



NOTICE AND AGENDA

April 28, 2021

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 IN MINNEAPOLIS, MINNESOTA. 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 teleconference

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 a Special Meeting of March 24, 2021

RESIDENT ADVISORY BOARD – RAB Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

DISCUSSION:

1. Roof & Skylight Replacement at 314 Hennepin Avenue (Laura Dykema, Director of Planning & Development)
2. Update of MPHA’s Affirmative Action Plan (Albert Jordan, Director of Human Resources & DEI)



RESOLUTION:

3. Authorization to Execute a Deferred Loan Repayment Agreement (Laura Dykema, Director of Planning & Development)

RECEIVE AND FILE:

- Monthly Performance Report for March 2021 (Abdi Warsame, Executive Director / CEO)
- Newsletters and News Clippings (Jennifer Keogh, Deputy Executive Director)

Next Regular Meeting:

**Wednesday, May 26, 2021 - 1:30p.m.
1001 Washington Avenue North
Minneapolis, MN 55401**

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



**MINUTES OF A SPECIAL MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
March 24, 2021**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a special meeting at 1:30 P.M. on March 24, 2021, via teleconference 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
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner
Tessa Wetjen	Commissioner

The following members of the Board were absent:

Mikkel Beckmen	Secretary
Faith Xiong	Commissioner

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 Mohamud moved approval of the proposed agenda. The motion was seconded by Commissioner Brennan. Upon a roll call vote, seven Commissioners voted “aye” (Commissioners Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen and Chair Issa) and no Commissioner voted “nay.” Two Commissioners were absent (Commissioners Beckmen and Xiong). The Chair declared the motion carried.

Approval of Minutes:

The Minutes of a Special Meeting of February 24, 2021, were presented for approval. Commissioner Mohamud moved the minutes be accepted as presented. The motion was seconded by



Commissioner Brennan. Upon a roll call vote, seven Commissioners voted “aye” (Commissioners Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen and Chair Issa) and no Commissioner voted “nay.” Two Commissioners were absent (Commissioners Beckmen and Xiong). The Chair declared the motion carried.

Resident Advisory Board:

RAB Chair Lisa Anderson reported a quorum and that the receive and file items were presented and discussed. Chair Anderson acknowledged MPHA Executive Assistant, Mary Abrahamson for her contributions to the RAB board and wished her well on her retirement.

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 Vaccinations: MPHA and partners are safely bringing COVID-19 vaccination clinics to every highrise building in March. For this enormous effort, we are working with the Minneapolis Health Department, Hennepin Healthcare, Volunteers of America, the Minneapolis Fire Department, and multicultural health educators from many local groups. Nurses will return to each building in April for the second dose of the vaccine. As of today, more than 1,500 residents have received their first dose through this effort, including a high proportion of seniors and other at-risk people. At some properties we are glad to find significant numbers of residents already vaccinated.

Housing Stability: We anticipate the next round of federally funded *COVID-19 Emergency Rental Assistance* will be available in Minnesota around the end of March. Unlike prior rounds, households in MPHA’s programs may apply for assistance to help with the unpaid tenant portion of their rent. MPHA will administer up to \$750,000 in assistance for families with housing vouchers, and we plan to apply separately for assistance on behalf of public housing residents who are behind on rent. MPHA is hiring a temporary Housing Stability Coordinator to play a key role in our eviction-prevention efforts through the rest of 2021.

Eviction Prevention Grant: MPHA has been awarded a two-year, \$300,000 grant from the Pohlad Family Foundation to support ongoing eviction prevention work with families in the *Stable Homes Stable Schools* program.

Elliot Twins Progress: All existing apartments at the 1212 building have now been rehabbed, and the three new disability-accessible units on the first floor will be ready on March 26th. The exterior panels at that first building are nearly complete. Delivery of the connecting “community link” has been slightly delayed, but we expect it will be ready on April 5th. Window replacement at the second tower has started and apartment work is underway in the first two stacks of apartments. The project remains on-track for completion in the fall.

Public Funds to Advance Sprinkler Installation: A Minneapolis City Council committee has advanced a proposal for the city to invest \$1 million of Community Development Block Grant funds to assist MPHA



with sprinkler installation at four high-rise buildings. We will also apply for \$2 million of state public housing preservation grants for this work. If approved, these public funds will move us more quickly toward our goal of installing sprinklers in all highrises within three to five years—including 11 buildings in the 2021-2022 timeframe.

Testimony to U.S. House: MPHA Resident Commissioner Tamir Mohamud will testify today before the U.S. House *Subcommittee on Housing, Community Development, and Insurance* on the topic, “Preserving a Lifeline: Examining Public Housing in a Pandemic.” We are grateful to NAHRO and to Barb Harris and John Stumme of MHRC for assisting with preparing the testimony, and to Commissioner Mohamud for so ably representing his fellow public housing residents in Minneapolis.

Executive Assistant Mary Abrahamson: After 22 years of service with MPHA, Mary, who worked with the executive leadership team for most of those years, is retiring on Friday. On behalf of MPHA we thank you for your outstanding service and congratulations on your retirement.

Receive and File Items:

After a presentation by staff and discussion, Commissioner Rosenbaum moved approval of the Receive and File items. Commissioner Mohamud seconded the motion. Upon a roll call vote, seven Commissioners voted “aye” (Commissioners Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen and Chair Issa) and no Commissioner voted “nay.” Two Commissioners were absent (Commissioners Beckmen and Xiong). The Chair declared the motion carried.

The following items were received and filed by the Board:

- The Monthly Performance Report for February 2021. [See Document No. 2021-12]
- 2020 Financial Results [See Document No. 2021-13]
- Newsletters and News Clippings [See Document No. 2021-14]

Adjournment:

There being no further business to come before the Board, Commissioner Mohamud moved approval to adjourn the meeting. Commissioner Wetjen seconded the motion. Upon a roll call vote, seven Commissioners voted “aye” (Commissioners Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen and Chair Issa) and no Commissioner voted “nay.” Two Commissioners were absent (Commissioners Beckmen and Xiong). The Chair declared the motion carried. The meeting was adjourned at 1:58 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



April 28, 2021

Agenda Item 1

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director / CEO

SUBJECT: Roof & Skylight Replacement at 314 Hennepin Avenue

Previous Directives: The Board previously approved the Capital Fund Program (CFP) Plan for FY 2021 as part of the Agency's 2021 Moving to Work (MTW) Plan.

Resident Council Review/Recommendation: This Report will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's April 28, 2021 meeting.

Budget Impact: Expenditures will be charged to the Capital Fund Program.

Affirmative Action Compliance: The contractor has signed an Equal Opportunity / Affirmative Action Policy statement. Additionally, the contractor is a certified WBE and Section 3 firm. MPHA will monitor compliance.

Procurement Review: This Report has been reviewed and approved by the Agency's Contracting Officer.

RECOMMENDATION: It is recommended that the Board of Commissioners authorize the Executive Director or his designee to execute a contract and all related documents with Becsom Corporation in the amount of \$1,300,000 for roof and skylight replacement at The Atrium located at 314 Hennepin Avenue.

The Atrium is a 16-story high-rise with 299 units, built in 1972. The age of the existing built-up roof system is over 25 years and has reached the end of its serviceable life. Additionally, the atrium skylight portions of this roofing system are original to the building, in brittle condition and are deteriorating. Along with a new, 30-year fully adhered roof system, the scope of this project also includes replacing the skylight system and existing building lightning protection.



On March 2, 2021, an invitation for bids was publicly advertised with a bid due date of March 30, 2021. The following bids were received:

Becsom Corporation	\$1,300,000.00
Central Roofing	\$1,334,954.00
John A. Dalsin & Son	\$1,839,340.00

The low bidder, Becsom Corporation, has successfully completed several roof replacement projects for MPHA and staff is confident they will perform well on this project.

This Report was prepared by Laura Dykema, Director of Planning & Development. For further information, please contact Ms. Dykema at (612) 342-1428 or ldykema@mplspha.org.



April 28, 2021

Agenda Item 2

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director / CEO

SUBJECT: Update of MPHA's Affirmative Action Plan

Previous Directives: Supersedes previous 2003 Affirmative Action Plan

Resident Council Review/Recommendation: This Report will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's April 28, 2021 meeting.

Budget Impact: Not Applicable

Affirmative Action Compliance: Forms basis for Affirmative Action compliance.

Procurement Review: Not Applicable

RECOMMENDATION: It is recommended that the Board of Commissioners approve the MPHA's Affirmative Action Plan.

In 2003, MPHA updated its Affirmative Action Plan (AAP). In a recent review of the policies and practices of the agency, it became clear that MPHA would benefit from a review and partnership in the data analysis and creation of an AAP.

MPHA's Human Resources Department contracted with First Advantage Consulting to assist with the creation of the most recent plan which is attached. This report was created at the end of 2020. This was the most recent full year data available to complete the report.

MPHA will continue to use First Advantage Consulting to assist with the creation of the report on an annual basis along with the Human Resources director who is the internal officer responsible for its implementation and compliance. In addition to data management and

support of drafting the plan, our vendor partner also provides additional support as a tabletop audit upon request, as well as support with any agency audits that may occur.

This report was prepared by Albert Jordan, Director of Human Resources & DEI. For further information please contact Mr. Jordan at (612) 342-1484 or ajordan@mplspha.org.



I. AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES

Minneapolis Public Housing Authority
Company

Minneapolis
Establishment

1001 N. Washington Ave
Street Address

Minneapolis, MN 55401
City and State

Inclusive Dates of the AAP: **January 1, 2020 to December 31, 2020**

Program Completed by: **Albert Jordan , HR Director**

Telephone Number: **612-342-1484**

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CONFIDENTIALITY OF RECORDS

This affirmative action program contains confidential, trade secret and commercial information protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to 18 U.S.C. 1905. In addition, exemptions 3 and 4 of the Freedom of Information Act (FOIA) protect information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). The release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CAN Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 and N.73 (D.C. Cir.), cert. Denied, 485 U.S. 977 (1988).

If supplied to a public official or representative of a governmental agency, whether pursuant to review proceedings or otherwise, it is understood that it is for review only, or examination for authorized purposes and may not be retained, copied or made available to others without receipt of express written permission of a duly authorized representative of our firm.

PRELIMINARY STATEMENT

This affirmative action program has been voluntarily prepared as a reaffirmation of the company's commitment to equal employment opportunity and affirmative action. In preparation of the Program, the terminology used in Executive Order 11246 and its implementing regulations has been used as a guide. Therefore, the use of such terms as "placement goal", "expected number", "problem area", "utilization", "distribution", etc., should not be construed as an admission that in fact either minorities or women have been or presently are being discriminated against in any way in violation of federal, state or local fair employment practice laws. Further, nothing contained in this material or the data supporting this program should be construed as an admission that any such federal, state or local fair employment practice laws have been contravened.

In developing and implementing this program, the company has been guided by its established policy of providing equal employment opportunity. Any goals, which are established herein, are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing its affirmative action program. The use of goals in this program is not intended to discriminate against any individual or group of individuals with respect to any employment opportunity for which they are qualified on the grounds that they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this plan has been developed in strict reliance upon the affirmative action guidelines issued by the Equal Employment Opportunity Commission (EEOC) and the regulations issued by the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP).

COMPLIANCE OF PERSONNEL POLICIES AND PRACTICES
WITH THE SEX DISCRIMINATION GUIDELINES
41CFR 60-20

The company's personnel policies and practices are monitored to ensure that they are in keeping with the letter and spirit of applicable EEO regulations and the affirmative action program. It is expressly stated that there shall be no discrimination against any employee or applicant on account of sex.

It is the policy of this company to recruit employees of both sexes for all jobs. Newspaper and other media advertisements for employment opportunities do not express a gender preference and in fact carry an affirmative action statement.

When dealing with a bargaining unit for employees, if there is a written agreement on conditions of employment, such agreement does not contain language that is discriminatory on the basis of sex. The company insists that employees of both sexes have equal opportunities to any available job that he or she is qualified to perform. The company and this facility have instituted personnel policies and practices which ensure that employment opportunities, wages, hours, or other conditions of employment are not discriminatory to either sex; this includes employer contributions for insurance, pensions, and other similar group benefits.

There is no distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex. Employment is not denied to women with young children. Employees of one sex are not given any preferential treatment over the other sex in cases of termination, layoff or other similar actions. Physical facilities are made available to employees of both sexes. The company does not follow any state guidelines on sex limitations if they are contrary to federal regulations issued by appropriate compliance agencies. Women are not denied particular jobs because of any state "protective" laws.

Female employees are not penalized in their conditions of employment because they require time away from work on account of childbearing. Women are granted medical leaves of absence upon evidence from the woman and her physician that she is pregnant. The start of the medical leave is left up to the employee and her physician. The female employee on medical leave is entitled to return to work to her former position or a position similar in status and wages for which she is eligible. She continues to accrue credited service while on leave.

The company pension program provides no age distinction for male or female employees in either mandatory or optional retirement. Neither wage and salary scales nor seniority lists are related to or based upon the sex of employees.

**COMPLIANCE OF PERSONNEL POLICIES WITH GUIDELINES ON
DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN**
41 CFR 60-50

Discrimination in any term or condition of employment with the company on the basis of religion and/or national origin has always been and will continue to be prohibited.

As such, we do not seek or request information regarding the religious beliefs and/or national origin from any employee or applicant.

This policy is published and publicized internally and externally. Internally, our policy prohibiting discrimination on the basis of religion and national origin is included in all posted Equal Employment Opportunity policy statements. Similarly all recruiting sources are directed to refer applicants without regard to religion or national origin.

In keeping with this policy, reasonable accommodations are made for individual religious observances and practices unless such an accommodation would impose an undue hardship on the conduct of our business. Generally, we will try to make reasonable accommodations to the religious observances and practices of any employee who regularly observes Friday evening and Saturday, or some other day of the week, as Sabbath and/or who observes certain religious holidays during the year and is conscientiously opposed to performing work or engaging in similar activity on such days. In determining the extent of the hardship imposed, we may consider business necessity, financial costs and expenses, and employee relations.

RESPONSIBILITIES FOR IMPLEMENTATION OF
EEO POLICY
41 CFR 60-2.17(a)

With the support of senior management, Albert Jordan , HR Director, has overall primary responsibility for implementation of the company's EEO policy and affirmative action program. All employees are responsible to cooperate with this person and act in accordance with the prescribed policies and procedures. All members of management are familiar with the policy, fully support it, and apply these principles in good faith.

To ensure compliance with the Equal Employment Opportunity policy and affirmative action program, Albert Jordan , and/or designated staff, will as appropriate:

1. Develop policy statements and internal and external modes of communication;
2. Conduct regular discussions with managers, supervisors, and other employees to be certain the company's policies are being followed;
3. Advise supervisors that they are responsible for complying with company policies;
4. Implement audit and reporting systems that will measure the effectiveness of the affirmative action program, identify the need for action areas, determine the degree to which the company's goals and objectives have been attained, and ensure that the company is in compliance with applicable employment laws and regulations;
5. Advise management regarding the effectiveness of the affirmative action program and offer suggestions for remedial action if warranted;
6. Keep management informed of the latest developments in the areas of affirmative action and equal employment opportunity.

RACE & SEX CODES

1. **White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black or African American (not Hispanic or Latino)** - A person having origins in any of the Black racial groups of Africa.
3. **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. **Asian (not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian Subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5. **American Indian or Alaskan Native (not Hispanic or Latino)** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
6. **Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
7. **Two or More Races** – All persons who identify with more than one of the above five races.

SEX CODES

M	<u>Male</u>	F	<u>Female</u>
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EEO-1 JOB CATEGORIES

- 1.1 **Executive/Senior Level Officials and Managers** – Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of organizations. Example: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents, chief information officers, chief HR officers, chief marketing officers, chief legal officers, management directors and managing partners.
- 1.2 **First/Mid Level Officials and Managers** – Managers other than Executive/Senior Level. Managers who lead major business units implementing policies, programs, and directives of executive/senior managers through subordinate managers. Example: VPs and directors; group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. Those who report directly to middle managers are also included. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing day-to-day operational objectives. Example: first-line, team, unit, operations & production, branch, administrative services, purchasing & transportation, storage & distribution, call center or customer service, technical support, and brand or product managers.
2. **Professional** – Jobs requiring bachelor or graduate degrees and/or professional certification or comparable experience. Example: accountants & auditors; airplane pilots & flight engineers; architects; artists; chemists; computer programmers; designers; dietitians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians & surgeons; social scientists; teachers; and surveyors.
3. **Technicians** – Jobs requiring applied scientific skills usually obtained by post-secondary education of varying lengths. Example: drafters; emergency medical technicians; chemical technicians; and broadcast & sound engineering technicians.
4. **Sales Workers** – Non-managerial activities that wholly or primarily involve direct sales. Example: advertising sales agents; insurance sales agents; real estate brokers & sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.
5. **Administrative Support Workers** – Jobs involving non-managerial tasks providing administrative and support assistance, primarily in office settings. Example: office & administrative support workers; bookkeeping, accounting & auditing clerks; cargo & freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving & traffic clerks; work processors & typists; proofreaders; desktop publishers; and general office clerks.
6. **Craft Workers** – Higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers; jobs related to the installation, maintenance and part replacement of equipment, machines & tools; and some production occupations that are distinguished by the high degree of skill and precision required to perform them based on clearly defined task specifications. Example: boilermakers; brick & stone masons; carpenters; electricians; painters; glaziers; plumbers, pipefitters & steam fitters; roofers; elevator installers; earth drillers; oil & gas rotary drill operators; blasters & explosive workers; automotive mechanics; aircraft mechanics; electric & electronic equipment repairers; millwrights; etchers & engravers; tool & die makers; and pattern makers.
7. **Operatives** – Jobs involving operation of machines or factor-related processing equipment or operating and controlling equipment to facilitate the movement of people or materials. These occupations require intermediate skill level and usually do not require more than several months of training. Example: textile machine operators; laundry & dry cleaning workers; photographic process works; weaving machine operators; electrical & electronic equipment assemblers; semiconductor processors; testers; graders & sorters; bakers; butchers; and other meat, poultry & fish processing workers; bridge & lock tenders; truck, bus or taxi drivers; industrial truck & tractor (forklift) operators; parking lot attendants; sailors; conveyor operations; and hand packers & packagers.
8. **Laborers and Helpers** – Jobs requiring limited skills and only brief training to perform tasks that require little or no independent judgment. Example: production & construction worker helpers; vehicle & equipment cleaners; laborers; freight, stock & material movers; service station attendants; construction laborers; refuse & recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.
9. **Service Workers** – Jobs including food service, personal service, cleaning service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Example: Cooks; bartenders; other food service workers; medical assistants and other healthcare support occupations; hairdressers; ushers; transportation attendants; cleaners; janitors; porters; transit and railroad police and fire fighters; guards; private detectives and investigators.

