

On September 28, 2016, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Sale of Triangular Parcel of Property Adjacent to Seal Hi-Rise; AMP 2; Request for Proposals; Partial Release of Declaration of Trust
- Congregate Housing Services Program (CHSP); Grant Renewal Request and Budget; Program Year January 2017 – December 2017
- Wide Area Network Communications; Contract No. 17-019
- Laser Printer Maintenance; Contract No. 17-020
- Miscellaneous Concrete Work at Various PHA Sites; Contract No. 17-040
- Montreal Hi-Rise Stairwell Heating Renovation; AMP 8; Contract No. 17-047
- Minnesota Department of Employment and Economic Development (DEED): Support Services Grant Request; Section 3
- Otto Bremer Trust Grant Request; Section 3
- Housing Choice Voucher Specialist; New Title and Reclassification from Resident Services Technician
- Resolution in Recognition of Dedicated Service by Kristine Lindgren

Copies of these Board reports are available here.....

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Sale of Triangular Parcel of
Property Adjacent to Seal Hi-Rise; AMP 2;
Request for Proposals;
Partial Release of Declaration of Trust

DATE September 28, 2016

Staff requests Board approval of Resolution No. 2016-9/28-01 to issue a Request for Proposals (RFP) to sell a small triangular parcel of property across the street from the PHA's hi-rise at 825 Seal Street and to seek HUD approval for a partial release of the Declaration of Trust for Seal Hi-Rise. In the 1980's the St. Paul Housing and Redevelopment Authority ("HRA") deeded the parcel first to the PHA as part of the tract of land for Seal Hi-Rise; and then the HRA also deeded the triangle parcel as part of a tract conveyed to C&E Properties, the owner of an adjacent property. C&E Properties subsequently conveyed their interest to another party, who reconveyed it again in 2010. An attorney for the current owner, IAF Territorial LLC ("IAF") contacted the PHA after discovering that the triangular parcel was still listed in the tax rolls as being owned by the PHA. To clear their title to the property and facilitate redevelopment of the adjacent site, IAF (through their attorney) asked the PHA to execute a quitclaim deed for the parcel, which requires seeking a partial release of the Declaration of Trust. Rather than conveying the property directly to IAF, staff is recommending that the Agency follow the RFP process to establish the fair market value of the PHA's interest and receive compensation for it.

The triangular parcel is approximately 103 x 94 x 45 feet, about 2,115 square feet. It is currently part of a commercial parking lot across the street from the hi-rise, which is north of University Avenue, just off Raymond Avenue. A map, plat drawing and satellite view of the property are attached for reference. The PHA has never used the triangular parcel. The parcel, however, was included in the legal description in the Declaration of Trust for Seal Hi-Rise that the PHA

executed with HUD. The PHA's Legal department forwarded this information to the HUD Office of General Counsel in Minneapolis and they tentatively agreed that the triangular parcel in question could be removed from the Declaration of Trust without pursuing the formal HUD disposition process ("removal of excess inventory") as deeding the triangular parcel to two entities was done in error. With the Board's approval, legal counsel and staff will secure HUD approval for the attached Partial Release of Declaration of Trust and issue a Request for Proposals (RFP) to identify parties that may wish to purchase the PHA's interest in this triangular parcel of property. Staff hired a professional appraiser, who estimated the market value to be \$30,000 (without consideration of the conflicting claims of ownership).

The owners of the property adjacent to the triangular parcel intend to construct a mixed-use project known as C&E Flats, which will add five stories of market-rate apartments atop the existing one-story commercial platform. The project also includes plans to redevelop the main story as retail or restaurant space. The C&E Flats project received a Transit-Oriented Development Grant from the Metropolitan Council to install solar panels, a green roof, and an extensive bicycle storage facility at the project.

All of this planned development stands to benefit Seal Hi-Rise by increasing residents' access to new neighborhood amenities. However, the discrepancy in the ownership records and the Declaration of Trust present a potential barrier that can be corrected by the recommended actions.

LTS/SDW/FAH

Attachments: Resolution No. 2016-9/28-01
Plat Drawing and Map
Satellite View of 825 Seal Street
Proposed Partial Release of Declaration of Trust

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Congregate Housing Services
Program (CHSP); Grant Renewal
Request and Budget; Program Year
January 2017 – December 2017

DATE September 28, 2016

Staff requests Board approval to submit a grant renewal request to HUD for the Congregate Housing Services Program (CHSP) in the approximate amount of \$837,000, with the exact amount to be determined after HUD announces the available annual increase. The grant would provide HUD funding to support the five CHSP sites for a one-year period from January 1, 2017 through December 31, 2017. Based on that subsidy amount, the total CHSP budget for the program year would be approximately \$2,102,000 including the HUD subsidy, participant fees, required local matching funds and in-kind contributions.

