



BOARD OF COMMISSIONERS
MONTHLY BUSINESS MEETING

FEBRUARY 28, 2024

9:00 A.M.

W. ANDREW BOSS BUILDING
555 N. WABASHA ST.

I. ROLL CALL

II. MISSION MOMENT

III. INTRODUCTION OF NEW STAFF

IV. APPROVAL OF MEETING MINUTES: JANUARY 24, 2024

V. REVIEW OF BILLS AND COMMUNICATIONS: BANK REGISTERS FOR
JANUARY 2024

VI. SEARCH COMMITTEE UPDATE

VII. UNFINISHED BUSINESS

VIII.A. NEW BUSINESS CONSENT ITEMS

The following items are considered to be routine or non-controversial and will be approved in one motion, without discussion. If a Board member or other meeting attendee wishes to discuss a particular item, that person should inform the Chair and the item will be moved to the Discussion portion of the agenda.

1. RESOLUTION IN RECOGNITION OF DEDICATED SERVICE BY JON M. GUTZMANN
2. ACOP BUDGET AND CONTRACT FOR FY 2025; ACOP YEAR 34
3. ARMED SECURITY GUARD SERVICES AT EXCHANGE HI-RISE AND OTHER HI-RISES; CONTRACT NO. 24-136
4. UTILITY BILL ANALYSIS; CONTRACT NO. 24-129

VIII.B. NEW BUSINESS DISCUSSION ITEMS

1. PROJECT-BASED VOUCHER AWARD; COMMONBOND COMMUNITIES CB FORD SITE II
2. PROJECT-BASED VOUCHER AWARD; JEREMIAH PROGRAM
3. MCDONOUGH HOMES 7-UNIT TOWNHOME DEVELOPMENT (AMP 16), CONTRACT NO. 24-115; DEVELOPMENT APPLICATION TO HUD

4. DUNEDIN TERRACE 4-UNIT TOWNHOME DEVELOPMENT (AMP 17), CONTRACT NO. 24-112; DEVELOPMENT APPLICATION TO HUD

IX. INFORMATIONAL ITEMS

- A. PHA LETTERS TO NEW CITY COUNCILMEMBERS WARD 1, 3, 5, AND 7
- B. PHA RESPONSE LETTER TO SHERMAN ASSOCIATES' REQUEST FOR PROJECT-BASED VOUCHERS AT THE HEIGHTS; REQUEST LETTER FROM SHERMAN ASSOCIATES & JO COMPANIES; SUPPORT LETTERS FROM PED DIRECTOR NICOLLE GOODMAN, CITY COUNCILMEMBERS CHENIQUA JOHNSON AND NELISIE YANG
- C. INVESTMENT REPORT FOR ALL PROGRAMS AS OF FEBRUARY 28, 2024
- D. NON-COMPETITIVE PURCHASE; EDGERTON HI-RISE ELECTRICAL POWER OUTAGE; EMERGENCY PURCHASE
- E. NON-COMPETITIVE PURCHASE; AUTOMATIC DOOR OPERATOR REPAIR SERVICES; CONTRACT NO. 24-135
- F. BUILDING MANAGEMENT SYSTEM (BMS) UPGRADES; CONTRACT NO. 24-017; CHANGE ORDER NO. 3
- G. ST. CHRISTOPHER'S PLACE; TERMINATION OF PBV HOUSING ASSISTANCE PAYMENT CONTRACT
- H. NON-COMPETITIVE PURCHASE; DELL SAN DEVICE MAINTENANCE RENEWAL; PURCHASE ORDER NO. 71016



Resolution Number 24-02/28-01

**RESOLUTION IN RECOGNITION OF
DEDICATED SERVICE**

By

JON M. GUTZMANN

Whereas, Jon M. Gutzmann has served as Executive Director of the Saint Paul Public Housing Agency for over 36 years, from August 3, 1987, until his retirement on April 5, 2024; and

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

- With Jon’s vision and leadership, the PHA earned a national reputation for excellence in administering HUD’s affordable housing programs, as evidenced by “zero-finding” audits, HUD “High Performer” ratings and other awards; and
- Jon served in leadership positions at the local, state and national levels, bringing attention to the PHA’s success and helping other housing agencies improve their performance;
- Jon respected and supported everyone who served on the PHA’s Board of Commissioners over the years, providing the information and guidance for making prudent policy and budgetary decisions that would benefit residents, the organization and the community;
- Jon demonstrated his respect and appreciation for PHA employees at all levels, from front-line staff to Department Directors, motivating staff to carry out the Agency mission “to provide safe, affordable, quality housing to families and individuals with low incomes”;
- Jon’s personal concern for PHA residents and his commitment to the mission earned him the respect and gratitude of many thousands of residents, who enjoyed better lives in subsidized housing, with the help of knowledgeable, caring PHA staff.

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 Jon M. Gutzmann and we wish him well in his retirement.

FEBRUARY 28, 2024

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** ACOP Budget and Contract
For FY 2025; ACOP Year 34**DATE** February 28, 2024

Staff requests Board approval to contract with the City of Saint Paul, through its Police Department (SPPD), for Year 34 of community policing services under ACOP (A Community Outreach Program) beginning April 1, 2024, and continuing until March 31, 2025, based on the attached proposed budget. Under the recommended one-year contract the PHA will pay SPPD an amount that will not exceed \$688,522.00. This reflects a 2% decrease from Fiscal Year 2024, due entirely to turnover in the police officers assigned to ACOP. Two senior officers left ACOP, one by retirement and one by taking a position with the Minnesota Department of Natural Resources (DNR). They were replaced by newer officers whose salaries are lower. Those changes more than offset the annual salary increases negotiated by the SPPD and the union. Under the current ACOP contract and the recommended FY 2025 contract, the PHA will pay the actual salary of the officers assigned to ACOP, subject to the total contract limit stated above.

Other than the salary, the terms and conditions of the proposed contract remain unchanged from the current contract. The PHA agrees to pay the salaries for six officers and two Community Liaison Officers (CLOs), and also \$1,500 for related supplies and miscellaneous expenses. The City agrees to pay the salaries for the police sergeant and three other officers; and pay the benefits and any overtime for the sergeant, all nine officers and the two CLOs; and provide squad cars and other equipment for use by the ACOP unit. With the Board's approval, the contract will be sent to the City Council for their approval.

ACOP is a community policing partnership program involving the City of Saint Paul, the Saint Paul Police Department, the PHA and public housing residents. The goals of the program are to improve the social conditions which foster drug use and abuse at the public housing sites, improve the level of trust and general relations between the residents and the Saint Paul Police Department, improve the delivery of police services to the community, and empower residents to be active in community safety issues. The main ACOP office is in the McDonough Community Center.

ACOP began in 1991 with a special HUD grant under the Public Housing Drug Elimination Program (PHDEP). The PHA received PHDEP grants almost every year until 2002, when Congress stopped providing special funding for the program. At the time HUD officials said that PHAs could continue PHDEP-funded programs in their budgets, but neither HUD nor Congress provided any more money in operating subsidies. At the urging of staff and residents, the PHA Board committed to keep funding ACOP at a reduced level after the PHDEP grants ended.

The ACOP officers provide invaluable services to the PHA and its residents. ACOP officers primarily serve the PHA's four family sites (McDonough, Roosevelt, Mt. Airy and Dunedin) and sixteen hi-rises. The ACOP officers respond to emergencies and reports of suspicious behavior, intruders and criminal activity; provide consistent monitoring and resolution of conflicts between residents, especially youth; mentor and serve as role models for youth; and respond to special circumstances.

Sufficient funds will be recommended for approval in the FY 2025 Operating Budget for this contract.

JMG/KNG/KT

Attachment: ACOP Budget for FY 2025
History of ACOP Funding
ACOP Contract

ACOP FY 2025 - Attachment A
April 1, 2024 through March 31, 2025

Source: Operating Budget

FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
\$445,299	\$456,400	\$474,489	\$490,815	\$500,949	\$516,086	\$516,086	\$529,718	\$529,718	\$446,799

FY 2017	FY 2018	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Change from FY 2024
\$569,956	\$573,820	\$590,990	\$500,949	\$516,086	\$656,140	\$664,083	\$702,383	\$688,522	\$ (13,861) -2.0%

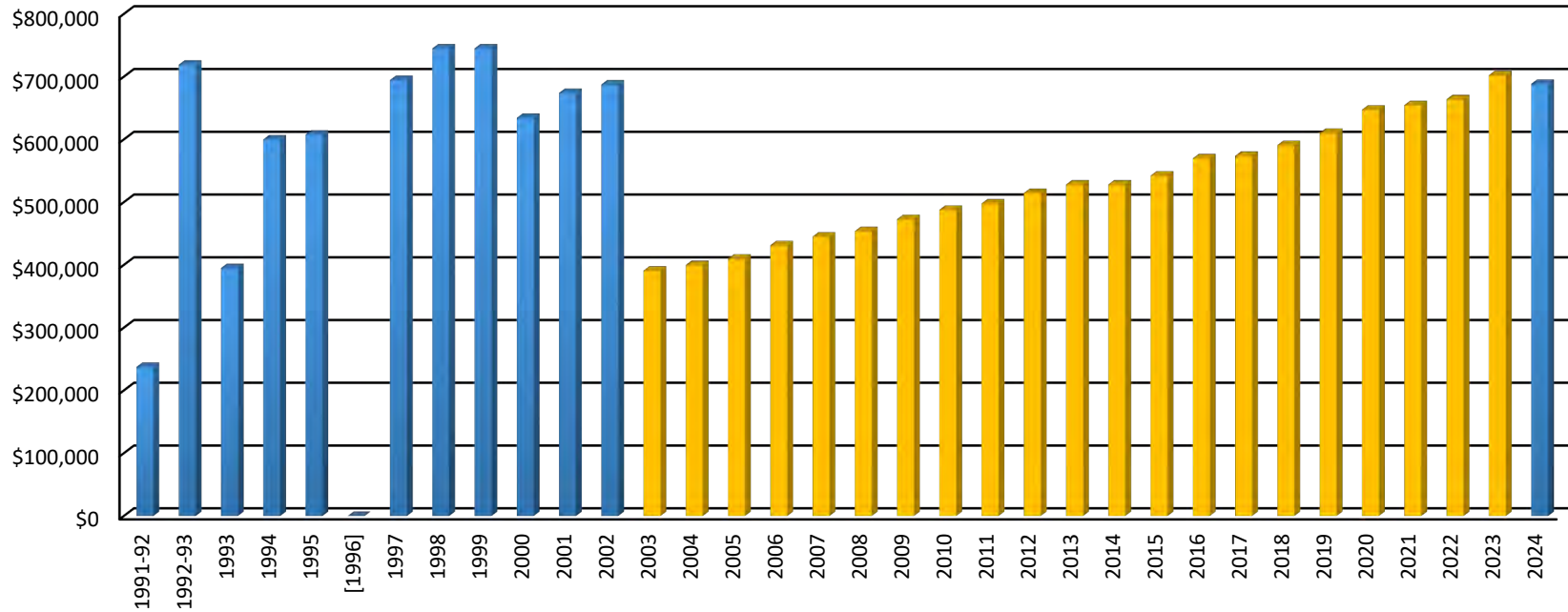
Uses

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Salaries - Officers (6) and Community Liaison Officers (2)	445,299	456,400	474,489	489,315	499,449	514,586	514,586	528,218	528,218	\$445,299
Miscellaneous/Supplies/ Communications	1,500	2,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Total Uses:	\$446,799	\$458,900	\$475,989	\$490,815	\$500,949	\$516,086	\$516,086	\$529,718	\$529,718	\$446,799

	FY 2017	FY 2018	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Change from FY 2024
Salaries - Officers (6) and Community Liaison Officers (2)	\$569,956	\$573,820	\$590,990	\$499,449	\$514,586	\$656,140	\$664,083	702,383	688,522	\$ (13,861) -2.0%
Miscellaneous/Supplies/ Communications	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0.0%
Total Uses:	\$571,456	\$575,320	\$592,490	\$500,949	\$516,086	\$657,640	\$665,583	\$703,883	\$690,022	\$ (13,861) -2.0%

The City of Saint Paul and the Police Department will continue to pay the salaries of the ACOP Sergeant and three Police Officers, as well as employee benefits for all ACOP staff. The Police Department will continue to provide squad cars and other equipment for use by the ACOP unit staff.

PHA CONTRACT PAYMENTS TO CITY/SPPD FOR ACOP: Total \$18.5 Million Since 1991



AGREEMENT FOR SUPPLEMENTAL POLICE SERVICES

This Agreement is made and entered into this 1st day of April 2024 by and between the **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL (“PHA”), and the CITY OF SAINT PAUL (“City”)**, acting by and through its **DEPARTMENT OF POLICE (“Police Department”)** pursuant to Minnesota Statute Section 471.59, for the provision of police services to improve the safety, security and livability of the PHA’s public housing properties as identified below in this Agreement.

WHEREAS, since 1991 the PHA and the City have collaborated to provide the community policing program known as A Community Outreach Program (“ACOP”) to create a drug-and crime-free environment and to provide for the safety and protection of residents, employees and visitors in public housing developments; and

WHEREAS, the PHA desires to continue the ACOP program; and

WHEREAS, the City, by and through its Police Department, desires to assist in the effort by providing effective police services at PHA locations;

NOW, THEREFORE, the PHA and the City agree as follows:

Section 1. Scope of Services Provided by the City

The City agrees that the services rendered by the personnel assigned to the ACOP unit under this Agreement (licensed, sworn police officers and non-sworn civilian employees) are in addition to baseline police services, and that routine police patrol and response to 911 calls in public housing developments will continue to be the responsibility of other Police Department personnel normally assigned to such duties in their areas. The level of these and other baseline police services will not be reduced.

The duties and responsibilities of the Police Department under this Agreement shall include, but not be limited to:

- A. The City, by and through its Police Department, will assign under this Agreement the following ACOP staff: six (6) Police Officers and two (2) Community Liaison Officers. Additionally, the City, by and through its Police Department will assign three (3) Police Officers and one (1) Sergeant. Both assigned groups of officers will perform specialized patrols to enforce all state and local laws. All Police Department employees shall at all times remain part of, subject to and in direct relationship with the Police Department’s chain of command and under Police Department rules, regulations and standard operating procedures.

- B. The City agrees to assign police officers, under this Agreement, to targeted areas during specified periods of time identified by the PHA and agreed upon by the Police Department. In the event a police officer assigned to ACOP is injured or on leave, the City agrees to temporarily replace that officer if the leave extends beyond thirty (30) days.
- C. The City agrees the Police Department will employ a community policing concept and ACOP personnel will be based at PHA locations as mutually agreed between the PHA and the Police Department, including primarily all PHA Family Developments and Hi-Rises. The City further agrees the Police Department will develop and maintain communications with residents and will assist in developing or enhancing crime prevention programs in public housing communities.

The St. Paul PHA primary locations covered by this Agreement shall be:

- The McDonough site at 1544 Timberlake Road;
- The Mt. Airy site at 200 E. Arch St., which includes the Mt. Airy Hi-Rise;
- The Roosevelt site at 1575 Ames Ave.;
- The Dunedin site at 469 Ada St., which includes Dunedin Hi-Rise;
- Central Hi-Rise at 554 W. Central Ave.;
- Cleveland Hi-Rise at 899 S. Cleveland Ave.;
- Edgerton Hi-Rise at 1000 Edgerton St.;
- Exchange Hi-Rise at 10 W. Exchange St.;
- Front Hi-Rise at 727 Front Ave.;
- Hamline Hi-Rise at 777 N. Hamline Ave.;
- Iowa Hi-Rise at 1743 E. Iowa Ave.;
- Montreal Hi-Rise at 1085 Montreal Ave.;
- Neill Hi-Rise at 325 Laurel Ave.;
- Ravoux Hi-Rise at 280 Ravoux St.;
- Seal Hi-Rise at 825 Seal St.;
- Valley Hi-Rise at 261 E. University Ave.;
- Wabasha Hi-Rise at 545 N. Wabasha St.; and
- Wilson Hi-Rise at 1300 Wilson Ave.

- D. The City agrees to annually provide Police Department public data via the St. Paul Public Housing Crime Report, subject to federal and Minnesota state laws. This report will include, but not be limited to, crime statistics and breakdown by PHA property and the City of St. Paul. A sample of this St. Paul Public Housing Crime Report is attached to this Agreement as Attachment B. Quarterly reports of this information may be requested by the Executive Director or his designee. This Contract provides sufficient basis for the exchange between the City and the PHA of data and information described in the

Contract. A request for information or data outside of the scope of this Agreement shall be in writing. See Section 4B of this Agreement.

The City agrees to provide Police Department monthly calls for service reports with specifically not public addresses redacted pursuant to the Minnesota Government Data Practice Act (“MGDPA”). Public addresses and related public data will be provided in its entirety. A sample of the monthly calls for service report is attached to this Agreement as Attachment C. If the PHA, upon review of the monthly calls for service report wants further public data from an incident, they may make a request for additional public data regarding a specific address in accordance with federal and state laws, including the MGDPA. See Section 4B of this Agreement.

- E. It is further agreed upon reasonable and proper notice but without necessity of a subpoena, police personnel will appear as witnesses in the St. Paul PHA’s administrative grievance procedure, civil dispossessory hearings, or other civil or court proceedings where the issue includes criminal or quasi-criminal conduct on or near public housing property involving any resident, member of a resident’s household, or any guest or guests of a resident or household member, or where the issue includes any criminal or quasi-criminal conduct off public housing property involving any resident or member of a resident’s household. Any proceeding, preparation and testimony by police personnel is limited in nature to public data pursuant to federal and Minnesota state laws.
- F. Without limiting any of the foregoing, the City agrees, with respect to the services to be performed by any police personnel in accordance with this Agreement, the appropriate Police Department officer or Supervisor will meet with resident leadership and management representatives of the PHA on a routine basis for the purposes of reviewing the enforcement and prevention efforts and planning for future changes or modifications anticipated by this Agreement. These meetings shall occur at least quarterly, or as needed at the request of either party.
- G. The City and PHA agrees the Police Department personnel assigned to the ACOP unit work under this Agreement, unless they are subjected to emergency recall, as determined by the Police Department.
- H. The City agrees it will provide the ACOP staff with such basic equipment and vehicles as may be necessary and reasonable in order to allow the police officers to carry out the duties anticipated under this Agreement, excluding the equipment PHA shall provide found in Section 2B3 of this Agreement. Any additional equipment requested by and furnished at the expense of the PHA shall remain the property of the PHA. The PHA and City may mutually agree to lease equipment or vehicles.

- I. The Police Department will provide, at a minimum, sixteen (16) hours of training on community relations and interpersonal communications skills to new Police Department staff assigned to ACOP.
- J. The Police Department shall designate a supervising officer as the Administrative Liaison Officer, who will work in concert with the Executive Director of the PHA or that official's designee. The Administrative Liaison Officer shall be the sergeant identified in Section 1A of this Agreement or an officer of higher rank.

The Administrative Liaison Officer will perform the following duties:

Establish a clearly defined process for prompt and regular reporting public data to PHA staff regarding felony, gross misdemeanor, and misdemeanor criminal activities of PHA residents and/or criminal activity occurring on PHA property, which shall include public police and public data reports from the Police Department's Records Unit, and monthly calls for service reports as described in Section 1D, paragraph two, of this Agreement (See Attachment C) in accordance with federal and state laws-including the MGDPA in order to facilitate appropriate responses and tracking of such activities.

1. Provide supervisory assistance;
2. Coordinate in resolving problems;
3. Assist in carrying out the provisions of this Agreement;
4. Establish and maintain an ongoing line of communication with Police Department commanders and other police personnel;
5. Initiate and monitor ongoing lines of communication with PHA staff and resident leaders to effectively employ the community policing concept and to address in a timely manner concerns raised by community leaders;
6. Assure he or she or a designee will attend Resident Council meetings at the PHA properties with two days notice from the PHA, unless responding to a call on PHA property prevents them from doing so;
7. Assures he or she or a designee will attend and participate in the Admission Orientation Programs for PHA Properties with two days notice from the PHA;
8. Assist or advise and participate in the planning and implementation of other community and/or security programs within the PHA, including but not limited to National Night Out, as allowed by their law enforcement function; and

9. Work with the PHA for the selecting of Police Department officers for the Officer In Residence program.
- K. The City through its ACOP staff agrees to assist as requested in scheduling quarterly Police Department's Community Service Trainings. Providing two training session per quarter on law enforcement topic the Police Department has available for public education at a location of the PHA's choosing. The training will be conducted by Police Department staff, in accordance with their mission and its respective timelines. The PHA will assist the Police Department in providing the training. The training might include, but not be limited to, the following:
1. Crime prevention and security responsibilities;
 2. Community organization/mobilization against the causes of and precursors to crime; and
 3. Drug awareness and control.

Section 2. Scope of Services Provided by the PHA

- A. The PHA will provide training, where appropriate, to ACOP personnel on public housing management issues, which shall include orientation to the lease agreement, and lease compliance enforcement procedures and policies.
- B. The PHA will provide the following accommodations, services and equipment:
 1. Accommodations – The PHA will provide suitable space to be used as office space at locations as mutually agreed upon between the PHA and the Police Department.
 2. Services – Office space provided by the PHA will be supplied with all utilities except telephone service. The PHA also shall provide all labor, equipment and materials necessary to provide routine maintenance and repair service to maintain the space in good working order, including maintenance and repair of electrical, plumbing, sanitary, heating, ventilating and other facilities, appliances, and equipment supplied by the PHA.
 3. Equipment – Office space provided by the PHA will be supplied with the equipment and supplies listed below. Requests for additional equipment must be made by the Administrative Liaison Officer in writing and mutual agreed upon by the PHA.

- a. wires for PC and telephone connectivity
 - b. telephone handset
 - c. fax machine
 - d. printer
 - e. copier
 - f. paper and ink for printer and copier
4. Modification/Damage – The PHA will make reasonable modifications, including minor structural, electrical and mechanical changes to the accommodations provided in order to meet the City’s operational needs. Any damage to the unit or equipment provided by the PHA for City employees, which the PHA determines to be above normal wear for the item or accommodation, shall be repaired or replaced by the City at the discretion of the PHA. A written request must be made by the Administrative Liaison Officer for any permanent or temporary modification to the office space or PHA property. Approval must be obtained by the PHA Executive Director or his designee prior to work being done. Modifications include but are not limited to: any type of wiring and mounting of police equipment, such as the installation of surveillance cameras.
- C. The PHA shall adopt policies and procedures requiring its staff to promptly report to the Police Department any criminal activities occurring on PHA property, to facilitate appropriate response to and tracking of such activities.
- D. The PHA reserves the right to reasonably request the Police Department to replace any ACOP personnel for the following reasons, with the knowledge that the specific assignment of ACOP personnel is at the discretion of the Police Department:
1. Neglect or non-performance of duties;
 2. Disorderly conduct, use of abusive or offensive language, or fighting;
 3. Criminal action;
 4. Selling, consuming, possessing or being under the influence of intoxicants, including alcohol or illegal substances, while on assignment;
 5. Substantiated complaints from public housing residents or management.
The PHA shall provide written enumeration of the reasons for the request for the replacement of the ACOP personnel, including documentation and witnesses to the alleged behaviors.

