system when they are away from their workstation.
3. Employees should not move computer equipment without assistance from IT.
4. Employees shall not intentionally damage workplace computer equipment.

B. The Internet

1. Access to the internet is primarily intended for business-related purposes. Occasional informal or personal use of the Internet is permissible provided that use does not interfere with or disrupt other employees, network users, services or equipment, or breach security protocols.
2. Streaming content, especially videos, over the internet requires significant bandwidth and can hamper overall performance of the network. Employees shall exercise restraint in streaming data for non-MPHA-business purposes. The Director of IT will monitor network traffic and take appropriate action when s/he determines an employee's use of data may pose a risk to network performance.
3. Employees shall use the internet (and MPHA's intranet) with the same rules of reasonableness, courtesy, common sense, and legal responsibility as other forms of communication.
4. The internet may not be used in violation of federal or state laws or regulations including but not limited to the Minnesota Data Practices Act, the Minnesota Human Rights Act, and the Computer Fraud and Abuse Act of 1986.

C. Software



1. Employees who need to download software should obtain authorization from IT, which will evaluate the request and obtain further supervisory authorization if necessary.
2. Employees shall not knowingly request or install software that may pose risks to MPHA. Software downloaded from the Internet may introduce viruses, present compatibility problems in the computer network environment, or subject MPHA to copyright violations if unlicensed software is on MPHA networks or workstations.

D. Electronic communications

1. Occasional informal or personal use of electronic communications is permissible provided that it does not interfere with or disrupt other employees, network users, services, or equipment or breach security protocols.
2. Employees shall indicate their affiliation with MPHA when the communication is in the course and scope of their employment and shall not hide or make false representations as to their identity and affiliation. In the course of informal or personal communication, employees shall appropriately indicate that their opinions are their own and not necessarily those of MPHA.
3. Use of electronic communications should be treated with the same rules of reasonableness, courtesy, common sense, and legal responsibility as other forms of communication.
4. If an employee receives an inappropriate message or a message that does not meet commonly accepted business standards, it is the employee's responsibility to notify his or her immediate supervisor. If a communication appears to pose a technology risk to MPHA, the employee shall immediately inform IT.
5. Employees shall not use social media or other public electronic forums to post content or communicate information on behalf of MPHA or to imply that they are representing MPHA, unless authorized to do so by the Director of Policy & Communications, Executive Director, or Deputy Executive Director. Employees using Workplace Technology shall not make personal use of social media or other public electronic forums to post content or to communicate in ways that directly conflict with or undermine MPHA's mission, strategy, or goals.
6. Electronic communications may not be used in violation of Federal or State laws or regulations including but not limited to the Minnesota Data practices Act, the



Open Meeting Law, the Minnesota Human Rights Act, the Computer Fraud and Abuse Act of 1986.

8.6 Teleworking

In addition to this policy, MPHA may institute specific rules, agreements, equipment guidance, and standards of conduct for employees required or requesting to telework.

8.7 General Prohibitions

Employees shall not use MPHA workplace technology to:

- A. Solicit donations for or support individuals, causes, or outside organizations unless sponsored by MPHA;
- B. Develop outside business or commercial activities for financial gain;
- C. Intentionally distribute advertising or malware or grant unauthorized access;
- D. Read or listen to communications intended for another person without the express permission of that person unless otherwise authorized by this policy;
- E. Conduct any illegal activity;
- F. Post confidential information about the agency or the participants in its programs;
- G. Violate any aspects of other MPHA Personnel Policies, operational policies, work rules, or union contracts.

8.8 Revision History

Current Version Adopted by the MPHA Board of Commissioners: _____

This section supersedes all prior relevant board-approved policies and executive guidance, including but not necessarily limited to:

- Executive Communication #24 (2002): MPHA's Information Technology Policy



Monthly Performance Report

Minneapolis Public Housing Authority

Board of Commissioners

For the month ending November 30, 2020

Contents

1. Financials
2. Performance of Operations
 - Public Housing Programs
 - Housing Choice Voucher Programs
3. Building Improvement and Development Projects
 - Update on Elliot Twins RAD Conversion and Scattered Sites Section 18 Process
4. Inquiry Response and Social Media

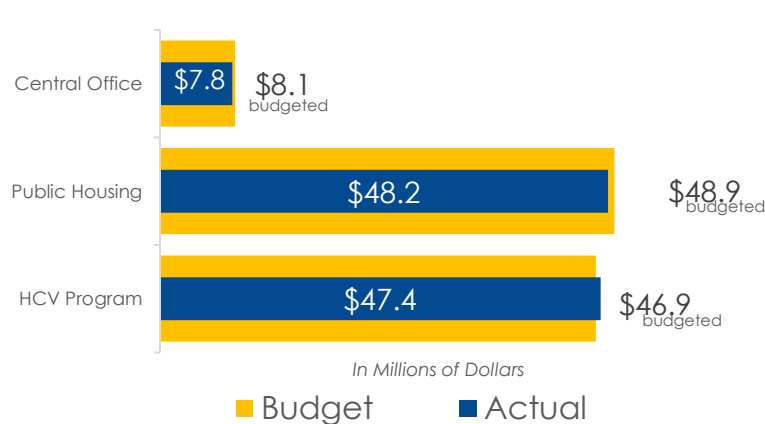
****This financial report is as of October because the General Ledger is not yet closed for November as of the distribution date of this report.****