Since HUD is changing the grant period to the calendar year effective January 1, 2017, the current grant's end date was extended from September 30, 2016 to December 31, 2016, with interim funding of \$226,749 for that three-month extension.

CHSP is licensed by the State as a home management program that combines affordable housing with services that help participants live independently and avoid unnecessary nursing home, group home or other placement. The PHA's contracts with HUD authorize up to 166 CHSP participants, but the budget actually supports approximately 125 participants. The PHA sets a target number for each of the five CHSP sites, and the actual number of persons served may be higher or lower during a month. All program participants have disabilities, are elderly and/or are in frail condition, so turnover can occur each month. CHSP and Rental Office staff continue

marketing the program to maintain enrollment. At the end of July 2016 there were 112 clients enrolled in the program, and two additional clients were served on a temporary basis during the month. Over the 12-month period ending in July the CHSP served an average of 124 residents each month.

CHSP provides case coordination, housekeeping, daily meals and monitoring plus other needed services to prevent institutionalization of frail elderly persons and persons with disabilities. Up to two meals are served daily, 365 days per year. Both meals are catered by Presbyterian Homes and Services' Optage Senior Dining Choices. The noon meal is provided to eligible CHSP participants under Title III of the Older Americans Act, and the evening meal is provided through the CHSP program. The current CHSP contract with Presbyterian Homes and Services runs through December 31, 2018.

The five CHSP sites covered by this grant are as follows:

SITE	TARGET NUMBER SERVED	7/31/2016 ENROLLMENT	JULY 2016 NUMBER SERVED (incl. Temps)
Ravoux	30	28	28
Valley	15	10	10
Edgerton	20	19	19
Iowa	30	31	32
Montreal	30	24	25
TOTAL	125	112	114

The CHSP grant renewal is required annually and serves two purposes:

1. It establishes a new budget level that includes a request for more HUD subsidy than the previous budget. Assuming the same 1.7% increase as last year, the grant for the upcoming year would be \$836,987, up from the current year's (12-month) grant of \$822,996);

2. It formally requests a one-year extension of the grant period, until December 31, 2017.

The proposed budget (Attachment 2) shows total expenditures of \$2,102,010. The budget is balanced, with proposed revenues meeting anticipated expenditures.

Congress earmarks funds in each HUD appropriation act to continue funding existing CHSP programs from year to year. Typically HUD has approved one-year grant renewals with a modest increase above the funding level from the previous year (historically in the 2.0% range). HUD has not published the official procedures for the grant renewal, so PHA staff have estimated the funding increase at the same percentage as the prior year's grant extension request (1.7%). There is no guarantee of long term CHSP funding, despite the program's success in providing needed services at reasonable costs since 1982.

As of March 31, 2016, the PHA has \$157,464 in reserves from payments received from the Wilder Foundation on behalf of participants in Wilder's Assisted Living Program. The proposed budget requires \$13,193 supplemental income from this reserve account. This account grows at approximately \$1,200 per month or \$14,400 per year.

RPM/AJH

Attachments: Attachment 1 – HUD CHSP Budget Formula
Attachment 2 – Summary Budget (Grant Renewals CY 2017)
CHSP Enrollment History

HUD CHSP Budget Formula

Minimum fee contribution	10% of total budget
Maximum in-kind	10% of total match
Maximum administrative match	10% of total budget
Minimum local match	50% of total budget
Maximum HUD contribution	40% of total budget

Participants may not be charged more than the actual cost of the services, which now averages approximately \$751 per month per participant (salaries, benefits, food, excluding matching and in-kind contributions).

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Wide Area Network Communications
Contract No. 17-019

DATE September 28, 2016

Staff recommends awarding a three-year contract for wide area network (WAN) and internet communications to Integra Telecom for an amount not to exceed \$235,000. The contract provides for continuation of existing data communications links between the W. Andrew Boss Building and Agency's remote site offices as well as an Ethernet-based high-speed connection to the Internet.

The new contract includes increased capacity for the CAO to better handle high-speed fiber connections. These data communications links are required for operations of PHA PCs, desk phones and the Energy Management System (EMS), as well as printers, security cameras, and the Door King card access systems.

Staff published a Request for Proposals (RFP) in August 2016 and mailed it directly to three companies. The RFP was also advertised on www.northstarplanroom.com and in local papers. Matrix acted as an agent for the PHA and obtained three proposals from providers. The PHA pays Matrix for annual support for all network equipment, including the router equipment necessary for WAN connectivity. The PHA received four proposals from three different providers.

