

Public Housing Agency of the City of Saint Paul

**PHA Plan for FFY 2009
(PHA FY 2010)
Attachments to Agency Plan**

Note: All of the documents created in MS-Word are combined in a single file, and the two Capital Fund budgets (Attachments G and H) are Excel workbooks in separate files.

- Attachment A. Membership of the Resident Advisory Board
- Attachment B. Comments on Agency Plan and PHA Responses
- Attachment C. PHA Management Organizational Chart
- Attachment D. Officer in Residence Program
- Attachment E. Violence Against Women Act Amendments of 2005
- Attachment F. Pending Disposition Activities
- Attachment G. Capital Fund Program Annual Statements/Performance and Evaluation Reports for FFY 2006- 2009 and FFY 2010 Capital Fund Annual Statement (Application)
- Attachment H. Capital Fund Program 5-Year Action Plan
- Attachment I. Update: Policy Changes
- Attachment J. Possible “Moving To Work” Application

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

The following resident leaders were designated by the PHA Board of Commissioners on July 28, 1999 as the PHA's Resident Advisory Board (RAB):

- All members of the Hi-Rise Presidents Council (16 members, comprised of the president of each hi-rise).
- All members of the Family Residents' City-Wide Residents Council (16 members, including the four officers from each of the four family housing developments).
- The two PHA Commissioners who are residents of public housing (currently Ms. Shirley Kane and Ms. Maria Manzanares).
- Section 8 representatives who volunteered for the RAB in response to mailings and flyers in the Rental Office.

The Resident Advisory Board membership has fluctuated due to changes in officers, residents moving out of public housing or leaving the Section 8 program, etc. Some public housing resident leaders who are not currently members of the Presidents Council or CWRC have participated actively in the RAB meetings.

PHA staff mailed RAB meeting agendas to all of the RAB members listed above. Mailings have also been sent to Southern Minnesota Regional Legal Services, Inc. (SMRLS) and the Community Stabilization Project. These are tenant advocacy agencies that asked to be kept informed of the Agency Plan development.

SUMMARY OF COMMENTS ON AGENCY PLAN AND PHA RESPONSES

The PHA did not receive any written comments on the Agency Plan.

RAB Comments

The PHA **Resident Advisory Board** (RAB) met four times in August and September 2008 to discuss the Agency Plan requirements and drafts and other policy issues. The RAB did not submit written comments on the draft plan. Staff responded to RAB members' oral comments during the meetings.

Dave Lang, PHA Construction Programs Manager, talked to the Resident Advisory Board about the PHA process and timeline for developing the Capital Fund Program budget. Again, the RAB did not submit any written comments on capital improvement needs.

Resident Comments on Capital Fund Needs

PHA staff attended Resident Council meetings in all hi-rises and family developments to describe the Capital Fund planning process and receive resident comments on capital planning needs. The residents did not submit written comments.

Comments from the Public Hearing

The Agency Plan Public Hearing was held November 18, 2008, at Neill Hi-Rise, 325 Laurel Avenue. Several residents, including members of the Resident Advisory Board, attended the public hearing. Two residents asked to make comments and then spoke on a number of issues. After the meeting they spoke with PHA staff on those and related concerns. The following is a brief summary of some of the resident's comments, and PHA responses.

1. **Staff Communication with Residents.** One resident expressed several concerns relating to PHA Staff's communications with residents. She said the notice of this public hearing had not been provided in large print, which some residents would require. She also said the Agency Plan draft that was made available for review (using the HUD template) was not easy to decipher. Another resident said she had difficulty getting a copy of the draft Plan. *PHA Response: Staff has noted the comments and will consider utilizing more large-print notices when appropriate. Next year staff will try to improve access to copies of the Agency Plan draft and provide additional explanation about its purpose and content.*
2. **Pest Control.** The two residents expressed different concerns about the PHA's pest control program. One resident said PHA should try to improve communication with residents about pest control efforts. She said residents don't always understand or know about PHA pest control efforts. *PHA Response: Staff agrees that communication with residents is a key to a successful pest control program, and the PHA tries to communicate as effectively as possible about it. Any additional suggestions from residents or others will be considered. Over the last year staff*

