



NOTICE AND AGENDA

May 26, 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 Regular Meeting of April 28, 2021

RESIDENT ADVISORY BOARD – RAB Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

DISCUSSION:

1. Update of MPHA’s Affirmative Action Plan (Albert Jordan, Director - Human Resources & DEI)



RECEIVE AND FILE:

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

Next Regular Meeting:

**Wednesday, June 23, 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
April 28, 2021**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a special meeting at 1:30 P.M. on April 28, 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
Mikkel Beckmen	Secretary
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner
Tessa Wetjen	Commissioner
Faith Xiong	Commissioner

(Note: Commissioners Isse and Wetjen arrived at 1:37 p.m.)

The following members of the Board were absent:

The following others were also present:

Abdi Warsame	Executive Director / CEO
--------------	--------------------------

The Chair declared the presence of a quorum.

Approval of Agenda:

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

Approval of Minutes:

The Minutes of a Special Meeting of March 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, nine Commissioners voted “aye” (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen, Xiong and Chair Issa) and no Commissioner voted “nay”. The Chair declared the motion carried.

Resident Advisory Board:

On behalf of RAB Chair Lisa Anderson, MPHA Deputy Executive Director Jennifer Keogh reported a quorum and all items on the agenda were discussed and approved.

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:

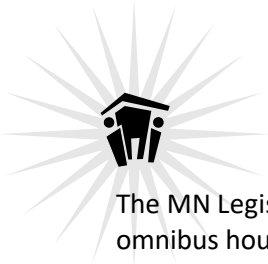
COVID-19 Vaccinations: MPHA and partners safely administered the second dose of COVID-19 vaccinations to all MPHA highrises, with every resident and MPHA staff members given a chance to sign up. More than 1,500 residents received the vaccine, with another 1,500 confirming that they had received a vaccine through other healthcare providers. Thanks to these efforts, over 1,700 residents and staff have been vaccinated. These clinics were made possible by partnering with the Minneapolis Health Department, Hennepin Healthcare, Volunteers of America, the Minneapolis Fire Department, and multicultural health educators from many local groups.

Elliot Twins Progress: As reported last month, all existing apartments at 1212 S 9th have been fully renovated. Included in this process, we’ve added three new accessible units on the first floor that are now ready to be occupied by residents. The exterior panels at this tower are nearly complete and roof replacement work will begin shortly. Window replacement at 1225 S 8th will be completed soon and apartment renovations are nearing completion in the first two stacks of apartments. We have received our certificate of occupancy for the community link, however, due to COVID-19, the use of this space is limited for health and safety precautions.

Scattered Sites Rehab: We continue to plan for a significant debt raise to fund large scale improvements to the scattered sites which we anticipate closing on in early 2022, with a spring construction start.

Scattered Sites New Construction: We are planning an 84-unit project that will be constructed on approximately 16 sites across the city. We are pursuing a variety of funding sources for this work and are currently targeting a June 2022 construction start. In February, MPHA issued an RFP for a design/general contractor team to develop the building design and manage construction of the project. MPHA will bring forward a recommendation to the CHR Board in May. We have reached out to scattered sites residents to solicit interest in serving on a resident design advisory panel and will finalize our engagement plans in early summer.

Legislative Update: Housing is a central focus at both the state and federal level. MPHA has been working in partnership with industry groups for advocacy and has ongoing engagement with state representatives and members of congress.



The MN Legislative session is slated to end on May 17. The House and Senate have both passed their omnibus housing budget bills which will be reconciled in a conference committee. The House bill contains numerous new tenant protection provisions, while the Senate bill focuses on restricting city and county requirements for developers. A House bonding bill was introduced that includes significant housing resources -- \$100 million in General Obligation bonds for public housing rehab, \$150 million for housing infrastructure bonds, and \$50 million for shelter funding.

At the federal level, The American Jobs Plan includes \$213 billion designated for housing infrastructure and calls for an investment of \$40 billion to improve public housing infrastructure and address critical safety concerns for residents. (The estimated national backlog is \$70 billion). The President's fiscal year 2022 (FY22) budget includes \$30.4 billion for the Housing Choice Voucher (HCV) Program. The increase in HCV funding would expand voucher assistance to an estimated 200,000 households.

Item No. 1: Roof & Skylight Replacement at 314 Hennepin Avenue

After a brief presentation by staff and discussion, Commissioner Rosenbaum moved approval of the recommendation set forth in the Report. Commissioner Mohamud seconded the motion. Upon a roll call vote, nine Commissioners voted "aye" (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen, Xiong and Chair Issa) and no Commissioner voted "nay". The Chair declared the motion carried. [See Document No. 2021-15]

Item No. 2: Update of MPHA's Affirmative Action Plan

This item was removed for staff review. [See Document No. 2021-16]

Item No. 3: Authorization to Execute a Deferred Loan Repayment

After a presentation by staff and discussion, Commissioner Brennan moved approval of the recommendation set forth in the Report along with the corresponding Resolution attached thereto. Commissioner Isse seconded the motion. Upon a roll call vote, nine Commissioners voted "aye" (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen, Xiong and Chair Issa) and no Commissioner voted "nay". The Chair declared the motion carried. [See Document No. 2021-17] [See Resolution No. 21-213]

Receive and File Items:

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

The following items were received and filed by the Board:

- The Monthly Performance Report for March 2021. [See Document No. 2021-18]
- Newsletters and News Clippings [See Document No. 2021-19]



Adjournment:

There being no further business to come before the Board, Commissioner Isse moved approval to adjourn the meeting. Commissioner Letofsky seconded the motion. Upon a roll call vote, nine Commissioners voted “aye” (Commissioners Beckmen, Brennan, Isse, Letofsky, Mohamud, Rosenbaum, Wetjen, Xiong and Chair Issa) and no Commissioner voted “nay”. The Chair declared the motion carried. The meeting was adjourned at 1.56 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



May 26, 2021

Agenda Item 1

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 May 26, 2021 meeting.

Budget Impact: Not Applicable

Affirmative Action Compliance: Forms basis for Affirmative Action compliance.

Procurement Review: N/A

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

MPHA's current Affirmative Action Plan (AAP or Plan) was approved in 2003. The 2003 AAP is in need of updates that include more proper alignment with previously approved related policies such as the MPHA Discrimination and Harassment Policy (See Addendum to 2021 AAP). The plan also adds language about how to report any alleged violations.

The AAP provides the method by which MPHA will measure its work on Affirmative Action. Reporting for the Plan will begin in October with information gathering. Following data collection agency utilization will be reported out to the Board and interested parties.

This report was prepared by Albert Jordan, Director of Human Resources & DEI. For further information please contact Mr. Jordan at (612) 427-4072 or ajordan@mplspha.org.



Exhibit 1

Discrimination, Harassment, and Retaliation Policy

2.1 Purpose

MPHA is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, promotion, demotion, transfer, recruitment, lay-off, disciplinary action, termination, compensation and training. MPHA will not discriminate against any employee or job applicant based on age, race, color, creed, religion, national origin, ancestry, sex, sexual orientation, affectional preference, disability, marital status, familial status, public assistance status, veteran status, gender identity or any other status protected by federal, state or local law. MPHA will not discriminate against any employee or job applicant based on any political or union affiliation. The provisions of MPHA Personnel Policies shall be subject to such federal and state laws and regulations, presidential executive orders, and local ordinances that govern the conduct of MPHA regarding Equal Employment Opportunity and Affirmative Action.