PROBLEM AREAS
41 CFR 60-2.17(b)

This establishment conducts in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include evaluation of the following:

- (1) Workforce by organizational unit and job group to determine whether there are any problems with utilization or distribution of minorities or women;
- (2) Personnel activity, including applicant flow, hires, terminations, and promotions to determine whether there are selection disparities;
- (3) Compensation systems to determine whether there are gender-, race-, or ethnicity-based disparities;
- (4) Selection, recruitment, and other personnel procedures to determine whether they result in disparities in the employment or advancement of minorities or women; and
- (5) Other areas that might impact the success of the affirmative action program.

Job groups where underutilization of minorities or women exists are identified in the "Placement Goals" section of this AAP.

During the year, every good faith effort will be made to meet these placement goals as opportunities arise in recruiting, promoting, and transferring. Our ultimate goal is to reach and maintain 100% availability in all job groups.

ACTION-ORIENTED PROGRAMS
41 CFR 60-2.17(c)

This establishment is committed to increasing the diversity of its workforce and to promoting equal employment opportunity for all at all levels of the organization. It undertakes affirmative steps to reach the placement goals identified while continuing to hire and promote the best qualified people to carry out its mission.

The following are among the action-oriented programs designed to eliminate problems and attain goals and objectives:

- Continue to recruit minorities and women in percentages consistent with their availability; maintain records of all applicants; conduct an adverse impact analysis to determine if minorities and women are applying in insufficient numbers.
- Recruit for a diverse pool of applicants through the employment service delivery system, diversity recruiting events, target schools, and job postings in a variety of media which targets minorities, women, veterans, and individuals with disabilities.
- Select qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status or any other status or characteristic protected by federal, state, or local law. When apparently qualified minority or female employees are rejected for promotion or upgrading, supervisory personnel provide justification.
- Train human resources personnel in affirmative action best practices.
- Provide human resources related training to managers and supervisors.
- Train all employees in non-discrimination, anti-harassment, and company values.
- Ensure that facilities and company sponsored social and recreational activities are not segregated and encourage all employees to participate in all company sponsored events. (41 CFR 60-1.8)

AUDIT AND REPORTING
41 CFR 60-2.17(d)

This establishment monitors the effectiveness of its affirmative action program.

This establishment's EEO coordinator will:

- (1) Monitor records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the non-discriminatory policy is carried out;
- (2) Require internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
- (3) Review report results with all levels of management; and
- (4) Advise top management of program effectiveness and submit recommendations to improve unsatisfactory performance.



II. AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

Minneapolis Public Housing Authority
Company

Minneapolis
Establishment

1001 N. Washington Ave
Street Address

Minneapolis, MN 55401
City and State

Inclusive Dates of the AAP: **January 1, 2020 to December 31, 2020**

Program Completed by: **Albert Jordan , HR Director**

Telephone Number: **612-342-1484**

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DEFINITIONS

41 CFR 60-741.2

For the purpose of implementing the affirmative action program, the following definitions apply:

"Disability" means with respect to an individual: (i) A physical or mental impairment that substantially limits one or more major life activities of such individual; (ii) A record of such impairment; or (iii) Being regarded as having such an impairment. 41 CFR 60-741.3 lists exceptions: individuals currently engaging in the illegal use of drugs; alcoholics whose current use of alcohol prevents such individual from performing the essential functions of the job; or those with a contagious disease which would constitute a direct health threat. The term impairment as defined in this part does not include homosexuality, bisexuality, transvestitism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders; compulsive gambling, kleptomania, or pyromania; or psychoactive substance use disorders resulting from current illegal use of drugs.

"Essential functions" are fundamental job duties of the employment position the individual with a disability holds or desires. Reasons a job function may be considered essential include but are not limited to (1) the reason the position exists is to perform that function, (2) there are a limited number of employees available among whom the performance of that job function can be distributed, and/or (3) the function is so highly specialized that the incumbent in the position is hired for his or her expertise or ability to perform that particular function.

"Major life activities" means functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. For the purpose of Section 503 of the Act, primary attention is given to those life activities that affect employability.

"Physical or mental impairment" means (1) any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or (2) any mental or psychological disorder, such as an intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Qualified individual" means an individual who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Reasonable accommodation" means: (1) modifications to a job application process that enable a qualified applicant with a disability to be considered for the position such applicant desires; (2) modifications to the work environment or to the manner or circumstances under which the position is customarily performed that enable a qualified individual with a disability to perform the essential functions of that position; or (3) modifications that enable the employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

"Record of such impairment" means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities. An individual shall be considered to have a record of a disability if the individual has a history of an impairment that substantially limited one or more major life activities when compared to most people in the general population, or was misclassified as having had such an impairment.

"Regarded as having such an impairment" except in the case of impairments that are both "minor" and "transitory", occurs any time a prohibited action is taken against the individual because of an actual or perceived impairment. Prohibited actions include but are not limited to refusal to hire, demotion, placement on involuntary leave, termination, exclusion for failure to meet a qualification standard, harassment, or denial of any other term, condition, or privilege of employment.

"Substantially limits" shall be construed broadly in favor of expansive coverage, to the maximum extent permitted by law. Substantially limits is not meant to be a demanding standard and should not demand extensive analysis. An impairment is substantially limiting within the meaning of this section if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population.

MEDICAL EXAMINATIONS AND INQUIRIES
41 CFR 60-741.23

As part of its employment process, this company may make inquiries into the ability of an applicant to perform job-related functions, and/or may ask an applicant to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

Employment entrance examinations (and/or inquiries) are not given unless all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of disability.

Job-related medical exams may be required of employees if they are consistent with business necessity. Inquiries may be made into the ability of employees to perform job-related functions.

If the results of such examinations are used to screen out applicants or employees with disabilities, it will be demonstrated that the exclusionary criteria are job-related and consistent with business necessity, and that performance of the essential job functions cannot be accomplished with reasonable accommodations as required in this part.

Information obtained regarding the medical condition or history of any applicant or employee shall be collected and maintained on separate forms and in separate medical files and treated as a confidential medical record, except that:

A manager or supervisor is to be informed regarding any restrictions on the work or duties of the applicant or employee and necessary accommodations;

First aid and personnel are to be informed when appropriate, if the disability might require emergency treatment; and,

Government officials engaged in enforcing the laws administered by the OFCCP, or enforcing the Americans with Disabilities Act, as amended, shall be provided relevant information on request.

Information obtained regarding the medical condition or history of any applicant or employee shall not be used for any purpose inconsistent with this part.

AVAILABILITY OF THE AFFIRMATIVE ACTION PROGRAM
41 CFR 60-741.40, 60-741.41

This written affirmative action program is designed solely for individuals with disabilities.

This affirmative action program will be reviewed and updated annually by the official designated pursuant to 60-741.44(i). Any significant changes in the program, including employees' benefits or rights, will be communicated to employees.

All employees have been informed through posting on bulletin boards of the affirmative action policy toward individuals with disabilities.

Employees who believe themselves covered by the Rehabilitation Act have been informed that they can identify themselves at any time and ask to be included in the program.

This facility's full affirmative action program, absent the data metrics required by 60-741.44(k), shall be available in the Human Resources department for inspection during regular business hours upon request by any employee or applicant.

INVITATION TO SELF-IDENTIFY
41 CFR 60-741.42

Applicants who believe they are an individual with a disability as defined in 60-741.2(g)(1)(i) or (ii) are invited to voluntarily self-identify as such at the time they apply or are considered for employment. The invitation may be at the same time race and gender information is requested but is separate from the application.

Once an employment offer has been made but before job duties begin, applicants are invited to self-identify.

Employees are invited to voluntarily self-identify if they believe themselves to be an individual with a disability as defined in 60-741.2(g)(1)(i) or (ii). Invitations are made at five year intervals and at least once between these intervals employees are reminded that they may voluntarily update their disability status at any time.

Information is requested on a voluntary basis. No individual will be compelled or coerced to self-identify as an individual with a disability. All information on self-identification is kept confidential, and maintained in a data analysis file and is not a part of the medical files of the individual employee.

An individual with an obvious disability who did not self-identify may be identified by the designated official and included in the affirmative action program.

AFFIRMATIVE ACTION POLICY, PRACTICES AND PROCEDURES
41 CFR 60-741.44

A. EQUAL EMPLOYMENT OPPORTUNITY POLICY
41 CFR 60-741.44(a)

The company's equal opportunity policy, supported by the chief U.S. official, is posted for employees and applicants to read in areas where employees gather and job seekers apply for employment and is included in this affirmative action program. The policy notice will be provided in a format understandable to the disabled individual.

B. REVIEW OF PERSONNEL PROCESSES
41 CFR 60-741.44(b)

The company ensures that its personnel processes do not stereotype disabled individuals in a manner that limits their access to all jobs for which they are qualified and that applicants and employees with disabilities have equal access to these processes. The HR Manager reviews personnel processes to determine whether its programs provide the required affirmative action for employment and advancement of qualified disabled individuals. Data is collected to include total applicants, applicants with disabilities, job openings, jobs filled, and total hires of individuals with disabilities. The company creates a Utilization Analysis for Individuals with Disabilities. Based upon the goals set, this company makes ongoing efforts to search for effective methods of specific, targeted outreach for qualified individuals with disabilities.

C. PHYSICAL AND MENTAL QUALIFICATIONS
41 CFR 60-741.44(c)

Each year all job descriptions are reviewed to ensure that any job qualification requirements that tend to screen out qualified individuals with disabilities are job-related and are consistent with business necessity and the safe performance of the job. Any information obtained during that inquiry is maintained in a confidential manner as required by law.

