

# **NOTICE AND AGENDA**

February 22, 2012

**ANNUAL MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN  
AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD AT 1:30 P.M. AT  
1001 WASHINGTON AVENUE NORTH, MINNEAPOLIS, MINNESOTA**

The Tenant Advisory Committee will meet at 12:00 Noon, same date and place

**Commissioners:**

- F. Clayton Tyler, Chair*
- Charles T. Lutz, Vice Chair*
- Darlene Rogers, Secretary*
- Matt Gerard, Commissioner*
- Cara Letofsky, Commissioner*
- Steve Minn, Commissioner*
- Daisy Nguyen, Commissioner*
- Craig Pederson, Commissioner*

## **GENERAL:**

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of December 21, 2012
- Election of Officers and Appointment of Committee Members

## ***TENANT ADVISORY COMMITTEE – TAC Chairperson Comments***

## **CONSENT:**

1. Meeting Schedule for 2012 Board Meetings (Cora McCorvey – 612-342-1439)
2. Appointment of the Moving to Work Resident Advisory Board (RAB) for the Purpose of Developing MPHA's 2013 Moving to Work Plan (Bob Boyd – 612-342-1437)
3. Approval of Pay Equity Implementation Report (Dennis Goldberg – 612-342-1204)

## **DISCUSSION:**

4. Approval of Project Based Voucher Awards (Cheryl Borden, Bob Boyd, Tina Johnson – 612-342-1420, 612-342-1437, 612-342-1220, respectively)
5. Approval of MPHA 2012-2017 Strategic Plan (Bob Boyd – 612-342-1437)

## **RESOLUTION:**

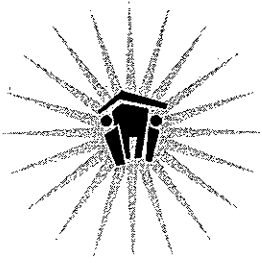
6. Approval of Resolution for the Section 8 Management Assessment Program (SEMAP) Certification – Fiscal Year 2011 (Cheryl Borden – 612-342-1420)

**RECEIVE AND FILE:**

7. Monthly Performance Report for December, 2011 (Cora McCorvey – 612-342-1439)  
*(Monthly Performance Report for January, 2011 will be distributed separately prior to meeting)*

**NEXT REGULAR MEETING:**

**Wednesday, March 28, 2012  
1001 Washington Avenue North  
Minneapolis, Minnesota 55401**



**MINUTES OF REGULAR MEETING OF THE  
MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
IN AND FOR THE CITY OF MINNEAPOLIS  
December 21, 2011**

Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on December 21, 2011, at 1001 Washington Avenue North, Minneapolis, Minnesota, the hour, date and place established for the holding of such meeting.

Roll Call: The Chairperson called the meeting to order, the following being present:

F. Clayton Tyler	Chair
Charles T. Lutz	Vice Chair
Darlene Rogers	Secretary
Matt Gerard	Commissioner
Cara Letofsky	Commissioner
Steve Minn	Commissioner
Daisy Nguyen	Commissioner
Craig Pederson	Commissioner

and the following were absent:

None

Others present: Cora McCorvey

Executive Director/CEO

The chair thereupon declared a quorum present.

Commissioner Lutz moved approval of the agenda. The motion was seconded by Commissioner Minn. Upon a voice vote, the Chairperson declared the motion carried.

The Minutes of the Regular Meeting of November 16, 2011, were presented for approval. Commissioner Gerard moved the minutes be accepted as presented. The motion was seconded by Commissioner Lutz. Upon a voice vote, the Chair declared the motion carried.

The Monthly Performance Report for November, 2011, was received and filed as Document No. 11-35.

Item No. 1, a resolution authorizing MPHA to Enter into Refinance Agreements Related to the Various Phases of Heritage Park Mixed Finance Developments Phases I B, I A, II and III was next considered by the Board.

**RESOLUTION NO. 11-128**

(See Attached)

Commissioner Minn moved approval of the recommendation contained in the report. Seconded by Commissioner Gerard. Upon a roll call vote, the following voted "Aye:"

Tyler, Lutz, Rogers, Gerard, Letofsky, Minn, Nguyen, Pederson – 8

And the following voted "Nay" – None

Absent: – 0

The Chairperson declared the motion carried and the resolution adopted as introduced. The resolution and accompanying report are on file as Document No. 11-36.