2.2 Unlawful Discrimination

Except when based upon a bona fide occupational qualification, MPHA:

- A.** May not refuse to hire or maintain a system of employment which unreasonably excludes a person from seeking employment on the basis of their protected class status;
- B.** May not discharge an employee on the basis of their protected class status; or
- C.** May not discriminate against a person with regard to hiring, tenure, compensation, terms and conditions of employment, promotion, facilities, or privileges of employment on the basis of their protected class status.

Except when based upon a bona fide occupational qualification and before MPHA employs a person, MPHA:

- A.** May not require or request a person to provide information that pertains to a protected class status;
- B.** May not require or request a person to undergo a physical examination unless permitted by law, regulation or ordinance; or
- C.** May not seek and obtain for purposes of making an employment decision, information from any source that pertains to the person's protected class status except to comply with applicable law, regulation or ordinance.



- D. May not print or publish a notice or advertisement that relates to employment or membership and discloses a preference, limitation, specification, or discrimination based on a protected class status.

2.3 Unlawful Harassment and Hostile Work Environment

A. Definition: Unlawful harassment may take the form of verbal, non-verbal, or written communications and physical conduct that are based on a person's protected class status. Any employee, non-employee, supervisor or non-supervisor may commit unlawful harassment. Unlawful harassment occurs and an unlawful hostile work environment is created when:

1. The conduct was based on a person's status as member of a protected class;
2. The conduct was unwelcome and continues after being told to stop;
3. The conduct was so severe or pervasive that it adversely affected a term, condition, or privilege of employment and created a hostile working environment;
4. Management was made aware of or should have known of the conduct and failed to take appropriate remedial action;
5. A reasonable person would find the conduct hostile, intimidating, or abusive;
6. The conduct has the purpose or effect of substantially or unreasonably interfering with the subject's employment, the rights of a program participant, or a member of the public.

B. Examples: Unlawful harassment may include, but is not limited to:

1. Making derogatory remarks, gestures or comments directed at an employee, MPHA client, or another person;
2. Use of derogatory terms or jokes directed at someone in a protected class;
3. Taking unjustified adverse action against an employee resulting in a demotion, termination, or failure to promote; or
4. Displaying offensive documents in an MPHA workplace including e-mails that are related to a protected class such as sex, race, religion, etc.



5. Proper supervision is not unlawful harassment and does not result in a hostile work environment. Examples of proper supervision include but are not limited to: hiring, the assignment or transfer of a work location, training, scheduling, providing performance evaluation, coaching, directions to comply with MPHA's policies or procedures, questions about performance, a change in work space, the use of MPHA's technology or equipment, and discipline for just cause.

2.4 Unlawful Sexual Harassment

A. Definition: Unlawful sexual harassment is sexual in nature, unwelcome, may be subtle or overt, and must be objectively offensive. An employee, a non-employee, a supervisor or a non-supervisor may commit unlawful sexual harassment; it may occur between persons of the same or different sex. Unlawful sexual harassment occurs when:

1. Submission to the conduct is either implicitly or explicitly made a condition of employment or of obtaining employment;
2. A person's submission to or rejection of the conduct is used to affect the person's employment; or
3. The conduct has the purpose or effect of implicitly or explicitly interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

B. Examples: Unlawful sexual harassment may include an unwelcome sexual advance, a request for a sexual favor, sexually motivated physical contact, and other verbal, physical action, or communication of a sexual nature. It does not include compliments of a socially acceptable nature. It may include but is not limited to:

1. Verbal harassment of a sexual nature in the form of epithets, demeaning comments, slurs, and jokes;
2. Physical harassment of a sexual nature such as gestures, touching, assaults, blocking movements, and physical interference with normal work;
3. Visual harassment of a sexual nature in the form of screen savers, web sites, derogatory posters, letters, poems, graffiti, video games and drawings;
4. An unwelcome sexual advance or request for a sexual favor;



5. Sexual favoritism when employment opportunities or benefits are granted because a person submitted to the sexual advances or requests for sexual favors and another person who was qualified was denied the employment opportunity or benefit; or
6. Conduct directed at a person because of the person's gender.

2.5 Unlawful Retaliation

- A. MPHA prohibits retaliation or reprisal because a person has, in good faith, raised a concern, filed a complaint or grievance, or participated in an investigation, or has filed a grievance under MPHA's Policies or a collective bargaining agreement.
- B. Retaliation or reprisal occurs when:
 1. A person engages in any activity protected by this policy;
 2. MPHA takes adverse employment action against the person ; and
 3. The adverse employment action is based upon a person's protected activity. An adverse employment action is a substantial and unjustified change in an employee's duties or working conditions resulting in a material employment disadvantage. Proper supervision as defined otherwise by MPHA policies, procedures, and work rules is not considered an adverse employment action.
- C. An employment action may be retaliation if the action is used to substantially change without justification the terms or conditions of employment to the detriment of the employee. Examples of retaliation may include: unjustified discipline, demotion, transfer, termination, or failure to promote or increase wages.

2.6 Responsibilities:

MPHA has adopted this Discrimination, Harassment and Retaliation Policy and expects all employees, residents, interns, and visitors to comply with this policy. Each MPHA employee shall carry out the duties and responsibilities of their position in a nondiscriminatory manner insofar as those duties and responsibilities affect the public, MPHA residents, program participants, and applicants for housing.

MPHA may determine that unlawful harassment, unlawful sexual harassment, or unlawful retaliation has occurred, or an unlawful hostile work environment exists, by examining relevant circumstances such as the nature, frequency, intensity, severity, context, duration, and the subject of the conduct and whether the conduct was physically threatening, humiliating, or merely offensive, and unreasonably interfered with the subject's work performance.



2.7 Revision History

Current Version Adopted by the MPHA Board of Commissioners: **Dec. 16, 2020**

This section supersedes all prior relevant board-approved policies, including, but not necessarily limited to:

- Executive Communication #6 (1991): Sexual Harassment Policy
- Executive Communication #25 (2007): Amendment to MPHA Personnel Policy
- Executive Communication #26 (2011): Amendment to MPHA Personnel Policy



Minneapolis Public Housing Authority

Affirmative Action Plan

2021-2023

Equal Employment Opportunity

Equal Housing Opportunity



Table of Contents

MINNEAPOLIS PUBLIC HOUSING AUTHORITY MISSION STATEMENT.....	3
POLICY STATEMENT.....	3
ADMINISTRATIVE RESPONSIBILITY	4
ASSIGNMENT OF RESPONSIBILITIES	4
ORGANIZATIONAL PROFILE.....	5
UTILIZATION ANALYSIS.....	5
PLACEMENT GOALS.....	5
AFFIRMATIVE ACTION TO FOSTER EQUAL OPPORTUNITY FOR THE EMPLOYMENT AND ADVANCEMENT OF DISABLED INDIVIDUALS, DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	6



Minneapolis Public Housing Authority Mission Statement

The mission of The Minneapolis Public Housing Authority is to promote and deliver quality, well-managed homes to a diverse low-income population; and as a valued partner, contribute to the well being of the individuals, families, and community we serve.

Policy Statement

This is to affirm the Minneapolis Public Housing Authority's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of Federal, State and Title 7 of the Minneapolis Code of Ordinances.

The Minneapolis Public Housing Authority (or MPHA) will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age (over 25), marital status, or status with regard to public assistance.

The Minneapolis Public Housing Authority will take affirmative steps to ensure that all employment practices are free of such discrimination. Such employment practices include: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.