- E. The PHA will provide the City with the applicable PHA rules and regulations as an addenda to this Agreement.

Section 3. Enforcement of Rules and Regulations

- A. The Police Department is hereby empowered to enforce the following PHA rules and regulations to the extent they involve criminal activity, as allowed by their law enforcement function:
1. Authorized to remove unauthorized visitors in unoccupied structures on PHA properties to the extent it involves criminal activity.
 2. Authorized to remove unauthorized visitors on PHA property to the extent they are involved in criminal activity, which shall include persons violating trespass orders lawfully issued by the PHA.
 3. Authorized to remove and/or bring criminal enforcement actions against unauthorized visitors who are illegally destroying, defacing or removing PHA property.
 4. Authorized to accompany PHA staff who are going to provide criminal trespass notice on PHA property.
 5. Authorized, on behalf of the PHA, to give criminal trespass warnings to any persons deemed to be in violation of the rules or regulations, that is, to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and prosecution of any violators who refuse to leave or who return to the property or premises in violation of criminal trespass warnings, when appropriate.
- B. The Police Department is also authorized to enforce the parking provisions of Saint Paul Legislative Code, Chapter 157 General Parking Restrictions, Public Housing Agency of the City of Saint Paul – Parking Restrictions, on PHA properties.
- C. The Police Department is hereby empowered to have removed any and all vehicles found parked in violation of said rule or regulation, pursuant to established City law for impounding vehicles on PHA properties.
- D. Nothing herein contained shall be construed as permitting or authorizing police officers to use any method or to act in any manner in violation of law or their sworn obligation as police officers.

Section 4. Communications, Reporting and Evaluation

- A. Communications – Access to Information. The City agrees:
1. PHA will have access to all public information, in accordance with federal and Minnesota state laws.
 2. The Police Department will provide to the PHA copies of public case number reports which document or substantiate actual or potential criminal activity in or connected with public housing residents and/or public housing developments in accordance with federal and Minnesota state laws. This information will be provided by the Police Department at no cost to the PHA.
- B. Reporting. The Police Department will provide monthly, or as otherwise requested, calls for service reports for PHA properties (as described in Section 1D, paragraph two, of this Agreement). If the PHA, upon review of the incident address reports, wants further public data from an incident, which occurred on or off PHA property, they may make a request for additional information regarding a specific address or person in accordance with federal and state laws, including the MGDPA. See Section 1D of this Agreement.
- C. Media Coordination. The Police Department will relay to the Executive Director or his designee public information related to any major crime or incident that occurs on PHA property, preferably before the media is informed or as soon as possible, in accordance with federal and Minnesota state laws.
- D. Evaluation. The City and the PHA shall cooperate on future evaluations of the community policing program in public housing. The parties agree to work on any mutually identified areas they deem necessary.

Section 5. Plan of Operation

The Police Department and the PHA shall continue to administer the ACOP community policing program. At the request of either party, the parties shall jointly prepare a more specific plan of operations for use in preventing or eliminating crime.

Section 6. Term of Agreement

This Agreement is effective as of April 1, 2024 and shall continue in effect until March 31, 2025, or until the PHA reimbursement amount of \$688,522.00, is expended, whichever occurs first. In the event renewal is not achieved by the expiration, the Agreement will continue in force until a

new Agreement is executed, with PHA paying at the FY 2025 rate of pay for the assigned ACOP staff as found in Section 7 of this Agreement.

Section 7. ACOP Assignment and Compensation to the City

- A. All compensation to the City will be made on a cost reimbursement basis. The PHA agrees to pay the salaries for six (6) Officers and two (2) Community Liaison Officers (CLOs). PHA is not paying for the fringe benefits for these officers. The PHA will reimburse the City for services specified in this Agreement in a total amount not to exceed Six Hundred Eighty-Eight Thousand and Five Hundred Twenty Two Dollars (\$688,522.00) in the following expense category:

Assigned Personnel Salaries Paid By PHA	\$688,522.00
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The City agrees to pay the fringe benefits for the above six (6) Officers and two (2) Community Liaison Officers. Additionally, the City agrees to pay for the salaries and fringe benefits for one (1) Police Sergeant and three (3) Officers assigned PHA duties. These payments will be in a total amount not to exceed \$830,116.00.

Assigned Personnel Salaries and Fringe Benefits Paid By City	\$830,116.00
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- B. The PHA shall reimburse the Police Department on a monthly basis as reflected in the documentation provided to the PHA, upon performance and reporting of the activities and receipt of invoices evidencing authorized expenditures.

- C. The City shall provide the following documentation in requesting reimbursement:

Copies of Payroll Time Reports documenting names, employee identification, hours worked in public housing developments, supervisory approval of the report, and supervisory verification of the necessity for any overtime worked.

- D. All requests for reimbursement are subject to the approval of the PHA's Executive Director, or that official's designee, and the PHA shall thereafter make payment of the approved amount within thirty days of receipt of the request for reimbursement. The non-approval by the PHA of any claimed reimbursement is not a waiver by the Police Department of the funds owed to them pursuant to this Agreement.

- E. The Police Department agrees to conduct an internal audit on the schedules, assignments, and logs of ACOP officers when the PHA requests such an audit. Upon this request, the Police Department will provide the results of that audit to the PHA, when not prohibited by law.

Section 8. Audit Requirement

The City and the Police Department shall have their financial records audited annually (as part of the City's annual audit) by an independent auditor and provide to the PHA a copy of the audit report, which is required for the City as a subgrantee of federal funds.

The audit shall include the PHA funds expended under this agreement and shall conform to the requirements of OMB Circular A-128 or later OMB circulars as applicable. Any audit finding relating to use of the PHA funds under this agreement must be addressed and cleared in a timely manner.

Section 9. Non-Discrimination

The PHA, the City, and the Police Department agree in the administration of the program(s), on each party's own part, no person shall, on the grounds of race, color, religion, creed, national origin or ancestry, familial status, sex, status with regard to public assistance, marital status, disability, age, sexual or affectional orientation, political or other affiliation, be excluded from participation in the program(s) or be denied benefits of the program(s) and agree to comply with all federal, state, and local laws regarding discrimination.

Section 10. Data Privacy

All data collected, created, received, maintained, or disseminated by the City, the Police Department or the PHA for any purposes in the course of the performance of this Agreement is governed by the MGDPA or any other applicable state statutes, any state rules adopted to implement the Act, as well as federal regulations on data privacy. The parties agree to abide strictly by these statutes, rules, and regulations.

The PHA has designated, and the City and the Police Department agree to designate, a Responsible Authority pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, who is the individual responsible for the collection, maintenance, use and dissemination of any set of data on individuals, government data, or summary data pursuant to this Agreement.

Section 11. Indemnification

The City does hereby release, discharge and agree to indemnify, protect, defend and save harmless the PHA from liability for any cost, damage, expense, injury or other casualty, to any person whomsoever or property whatsoever caused by or arising out of the Police Department's use and occupancy of PHA property provided under this Agreement, provided that such indemnification shall not be applicable where a decision or judgment of a court of competent jurisdiction indicates that said casualty to person or property was the direct result of acts of commission, omission, negligence or fault of the PHA, its agents or employees.

Each party agrees that it will be responsible for its own acts and/or omissions in carrying out the terms of this Agreement and the results thereof to the extent authorized by law and shall not be responsible for the acts and/or omissions of the other party and the results thereof. The liability of the City of Saint Paul and the Public Housing Agency of the City of Saint Paul, and their respective employees, officials and agents shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Chapter 466, et seq. and any other applicable law.

Section 12. Right of Entry, Inspection and Repair

The PHA, through its authorized employees or agents, shall have the right to enter the office spaces assigned by the PHA at any time, without advance notification, when there is reasonable cause to believe an emergency exists or during regular business hours upon one (1) day's notice for the purpose of inspection or repair of the office spaces or equipment therein or for such other purpose as may be deemed necessary by the PHA.

Section 13. Disposal of Personal Property

The PHA shall have the right to sell, destroy or otherwise dispose of any personal property left on the premises by the Police Department after the Police Department has vacated or abandoned the premises

Section 14. Amendments

Changes in the terms of this Agreement may be made only by written amendment mutually agreed upon and signed by both parties.

Section 15. Termination

Either party may terminate this Agreement upon providing sixty (60) days written notice to the other party. Such notice shall be delivered by Certified Mail, Return Receipt Requested.

Section 16. Attachments

The following attachments are hereby incorporated into this Agreement by reference:

- Attachment A: ACOP FY 2025 Budget and Comparison
- Attachment B: Sample St. Paul Public Housing Crime Report
- Attachment C: Sample Monthly Calls for Service Report
- Attachment D: PHA Model Lease for Subsidized Programs
- Attachment E: PHA Hi-Rise House Rules (Hi-Rise and Family)

Section 17. Benefit and Duty

This Agreement will be binding upon and inure to the benefit only of the parties hereto. No third party or parties will derive any benefits from or have any rights pursuant to this Agreement. Nothing in this Agreement is intended to, nor does it, create a special duty on the part of either party to each other or to a third party.

This Agreement supersedes the most recent Agreement and all other previous Agreements entered into by the parties for the same purpose as this Agreement is made.

By signing below, the **Public Housing Agency of the City of Saint Paul, and the City of Saint Paul, Department of Police** enter into this Agreement which shall take effect on the date stated above.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

By: _____
Its: Tim Braun, Contracting Officer

By: _____
Its: William Wallo, Chief Financial Officer

CITY OF SAINT PAUL DEPARTMENT OF POLICE

By: _____
Its: Chief of Police

By: _____
Its: Mayor, City of Saint Paul

By: _____
Its: Director, OFS

By: _____
Its: Director, Human Rights Dept.

By: _____
Its: Assistant City Attorney

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** Armed Security Guard Services at
Exchange Hi-Rise and Other Hi-Rises;
Contract No. 24-136**DATE** February 28, 2024

Staff requests Board approval to award a contract for armed security guard services at Exchange Hi-Rise, and other hi-rises as needed, to Rozin Security of Minneapolis, Minnesota for an amount not to exceed \$99,900 for one year, at the hourly rates stated in their proposal. If approved the contract will begin on April 1, 2024 and will remain in effect until March 31, 2025. If at the end of this initial period of contract time and it is agreeable to both the PHA and the contractor, the contract may be extended for additional one-year periods, with a maximum contract term of five years. The annual extension would include no more than a 5% increase in rates, but the maximum contract amount for each year would remain the same. Uniformed security guard services would be provided on site at a hi-rise from Friday through Sunday, with variable hours per day depending on the need. PHA staff will direct which buildings and the hours the guard will work. Exchange Hi-Rise will be the primary focus, due to the current high level of traffic from the surrounding area. The PHA may also request the same service at any of the other 15 hi-rises as necessary, still subject to the same annual maximum contract amount.

Staff advertised the Request for Proposals (RFP) for this contract in local newspapers, posted a complete set of proposal documents to Northstar Planroom (northstarplanroom.com), and sent invitations for proposals to local security firms that have expressed an interest in working for the PHA. A virtual pre-proposal conference was held on January 23, 2024, to explain the scope of the work and contract details. The three responding firms were independently rated by PHA

staff on the criteria stated in the RFP including type and quality of related experience, cost, ownership by and employment of persons of color, women and persons with disabilities (M/W/DBE), and general response to the RFP. The evaluation committee ranked Rozin Security as the highest rated proposer, as shown on the attached summary.

The Board first approved staff's recommendation to award a contract for armed security guard services at one hi-rise in 2015 (Edgerton Hi-Rise), as part of the Agency's continuing and evolving emphasis on safety and security. The ACOP community policing partnership with the St. Paul Police Department remains the cornerstone of our safety and security programs, and the Officer in Residence (OIR) program is also helpful. Staff believes contracting for armed security guard services has proven to be an effective supplement, counteracting some of the negative conditions that exist at times in the neighborhoods around some PHA hi-rises.

Sufficient funds to pay for this contract will be proposed in the operating budgets for the projects that include hi-rises, which will be recommended for approval at the Board meetings in March.

Sufficient funds will also be requested in the operating budgets for future years.

KNG/KT/FAH

Attachment: Summary of Proposal Ratings
Employer Information Reports (EEO-1)

Armed Security for the 16 Hi-rises
CONTRACT NO. 24-136
Evaluation Committee Scoring - Proposals

Proposals received : Feb 2, 2024

CONSULTANT	EVALUATORS	RELATED/ QUALITY EXPERIENCE (0- 40 PTS)	RESPONSE TO RFP (1-20 PTS)	COST/FEE (1-35 PTS)	MBE/WBE STATUS OR OTHER AFFIRMATIVE ACTION EFFORTS (1 – 5 PTS)	TOTAL POINTS (1-100 pts)	RANKINGS BASED ON TOTAL POINTS PER EVALUATOR
Rozin	RS Staff #1	38	20	25	4	87	1
	RS Staff #2	35	20	5	4	64	
	RS Staff #3	30	20	20	4	74	
	AVG SCORE	34	20	17	4	75	
Black Knight	RS Staff #1	30	18	30	5	83	3
	RS Staff #2	5	5	25	5	40	
	RS Staff #3	20	10	30	5	65	
	AVG SCORE	18	11	28	5	63	
Capital	RS Staff #1	35	16	35	3	89	2
	RS Staff #2	20	7	35	3	65	
	RS Staff #3	20	5	35	3	63	
	AVG SCORE	25	9	35	3	72	

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: Rozin Security Consulting LLC Contact Person: Kathryn Rozin
 Address: 2801 Hennepin Ave, PMB 413 Telephone #: 612-578-5058
 City: Minneapolis Fax #: n/a
 State: MN Zip: 55408 Fed. Tax ID #: 30-0654692
 Email Address: kathryn@rozinsecurity.com

Company Owner* Information:

- | | |
|--|---|
| <p><u>Category:</u></p> <p>1 <input type="checkbox"/> White American</p> <p>2 <input type="checkbox"/> African American</p> <p>3 <input type="checkbox"/> Native American Indian</p> <p>4 <input type="checkbox"/> Hispanic American</p> <p>5 <input type="checkbox"/> Asian/Pacific American</p> <p>6 <input type="checkbox"/> Hasidic Jew</p> <p>7 <input checked="" type="checkbox"/> Female</p> <p>8 <input type="checkbox"/> Disabled</p> | <p><u>Native Origins in:</u></p> <p>Europe, North America, or the Mid-East</p> <p>Any Black racial group in Africa</p> <p>North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.</p> <p>Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.</p> <p>Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands</p> |
|--|---|

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

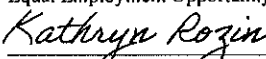
Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White		African American		Nat. Amer. Indian		Hispanic American		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	1	1													
Professionals	4	2													
Technicians															
Sales Workers	1														
Office & Clerical		1													
Craftsmen (Skilled)															
Operatives (Unskilled)															
Laborers (Unskilled)															
Service Workers															
Totals	6	4													

On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

Kathryn Rozin
 Equal Employment Opportunity Officer (Print Name)

 Equal Employment Opportunity Officer (Signature)

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: CAPITAL INVESTIGATIONS SECURITY SERVICES, INC. Contact Person: KEN BRENNAN
 Address: 161 ST. ANTHONY AVE #930 Telephone #: 651-489-1992
 City: SAINT PAUL Fax #: 651-489-1633
 State: MINN Zip: 55103 Fed. Tax ID #: 41-1788847
 Email Address: kbrennan@capitalenforcement.us

Company Owner* Information:

Category:

- 1 White Non-Hispanic
- 2 Black Non-Hispanic
- 3 American Indian
- 4 Hispanic
- 5 Asian/Pacific Islander
- 7 Female
- 8 Disabled

Native Origins in:

- Europe, North America, or the Mid-East
- Any Black racial group in Africa
- North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.
- Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.
- Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White Non-Hispanic		Black Non-Hispanic		American Indian		Hispanic		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	2	1											2	1	3
Professionals	2	1			1								3	1	4
Technicians	7	3	13	5	1		4	1	1				26	9	35
Sales Workers															
Office & Clerical															
Craftsmen (Skilled)															
Operatives (Unskilled)															
Laborers (Unskilled)															
Service Workers															
Totals	11	5	13	5	2	0	4	1	1	0	0	0	31	11	42
On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

DEBI CARROLL
 Equal Employment Opportunity Officer (Print Name)
Debi Carroll
 Equal Employment Opportunity Officer (Signature)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** Utility Bill Analysis
Contract No. 24-129**DATE** February 28, 2024

Staff recommends Board approval to award a contract for consulting services to analyze PHA utility bills to SM Engineering Co. It has been more than 10 years since the PHA last contracted with an outside consultant to audit the Agency's utility bills to identify areas for cost savings. Prior audits have identified misapplied taxes, fees, and rates, which have resulted in refunds and ongoing cost savings for the PHA. The analysis would include all PHA hi-rises, the W. A. Boss Central Administrative Office Building, the community centers and the family housing developments. There would be no direct cost to the PHA for this contract, but if awarded the contract, SM Engineering will receive 35% of any refunds or savings obtained from the utilities for invoices from the past 42 months and 35% of any reductions received by the PHA during the future 24 months as a result of their work.

Two firms submitted proposals to provide the necessary services: SM Engineering and ATA Inc. Both proposals were evaluated by a staff team on the basis of previous experience with similar projects, quality of response to the RFP, M/W/DBE¹ participation, and proposed percentage of refunds and credits. SM Engineering was selected as the successful proposer due to their previous experience with the PHA, and direct knowledge with Minnesota utility billing. ATA Inc.'s proposal included a lower cost percentage that they would receive from refunds and credits

¹M/W/DBE: Minority-Owned, Women-Owned or Disabled-Owned Business Enterprise. The company's ownership status and workforce composition are reported on the Employer Information Report (Form EEO-1).

(22.45%). However, ATA Inc. had no direct experience or references with Minnesota utility billing or public housing organizations.

SM Engineering provided similar services under Contract No. 99-067 in 1999 and Contract No. 12-041 in 2012 that resulted in the PHA receiving refunds and credits net of payment to SM Engineering in excess of \$192,000. For additional context, SM Engineering retained 50% of the refund/credit amount for Contract No. 99-067 and 35% of the refund/credit amount for Contract No. 12-041.

SM Engineering will perform an in-depth analysis of all PHA utility bills for natural gas, electricity, water and sewer, and District Energy heating and cooling. The analysis will include an audit of technical factors in billing systems, such as the different rate options; load factor; power factor; actual demand; billed demand; ratchet clause²; sewer credits; local, state and federal tariffs; and many other factors. If no savings are identified or obtained from the utility companies, SM Engineering will receive no fee.

SM Engineering will complete their analysis within 120 calendar days of being issued a notice to proceed. An Employer Information Report for SM Engineering is attached.

WW/MGB

² The “ratchet clause” is a common feature of industrial electricity rate structures whereby a minimum billed demand is set based on a percentage of the previous 12 months' maximum demand.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Project-Based Voucher Award;
CommonBond Communities
CB Ford Site II

DATE February 28, 2024

Staff requests Board approval of Resolution No. 24-2/28-02 to award a total of 45 Section 8/Housing Choice Vouchers for use as project-based voucher (PBV) assistance in CommonBond Communities' "CB Ford Site II" development. The development's address will be 2260 Bohland Avenue in Saint Paul, shown on the attached map. These vouchers would be used to provide "senior housing" as defined in the federal regulations for the Section 8/Housing Choice Voucher Program. As explained in the accompanying Board reports, staff is also recommending awarding 25 PBVs to the Jeremiah Program. Staff may recommend awarding additional PBVs at a meeting in March, to Aeon for subsidies at Mary Hall, 438 Main Street. Staff were still discussing that project with Aeon representatives when this report was written.

Background: On January 25, 2023, the Board approved offering 150 PBVs through the 2023 Minnesota Housing (MHFA) Consolidated Request for Proposals ("SuperRFP"). The offering included 125 PBVs for any type of housing plus an additional 25 PBVs exclusively for HUD-VASH (Veteran Affairs Supportive Housing) vouchers for homeless veterans. A copy of that Board report is attached. In response to MHFA's SuperRFP, five developers submitted six applications for PBVs. Four of those projects also applied for other funding from Minnesota Housing, but only CommonBond was awarded any of the funding they requested. Therefore, the other three projects were ineligible for PBVs in this cycle, under current PHA policy. Two other

applicants requested only PBVs (without applying for other funding from Minnesota Housing), so they were eligible for consideration.

Project-Based-Voucher Project Recommendations: Staff is recommending awarding all 45 vouchers requested by CommonBond Communities for use as PBVs at the CB Ford Site II development. The developer applied for vouchers in the “Affordable Housing for the Elderly” category. This development is a new construction project that will provide housing exclusively for seniors (head of household or spouse must be age 62 and older) for PBV units; supportive services will be offered to all residents of the property. Since this project ranked high in all of the PHA’s selection criteria (attached), staff are recommending that CommonBond Communities be awarded all 45 vouchers requested.

CommonBond staff anticipate starting construction in October 2024 and ending in October 2025. The construction will need to be completed before they are able to sign the Housing Assistance Payments (HAP) contract with the PHA and begin housing families in the PBV units. However, they need the PBV commitments now to “lock in” their other financing and to move ahead.

HUD Requirements and Implementation Plan: Once these vouchers are awarded, there are several steps that must be completed before assistance is available for those households. All sites must meet certain site selection standards as defined in the federal (HUD) regulations. The site selection standards include ensuring that:

1. The selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities;
2. The site meets site and neighborhood standards;
3. The site is suitable in furthering full compliance with the Civil Rights Act of 1964; and
4. Each site will pass the Housing Quality Standards (“HQS”) for HCV Programs. There are separate requirements for those units that have yet to be constructed, and for those

units that are already existing at the time of the award. (If HUD’s new “NSPIRE” inspection protocol is fully activated by the time the new units are completed, those standards will apply.)