D. REASONABLE ACCOMMODATION
41 CFR 60-741.44(d)

Every reasonable attempt will be made to accommodate the physical and mental limitations of a disabled employee or applicant. Consideration will be given to modification of existing physical facilities, machinery, and job duties, and in supplying physical aids as may be required and deemed financially reasonable. If an employee with a disability is having significant difficulty performing his or her job and it is reasonable to conclude that the problem is related to the disability, the employee is confidentially advised of the performance problem and asked if the problem is related to the disability. In the case of an affirmative response, a confidential inquiry is made regarding the need for reasonable accommodation. In determining the extent of accommodations, business necessity and financial cost will be considered among other factors.

E. HARASSMENT AND INTIMIDATION

41 CFR 60-741.44(e) and 41 CFR 60-741.69

The company has developed a policy and implemented procedures to provide a discrimination and harassment-free workplace and to ensure that its applicants and employees, including those with disabilities, are not harassed because of their disability status.

No individual shall be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

- (1) Filing a complaint;
- (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended or any other Federal, State, or local law requiring equal opportunity for disabled persons;
- (3) Opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons; or
- (4) Exercising any other right protected by Section 503 or its implementing regulations in this part.

F. EXTERNAL DISSEMINATION OF POLICY, OUTREACH, AND POSITIVE RECRUITMENT

41 CFR 60-741.44(f)

This company has undertaken appropriate outreach and positive recruitment activities to ensure affirmative action for its disability program.

Written notification of company policy related to affirmative action efforts is sent to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.

Sources that may be enlisted in outreach efforts, depending upon circumstances, include but are not limited to: the State Vocational Rehabilitation Service Agency (SVRA), State mental health agency, or State developmental disability agency; the Employment One-Stop Career Center or American Job Center; the Department of Veterans Affairs Regional Office; Department of Labor funded entities such as Employer Assistance and Resource Network (www.earnworks.com); local Employment Network organizations listed in the Social Security Administration's Ticket to Work Employment Network Directory (www.yourtickettowork.com/endir); local disability groups, organizations, or Centers for Independent Living; placement or career offices of educational institutions that specialize in the placement of individuals with disabilities; and private recruitment sources, such as professional organizations or employment placement services that specialize in the placement of individuals with disabilities.

As appropriate to meet our commitment to individuals with disabilities, this facility may undertake some of these activities: formal briefing sessions with recruiting sources with explanations of current and future job openings, position descriptions, worker specifications, the selection process, recruiting literature, and arrangements for referral of applicants, follow up, and feedback; special efforts at

educational institutions to reach students who are individuals with disabilities; participation in work-study programs with schools and universities and through EARN; participation of individuals with disabilities in career days, youth motivation programs, and related activities in their communities; any other positive steps necessary to attract qualified individuals with disabilities and consideration of disabled applicants for all available positions for which they may be qualified when the position(s) applied for is unavailable.

A self-assessment of outreach and recruitment efforts is conducted and documented, including the criteria used and the conclusion reached regarding the effectiveness of each effort. If the review indicates that the totality of outreach efforts were not effective, alternative efforts will be implemented.

Documentation of all activities will be retained for three (3) years.

G. INTERNAL DISSEMINATION OF POLICY

41 CFR 60-741.44(g)

To ensure a strong and effective outreach program, this facility has developed internal procedures to communicate to executive, management, supervisory, and other employees its obligation to employ and advance in employment qualified individuals with disabilities and to encourage them to aid in meeting this obligation.

At a minimum, the policy is included in the policy manual if one exists or otherwise made available to employees and if a collective bargaining agreement is involved, union officials and/or employee representatives are notified and requested to cooperate.

All employees and prospective employees are informed of this facility's commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities.

The EEO policy may be publicized in the company newspaper, magazine, annual report and other media; discussed at special meetings with executive, management, and supervisory personnel; and discussed thoroughly in employee orientation meetings and management training programs when conducted.

Individuals with disabilities are included in employee and company publications where employees are featured.

H. AUDIT AND REPORTING

41 CFR 60-741.44(h)

This company has an auditing system which measures the effectiveness of our program and the degree to which our objectives have been met; indicates the need for any remedial action; and, determines whether individuals with known disabilities have had the opportunity to participate in all company sponsored educational, training, recreational and social activities.

Compliance with the affirmative action program's specific obligations is measured and all actions taken as part of the auditing system are documented and retained as employment records subject to the recordkeeping requirements of 60-741.80.

At the end of each AAP year, the HR Manager will review the Utilization Analysis for Individuals with Disabilities for the program's effectiveness in obtaining the desired goals. Where the affirmative action program is found to be deficient, more effective means of outreach will be sought in the new AAP year.

I. RESPONSIBILITY FOR IMPLEMENTATION

41 CFR 60-741.44(i)

Albert Jordan , HR Director is responsible for implementation of affirmative action activities and is identified on all internal and external communications. This official is given necessary senior management support and staff to manage the implementation of this program.

J. TRAINING

41 CFR 60-741.44(j)

All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes have been carefully selected and trained to ensure elimination of bias in all personnel actions. The total selection process has been reviewed to ensure freedom from stereotyping disabled persons in a manner that might limit their access to all jobs for which they are qualified.

COMPLAINT PROCEDURES
41 CFR 60-741.61

Any employee or applicant for employment who is an individual with a disability may personally, or by an authorized representative, file a written complaint alleging a violation of the Act or the regulations in this part. The complaint may allege individual or class-wide violation(s). Such complaints must be filed no later than 300 days from the date of the alleged violation unless the time for filing is extended by the OFCCP for good cause shown.

Complaints may be submitted to the OFCCP, 200 Constitution Avenue, NW, Washington, DC 20210, or to any OFCCP regional, district or area office.

Internal procedures have been established at this facility to investigate complaints of alleged discrimination from disabled applicants or employees prior to filing with the OFCCP. When a complaint is known, an investigation will be conducted. At the completion of the investigation, if the complaint is valid, efforts will be made to correct the problem and reasonable accommodations made if needed. If, at the end of the investigation, the complaint is found not to be valid, the complainant will be so informed and also advised of his rights to file a complaint with the OFCCP. The complaints and related actions are kept confidential as much as practicable.

If a disabled individual files a complaint with the OFCCP alleging noncompliance with the requirements of the Act, the company will cooperate with the OFCCP in its investigation of the complaint, and provide necessary pertinent information regarding its employment practices with respect to individuals with disabilities.

Information concerning complaint procedures is available to all employees.

Complaints must be signed by complainants or authorized representatives and must contain the following information:

- i. Name and address (including telephone number) of the complainant;
- ii. Name and address of the contractor who committed the alleged violation;
- iii. The facts showing that the individual has a disability, a record or history of disability or was regarded by the contractor as having a disability;
- iv. A description of the act or acts considered to be a violation, including the pertinent dates (in the case of an alleged continuing violation, the earliest and most recent date that the alleged violation occurred should be stated); and
- v. Other pertinent information available which will assist in the investigation and resolution of the complaint, including the name of any known federal agency with which the employer has contracted.

A complaint filed by an authorized representative need not identify by name the person on whose behalf it is filed. The person filing the complaint, however, shall provide the OFCCP with the name,

address and telephone number of the person on whose behalf it is made, and the other information specified above. The OFCCP shall verify the authorization of such a complaint by the person on whose behalf the complaint is made. Any such person may request that the OFCCP keep his or her identity confidential, and the OFCCP will protect the individual's confidentiality wherever that is possible given the facts and circumstances in the complaint.

Where a complaint contains incomplete information, OFCCP shall seek the needed information from the complainant. If the information is not furnished to OFCCP within 60 days of the date of such request, the case may be closed.

The Department of Labor shall institute a prompt investigation.



III. AFFIRMATIVE ACTION PROGRAM FOR VETERANS

Minneapolis Public Housing Authority
Company

Minneapolis
Establishment

1001 N. Washington Ave
Street Address

Minneapolis, MN 55401
City and State

Inclusive Dates of the AAP: **January 1, 2020 to December 31, 2020**

Program Completed by: **Albert Jordan , HR Director**

Telephone Number: **612-342-1484**

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VETERAN DEFINITIONS

41 CFR 60-300.2

For the purpose of implementing the company's affirmative action program for veterans, the following definitions are being used:

“Protected Veteran” means a veteran who is protected under the non-discrimination and affirmative action provisions of the Act; specifically, a veteran who may be classified as a “disabled veteran”, “recently separated veteran”, “active duty wartime or campaign badge veteran”, or an “Armed Forces service medal veteran”.

“Disabled Veteran” means (1) a veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

“Active Duty Wartime or Campaign Badge Veteran” means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

“Armed Forces Service Medal Veteran” means any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

“Recently Separated Veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

MEDICAL EXAMINATIONS AND INQUIRIES
41 CFR 60-300.23

As part of its employment process, this facility may make inquiries into the ability of an applicant to perform job-related functions, and/or may ask an applicant to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

Employment entrance examinations (and/or inquiries) are not given unless all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of their status as a disabled veteran.

Job-related medical exams may be required of employees if they are consistent with business necessity. Inquiries may be made into the ability of employees to perform job-related functions.

If the results of such examinations are used to screen out applicants or employees who are disabled veterans, it will be demonstrated that the exclusionary criteria are job-related and consistent with business necessity, and that performance of the essential job functions cannot be accomplished with reasonable accommodations as required in this part.

Information obtained regarding the medical condition or history of any applicant or employee shall be collected and maintained on separate forms and in separate medical files and treated as a confidential medical record, except that:

A manager or supervisor is to be informed regarding any restrictions on the work or duties of the applicant or employee and necessary accommodations;

Safety and health personnel are to be informed, when appropriate, if the disability might require emergency treatment; and,

Authorized government officials engaged in enforcing the laws administered by the OFCCP or enforcing the Americans with Disabilities Act, shall be provided relevant information on request.