Item No. 2, a resolution regarding the 2012 Public Housing Operating Budgets and the Central Office Budget was next considered by the Board.

**RESOLUTION NO. 11-129**

(See Attached)

Commissioner Lutz moved approval of the recommendation contained in the report. Seconded by Commissioner Pederson. Commissioner Gerard moved to amend the recommendation by reducing protective services by 30% from the 2011 approved levels rather than the 53% reduction recommended by staff. Seconded by Commissioner Letofsky. Commissioner Letofsky offered a friendly amendment to Commissioner Gerard's motion, accepted by Commissioner Gerard, to reduce protective services by 30% from the 2011 approved levels but to ask staff to return to the Board with a new plan for security guard services by the end of the first quarter, 2012. Commissioner Minn then offered a substitute amendment to Commissioner Letofsky's motion to reduce the number of MTW HCV vouchers from the number approved in the 2011 budget by 295 rather than the 255 voucher reduction recommended by staff and that the resulting \$400,000 in budgeted savings be transferred to the Capital Fund for use in developing physical technology improvements related to security in the highrises. Seconded by Commissioner Lutz. Upon a voice vote of the commissioners, the Chairperson declared the substitute motion carried. The question being on the amendment as presented, on a voice vote, the Chairperson declared the resulting amendment to the budget carried.

Commissioner Gerard then offered an additional motion to restore the \$34,000 cut in matching CDBG funds for the Minneapolis Highrise Representative Council that was recommended by staff. Seconded by Commissioner Nguyen. Upon a roll call vote, the following voted "Aye:"

Tyler, Rogers, Gerard, Letofsky, Nguyen, Pederson – 6

And the following voted "Nay" – Lutz, Minn – 2

The Chairperson declared the additional motion carried.

Upon a roll call vote of the commissioners to approve the recommendation contained in the report as amended, the following voted "Aye:"

Tyler, Lutz, Rogers, Gerard, Letofsky, Minn, Nguyen, Pederson – 8

And the following voted "Nay" – 0

The Chairperson declared the motion carried and the recommendation adopted as amended. The resolution and accompanying report are on file as Document No. 11-37.

There being no further business to come before the meeting and upon a motion duly made and seconded, the meeting was adjourned at 2:40 p.m.

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Secretary

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Date These Minutes Approved



February 22, 2012

**REPORT TO THE BOARD OF COMMISSIONERS**

**FROM:** Cora McCorvey, Executive Director/CEO

**SUBJECT:** Meeting Schedule for 2012 Board Meetings

**Previous Directives:** The Board of Commissioners adopted bylaws which provide that the Board adopts its annual meeting schedule at the first meeting held each year.

**Resident Council Review/Recommendation:** Not Applicable.

**Budget Impact:** Not Applicable.

**Affirmative Action Compliance:** Not Applicable.

**Procurement Review:** Not Applicable.

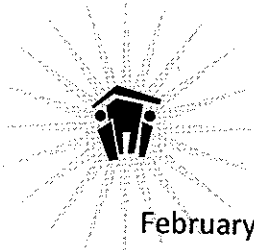
**RECOMMENDATION:** It is recommended that the Board of Commissioners approve the regular meeting schedule for 2012 as presented below.

The following is the proposed schedule for regular meetings of the Minneapolis Public Housing Authority Board of Commissioners for the year 2012. Unless otherwise duly noticed, all meetings will be held at 1001 Washington Avenue North, Minneapolis, MN, at 1:30 P.M.

Wednesday, January 25, 2012 (cancelled)  
Wednesday, February 22, 2012 (annual)  
Wednesday, March 28, 2012  
Wednesday, April 25, 2012  
Wednesday, May 23, 2012  
Wednesday, June 27, 2012  
Wednesday, July 25, 2012  
Wednesday, August 22, 2012  
Wednesday, September 26, 2012  
Wednesday, October 24, 2012  
Wednesday, November 28, 2012  
Wednesday, December 19, 2012 (third Wednesday)

Please note that the meetings are held on the fourth Wednesday of each month with the exception of December, which will be held on the third Wednesday of December because of the holidays.

This Report was prepared by Susan Seel. For further information, please call Cora McCorvey, 612-342-1439.