If the Board approves the proposal as recommended, staff will work with the developer to complete the additional steps required by HUD, including the Subsidy Layering Review and Environmental Review. Those two reviews must be completed before the PHA can execute the Agreement to Enter into a HAP Contract (“AHAP”) with the developer. The AHAP locks in the financing and allows the project to begin construction. Additionally, staff will need to verify the project will have broadband infrastructure installed, which is required by HUD for any project larger than four units constructed or rehabilitated after January 19, 2017.¹

Once the construction is completed and the project passes required inspections by the City and the PHA, staff will enter into a twenty-year initial HAP contract for the property. The Board’s approval and staff’s subsequent execution of the AHAP and HAP contracts are contingent upon compliance with all applicable HUD regulations and the requirements in the PHA’s Admission and Occupancy Policies. The PHA will not execute any contracts and will not commit nor expend any funds for PBV activities at the project until the requirements are satisfied.

As with other voucher participants, staff must annually review each PBV household’s income, recertify their eligibility and adjust the family’s share of the rent. That process is repeated during the year if participants’ incomes and circumstances change (interim recertifications). Staff turnover in PBV projects’ management teams and normal tenant turnover require the PHA’s Section 8 staff to provide ongoing support to each PBV project.

¹ 24 CFR Sec. §891.120

Tenants who live in PBV-assisted housing for at least a year have a right to move with a tenant-based voucher (a “mobility voucher”), while the PBV unit also keeps its voucher. While staff have been able to effectively manage that flow of vouchers, the process does require additional staff time.

Staff are now considering the number of vouchers that could be offered in the 2024 Consolidated RFP and will return to the Board with a recommendation in the coming months.² To date the Board has approved 799 PBV units in 33 projects. As explained below, the recommended PBV awards still stay well below HUD’s limits on the number (percentage) of a PHA’s HCV allocation that can be project-based.

Regulatory Cap on PBV. The PHA’s PBV program began in July 1999 when the Board approved an initial limit of 100 units. Since inception, the Board has approved 799 PBV units in 33 projects. In 2018 the Board approved offering up to 300 PBVs over the next five-year period. Below is a chart with the PHA’s recent history of PBV offerings and awards:

Board Approved Offering	PHA’s Offering	PBVs Awarded (Year)
11/28/2018	125	105 (1/22/2020)
6/24/2020	70 (50 + 20 VASH)	115 (1/27/2021)
4/28/2021	70 (50 + 20 VASH)	61 (4/27/2022 and 5/25/2022) (50 + 11 VASH)
5/25/2022	40 (VASH only)	0 (No applications)
1/25/2023	150 (includes 25 VASH)	70 recommended 2/28/2024; maybe more for Mary Hall?

² The Board approved two PBV projects totaling 61 units in 2022, from applications submitted in response to Minnesota Housing’s 2021 Consolidated RFP. As of the writing of this report, one of those projects has executed the AHAP (21 units at Phalen Village Flats, 1180 Prosperity Avenue); and the other project is still in progress. (40 units at Mary Hall, 438 Dorothy Day Place). In the 2022 Consolidated RFP the PHA offered only 40 VASH vouchers as PBVs. No applications were submitted requesting those PBVs.

Board Approved Offering	PHA’s Offering	PBVs Awarded (Year)
2024	To be determined	
Total	455	351 Proposed

This year’s recommendation to award 70 PBVs (including the 45 recommended in this report) would bring the number of PBVs awarded to 351, and a total of 869 PBVs awarded. That would be approximately 17% of the PHA’s current Housing Choice Voucher allocation available for project basing (5,086).

Under current HUD regulations, the PHA is permitted to project-base up to 20% of its voucher allocation, so the upper limit could be 1,017 (20% of 5,086, or approximately 100 more PBVs). HUD guidance also allows a PHA to project-base an additional 10% of their vouchers under certain categories included in the PHA’s selection criteria,³ which would currently authorize another 508 units, for a total allowed of 1,525. However, the more vouchers are allocated for PBV use, the fewer vouchers can be issued to eligible low income families on the general waiting list.

Project-based vouchers are a critical component of the State, County, and City Plans to End Long-Term Homelessness; and they are also leveraged to create additional affordable housing (beyond the voucher units themselves) for those who need it. The current recommendation to award 45 PBVs will help create affordable housing for targeted populations.

CMS/YM/FAH/LF

³ This includes

- 1) Units that serve “homeless” clients, as defined under the McKinney-Vento Homeless Assistance Act,
- 2) Units that serve veterans, as defined by the PHA,
- 3) Units that provide supportive housing to persons with disabilities or elderly persons, as defined by the PHA, and
- 4) Units that are located in a census tract with a poverty rate of 20 percent or less.

Attachments: Resolution No. 24-2/28-02
Map Showing 2260 Bohland Avenue
January 25, 2023 Board Report: PBV Offering Plan and Appendix KPBV
Selection Criteria Scoring
PBV Narrative Questions/Responses from Current Applicants
2024 PHA Fact Sheet List of All PBV Projects

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NO. 24-2/28-02

**APPROVAL OF SECTION 8
PROJECT-BASED VOUCHER ASSISTANCE;
COMMONBOND COMMUNITIES; CB FORD SITE II**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has previously approved the establishment of a Housing Voucher/ Section 8 Project-Based Assistance Program according to the regulations contained in Part 983 of the Code of Federal Regulations; and

WHEREAS, the PHA issued a Request for Proposals through the Minnesota Housing Finance Agency's 2023 Consolidated Request for Proposals (SuperRFP) process and received six applications for Housing Voucher/Section 8 Project-Based Assistance;

WHEREAS, CommonBond Communities' CB Ford Site II project meets the minimum criteria established by the Board on January 25, 2023, where the Board offered 150 PBVs over five separate selection criteria categories;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of Saint Paul as follows:

1. Approves the following proposal for the use of Housing Voucher/Section 8 project-based assistance, subject to the availability of adequate federal funding, for the Housing Choice/Section 8 vouchers:
 - **CommonBond Ford Site II:** 45 PBV units for the development located at 2260 Bohland Avenue, St. Paul, Minnesota;
2. The Executive Director or his designee is authorized to enter into an initial HAP contract for a term of twenty (20) years, contingent upon each project meeting all requirements in the PHA's Admission and Occupancy Policies, including all separate requirements published in Part 983 of the Code of Federal Regulations; and
3. The Executive Director or his designee is hereby authorized to execute all other documents that may be necessary to comply with HUD regulations and guidelines for this action.



2260 Bohland Ave

CB Ford Site II Development



Map data ©2024 Google 500 ft

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

APPROVED

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Project-Based Voucher (PBV)
Offering for 2023;
Agency Plan Amendment

DATE January 25, 2023

Staff recommends Board approval of Resolution No. 23-1/25-01 to offer up to 150 Project-Based Vouchers (PBVs) in Minnesota Housing's 2023 Consolidated Request for Proposals (RFP) among all existing PBV categories. The recommended offering would include 125 PBVs available for any type of housing plus an additional 25 PBVs exclusively for HUD-VASH (Veteran Affairs Supportive Housing) vouchers for homeless veterans. Minnesota Housing (Finance Agency; MHFA) will publish their RFP in April. With the Board's approval, Minnesota Housing would add the PHA's PBV offering to the RFP, and begin advertising this offering early to allow interested developers and property owners more time to assemble their financing "stack" (leveraging various funding sources). This offering would be an amendment to the PHA's Agency Plan.

The PHA did not award any PBVs last year, because the offering was targeted to housing for homeless veterans (VASH PBVs) and there were no qualified applicants. At the May 25, 2022 meeting the Board approved offering 40 vouchers for PBV use, exclusively for HUD-VASH. As previously reported to the Board, there were no eligible PBV-VASH projects that also met Minnesota Housing's criteria in 2022, so none of those vouchers were ultimately awarded.¹ The recent history of PBV offerings, applications and awards is as follows:

¹ Minnesota Housing had just two projects in St. Paul that applied for funding in their 2022 Consolidated RFP, with only one of those applying for St. Paul PHA's Project-Based-Vouchers (PBV). Both of these projects were denied their requested funds from Minnesota Housing.

Year Offered	Number of Vouchers Offered	Number of Vouchers Applied For	Number of Vouchers Awarded
2019	125	142	105
2020	120	123	115
2021	70 (50 general; 20 VASH)	61 (54 general; 7 VASH)	61 (50 general; 11 VASH)
2022	40 (VASH only)	0	0
2023	125 + 25 VASH (proposed)		

As explained in previous reports, HUD limits the percentage of a PHA’s voucher allocation that can be project-based. The limit is 20% of the allocation for general purpose PBVs, with another 10% (total 30% of the allocation) for PBVs used for the following special purposes:

- Homeless households
- Veterans
- Supportive housing for persons with disabilities or elderly persons; and/or
- Projects in low poverty areas.

The PHA’s current allocation of vouchers is 5,243 with 5,086 eligible for project-basing², so the 20% limit allows 1,017 PBVs, and the 30% limit adds another 509 PBVs for a potential total of 1,526. The PHA has awarded a total of 798 PBVs, including the PBV awards made through the April 2022 Board Meeting. If there were applications for all 150 vouchers, and the Board chose to award all 150, there would still be at least 578 vouchers available for project-basing in the future.

As shown in the attached table, 250 of the 798 PBVs qualify under the exception criteria (4.9% of the total supply of 5,086, out of a maximum of 10% in this category), so another 259 could be awarded before reaching the current 10% limit of 509. The PHA has awarded 548 PBVs that do

² HUD has indicated that Emergency Housing Vouchers (157) are not eligible for project-basing.

not qualify under the exception cap (10.8% of the total supply of 5,086, out of a maximum of 20%), so another 469 could be awarded before reaching the current 20% limit of 1,017.

Rationale for Recommendation:

This is a larger offering than has been recommended in several years, and there are important considerations behind this recommendation.

- As in 1999 when the Board first approved awarding project-based vouchers, many tenant-based vouchers are going unused and shopping numbers are high. The rental housing market is very tight and property owners and managers can easily fill vacancies without going through the extra inspections and paperwork to rent to a voucher holder.
- Project-basing an HCV attaches it to a designated unit where the developer/owner has committed (contracted) to only lease that unit to a family with a voucher. In exchange, the developer/owner receives a long-term (typically 20 years) commitment from the PHA to receive the HCV subsidy when the unit is leased to an HCV-eligible renter.
- With the HCV-PBV-HAP (Housing Assistance Payments) contract, the developer can qualify for other financing including other public subsidies (for example, Low Income Housing Tax Credits and State subsidies administered by Minnesota Housing).
- PBVs create more deeply-affordable rental housing both directly (the number of units in the HAP contract) and indirectly, since PHA policy gives developer-applicants priority in the PBV competition for committing to provide additional affordable units in the project (leveraging).
- As previously reported, over 500 shoppers are searching for a unit, and this number continues to grow.
- Voucher holders from other Twin Cities housing agencies (especially Metro HRA and Minneapolis PHA) are also competing for the same units.
- The PHA also currently has over 500 vouchers “on the shelf” (not issued), so those subsidies are not being used.

- PBVs have also proven to be critical to the success of supportive housing, an essential component of our partnerships with both the City of St. Paul and Ramsey County in addressing homelessness. Without the ongoing deep rent subsidy, few if any projects can provide the supportive services combined with affordable housing that are required for many families and individuals with barriers to market-rate housing.

For these reasons, offering a large number of vouchers now works directly to accomplish the PHA's mission by creating safe, affordable, quality housing opportunities for Housing Choice Voucher participants.

This is also a unique time to be offering vouchers in Minnesota Housing's Consolidated RFP, as the Legislature is poised to make historic investments into housing. Additionally, as there were no eligible projects under development in 2022, staff believe there may be additional demand in this current cycle. Partnering with Minnesota Housing through this Project-Based Voucher offering will allow that agency (and the City of St. Paul) to leverage a high level of State resources to meaningfully invest in a high number of affordable units throughout St. Paul.

If all of these vouchers are subscribed and awarded, there would still be ample vouchers that could be awarded for project-basing in the future. As shown in the attached chart, the PHA has received 377 vouchers that are eligible for project-basing since January 1, 2020. Congress has also funded additional voucher opportunities for the upcoming year, and 30% of most new vouchers received³ will be available for project-basing. Staff believe that Congress and HUD will continue to fund and award more vouchers, although those vouchers may become more difficult to lease up if the market does not create more affordable housing. Again, PBVs provide

³ Congress has appropriated funds for additional general vouchers, VASH vouchers, and FUP vouchers. The PHA has also registered their interest for Stability Vouchers, but the award and requirements are not published at the time this report was drafted.

a solution. Staff is recommending offering 25 VASH-PBVs specifically to serve homeless veterans, for the following reasons (the same as last year's offering of 40 VASH PBVs):

- Support the State's goal of ending veteran homelessness,
- Incentivize developers to create more housing opportunities dedicated to homeless veterans, and
- Add to the supply of affordable housing in St. Paul.

Although the number of homeless veterans continues to decrease, those who remain are among the most difficult to house. Multiple agencies are scouring the rental market to find affordable housing options with owners and managers who are willing to rent to their clients. VASH PBVs help fill that gap.

Timeline: HUD requires a PHA to obtain its approval before publicly announcing the availability of additional PBVs, so staff would contact HUD immediately if the Board approves this recommendation.

The PHA Board-approved policy⁴ states that the Agency solicits all PBV applications through Minnesota Housing's Consolidated RFP (Request for Proposals). If the proposer is also applying for funding from Minnesota Housing, the PHA can rely on the State agency's determination of financial viability and consistency with Minnesota's stated affordable housing goals.

All project owners and developers seeking PBVs from the PHA must respond to the selection criteria for the HUD-VASH vouchers in their application to Minnesota Housing. Minnesota Housing shares this information with the PHA, so staff can begin reviewing the proposals. In accordance with the PHA's policy, staff does not recommend final approval to the Board until

⁴ Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Programs (also called the Section 8 Administrative Plan)

after Minnesota Housing has announced its awards. At that point, staff submits its recommendations for PBV awards to the Board.

The proposed timeline for offering the PBVs is as follows:

Activity	Estimated Date
Recommend Board Approval of Offering	January 25, 2023
Request HUD Approval of Offering	January 26, 2023
MHFA Consolidated RFP Advertising	February, 2023
MHFA RFP Published	April 12, 2023
MHFA Applications Due	July 13, 2023
MHFA Board Approves Applications	(est.) December 14, 2023
Staff Recommendation to PHA Board for Specific Project Approval	(est.) January 24, 2024

DJM/FAH

Attachments:

- Resolution No. 23-1/25-01
- PBVs awarded since January, 2020, with Exception Designations
- History of Voucher Awards since 2011, including Bar Chart

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL
RESOLUTION NO. 23-1/25-01
OFFERING PROJECT-BASED VOUCHERS**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has undertaken to provide decent, safe and sanitary housing for families pursuant to Section 8 of the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

WHEREAS, the PHA currently administers a Section 8 Housing Choice Voucher (HCV) Program, including a Project-Based Voucher (PBV) Program, for which the guiding policies are set forth in the Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Program, dated February 23, 2000, as amended; and

WHEREAS, the PHA's goals for its PBV program include the following:

1. To contribute to the upgrading and long-term viability of the area's housing stock.
2. To increase the supply of affordable housing and location choice for very low-income households.
3. To integrate housing and supportive services such as education, case management, job training, and day care to help families and individuals achieve stability and self-reliance.
4. To promote the coordination and leveraging of resources of public, semi-public, or non-profit agencies with compatible missions.
5. To support the City of St. Paul's affordable housing goals.
6. To assist the State of Minnesota and Ramsey County and the City of St. Paul with their plans to end homelessness, by providing rental subsidies to supportive housing and other projects that are designed to house persons experiencing homelessness; and

WHEREAS, the PHA currently has 5,086 vouchers authorized by its Consolidated Annual Contributions Contract (ACC) with HUD that are eligible for project-basing; and

WHEREAS, the PHA currently has awarded 798 Housing Choice Vouchers as Project-Based Vouchers (PBVs), providing rental assistance for supportive housing and for affordable housing in specific properties; and

WHEREAS, the PHA is authorized to commit up to 20 percent of its authorized HCVs for use as PBVs, and an additional 10 percent (total 30 percent) if the additional units fall into one or more of the following categories:

- Homeless (as defined by HUD)
- Veteran (as defined by PHA)
- Supportive housing for persons with disabilities and/or elderly persons
- Projects located in low-poverty areas as defined by HUD; and

WHEREAS, staff has recommended offering 125 more HCVs for PBV use in Minnesota Housing's 2022 Consolidated Request for Proposals (RFP), with an additional 25 exclusively for Veteran Affairs Supportive Housing (VASH) PBV units for homeless veterans;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of Saint Paul as follows:

1. The PHA will offer 125 Housing Choice Vouchers for project-basing, with an additional 25 Veteran Affairs Supportive Housing (VASH) vouchers in Minnesota Housing's 2023 Consolidated Request for Proposals; and
2. The Executive Director (or his designee) is authorized to carry out all actions to complete this action; and
3. The Agency Plan is amended accordingly.

Developer/Owner	PBV Only?	New Construction or Existing Housing?	(Minimum Requested)	Requested Mixed Income	Requested Supportive	Requested VASH	Requested Elderly	Total Applied	Total Size	PBV portion of total project	Total Eligible after MN Housing
CB Ford Site II	No	New Construction	45				45	45	60	75%	45
Jeremiah St. Paul PBV	Yes	Existing	34	34				34	38	89%	0
Mary Hall	Yes	Rehab	48		48			48	88	55%	48
77	No	New Construction	10		10			10		#DIV/0!	0
Selby Grotto Apartments	No	Rehab	12		12			12	40	30%	0
The Earl Apartments	No	New Construction	10		10			10	60	17%	0
Total			159	34	80	0	45	159	286		93



The Saint Paul PHA is offering Project Based-Vouchers in this year's Consolidated Request for Proposals.

All applicants interested in Project-Based-Vouchers must complete the questions below based on the type of Project Based Voucher (PBV) they are interested in for their project. Your interest will be evaluated based on completion of the questions below as appropriate to your application.

Only complete the sections that are applicable to the type of Project Based Vouchers you are applying for.

All applicants for PBV must complete the general questions.

General questions: All applicants MUST COMPLETE this section

Please answer the following questions:

- 1) Please provide the property's address (or anticipated address), along with a specific contact (including phone and e-mail address) for questions regarding this application for Project-Based-Vouchers.

CB Ford Site II

Future Address: 2260 Bohland Avenue, St. Paul, MN 55116

Contact: Meredyth Skemp, Senior Project Manager

Phone: (651) 312-3352

Email: meredyth.skemp@commonbond.org.

- 2) Please indicate whether you are applying to Minnesota Housing for any additional funding this current RFP cycle. If you are applying for additional funding in this current RFP cycle, please explain what, specifically, you are applying for.
CommonBond Communities is submitting funding applications to Minnesota Housing for
a 1) 4% Housing Tax Credit (HTC) + Senior Housing Infrastructure Bonds (HIB) + MHFA LMIR First Mortgage and a 2) 9% HTC. Both of these requests are being submitted in the consolidated RFP.

- 3) Please indicate if this development is being considered by Minnesota Housing as New Construction, or whether it is housing that already exists. If it is New Construction, please specify the anticipated date of construction.
CB Ford Site II is a New Construction development, with an anticipated construction start date of October, 2024, and a construction end date of October, 2025.

- 4) Please state how many Project-Based-Voucher subsidies you are applying for, and how many units are in the total project. Please estimate bedroom sizes for the project and the number of each. Please also separately state the minimum number of PBVs (no lower than 10) that you would require in order to proceed with this project. CB Ford Site II is a proposed 60-unit affordable housing development with 54 one-bedroom units and 6 two-bedroom units that will be restricted to senior households aged 55 and over (62 and over for any PBV units). The proposed development also includes 7 units reserved for High Priority Homeless (HPH) individuals.

Of the 60 total units proposed for CB Ford Site II, CommonBond Communities is applying for 45 Project Based Vouchers (PBVs) to provide rental assistance for the 45 one-bedroom units serving individuals earning up to 30% AMI. (NOTE: The enclosed Workbook shows 38 PBVs because we have a commitment of Housing Support from Ramsey County for 7 one-bedroom units serving High Priority Homeless (HPH) individuals. If we are awarded PBVs for all 45 units, we would utilize PBVs in lieu of Housing Support for those 7 units).

The minimum number of PBVs that CommonBond Communities would require in order to proceed with this project is 38.

- 5) Please describe any prior experience in developing and managing similar residential housing with project-based voucher (PBV) subsidies, and your ability and capacity to proceed expeditiously with the project. (10 Points)

CommonBond Communities, established in 1971, is the largest non-profit affordable housing developer in the Upper Midwest. CommonBond now serves over 12,000 people in three states – Minnesota, Wisconsin, and Iowa – with over 10,000 residents in Minnesota. Our Acquisition & Development team handles all aspects of development, including site and market analysis, project financing, community outreach and engagement, entitlements, and construction management. We have a proven track record of providing attractive, successful affordable housing to our communities and strive to go above and beyond by providing supportive services to help our residents achieve stability and independence.

CommonBond's management portfolio includes a wide variety of public and private, affordable and market rate housing. The property management department oversees all financial, Section 8 and 42 compliance, site and corporate maintenance, provides capital planning and construction management, and develops and implements marketing programs for the portfolio and fee-managed properties.

CommonBond manages over 100 properties that range in size from 12 units to 640 units, while ensuring properties adhere to various layers of compliance that include Section 8, Section 42, HUD 202, HOME, CDBG, and multiple housing finance agency regulations that span Minnesota, Wisconsin, South Dakota, and Iowa. CommonBond

<p>has over 60 properties in its portfolio that receive project based rental assistance in some form and currently has 4 multifamily developments under construction.</p>
<p>6) If applicable, please explain how receiving PBVs for this project would also enable you to provide <u>additional</u> affordable housing units (beyond any PBVs that may be awarded) in the development. (20 Points)</p> <p>The award of PBVs for CB Ford Site II would greatly enhance the likelihood of making this 60-unit development come to fruition. The utilization of PBV units at CB Ford Site II enables CommonBond Communities to deepen the levels of affordability to serve extremely low income seniors. PBVs and the corresponding enhanced competitive scoring under MHFA's review increases the likelihood that the project will be awarded funding. Additionally, due to the fact that rents and incomes on the remaining 15 units are limited to 50% AMI, the project-based rental assistance greatly improves the financial operations of the property. PBVs increase the ability for the site to leverage additional private financing in the form of the mortgage, and reducing the deferred loan funding needed from MHFA to make the project feasible.</p>

The next three sections must be completed if Project Based Vouchers are to be considered for your project. Please complete **ONLY** the section that applies to your development.

Option 1: VASH Vouchers

***Only complete this section if you are applying for
Veteran Affairs Supportive Housing (VASH) Project-Based-Vouchers***

VASH Vouchers: Only applicants interested in applying for Veteran Affairs Supportive Housing (VASH) Project-Based-Vouchers complete this section.