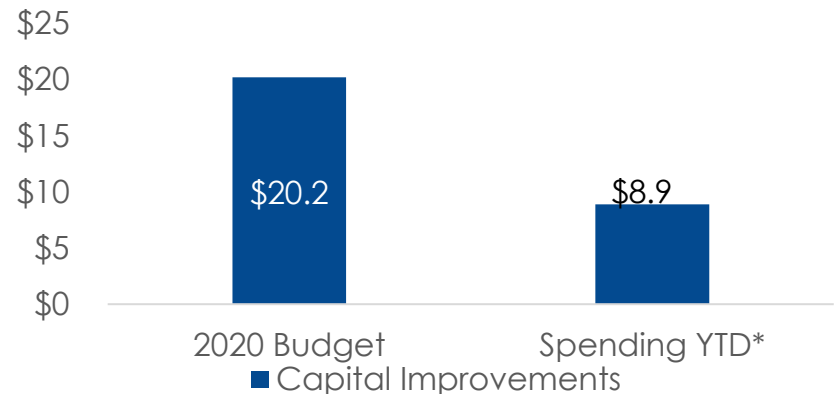
Operating Sources and Uses MTW Public Housing and Housing Choice Voucher (HCV) Program

Sources	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance	Variance %
Tenant Revenue -Rents & Other	\$ 17,918,002	\$ 17,726,728	\$ (191,274)	-1%
Public Housing Operating Subsidy	\$ 18,064,580	\$ 17,680,766	\$ (383,814)	-2%
HCV HAP Subsidy & Admin Fees	\$ 45,266,242	\$ 46,006,842	\$ 740,600	2%
Other Revenues, Fees, & Grants	\$ 3,420,463	\$ 2,453,042	\$ (967,421)	-28%
Transfers-In	\$ 1,072,300	\$ 1,222,807	\$ 150,507	14%
Total Sources	\$ 85,741,587	\$ 85,090,185	\$ (651,402)	-1%
Uses				
Public Housing Operations	\$ 48,927,856	\$ 48,203,327	\$ 724,529	1%
Housing Choice Vouchers	\$ 39,431,979	\$ 39,931,169	\$ (499,190)	-1%
MTW Initiatives	\$ 84,267	\$ 44,033	\$ 40,234	48%
Human Services	\$ 424,300	\$ 312,694	\$ 111,606	26%
Total Uses	\$ 88,868,402	\$ 88,491,223	\$ 377,179	0%
Net Sources/(Uses)	\$ (3,126,815)	\$ (3,401,038)	\$ (274,223)	-9%