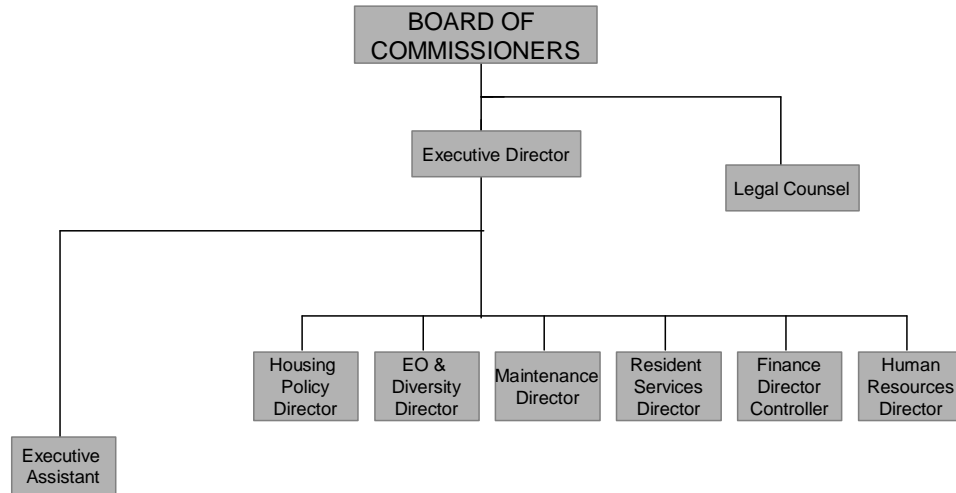
has worked with experts to develop a more aggressive pest control to respond to the rise in bedbug complaints in multifamily housing locally. Staff revised the PHA's procedures and contract requirements and has hired new contractors to do the work. Staff believes the current pest control program is effective when residents cooperate with staff, contractors and City inspectors to reduce clutter in their apartments, remove furniture items that are found to harbor bedbugs, not bring in used furniture that may have bedbugs and to thoroughly prepare the unit for pest control treatments. The PHA's pest control plan also addresses all other types of pests.

3. After-Hours Maintenance Calls. The resident stated she was put “on hold” when she called the after-hours maintenance telephone number.
PHA Response: The PHA expects its contractor taking after-hours maintenance calls to respond promptly to resident calls. Staff encourages residents to call the PHA's regular maintenance staff on the next business day to report any difficulties with the after-hours service.
4. Updating PHA Publications. The resident stated that new residents get a different Resident Handbook than the one she got when she moved in. She asked that current tenants be given new copies of the handbook when it is updated.
PHA Response: Staff will distribute updated copies of the Resident Handbook and other documents to current residents if a new edition includes substantive changes. There have been no such substantive revisions to the handbook for several years.
5. Air circulation/heating/cooling. The resident stated heating and cooling are not distributed uniformly in her hi-rise and that air circulations should be improved.
PHA Response: Staff noted the resident's comments. Resident comfort is a high priority for the PHA. The PHA has a computerized Energy Management System that enables staff to monitor and adjust heating, ventilating and air conditioning (HVAC) systems remotely. Staff will continue to monitor the building in question and further adjust the systems as much as possible. Residents can call in work orders to report problems with the HVAC systems.
6. Police Calls. The resident said she was concerned about the number of police calls to her hi-rise.
PHA Response: Staff routinely reviews St. Paul Police Department (SPPD) records of all calls to PHA hi-rise buildings and family developments, and we will continue to do so. Staff also works closely with SPPD through the “Officer in Residence” program in hi-rises, utilization of off-duty officers as needed, and the ACOP community policing program. Residents can help by reporting any security-related concerns to staff. Safety and Security is PHA Agency Goal #6 (shown in the Plan). We strive to make PHA properties safer than surrounding neighborhoods. Crime rates in PHA family developments are generally lower than the citywide average crime rates.

ATTACHMENT C to Saint Paul PHA Agency Plan for PHA FY2010 (FFY 2009)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

BOARD APPROVED ORGANIZATIONAL CHART



Revision Approved 8/24/2005

Officer In Residence Program

HUD and the PHA's Board of Commissioners have approved the plan for the **Officer In Residence Program** that currently allows one Saint Paul Police Department officer to live in each of the PHA's hi-rise apartment buildings, and at one of the PHA's family housing developments. Each of the PHA's sixteen's hi-rises has an Officer In Residence, aside from short-term vacancies due to normal turnover. With the PHA Board's approval, two officers currently live at Central and Edgerton Hi-Rises. The PHA may consider adding more Officers in Residence in the future to further increase security for residents and staff.