February 22, 2012

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## REPORT TO THE COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director/CEO

**SUBJECT:** Appointment of the Moving To Work Resident Advisory Board (RAB) for the Purpose of Developing MPHA's 2013 Moving To Work Plan.

**Previous Directives:** On July 12, 2000, the MPHA Board of Commissioners approved MPHA's first Agency Plan as required under the Quality Housing and Work Responsibility Act of 1998 and subsequent regulations. In January of 2011, the MPHA Board appointed the 2011 MTW Resident Advisory Board for its 2012 MTW Plan.

**Resident Association Notification:** As occurs every year, MPHA will contact the Minneapolis Highrise Representative Council (MHRC), the Glendale Resident Council and the Minneapolis Scattered Site Resident Council (MSSRC). In addition, the Section 8 Housing Choice Voucher Program will identify participants for the MTW RAB. This action will be reviewed by the Tenant Advisory Committee (TAC) prior to the February 22, 2012 Board meeting.

**Impact on MPHA Budget:** Minimal - RAB members may be provided lunch and/or a stipend for their participation.

**Affirmative Action Compliance:** Not applicable. The RAB is a committee made up exclusively of MPHA residents and Section 8 participants.

**Procurement Review:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board of Commissioners authorize the MTW RAB for the purpose of developing the MPHA's 2013 MTW Plan.

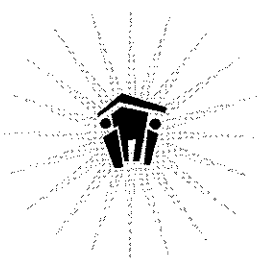
MPHA became a full Moving to Work (MTW) Agency on January 29, 2008, through a signed and executed Amended and Restated Moving to Work Agreement with HUD. As an MTW Agency, MPHA is able to block grant its various funding sources, Public Housing Subsidy, Rents, Capital Funds and Section 8/Housing Choice Voucher funds into a single fund and have more flexibility in developing its budget. In addition, as an MTW Agency, MPHA is able to request waivers from HUD on most matters. This flexibility enables MPHA to create efficiencies and adopt programs that better support the mission of MPHA and the needs of its residents. In developing the Agency's MTW Plan, HUD requires MPHA to create meaningful methods for resident involvement. MPHA is recommending the creation of an MTW Resident Advisory Board (RAB)

to assist in the development our FY2013 MTW Plan. MPHA residents and program participants are familiar with the Agency's MTW planning process.

This process supports broad based and meaningful involvement by residents and program participants. The MTW RAB will consist of representatives from the Minneapolis Highrise Representative Council (MHRC), the Glendale Resident Council and the Minneapolis Scattered Site Resident Council (MSSRC). Also included will be representatives from MPHA's Housing Choice Voucher program.

The Policy and Special Initiatives Department will work with the Facilities and Development, Resident Initiatives, Section 8/HCV Departments and MHRC to ensure that both public housing residents and Section 8 participants have an opportunity to participate in the development of MPHA's 2013 MTW Plan.

This Report was prepared Bob Boyd. If you have questions or need additional information, please contact Mr. Boyd at (612) 342-1437.



February 22, 2012

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**REPORT TO THE COMMISSIONERS**

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Approval of Pay Equity Implementation Report

**Previous Directives:** The Minneapolis Public Housing Authority last reported its compliance with the Minnesota Local Government Pay Equity Act in January, 2009 for the period ending December 31, 2008 as required by law and regulation.

**Executive Committee:** The agency's Pay Equity Report was discussed with the Executive Committee of the MPHA Board on February 22, 2012.

**Resident Association Notification:** Not applicable.

**Impact on MPHA Budget:** None.

**Affirmative Action Compliance:** Not applicable

**Procurement Review:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board of Commissioners 1) approve the Minneapolis Public Housing Authority's Pay Equity Implementation Report for the period ending December 31, 2011, 2) authorize the Chair to sign the 2012 report, and 3) direct that the approved report be filed with the Minnesota Department of Management and Budget as required by Minn. Stat. § 471.991 et seq.