Required VASH Selection Criteria:

- 1) Please obtain and provide a letter of support from the local VA. (20 Points)

- 2) Please certify and/or explain your commitment to accept referrals from the VA to fill all VASH PBV HAP Contract vacancies. (10 Points)

- 3) Please explain how, if you are awarded these PBVs, you will provide (or contract for) on-site supportive services, as approved and accepted by the VA. (10 Points)

Optional VASH Selection Criteria:

- 1) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract "where the poverty rate is 20% or less, as

defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (15 Points)

- 2) A project will be awarded an additional 15 points if it is “New Construction,” as separately indicated in this questionnaire.

Option 2: Supportive Housing for the Homeless Project Based Vouchers

Only complete this section if you are applying for Supportive Housing for the Homeless Project-Based-Vouchers

Supportive Housing for the Homeless Project Based Vouchers: *Only applicants interested in applying for Supportive Housing for the Homeless Project-Based-Vouchers complete this section.*

Required Supportive Housing for the Homeless Selection Criteria:

- 1) Please explain how you will serve homeless individuals and families (as defined in Minnesota Housing’s Consolidated RFP) with all of the PBV units you are placing in this project. (15 Points)
- 2) Please explain how, if you are awarded these PBVs, you will provide (or contract for) on-site supportive services appropriate for the population served. (15 Points)
- 3) Please confirm that you will process all referrals from Ramsey County’s Coordinated Entry, in accordance with their processes. Please refer to the Ramsey County Coordinated Entry for Everyone website at <https://www.ramseycounty.us/residents/assistance-support/assistance/housing-services-support/housing-service-providers-landlords> for additional information. (15 Points)

Optional Supportive Housing for the Homeless Selection Criteria:

- 1) Please explain how this project will serve individuals and families who meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act. (15 Points)
- 2) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as

defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (10 Points)

- 3) A project will be awarded an additional 10 points if it is “New Construction,” as separately indicated in this questionnaire.

Option 3: Mixed-Income Affordable Housing Project Based Vouchers

Only complete this section if you are applying for Mixed Income Affordable Housing Project-Based-Vouchers complete this section

Mixed Income Affordable Housing Project Based Vouchers: Only applicants interested in applying for Mixed Income Affordable Housing Project-Based-Vouchers complete this section.

Mixed-Income Affordable Housing Criteria:

- 1) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (35 Points)
- 2) A project will be awarded an additional 35 points if it is “New Construction,” as separately indicated in this questionnaire.

Option 4: Affordable Housing for the Elderly Project Based Vouchers

Only complete this section if you are applying for Affordable Housing for the Elderly Project-Based-Vouchers complete this section

Affordable Housing for the Elderly Project Based Vouchers : Only applicants interested in applying for Affordable Housing for the Elderly Project-Based-Vouchers complete this section.

Affordable Housing for the Elderly Housing Criteria:

- 1) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as

defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (35 Points)
 CB Ford Site II is located in Census Tract 376.01, which is considered a low-poverty census tract with a current poverty rate of 7.2% according to the 2020 American Community Survey 5-Year Estimates.

2) A project will be awarded an additional 35 points if it is “New Construction,” as separately indicated in this questionnaire.

The CB Ford Site II project will be New Construction. See General Information Question #3 above.

3) Please indicate and explain whether you intend to provide (or contract for) on-site supportive services appropriate for the population served. (10 Points)

A part-time (0.5 FTE) on-site service coordinator, funded by the Housing Support Service Rate, will be responsible for providing services for the 7 HPH households at CB Ford Site II. In addition, a part-time (0.25 FTE) on-site service coordinator, funded by CommonBond general operating budget and/or fundraising efforts, will be responsible for providing general senior service coordination to the entire property. This includes connecting residents to recreational and community activities, community services such as transportation and meals, and health and personal care services to assist with activities of daily living.

Option 5: FUP Vouchers

Only complete this section if you are applying for Family Unification Program (FUP) Project-Based-Vouchers

FUP Vouchers: Only applicants interested in applying for Family Unification Program (FUP) Project-Based-Vouchers complete this section.

Required FUP Selection Criteria:

- 1) Please obtain and provide a letter of support from Ramsey County Health and Human Services. (15 Points)

- 2) Please certify and/or explain your commitment to accept referrals from Ramsey County Child Protection. (15 Points)

- 3) Please explain how, if you are awarded these PBVs, you will provide (or contract for) on-site supportive services appropriate for the families served in the Family Unification Program. (15 Points)

Optional FUP Selection Criteria:

- 1) Please indicate whether all PBV units will be 3BR or larger. (15 points)

- 2) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (10 Points)

- 3) A project will be awarded an additional 10 points if it is “New Construction,” as separately indicated in this questionnaire.

By submitting this application, I certify it is true and complete to the best of my knowledge. I promise that if we are awarded Project-Based-Vouchers, we will act in good faith to meet all federal and PHA program requirements. I understand that if I have applied for other funding from Minnesota Housing in this cycle, my application for Project-Based-Vouchers will only be considered if the project is selected to receive some of that funding. I understand that failure to meet any of these requirements may result in the PHA withdrawing its Project-Based-Vouchers.

FACTS About Our Housing Choice Voucher Programs

The PHA administers 5,243 affordable housing opportunities through the Housing Choice Voucher (HCV) Programs and other Section 8 subsidies, paying over \$45 million annually in federal rent subsidies to private owners who rent units to eligible families and individuals with very low incomes. The PHA's HCV/Section 8 program has earned HUD's "High Performer" rating for 22 consecutive years.

"Housing Choice Vouchers" (HCVs) move with the renter to a landlord of their choosing. "Project-Based Vouchers" (PBVs) are HCVs that have been committed to specific units and buildings. Since the beginning in 2000, the PHA's PBV program has grown to 699 PBVs under contracts in 31 separate projects. The PHA's Board has approved an additional 64 PBVs in two additional projects that were not yet under contract as of the date of this publication. They are all detailed below.

More than half of the PBVs are in "Supportive Housing" projects, which also offer services. "Mixed Income" housing provides PBVs in the same building with market-rate units. "VASH" PBVs are dedicated to homeless veterans, in partnership with the local VA Medical Center. "Elderly" PBVs are dedicated to individuals 62 years of age and older.

1. **Sibley Park Apartments (OAHS Sibley Park LLC).** Mixed Income/New Construction; 24 PBV; 2002.
2. **Crestview Apartments (PPL & New Foundations).** Supportive Housing/Existing Housing; 41 PBV; Homeless, recovering from chemical dependency; 2002-2005 (2 stages).
3. **Liberty Plaza Apartments (Twin Cities Housing Development Corporation).** Affordable Housing/ Rehabilitation; 90 PBV; 2002-2003.
4. **Rivertown Commons (The Cornerstone Group).** Mixed Income & Supportive Housing/Existing Housing; 20 PBV (6 supportive); 2002.
5. **YWCA (YWCA).** Supportive Housing/Existing Housing; 36 PBV; Single parent households; 2003.
6. **Jackson Street Village (RS Eden).** Supportive Housing/New Construction; 24 PBV; Homeless, recovering from chemical dependency; 2003.
7. **Sibley Court Apartments (OAHS Sibley Court LLC).** Mixed Income/New Construction; 24 PBV; 2003.
8. **Families First I-II-III (Model Cities).** Supportive Housing/Existing Housing; 19 PBV; Homeless, recovering from chemical dependency; 2003-2005 (3 stages).
9. **Seventh Landing (RS Eden).** Supportive Housing/New Construction; 13 PBV; Homeless Youth; 2003.
10. **Straus Building (Sherman Associates).** Mixed Income/Rehabilitation; 10 PBV; 2003.
11. **Upper Landing (Shelter Corporation).** Mixed Income/New Construction; 14 PBV; 2004.
12. **Martin Luther King Court (St. Paul Urban League).** Supportive Housing/Existing Housing; 8 PBV; Homeless families with children where one person has been diagnosed with HIV/AIDS; 2004.
13. **St. Christopher Place (Catholic Charities).** Supportive Housing/Existing Housing; 14 PBV Single Room Occupancy (SRO); Long-Term Homeless; 2004.
14. **UniDale Apartments (Legacy Management).** Mixed Income & Supportive Housing/New Construction; 19 PBV (15 supportive); Chronically Homeless; 2006.
15. **Sankofa Apartments (Model Cities).** Supportive Housing/Rehabilitation; 15 PBV; Long-Term Homeless Adults & Youth (pregnant or parenting); 2008.
16. **Cleveland-Saunders (YWCA).** Supportive Housing/Existing; 9 PBV; Long-Term Homeless Families; 2009.
17. **Winnipeg Apartments (Legacy Management).** Supportive Housing/New Construction; 5 PBV; Long-Term Homeless; 2009.

18. **Delancey Apartments (PPL).** Supportive Housing/Rehabilitation; 8 PBV; Long-Term Homeless with disabilities; 2009.
19. **Lexington Commons (CommonBond).** Supportive Housing/Rehabilitation; 45 PBV; Long-Term Homeless individuals; 2010.
20. **Renaissance Box (Aeon).** Supportive Housing/Rehabilitation; 10 PBV; Long-Term Homeless; 2011.
21. **Fort Road Flats (PPL).** Supportive Housing/New Construction; 8 PBV; Long-Term Homeless; 2013.
22. **Ujamaa Housing (PPL).** Supportive Housing/Rehabilitation; 11 PBV; Homeless young males without family support; 2013.
23. **Western University Plaza (Sand Company).** Supportive Housing/ New Construction; 6 PBV; Chronically Homeless; 2015.
24. **Prior Crossing (Beacon Interfaith).** Supportive Housing/New Construction; 24 PBV; Homeless Youth; 2016.
25. **Dorothy Day Residence (Catholic Charities).** Supportive Housing for the Homeless/VASH/Existing Housing; Long-Term Homeless; 39 PBV; 2020.
26. **Frogtown Crossroads (Wellington).** Mixed-Income/New Construction; 10 PBV; 2021.
27. **Mino Oski Ain Dah Yung (PPL).** Supportive Housing for the Homeless/Existing; 23 PBV; Homeless Youth; 2021.
28. **Crane Ordway (Aeon).** Mixed-Income/Existing; 19 PBV; 2021
29. **The Parkway (JB Vang).** Mixed-Income/New Construction; 10 PBV; 2022.
30. **Stryker Senior Housing (Neighborhood Development Alliance).** Mixed-Income/New Construction/VASH; 20 PBV; Board Approved 2020.
31. **Ford Site (CommonBond).** Elderly/New Construction; 60 PBV; Board Approved 2021.
32. **Kimball Court (Beacon Interfaith).** Supportive Housing for the Homeless/ Rehabilitation; 24 PBV; Board Approved 2021.
33. **Phalen Village (MWF Properties).** VASH /Elderly/New Construction; 21 PBV; Board Approved 2022.
34. **Mary Hall (Aeon).** Supportive Housing for the Homeless/Rehabilitation; 40 PBV; Board Approved 2022.

More FACTS About PHA

- On October 3, 2019, the PHA successfully converted 3,836 units from Public Housing to Multifamily RAD PBRA. The PHA will never privatize “public housing”. Under RAD PBRA, the PHA retains full ownership of this deeply affordable precious asset. RAD PBRA also offers the following advantage over traditional public housing funding:
 - Through RAD, the PHA locked in the 2018 capital and operating funding appropriated by Congress which was higher than previous years;
 - The PHA will receive annual inflation adjustments of 2% to 3% on that better money over the next 20 years;
 - The PHA will meet all projected capital needs for the next 20 years without the need for any debt financing.

HCV

In the Housing Choice Voucher Program, the average tenant payment for rent plus utilities is \$453 a month.

The average federal subsidy per voucher (rent subsidy plus administration) is \$955 a month.

RAD

For Multifamily (RAD), the average tenant payment for rent plus utilities is \$441 a month.

The total federal subsidy, including operating and capital improvements, is approximately \$439 a month.

LIPH

For public housing (LIPH), the average tenant payment for rent plus utilities is \$799 a month.

The total federal subsidy, including operating and capital improvements, is approximately \$503 a month.

FACT

The PHA executed a community solar agreement in 2018 that provides 10 of our hi-rises 100% solar power for electricity while saving \$120,000 per year for 25 years.

FACT

The PHA has an annual total operating budget of \$106.5 million, owns \$908 million worth of physical assets with minimal debt (other than \$12.7 million of forgivable and 0% interest deferred loans.)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Project-Based Voucher Award;
Jeremiah Program

DATE February 28, 2024

Staff requests Board approval of Resolution No. 24-2/28-05 to award a total of 25 Section 8 vouchers for use as project-based voucher (PBV) assistance in the existing housing development owned by the Jeremiah Program, located at 932 Concordia Avenue in Saint Paul (shown on the attached map). As explained in the accompanying Board report, staff is also recommending awarding 45 PBVs to CommonBond's "CB Ford Site II" development. Staff may recommend awarding additional PBVs at a meeting in March, to Aeon for subsidies at Mary Hall, 438 Main Street. Staff were still discussing that project with Aeon representatives when this report was written.

Background: On January 25, 2023, the Board approved offering 150 PBVs through the 2023 Minnesota Housing (MHFA) Consolidated Request for Proposals ("SuperRFP"). The offering included 125 PBVs for any type of housing plus an additional 25 PBVs exclusively for HUD-VASH (Veteran Affairs Supportive Housing) vouchers for homeless veterans. A copy of that Board report is attached. In response to MHFA's SuperRFP, six developers submitted applications for PBVs. Four of those projects also applied for other funding from Minnesota Housing, but only CommonBond was awarded any of the funding they requested. The Jeremiah Program was one of the two applicants who requested only PBVs, without applying for other funding from Minnesota Housing.

Project-Based-Voucher Project Recommendations: Staff is recommending awarding 25 PBVs to the Jeremiah Program, which would be the maximum number allowed by HUD regulations. The developer applied for 34 vouchers as “mixed income” housing, but in that category HUD limits PBVs to 25 units in a project, or 25% of the total development units, whichever is greater.

The Jeremiah Program in St. Paul consists of 38 housing units in a multifamily building constructed in 1997, providing affordable housing and services targeted to single mothers in the black, indigenous, and people of color (BIPOC) communities.¹

In the Jeremiah Program’s application for PBVs, they state that the current development has experienced an increase in costs which has undermined the stability of the development’s affordability. They also explain that PBV subsidies at this development would assist in directing and leveraging other funding sources to expand their development of other affordable housing units in Saint Paul.

HUD Requirements and Implementation Plan: After the PHA awards project-based vouchers to a housing project, there are several steps that must take place before assistance is available for those households. All sites must meet certain site selection standards as defined in the regulations. The site selection standards include ensuring that:

1. The selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities;
2. The site meets site and neighborhood standards;
3. The site is suitable in furthering full compliance with the Civil Rights Act of 1964; and
4. Each site will pass the Housing Quality Standards (“HQS”), as it is commonly administered throughout the HCV Programs. There are specific requirements for those

¹ More information is available online at Jeremiahprogram.org. “Founded in 1993, JP is headquartered in Minneapolis, Minnesota, with campuses in nine cities nationwide.”

units that have yet to be constructed, and for those units that are already existing at the time of the award. (If HUD's new "NSPIRE" inspection protocol is fully activated by the time the new units are completed, those standards will apply.)

If the Board approves the proposal as recommended, staff will work with the developer to complete additional steps as required by HUD. Since the project is already constructed, staff will work with responsible parties to obtain any necessary Environmental Review documentation, complete an HQS inspection of the designated units, and determine client eligibility.

Once the project has satisfied those requirements, staff will enter into a twenty-year initial HAP contract. The Board's approval and staff's subsequent contract approval for the project are contingent upon compliance with all applicable HUD regulations and the requirements in the PHA's Admission and Occupancy Policies. The PHA will not execute any contracts and will not commit nor expend any funds for PBV activities at the project until the requirements are satisfied.

As with other voucher participants, staff must annually review each PBV household's income, recertify their eligibility and adjust the family's share of the rent. That process is repeated during the year if participants' incomes and circumstances change (interim recertifications). Staff turnover in PBV projects' management teams and normal tenant turnover require the PHA's Section 8 staff to provide ongoing support to each PBV project.

Tenants who live in PBV-assisted housing for at least a year have a right to move with a tenant-based voucher (a "mobility voucher"), while the PBV unit also keeps its voucher. While staff have been able to effectively manage that flow of vouchers, the process does require additional staff time.

Staff are now considering the number of vouchers that could be offered in the 2024 Consolidated RFP and will return to the Board with a recommendation in the coming months.² As explained below, the recommended PBV awards still stay well below HUD’s limits on the number (percentage) of a PHA’s HCV allocation that can be project-based.

Regulatory Cap on PBV. The PHA’s PBV program began in July 1999 when the Board approved an initial limit of 100 units. Since inception, the Board has approved 799 PBV units in 33 projects. In 2018 the Board approved offering up to 300 PBVs over the next five-year period. Below is a chart with the PHA’s recent history of PBV offerings and awards:

Board Approved Offering	PHA’s Offering	PBVs Awarded (Year)
11/28/2018	125	105 (1/22/2020)
6/24/2020	70 (50 + 20 VASH)	115 (1/27/2021)
4/28/2021	70 (50 + 20 VASH)	61 (4/27/2022 and 5/25/2022) (50 + 11 VASH)
5/25/2022	40 (VASH only)	0 (No applications)
1/25/2023	150 (includes 25 VASH)	70 recommended 2/28/2024; maybe more for Mary Hall?
2024	To be determined	
Total	455	351 Proposed

If the Board approves the two current recommendations (25 for Jeremiah Program and 45 for CommonBond = 70 PBVs), that would bring the total number of PBVs awarded to 869. That

² The Board approved two PBV projects totaling 61 units in 2022, from applications submitted in response to Minnesota Housing’s 2021 Consolidated RFP. As of the writing of this report, one of those projects has executed the AHAP (21 units at Phalen Village Flats, 1180 Prosperity Avenue); and the other project is still in progress. (40 units at Mary Hall, 438 Dorothy Day Place). In the 2022 Consolidated RFP the PHA offered only 40 VASH vouchers as PBVs. No applications were submitted requesting those PBVs.

number would be approximately 17% of the PHA’s current Housing Choice Voucher allocation available for project basing (5,086).

Under current HUD regulations, the PHA is permitted to project-base up to 20% of its voucher allocation, so the upper limit could be 1,017 (20% of 5,086). HUD guidance also allows a PHA to project-base an additional 10% of their vouchers under certain categories included in the PHA’s selection criteria,³ which would currently authorize another 508 units, for a total allowed of 1,525. However, the more vouchers are allocated for PBV use, the fewer vouchers can be issued to eligible low-income families on the general waiting list.

Project-based vouchers are a critical component of the State, County, and City Plans to End Long-Term Homelessness; and they are also leveraged to create additional affordable housing (beyond the voucher units themselves) for those who need it. The current recommendation to award 25 PBVs will help create affordable housing for targeted populations.

CMS/YM/FAH/LF

Attachments: Resolution No. 24-2/28-05
Map Showing 932 Concordia Avenue
January 25, 2023 Board Report: PBV Offering Plan and Appendix K
PBV Selection Criteria Scoring
PBV Narrative Questions/Responses from Current Applicants
2024 PHA Fact Sheet List of All PBV Projects

³ This includes

- 1) Units that serve “homeless” clients, as defined under the McKinney-Vento Homeless Assistance Act,
- 2) Units that serve veterans, as defined by the PHA,
- 3) Units that provide supportive housing to persons with disabilities or elderly persons, as defined by the PHA, and
- 4) Units that are located in a census tract with a poverty rate of 20 percent or less.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NO. 24-2/28-05

**APPROVAL OF SECTION 8
PROJECT-BASED VOUCHER ASSISTANCE;
JEREMIAH PROGRAM**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has previously approved the establishment of a Housing Voucher/ Section 8 Project-Based Assistance Program according to the regulations contained in Part 983 of the Code of Federal Regulations; and

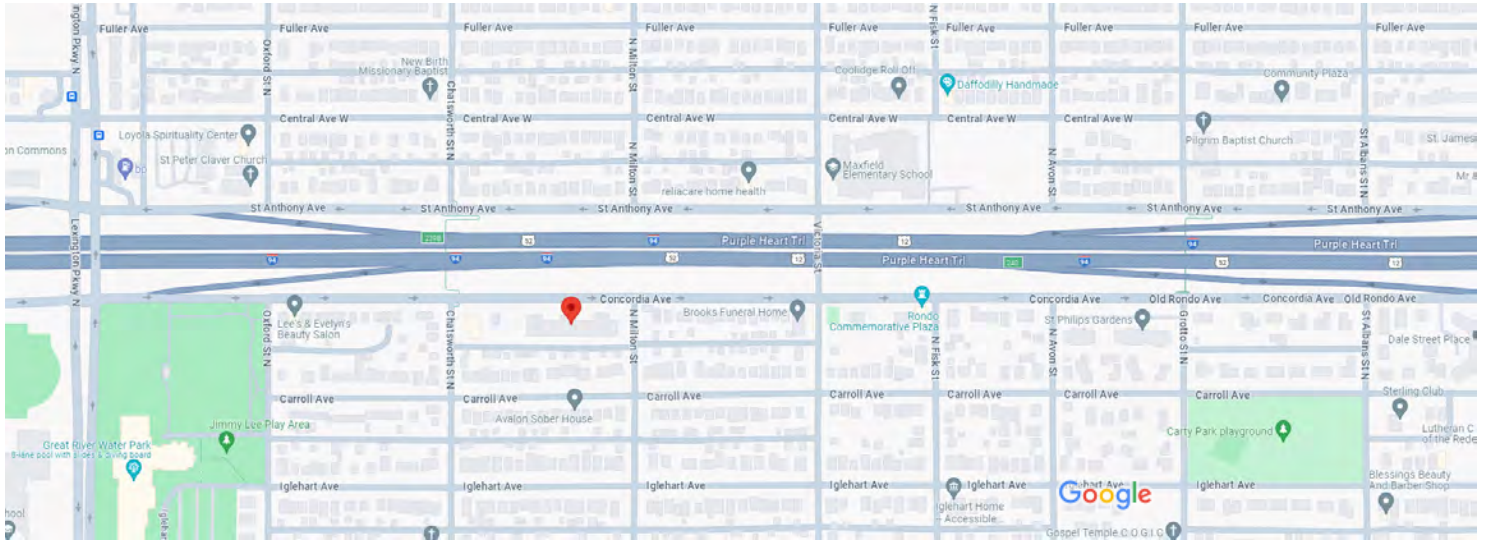
WHEREAS, the PHA issued a Request for Proposals through the Minnesota Housing Finance Agency's 2023 Consolidated Request for Proposals (SuperRFP) process and received six applications for Housing Voucher/ Section 8 Project-Based Assistance;

WHEREAS, Jeremiah Program's development located at 932 Concordia Avenue project meets the minimum criteria established by the Board on January 25, 2023, where the Board offered 150 PBVs over five separate selection criteria categories;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of Saint Paul as follows:

1. Approves the following proposal for the use of Housing Voucher/Section 8 project-based assistance, subject to the availability of adequate federal funding, for the Housing Choice/Section 8 vouchers:
 - **Jeremiah Program:** 25 PBV units for the development located at 932 Concordia Avenue, St. Paul, Minnesota;
2. The Executive Director or his designee is authorized to enter into an initial HAP contract for a term of twenty (20) years, contingent upon each project meeting all requirements in the PHA's Admission and Occupancy Policies, including all separate requirements published in Part 983 of the Code of Federal Regulations; and
3. The Executive Director or his designee is hereby authorized to execute all other documents that may be necessary to comply with HUD regulations and guidelines for this action.