Information obtained regarding the medical condition or history of any applicant or employee shall not be used for any purpose inconsistent with this part.

AVAILABILITY OF THE AFFIRMATIVE ACTION PROGRAM
41 CFR 60-300.40, 60-300.41

This facility has developed a written affirmative action program designed solely for veterans covered by the Act.

The facility will review and update its affirmative action program for veterans annually. Any significant changes in the program, including employees' benefits or rights, will be communicated to employees.

This facility's full affirmative action program, absent the data metrics required by 60-300.44(k), shall be available in the Human Resources Department for inspection during regular business hours upon request by any employee or applicant.

All employees of this facility have been informed through posting on bulletin boards of the company's affirmative action policy toward veterans. Employees who believe themselves covered by the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA) have been informed that they may make a request to benefit under the affirmative action program at any time.

INVITATION TO SELF-IDENTIFY
41 CFR 60-300.42

Applicants who believe they are protected veterans are invited to voluntarily self-identify as a protected veteran (but not in a specific category) at the same time race and gender information is requested.

Once an employment offer has been made but before job duties begin, applicants are invited to self-identify to which, if any, of the specific categories of protected veterans they belong.

Information is requested on a voluntary basis, will be kept confidential, refusal to provide it will not subject the applicant to any adverse treatment, and it will not be used in a manner inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

If an applicant identifies himself or herself as a disabled veteran, inquiry will be made as to whether an accommodation is necessary.

AFFIRMATIVE ACTION POLICY, PRACTICES AND PROCEDURES
41 CFR 60-300.44

A. EQUAL EMPLOYMENT OPPORTUNITY POLICY
41 CFR 60-300.44 (a)

The company's equal opportunity policy, supported by the chief U.S. official, is posted for employees and applicants to read in areas where employees gather and job seekers apply for employment and is included in this affirmative action program.

B. REVIEW OF PERSONNEL PROCESSES
41 CFR 60-300.44 (b)

Personnel processes are reviewed by the HR Manager to ensure that they provide the required affirmative action for employment and advancement of qualified covered veterans. Data is collected to include total applicants, protected veteran applicants, jobs opened and jobs filled and percentage filled with protected veterans. Should our hiring benchmark not be met, the company will search for more effective methods of specific, targeted outreach for protected veterans. Employment records are maintained to determine the availability of promotable and transferable qualified covered veterans presently employed and to determine whether their present and potential skills are being fully utilized or developed. If there are job openings, covered veterans are processed through the regular employment procedures.

C. PHYSICAL AND MENTAL QUALIFICATIONS
41 CFR 60-300.44 (c)

All physical and mental job qualification standards in position descriptions are reviewed to ensure that, to the extent that such standards tend to screen out qualified disabled veterans, they are job-related for the position in question and are consistent with business necessity. Any information obtained during this review is maintained in a confidential manner as required by law.

D. REASONABLE ACCOMMODATION
41 CFR 60-300.44 (d)

Every reasonable attempt will be made to accommodate the physical and mental limitations of a disabled veteran or applicant. Consideration will be given to modification of existing physical facilities, machinery, and job duties, and in supplying physical aids as may be required and deemed financially reasonable. In the construction of new facilities, or the redesigning of facilities within existing buildings, barrier-free architectural designs will be considered. In determining the extent of accommodations, business necessity, and financial cost, will be considered among other factors.

E. HARASSMENT AND INTIMIDATION

41 CFR 60-300.44 (a), 41 CFR 60-300.44 (e) and 41 CFR 60-300.69

The company has developed a policy and implemented procedures to provide a discrimination and harassment-free workplace and to ensure that its applicants and employees, including veterans, are not harassed because of their veteran status.

No individual shall be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

- (1) Filing a complaint;
- (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state, or local law requiring equal opportunity for protected veterans;
- (3) Opposing any act or practice made unlawful by VEVRAA or its implementing regulations in this part or any other Federal, state or local law requiring equal opportunity for covered veterans; or
- (4) Exercising any other right protected by VEVRAA or its implementing regulations in this part.

F. EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

41 CFR 60-300.44 (f)

This facility has undertaken appropriate outreach and positive recruitment activities to ensure affirmative action for protected veterans.

Written notification of company policy related to affirmative action efforts is sent to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.

Sources that may be enlisted in outreach efforts, depending upon circumstances, include but are not limited to: the Veterans' representative at the local employment service office, Department of Veterans Affairs Regional Office, veterans' counselors on college campuses, service officers of the national veterans' groups in the area, local veterans' groups and service centers, the Department of Defense Transition Assistance Program or any subsequent program that might replace it in whole or in part, and any organization listed in the Employer Resources section of the National Resource Directory (<http://www.nationalresourcedirectory.gov/>), or any future service that replaces or complements it.

As appropriate to meet our commitment to veterans, this facility may undertake some of these activities: formal briefing sessions with recruiting sources with explanations of current and future job openings, position descriptions, worker specifications, the selection process, recruiting literature, and arrangements for referral of applicants, follow up, and feedback; special efforts at educational

institutions; participation in work-study programs with the Department of Veterans Affairs rehabilitation facilities; participation of protected veterans in career days, youth motivation programs, and related activities in their communities; any other positive steps necessary to attract qualified protected veterans, and consideration of protected veteran applicants for all available positions for which they may be qualified when the position(s) applied for is unavailable.

An annual self-assessment of outreach and recruitment efforts will be conducted and documented, including the criteria used and the conclusion reached regarding the effectiveness of each effort. If the review indicates that the totality of outreach efforts were not effective, alternative efforts will be implemented.

Documentation of all activities will be retained for three (3) years.

G. INTERNAL DISSEMINATION OF POLICY

41 CFR 60-300.44 (g)

To ensure a strong and effective outreach program, this facility has developed internal procedures to communicate to executive, management, supervisory, and other employees its obligation to employ and advance in employment qualified protected veterans and to encourage them to aid in meeting this obligation.

At a minimum, the policy is included in the policy manual if one exists or otherwise made available to employees and if a collective bargaining agreement is involved, union officials and/or employee representatives are notified and requested to cooperate.

All employees and prospective employees are informed of this facility's commitment to engage in affirmative action to increase employment opportunities for protected veterans.

The EEO policy may be publicized in the company newspaper, magazine, annual report and other media; discussed at special meetings with executive, management, and supervisory personnel; and discussed at employee orientation meetings and reviewed during management training programs when conducted.

Disabled veterans are included in employee and company publications where employees are featured.

H. AUDIT AND REPORTING SYSTEM

41 CFR 60-300.44 (h)

This company has an auditing system which measures the effectiveness of our program and the degree to which our objectives have been met; indicates the need for any remedial action; and, determines whether known protected veterans have had the opportunity to participate in all company sponsored educational, training, recreational and social activities.

Compliance with the affirmative action program's specific obligations is measured and all actions taken as part of the auditing system are documented and retained as employment records subject to the recordkeeping requirements of 60-300.80.

The HR Manager will review the Veteran Hiring Benchmark Analysis for the program's effectiveness in attaining the desired benchmark. Where the affirmative action program is found to be deficient, more effective means of outreach will be sought in the new AAP year.

I. RESPONSIBILITY FOR IMPLEMENTATION

41 CFR 60-300.44 (i)

Albert Jordan , HR Director is responsible for implementation of affirmative action activities identified on all internal and external communications. This official is given necessary senior management support and staff to manage the implementation of this program.

J. TRAINING

41 CFR 60-300.44 (j)

All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes have been carefully selected and trained to ensure elimination of bias in all personnel actions. The total selection process has been reviewed to ensure freedom from stereotyping protected veterans in a manner that might limit their access to all jobs for which they are qualified.

COMPLAINT PROCEDURES
41 CFR 60-300.61

Any employee or applicant for employment may personally, or by an authorized representative, file a written complaint alleging a violation of the Act or the regulations in this part. The complaint may allege individual or class-wide violation(s). Such complaints must be filed no later than 300 days from the date of the alleged violation unless the time for filing is extended by OFCCP for good cause shown.

Complaints may be submitted to the OFCCP, 200 Constitution Avenue, NW, Washington, DC 20210, or to any OFCCP regional, district, or area office. Complaints may also be submitted to the Veterans' Employment and Training Service of the Department of Labor directly, or through the Local Veterans' Employment Representative (LVER) at the local employment service office. Such parties will assist veterans in preparing complaints, promptly refer such complaints to OFCCP, and maintain a record of all complaints which they receive and forward. OFCCP shall inform the party forwarding the complaint of the progress and results of its complaint investigation. The state workforce agency shall cooperate with the Deputy Assistant Secretary in the investigation of any complaint.

Internal procedures have been established at this facility to investigate complaints of alleged discrimination from covered veterans prior to filing with the OFCCP. When a complaint is known, an investigation will be conducted. At the completion of the investigation, if the complaint is valid, efforts will be made to correct the problem and reasonable accommodations made if needed. If, at the end of the investigation, the complaint is found not to be valid, the complainant will be so informed and also advised of his/her rights to file a complaint with the OFCCP. The complaints and related actions are kept confidential.

If a veteran files a complaint with the OFCCP alleging noncompliance with the requirements of the Act, the company will cooperate with the OFCCP in its investigation of the complaint, and provide necessary pertinent information regarding its employment practices with respect to veterans.

Information concerning complaint procedures is available to all employees.