**Background Information:** The Minnesota *Local Government Pay Equity Act*, Minn. Stat. § 471.991 et seq., requires Minnesota public sector employers to establish "reasonable compensation relationships" between the *female-dominated*, *male-dominated* and *balanced* classes of employees in its jurisdiction as those terms are defined by the Act. The Act also requires Minnesota public sector jurisdictions to report their compliance with these provisions as directed by the Minnesota Department of Management and Budget (formerly, the Minnesota Department of Employee Relations). The Department

requires compliance reporting every three years. As noted above, MPHA was last required to prepare and file a Pay Equity Implementation Report in January, 2009 for the period ending December 31, 2008.

Under the Act, "predicted pay" is the standard for comparing how males and females are compensated in the jurisdiction. Predicted pay is the average pay of male-dominated classes at any given job evaluation point value. As of December 31, 2005, the agency reported compliance with the Act's provisions by the thinnest of margins; it reported an "underpayment ratio" (the percent of male-dominated classes below predicted pay divided by the percent of female-dominated classes below predicted pay) of 80.4. An underpayment ratio of at least 80.0 is required for a jurisdiction to be found in compliance with the Act. As of December 31, 2008, the agency had improved its underpayment ratio to 296.5 – an underpayment ratio solidly in compliance with the Act's requirements.

**Current Report:** The Act requires each jurisdiction's governing body to confirm that the information contained in the report is correct and it requires the jurisdiction's chief elected or appointed official to certify that the jurisdiction's governing body has indicated its approval.

Based upon our review and analysis of the agency's December 31, 2011 job classifications, and the rates of pay and job evaluation results for each, and by using the on-line reporting system provided by the State of Minnesota for these purposes, the MPHA is reporting a December 31, 2011 underpayment ratio of 287.88 – an underpayment ratio substantially the same as its 2008 ratio and one which is also solidly in compliance with the Act's requirements. In order to comply with the Act's filing requirements in the absence of a January Board of Commissioners meeting, an unofficial report was filed electronically with the Minnesota Department of Management and Budget, was served on each of the labor organizations that represent MPHA employees, and filed with the Hennepin County Library. An official confirmatory report will be filed with the Minnesota Department of Management and Budget immediately upon the Board's approval. A copy of the *Pay Equity Implementation Report* and *Compliance Report* is attached to this Report for the Board's information, review, and file.

This Report was prepared by Deputy Executive Director Dennis A. Goldberg and the data contained in the report was verified by Susan Norby, Manager of Human Resources/EEO. Please contact Mr. Goldberg (612-342-1204) or Ms. Norby (612-342-1416) for further information.

## Compliance Report

Jurisdiction: Minneapolis Public Housing Authority  
1001 Washington Avenue North

Report Year: 2012  
Case: 2 - 2012 DATA (Submitted)

Minneapolis MN 55401

Contact: Dennis Goldberg

Phone: (612) 342-1204

E-Mail: dgoldberg@mplspha.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	33	38	7	78
# Employees	147	113	24	284
Avg. Max Monthly Pay per employee	5,173.89	5,483.12		5,344.80

### II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 287.88 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	18	32
b. # Below Predicted Pay	15	6
c. TOTAL	33	38
d. % Below Predicted Pay (b divided by c = d)	45.45	15.79