The Minneapolis Public Housing Authority will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

The Human Resources and Diversity, Equity and Inclusion Director, manages the Minneapolis Public Housing Authority's Equal Employment Opportunity initiatives. This person's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Title 7 of the Minneapolis Code of Ordinances.

The Executive Director will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Program during normal business hours by contacting the Human Resources Department.

The overall goal is to provide equal opportunity for all individuals participating in or seeking entrance to the MPHA work force and maintain an environment free of discriminatory intimidation and harassment. (See attached policy.) The MPHA and the Board of Commissioners are individually and collectively committed to implementing this policy.



Administrative Responsibility

The ultimate responsibility for the implementation and progress of the MPHA's Affirmative Action Program is assigned to the Executive Director of the MPHA, who will instruct supervisory personnel at all levels of management that MPHA will provide meaningful equal employment opportunity to all employees and applicants for hire. The Executive Director will report to the MPHA Board of Commissioners regarding the progress toward complying with the MPHA Affirmative Action Program.

Reporting

Any individual who believes that this policy has been violated can report it in one of the following ways:

- Report directly to the Agency by contacting Human Resources or the Executive Director/CEO
- Report to the Minnesota Department of Human Rights (MDHR) or:
- Report to the Equal Opportunity Employment Commission (EEOC)

Any incident submitted to MPHA will be investigated by Human Resources.

MPHA strictly prohibits any acts of retaliation or discrimination for any reason including reporting of potential issues. (See Exhibit 1)

Assignment of Responsibilities

Director of Human Resources/EEO

This individual is responsible for the development and implementation of the Affirmative Action Program and will coordinate the affirmative action efforts with all departments and will advise and assist management as to their individual responsibilities. The following activities may be taken in support of the programs:

1. Monitoring human resources activities with regards to recruitment, selection, transfers, promotions, termination, layoffs, compensation systems, and any other personnel actions, which affects conditions of employment to ensure that nondiscrimination policies are effective.
2. Completing and timely reporting of EEO-4 Surveys to the Equal Employment Opportunity Commission.
3. Maintaining and compiling statistical reports with respect to race and gender by and EEO-4 classification on all active employees.
4. Communicating MPHA's commitment to non-discrimination and Affirmative Action through training, new employee orientation, advertisements for employment and making this plan available.
5. Responding to requests from governmental agencies on matters concerning Affirmative Action efforts of the MPHA.
6. Conducting investigations for any reported violations of this policy or program and taking any and all appropriate actions based on the findings of said investigation.

Supervisory Personnel

All management personnel are expected to comply with the MPHA's Affirmative Action Program.



Employees

Each employee is personally expected to adhere to the principals of non-discrimination in their treatment towards one another, MPHA's clients, applicants, vendors and to the public, in accordance with his/her assigned duties. (See Exhibit 1.)

Organizational Profile

On an annual basis a report indicating the race and gender demographics of MPHA will be prepared for the Executive Director. Additionally, an updated organizational profile will be prepared with the filing of EEO-4's, depicting the detail of the organization structure, which will include:

1. Organizational Display/Job Group Analysis which includes the following data:
 - Department-Name
 - EEO-4 Job Group Classification
 - Job Title(s), gender, race, and ethnicity of supervisory personnel and other job titles
 - The total number of male and female incumbents
 - The total number of male and female incumbents in each of the following groups:
 - Black,
 - Hispanic/Latino,
 - Asian/Pacific Islander
 - American Indian/Alaskan Native,
 - Two or More Races
 - Department Totals
 - MPHA totals
2. Display of EEO-4 Classification by job titles within each and total agency.

Utilization Analysis

Concurrent with the filing of the EEO-4, MPHA will prepare a utilization analysis. The utilization analysis is a comparison of the number of people of color and women in the current workforce versus the availability of people of color and women in the general recruitment area. If underutilization exists, the MPHA will establish goals to eliminate the underutilization. In determining availability MPHA will consider the following factors:

1. The percentage of people of color and women in the labor market with requisite skills; and
2. The percentage of people of color and women in the MPHA workforce who are promotable, transferable, or trainable.

Placement Goals

In departments where underutilization is found, MPHA will set a goal equivalent to the availability indicated by the analysis. Placement goals serve as objectives or targets reasonably attainable by means of applying good faith efforts. Placement goals are used to measure progress toward achieving equal employment opportunity and do constitute neither a finding nor an admission of discrimination. No supervisor is required to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.



Affirmative Action to foster Equal Opportunity for the Employment and Advancement of Disabled Individuals, Disabled Veterans and Veterans of The Vietnam Era

The purpose of this statement is to comply with the Americans with Disabilities Act of 1990, which requires government contractors and subcontractors to take action to employ and advance in employment, qualified disabled individuals. In addition, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, which requires government contractors to take action to employ and advance in employment disabled veterans and veterans of the Vietnam Era at all levels of employment, including the executive level.

MPHA will not discriminate against any employee or applicant for employment on the basis of a disability, Vietnam Era veteran status or disabled veteran status. It will comply with applicable federal, state and city laws and regulations concerning the employment and advancement of members of all protected groups, including disabled individuals, disabled veterans and veterans of the Vietnam Era. MPHA will also provide reasonable accommodations in its policies, procedures and physical facilities as required by applicable federal, state and city laws and regulations.

The Director of Human Resources has responsibility to implement this policy.



Monthly Performance Report

Minneapolis Public Housing Authority
Board of Commissioners
For the month ending April 30, 2021

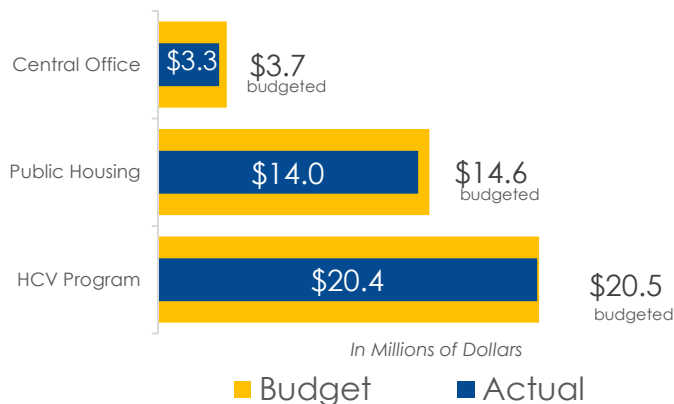
Contents

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

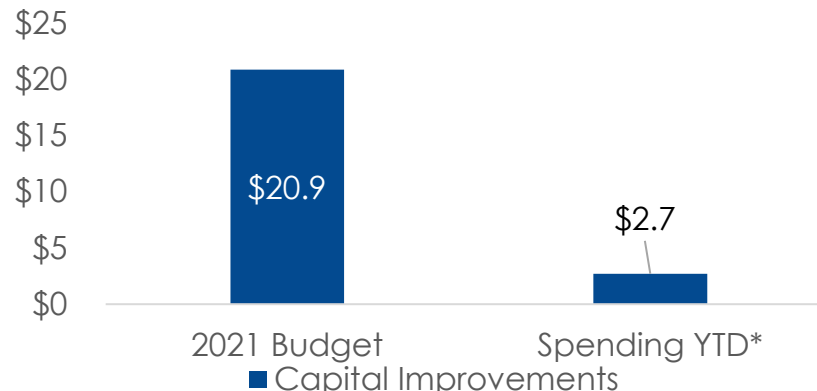
Operating Sources and Uses MTW Public Housing and Housing Choice Voucher (HCV) Program