Each Officer in Residence makes a one year commitment to the program initially, schedules office hours for resident contact, attends resident council meetings and get-togethers when possible, and provides information and assistance to staff and residents related to illegal activity in and around the development. The officer also parks a police squad car in an assigned space in front of the building during off-duty hours. In exchange for making these commitments, the Officers in Residence do not pay rent to the PHA. Each officer signs a special lease with the PHA (copies are available).

The PHA staff and Commissioners believe that this arrangement is needed to improve security for residents and staff, complementing the successful ACOP community policing program.

Under the Public Housing Reform Act of 1998 (QHWRA), the PHA receives operating subsidy for all dwelling units rented to law enforcement officers.

Violence Against Women Act Amendments of 2005

On April 25, 2007 the PHA Board of Commissioners approved a Policy on Protections for Victims of Domestic Violence (“VAWA Policy”) and related amendments to the PHA’s Admission and Occupancy Policies for the Public Housing Program and the Section 8 Housing Choice Voucher Program. The policies are posted on the PHA’s Internet website, www.stpaulpha.org.

The PHA adopted these policies in compliance with the Violence Against Women Act (VAWA) Amendments of 2005. The Act also requires the PHA to describe in the Agency Plan any goals, objectives, policies or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking. (Sec. 603).

- The PHA supports the goals of the VAWA Amendments and will comply with its requirements.
- The PHA will continue to administer its housing programs in ways that support and protect residents (including Section 8 Housing Choice Voucher program participants) and applicants who may be victims of domestic violence, dating violence, sexual assault or stalking.
- The PHA will not take any adverse action against a resident/participant or applicant solely on the basis of her or his being a victim of such criminal activity, including threats of such activity. “Adverse action” in this context includes denial or termination of housing assistance.
- The PHA will not subject a victim of domestic violence, dating violence, sexual assault or stalking to a more demanding standard for lease compliance than other residents.
- The PHA will continue to develop policies and procedures as needed to implement the requirements of VAWA, and to collaborate with other agencies to prevent and respond to domestic violence, dating violence, sexual assault or stalking, as those criminal activities may affect applicants for and participants in the PHA’s housing programs. The PHA cooperates with St. Paul area public and non-profit agencies that provide activities, services and programs to assist and support victims of domestic violence. (See attached list of agencies or go to the website for Minnesota Coalition for Battered Women - <http://www.mcbw.org>)
- The PHA’s VAWA Policy states that “The PHA will provide notices explaining the VAWA protections to applicants for housing assistance (both Section 8 Housing Choice Vouchers and Public Housing), to public housing residents and Section 8 voucher participants, and to property owners participating in the voucher program.”
- The PHA has provided VAWA training to its staff, and to other housing agencies through the Minnesota Chapter of NAHRO.

ATTACHMENT E to Saint Paul PHA Agency Plan for PHA FY2010 (FFY 2009)

Search by Shelter Name, City or County

St Paul	Submit
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Search	Name	Business Phone	Crisis Line	Area Served
	St. Paul Intervention Project	651-645-2824	651-645-2824	Ramsey County
	Jewish Domestic Abuse Collaborative - Jewish Family Services of St. Paul	651-698-0767		Hennepin, Ramsey Counties
	Breaking Free	651-645-6557	651-645-6557	Ramsey County
	Casa de Esperanza	651-646-5553	651-772-1611	Hennepin, Ramsey Counties
	Centro Legal	651-642-1890		Statewide
	CSD of MN Deaf Domestic Violence Program	651-487-8867 (TTY)	dvhel@skytel.com (crisis e-mail/pager)	Hennepin, Ramsey Counties
	Minnesota Network on Abuse in Later Life	651-636-5311		Statewide
	Praxis International	651-699-8000		National
	Southern Minnesota Regional Legal Services	651-228-9823		Southern Minnesota
	Women of Nations	651-251-1603	651-222-5836	Hennepin, Ramsey Counties
	Women's Advocates	651-227-9966	651-227-8284	Ramsey County
	Wilder Foundation - Violence Prevention and Intervention Services	651-280-2310		Ramsey, Anoka, Dakota, Washington
	Bridges to Safety	651-266-9901	651-266-9901	Ramsey County

Minnesota Coalition for Battered Women
 590 Park Street, Suite 410, St. Paul, MN 55103
 Voice: (651) 646-6177 or (800) 289-6177
 Fax: (651) 646-1527

Pending Disposition Activities

The following disposition activities began in the PHA's FY 2007 (FFY 2006) and were included in Version 2 of the Annual Plan for that year. They will continue during this Plan year.