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 258

Value of T = -10.800

a. Avg. diff. in pay from predicted pay for male jobs = \$76

b. Avg. diff. in pay from predicted pay for female jobs = \$683

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.00

B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP 0.00 \*

B. % of female classes receiving ESP 0.00

\*(if 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2012 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Clerk Receptionist	0	1	F	1,215	\$2,573.00	\$3,666.00	0.00	0.00	
2	Leasing Clerk	1	1	B	1,295	\$2,759.00	\$3,943.00	0.00	0.00	
3	Management Aide	1	15	F	1,315	\$2,759.00	\$3,943.00	0.00	0.00	
5	Secretary	0	2	F	1,335	\$2,759.00	\$3,943.00	0.00	0.00	
6	Bldg and Grounds Speciali	18	1	M	1,375	\$2,603.00	\$2,785.00	3.00	0.00	
7	Administrative Assistant I	0	1	F	1,400	\$2,967.00	\$4,386.00	0.00	0.00	
8	Account Clerk	0	2	F	1,430	\$2,967.00	\$4,386.00	0.00	0.00	
9	Work Order Coordinator	0	4	F	1,505	\$3,233.00	\$4,610.00	0.00	0.00	
11	Administrative Assistant II	1	1	B	1,530	\$3,233.00	\$4,610.00	0.00	0.00	
74	Confidential Admin Assist I	0	1	F	1,530	\$3,290.00	\$4,641.00	0.00	0.00	
12	Eligibility Technician	5	27	F	1,535	\$3,233.00	\$4,610.00	0.00	0.00	
13	Housing Inspector	5	0	M	1,575	\$3,359.00	\$4,685.00	0.00	0.00	
15	Collection Agent	1	2	B	1,615	\$3,359.00	\$4,685.00	0.00	0.00	
16	Service and Maintenance I	41	4	M	1,625	\$3,448.00	\$4,264.00	7.00	0.00	
17	Painter Journeyman	16	1	M	1,625	\$5,411.00	\$5,411.00	0.00	0.00	
81	Carpenter Apprentice	0	1	F	1,625	\$4,365.00	\$4,365.00	0.00	2.00	
18	Accounting Associate	0	2	F	1,635	\$3,359.00	\$4,685.00	0.00	0.00	
19	Confidential Admin Specia	0	2	F	1,685	\$3,562.00	\$5,018.00	0.00	0.00	
20	Payroll Coordinator	0	1	F	1,700	\$3,447.00	\$5,063.00	0.00	0.00	
21	Resident Services Coordin	0	1	F	1,705	\$3,447.00	\$5,063.00	0.00	0.00	
22	Community ServicesCoord	0	3	F	1,730	\$3,447.00	\$5,063.00	0.00	0.00	
23	Tenant Accounting Coord	0	1	F	1,730	\$3,447.00	\$5,063.00	0.00	0.00	
24	Procurement Coordinator	0	1	F	1,750	\$3,447.00	\$5,063.00	0.00	0.00	
78	Project Administrator	0	1	F	1,750	\$3,447.00	\$5,063.00	0.00	0.00	
75	Info & Website Coord	0	1	F	1,765	\$3,447.00	\$5,063.00	0.00	0.00	
80	AMP Office Coordinator	2	4	B	1,775	\$3,447.00	\$5,063.00	0.00	0.00	