Year to Date (YTD) Expenses



MTW Capital Fund Program

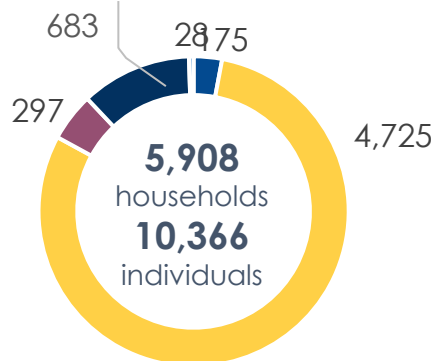


*An additional \$6.9 million is under obligation for capital projects YTD

Public Housing Programs



Occupied Units*

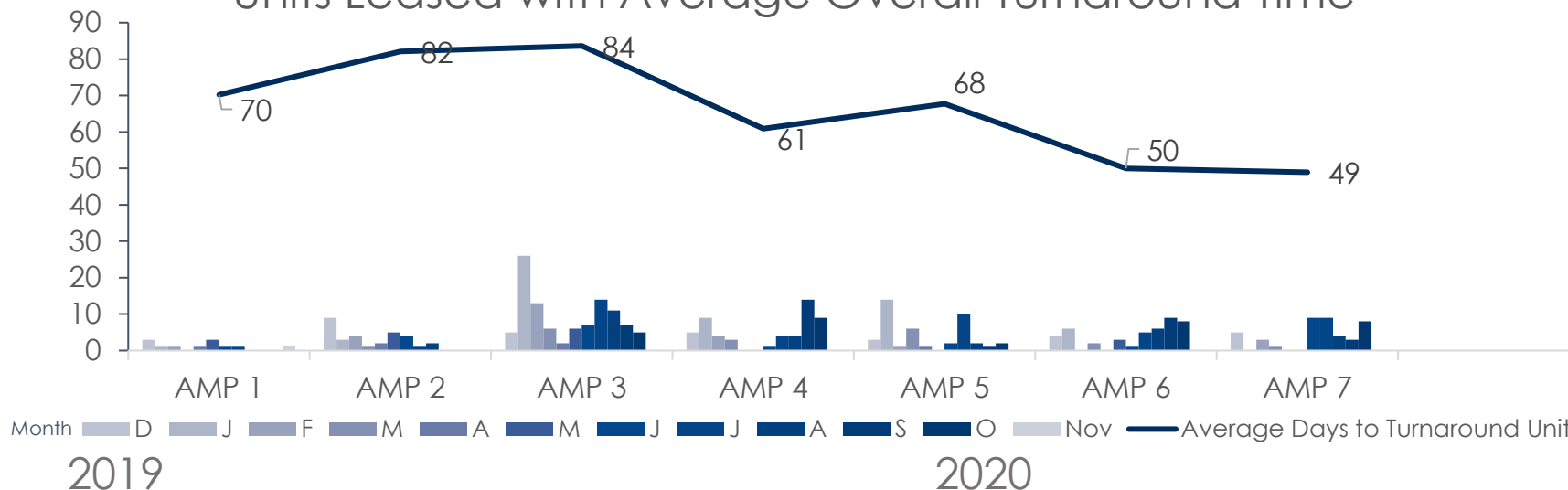


- Glendale
- MHOP
- Scattered Sites
- Highrise
- Minnehaha Towhomes

21
new units leased
during month

96.7%
occupancy

Units Leased with Average Overall Turnaround Time***



*At any given time, units may be vacant due to normal unit turnaround or because they are undergoing renovations.

**Metropolitan Housing Opportunities Program (Hollman consent decree units owned and operated by third-parties)

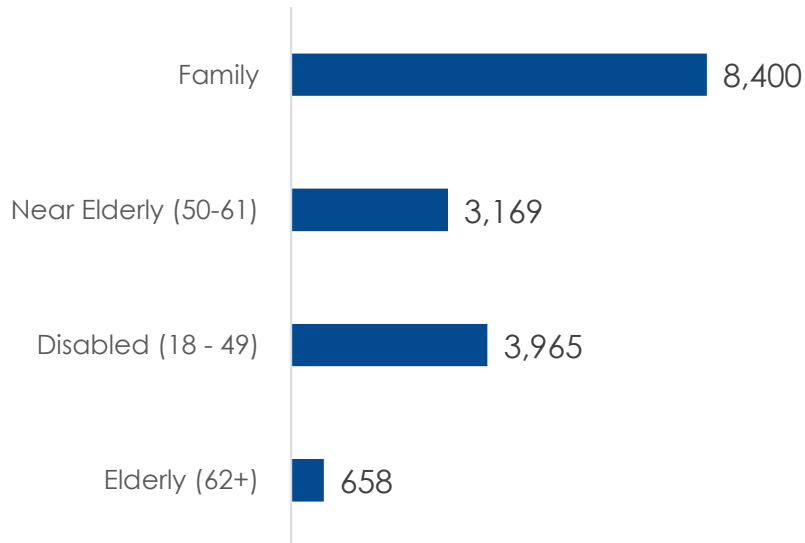
***Excluding unit transfers

Public Housing Programs

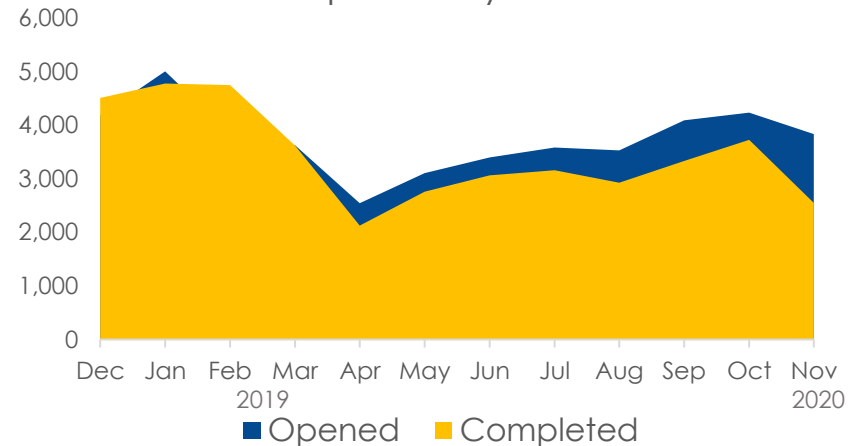


Reason for Vacating Unit	Count
Death	17
Moving Out of Town	5
Moving in with or closer to Family	5
To Nursing Home	3
Dislike Unit	1
Skip	1
Illness	1
Other	1
Mutual Agreement	1

Applicants on Waiting List



Work Orders Opened and Completed by Month

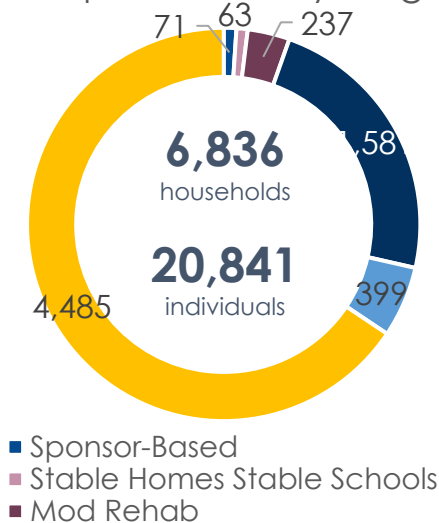


Goal	Total Completed	% Completed within Goal	Average Days Open
Emergency: 24 Hours	86	100%	0
Urgent: 1 Day	497	93%	2
After Hours Non-Emergency: 2 Days	14	93%	0
Important: 3 Days	469	80%	9
Routine: 10 Days	1,019	82%	23
Non-Routine: 20 Days	38	16%	48
Pest Control	427	100%	31