Complaints must be signed by the complainant or his or her authorized representative and must contain the following information:

- i. Name and address (including telephone number) of the complainant;
- ii. Name and address of the contractor who committed the alleged violation;
- iii. Documentation showing that the individual is a protected veteran or pre-JVA veteran;
- iv. A description of the act or acts considered to be a violation, including the pertinent dates (in the case of an alleged continuing violation, the earliest and most recent date that the alleged violation occurred should be stated); and

- v. Other pertinent information available which will assist in the investigation and resolution of the complaint, including the name of any known Federal agency with which the employer has contracted.

A complaint filed by an authorized representative need not identify by name the person on whose behalf it is filed. The person filing the complaint, however, shall provide OFCCP with the name, address and telephone number of the person on whose behalf it is made, and the other information specified above. OFCCP shall verify the authorization of such a complaint by the person on whose behalf the complaint is made. Any such person may request that OFCCP keep his or her identity confidential, and OFCCP will protect the individual's confidentiality wherever that is possible given the facts and circumstance in the complaint.

Where a complaint contains incomplete information, OFCCP shall seek the needed information from the complainant. If the information is not furnished to OFCCP within 60 days of the date of such request, the case may be closed.

The Department of Labor shall institute a prompt investigation of each complaint.



April 28, 2021

Agenda Item 3

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director / CEO

SUBJECT: Authorization to Execute a Deferred Loan Repayment Agreement

Previous Directives: The Board has previously authorized MPHA to enter into deferred loan repayment agreements under this program for three other projects. Additionally, the Board authorized MPHA to execute a contract for window replacement and masonry repairs at 600 18th Avenue North at its February 26, 2020 meeting.

Resident Council Review/Recommendation: This matter will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's April 28, 2021 meeting.

Budget Impact: Provides funding for budgeted activities.

Affirmative Action Compliance: Not Applicable.

Procurement Review: Not Applicable.

RECOMMENDATION: It is recommended that the Board of Commissioners approve the attached Resolution authorizing the Executive Director or his designee to execute a deferred Loan Repayment Agreement and all related documents with Minnesota Housing for \$400,000.

MPHA applied for and was awarded through Minnesota Housing's Publicly Owned Housing Program (POHP) a \$400,000 deferred loan which will provide funding to cover some of the costs related to window replacement and other improvements at 600 18th Avenue North. The project involved apartment and common area window replacement, exterior masonry repairs, and HVAC equipment replacements.

Minnesota Housing has offered a non-interest deferred repayment loan for \$400,000 to MPHA. The loan has a term of 20 years and is forgiven and extinguished with no repayment

required if MPHA continues to operate and manage the development as public housing for public housing residents. MPHA opted for an end loan which is executed after construction is complete. Minnesota Housing requires this resolution be passed within 90 days of loan closing which will be scheduled for early summer 2021.

This Report was prepared by Laura Dykema, Director of Planning & Development. For further information, please contact Ms. Dykema at (612) 342-1428 or ldykema@mplspha.org.

RESOLUTION NO. 21- 213

WHEREAS, The Minnesota Legislature authorized Minnesota Housing to make loans for the rehabilitation of public housing; and

WHEREAS, the Minneapolis Public Housing Authority (MPHA) has applied for such loan and has been awarded a \$400,000 no-interest deferred payment loan to provide building improvements at Lyndale Manor located at 600 18th Avenue North, Minneapolis, Minnesota; and

WHEREAS, on this 28th day of April, 2021, there has been presented to the MPHA Board of Commissioners, a proposal for MPHA to borrow a zero-interest, forgivable loan from Minnesota Housing, a public body corporate and politic of the State of Minnesota, 400 Wabasha Street North, Suite 400, St. Paul, Minnesota 55102, (the "Agency") in an amount not to exceed \$400,000, (the "Loan") that will be forgiven in 20 years, which Loan will be evidenced by a Deferred Loan Repayment Agreement. Further, a General Obligations Bond Declaration of Covenants, Conditions and Restrictions (the "G.O. Declaration") and a Publicly Owned Housing Program Declaration of Covenants, Conditions and Restrictions (the "POHP Declaration") shall be executed in connection with the Loan, the terms of which require that (i) the MPHA retain ownership of the Development located in the County of Hennepin, State of Minnesota and more fully described in Exhibit A attached hereto and made a part hereof, and (ii) provides public housing for a term of 35 years. The Mortgage Note; Regulatory Agreement; Declaration of Covenants, Conditions, and Restrictions; Deferred Loan Repayment Agreement; G.O. Declaration; POHP Declaration; and any other Agency-required document are referred to collectively as the "Loan Documents".

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

BE IT FURTHER RESOLVED, by the members of MPHA, that MPHA be and it hereby is authorized to borrow the funds referred to hereinabove from the Agency;

BE IT FURTHER RESOLVED, that Abdi Warsame, Executive Director / CEO of the Minneapolis Public Housing Authority, is authorized at any time hereafter and without further action by or authority or direction from the Board of Commissioners, to execute and deliver or cause to be executed and delivered, all such other further agreements, assignments, statements, instruments, certificates and documents and to do or cause to be done all such other and further acts and things as they may determine to be necessary or advisable under or in connection with such borrowing, and that their execution of any such agreement,

assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect;

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

Exhibit A

Legal Description

Parcel 1:

Lots 10 through 27, inclusive, Block 31, Case and Others Subdivisions, Hennepin County, Minnesota; together with the vacated public alley in said Block 31 which adjoins said Lots 10 through 27; also, together with the vacated $\frac{1}{2}$ of Sixth Street North as vacated by a Resolution dated April 15, 1968, recorded April 23, 1968 as Document No. 3710965; and The South $\frac{1}{3}$ of Lot 5, all of Lots 6, 7, 8 and 9, the North 30 feet of Lot 10, all of Lot 11 and Lot 12 except the North 12.5 feet thereof, all in Block 32, said Case and Others Subdivision; together with the vacated public alley in said Block 32 which adjoins the above referred to lots. Also, together with the vacated $\frac{1}{2}$ of Sixth Street North as was vacated by Resolution recorded as Document No. 3710965, and vacated $\frac{1}{2}$ of Fifth Street North as was vacated by Resolution recorded as Document No. 4717772.

Abstract property

Parcel 2:

The South 5 feet of Lot 4 and the North $\frac{2}{3}$ of Lot 5, Block 32, Case & others Subdivisions, Hennepin County, Minnesota; and that part of the vacated North-South alley dedicated in Block 32 in the Plat of Case & Others Subdivisions lying West of the center line of said alley and between the extensions across it of the North line of the South 5 feet of Lot 4, Block 32, said plat and the South line of the North $\frac{2}{3}$ of Lot 5, Block 32, said plat. That part of the vacated undesignated street 60 feet in width, dedicated in the plat of Case & Others Subdivisions (now 6th Street North) lying East of the Center line of said street and lying between the extensions across it of the North line of the South 5 feet of Lot 4, Block 32, said plat and the South line of the North $\frac{2}{3}$ of Lot 5, Block 32, said plat.

Torrens property

Parcel 3:

The South 25 feet of Lot 10, Block 2, Case & Others Subdivisions, Hennepin County, Minnesota; and that part of the vacated North South alley dedicated in Block 32 in the Plat of Case & Others Subdivisions lying West of the Center line of said alley and between the extensions across it of the North line of the South 25 feet of Lot 10, Block 32, said Plat and the South line of Lot 10, Block 32, said Plat. That part of the vacated undesignated Street, 30 feet in width dedicated in the Plat of Case & Others Subdivisions (now 5th Street North) lying West of the East line of said 30 foot undesignated street, (said line is now the centerline of 5th Street North) and lying between the extensions across it of the North line of the South 25 feet of Lot 10, Block 32, said plat and the South line of Lot 10, Block 32, said plat.

Torrens property



Monthly Performance Report

Minneapolis Public Housing Authority
Board of Commissioners
For the month ending March 31, 2021

Contents

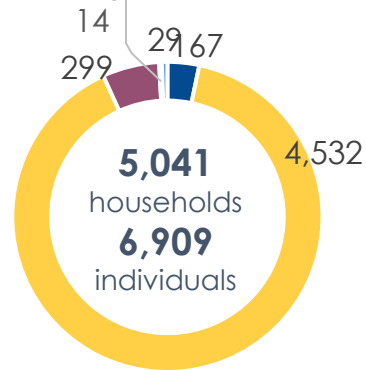
1. Performance of Operations
 - Public Housing Programs
 - Housing Choice Voucher Programs
2. Building Improvement and Development Projects
 - Update on Elliot Twins RAD Conversion and Scattered Sites Section 18 Process
3. Inquiry Response and Social Media

**As of the production of this report, the March 2021 Financial results are not yet available due to the transition of financial information into the Yardi system. The Finance department will be able to produce these reports soon, and they will be provided to the board separately upon completion.