25	Quality Control Specialist	0	1	F	1,785	\$3,447.00	\$5,063.00	0.00	0.00	
26	IT Systems Tech Support I	1	0	M	1,790	\$3,447.00	\$5,063.00	0.00	0.00	
27	HCV Quality and Technica	1	0	M	1,880	\$3,737.00	\$5,481.00	0.00	0.00	
79	Financial Analyst	1	0	M	1,880	\$3,737.00	\$5,481.00	0.00	0.00	
29	Operating Maintenance Er	4	0	M	1,890	\$4,657.00	\$4,657.00	0.00	0.00	
30	Carpenter Journeyman	15	3	M	1,895	\$5,729.00	\$5,729.00	0.00	0.00	
31	Electrician	0	1	F	1,910	\$6,788.00	\$6,788.00	0.00	6.00	
32	IT Systems Analyst Progra	1	0	M	1,910	\$3,737.00	\$5,481.00	0.00	0.00	
33	Buyer	1	1	B	1,915	\$3,737.00	\$5,481.00	0.00	0.00	
77	Human Resources Coord	0	1	F	1,915	\$4,166.00	\$5,872.00	0.00	0.00	
34	Carpenter Foreman	2	0	M	2,000	\$5,814.00	\$5,814.00	0.00	0.00	
35	EDSS Grant Coordinator	1	0	M	2,005	\$4,044.00	\$5,926.00	0.00	0.00	
36	Marketing Specialist	0	1	F	2,005	\$4,044.00	\$5,926.00	0.00	0.00	
38	Asset Operations Manager	6	14	F	2,095	\$4,507.00	\$6,597.00	0.00	0.00	
39	IT Systems Engineer	1	0	M	2,095	\$4,044.00	\$5,926.00	0.00	0.00	
40	Operating Maint Engr Fore	1	0	M	2,100	\$4,961.00	\$4,961.00	0.00	37.00	
42	Assistant to Exec Director	0	1	F	2,135	\$7,516.00	\$7,516.00	0.00	21.00	
37	Construction Project Mana	4	1	M	2,165	\$4,372.00	\$6,412.00	0.00	0.00	
43	Electrician Foreman	1	0	M	2,180	\$7,174.00	\$7,174.00	0.00	11.00	
28	Asset Operations Coordinz	1	0	M	2,200	\$4,873.00	\$7,117.00	0.00	0.00	
44	Supervisor Leasing and Or	0	1	F	2,250	\$4,873.00	\$7,117.00	0.00	0.00	
46	Manager Maintenance	1	0	M	2,260	\$4,873.00	\$7,117.00	0.00	0.00	
47	Maintenance Team Leader	8	0	M	2,295	\$6,032.00	\$6,032.00	0.00	34.00	
48	Senior Financial Analyst	2	1	B	2,295	\$4,372.00	\$6,412.00	0.00	0.00	
49	Supervisor HCV	0	2	F	2,295	\$4,873.00	\$7,117.00	0.00	0.00	
50	Supervisor Accounting	1	0	M	2,395	\$5,266.00	\$7,672.00	0.00	0.00	
51	Public Housing Manager	0	1	F	2,460	\$5,266.00	\$7,672.00	0.00	0.00	
52	Principal Asset Opns Manz	2	4	B	2,460	\$5,266.00	\$7,672.00	0.00	0.00	
83	Director of ARRA Impleme	0	1	F	2,460	\$7,132.00	\$7,132.00	0.00	2.00	
53	Senior Accountant	0	1	F	2,470	\$4,727.00	\$6,928.00	0.00	0.00	
41	Staff Attorney	0	1	F	2,495	\$5,266.00	\$7,672.00	0.00	0.00	
82	Development Coordinator	1	0	M	2,530	\$4,727.00	\$6,928.00	0.00	0.00	