Sources	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance	Variance %
Tenant Revenue -Rents & Other	\$ 5,596,600	\$ 5,510,277	\$ (86,323)	-2%
Public Housing Operating Subsidy	\$ 7,239,592	\$ 6,789,188	\$ (450,404)	-6%
HCV HAP Subsidy & Admin Fees	\$ 19,936,168	\$ 19,224,786	\$ (711,382)	-4%
Other Revenues, Fees, & Grants	\$ 977,963	\$ 820,508	\$ (157,455)	-16%
Transfers-In	\$ 83,332	\$ 84,444	\$ 1,112	1%
Total Sources	\$ 33,833,655	\$ 32,429,204	\$ (1,404,451)	-4%
Uses				
Public Housing Operations	\$ 14,563,637	\$ 14,013,275	\$ 550,362	4%
Housing Choice Vouchers	\$ 20,545,067	\$ 19,809,360	\$ 735,707	4%
MTW Initiatives and Other Services	\$ 127,548	\$ 37,081	\$ 90,467	71%
Total Uses	\$ 35,236,252	\$ 33,859,716	\$ 1,376,536	4%
Net Sources/(Uses)	\$ (1,402,597)	\$ (1,430,512)	\$ (27,915)	-2%

Year to Date (YTD) Expenses



MTW Capital Fund Program

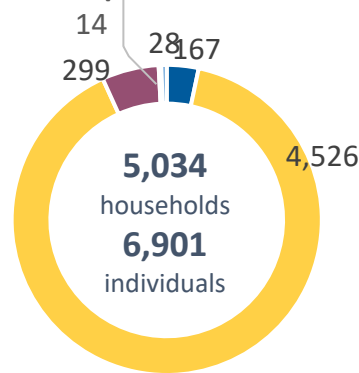


*An additional \$6.0 million is under obligation for capital projects YTD

Public Housing Programs



Occupied Units*

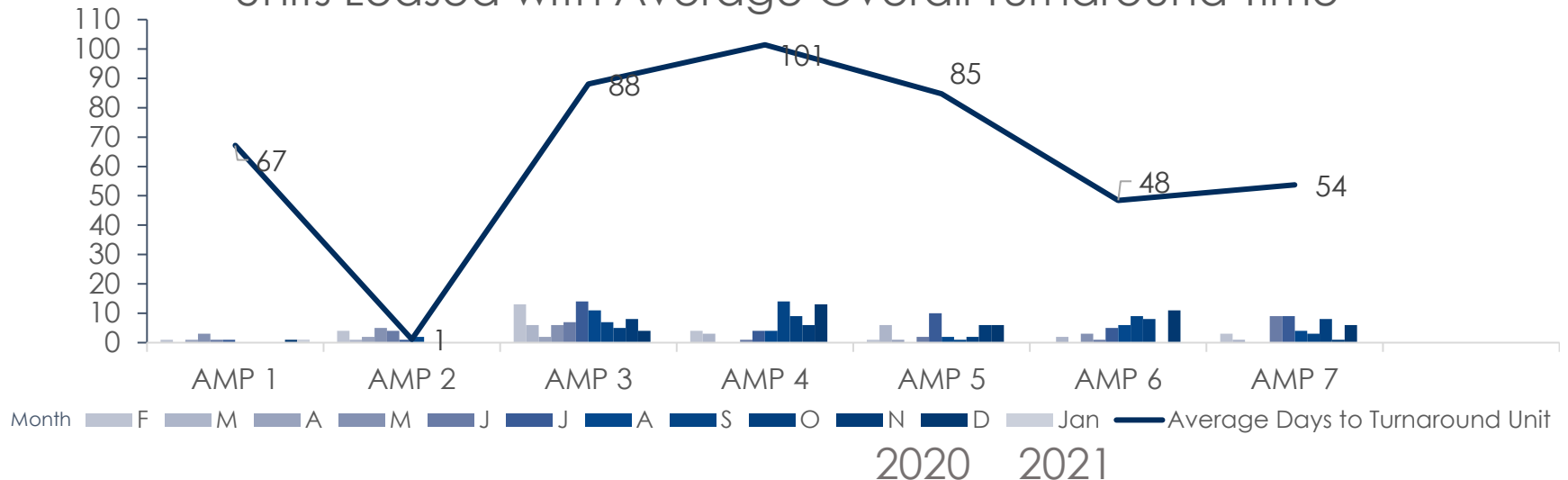


- Glendale
- MHOP
- Scattered Sites
- Highrise
- Minnehaha Townhomes

51
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)

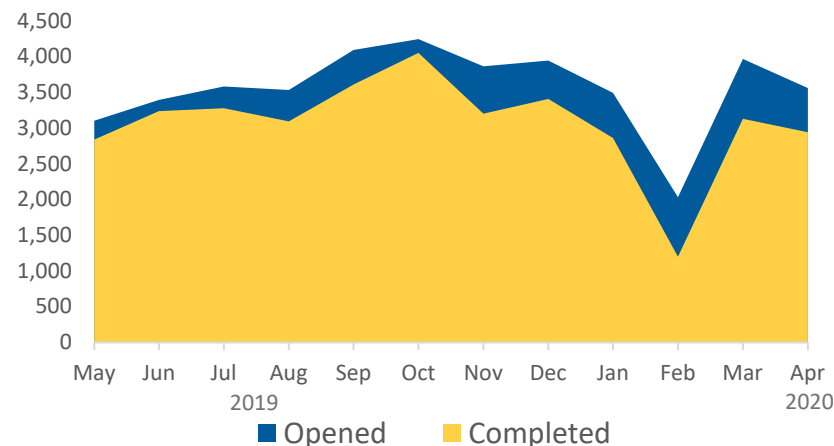
***Update to this metric pending software conversion reconciliation

Public Housing Programs

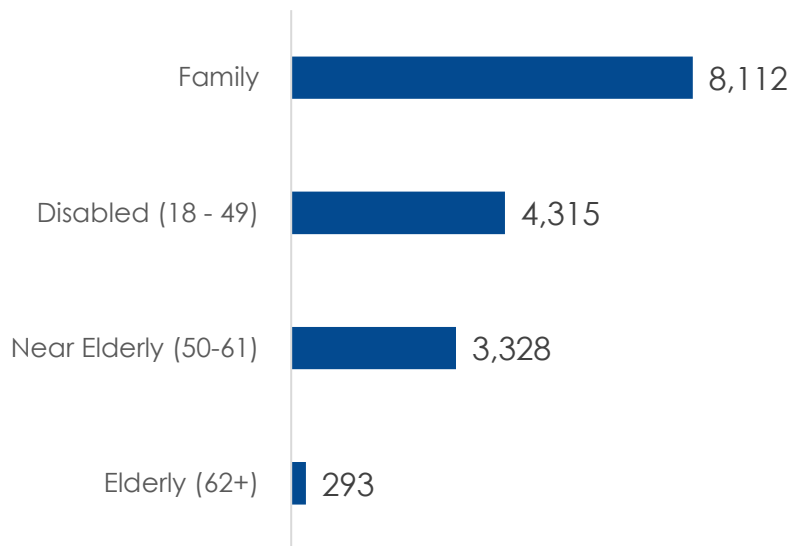


Reason for Vacating Unit	Count
Death	8
Moving Out of Town	6
To Nursing Home	4
Found Alternative Housing	3
Moving in with or closer to Family	3
Other	2
Purchased Home	1
Dislike Unit	1