Housing Choice Voucher Programs



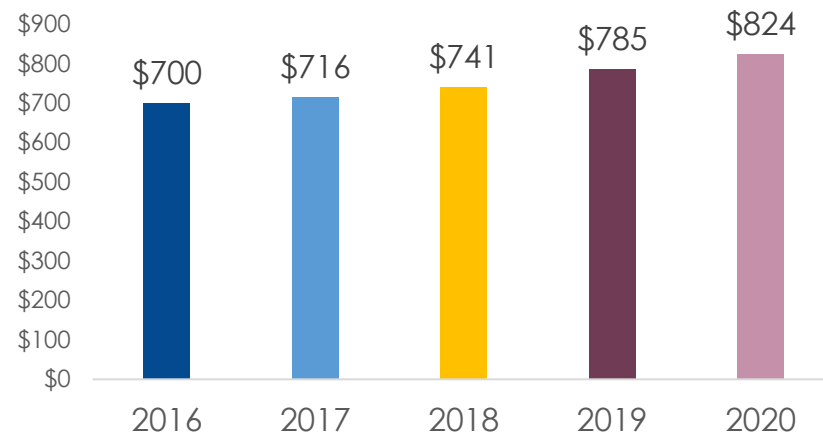
People Served by Program*



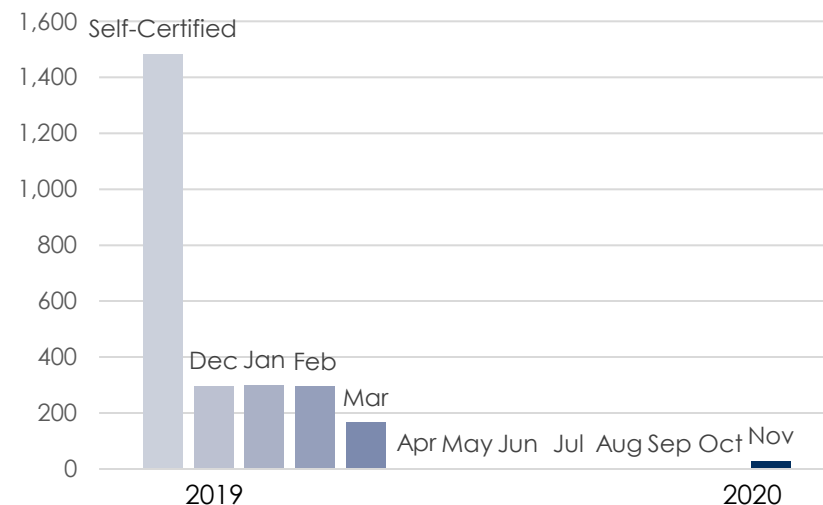
Family Unification Program and Veterans Affairs Supportive Housing

*Including port-ins and port-outs

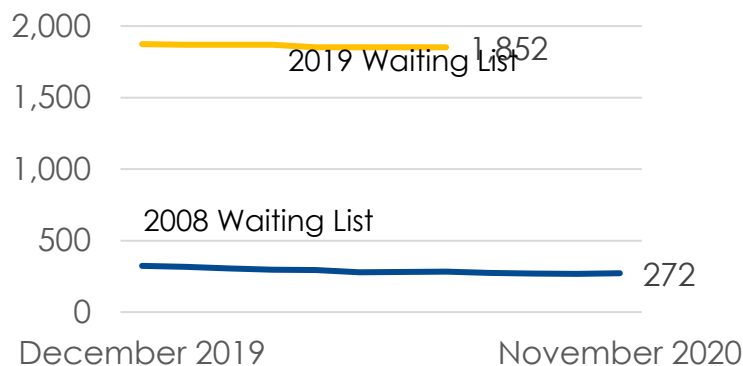
Average Housing Assistance Payment per Unit, Year to Date



Annual Inspections Conducted



Applicants on Waiting List



Building Improvement Projects - Planning



ADDRESS	DESCRIPTION OF WORK	STATUS
1314 44 th Avenue North	Roof replacement	Bidding; spring start
Hiawatha Towers	HCPD accessible unit upgrades, common area improvements	Planning
Scattered Sites – Various sites	2020 improvements: roof replacement, comprehensive modernization, structural repairs	Planning/Bidding - ongoing
Cora McCorvey Center	HVAC system upgrades	Materials ordered
1707 3 rd Ave S/1611 S 6 th St/2728 Franklin/Snellings	Elevator modernization	Materials ordered; April 2021 construction start

Development Projects - Planning

ADDRESS	DESCRIPTION OF WORK	STATUS
Scattered Site	Energy pilot project: single-family new construction	Under contract; start date TBD

Building Improvement Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
Glendale	Site lighting upgrades	Substantially complete
350 Van White Memorial Blvd	Corridor flooring replacement	In progress
315 Lowry Avenue North	Site security upgrades	In progress
600 18 th Avenue North	Window replacement, masonry repairs & HVAC systems replacement	In progress
Hiawatha Towers	Site security upgrades	Substantially complete
High-rises – Various sites	HVAC systems replacement	Substantially complete
1707 3 rd Ave S	Generator & main electrical switch gear replacement	In progress
Scattered Sites – Various sites	2020 improvements: roof replacement, comprehensive modernization, structural repairs	In progress - ongoing
1611 S 6th St	Plumbing & fire alarm system replacement, sprinkler system retrofit, apartment improvements including creation of 6 ADA units; HVAC upgrades	In progress