Job Class Data Entry Verification List

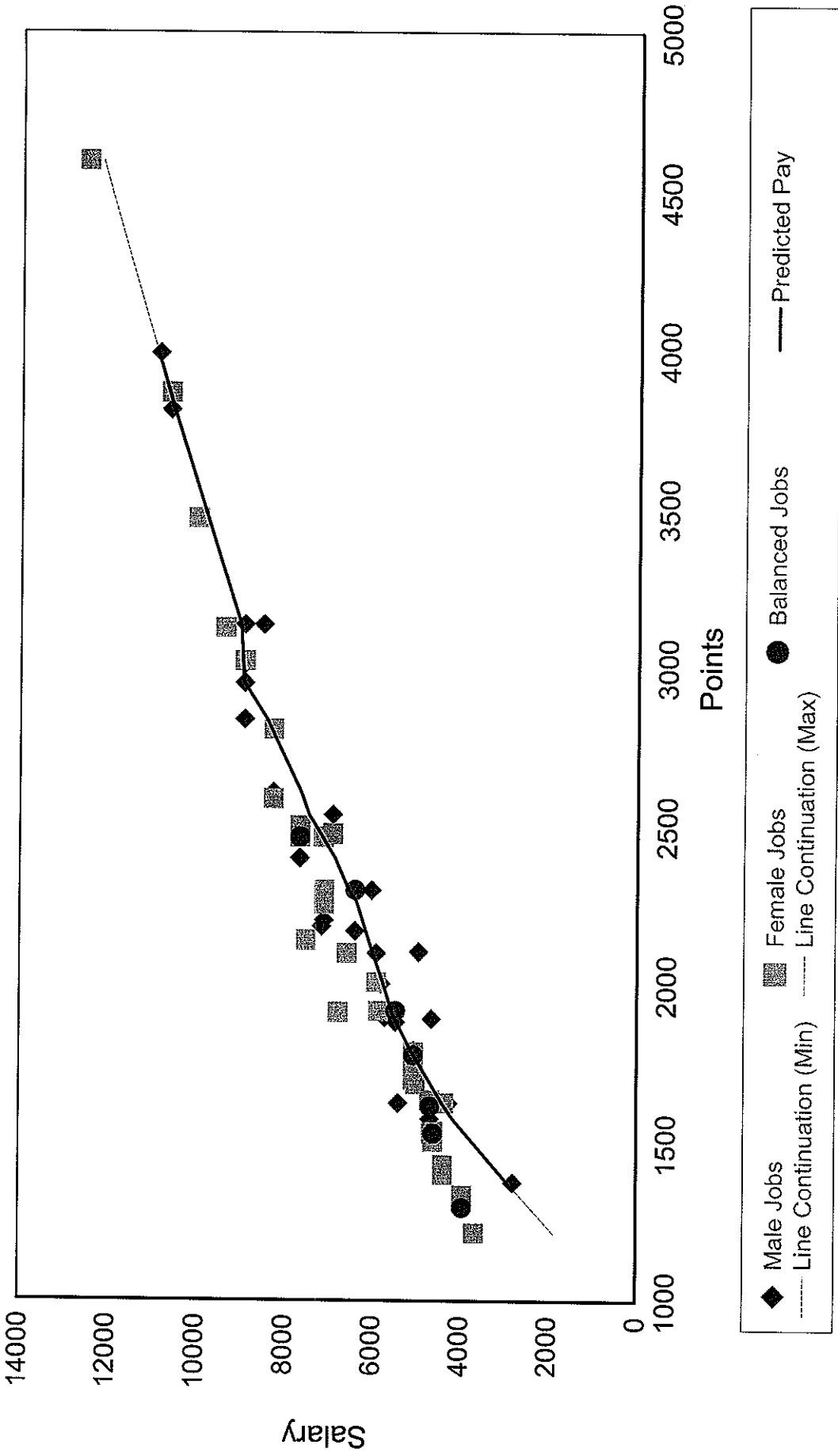
Case: 2012 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
54	Manager Leasing and Occ	0	1	F	2,580	\$5,699.00	\$8,281.00	0.00	0.00	
55	Manager Finance	1	0	M	2,600	\$5,699.00	\$8,281.00	0.00	0.00	
56	Senior Supervisor HCV	0	1	F	2,800	\$5,699.00	\$8,281.00	0.00	0.00	
57	Manager Capital Improven	1	0	M	2,830	\$6,161.00	\$8,934.00	0.00	0.00	
58	Senior Attorney	1	0	M	2,945	\$6,161.00	\$8,934.00	0.00	0.00	
59	Assist Director Finance	1	0	M	3,005	\$6,161.00	\$8,934.00	0.00	0.00	
76	Manager of Procurement	1	0	M	3,005	\$6,161.00	\$8,934.00	0.00	0.00	
60	Manager of Human Resou	0	1	F	3,015	\$6,161.00	\$8,934.00	0.00	0.00	
61	Director of Res Initiatives	0	1	F	3,120	\$9,375.00	\$9,375.00	0.00	18.00	
63	Director of Policy and Spe	1	0	M	3,120	\$9,375.00	\$9,375.00	0.00	18.00	
64	Director of IT	1	0	M	3,120	\$9,375.00	\$9,375.00	0.00	12.00	
65	Assist Director of ESCO	1	0	M	3,130	\$6,161.00	\$8,934.00	0.00	0.00	
66	Assist Director of Maintena	1	0	M	3,130	\$8,508.00	\$8,508.00	0.00	27.00	
67	Managing Director HCV	0	1	F	3,465	\$10,000.00	\$10,000.00	0.00	16.00	
68	Managing Director LIPH	0	1	F	3,465	\$10,000.00	\$10,000.00	0.00	19.00	
69	Deputy Executive Director	1	0	M	3,805	\$10,625.00	\$10,625.00	0.00	18.00	
70	Deputy Executive Director	1	0	M	3,805	\$10,625.00	\$10,625.00	0.00	19.00	
71	General Counsel	0	1	F	3,860	\$10,625.00	\$10,625.00	0.00	13.00	
72	Deputy Executive Director	1	0	M	3,985	\$10,875.00	\$10,875.00	0.00	5.00	
73	Executive Director CEO	0	1	F	4,590	\$12,500.00	\$12,500.00	0.00	34.00	