Google Maps 932 Concordia Ave



Map data ©2024 Google 200 ft



932 Concordia Ave

Building



Directions



Save



Nearby



Send to phone

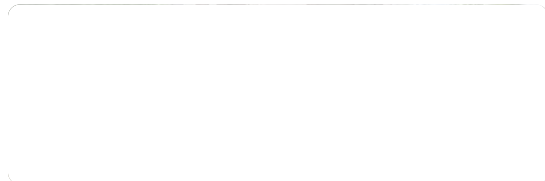


Share



932 Concordia Ave, St Paul, MN 55104

Photos



At this place

Jeremiah Program Saint Paul

4.3 (12)

Non-profit organization · Floor 1

Closes soon · 5 PM · Opens 9 AM Fri



PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

APPROVED

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Project-Based Voucher (PBV)
Offering for 2023;
Agency Plan Amendment

DATE January 25, 2023

Staff recommends Board approval of Resolution No. 23-1/25-01 to offer up to 150 Project-Based Vouchers (PBVs) in Minnesota Housing's 2023 Consolidated Request for Proposals (RFP) among all existing PBV categories. The recommended offering would include 125 PBVs available for any type of housing plus an additional 25 PBVs exclusively for HUD-VASH (Veteran Affairs Supportive Housing) vouchers for homeless veterans. Minnesota Housing (Finance Agency; MHFA) will publish their RFP in April. With the Board's approval, Minnesota Housing would add the PHA's PBV offering to the RFP, and begin advertising this offering early to allow interested developers and property owners more time to assemble their financing "stack" (leveraging various funding sources). This offering would be an amendment to the PHA's Agency Plan.

The PHA did not award any PBVs last year, because the offering was targeted to housing for homeless veterans (VASH PBVs) and there were no qualified applicants. At the May 25, 2022 meeting the Board approved offering 40 vouchers for PBV use, exclusively for HUD-VASH. As previously reported to the Board, there were no eligible PBV-VASH projects that also met Minnesota Housing's criteria in 2022, so none of those vouchers were ultimately awarded.¹ The recent history of PBV offerings, applications and awards is as follows:

¹ Minnesota Housing had just two projects in St. Paul that applied for funding in their 2022 Consolidated RFP, with only one of those applying for St. Paul PHA's Project-Based-Vouchers (PBV). Both of these projects were denied their requested funds from Minnesota Housing.

REPORT TO COMMISSIONERS – JANUARY 25, 2023

PBV OFFERING

PAGE 2 of 6

Year Offered	Number of Vouchers Offered	Number of Vouchers Applied For	Number of Vouchers Awarded
2019	125	142	105
2020	120	123	115
2021	70 (50 general; 20 VASH)	61 (54 general; 7 VASH)	61 (50 general; 11 VASH)
2022	40 (VASH only)	0	0
2023	125 + 25 VASH (proposed)		

As explained in previous reports, HUD limits the percentage of a PHA's voucher allocation that can be project-based. The limit is 20% of the allocation for general purpose PBVs, with another 10% (total 30% of the allocation) for PBVs used for the following special purposes:

- Homeless households
- Veterans
- Supportive housing for persons with disabilities or elderly persons; and/or
- Projects in low poverty areas.

The PHA's current allocation of vouchers is 5,243 with 5,086 eligible for project-basing², so the 20% limit allows 1,017 PBVs, and the 30% limit adds another 509 PBVs for a potential total of 1,526. The PHA has awarded a total of 798 PBVs, including the PBV awards made through the April 2022 Board Meeting. If there were applications for all 150 vouchers, and the Board chose to award all 150, there would still be at least 578 vouchers available for project-basing in the future.

As shown in the attached table, 250 of the 798 PBVs qualify under the exception criteria (4.9% of the total supply of 5,086, out of a maximum of 10% in this category), so another 259 could be awarded before reaching the current 10% limit of 509. The PHA has awarded 548 PBVs that do

² HUD has indicated that Emergency Housing Vouchers (157) are not eligible for project-basing.

not qualify under the exception cap (10.8% of the total supply of 5,086, out of a maximum of 20%), so another 469 could be awarded before reaching the current 20% limit of 1,017.

Rationale for Recommendation:

This is a larger offering than has been recommended in several years, and there are important considerations behind this recommendation.

- As in 1999 when the Board first approved awarding project-based vouchers, many tenant-based vouchers are going unused and shopping numbers are high. The rental housing market is very tight and property owners and managers can easily fill vacancies without going through the extra inspections and paperwork to rent to a voucher holder.
- Project-basing an HCV attaches it to a designated unit where the developer/owner has committed (contracted) to only lease that unit to a family with a voucher. In exchange, the developer/owner receives a long-term (typically 20 years) commitment from the PHA to receive the HCV subsidy when the unit is leased to an HCV-eligible renter.
- With the HCV-PBV-HAP (Housing Assistance Payments) contract, the developer can qualify for other financing including other public subsidies (for example, Low Income Housing Tax Credits and State subsidies administered by Minnesota Housing).
- PBVs create more deeply-affordable rental housing both directly (the number of units in the HAP contract) and indirectly, since PHA policy gives developer-applicants priority in the PBV competition for committing to provide additional affordable units in the project (leveraging).
- As previously reported, over 500 shoppers are searching for a unit, and this number continues to grow.
- Voucher holders from other Twin Cities housing agencies (especially Metro HRA and Minneapolis PHA) are also competing for the same units.
- The PHA also currently has over 500 vouchers “on the shelf” (not issued), so those subsidies are not being used.

- PBVs have also proven to be critical to the success of supportive housing, an essential component of our partnerships with both the City of St. Paul and Ramsey County in addressing homelessness. Without the ongoing deep rent subsidy, few if any projects can provide the supportive services combined with affordable housing that are required for many families and individuals with barriers to market-rate housing.

For these reasons, offering a large number of vouchers now works directly to accomplish the PHA's mission by creating safe, affordable, quality housing opportunities for Housing Choice Voucher participants.

This is also a unique time to be offering vouchers in Minnesota Housing's Consolidated RFP, as the Legislature is poised to make historic investments into housing. Additionally, as there were no eligible projects under development in 2022, staff believe there may be additional demand in this current cycle. Partnering with Minnesota Housing through this Project-Based Voucher offering will allow that agency (and the City of St. Paul) to leverage a high level of State resources to meaningfully invest in a high number of affordable units throughout St. Paul.

If all of these vouchers are subscribed and awarded, there would still be ample vouchers that could be awarded for project-basing in the future. As shown in the attached chart, the PHA has received 377 vouchers that are eligible for project-basing since January 1, 2020. Congress has also funded additional voucher opportunities for the upcoming year, and 30% of most new vouchers received³ will be available for project-basing. Staff believe that Congress and HUD will continue to fund and award more vouchers, although those vouchers may become more difficult to lease up if the market does not create more affordable housing. Again, PBVs provide

³ Congress has appropriated funds for additional general vouchers, VASH vouchers, and FUP vouchers. The PHA has also registered their interest for Stability Vouchers, but the award and requirements are not published at the time this report was drafted.

a solution. Staff is recommending offering 25 VASH-PBVs specifically to serve homeless veterans, for the following reasons (the same as last year's offering of 40 VASH PBVs):

- Support the State's goal of ending veteran homelessness,
- Incentivize developers to create more housing opportunities dedicated to homeless veterans, and
- Add to the supply of affordable housing in St. Paul.

Although the number of homeless veterans continues to decrease, those who remain are among the most difficult to house. Multiple agencies are scouring the rental market to find affordable housing options with owners and managers who are willing to rent to their clients. VASH PBVs help fill that gap.

Timeline: HUD requires a PHA to obtain its approval before publicly announcing the availability of additional PBVs, so staff would contact HUD immediately if the Board approves this recommendation.

The PHA Board-approved policy⁴ states that the Agency solicits all PBV applications through Minnesota Housing's Consolidated RFP (Request for Proposals). If the proposer is also applying for funding from Minnesota Housing, the PHA can rely on the State agency's determination of financial viability and consistency with Minnesota's stated affordable housing goals.

All project owners and developers seeking PBVs from the PHA must respond to the selection criteria for the HUD-VASH vouchers in their application to Minnesota Housing. Minnesota Housing shares this information with the PHA, so staff can begin reviewing the proposals. In accordance with the PHA's policy, staff does not recommend final approval to the Board until

⁴ Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Programs (also called the Section 8 Administrative Plan)

after Minnesota Housing has announced its awards. At that point, staff submits its recommendations for PBV awards to the Board.

The proposed timeline for offering the PBVs is as follows:

Activity	Estimated Date
Recommend Board Approval of Offering	January 25, 2023
Request HUD Approval of Offering	January 26, 2023
MHFA Consolidated RFP Advertising	February, 2023
MHFA RFP Published	April 12, 2023
MHFA Applications Due	July 13, 2023
MHFA Board Approves Applications	(est.) December 14, 2023
Staff Recommendation to PHA Board for Specific Project Approval	(est.) January 24, 2024

DJM/FAH

Attachments:

- Resolution No. 23-1/25-01
- PBVs awarded since January, 2020, with Exception Designations
- History of Voucher Awards since 2011, including Bar Chart

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL
RESOLUTION NO. 23-1/25-01
OFFERING PROJECT-BASED VOUCHERS**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has undertaken to provide decent, safe and sanitary housing for families pursuant to Section 8 of the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

WHEREAS, the PHA currently administers a Section 8 Housing Choice Voucher (HCV) Program, including a Project-Based Voucher (PBV) Program, for which the guiding policies are set forth in the Admission and Occupancy Policies for the Section 8 Housing Choice Voucher Program, dated February 23, 2000, as amended; and

WHEREAS, the PHA's goals for its PBV program include the following:

1. To contribute to the upgrading and long-term viability of the area's housing stock.
2. To increase the supply of affordable housing and location choice for very low-income households.
3. To integrate housing and supportive services such as education, case management, job training, and day care to help families and individuals achieve stability and self-reliance.
4. To promote the coordination and leveraging of resources of public, semi-public, or non-profit agencies with compatible missions.
5. To support the City of St. Paul's affordable housing goals.
6. To assist the State of Minnesota and Ramsey County and the City of St. Paul with their plans to end homelessness, by providing rental subsidies to supportive housing and other projects that are designed to house persons experiencing homelessness; and

WHEREAS, the PHA currently has 5,086 vouchers authorized by its Consolidated Annual Contributions Contract (ACC) with HUD that are eligible for project-basing; and

WHEREAS, the PHA currently has awarded 798 Housing Choice Vouchers as Project-Based Vouchers (PBVs), providing rental assistance for supportive housing and for affordable housing in specific properties; and

WHEREAS, the PHA is authorized to commit up to 20 percent of its authorized HCVs for use as PBVs, and an additional 10 percent (total 30 percent) if the additional units fall into one or more of the following categories:

- Homeless (as defined by HUD)
- Veteran (as defined by PHA)
- Supportive housing for persons with disabilities and/or elderly persons
- Projects located in low-poverty areas as defined by HUD; and

WHEREAS, staff has recommended offering 125 more HCVs for PBV use in Minnesota Housing's 2022 Consolidated Request for Proposals (RFP), with an additional 25 exclusively for Veteran Affairs Supportive Housing (VASH) PBV units for homeless veterans;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of Saint Paul as follows:

1. The PHA will offer 125 Housing Choice Vouchers for project-basing, with an additional 25 Veteran Affairs Supportive Housing (VASH) vouchers in Minnesota Housing's 2023 Consolidated Request for Proposals; and
2. The Executive Director (or his designee) is authorized to carry out all actions to complete this action; and
3. The Agency Plan is amended accordingly.

Developer/Owner	PBV Only?	New Construction or Existing Housing?	(Minimum Requested)	Requested Mixed Income	Requested Supportive	Requested VASH	Requested Elderly	Total Applied	Total Size	PBV portion of total project	Total Eligible after MN Housing
CB Ford Site II	No	New Construction	45				45	45	60	75%	45
Jeremiah St. Paul PBV	Yes	Existing	34	34				34	38	89%	0
Mary Hall	Yes	Rehab	48		48			48	88	55%	48
77	No	New Construction	10		10			10		#DIV/0!	0
Selby Grotto Apartments	No	Rehab	12		12			12	40	30%	0
The Earl Apartments	No	New Construction	10		10			10	60	17%	0
Total			159	34	80	0	45	159	286		93



The Saint Paul PHA is offering Project Based-Vouchers in this year's Consolidated Request for Proposals.

All applicants interested in Project-Based-Vouchers must complete the questions below based on the type of Project Based Voucher (PBV) they are interested in for their project. Your interest will be evaluated based on completion of the questions below as appropriate to your application.

Only complete the sections that are applicable to the type of Project Based Vouchers you are applying for.

All applicants for PBV must complete the general questions.

General questions: All applicants MUST COMPLETE this section

Please answer the following questions:

- 1) Please provide the property's address (or anticipated address), along with a specific contact (including phone and e-mail address) for questions regarding this application for Project-Based-Vouchers.

932 Concordia Ave
 St Paul, MN 55104
 Bonita Broadnax
 bbroadnax@jeremiahprogram.org
 423-597-3283

- 2) Please indicate whether you are applying to Minnesota Housing for any additional funding this current RFP cycle. If you are applying for additional funding in this current RFP cycle, please explain what, specifically, you are applying for.

No, we are not

- 3) Please indicate if this development is being considered by Minnesota Housing as New Construction, or whether it is housing that already exists. If it is New Construction, please specify the anticipated date of construction.

Housing That Already Exists

- 4) Please state how many Project-Based-Voucher subsidies you are applying for, and how many units are in the total project. Please estimate bedroom sizes for the project and the number of each. Please also separately state the minimum number of PBVs (no lower than 10) that you would require in order to proceed with this project.

Applying for: 34 Project-Based-Vouchers Total Units: 38
 Bedroom Sizes: (28) 2-bedrooms units (10) 3-bedroom units
 Minimum number of PBV's: 34



5) Please describe any prior experience in developing and managing similar residential housing with project-based voucher (PBV) subsidies, and your ability and capacity to proceed expeditiously with the project. (10 Points)
 Jeremiah currently manages (4) other affordable housing communities, the oldest is 25 years old, in the United States, with PBV subsidies, as well as LITCH dollars.

6) If applicable, please explain how receiving PBVs for this project would also enable you to provide additional affordable housing units (beyond any PBVs that may be awarded) in the development. (20 Points)
 By placing PBV subsidies on the 34 units that are non-subsidized, it allows Jeremiah to continue a 16-year tradition of offering NOAH in the St. Paul marketplace. The PBV subsidies also allow Jeremiah to continue offering affordable housing to single moms in the BIPOC community, our target clientele, instead of eliminating it due to lack of self-funding. The subsidies also prevent rent increases, which undermine the stability we have been offering to single moms for over 20 years. Lastly, the subsidies allow us to direct funding towards partnership and development of more affordable housing units in the St. Paul market, under the Jeremiah banner.

The next three sections must be completed if Project Based Vouchers are to be considered for your project. Please complete ONLY the section that applies to your development.

Option 1: VASH Vouchers

Only complete this section if you are applying for Veteran Affairs Supportive Housing (VASH) Project-Based-Vouchers

VASH Vouchers: Only applicants interested in applying for Veteran Affairs Supportive Housing (VASH) Project-Based-Vouchers complete this section.

Required VASH Selection Criteria:

- 1) Please obtain and provide a letter of support from the local VA. (20 Points)
- 2) Please certify and/or explain your commitment to accept referrals from the VA to fill all VASH PBV HAP Contract vacancies. (10 Points)
- 3) Please explain how, if you are awarded these PBVs, you will provide (or contract for) on-site supportive services, as approved and accepted by the VA. (10 Points)

Optional VASH Selection Criteria:

- 1) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (15 Points)

- 2) A project will be awarded an additional 15 points if it is "New Construction," as separately indicated in this questionnaire.

Option 2: Supportive Housing for the Homeless Project Based Vouchers

Only complete this section if you are applying for Supportive Housing for the Homeless Project-Based-Vouchers

Supportive Housing for the Homeless Project Based Vouchers: Only applicants interested in applying for Supportive Housing for the Homeless Project-Based-Vouchers complete this section.

Required Supportive Housing for the Homeless Selection Criteria:

- 1) Please explain how you will serve homeless individuals and families (as defined in Minnesota Housing's Consolidated RFP) with all of the PBV units you are placing in this project. (15 Points)
- 2) Please explain how, if you are awarded these PBVs, you will provide (or contract for) on-site supportive services appropriate for the population served. (15 Points)
- 3) Please confirm that you will process all referrals from Ramsey County's Coordinated Entry, in accordance with their processes. Please refer to the Ramsey County Coordinated Entry for Everyone website at <https://www.ramseycounty.us/residents/assistance-support/assistance/housing-services-support/housing-service-providers-landlords> for additional information. (15 Points)

Optional Supportive Housing for the Homeless Selection Criteria:

- 1) Please explain how this project will serve individuals and families who meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act. (15 Points)
 - 2) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract "where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates." Please indicate the census tract the property is currently (or will be) located in. (10 Points)
 - 3) A project will be awarded an additional 10 points if it is "New Construction," as separately indicated in this questionnaire.
-

Option 3: Mixed-Income Affordable Housing Project Based Vouchers

***Only complete this section if you are applying for
Mixed Income Affordable Housing Project-Based-Vouchers complete this section***

Mixed Income Affordable Housing Project Based Vouchers: Only applicants interested in applying for Mixed Income Affordable Housing Project-Based-Vouchers complete this section.

Mixed-Income Affordable Housing Criteria:

- 1) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (35 Points)
Census Tract 335, GEOID: 27123033500

- 2) A project will be awarded an additional 35 points if it is “New Construction,” as separately indicated in this questionnaire.
No, N/A

Option 4: Affordable Housing for the Elderly Project Based Vouchers

***Only complete this section if you are applying for
Affordable Housing for the Elderly Project-Based-Vouchers complete this section***

Affordable Housing for the Elderly Project Based Vouchers : Only applicants interested in applying for Affordable Housing for the Elderly Project-Based-Vouchers complete this section.

Affordable Housing for the Elderly Housing Criteria:

- 1) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (35 Points)

- 2) A project will be awarded an additional 35 points if it is “New Construction,” as separately indicated in this questionnaire.

- 3) Please indicate and explain whether you intend to provide (or contract for) on-site supportive services appropriate for the population served. (10 Points)

Option 5: FUP Vouchers

Only complete this section if you are applying for Family Unification Program (FUP) Project-Based-Vouchers

FUP Vouchers: Only applicants interested in applying for Family Unification Program (FUP) Project-Based-Vouchers complete this section.

Required FUP Selection Criteria:

- 1) Please obtain and provide a letter of support from Ramsey County Health and Human Services. (15 Points)

- 2) Please certify and/or explain your commitment to accept referrals from Ramsey County Child Protection. (15 Points)

- 3) Please explain how, if you are awarded these PBVs, you will provide (or contract for) on-site supportive services appropriate for the families served in the Family Unification Program. (15 Points)

Optional FUP Selection Criteria:

- 1) Please indicate whether all PBV units will be 3BR or larger. (15 points)

- 2) Please indicate whether this project is currently located (or will be located) in a low-poverty census tract. That is, a census tract “where the poverty rate is 20% or less, as defined by the most recent American Community Survey 5-Year Estimates.” Please indicate the census tract the property is currently (or will be) located in. (10 Points)

- 3) A project will be awarded an additional 10 points if it is “New Construction,” as separately indicated in this questionnaire.

By submitting this application, I certify it is true and complete to the best of my knowledge. I promise that if we are awarded Project-Based-Vouchers, we will act in good faith to meet all federal and PHA program requirements. I understand that if I have applied for other funding from Minnesota Housing in this cycle, my application for Project-Based-Vouchers will only be considered if the project is selected to receive some of that funding. I understand that failure to meet any of these requirements may result in the PHA withdrawing its Project-Based-Vouchers.

FACTS About Our Housing Choice Voucher Programs

The PHA administers 5,243 affordable housing opportunities through the Housing Choice Voucher (HCV) Programs and other Section 8 subsidies, paying over \$45 million annually in federal rent subsidies to private owners who rent units to eligible families and individuals with very low incomes. The PHA's HCV/Section 8 program has earned HUD's "High Performer" rating for 22 consecutive years.

"Housing Choice Vouchers" (HCVs) move with the renter to a landlord of their choosing. "Project-Based Vouchers" (PBVs) are HCVs that have been committed to specific units and buildings. Since the beginning in 2000, the PHA's PBV program has grown to 699 PBVs under contracts in 31 separate projects. The PHA's Board has approved an additional 64 PBVs in two additional projects that were not yet under contract as of the date of this publication. They are all detailed below.

More than half of the PBVs are in "Supportive Housing" projects, which also offer services. "Mixed Income" housing provides PBVs in the same building with market-rate units. "VASH" PBVs are dedicated to homeless veterans, in partnership with the local VA Medical Center. "Elderly" PBVs are dedicated to individuals 62 years of age and older.