Development Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
Elliot Twins	Comprehensive building modernization	In progress

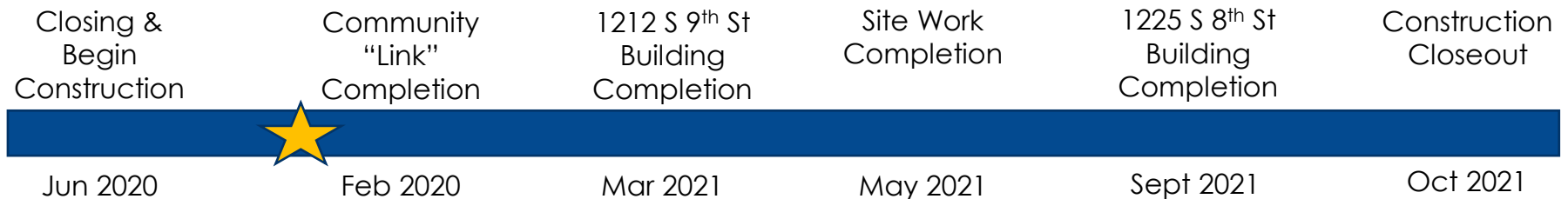
Elliot Twins RAD Conversion & Building Renovation



- **Phase II tenant relocation complete**
- **Phase III apartment rehab underway**
- **Community link, window/roof replacement & exterior cladding work underway**
- Address deferred maintenance, **plus** unit improvements, community link addition, envelope enhancement, new HVAC system, addition of 10 fully accessible units
- Projected 30% reduction in utilities
- Hard costs: ~\$25M
- All tenants are offered on-site relocation

Construction Timeline

(subject to change)



Scattered Site Section 18 Process

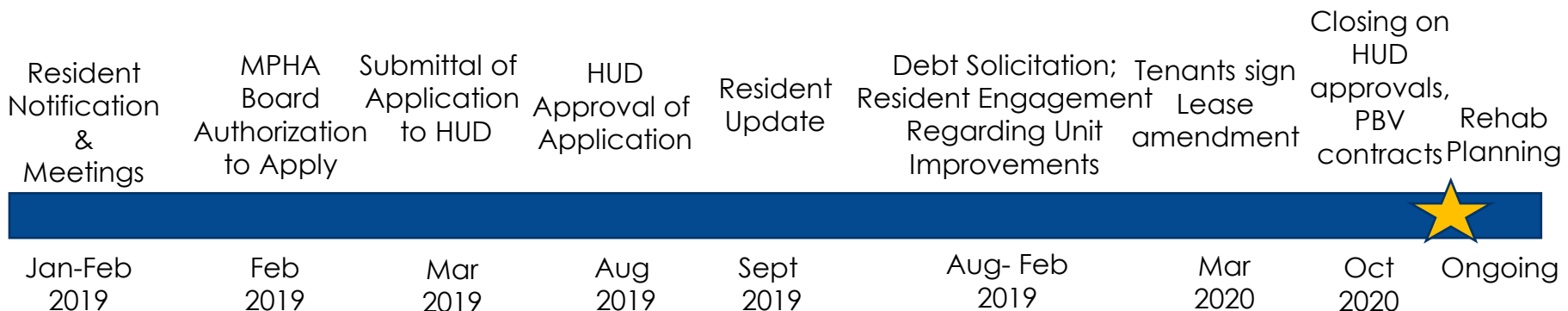


Section 18 with debt financing



- **Conversion to project-based vouchers occurred on October 1st**
- Exploring lending options to best support investments in portfolio
- Debt will support investments in deferred maintenance and ongoing unit needs as well as potential replacement/addition of units

Timeline (subject to change based on timing of HUD approvals)



Inquiry Response and Social Media



MPHA on Facebook

Top Performing Post (665 views)



Minneapolis Public Housing Authority
Published by Jeff Horwich [?] · November 16 ·

Another round of moves into fully remodeled units is underway at the Elliotts! Everyone has been able to do an in-person walk-through of a finished apartment. 🏡 The first tower is about to get its gorgeous new exterior, set atop new energy-saving panels. Follow the progress at <https://mphaonline.org/renewing-elliott-twins>



15

Posts for the Month
5,753 Followers



MPHA on Twitter

Top Performing Post (22,600 views)



Minneapolis Public Housing Authority @MPLSPubHousing · Nov 18

Before COVID-19, Minnesota was facing near-record levels of homelessness. More than 20,000 families remain on our waiting lists, some of whom are homeless tonight. This November, pause and think of people who experience homelessness, and how much work we still have to do.



20

Tweets for the Month
730 Followers

November 2020

84

Formal inquiries received and addressed
(Channels include media, social media, and website contact forms)

MPHA wishes our partners, supporters, and the 11,000 families in our programs a peaceful holiday season. Thank you for showing us the power of community in 2020! We look forward to serving you in 2021.



MN Lawmakers Pass \$16M for Preserving State's Public Housing

After repeated special sessions, plus the steady effort of MPHA and other housing advocates, this fall state lawmakers approved a bonding bill including **\$16 million** of General Obligation bonds to fund the **Publicly Owned Housing Program (POHP)**. Since its creation in 2012, **MPHA has been the state's most successful user of POHP grants to address essential capital repairs**. Recent uses include extensive window and elevator projects, and the complete renovation

of buildings like 1611 S. 6th Ave. (seen here). MPHA will continue to apply for this essential program to preserve our highrises, most of which are now more than 50 years old. MPHA has an estimated \$150M in minimum capital needs.