Work Orders Opened and Completed by Month



Applicants on Waiting List

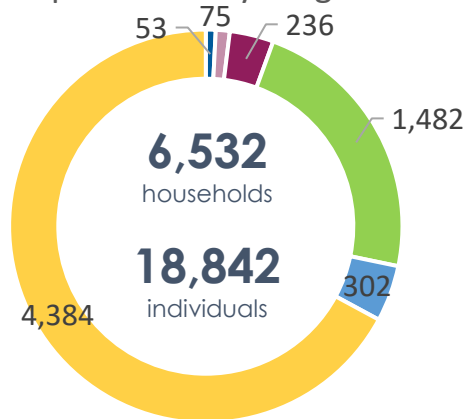


Goal	Total Completed	% Completed within Goal	Average Days Open
Emergency: 24 Hours	71	100%	0
Urgent: 1 Day	666	80%	1
After Hours Non-Emergency: 2 Days	10	90%	0
Important: 3 Days	689	78%	2
Routine: 10 Days	805	90%	3
Non-Routine: 20 Days	58	88%	7
Pest Control	170	100%	4

Housing Choice Voucher Programs



People Served by Program*



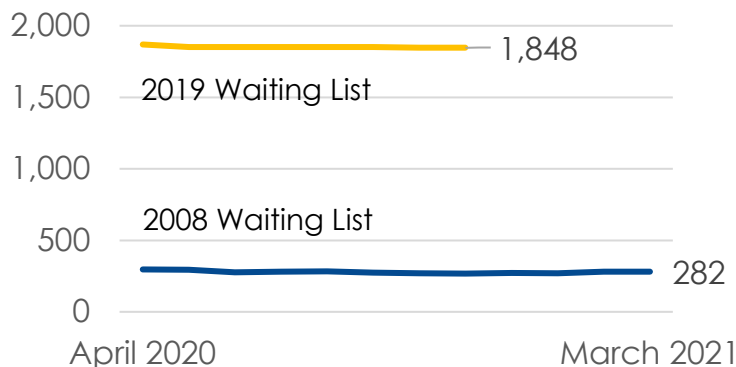
- Sponsor-Based
- Mod Rehab
- FUP and VASH

Family Unification Program and Veterans Affairs Supportive Housing

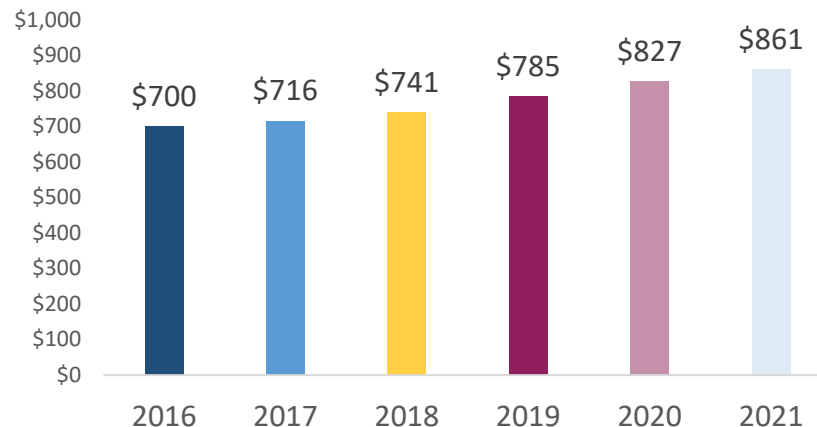
- Stable Homes Stable Schools
- Project-Based
- Tenant-Based

*Including port-ins and port-outs

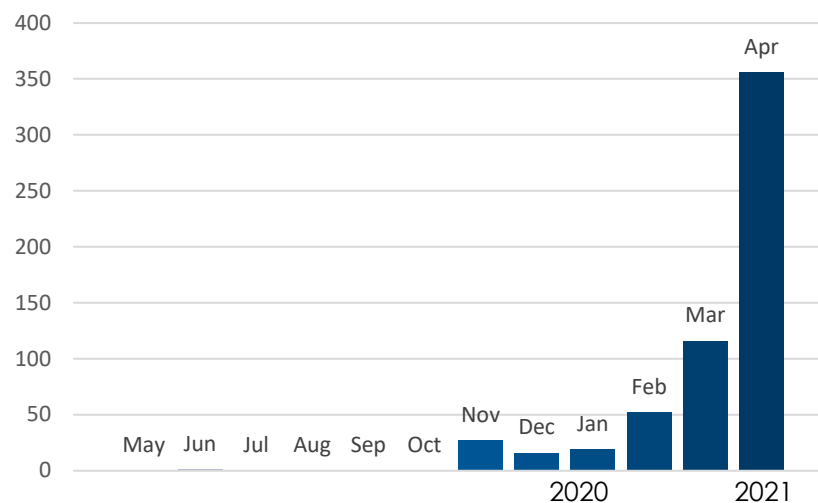
Applicants on Waiting List



Average Housing Assistance Payment per Unit, Year to Date



Annual Inspections Conducted*



*Inspections have been interrupted by COVID-19 Safety Procedures

Building Improvement Projects - Planning



ADDRESS	DESCRIPTION OF WORK	STATUS
3116 Oliver & 616 Washington St	Elevator modernization	Planning
314 Hennepin Avenue	Roof & skylight replacement	Mobilizing
Multiple highrises	Fire sprinkler system installation	Planning
1707 3 rd Avenue South	Unit entry door replacement	Bidding
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	Bidding
Cedars highrises	Window replacement and exterior façade repairs	Bidding

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	Complete
Scattered Sites – Various sites	2020-21 improvements: roof & siding replacement, unit modernization, structural repairs	In progress
1611 S 6 th St	Plumbing & fire alarm system replacement, sprinkler system retrofit, apartment improvements including creation of 6 ADA units; HVAC upgrades	Complete
Cora McCorvey Center	HVAC system upgrades	In progress
Hiawatha Towers	HCPD accessible unit upgrades, common area improvements	In progress
1707 3 rd Ave S/1611 S 6 th St/2728 Franklin/Snellings	Elevator modernization	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

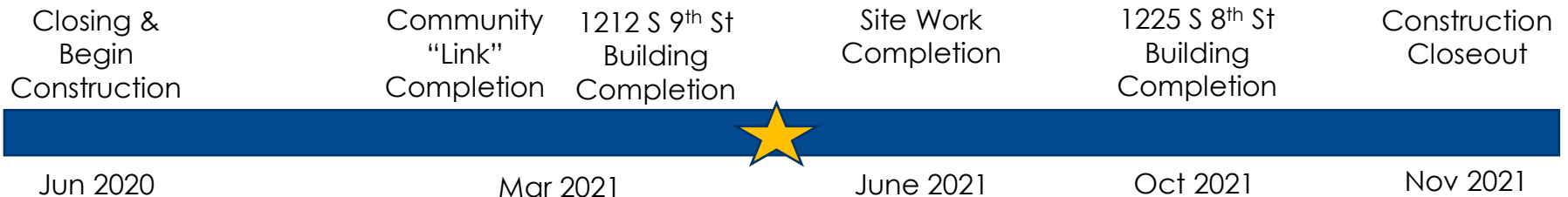
Elliot Twins RAD Conversion & Building Renovation



- **1212 S 9th St apartment rehab complete; 1225 S 8th St apartment rehab underway**
- **Window replacement complete; exterior cladding work underway at 1225 S 8th St**
- **Community link complete & offering resident tours**
- 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