Public Housing Programs



Occupied Units*

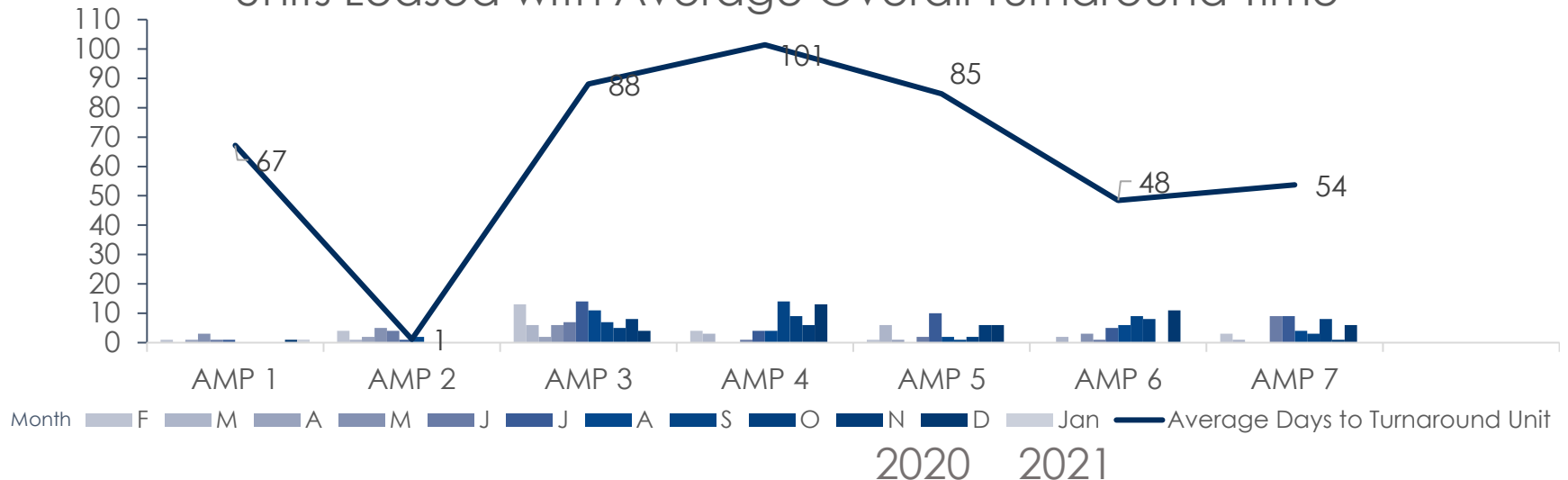


- Glendale
- MHOP
- Scattered Sites
- Highrise
- Minnehaha Townhomes

31
new units leased
during month

94.7%
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)

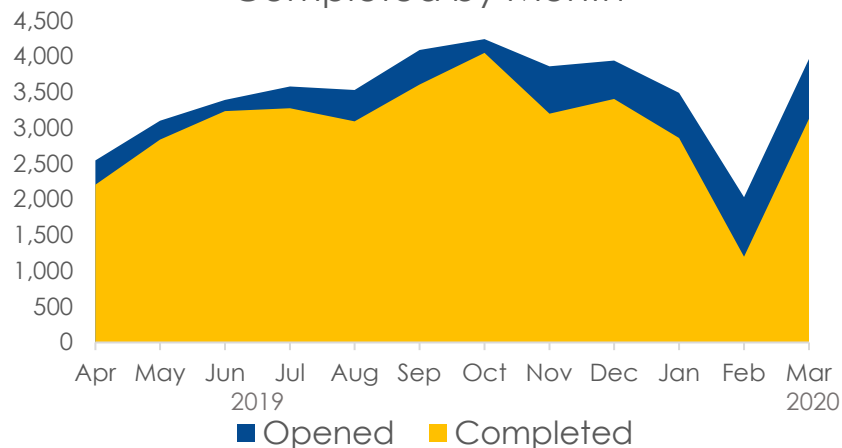
***Update to this metric pending software conversion reconciliation

Public Housing Programs

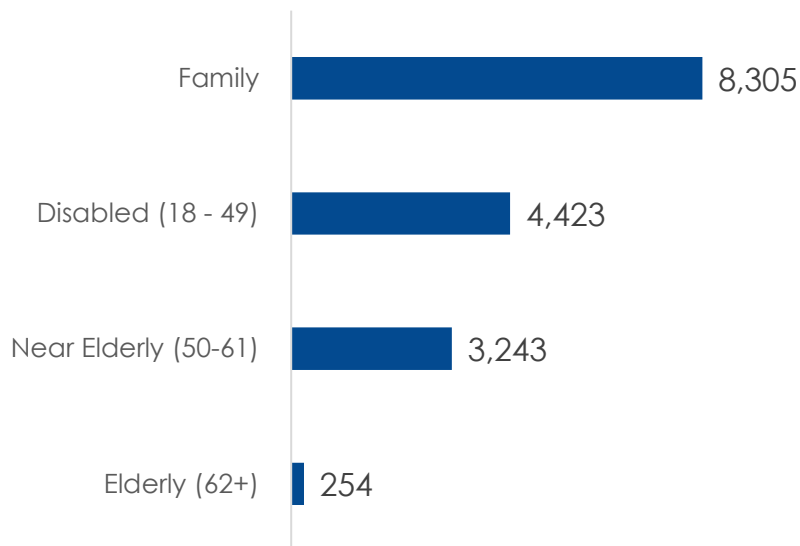


Reason for Vacating Unit	Count
Death	16
Moving in with or closer to Family	5
Found Alternative Housing	3
To Nursing Home	2
Moving Out of Town	1
Change in Family Composition	1
Dislikes Neighborhood	1

Work Orders Opened and Completed by Month



Applicants on Waiting List

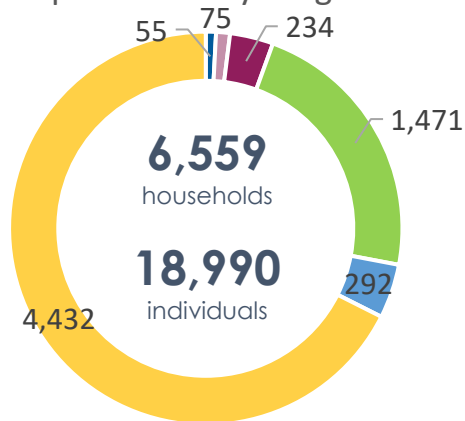


Goal	Total Completed	% Completed within Goal	Average Days Open
Emergency: 24 Hours	87	100%	0
Urgent: 1 Day	676	86%	1
After Hours Non-Emergency: 2 Days	1	100%	0
Important: 3 Days	711	82%	54
Routine: 10 Days	1,040	88%	3
Non-Routine: 20 Days	43	98%	4
Pest Control	212	100%	3

Housing Choice Voucher Programs



People Served by Program*



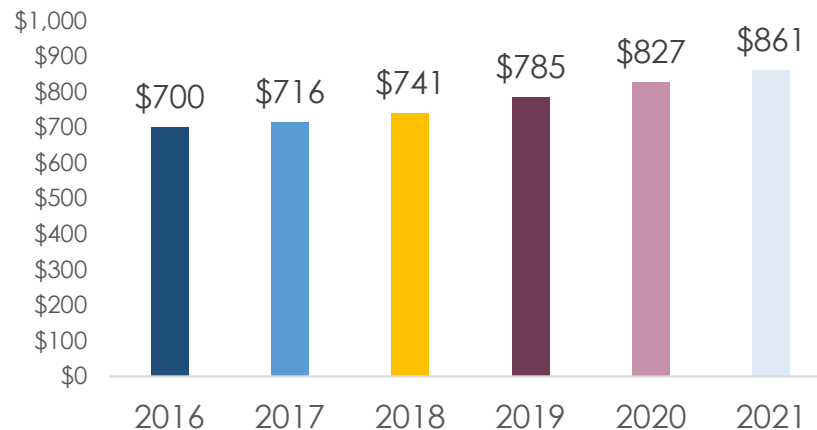
- Sponsor-Based
- Mod Rehab
- FUP and VASH

- Stable Homes Stable Schools
- Project-Based
- Tenant-Based

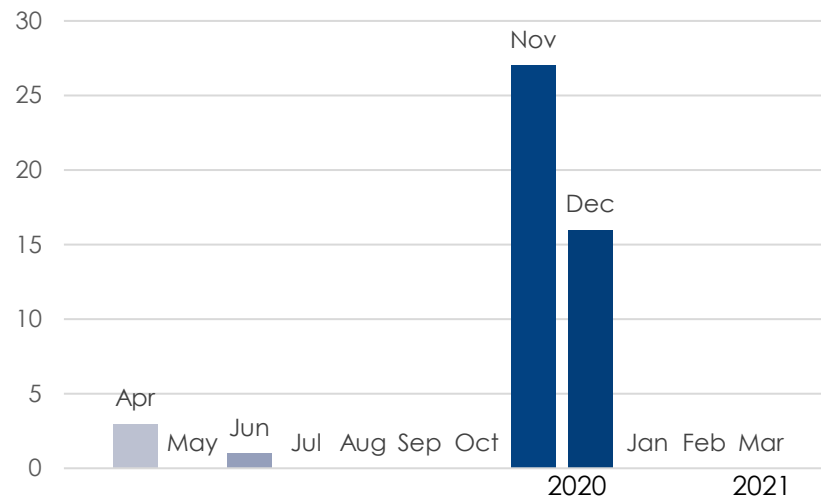
Family Unification Program and Veterans Affairs Supportive Housing