A special thank you to [Hennepin County](#) for donating hand sanitizer and 5,000 masks to support front-line MPHA staff and residents living in MPHA's public housing!



A "Missing Link" to Tie Together the Elliotts Community

Construction remains on track at the Elliot Twins, with many residents now moved into new apartments. Since 1961, the towers have stood separately, with cramped common rooms, offices, and laundries. **In February, we project the opening of the new "community link" between them!** These 6,200 square feet will feature a spacious new community room, resident meeting/activity rooms, exercise room, kitchen, staff offices, and a single point-of-entry with a security desk. The new space created by the link also means larger laundry rooms and the addition of 10 new apartments at the Elliotts.



By October, MPHA had offered **COVID testing to more than 3,500 households in 22 MPHA buildings**. We are grateful to [Neighborhood Health Source](#), [Community University Health Care Center \(CUHCC\)](#), [People's Center Clinic and Services](#), [Hennepin Healthcare](#), and caring [VOA](#) social workers for making testing possible to residents who want it. Testing continues, with locations driven by the latest health data from Hennepin County.

MINNEAPOLIS

Cascade of factors led to deadly fire at high-rise apartments in Minneapolis

Grieving families hope leaders make changes to prevent future tragedies.

By Liz Navratil (<https://www.startribune.com/liz-navratil/564748721/>) Star Tribune |

NOVEMBER 27, 2020 — 6:38AM

One year ago, a fire broke out in Tyler Baron's 14th-floor unit at the Cedar High Apartments. If it had stayed there, everyone in the Minneapolis public housing high-rise probably could have escaped with their lives.

Instead, an improper door seal, a lack of sprinklers and an antiquated stairwell design allowed flames and smoke to spread rapidly, killing Baron and four other residents, according to a yearlong investigation by the Minnesota Fire Marshal's Office. A sixth resident died months later of COVID-19, with smoke inhalation as a significant factor.

For the families still grieving those lost in the fire on Nov. 27, 2019, they hope the conclusions about what led to the tragedy will prevent future deaths.

"There's enough unforeseen things in this world that we really can't prevent, I know this, but there are a lot of things we can," said David Stuart, who lost his brother Jerome "Jay" Stuart.

Minnesota fire officials suspect there are dozens of similarly vulnerable buildings throughout the state. For decades, they have pushed to require owners of old buildings to upgrade their safety features, including installing sprinkler systems.

Persuading leaders to make those changes retroactively is difficult, said Minnesota Fire Marshal Jim Smith, whose office reviewed the scene. They often meet opposition from trade groups who argue that the changes are too costly.

"So we, unfortunately, many times, have to cut our losses, and say, 'From this day forward, these are the new codes,' and we have to live with the fact that there are going to be buildings out there that don't have scissor stair separations, they don't have sprinklers," Smith said.



DAVID JONES — STAR TRIBUNE

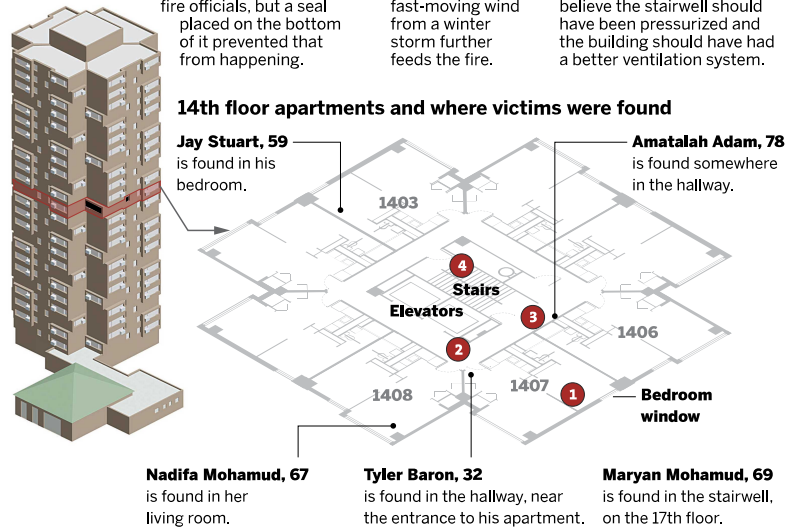
"I understood it." Nur Abdullahi, whose father was pronounced dead at the fire scene. Later revived, he died in May after health struggles.

Cedar High Apartments fire

Investigators haven't been able to pinpoint how last year's fatal fire began, but they have identified several fire safety features that could prevent future deaths. Here's a look at how the failure or absence of safety features may have led to the deaths on Nov. 27, 2019. Five people died the day of the fire. A sixth person, who was injured in the fire, died six months later.

How investigators think the fire progressed

- 1** A fire begins in the bedroom of Apartment 1407, which belongs to Tyler Baron.
- 2** Investigators suspect Baron went to the hallway to get a fire extinguisher. By code, the door from his apartment to the hallway should have automatically closed behind him, according to state and local fire officials, but a seal placed on the bottom of it prevented that from happening.
- 3** Smoke pours into the shared hallway. At some point, the window in Baron's bedroom breaks, likely due to the heat, and fast-moving wind from a winter storm further feeds the fire.
- 4** Smoke also enters the stairwell, which some people are using to evacuate. The state says an old design allowed the smoke to easily spread throughout the escape route. Attorneys for some of the victims' families say they believe the stairwell should have been pressurized and the building should have had a better ventilation system.