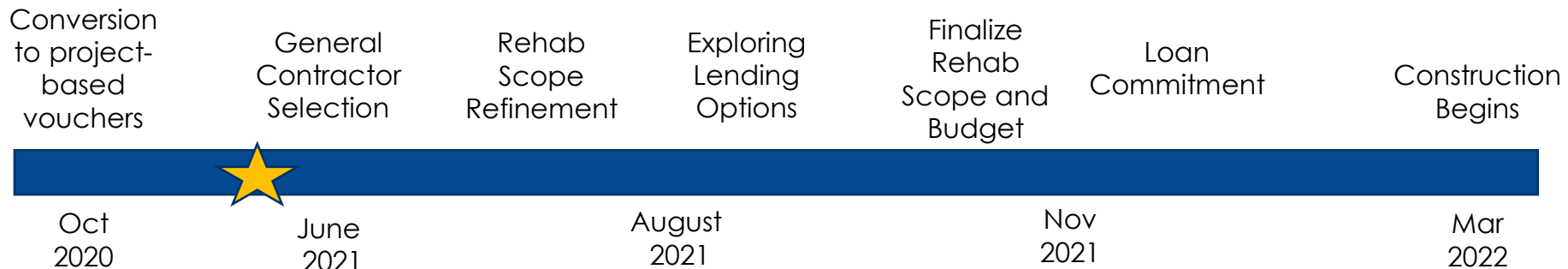


Financed through Section 18 with debt financing



- 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)

Architect &
General
Contractor
Selection

Gap Funding
Applications

Design
Development &
Constructability
Analysis

Gap Funding
Application
Awards

4% Bond
Application;
Due Diligence;
Construction
Pricing &
Financing
Finalized

Closing;
Construction
Begins



May
2021

July
2021

Dec
2021

June
2022

April 2021

Inquiry Response and Social Media



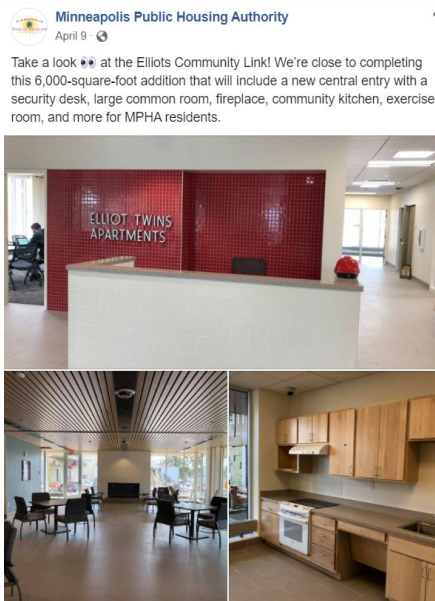
MPHA on Facebook

Top Performing Post (1,303 views)

April 2021

72

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



2

Posts for the Month
5,831 Followers



MPHA on Twitter

Top Performing Post (910 views)

Minneapolis Public Housing Authority @MPLSPubHousing · Apr 9
Take a look 📸 at the Elliots Community Link! We're close to completing this 6,000-square-foot addition that will include a new central entry with a security desk, large common room, fireplace, community kitchen, exercise room, and more for MPHA residents.



5

Tweets for the Month
807 Followers

Place Matters: Federal Funds Help Low-Income Families Move to Areas of Their Choice

Earlier this month, HUD awarded MPHA and the Metropolitan Council's Housing and Redevelopment Authority (Metro HRA) \$5.2 million and 74 new vouchers to promote increased housing choices and opportunities among low-income families.



The Housing Choice Voucher Mobility Demonstration Program supports selected housing authorities to offer services that help families with children move to areas in the city and suburban areas that can provide more opportunities. This demonstration will remain in effect for six years, ending in October 2028 and will rely on its existing voucher experience to provide services for families with children, including landlord recruitment, pre-move counseling, housing search assistance, and post-move counseling.

“Having a place to call home is foundational to well-being in so many ways, physically and mentally,” said MPHA CEO Abdi Warsame. “Housing that’s safe, permanent, and affordable is critical and improves well-being, reduces poverty and homelessness, and improves outcomes for children.”

HUD awarded \$45.7 million in funding to nine lead public housing authorities, stating that PHAs will provide more than 10,000 families with children better access to low-poverty neighborhoods with high-performing schools and other strong community resources. To read more about this program, go online to: MPHAOnline.org

MPHA Commissioner Tamir Mohamud Awarded Alvira B. Long Memorial Award



On April 28, Commissioner Tamir Mohamud was awarded the **2021 North Central Regional Council of NAHRO (NCRC) Alvira B. Long Memorial Award**. The Alvira B. Long Memorial Award honors a commissioner

who has demonstrated excellence in advocating for and developing the financial, political, and community support necessary to ensure the continuation and expansion of housing or community development programs. The award was established in the name of Alvira B. Long to provide a living acknowledgment of the outstanding contributions she made to the housing field. MPHA congratulates Tamir on this significant achievement!



Elliot Twins Construction Update

Construction remains on track at the Elliot Twins. The Community Link portion of the project is completed but due to COVID, has been open limitedly for the health and safety of our residents. We continue to set up tours for residents to view the completed space. The 6,200 square foot link features a new community room, exercise room, kitchen, staff offices, and a single point-of-entry with a security desk. The new space created by the link also means larger laundry rooms and the addition of 10 new apartments at the Elliots.

LOCAL

3 Minneapolis public housing properties to get \$235,000 for security upgrades

The sites mostly serve seniors and disabled residents.

By Faiza Mahamud (<https://www.startribune.com/faiza-mahamud/6370527/>) Star Tribune |

MAY 13, 2021 — 7:56PM

Three Minneapolis public housing complexes that are occupied mostly by low-income seniors and disabled residents soon will be getting new surveillance cameras.

The project, which will be funded with a \$235,000 grant from the federal Department of Housing and Urban Development (HUD), came in response to years of heightened criminal activity and concerns from residents who said their communities have been an easy target for intruders to commit all sorts of crimes.

"We do a lot of engagement and listening to the residents, and one of the things that comes up every year is concerns about safety and security," said Jennifer Keogh, deputy executive director for the Minneapolis Public Housing Authority (MPHA). "Anytime that we can find additional resources to help address those types of concerns, we're going to do that."

MPHA has been grappling with a backlog of capital needs and agency officials have been lobbying at the city and state level for additional resources to make a dent in the gap in federal funding.

The agency is among several public housing communities nationwide that HUD has awarded funding for emergency safety and security upgrades, including for cameras, lighting and security doors.

Keogh said the agency will begin the process of installing the cameras as soon as they obtain the money.

Located in the Ventura Village neighborhood, the Hiawatha Towers, a campus of three high-rise buildings in south Minneapolis, will get exterior and interior surveillance security cameras. Heritage Commons, two low-rise buildings on the North Side, will be equipped only with exterior cameras, she said.

"What we're really excited about is the ability to have some better security cameras that we'll be able to see maybe in, like, the nooks and crannies that a human wouldn't be able to access from a security standpoint," Keogh said.

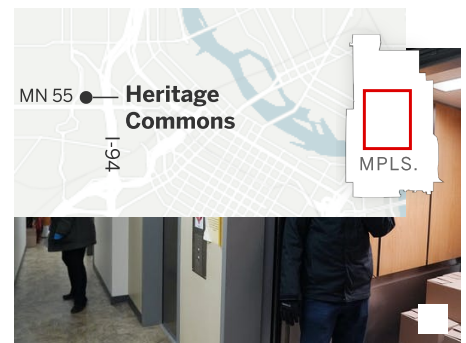
"So it'll help us have some eyes on the pieces of the properties that we just can't get from one security officer."