Three staff from Finance-MIS evaluated the proposals independently and met to further analyze the proposals and discuss their ratings. The evaluation criteria stated in the RFP were quality of solution and thoroughness of response, professional and technical competence, experience, service level agreements, cost, MBE/WBE status and EEO efforts, and Section 3 efforts. The staff reviewers unanimously rated Matrix Communications' Integra Telecom proposal the highest,

based upon the stated evaluation criteria. Integra's solution is the lowest cost and least disruptive to the Agency of the proposals. Integra has performed satisfactorily on the current contract (Contract No. 14-032), approved by the Board August 28, 2013.

Because this contract is primarily for specialized professional services and leasing the vendor's communications infrastructure, it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund. The dollar amount of this contract will be included in the total of non-construction contracting activity that the PHA reports to HUD on the annual Section 3 report.

Staff expects that about \$78,300 will be spent on this contract each year. Sufficient funds for this contract are in the current Operating Budget and will be included in future budgets.

RPM/DML

Attachment: Evaluation Summary

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Laser Printer Maintenance
Contract No. 17-020

DATE September 28, 2016

Staff recommends awarding a three-year service contract with Loffler, Inc. for an amount not to exceed \$140,000, to maintain the Agency's 174 laser printers and replace toner cartridges as needed. Loffler offers the most complete coverage for our printers including maintenance, parts, toner replacement, and cleaning upon toner replacement.

Staff published a Request for Proposals (RFP) in August 2016 and mailed it directly to four companies. The RFP was also advertised on www.northstarplanroom.com and in local newspapers. Two companies responded, with a total of three proposals. Three staff from Finance-MIS evaluated the proposals independently and met to further analyze the proposals and discuss their ratings. The evaluation criteria stated in the RFP were quality of solution and thoroughness of response, professional and technical competence, experience, service level agreements, cost, MBE/WBE status and EEO efforts, and Section 3 efforts. The staff reviewers unanimously recommended Loffler, as shown on the attached summary of evaluations.

Since this is a unit-price contract it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund. The dollar amount of this contract will be included in the total of non-construction contracting activity that the PHA reports to HUD on the annual Section 3 report. Staff expects that about \$46,600 will be spent on this contract each year. Sufficient funds for this contract are in the current Operating Budget and will be included in future budgets.

RPM/DML

Attachment: Evaluation Summary

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Miscellaneous Concrete Work at
Various PHA Sites;
Contract No. 17-040

DATE September 28, 2016

Staff requests approval to award a two-year contract for miscellaneous concrete work at various Agency sites to the sole bidder, Joseph Construction of St. Paul, Inc., St. Paul, Minnesota, for the unit bid prices indicated on the attached September 13, 2016 bid tabulation. The low bid was determined by a formula stated in the bid specifications which weights the individual bid items on anticipated quantities for each type of work as illustrated in the bid tabulation. Using the formula, Joseph Construction's bid was \$110,409. This contract award is contingent on HUD approval since it exceeds \$100,000 and only one bid was received.

This is a service contract for replacing concrete on an as-needed basis at all PHA locations. Joseph Construction has performed satisfactorily on the previous contract for miscellaneous concrete work (Contract No.15-036). Each of the unit prices increased 10%, except Bid Item #10, Miscellaneous Labor change, which increased 25% (from \$60/hr to \$75/hr).

Staff solicited bids by advertising in local newspapers and trade publications and making the bid documents available via file download through our document services vendor, Northstar Imaging. To encourage contractors to bid on this work, PHA staff contacted a number of local concrete contractors directly to explain the scope of work and contract details. Despite these efforts, only Joseph Construction submitted a bid. Contractors who declined to bid informed staff they were currently too busy to take on the additional work.

A copy of the Employer Information Report for Joseph Construction is attached. Since this is a unit-price contract, the contractor is not required to contribute to the Section 3 Training Fund or submit a Section 3 Action Plan. The dollar amount of this contract will be included in the total of non-construction contracting activity that the PHA reports to HUD on the annual Section 3 report.

Staff expects that approximately \$50,000 - \$60,000 will be spent on this contract each year. There are sufficient funds in the Operating Budget for this work.

BNF/vma

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Montreal Hi-Rise Stairwell Heating
Renovation; AMP 8; Contract No. 17-047

DATE September 28, 2016

Staff requests approval to award a contract for replacing the heating system in the stairwells at Montreal Hi-Rise renovation (AMP 8) to the lowest responsible bidder, United States Mechanical, Inc., of Circle Pines, Minnesota, for the lump sum bid amount of \$148,460. A copy of the September 13, 2016 bid tabulation is attached.