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

UPDATE from previous Plan: Ongoing reductions in federal funding for public housing forced the PHA to sell nine (9) single family homes/ scattered site public housing rental units during FFY 2007 (PHA FY 2008). The PHA had received HUD approval to sell sixteen(16) scattered site units (Disposition Application No. DDA0002478) including those nine homes. However, in January of 2008 the Minnesota Housing Agency approved a grant of \$500,000 to the PHA (from PARIF – Preservation of Affordable Rental Investment Fund) to make the necessary capital improvements on the seven homes that had not yet been sold, and to preserve another 23 scattered site homes for ongoing public housing use. HUD's Special Applications Center approved the PHA's request to modify the disposition approval to include only the nine homes that had been sold already.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

As this Annual Plan was being drafted, the PHA was again weighing the necessity of selling more scattered site homes in the next year or two, again due to insufficient capital and operating subsidies for public housing from Congress and HUD. If the PHA Board and staff decide it is necessary to proceed with this course of action, the PHA will notify and consult with residents who may be personally affected, as well as resident organizations and other community organizations. PHA staff discussed this possibility with members of the Resident Advisory Board as this Annual Plan was being drafted.

At this time the PHA cannot state the number of scattered site units that might have to be sold, or identify particular units. All would be in the PHA's Asset Management Project #9 ("AMP 9"), which includes all 369 of the PHA's scattered sites.

ATTACHMENT F to Saint Paul PHA Agency Plan for PHA FY2010 (FFY 2009)

Demolition/Disposition Activity Description #1; Sales of 9 Scattered Site Homes	
1a. Development name:	Scattered Sites
1b. Development (AMP and project numbers:	All in AMP 9: MN 1-20 (MN46-P001-020), MN 1-23 (MN46-P001-023), MN1 -31 (MN46-P001-031), MN1-37 (MN46-P001-037)
2. Activity type: Demolition	<input type="checkbox"/>
	Disposition <input checked="" type="checkbox"/> <i>The PHA first offered the 16 properties to non-profit housing providers, and one home were purchased by the Rondo Community Land Trust to provide homeownership opportunities to a low income family. The other 15 homes were offered on the open market. In January 2008 the Minnesota Housing Agency approved the PHA's application for a \$500,000 grant from State funding (Preservation of Affordable Rental [Housing] Investment Fund, or PARIF) so the PHA was able to keep and rehab the seven properties that had not yet been sold. HUD's Special Applications Center approved modifying their Disposition approval to allow the PHA to keep the 7 homes.</i>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> <i>and modified – see above</i> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<i>HUD approval received 5/31/2007; modification approved 3/18/2008.</i>
5. Number of units affected:	16 9 units sold
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the developments <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <i>Sales began upon approval by HUD Special Applications Center, 5/31/2007; sales suspended February 27, 2008</i> b. Projected end date of activity: <i>2/27/2008 PHA Board approval to end sales.</i>

ATTACHMENT F to Saint Paul PHA Agency Plan for PHA FY2010 (FFY 2009)

Demolition/Disposition Activity Description #2; Sales of Additional Scattered Site Homes
1a. Development name: Scattered Sites 1b. Development (project) number: MN001000009 (AMP 9)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> <i>If the PHA decides to proceed with another Disposition Application, after consultation with resident community organizations, and after approval from the Special Applications Center, the PHA likely will follow the same procedure as in previous dispositions, first offering the properties to non-profit housing providers and the Rondo Community Land Trust to provide homeownership opportunities to low income families. The other homes would be sold on the open market.</i>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> <i>Under consideration – see explanation above.</i>
4. Date application approved, submitted, or planned for submission: <i>To be determined.</i>
5. Number of units affected: <i>To be determined.</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the developments <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>To be determined.</i> b. Projected end date of activity: <i>12-24 months later, depending on market conditions.</i>