John Stumme, a lead organizer for the Minneapolis Highrise Representative Council, which advocates for the 5,000-plus tenants living in the Housing Authority's high-rise apartments, said that security has been an ongoing issue at the complexes because many of the buildings are in troubled areas.

He said residents have complained about theft, assaults and carjackings. In addition, uninvited guests sometimes sneak into the buildings to use drugs and harass tenants.

To prevent those criminal activities from spilling over to the properties, the agency put up fencing after homeless tents started appearing in the neighborhoods where the buildings are, Stumme said.

"This new grant will ... certainly help identify problems when they're happening," said Stumme, who has been working with the tenant organization for 30 years.



STAR TRIBUNE

Minneapolis Public Housing Authority executive director Abdi Warsame at Hiawatha Towers in February. Hiawatha Towers is one of

For more than three decades, residents have been signing up to be members of a public housing neighborhood watch group called Project Lookout, which was started by residents at two high-rises.

The resident volunteers patrol the area and can handle signing guests into the buildings if a professional security guard is not present.

However, since the coronavirus pandemic, some of their security duties have been discontinued.

Rosalyn McBeath, a coordinator for the watch group and a resident at Heritage Commons, said elderly residents have been afraid to go outside for fear of being physically or verbally assaulted.

She said she and other residents have had their cars broken into and homeless people have been found sleeping in the lobby and using building bathrooms to shower.

Keogh said the housing authority has included additional funding in its 2021 budget to boost security guard hours for their high-rises.

"My fear is that as the summer comes in and it gets warmer ... we're going to have a bigger problem," McBeath said.

Faiza Mahamud • 612-673-4203

Faiza Mahamud covers Minneapolis for the Star Tribune. She has previously covered education, immigrant communities, city government and neighborhoods.

faiza.mahamud@startribune.com

Faiza_Mahamud

Place Matters: Federal Funds Help Low-Income Families Move to Areas of Their Choice

HUD Grants \$5.2 Million to Minneapolis and Met Council housing authorities to offer opportunity for upward mobility through federal demonstration program

(May 4, 2021) The U.S. Department of Housing and Urban Development (HUD) has awarded the Minneapolis Public Housing Authority (MPHA) and the Metropolitan Council's Housing and Redevelopment Authority (Metro HRA) \$5.2 million and 74 new vouchers to promote increased housing choices and opportunities among low-income families.

The two agencies partnered to apply for and participate in the federal Housing Choice Voucher Mobility Demonstration Program. Both agencies allocate housing choice vouchers, providing federal rent assistance to low-income families to help them find housing stability and all the benefits of having a safe home environment.

The Housing Choice Voucher Mobility Demonstration Program supports selected housing authorities, including MPHA and Metro HRA, to offer services that help families with children move to areas in the city and suburban areas that can provide more opportunities.

"Studies show that place matters, and access to educational opportunities and other resources create lasting impacts on life outcomes for children," said **Dominique Blom, General Deputy Assistant Secretary for Public and Indian Housing at HUD.**

"The Mobility Demonstration provides families the choice to live where they want to live to raise their children," said Blom. "We are thrilled to announce this new program, which will remove barriers to opportunity-rich communities for families across the country."

"We're extremely grateful for this award of funds and to our MPHA partner," said **Metro HRA Director Terri Smith.** "This award will allow us to build upon the work we're doing to help families live in places where they want to live--areas where there is less poverty, improved access to jobs, high-performing schools, and more opportunity overall.

"Opportunity means different things to each family," said Smith. "The program goal is to help families identify what opportunity means to them and provide support to help them achieve success and improved outcomes."

"Having a place to call home is foundational to well-being in so many ways, physically and mentally," said **MPHA CEO Abdi Warsame.** "Housing that's safe, permanent, and affordable is critical and improves well-being, reduces poverty and homelessness, and improves outcomes for children."

As the program administrator, Metro HRA will rely on its existing voucher experience to provide services for families with children, including:

- Landlord Recruitment
- Pre-Move Counseling

- Housing Search Assistance
- Post-Move Counseling

"We know from the work we do that it's not always enough to simply provide families with a housing voucher," said Smith. "The investment in families is far more effective when they get the needed support to be successful in their homes and their communities."

"What makes this program unique is that it not only addresses barriers to housing affordability and availability but also provides much needed supportive services that help families set and achieve goals," said **MPHA Housing Choice Voucher, Director Kyle Hanson**.

"This is an investment in the next generation," said Hanson. "The program gives families choices that break generational cycles of poverty by having a support network to help ensure success. This demonstration program will help us help clients to overcome barriers to achieve what we all want: a safe, affordable place to call home."

HUD awarded \$45.7 million in funding to nine lead public housing authorities. Through this demonstration program, HUD says PHAs will provide more than 10,000 families with children better access to low-poverty neighborhoods with high-performing schools and other strong community resources.

The demonstration will remain in effect for six years, ending in October 2028.

Contact: Arianna Lyksett, MPHA, alyksett@mplspha.org

Contact: Bonnie Kollodge, Metropolitan Council, Bonnie.Kollodge@metc.state.mn.us



BRIEF

Public Housing Programs Could Benefit from Greater Flexibility

Learning from the COVID-19 Pandemic Experience



Monique King-Viehlend, Elizabeth Champion, Susan J. Popkin

May 5, 2021

DOWNLOAD PDF

SHARE

Abstract

In March 2020, the COVID-19 pandemic forced many public housing authorities (PHAs) to quickly adjust their operational procedures to protect their staff while providing emergency assistance to residents. Many PHAs had to close their offices and convert to remote operations almost overnight, while staff focused on supporting their tenants by delivering them food, doing wellness checks for vulnerable residents, and ensuring they had access to and in some cases providing the technology needed for children to attend school remotely and isolated residents to remain connected to friends, family, and service providers. Moreover, as the economic crisis caused by the pandemic worsened, PHAs were under pressure to rapidly adjust rents for tenants who had lost income and process housing choice voucher (HCV) applications so people could use their vouchers to find housing. This brief provides insights into how public housing authorities used additional flexibilities that became available through a series of HUD-issued regulatory and statutory waivers, and makes the case for the potential benefits for added flexibilities for the HCV and public housing programs going forward.