1. **Sibley Park Apartments (OAHS Sibley Park LLC).** Mixed Income/New Construction; 24 PBV; 2002.
2. **Crestview Apartments (PPL & New Foundations).** Supportive Housing/Existing Housing; 41 PBV; Homeless, recovering from chemical dependency; 2002-2005 (2 stages).
3. **Liberty Plaza Apartments (Twin Cities Housing Development Corporation).** Affordable Housing/ Rehabilitation; 90 PBV; 2002-2003.
4. **Rivertown Commons (The Cornerstone Group).** Mixed Income & Supportive Housing/Existing Housing; 20 PBV (6 supportive); 2002.
5. **YWCA (YWCA).** Supportive Housing/Existing Housing; 36 PBV; Single parent households; 2003.
6. **Jackson Street Village (RS Eden).** Supportive Housing/New Construction; 24 PBV; Homeless, recovering from chemical dependency; 2003.
7. **Sibley Court Apartments (OAHS Sibley Court LLC).** Mixed Income/New Construction; 24 PBV; 2003.
8. **Families First I-II-III (Model Cities).** Supportive Housing/Existing Housing; 19 PBV; Homeless, recovering from chemical dependency; 2003-2005 (3 stages).
9. **Seventh Landing (RS Eden).** Supportive Housing/New Construction; 13 PBV; Homeless Youth; 2003.
10. **Straus Building (Sherman Associates).** Mixed Income/Rehabilitation; 10 PBV; 2003.
11. **Upper Landing (Shelter Corporation).** Mixed Income/New Construction; 14 PBV; 2004.
12. **Martin Luther King Court (St. Paul Urban League).** Supportive Housing/Existing Housing; 8 PBV; Homeless families with children where one person has been diagnosed with HIV/AIDS; 2004.
13. **St. Christopher Place (Catholic Charities).** Supportive Housing/Existing Housing; 14 PBV Single Room Occupancy (SRO); Long-Term Homeless; 2004.
14. **UniDale Apartments (Legacy Management).** Mixed Income & Supportive Housing/New Construction; 19 PBV (15 supportive); Chronically Homeless; 2006.
15. **Sankofa Apartments (Model Cities).** Supportive Housing/Rehabilitation; 15 PBV; Long-Term Homeless Adults & Youth (pregnant or parenting); 2008.
16. **Cleveland-Saunders (YWCA).** Supportive Housing/Existing; 9 PBV; Long-Term Homeless Families; 2009.
17. **Winnipeg Apartments (Legacy Management).** Supportive Housing/New Construction; 5 PBV; Long-Term Homeless; 2009.

18. **Delancey Apartments (PPL).** Supportive Housing/Rehabilitation; 8 PBV; Long-Term Homeless with disabilities; 2009.
19. **Lexington Commons (CommonBond).** Supportive Housing/Rehabilitation; 45 PBV; Long-Term Homeless individuals; 2010.
20. **Renaissance Box (Aeon).** Supportive Housing/Rehabilitation; 10 PBV; Long-Term Homeless; 2011.
21. **Fort Road Flats (PPL).** Supportive Housing/New Construction; 8 PBV; Long-Term Homeless; 2013.
22. **Ujamaa Housing (PPL).** Supportive Housing/Rehabilitation; 11 PBV; Homeless young males without family support; 2013.
23. **Western University Plaza (Sand Company).** Supportive Housing/ New Construction; 6 PBV; Chronically Homeless; 2015.
24. **Prior Crossing (Beacon Interfaith).** Supportive Housing/New Construction; 24 PBV; Homeless Youth; 2016.
25. **Dorothy Day Residence (Catholic Charities).** Supportive Housing for the Homeless/VASH/Existing Housing; Long-Term Homeless; 39 PBV; 2020.
26. **Frogtown Crossroads (Wellington).** Mixed-Income/New Construction; 10 PBV; 2021.
27. **Mino Oski Ain Dah Yung (PPL).** Supportive Housing for the Homeless/Existing; 23 PBV; Homeless Youth; 2021.
28. **Crane Ordway (Aeon).** Mixed-Income/Existing; 19 PBV; 2021
29. **The Parkway (JB Vang).** Mixed-Income/New Construction; 10 PBV; 2022.
30. **Stryker Senior Housing (Neighborhood Development Alliance).** Mixed-Income/New Construction/VASH; 20 PBV; Board Approved 2020.
31. **Ford Site (CommonBond).** Elderly/New Construction; 60 PBV; Board Approved 2021.
32. **Kimball Court (Beacon Interfaith).** Supportive Housing for the Homeless/ Rehabilitation; 24 PBV; Board Approved 2021.
33. **Phalen Village (MWF Properties).** VASH /Elderly/New Construction; 21 PBV; Board Approved 2022.
34. **Mary Hall (Aeon).** Supportive Housing for the Homeless/Rehabilitation; 40 PBV; Board Approved 2022.

More FACTS About PHA

- On October 3, 2019, the PHA successfully converted 3,836 units from Public Housing to Multifamily RAD PBRA. The PHA will never privatize “public housing”. Under RAD PBRA, the PHA retains full ownership of this deeply affordable precious asset. RAD PBRA also offers the following advantage over traditional public housing funding:
 - Through RAD, the PHA locked in the 2018 capital and operating funding appropriated by Congress which was higher than previous years;
 - The PHA will receive annual inflation adjustments of 2% to 3% on that better money over the next 20 years;
 - The PHA will meet all projected capital needs for the next 20 years without the need for any debt financing.

HCV

In the Housing Choice Voucher Program, the average tenant payment for rent plus utilities is \$453 a month.

The average federal subsidy per voucher (rent subsidy plus administration) is \$955 a month.

RAD

For Multifamily (RAD), the average tenant payment for rent plus utilities is \$441 a month.

The total federal subsidy, including operating and capital improvements, is approximately \$439 a month.

LIPH

For public housing (LIPH), the average tenant payment for rent plus utilities is \$799 a month.

The total federal subsidy, including operating and capital improvements, is approximately \$503 a month.

FACT

The PHA executed a community solar agreement in 2018 that provides 10 of our hi-rises 100% solar power for electricity while saving \$120,000 per year for 25 years.

FACT

The PHA has an annual total operating budget of \$106.5 million, owns \$908 million worth of physical assets with minimal debt (other than \$12.7 million of forgivable and 0% interest deferred loans.)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**REPORT TO COMMISSIONERS****FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR****REGARDING** McDonough Homes 7-Unit
Townhome Development (AMP 16),
Contract No. 24-115;
Development Application to HUD**DATE** February 28, 2024

Staff requests Board approval to award a contract for construction of a seven-unit townhome building, McDonough Homes II (AMP 16), on the site of RAD-PBRA Project 1, McDonough Homes, to the lowest responsible bidder, Ironmark Building Company, LLC, of Minneapolis, Minnesota, for the base bid amount of \$2,775,399. A copy of the February 8, 2024 bid tabulation is attached. Staff also requests Board approval of Resolution No. 24-02/28-03, authorizing the submittal of a development proposal to HUD for this project. This contract award is contingent upon HUD's approval of the PHA's development proposal.

As explained further below, the townhome would be constructed as a mixed-finance development under HUD's Low Income Public Housing (LIPH) program, as Asset Management Project 16 (AMP 16). Upon completion of the project, it would be transitioned to HUD's Multifamily Project-Based Rental Assistance (PBRA) program and would become the PHA's ninth RAD-PBRA project. McDonough Homes (like the PHA's other family housing developments and hi-rises) has been operating as PBRA since the conversion from LIPH through RAD (HUD's Rental Assistance Demonstration program) effective January 1, 2020. With the new townhome building, the McDonough Homes site would have a total of 599 family housing units in two separate RAD-PBRA projects.

The base bid is for construction of one townhome building in the northeast quadrant of McDonough Homes, located at 1582 A-G Timberlake Road (shown on the attached map). The

base bid amount is within the architect's original cost estimate for the 7-unit townhome development and parking lot replacement. The building will contain three unit configurations, including:

- One single-level two-bedroom apartment that will be accessible for persons with disabilities (no basement or steps),
- Five two-story, two-bedroom apartments, and
- One two-story, five-bedroom apartment. The six two-story units will have full basements.

In addition, the base bid includes removal and replacement of the deteriorated parking lot adjacent to the new townhome building and provides two new tree-lined paths for improved pedestrian access to an adjacent PHA community garden at McDonough Homes. The construction project includes the following features:

- All units will be fully protected by fire suppression sprinklers.
- Units will have security screens on the first-floor windows to reduce potential window damage and increase security.
- Units will have cementitious siding (like Hardi-Plank) on the exteriors to provide extra durability and reduced maintenance costs.
- As required by local storm water regulations, and site constraints, an at-grade storm water retention area will be constructed to control runoff rate and water quality.
- The new parking lot will provide 37 standard parking spaces and two accessible parking spaces.

Ironmark Building Company, LLC has not previously performed work for the PHA. Staff interviewed project references supplied by Ironmark Building Company, LLC and received positive feedback on their past performance for similar projects. Ironmark Building Company, LLC intends to subcontract approximately 8% of the contract work to minority business enterprises (MBE) and 13% to women-owned business enterprises (WBE). Ironmark intends to comply with Section 3 requirements by performing the required working hours with Section 3

workers. If they are unable to fulfill the required working hours for low-income individuals, they will contribute 2.5% of the total contract amount to the PHA's Section 3 Training Fund. The contractor will also participate in the Step-Up pre-apprenticeship program that provides construction trade employment opportunities to low-income individuals. Copies of the Employer Information Reports for Ironmark Building Company, LLC and the second low bidder, Brennan Construction of Minnesota, Inc. are attached.

In May of 2022, the Ramsey County Board of Commissioners, through their 2022 Inclusive Housing Development Solicitation, awarded a total of \$2,600,000 to St. Paul PHA for the development of seven housing units at McDonough Homes. Since these units will be constructed under HUD's Low Income Public Housing (LIPH) Program, the balance of the funding will come from the 2023 Capital Fund Program (CFP) grant. There are sufficient 2023 CFP grant funds for the contract costs that are not covered by Ramsey County's funding.

The new units will provide deeply affordable housing for seven additional families and will be eligible to receive ongoing HUD operating and capital subsidies under the "Faircloth Amendment".¹ The PHA currently has eleven subsidies that have been "on the shelf" since the early 2000s for a variety of reasons. This development and the one proposed at Dunedin in a separate report on this agenda will use all eleven available subsidies. Once the new units are developed, the PHA plans to convert them to RAD-PBRA units using a streamlined "Faircloth-to-RAD" process.

¹ As part of the Public Housing Reform Act of 1998 (also called the Quality Housing and Work Responsibility Act; QHWRA), the Faircloth Amendment was adopted to prevent further expansion of the inventory of public housing properties. Each housing authority's potential public housing inventory was capped at the number of units under an Annual Contributions Contract on October 1, 1999 (the Faircloth limit). Specifically, the amendment prohibits the use of Operating Fund or Capital Fund resources for public housing development or operation for units that exceed an HA's Faircloth limit. A PHA whose inventory has shrunk is authorized to develop/build/buy/rehabilitate new units, up to its Faircloth limit, and receive ongoing operating and capital subsidies to keep those units affordable.

Staff adopted a community-centered approach to the design process, to comply with Ramsey County's requirements, and to ensure the design and construction of the seven-unit townhome reflect the needs and desires of current and future residents of McDonough Homes. Staff began by organizing a resident engagement open house in the summer of 2023, which provided a platform for residents to learn about the project, voice their opinions and contribute directly to the design of the seven-unit townhome.

Staff appointed a resident liaison who will serve as a bridge between the McDonough Homes community and the design and construction teams throughout the project. This role was crucial in gathering detailed feedback and ensuring that the residents' perspectives were integrated into every aspect of the design. Through these collaborative efforts, we were able to design a living space that will meet the practical needs of its occupants and also further the sense of community at McDonough Homes. Staff will work with the McDonough Homes Resident Council to coordinate a groundbreaking event in the near future. Invitations will be sent to Commissioners, Ramsey County officials, City Councilmembers and PHA staff.

TDA/BNF/JLL/LAF

Attachments: Resolution No. 24-2/28-03
Bid Tabulation
Employer Information Reports (EEO-1)
McDonough Homes 7-Unit Townhome Site Plans and Exterior Elevations
Map of McDonough Homes

SAINT PAUL PUBLIC HOUSING AGENCY

RESOLUTION NO. 24-2/28-03

**AUTHORIZATION TO SUBMIT DEVELOPMENT PROPOSAL TO HUD
FOR CONSTRUCTION OF A SEVEN-UNIT TOWNHOME AT
MCDONOUGH HOMES (RAD-PBRA PROJECT 1)**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) administers a Low Income Public Housing Program under an Annual Contributions Contract with the U.S. Department of Housing and Urban Development (HUD), that currently includes 418 units; and

WHEREAS, there is a large unmet need for affordable housing for very-low income families in Saint Paul; and

WHEREAS, the PHA is authorized to receive Operating Fund and Capital Fund subsidies from HUD for up to eleven more public housing units as of this date and in accordance with the PHA's "Faircloth limit"; and

WHEREAS, Ramsey County has awarded the PHA funds to develop seven units at the PHA's McDonough Homes site; and

WHEREAS, staff have determined the cost to construct one seven-unit row-house apartment building, containing five two-story 2-bedroom units, one one-story 2-bedroom accessible unit and one two-story 5-bedroom units, to be \$2,775,399, of which \$2,600,000 would be provided by Ramsey County, with the balance coming from Capital Fund Program grants; and

WHEREAS, the PHA intends to utilize seven of the public housing program operating subsidies that are currently available to the PHA; and

WHEREAS, the PHA intends to convert these seven units to the RAD-PBRA Program using HUD's streamlined "Faircloth-to-RAD" process following the completion of construction; and

WHEREAS, construction of the seven units of replacement housing at McDonough Homes utilizing HUD Capital Fund Program funding and future operating subsidies, as well as the eventual "Faircloth-to-RAD" conversion will require HUD approval of a Low Income Public Housing/Mixed-Finance Development proposal; and

WHEREAS, submittal of a Low Income Public Housing/Mixed-Finance Development Proposal to HUD requires approval of the PHA Board of Commissioners;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of St. Paul as follows:

1. Staff are authorized to prepare and submit a Mixed-Finance Development Proposal to HUD requesting approval to construct one new seven-unit row-house

building at the McDonough Homes site (RAD-PBRA Project 1), utilizing \$2,600,000 of Ramsey County funding that the PHA received, Capital Fund Program funds, and FFY2025 and future operating subsidies from HUD.

2. The Executive Director, or his duly authorized agents, are authorized to execute all documents required for the HUD Mixed-Finance Development proposal.
3. The Executive Director, or his duly authorized agents, are authorized to execute the amended Annual Contributions Contract (ACC), all RAD conversion documents, and related documents when offered by HUD for this project.

**McDonough Homes 7 Unit
Townhome Development**

Contract No. 24-115

Time of Bid Opening: Thursday, February 8, 2024 at 2:00 PM

Place of Bid Opening: 200 Arch Street East, St. Paul, Minnesota

ANNOUNCEMENT: Although these bids are being publicly opened and read aloud, the PHA does not thereby waive any informalities or irregularities with respect to such bids. The PHA reserves the right to reject any or all bids or to waive any informalities in the bidding. The bids will be available at this office for public inspection.

Tabulation of Bids

	Company	Base Bid	Deduct Alt 1	Deduct Alt 2	Deduct Alt 3	TOTAL
1	Ironmark Building Co. 1710 #200 W Lake Street Minneapolis, MN 55408	\$2,775,399.00	-\$25,167.00	-\$29,528.00	-\$97,757.00	\$2,622,947.00
2	Brennan Construction of MN, Inc. 3255 Garfield Avenue Suite 200 Minneapolis, MN 55408	\$3,034,000.00	-\$19,307.00	-\$20,120.00	-\$73,340.00	\$2,921,233.00
3						

Bids opened by: Tim Braun/PHA

Bids recorded by: Kia Vue

In attendance: Mark Gunstad/ Adsit Arch, A Lor/PHA, Hunter Stevens/Ironmark, Kia Vue/PHA, Brent Feller/PHA, Mina Adsit/Adsit Arch, Victor Fatunsin/PHA, Ceilidh Lombard/Brennan,
Jim Leary/PHA, Ka Yang/PHA

EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report

Company Name: Ironmark Building Co Contact Person: Ryan Moore
 Address: 1710 #200 W Lake Street Telephone #: 612-760-7122
 City: Minneapolis Fax #: n/a
 State: MN Zip: 55408 Fed. Tax ID #: 84-4513334
 Email Address: rmoore@ironmarkbuildingco.com

Company Owner* Information:

Category:

- 1 White Non-Hispanic
- 2 Black Non-Hispanic
- 3 American Indian
- 4 Hispanic
- 5 Asian/Pacific Islander
- 7 Female
- 8 Disabled

Native Origins in:

Europe, North America, or the Mid-East
 Any Black racial group in Africa
 North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.
 Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.
 Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White Non-Hispanic		Black Non-Hispanic		American Indian		Hispanic		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	29	7					1	0					30	7	37
Professionals															0
Technicians															0
Sales Workers															0
Office & Clerical	0	2											0	2	2
Craftsmen (Skilled)															0
Operatives (Unskilled)															0
Laborers (Unskilled)															0
Service Workers															0
Totals	29	9					1	0							39

On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

Troy W. Black
 Equal Employment Opportunity Officer (Print Name)

 Equal Employment Opportunity Officer (Signature)

EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report

Company Name: Brennan Construction of MN, Inc. Contact Person: Kaitlynn Steele
 Address: 3255 Garfield Avenue Suite 200 Telephone #: 507-625-5417
 City: Minneapolis Fax #: 507-625-4805
 State: MN Zip: 55408 Fed. Tax ID #: 41-1864619
 Email Address: brennan@bcofmn.com

Company Owner* Information:

Category:

- 1 White Non-Hispanic
- 2 Black Non-Hispanic
- 3 American Indian

- 4 Hispanic

- 5 Asian/Pacific Islander
- 7 Female
- 8 Disabled

Native Origins in:

Europe, North America, or the Mid-East
 Any Black racial group in Africa
 North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.
 Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.
 Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands

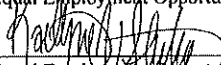
* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White Non-Hispanic		Black Non-Hispanic		American Indian		Hispanic		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	5	1											5	1	6
Professionals	1												1		1
Technicians															
Sales Workers															
Office & Clerical		3												3	3
Craftsmen (Skilled)	5												5		5
Operatives (Unskilled)															
Laborers (Unskilled)															
Service Workers															
Totals	11	4											11	4	15
On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

Kaitlynn Steele
 Equal Employment Opportunity Officer (Print Name)

 Equal Employment Opportunity Officer (Signature)

McDONOUGH HOMES 7 UNIT TOWNHOME DEVELOPMENT

CONTRACT
24 - 115

1582 TIMBERLAKE ROAD
ST. PAUL, MN 55117
NOVEMBER 30, 2023 CONSTRUCTION DRAWINGS

ADSI
Architecture
& Planning
807 Broadway Street NE
Suite 245
Minneapolis, MN 55413
Phone 612 343 8013
adsit@adstap.com

PROJECT LOCATION 		PROJECT TEAM OWNER: SAINT PAUL PUBLIC HOUSING AGENCY 200 EAST WASH STREET SAINT PAUL, MN 55104 VEA LEAH (612) 775-4044 VEA.LEAH@STPAUL.ORG ARCHITECT: ADSIT ARCHITECTURE & PLANNING 807 BROADWAY ST., SUITE 245 MINNEAPOLIS, MN 55413 VEA LEAH (612) 343-8013 VEA.LEAH@ADSI.COM MECHANICAL/ELECTRICAL ENGINEER: GAIN THOMAS ASSOCIATES, INC. 3475 BROMBERG STREET, NO. 4075 MINNEAPOLIS, MN 55413 FRANK STEPHENS, P.E. - MECHANICAL ENGINEER (612) 379-4000 FRANK@GTAAP.COM DAVID THOMAS, P.E. - ELECTRICAL ENGINEER (612) 379-4000 DTHOMAS@GTAAP.COM STRUCTURAL ENGINEER: MULTITECH ENGINEERING, INC. 105 ST. ANNE'S CIRCLE, 100 SPRINGFIELD, MN 55441 JORDAN HUBBY, P.E. (612) 251-4154 JHUBBY@MTE.COM CIVIL ENGINEER: SHANE ENGINEERING, LLC 10820 KENYON AVENUE, SOUTH CULMINATION, MN 55437 MARIANNE HILL (952) 534-8532 M.HILL@SHANEENR.COM LANDSCAPE ARCHITECT: A&L 444 CEDAR STREET, SUITE 1500 SAINT PAUL, MN 55101 DWAIN LUTHELMAN, ASLA (612) 221-2670 DWAIN@LUTHELMAN.COM																																																																																																																																																																																																																																																																			
PROJECT SUMMARY NARRATIVE THE PROJECT IS THE CONSTRUCTION OF 7 (7) 1/2-UNIT RENTAL TOWNHOME UNITS ON AN EXISTING PUBLIC HOUSING LOT. THE UNITS ARE ONE AND TWO STORY WOOD FRAME CONSTRUCTION. SIX UNITS ARE TWO STORY WITH FULL EASEMENTS. ONE UNIT IS FULLY ACCESSIBLE AT THE LEVEL. SITE WORK INCLUDES RELOCATION OF AN EXISTING PARKING LOT, SIDEWAYS, AND INSTALLATION OF LANDSCAPE MATERIALS.		PROJECT SUMMARY DATA <table border="1"> <tr> <th>GENERAL DATA</th> <th>VE</th> </tr> <tr> <td>CONSTRUCTION TYPE</td> <td>WE</td> </tr> <tr> <td>ECONOMY TYPE</td> <td>R-2</td> </tr> <tr> <td>NUMBER OF STORIES</td> <td>2. 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DEDUCT ALTERNATES ALTERNATE 1: DEDUCT STRUCTURAL WALLS AND FOUNDATIONS AS SHOWN ON LANDSCAPE DRAWINGS. ALTERNATE 2: DELETE PORCH ROOFS AND COLUMN ON SOUTH SIDE OF BUILDING. (4) LOCATIONS. ALTERNATE 3: DELETE CONSTRUCTION OF NEW PARKING LOT.		ARCHITECTURAL A1-1 ARCHITECTURAL SITE PLAN A1-1 BUILDING CODE PLAN A1-1 BASEMENT & FIRST FLOOR PLANS A1-2 SECOND FLOOR AND ROOF PLANS A1-3 ENLARGED ACCESSIBLE ONE STORY TWO BEDROOM UNIT & FIRST STORY TYPICAL UNIT PLANS A1-4 CHARGED TWO STORY FULL BEDROOM UNIT PLAN A1-5 REFLECTED CEILING PLANS A1-6 REFLECTED CEILING PLANS A1-7 EXTERIOR ELEVATIONS A1-8 WALL SECTION A1-9 INTERIOR WALL SECTIONS A1-10 EXTERIOR CEILING WALLS A1-11 EXTERIOR DETAILS A1-12 INTERIOR ELEVATIONS A1-13 WINDOW DETAILS A1-14 FLOOR SCHEDULES & WALL TYPES A1-15 DOOR SCHEDULE A1-16 WINDOW SCHEDULE A1-17 SECTION DETAILS A1-18 SECTION DETAILS MECHANICAL M1-0 MECHANICAL NOTES AND SPECIAL INSTRUCTIONS M1-0 FLOORPLAN PLANS M1-1 FLOOR AND LOW ROOF FRAMING PLANS M1-2 ROOF FRAMING AND TOP OF CEILING PLANS M1-3 BREAK WALL PLANS M1-4 SHIP FRAMING PLANS & DETAILS M1-5 FOUNDATION DETAILS M1-6 FLOOR FRAMING DETAILS M1-7 FLOOR FRAMING DETAILS M1-8 ROOF FRAMING DETAILS																																																																																																																																																																																																																																																																			
		REVISIONS <table border="1"> <tr> <th>No.</th> <th>Date</th> <th>Description</th> </tr> <tr> <td>1</td> <td>2/1/24</td> <td>ADDENDUM 3</td> </tr> </table>		No.	Date	Description	1	2/1/24	ADDENDUM 3																																																																																																																																																																																																																																																												
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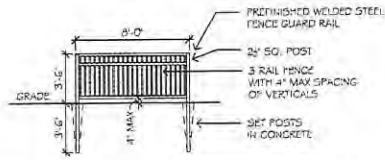
NORTH ELEVATION