The contract includes removal of the existing stairwell heating piping and radiators, and installation of a new system that will sufficiently heat the stairwells to avoid potential freezing of fire sprinkler piping. U.S. Mechanical has performed well on previous work for the PHA, including mechanical work for the Ravoux Hi-Rise plumbing modernization.

U.S. Mechanical will subcontract 20% of the materials to B&L Supply, a qualified minority-owned business enterprise (MBE), and will subcontract a combined 25% of the labor to Quality Cutting, SMB Minnesota, and K-Factor, all qualified woman-owned business enterprises (WBE). U.S. Mechanical will meet the Section 3 requirement by contributing an amount not less than 2.5% of the contract amount to the PHA's Section 3 Training Fund. The Employer Information reports for U.S. Mechanical and the second lowest responsible bidder, Northland Mechanical Contractors, Inc. are attached.

There are sufficient 2016 Capital Fund Program funds to accomplish this work.

JTL/vma

Attachments: Tabulation of Bids; EEO-1 Reports

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Minnesota Department of Employment
And Economic Development (DEED):
Support Services Grant Request; Section 3

DATE September 28, 2016

Staff requests Board approval to submit a grant application to the Minnesota Department of Employment and Economic Development (MN DEED) requesting up to \$40,000 through their Support Services Competitive Grant program. The grant funds would be used to help the PHA meet its FY 2018 Section 3 goals by contracting with a part-time Resident Education and Training Coordinator and providing training opportunities in the following areas:

- Small business education and development courses;
- Youth construction apprenticeship programs;
- Financial literacy courses;
- Job skills foundation courses; and
- Up to four Resident Youth Summer Internships.

The proposed activities are in line with the PHA's Section 3 goals and would be used to supplement the PHA's Section 3 Training Fund in Fiscal Year 2018. Under Section 3 of the Fair Housing Act of 1968, wherever HUD financial assistance is expended for housing or community development, economic opportunities must be provided, to the greatest extent feasible, to low-income residents ("Section 3 residents") and businesses in that area that are owned by or employ Section 3 residents ("Section 3 businesses). The goal of Section 3, to provide employment and other economic opportunities to public housing residents and other community residents with low incomes, supports the PHA's mission of helping residents "achieve greater stability and self-reliance". With some exceptions, the PHA requires a contractor that is not a Section 3 business and that is unable to meet

the contracting goals in the PHA's Section 3 Policy, to contribute an amount not less than 2.5% of the total contract amount to the PHA's Section 3 Training Fund. Staff uses the contributions in the Section 3 Training Fund to contract with a part-time Resident Education and Training Coordinator, and to provide education and job skills training to public housing residents. As a result of prior years' Section 3 related activity, the PHA has established relationships with the individuals and organizations that would provide services under the grant, and those individuals and organizations have already committed to working with the PHA if our application is successful.

Grant applications for the next cycle are due to MN DEED by September 30, 2016. Funding awards will be made by November 7, 2016.

ANH

Attachment: MN DEED Request for Applications Announcement

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Otto Bremer Trust
Grant Request; Section 3

DATE September 28, 2016

Staff requests Board approval to submit a grant application to the Otto Bremer Trust requesting up to \$40,000 under their Twin Cities Funding grant opportunity. The grant funds would be used to help the PHA meet its FY2018 Section 3 goals by contracting with a part-time Resident Education and Training Coordinator and providing educational classes in the following areas:

- Tutoring and homework help;
- ACT/SAT Preparation;
- Career exploration;
- Resume writing, the job application process, and interview skills building; and
- Managing finances.

The proposed activities are in line with the PHA's Section 3 goals and would be used to supplement the PHA's Section 3 Training Fund in Fiscal Year 2018. Under Section 3 of the Fair Housing Act of 1968, wherever HUD financial assistance is expended for housing or community development, economic opportunities must be provided, to the greatest extent feasible, to low-income residents ("Section 3 residents") and businesses in that area that are owned by or employ Section 3 residents ("Section 3 businesses). The goal of Section 3, to provide employment and other economic opportunities to public housing residents and other community residents with low incomes, supports the PHA's mission of helping residents "achieve greater stability and self-reliance". With some exceptions, the PHA requires a contractor that is not a Section 3 business and that is unable to meet

the contracting goals in the PHA's Section 3 Policy, to contribute an amount not less than 2.5% of the total contract amount to the PHA's Section 3 Training Fund. Staff uses the contributions in the Section 3 Training Fund to contract with a part-time Resident Education and Training Coordinator, and to provide education and job skills training to public housing residents. As a result of prior years' Section 3 related activity, the PHA has established relationships with the individuals and organizations that would provide services under the grant, and those individuals and organizations have already committed to working with the PHA if our application is successful.