Demolition/Disposition Activity Description #3; Sales of Vacant Land
1a. Development name: Vacant lot adjacent to a Scattered Site property (AMP 9, MN 1-20) (E. Annapolis St.) 1b. Development (project) number: <i>AMP 9, MN 1-20 (MN46P001020)</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> <i>Sale of vacant lot to Twin Cities Habitat for Humanity .</i>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>8/24/2007 HUD approval</i>
5. Number of units affected: <i>No dwelling units; excess vacant land only.</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the developments <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>Sale of vacant lot on E. Annapolis Street to Twin Cities Habitat for Humanity closed on September 20, 2007.</i> b. Projected end date of activity: <i>9/20/2007.</i> <i>(Two other parcels of vacant land were offered for sale to non-profit housing providers but the proposals received did not meet the PHA's requirements. The PHA is still considering whether and how to dispose of those two properties. The PHA will file a disposition application with HUD if there is an opportunity to sell more vacant land.)</i>

ATTACHMENT G-H to Saint Paul PHA Agency Plan for PHA FY2010 (FFY 2009)

Attachments G and H to the Agency Plan are Excel Spreadsheets in separate files.

Attachment G. Capital Fund Program Annual Statements/Performance and Evaluation Reports for FFY 2006- 2009, including FFY 2009 Capital Fund Annual Statement (Application)

Attachment H. Capital Fund Program 5-Year Action Plan

UPDATE: POLICY CHANGES

Since the PHA submitted its last Annual Plan the PHA's Board of Commissioners approved amendments to the PHA's Admission and Occupancy Policies for the Public Housing Program and the Section 8 Housing Choice Voucher Program as summarized below. The complete policies are posted on the PHA's Internet website, www.stpaulpha.org.

March 26, 2008: Leasing Vacant Units, Transfers, Canceling and Reinstating Applications

- For family public housing, the PHA now offers only one vacant unit to an approved applicant from the waiting list, in most circumstances.
- Resident-requested transfers between public housing developments are restricted. Twelve months residency is required before a resident may request a transfer, and payment of a non-refundable \$25 transfer fee
- Applications for public housing may be canceled when applicants do not respond when the waiting list is updated, or when an appointment is scheduled, or when PHA staff ask for more information to support the application

April 23, 2008: Section 8 Informal Reviews and Informal Hearings

- For the Section 8 Housing Choice Voucher program, the Informal Review provisions (for applicants challenging PHA determinations) no longer requires a designated PHA Hearing Officer. Under the revised procedures, a person designated by the PHA, other than a person who made the determination or a subordinate of this person, conducts the review. Both the applicant and the PHA have an opportunity to submit relevant information to be considered. The reviewing person makes the final determination, in accordance with the information presented at the review, as well as the law, HUD regulations and PHA policies.

December 17, 2008: Dogs in Scattered Site Public Housing Homes

- The PHA will permit dogs to remain in scattered site family public housing units if they are registered with PHA before January 15, 2009. After that date no further dog registrations will be permitted. Service animals are exempt from this policy.

(No Revision to Flat Rents)

- As the Agency Plan was being drafted, PHA staff were analyzing the current flat rent structure in Public Housing, that was last revised in 2005, effective in 2006. Staff concluded that the flat rents should not be increased at this time, because they adequately reflect the market rental value of the units. During discussions at RAB meetings, participants and community advocates said they supported increasing the flat rents to the maximum allowable.

POSSIBLE APPLICATION FOR “MOVING TO WORK” STATUS?

PHA staff and the Resident Advisory Board have discussed the possibility that the PHA may be able to apply to HUD to participate in the “Moving to Work” (MTW) demonstration. A PHA approved for MTW has more flexibility in managing its HUD funding, some latitude to streamline the current income and rent calculations, and other benefits. The details would be stated in a MTW Plan which would be developed with extensive involvement of PHA residents, stakeholders and the community.

If the PHA receives preliminary HUD approval to pursue Moving To Work status, the Resident Advisory Board will be reconvened to discuss it.

If the PHA is permitted to apply for MTW, we will post information on the PHA’s Internet website, www.stpaulpha.org.