Revisions

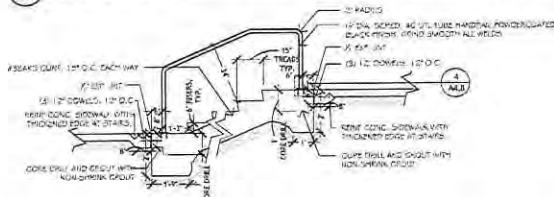
No.	Date	Description
1	2/1/24	ADDENDUM 3

Date: 11/10/23
 Project No.: 2303
 Scale: As Shown
 I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.
 Print Name: Mino Adsit
 Sign: *Mino Adsit*
 Date: 11-30-23
 License No.: 18710
 Project Title: McDONOUGH HOMES 7 UNIT TOWNHOME DEVELOPMENT
 1582 Timberlake Road
 St. Paul, MN 55117

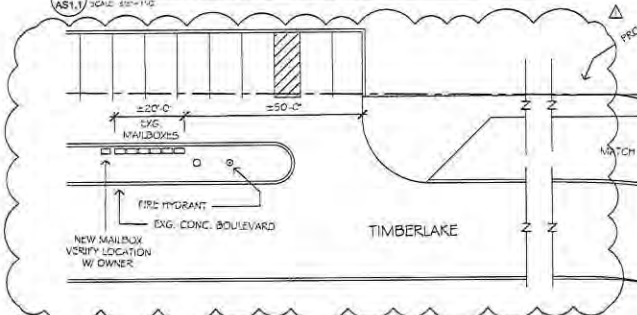
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TITLE SHEET
 Sheet Number
T1.0



2 TYP. METAL GUARDRAIL SECTION @ RETAINING WALLS
AS1.1 SCALE: 1/4\"/>

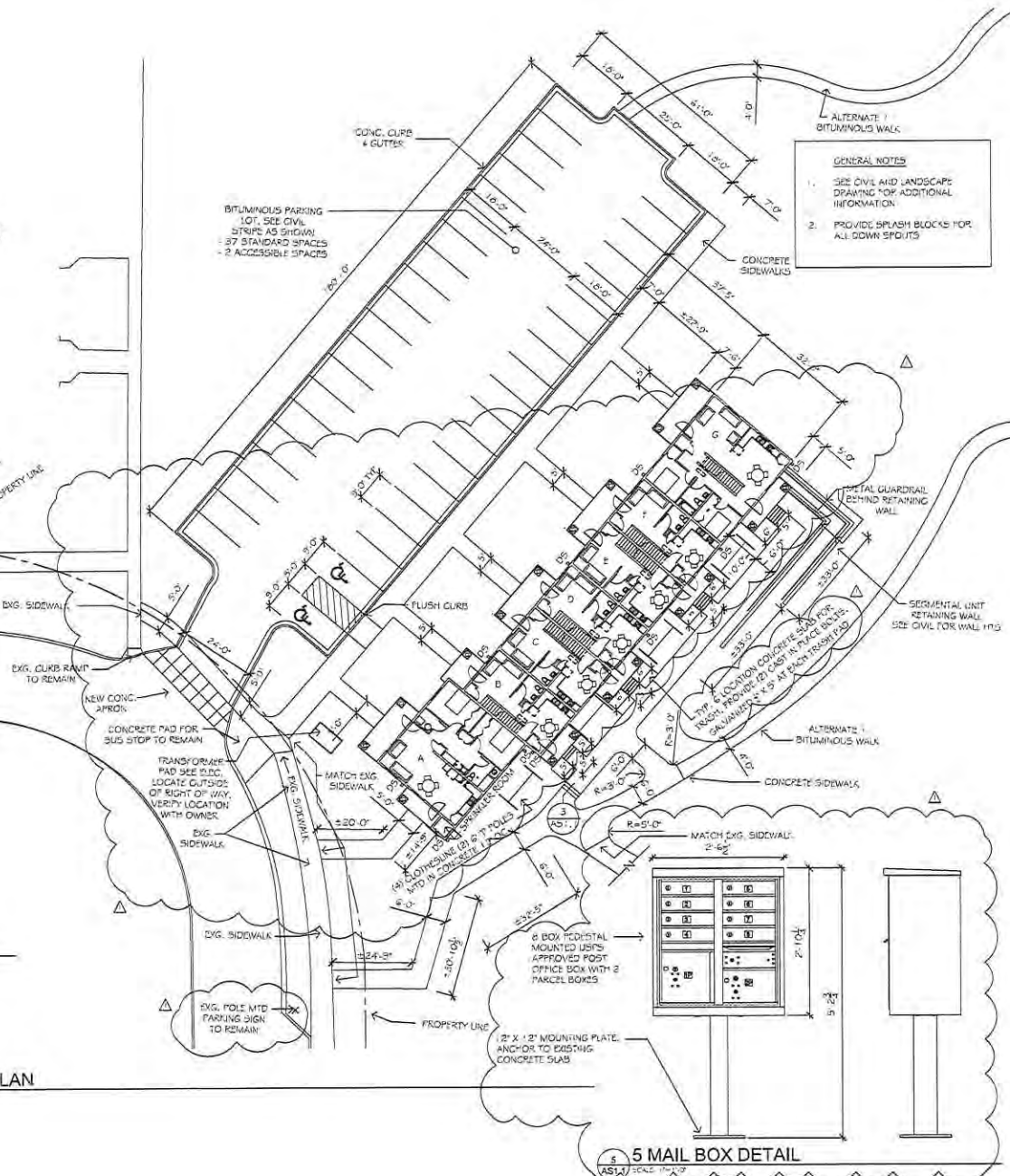


3 TYP. SITE STAIR SECTION
AS1.1 SCALE: 3/8\"/>



4 SIDEWALK SLAB SECTION
AS1.1 SCALE: 1/2\"/>

5 ARCHITECTURAL SITE PLAN
AS1.1 SCALE: 1/8\"/>



GENERAL NOTES

1. SEE CIVIL AND LANDSCAPE DRAWING FOR ADDITIONAL INFORMATION.
2. PROVIDE SPLASH BLOCKS FOR ALL DOWN SPOUTS.

ADSIT
Architecture & Planning
807 Broadway Street NE
Suite 245
Minneapolis, MN 55413
Phone 612.343.8013
madsit@adsitap.com

Revisions

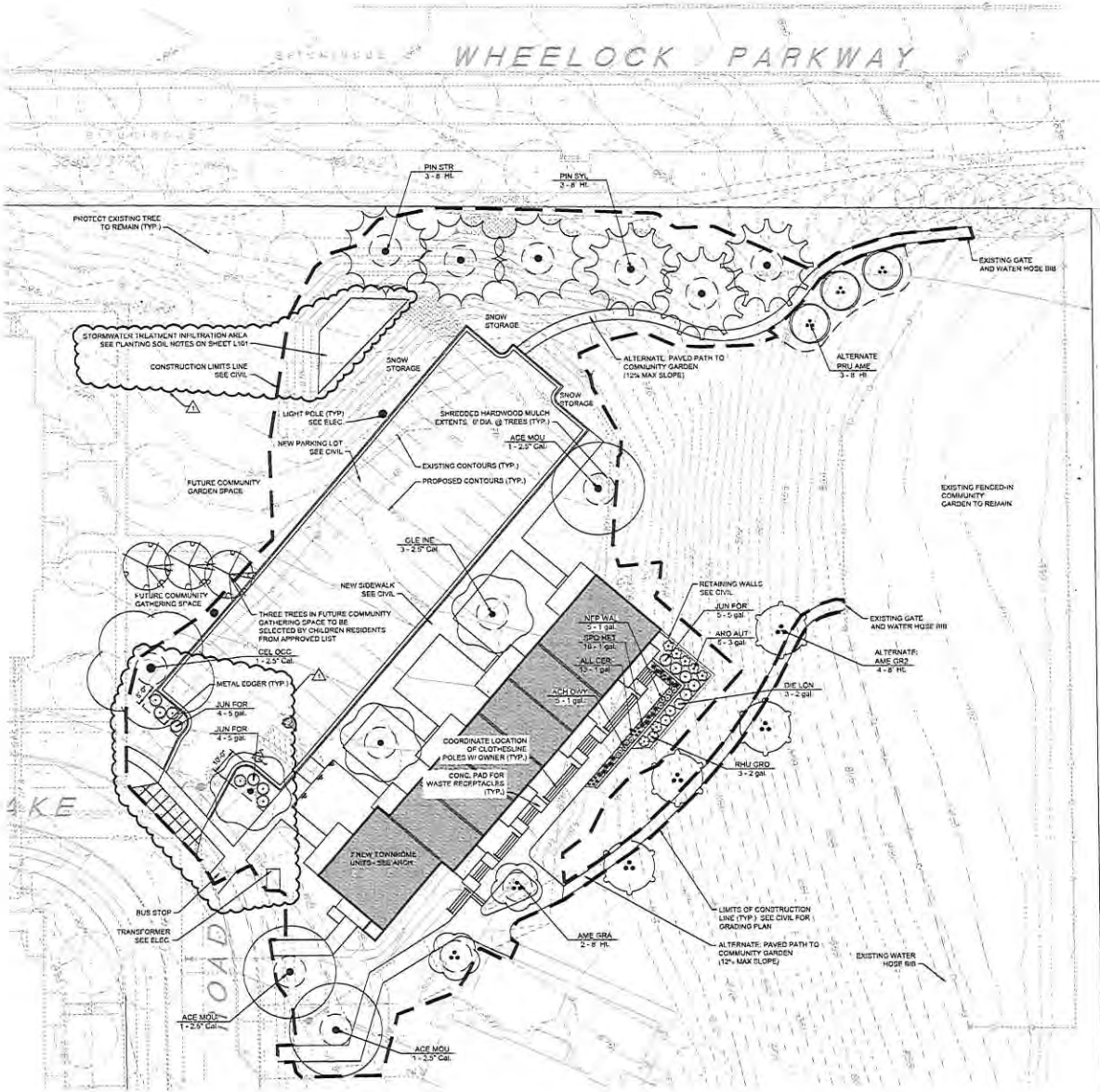
No.	Date	Descriptor
1	12/1/24	420000004.3

Date: 11/07/24
Project No.: 23003
Drawn By: M
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota.
Print Name: Mino Adsit
Sign: *Mino Adsit*
Date: 11-30-23
License No.: 18710

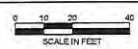
Project Title
McDONOUGH HOME 7 UNIT TOWNHOME DEVELOPMENT
1582 Timberlake Road
St. Paul, MN 55117

Sheet Title
ARCHITECTURAL SITE PLAN
Sheet Number

AS1.1



1 SITE PLANTING PLAN
L100 SCALE: 1" = 20'-0"



LANDSCAPE CONSTRUCTION NOTES:

GENERAL NOTES:
COORDINATE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS ON SITE.

NO PLANTING SHALL BE INSTALLED UNTIL COMPLETE GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.

ALL PLANTS TO BE INSTALLED PER PLANTING DETAILS. REMOVE ALL FLAGGING AND LABELS FROM PLANTS UNLESS OTHERWISE REQUESTED BY THE OWNER.

IF THE LANDSCAPE INSTALLER IS CONCERNED OR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS, OR ANY OTHER SITE CONDITION WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR GUARANTEE, THEY MUST BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO PROCUREMENT AND/OR INSTALLATION.

PROTECT ALL EXISTING TREES ON SITE SCHEDULED TO REMAIN. IF EXISTING TREES ARE DAMAGED IN ANY MANNER, ABOVE OR BELOW GROUND IN THE ROOT SYSTEM, AN ARBORIST SHOULD BE CONSULTED TO PRUNE AND TREAT EXPOSED AND/OR DAMAGED TREE ROOTS.

SOIL & GROUND COVER
ALL PLANTING AREAS RECEIVING GROUND COVER, PERENNIALS, ANNUALS AND/OR VINES SHALL RECEIVE A MINIMUM OF 12" DEPTH OF PLANTING SOIL CONSISTING OF AT LEAST 45 PARTS TOPSOIL, 45 PARTS MANURE, AND 10 PARTS SAND.

WHERE SOD OR SEED ABUTS PAVED SURFACES, FINISHED GRADE OF SOD/SEED SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.

LANDSCAPE CONTRACTOR SHALL VERIFY THAT SOIL AND COMPACTION CONDITIONS ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AT AND AROUND THE BUILDING SITE.

IRRIGATION NOTES:

THERE IS NO UNDERGROUND IRRIGATION SYSTEM FOR THIS PROJECT. THE LANDSCAPE CONTRACTOR SHALL MAINTAIN AND WATER PLANTINGS AND SOD FOR AT LEAST 60 DAYS AFTER FINAL PLANT INSTALLATION. COORDINATE BUILDING WATER HOOKUP FOR TEMPORARY WATERING WITH HOSES AND SPRINKLERS.

LANDSCAPE LEGEND:

- MINERAL SOD
- TURF SEED, RAMY'S TUFF TURF ATHLETIC SEED MIX OR APPROVED EQUAL. INSTALL PER MANUFACTURER'S SPECIFICATIONS
- CLOTHESLINE POLE
- LIST OF SUGGESTED TREE SPECIES OPTIONS FOR THREE TREES AT FUTURE COMMUNITY GATHERING SPACE: PLEASE NOTE THAT THE THREE TREES ARE NOT INCLUDED ON THE PLANT SCHEDULE ON SHEET L101. TREE INSTALLATION MINIMUM SIZE TO BE 2" CALIPER OR 8' CLUMP HEIGHT. COORDINATE LOCATION WITH OWNER.
 - Carpinus caroliniana - Blue Beech or Muscadewood, 20-30' mature ht.
 - Malus sp. - Crabapple, Non-fruiting Spring Snow variety, 20-25' mature ht.
 - Cornus alternifolia - Pagoda dogwood, 15'-20' mature ht.
 - Crataegus crus-galli - Thornless Cockspur Hawthorn, 15'-20' mature ht.
 - Syringa reticulata - Japanese Tree Lilac, 20-25' mature ht.
- EXISTING TREE TO REMAIN
SEE CIVIL FOR TREE PROTECTION DETAIL

SEE SHEET L101 FOR PLANT INSTALLATION SCHEDULE, NOTES, AND DETAILS.



807 Broadway Street NE
Suite 240
Minneapolis, MN 55413
Phone: 612 343 8913
madsit@adsitap.com



Revisions

No.	Description
1	02/24/2023 Addendum 3

Date: 11/30/2023
Project No.: 2303
Drawn By: JS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the state of Minnesota.

Print Name: Jane Schneider
Signs:
Date: 11/30/2023
License No.: 4391
Project Title:

McDONOUGH HOMES
7 UNIT
TOWNHOME DEVELOPMENT
Timberlake Road
St. Paul, MN



Sheet Title

SITE PLANTING PLAN

Sheet Number
L100



PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN

EXECUTIVE DIRECTOR

REGARDING Dunedin Terrace 4-Unit
Townhome Development (AMP 17),
Contract No. 24-112;
Development Application to HUD

DATE February 28, 2024

Staff requests Board approval to award a contract for construction of a four-unit townhome building, Dunedin Terrace II (AMP 17), on the site of RAD-PBRA Project 8, Dunedin Terrace, to the lowest responsible bidder, Ironmark Building Company, LLC of Minneapolis, Minnesota, for the base bid amount of \$1,533,762. A copy of the February 6, 2024 bid tabulation is attached. Staff also requests Board approval of Resolution No. 24-02/28-04, authorizing the submittal of a development proposal to HUD for this project. This contract award is contingent upon HUD's approval of the PHA's development proposal.

As explained further below, the townhome would be constructed as a mixed-finance development under HUD's Low Income Public Housing (LIPH) program, as Asset Management Project 17 (AMP 17). Upon completion of the project, it would be transitioned to HUD's Multifamily Project-Based Rental Assistance (PBRA) program and would become the PHA's tenth RAD-PBRA project. Dunedin Terrace (like the PHA's other family housing developments and hi-rises) has been operating as PBRA since the conversion from LIPH through RAD (HUD's Rental Assistance Demonstration program) effective January 1, 2020. With the new townhome, the Dunedin Terrace site would have a total of 92 family housing units in two separate RAD-PBRA projects.

The base bid is for construction of one townhome building within the existing Dunedin Terrace site, located at 193 A-D Ada Street (shown on the attached map). The bid amount is within the

architect's original estimate for the four-unit townhome development. The building will contain four two-story, three-bedroom apartments. All four units will have an accessible main level for persons with disabilities and will have no basement or entry steps. Two additional bedrooms and a bathroom are located on the second floor of each unit. This new four-unit townhome will allow families who require accessibility features to live within Dunedin Terrace, where no accessible units currently exist. The construction project includes the following features:

- All units will be fully protected by fire suppression sprinklers.
- The main level of each unit will have an accessible kitchen, bathroom and one bedroom.
- All units will have accessible sidewalks from their entry doors to the closest sidewalks in the development,
- All units will have security screens on the first-floor windows to reduce potential window damage and increase security.

Units will have cementitious siding (like Hardi-Plank) on the exteriors to provide extra durability and reduced maintenance costs.

Ironmark Building Company, LLC has not previously performed work for the PHA. Staff interviewed project references supplied by Ironmark and received positive feedback on their past performance for similar type projects. Ironmark intends to subcontract approximately 15% of the contract work to minority business enterprises (MBE) and 15.7% to women-owned business enterprises (WBE). Ironmark intends to comply with Section 3 requirements by performing the required working hours with Section 3 workers. If they are unable to fulfill the required working hours for low-income individuals, they will contribute 2.5% of the total contract amount to the PHA's Section 3 Training Fund. The contractor will also participate in the Step-Up pre-apprenticeship program that provides construction trade employment opportunities to low-

income individuals. Copies of the Employer Information Reports for Ironmark Building Company and the second lowest bidder, Brennan Construction of Minnesota, Inc. are attached.

In May 2022, the Ramsey County Board of Commissioners, through their 2022 Inclusive Housing Development Solicitation, awarded a total of \$1,350,000 to St. Paul PHA for the development of four housing units at Dunedin Terrace. Since these units will be constructed under HUD’s Low Income Public Housing (LIPH) Program, the balance of the funding will come from 2023 Capital Fund Program (CFP) grant. There are sufficient 2023 CFP grant funds for the contract costs that are not covered by Ramsey County’s funding.

The new units will provide deeply affordable housing for four additional families and will be eligible to receive ongoing HUD operating and capital subsidies under the “Faircloth Amendment”.¹ The PHA currently has eleven subsidies that have been “on the shelf” since the early 2000s for a variety of reasons. This development and the one proposed at McDonough in a separate report on this agenda will use all eleven available subsidies. Once the new units are developed, the PHA plans to convert them to RAD-PBRA units using a streamlined “Faircloth-to-RAD” process.

Staff adopted a community-centered approach to the design process, to comply with Ramsey County’s requirements and to ensure the design and construction of the four-unit townhome reflect the needs and desires of current and future residents of Dunedin Terrace. Staff began by

¹ As part of the Public Housing Reform Act of 1998 (also called the Quality Housing and Work Responsibility Act; QHWRA), the Faircloth Amendment was adopted to prevent further expansion of the inventory of public housing properties. Each housing authority’s potential public housing inventory was capped at the number of units under an Annual Contributions Contract on October 1, 1999 (the Faircloth limit). Specifically, the amendment prohibits the use of Operating Fund or Capital Fund resources for public housing development or operation for units that exceed an HA’s Faircloth limit. A PHA whose inventory has shrunk is authorized to develop/build/buy/rehabilitate new units, up to its Faircloth limit, and receive ongoing operating and capital subsidies to keep those units affordable.

organizing a resident engagement open house in the summer of 2023, which provided a platform for residents to learn about the project, voice their opinions and contribute directly to the design of the new townhome.

Staff appointed a resident liaison who will serve as a bridge between the Dunedin Terrace community and the design and construction teams throughout the project. This role was crucial in gathering detailed feedback and ensuring that the residents' perspectives were integrated into every aspect of the design. Through these collaborative efforts, we were able to design a living space that will meet the practical needs of its occupants and also further the sense of community at Dunedin Terrace. Staff will work with the Dunedin Terrace Resident Council to coordinate a groundbreaking event in the near future. Invitations will be sent to Commissioners, Ramsey County officials, City Councilmembers and PHA staff.

TDA/TDB/JPR/JTL/LAF

Attachments: Resolution No. 24-2/28-04
Bid Tabulation
Employer Information Reports (EEO-1)
Dunedin Terrace Four-Plex Townhome Site Plans and Exterior Elevations
Map of Dunedin Terrace

SAINT PAUL PUBLIC HOUSING AGENCY

RESOLUTION NO. 24-2/28-04

**AUTHORIZATION TO SUBMIT DEVELOPMENT PROPOSAL TO HUD
FOR CONSTRUCTION OF AFOUR-UNIT TOWNHOME AT
DUNEDIN TERRACE (RAD-PBRA PROJECT 8)**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) administers a Low Income Public Housing Program under an Annual Contributions Contract with the U.S. Department of Housing and Urban Development (HUD), that currently includes 418 units; and

WHEREAS, there is a large unmet need for affordable housing for very-low income families in Saint Paul; and

WHEREAS, the PHA is authorized to receive Operating Fund and Capital Fund subsidies from HUD for up to eleven more public housing units as of this date and in accordance with the PHA's "Faircloth limit"; and

WHEREAS, Ramsey County has awarded the PHA funds to develop four units at the PHA's Dunedin Terrace site; and

WHEREAS, staff have determined the cost to construct one four-unit townhome apartment building, containing four two-story 3-bedroom units, to be \$1,533,762, of which \$1,350,000 would be provided by Ramsey County, with the balance coming from Capital Fund Program grants; and

WHEREAS, the PHA intends to utilize four of the public housing program operating subsidies that are currently available to the PHA; and

WHEREAS, the PHA intends to convert these four units to the RAD-PBRA Program using HUD's streamlined "Faircloth-to-RAD" process following the completion of construction; and

WHEREAS, construction of the four units of replacement housing at Dunedin Terrace utilizing HUD Capital Fund Program funding and future operating subsidies, as well as the eventual "Faircloth-to-RAD" conversion will require HUD approval of a Low Income Public Housing/Mixed-Finance Development proposal; and

WHEREAS, submittal of a Low Income Public Housing/Mixed-Finance Development Proposal to HUD requires approval of the PHA Board of Commissioners;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of St. Paul as follows:

1. Staff are authorized to prepare and submit a Mixed-Finance Development Proposal to HUD requesting approval to construct one new four-unit townhome

building on the Dunedin Terrace site (RAD-PBRA Project 8), utilizing \$1,350,000 of Ramsey County funding that the PHA received, Capital Fund Program funds, and FFY2025 and future operating subsidies from HUD.