Grant applications for the next cycle are due to the Otto Bremer Trust by October 11, 2016.

Funding awards will be made by February 22, 2017.

ANH

Attachment: Otto Bremer Trust Grant Making Overview

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Housing Choice Voucher Specialist;
New Title and Reclassification
From Resident Services Technician

DATE September 28, 2016

Staff recommends Board approval of a new job title of “Housing Choice Voucher Specialist” for approximately twelve staff in the Section 8 work unit, with the salary band/grade/sub-grade of B24. They are currently classified as “Resident Services Technicians”, rated at B23, with the working titles of Section 8 Rental Technician (intake of applicants) and Occupancy Technician (annual and interim reexaminations for current participants). The new position and salary range would be included in the Agency’s contract with Local 1854 of the American Federation of State, County and Municipal Employees (AFSCME) union. The union has agreed to add this position at this rating, if the Board approves. Reviewing this position’s rating was one of the recommendations from the last “Rethinking” exercise in Section 8, which is part of the Agency’s “continuous improvement” plan.

Until now the job classification of Resident Services Technician has included employees in both Housing Policy/Section 8 and Resident Services departments. Based on changes in the job duties of the Section 8 staff, Human Resources staff sent an updated description of the Section 8 position to Fox Lawson & Associates for reevaluation. Fox Lawson is the firm used by the Agency to evaluate, for pay purposes, new positions and those where duties have substantially changed. In requesting Fox Lawson’s review, staff explained that the job in Section 8 should be rated at a higher level due based on several changes in the position’s requirements including the following:

1. Negotiating and communicating with external parties on a more involved level than in the past;
2. Increased problem solving with property owners, applicants, and program participants;
3. Greater knowledge of voucher portability requirements;
4. Increased complexity of job duties and significantly more responsibility on individual staff members to resolve issues without explicit directions from supervisors;
5. The position must operate within established policies and have the ability to determine the order and the manner in which steps are carried out.

Fox Lawson rated the position at B24 because of the high diversity and complexity of the B2 level tasks, in relation to similarly banded and graded classifications.

With the Board's approval of this recommendation, employees in this position would move to the same step in the higher pay range. Article 11.5 of the AFSCME contract defines the increase for a reclassification. Employees will not serve a probationary period nor will they receive an increase after 6 months. Employees will receive an average increase of 5.12%, depending on each employee's current step. The annualized cost of the salary increases would be approximately \$29,500.

DMM/AAG/FAH

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NUMBER 16-9/28-02

RESOLUTION IN RECOGNITION OF DEDICATED SERVICE

By

KRISTINE LINDGREN

Whereas, Kristine Lindgren has served the Saint Paul Public Housing Agency and its residents and applicants for over 26 years beginning on June 11, 1990; and

Whereas, she provided distinguished service in many ways, including the following:

- As the Rental Office Administrator she worked closely with other leaders in Resident Services and other departments to implement processes that produced the Agency's remarkable record of maintaining public housing occupancy rates at 99% or higher for over 20 years.
- She refined and coordinated the Rental Office's waiting list management and applicant eligibility screening, linked to the Maintenance Department's rapid unit preparation and modernization, and the Resident Services Housing Management team's prompt signing of leases and moving in new residents; and in doing so the Agency provided the maximum number of affordable housing opportunities to eligible applicants and residents.
- Through her continuous efforts and close coordination with other staff in the Rental Office, Housing Management and the PHA's Legal team, she oversaw the approval or denial of tens of thousands of public housing applications, including representing the PHA in applicant denial hearings, all in a manner that was fair, consistent and in full compliance with Federal and State requirements; with no findings of non-compliance by HUD's Office of Fair Housing or the Minnesota or St. Paul Human Rights Departments.
- She also played a key role in achieving the PHA's Fair Housing goals by serving as the Reasonable Accommodations Coordinator, and by implementing and coordinating diversity training in the hi-rises, with Housing Management and Equal Opportunity and Diversity staff.
- Earlier in her PHA career, as the Assistant to the Resident Services Director, she led the implementation of the Recycling Program in the hi-rises.
- She guided and mentored members of her staff, many of whom have been able to advance their careers within the Agency.

NOW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Public Housing Agency of the City of Saint Paul, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation, respect, and admiration for the services provided to the Agency and community by Kristine Lindgren.

September 28, 2016