Source: Minnesota Department of Public Safety, State Fire Marshal Division
MARK BOSWELL and LIZ NAVRATIL • Star Tribune

To understand why people died inside the Cedar High Apartments — and how their deaths could have been prevented — Smith says you have to understand how the fire moved, and how quickly smoke can render a person unconscious.

About 200 people live inside the Cedar High Apartments, run by the Minneapolis Public Housing Authority. Many of the residents are elderly or, like Stuart, have disabilities.

Investigators don't know exactly what started the fire in Baron's bedroom, but they think it could have been an electrical problem or an accident with a hookah, pipes or lighters. But it happened in the early hours, while many in the building were sleeping.

"Had there been a sprinkler in the bedroom, that sprinkler head would have activated right away, put the fire out," Smith said. "That's why we always say the sprinklers would have been, primarily, the lifesaving thing."

After the fire began, Baron left his apartment to get an extinguisher. The door leading from his apartment to the hallway should have automatically closed tightly behind him, but a seal that had been placed at the bottom prevented that from happening, according to fire investigators.

The door was designed to contain the fire for about one hour.

"The occupant of that apartment could have gotten out. ... People would have evacuated and, with that door closed, we probably would not have seen the loss of life," Smith said.

Both he and Minneapolis fire officials say codes required the door to automatically close.

It's unclear who placed the seal on the door. The fire marshal's office said it doesn't know. The Minneapolis Public Housing Authority won't allow employees to do interviews or answer written questions about the fire, citing the advice of legal counsel.

A spokeswoman for the U.S. Department of Housing and Urban Development did not answer questions about whether they knew about the seals or took action regarding them. She said “day-to-day maintenance and operations are the responsibility of the Minneapolis Public Housing Authority,” and the authority is required to comply with local codes.

As the fire grew, the window in Baron’s bedroom blew out. A strong wind rushed in, propelling smoke through the open door and into the hallway.

The people on the 14th floor had “maybe a minute, if not two” to evacuate, Smith said.

The fire alarms went off. Four minutes later, at 3:59 a.m., the first firefighters arrived at the building.

State investigators have said they think the alarms “functioned as intended,” though attorneys for some of the victims’ families argue they should have been louder. They are suing MPHA for negligence.

When the first firefighters reached the 14th floor, they found thick, black, turbulent smoke, so dense they couldn’t see the flames. The water pouring out of their hoses turned hot as it hit the floor.

Those “were conditions that the majority of firefighters will never see in their career,” Smith said.

Smoke inhalation overcame five residents.

Firefighters found Baron, 32, in the hallway outside his apartment, a fire extinguisher nearby.

They found Stuart, 59, in his bedroom. Nadifa Mohamud, 67, was in her living room. Amatalah Adam, 78, was in the hallway.

Another woman, Maryan Mohamud, 69, collapsed in a stairwell on the 17th floor while trying to evacuate.

After the sprinklers and after the doors that were supposed to automatically close, “your next line of defense is a clear stairwell,” Smith said.

His office believes the building had an old design feature known as “scissor stairs,” in which both doorways emptied into the same stairwell, where smoke consumed the escape route. They suggested installing a partition.

Attorneys representing some of the victims’ families have focused on a different issue. They believe the stairwell should have had a pressurization system designed to limit the spread of smoke, and that the elevator hoist-way should have had a better ventilation system.

Construction of the Cedar High Apartments was completed in 1970. Many of the safety features highlighted by Smith’s office or the attorneys weren’t required in residential high-rises until years later — and, then, only in new construction or during major remodeling work.

Among priorities for building upgrades, MPHA has listed updating “life/safety requirements,” such as sprinklers. It also lists more than \$150 million in “unmet” needs, which it attributes in part to a lack of sufficient federal funding.

While the public debate continues over retrofitting buildings, the families of fire victims mourn and struggle.

Nur Abdullahi awoke early the morning before Thanksgiving 2019 to say his prayers. Islam ran deep in the family of Abdullahi, himself the son of an imam.

Their morning was interrupted by a call alerting them to a fire at the Cedar High Apartments where his father, Salad Mohamud Samatar, then 84, lived.

“We couldn’t know where he was,” Abdullahi recalled.

A woman told them she had seen Samatar with his eyes closed. She thought he was at the hospital, and probably dead.

Samatar was pronounced dead — but he made a recovery after three nights in a coma.

One morning in May, Abdullahi and his father shared breakfast and went on a walk together. As Abdullahi returned home, he received a call saying his father was lying on his back and people didn't know what happened to him.

"I understood it," Abdullahi said.

A report from the Hennepin County Medical Examiner's Office lists Samatar's cause of death as COVID-19. It also lists "carbon monoxide toxicity [resolved]" from the fire as one of five other "significant conditions."

From his home in Colorado, David Stuart finds himself thinking frequently about the other families who lost loved ones in the fire — and especially about Baron's relatives.

"I just cannot imagine the pain that they're going through," Stuart said.