2. The Executive Director, or his duly authorized agents, are authorized to execute all documents required for the HUD Mixed-Finance Development proposal.
3. The Executive Director, or his duly authorized agents, are authorized to execute the amended Annual Contributions Contract (ACC), all RAD conversion documents, and related documents when offered by HUD for this project.



DUNEDIN TERRACE 4 UNIT TOWNHOME DEVELOPMENT

Contract No. 24-112

Time of Bid Opening: Tuesday February 6, 2024, 2:00 P.M.

Place of Bid Opening: 200 Arch Street East, St. Paul, Minnesota

ANNOUNCEMENT: Although these bids are being publicly opened and read aloud, the PHA does not thereby waive any informalities or irregularities with respect to such bids. The PHA reserves the right to reject any or all bids or to waive any information in the bidding. The bids will be available at this office for public inspection.

Tabulation of Bids

		Base	Alternate No. 1
1	Ironmark Building Co. 1710 #200 W. Lake Street Minneapolis, MN 55408	\$1,533,762.00	Add \$12,623.00
2	Brennan Construction of MN, Inc. 3255 Garfield Ave. Suite 200 Minneapolis, MN 55408	\$1,584,000.00	Add \$34,000.00
3	SMC Contruction Inc. 8465 Plaza Blvd. NE Spring Lake Park, MN 55432	\$1,861,770.00	Add \$23,000.00
4	Frerichs Construction 3600 Labore Rd., Suite 8 St. Paul, MN 5510	\$1,955,460.00	Add \$35,146.00

Bids opened by: Tim Braun/PHA

Bids recorded by: Kia Vue

In attendance: Jim Rooney, A Lor, Ka Yang, Jim Leary, Ryan Moore, Kaitlynn Steele, Sinan Music, Karen Roosen

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: Ironmark Building Co Contact Person: Ryan Moore
 Address: 1710 #200 W Lake Street Telephone #: 612-760-7122
 City: Minneapolis Fax #: n/a
 State: MN Zip: 55408 Fed. Tax ID #: 84-4513334
 Email Address: rmoore@ironmarkbuildingco.com

Company Owner* Information:

Category:

- 1 White Non-Hispanic
- 2 Black Non-Hispanic
- 3 American Indian
- 4 Hispanic
- 5 Asian/Pacific Islander
- 7 Female
- 8 Disabled

Native Origins in:

Europe, North America, or the Mid-East
 Any Black racial group in Africa
 North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts.
 Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race.
 Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands

* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White Non-Hispanic		Black Non-Hispanic		American Indian		Hispanic		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	29	7					1	0					30	7	37
Professionals															0
Technicians															0
Sales Workers															0
Office & Clerical	0	2											0	2	2
Craftsmen (Skilled)															0
Operatives (Unskilled)															0
Laborers (Unskilled)															0
Service Workers															0
Totals	29	9					1	0							39
On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

Troy Wenz
Equal Employment Opportunity Officer (Print Name)

[Signature]
Equal Employment Opportunity Officer (Signature)

**EQUAL EMPLOYMENT OPPORTUNITY
Employer Information Report**

Company Name: Brennan Construction of MN, Inc. Contact Person: Kaitlynn Steele
 Address: 3255 Garfield Avenue Suite 200 Telephone #: 507-625-5417
 City: Minneapolis Fax #: 507-625-4805
 State: MN Zip: 55408 Fed. Tax ID #: 41-1864619
 Email Address: brennan@bcofmn.com

Company Owner* Information:

- | | |
|--------------------------|---|
| <u>Category:</u> | <u>Native Origins in:</u> |
| 1 White Non-Hispanic | Europe, North America, or the Mid-East |
| 2 Black Non-Hispanic | Any Black racial group in Africa |
| 3 American Indian | North America, and maintain cultural identification through tribal affiliation or community recognition, not including Eskimos or Aleuts. |
| 4 Hispanic | Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish origin, culture, or descent, regardless of race. |
| 5 Asian/Pacific Islander | Far East, Southeast Asia, the Indian Subcontinent, Pacific Islands |
| 7 Female | |
| 8 Disabled | |

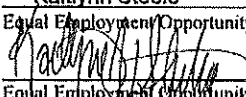
* Owner is defined as: one who owns and controls at least 51% of the business, and is involved with the daily operation and management of the business.

Company Employee Information:

Report the number of all employees - permanent, part-time, apprentices

Occupation Category	White Non-Hispanic		Black Non-Hispanic		American Indian		Hispanic		Asian/Pacific American		Disabled		Totals		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
Officials & Managers	5	1											5	1	6
Professionals	1												1		1
Technicians															
Sales Workers															
Office & Clerical		3												3	3
Craftsmen (Skilled)	5												5		5
Operatives (Unskilled)															
Laborers (Unskilled)															
Service Workers															
Totals	11	4											11	4	15
On-the-Job Trainees* (White collar)															
On-the-Job Trainees* (Production)															

* Report only employees enrolled in formal on-the-job training programs. This information shall also be included in the counts for the appropriate category above.

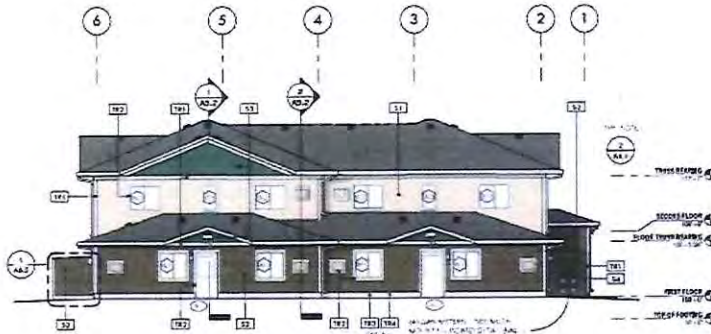
Kaitlynn Steele
 Equal Employment Opportunity Officer (Print Name)

 Equal Employment Opportunity Officer (Signature)

GRAPHIC LEGEND - ELEVATIONS

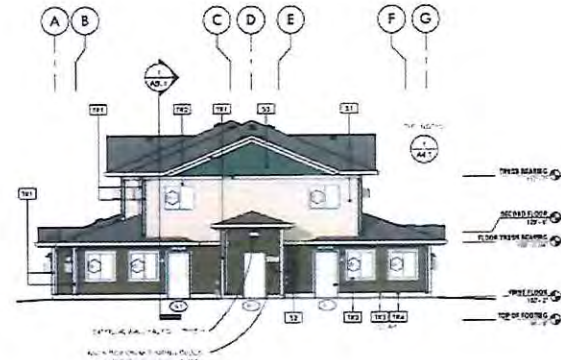
- S1 SINGL PTH TYPE - REFER TO SPECIFICATIONS & A/E 1 FINISH SCHEDULE
 - S1 - SING 1
 - S2 - SING 2
 - S3 - SING 3
 - S4 - SING 4
- T1
 - T1 - TRM 1 - 3 1/2"
 - T2 - TRM 2 - 2 1/2"
 - T3 - TRM 3 - 1"
 - T4 - TRM 4 - 4"
- W WINDOW TAG - SEE WINDOW TYPES ON SHEET A/E 1
- D DOOR TAG - SEE DOOR TYPES ON SHEET A/E 1

GENERAL ELEVATION NOTES:

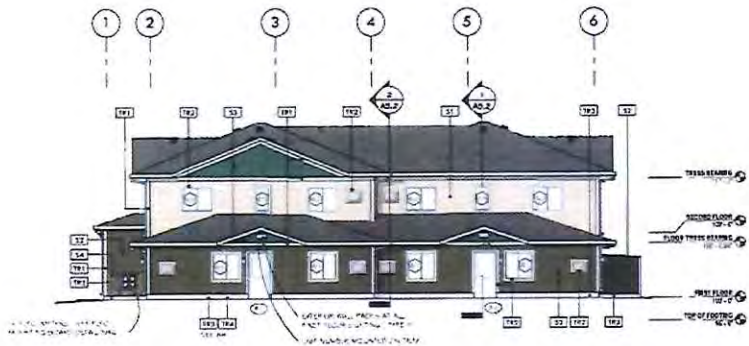
1. FOR MOUNTING BLOCK DETAILS SEE S / A4.1
2. ENTRY LIGHT TYPE G1 MOUNTED 5' 3" FROM BASE OF LIGHT
3. FIRST FLOOR A/C SILL HEIGHT 4" - A/C SLEEVE DETAILS SEE 6 / A6.1
3. SECOND FLOOR A/C SILL HEIGHT 5" - A/C SLEEVE DETAILS SEE 6 / A6.1



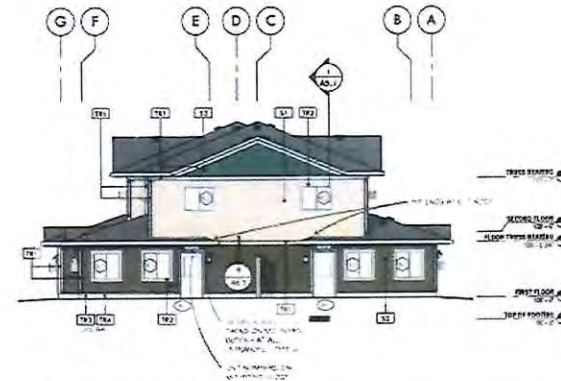
4 NORTH EXTERIOR ELEVATION
1/8" = 1'-0"



3 WEST EXTERIOR ELEVATION
1/8" = 1'-0"



2 SOUTH EXTERIOR ELEVATION
1/8" = 1'-0"



1 EAST EXTERIOR ELEVATION
1/8" = 1'-0"

This document and the plans, specifications, or report are prepared by me or under my direct supervision and I am a duly licensed professional engineer in the State of Minnesota.
 ANDREW J. SMARTY 48814
 12/20/2023 2:40:15 PM

ISSUES / REVISIONS
1/13/2023 8:05:17 AM

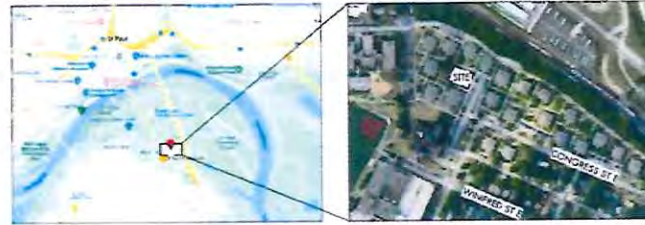
EXISTING CONDITIONS
VERIFY ALL EXISTING CONSTRUCTION, DIMENSIONS, ELEVATIONS AND CONDITIONS BEFORE STARTING ANY CONSTRUCTION. REVIEW AND RECONSTRUCT WITH THE ARCHITECT AS REQUIRED.

DUNDIN TERRACE TOWNHOME DEVELOPMENT
197 Congress St E.
St Paul, MN 55107
 39th Century 24-112
 816 Project Manual 823-06
BUILDING ELEVATIONS

DUNEDIN TERRACE TOWNHOME DEVELOPMENT

NEW TOWNHOME

197 Congress St E, St Paul, MN 55107



VICINITY MAP



REFERENCE VIEW

PROJECT DIRECTORY



OWNER
ST. PAUL PUBLIC HOUSING
200 CENTRAL
ST. PAUL, MN 55108

OWNERS REPRESENTATIVE: JENNIFER WILSON
JENNIFER@STPAULPH.ORG



ARCHITECT
BLUMENTALS ARCHITECTURE, LLC
1000 UNIVERSITY STREET, SUITE 100
ST. PAUL, MN 55107

ARCHITECT: ANDY SHMETZ
ANDY@BLUMENTALS.COM

JOB CAPTAIN: DEEN HOLF
DEEN@BLUMENTALS.COM



DESIGN TREE ENGINEERING & LAND SURVEYING
1000 UNIVERSITY STREET, SUITE 100
ST. PAUL, MN 55107

CIVIL: RILEY KOTYAK
RILEY@DESIGNTREE.COM

STRUCTURAL: JOE NICHOLSON
JOE@DESIGNTREE.COM

MECHANICAL: ROBERT ROHLFSTEIN
ROBERT@DESIGNTREE.COM

ELECTRICAL: RICH BRANDEE
RICH@DESIGNTREE.COM

TITLE SHEET

NO.	TITLE
1	TITLE SHEET

CIVIL

C101	EXISTING CONDITIONS
C102	GENERAL NOTES
C201	UTILITY PLAN
C301	CONCRETE PLAN
C401	UTILITY PLAN
C501	FOUNDATION - DETAIL PLAN
C601	FOUNDATION - DETAIL
C602	FOUNDATION - DETAIL
C603	FOUNDATION - DETAIL
C604	FOUNDATION - DETAIL
C605	FOUNDATION - DETAIL
C606	FOUNDATION - DETAIL

ARCHITECTURAL

A01	GENERAL PLAN
A1.1	FOUNDATION
A1.2	FOUNDATION
A2.1	FLOOR AND ROOF PLANS
A3.1	SECTION
A3.2	SECTION
A3.3	SECTION
A3.4	SECTION
A3.5	SECTION
A3.6	SECTION
A3.7	SECTION
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A3.60	SECTION

STRUCTURAL

S000	TITLE SHEET
S100	GENERAL NOTES
S200	FOUNDATION PLAN
S201	FOUNDATION PLAN
S202	FOUNDATION PLAN
S203	FOUNDATION PLAN
S204	FOUNDATION PLAN
S205	FOUNDATION PLAN
S206	FOUNDATION PLAN
S207	FOUNDATION PLAN
S208	FOUNDATION PLAN
S209	FOUNDATION PLAN
S210	FOUNDATION PLAN
S211	FOUNDATION PLAN
S212	FOUNDATION PLAN
S213	FOUNDATION PLAN
S214	FOUNDATION PLAN
S215	FOUNDATION PLAN
S216	FOUNDATION PLAN
S217	FOUNDATION PLAN
S218	FOUNDATION PLAN
S219	FOUNDATION PLAN
S220	FOUNDATION PLAN

PLUMBING

P001	PLUMBING SYMBOLS AND ABBREVIATIONS
P100	PLUMBING SYMBOLS AND ABBREVIATIONS
P200	PLUMBING SYMBOLS AND ABBREVIATIONS
P300	PLUMBING SYMBOLS AND ABBREVIATIONS
P400	PLUMBING SYMBOLS AND ABBREVIATIONS
P500	PLUMBING SYMBOLS AND ABBREVIATIONS
P600	PLUMBING SYMBOLS AND ABBREVIATIONS
P700	PLUMBING SYMBOLS AND ABBREVIATIONS
P800	PLUMBING SYMBOLS AND ABBREVIATIONS
P900	PLUMBING SYMBOLS AND ABBREVIATIONS
P1000	PLUMBING SYMBOLS AND ABBREVIATIONS

MECHANICAL

M001	MECHANICAL SYMBOLS AND ABBREVIATIONS
M100	MECHANICAL SYMBOLS AND ABBREVIATIONS
M200	MECHANICAL SYMBOLS AND ABBREVIATIONS
M300	MECHANICAL SYMBOLS AND ABBREVIATIONS
M400	MECHANICAL SYMBOLS AND ABBREVIATIONS
M500	MECHANICAL SYMBOLS AND ABBREVIATIONS
M600	MECHANICAL SYMBOLS AND ABBREVIATIONS
M700	MECHANICAL SYMBOLS AND ABBREVIATIONS
M800	MECHANICAL SYMBOLS AND ABBREVIATIONS
M900	MECHANICAL SYMBOLS AND ABBREVIATIONS
M1000	MECHANICAL SYMBOLS AND ABBREVIATIONS

ELECTRICAL

E001	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E100	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E200	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E300	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E400	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E500	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E600	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E700	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E800	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E900	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E1000	ELECTRICAL SYMBOLS AND ABBREVIATIONS



MARKUS J. JONES	1/22/2022
ANDREW J. SWARTZ	4/26/22

NO.	ISSUE / REVISION
1	ISSUE / REVISION

NO.	ISSUE / REVISION
1	ISSUE / REVISION

NO.	ISSUE / REVISION
1	ISSUE / REVISION

EXISTING CONDITIONS
VERIFY ALL EXISTING CONSTRUCTION
CONTRADICTING EXISTING AND
CONTRADICTING EXISTING SHALING AND
CONTRADICTING EXISTING AND
DISCREPANCIES WITH THE ARCHITECT
ADJUST NEW CONSTRUCTION AS
NECESSARY

**DUNEDIN TERRACE
TOWNHOME DEVELOPMENT**
197 Congress St E
St Paul, MN 55107
NPA Contract: 24-112
R/C Program Number: 623-06

TITLE

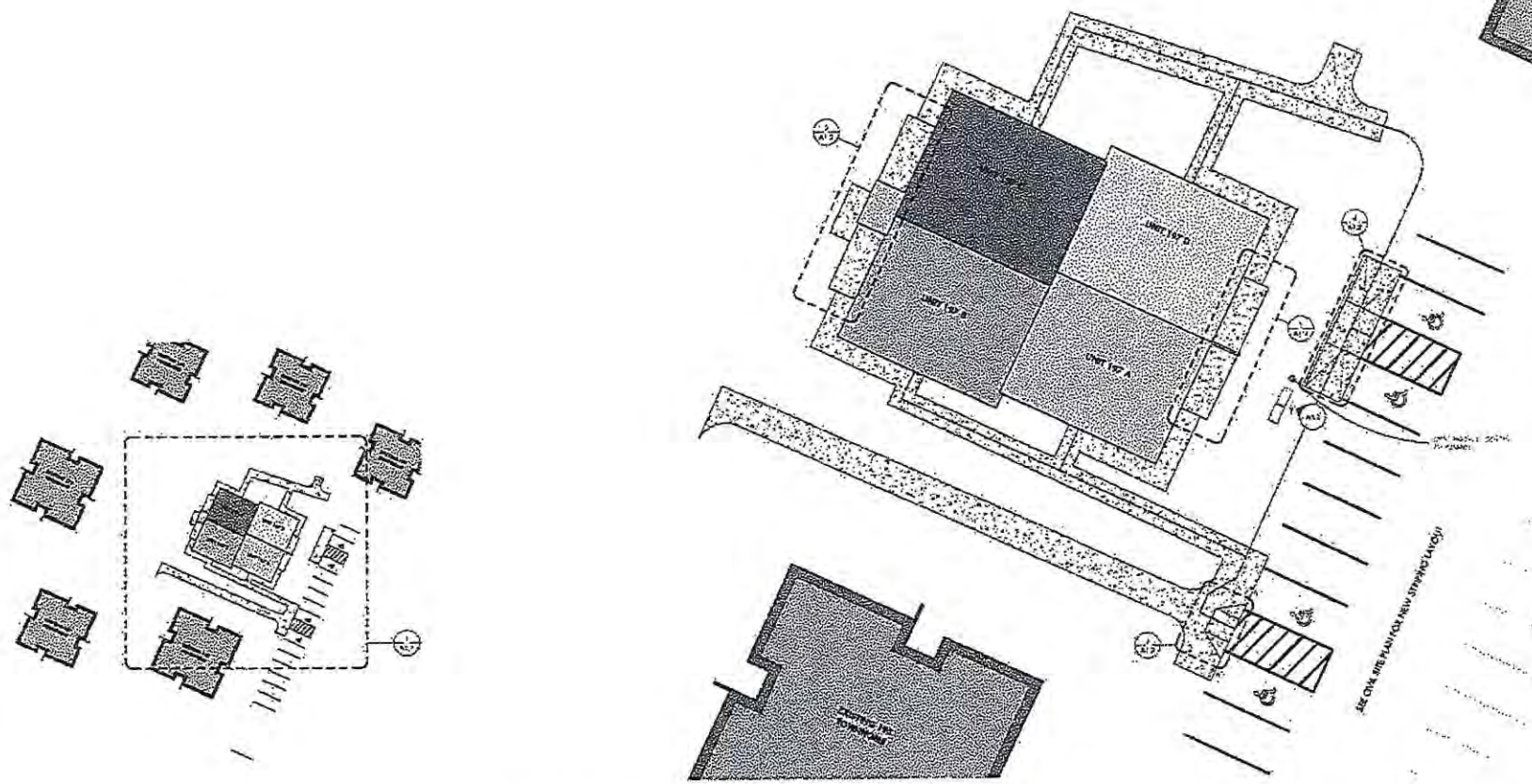


Blumentals
Architecture

1400 Riverside Drive NE, Suite 7
Richmond, BC V6X 2A3
410.225.8225
info@blumentals.com

GRAPHIC LEGEND - SITE PLAN

- NETWORKING
- CURB CUT
- ACCESSIBLE ROUTE
- ACCESSIBLE PARKING SPOT



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DATE: 04/11/2014
DRAWN BY: J. SHAW
CHECKED BY: J. SHAW
SCALE: AS SHOWN

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

EXISTING CONDITIONS
VERIFY ALL EXISTING CONDITIONS BEFORE CONSTRUCTION AND CONFORM TO THE EXISTING CONDITIONS. THE AUTHOR SHALL NOT BE RESPONSIBLE FOR ANY DISCREPANCIES BETWEEN THE EXISTING CONDITIONS AND THE EXISTING CONDITIONS AS SHOWN.

DUNEDIN TERRACE TOWNHOME DEVELOPMENT
197 Congress St E
St Paul, MN 55107
Unit Corner 24-212
Site Plan No. 623-05
SITE PLAN

2 PARTIAL SITE KEY PLAN - DUNEDIN TOWNHOMES
1"=40'-0"

1 ARCHITECTURAL SITE PLAN - NEW TOWNHOME
1"=10'-0"

A1.1

Key

- New Building
- Existing Gardens