RESEARCH AREA

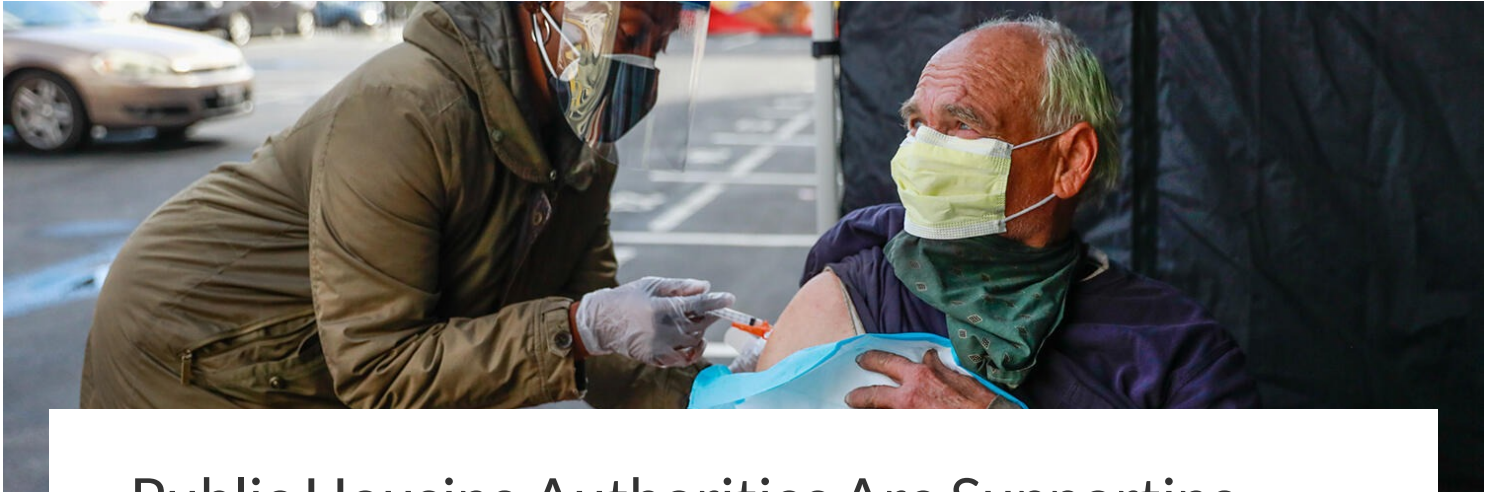
HOUSING AND HOUSING FINANCE

CENTERS



Urban Wire :: Housing and Housing Finance

The blog of the Urban Institute



Public Housing Authorities Are Supporting Equitable Vaccine Distribution among Communities Hardest Hit by COVID-19

Mica O'Brien, Susan J. Popkin | May 4, 2021

Public housing authorities (PHAs) have been on the front lines of the COVID-19 crisis since its beginning and have continued to serve people with extremely low incomes, who are disproportionately burdened by the pandemic's health and economic effects. In addition to maintaining basic operations, PHAs have initiated new efforts to support residents, such as [conducting regular wellness calls](#) with older residents and those with disabilities and [leveraging existing partnerships](#) to bring food and other services on site. Some PHAs are finding new ways to engage virtually: at [Westbrook Housing Authority](#), staff are now communicating with residents in the agency's congregate care property via Echo Dot smart speakers. And PHAs are currently leading the way in helping their residents get vaccinated.

PHAs are well positioned to provide more than housing and were successfully doing so before the pandemic. Now they're helping ensure equitable service delivery to people

them to strengthen service delivery moving forward.

PHAs are leading vaccination and other service delivery efforts

Many public housing properties—which serve many older adults, people with disabilities, people of color, and, in some locations, immigrant families—have experienced high infection and mortality rates. In Minneapolis, 7.7 percent of Minneapolis Public Housing Authority (MPHA) residents who tested positive and were hospitalized passed away, compared with 1.2 percent of the city’s total population. In many cases, these outcomes resemble those of other low-income communities across the country, which have experienced the brunt of COVID-19 infections and death. Despite taking necessary precautions and offering on-site testing, many public housing authorities like MPHA have witnessed COVID-19’s devastating impact firsthand.

Faced with this situation, PHAs have stepped in to help. PHAs are well positioned to support local vaccination efforts because of their ongoing COVID-19 response activities, their relationships with the communities they serve, and their location within those communities. Since January 2021, agencies across the country have coordinated with local governments to host vaccination clinics on site. From small agencies, like the [Central Falls Housing Authority](#) in Rhode Island, to the nation’s largest agencies, such as the [Chicago](#) and [DC Housing Authorities](#), PHAs are partnering with hospitals and clinics to bring vaccines to their properties at impressive rates. Agencies also are vaccinating their frontline staff—essential workers who often need to appear in person, including maintenance staff, social workers, and other service coordinators.

PHA-led vaccine distribution works well because PHAs know their residents, have established communications processes, and have dedicated staff to support implementation. Nonetheless, these distribution efforts have been a heavy lift for agencies already stretched thin. In [Central Falls](#), staff went door-to-door to preregister residents before their partner agency, the Medical Reserve Corps, inoculated residents in their units. The [Chicago Housing Authority](#) partnered with the city health department to hold vaccination clinics at 44 senior properties while a mobile vaccine clinic visited seniors living in the housing authority’s family buildings. The DC Housing Authority held on-site and [mobile vaccine clinics](#) in partnership with Johns Hopkins Healthcare Systems and United Medical Center.

PHAs are spearheading equitable vaccine distribution by targeting underserved populations

Despite vaccination campaigns targeting older adults and other high-risk groups, and despite evidence of vaccine needs in [overcrowded areas](#) and [among communities of](#)

who can help them secure appointments (which often entails accessing the internet, navigating complex registration procedures, and transporting family members to appointments). According to [PBS](#), “The vaccine rollout [in Portland, Oregon] and elsewhere has strongly favored healthier seniors with resources... while more vulnerable older adults are overlooked.”

Without hands-on assistance, those with the greatest need—many of whom live in or qualify for subsidized housing—are left behind in COVID-19 recovery efforts. In many cases, populations served by PHAs have been unable to secure vaccine information and appointments because of difficulty with internet access, transportation, and other obstacles. By bringing vaccine opportunities on site, PHAs are removing barriers, ensuring those most in need have viable opportunities to access resources.

And because public housing tends to be in areas with high infection rates and the most vulnerable residents, vaccinating residents is reducing rates of illness and transmission in the surrounding neighborhoods. PHAs also are helping address [vaccine hesitancy](#), leveraging their existing relationships with clients to manage vaccine concerns in a culturally competent way. PHAs have trusted staff on hand to answer questions, and many residents may feel more comfortable or inclined to receive the vaccine.

PHA’s COVID-19-related service delivery can serve as a model for future initiatives

[Coronavirus Aid, Relief, and Economic Security Act funding and guidance](#) from the US Department of Housing and Urban Development has helped solidify PHAs’ ability to cover costs related to vaccine distribution and logistics. Many PHAs have maintained strong relationships with local and state departments of health and social services, as well as other service providers, which has enabled them to act quickly and effectively on vaccine distribution. Moving forward, federal and local governments should continue to coordinate with PHAs as trusted partners and implementers, recognizing their role as liaisons with communities that too often are neglected.

Intra-agency coordination remains an important component of maximizing PHAs’ strength, as does funding for resident services initiatives. Whether from the federal, state, or local level, or from other public and private sources, resources for services allow PHAs to continue to extend their reach beyond housing. PHAs use funding for services to support ongoing health and wellness initiatives, along with education, workforce, and other programs for residents.

Having dedicated staff to develop trusting relationships with residents and manage large-scale resource distribution has proven necessary during a public health crisis. As a

disparities moving forward.

The Urban Institute has the evidence to show what it will take to create a society where everyone has a fair shot at achieving their vision of success.

Show your support for research and data that ignite change.

DONATE

Nurse Sonni Belcher-Collins (left) administers a dose of the Johnson & Johnson COVID-19 vaccine to Doug Rosen (right) on Thursday, March 11, 2021 in Oakland, California. The Trust Clinic hosted a mass vaccination day for people who are unhoused, housing insecure or staff members of the clinic. Gabrielle Lurie / The San Francisco Chronicle via Getty Images

SHARE THIS PAGE

<https://urbn.is/2QM2974>

SHARE

RELATED CONTENT



For Most Workers, the Latest COVID-19 Vaccine Developments Won't Mean Protection Just Yet

[Read more](#)