*Including port-ins and port-outs

Average Housing Assistance Payment per Unit, Year to Date

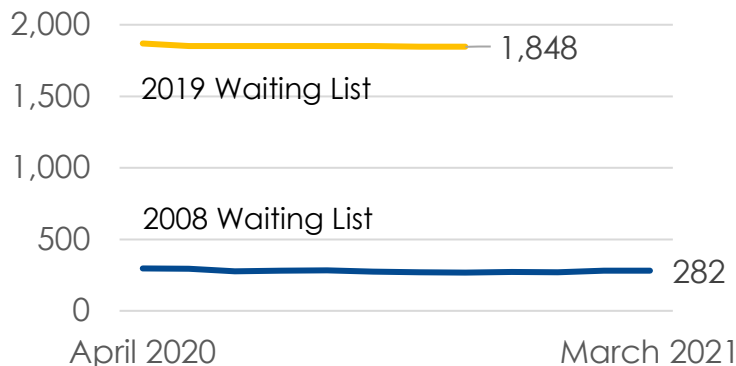


Annual Inspections Conducted*



*Inspections have been interrupted by COVID-19 Safety Procedures

Applicants on Waiting List



Building Improvement Projects - Planning



ADDRESS	DESCRIPTION OF WORK	STATUS
1707 3 rd Ave S/1611 S 6 th St/2728 Franklin/Snellings	Elevator modernization	Materials ordered; April 2021 construction start
3116 Oliver & 616 Washington St	Elevator modernization	Planning
314 Hennepin Avenue	Roof & skylight replacement	Awarding contract
Multiple highrises	Fire sprinkler system installation	Planning
828 Spring Street NE	Exterior façade and window repairs	Planning
1707 3 rd Avenue South	Unit entry door replacement	Planning
1314 44 th Avenue North	Plumbing replacement, fire sprinkler system installation, unit bath modernization/new finishes	Planning
Multiple highrises & Glendale townhomes	Security surveillance system upgrades	Planning
Multiple highrises	HVAC improvements	Planning
Cedars highrises	Window replacement and exterior façade repairs	Planning

Development Projects - Planning

ADDRESS	DESCRIPTION OF WORK	STATUS
CHR scattered site units	Major modernization	Planning
Scattered sites new construction	Development of new family housing	Planning

Building Improvement Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
315 Lowry Avenue North	Site security upgrades	In progress
1314 44 th Avenue North	Roof replacement	In progress
1707 3 rd Ave S	Generator & main electrical switch gear replacement	Substantially complete
Scattered Sites – Various sites	2020-21 improvements: roof & siding replacement, unit modernization, structural repairs	In progress
1611 S 6th St	Plumbing & fire alarm system replacement, sprinkler system retrofit, apartment improvements including creation of 6 ADA units; HVAC upgrades	Substantially complete
Cora McCorvey Center	HVAC system upgrades	In progress
Hiawatha Towers	HCPD accessible unit upgrades, common area improvements	In progress

Development Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
Elliot Twins	Comprehensive building modernization	In progress
Scattered Site	Energy efficient single-family construction	In progress

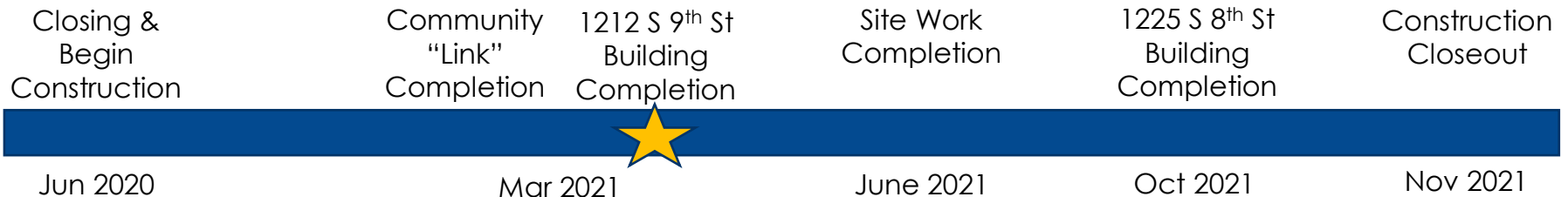
Elliot Twins RAD Conversion & Building Renovation



- **1212 S 9th St apartment rehab complete; 1225 S 8th St apartment rehab underway**
- **Window/roof replacement & exterior cladding work underway**
- **Certificate of Occupancy received for community link**
- 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 Rehab Process

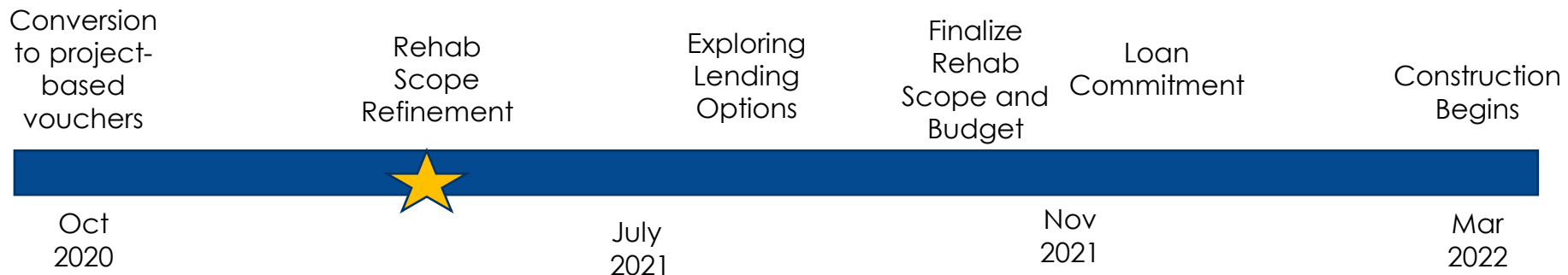


Financed through Section 18 with debt financing



- 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)



Scattered Site New Construction

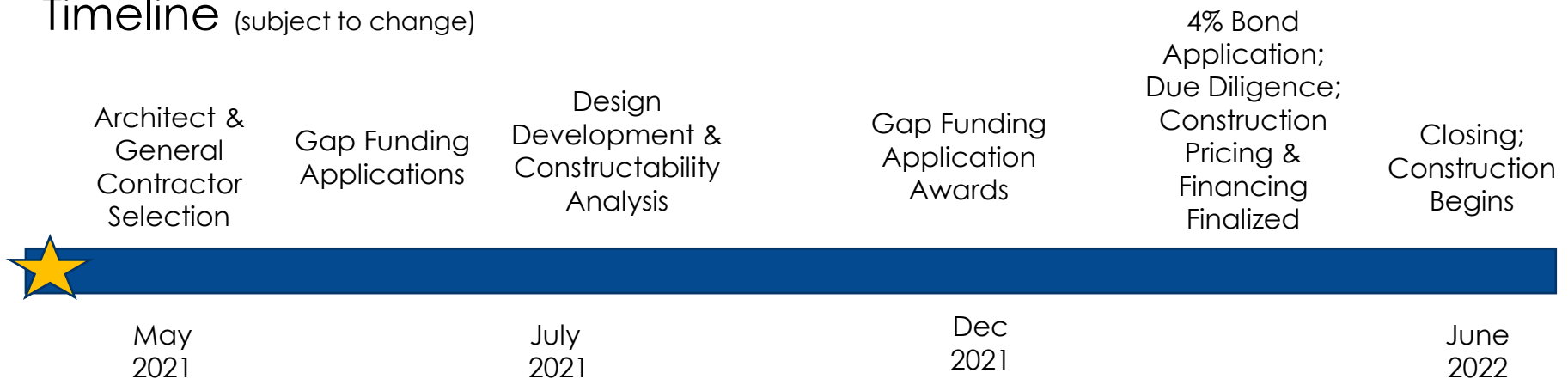


84-unit new scattered site construction



- 84 new deeply affordable family units in 16 small apartment buildings throughout the City
 - 4 or 6 units depending on zoning and lot size
 - Mix of 2- and 3-bedroom units
- Financing includes project-based vouchers, 4% bonds and Low-Income Housing Tax Credits, Soft Sources, and Debt

Timeline (subject to change)



Inquiry Response and Social Media



MPHA on Facebook

Top Performing Post (9,079 views)

March 2021

81

Formal inquiries
received and
addressed
(Channels include
media, social
media, and website
contact forms)



7

Posts for the Month
5,805 Followers



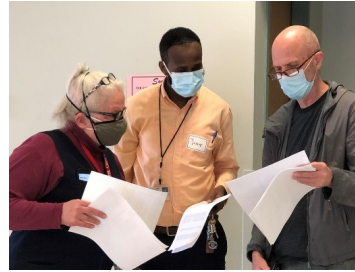
MPHA on Twitter

Top Performing Post (1,491 views)



15

Tweets for the Month
790 Followers



1,400 Shots Given as COVID-19 Vaccine Comes to Every Highrise

Through March and April, MPHA and partners held COVID-19 vaccine clinics at every one of our 42 highrise buildings, with every resident given a chance to sign up. Nearly 1,400 residents received vaccines through this effort, with another 1,400 confirming they had received a vaccine elsewhere. This effort was made possible in partnership with **Hennepin Healthcare** nurses, **the Minneapolis Health Department**, **Volunteers of America** social workers, and multicultural health educators. MPHA advocated at the federal, state and local level to bring the vaccine to our residents, who disproportionately suffer the affects of COVID-19.



MPHA Installs Air Purification and Ionization Technology in Highrises

Earlier this year, MPHA started installing ionization devices throughout

multiple highrises. Installing these devices will filter the air particles for pollutants, dust, allergens, and mold, creating a healthier environment for all residents.

These newly installed devices use an electronic charge to create a plasma field filled with a high concentration of positive and negative ions. As these ions travel within the air stream and attach to particles, killing the particles and other pathogens for healthier air.

Additional to filtering the air, the ionization device will also break down chemical, pet, and other odors into harmless compounds and reduces the amount of outdoor air intake resulting in huge energy savings.

April Marks National Fair Housing Month

During the month of April, MPHA honors National Fair Housing Month, which celebrates the landmark Fair Housing Act, which has helped protect people from housing-related discrimination for the last 53 years.

The Fair Housing Act still serves as a powerful statement about the values of equality, equity, and dignity that we strive to uphold to all housing residents.

As part of this month long observance, we remember Walter Mondale, a chief Senate co-sponsor of the Fair Housing Act, who died on April 19. Thanks to his work, along with many others, our residents can enjoy a place to call home—free from discrimination.