He thinks frequently about Jay. He remembers the young boy with the cowlick hair, the glasses that made him look like a professor, and the brilliant mind. "You ask Jay what time it is, he'll tell you how a watch is built."

He remembers the little boy who struggled to read social cues and carried that burden with him into adulthood, where he struggled with intimacy but genuinely cared about those around him. His brother found a sense of independence inside the Cedar High Apartments, after decades suffering from epilepsy.

Stuart is trying to focus too on all the ways that loving Jay made him a more compassionate "more full, complete human being" — and how he'll always carry Jay with him.

"I protected Jay. ... This is where I carry my own pain," Stuart said. "I knew I would be able to take care of Jay, and I knew it was my responsibility as a brother. By not being able to do that, it's painful."

Liz Navratil covers Minneapolis City Hall for the Star Tribune. She previously worked in Pennsylvania, where she covered state government and crime — and sometimes both at once. She's part of the team that won a 2019 Pulitzer Prize for Breaking News Reporting.

liz.navratil@startribune.com 612-673-4994 [liznavratil](#)

Minnesota lawmakers hope to revive stalled push for sprinklers in old high-rises

Spurred by a fatal fire in Minneapolis, bill became stalled during pandemic.

By Liz Navratil (<https://www.startribune.com/liz-navratil/564748721/>) and Torey Van Oot (<https://www.startribune.com/torey-van-oot/503387641/>) Star Tribune

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Minnesota lawmakers in St. Paul and Washington, D.C., say they want to revive a push to retrofit high-rise buildings with sprinklers after their last effort was stalled by the pandemic.

One year after the fatal fire at the Cedar High Apartments in Minneapolis, an investigation by state fire officials shows that sprinklers and other safety features could have saved lives (<https://www.startribune.com/cascade-of-factors-led-to-deadly-fire-at-high-rise-apartments-in-minneapolis/573208351/>). Built before modern fire safety codes, the 50-year-old building lacked a full sprinkler system.

In the weeks following the fire, state Rep. Mohamud Noor, DFL-Minneapolis, unveiled a bill that would have required property owners to add sprinklers to most high-rise buildings by 2032.

“I think that bill had momentum. It was moving,” said Tom Brace, a former state fire marshal who now heads the Minnesota chapter of the National Fire Sprinkler Association.

When the coronavirus pandemic arrived in Minnesota, “the issue overwhelmed sprinklers,” he said.

Noor said he will push for the bill again in 2021, and he plans to meet soon with lawmakers and housing groups. He said he’s encountered “minimal resistance” so far and is optimistic that additional federal money will help with the cost.

“Now we have enough time to plan and connect,” he said. “I’m hopeful.”

It’s not clear whether the bill will garner support in the GOP-led Senate. Republican Sen. Torrey Westrom, who chairs a Senate housing committee, said he’s worried about passing an unfunded mandate given the economic conditions and a possible state budget deficit.

Sen. Warren Limmer, R-Maple Grove, didn’t respond to a request for comment on the measure and whether he plans to give it a hearing in the public safety committee it would need to clear to get to the Senate floor.

The funding issues are likely to be a key point of discussion, just as they were 25 years ago, when state lawmakers discussed the same sort of mandate but failed to reach a deal.

The Minnesota chapter of the National Association of Housing and Redevelopment Officials has urged lawmakers to provide funding, if they pass a new mandate. It argues that sprinkler upgrades are expensive and housing authorities, already struggling with a backlog, face tough limits on their ability to borrow additional money or raise rents.

The bonding bill that passed the Legislature in October included \$16 million for the Minnesota Housing Finance Agency. The Minneapolis Public Housing Authority, which runs the Cedar High Apartments, listed \$151 million in unmet capital needs in its most recent annual plan, including \$71 million in mechanical systems, a category that includes sprinklers.



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Rep. Mohamud Noor, DFL-Minneapolis, pictured after the fatal November 2019 fire, plans to renew efforts to require property

It's unclear how many old, high-rise buildings in Minnesota lack full sprinkler systems. The State Fire Marshal's Office knows of at least 44 and believes the total number is less than 100. Fire officials in Minneapolis did not provide data to the state, saying that technological limitations prevented them from pulling full data from their system.

Some sprinkler proponents see hope at the federal level, given the commitment from Democratic President-elect Joe Biden's administration to public housing.

A proposal backed by U.S. Sens. Tina Smith and Amy Klobuchar, both Democrats, to create a \$25 million grant program for sprinkler retrofitting in public housing buildings passed the U.S. House as part of a bigger housing appropriations bill this fall. While the program isn't in the current version of the Senate plan, negotiations are continuing.

Smith, who sits on the Banking, Housing, and Urban Affairs committee, said she's hopeful that support from both firefighters and housing advocates will help the measure make it into the final bill by the Dec. 11 deadline for Congress to pass a spending agreement.

"There is a such a deep need for investment in public housing, especially sprinkler systems for these older buildings," she said.

In the U.S. House, Rep. Ilhan Omar, D-Minneapolis, said last year that she planned to introduce legislation to ensure public housing units have sprinklers. Her office did not respond to requests for updates this week.

liz.navratil@startribune.com 612-673-4994

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liz.navratil@startribune.com 612-673-4994 [liznavratil](#)

Torey Van Oot reports on Minnesota politics and government for the Star Tribune.

torey.vanoot@startribune.com 612-673-7299 [toreyvanoot](#)