Job Number Count: 78

Predicted Pay Report for Minneapolis Public Housing Authority

Case : 2012 DATA



Predicted Pay Report for Minneapolis Public Housing Authority  
Case : 2012 DATA

2/2/2012

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Clerk Receptionist	0	1	1	Female	1,215	\$3,666.00	\$1,859.94	\$1,806.06
2	Leasing Clerk	1	1	2	Balanced	1,295	\$3,943.00	\$2,384.02	\$1,558.98
3	Management Aide	1	15	16	Female	1,315	\$3,943.00	\$2,514.49	\$1,428.51
5	Secretary	0	2	2	Female	1,335	\$3,943.00	\$2,646.07	\$1,296.93
6	Bldg and Grounds Specialist	18	1	19	Male	1,375	\$2,785.00	\$2,908.11	(\$123.11)
7	Administrative Assistant I	0	1	1	Female	1,400	\$4,386.00	\$3,071.75	\$1,314.25
8	Account Clerk	0	2	2	Female	1,430	\$4,386.00	\$3,268.55	\$1,117.45
9	Work Order Coordinator	0	4	4	Female	1,505	\$4,610.00	\$3,759.47	\$850.53
11	Administrative Assistant II	1	1	2	Balanced	1,530	\$4,610.00	\$3,923.11	\$686.89
74	Confidential Admin Assist II	0	1	1	Female	1,530	\$4,641.00	\$3,923.11	\$717.89
12	Eligibility Technician	5	27	32	Female	1,535	\$4,610.00	\$3,956.28	\$653.72
13	Housing Inspector	5	0	5	Male	1,575	\$4,685.00	\$4,158.72	\$526.28
15	Collection Agent	1	2	3	Balanced	1,615	\$4,685.00	\$4,360.31	\$324.69
16	Service and Maintenance Spec	41	4	45	Male	1,625	\$4,264.00	\$4,410.50	(\$146.50)
17	Painter Journeyman	16	1	17	Male	1,625	\$5,411.00	\$4,410.50	\$1,000.50
81	Carpenter Apprentice	0	1	1	Female	1,625	\$4,365.00	\$4,410.50	(\$45.50)
18	Accounting Associate	0	2	2	Female	1,635	\$4,685.00	\$4,460.68	\$224.32
19	Confidential Admin Specialist	0	2	2	Female	1,685	\$5,018.00	\$4,696.54	\$321.46
20	Payroll Coordinator	0	1	1	Female	1,700	\$5,063.00	\$4,770.11	\$292.89
21	Resident Services Coordinator	0	1	1	Female	1,705	\$5,063.00	\$4,794.08	\$268.92
22	Community Services Coord	0	3	3	Female	1,730	\$5,063.00	\$4,957.93	\$105.07
23	Tenant Accounting Coord	0	1	1	Female	1,730	\$5,063.00	\$4,957.93	\$105.07
24	Procurement Coordinator	0	1	1	Female	1,750	\$5,063.00	\$5,026.09	\$36.91
78	Project Administrator	0	1	1	Female	1,750	\$5,063.00	\$5,026.09	\$36.91
75	Info & Website Coord	0	1	1	Female	1,765	\$5,063.00	\$5,046.04	\$16.96
80	AMP Office Coordinator	2	4	6	Balanced	1,775	\$5,063.00	\$5,076.82	(\$13.82)
25	Quality Control Specialist	0	1	1	Female	1,785	\$5,063.00	\$5,107.61	(\$44.61)
26	IT Systems Tech Support Spec	1	0	1	Male	1,790	\$5,063.00	\$5,123.26	(\$60.26)
27	HCV Quality and Technical Spec	1	0	1	Male	1,880	\$5,481.00	\$5,462.17	\$18.83
79	Financial Analyst	1	0	1	Male	1,880	\$5,481.00	\$5,462.17	\$18.83
29	Operating Maintenance Engineer	4	0	4	Male	1,890	\$4,657.00	\$5,496.44	(\$839.44)
30	Carpenter Journeyman	15	3	18	Male	1,895	\$5,729.00	\$5,513.01	\$215.99
31	Electrician	0	1	1	Female	1,910	\$6,788.00	\$5,563.84	\$1,224.16
32	IT Systems Analyst Programmer	1	0	1	Male	1,910	\$5,481.00	\$5,563.84	(\$82.84)
33	Buyer	1	1	2	Balanced	1,915	\$5,481.00	\$5,579.84	(\$98.84)

Predicted Pay Report for Minneapolis Public Housing Authority  
Case : 2012 DATA

2/2/2012

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
77	Human Resources Coord	0	1	1	Female	1,915	\$5,872.00	\$5,579.84	\$292.16
34	Carpenter Foreman	2	0	2	Male	2,000	\$5,814.00	\$5,765.73	\$48.27
35	EDSS Grant Coordinator	1	0	1	Male	2,005	\$5,926.00	\$5,776.36	\$149.64
36	Marketing Specialist	0	1	1	Female	2,005	\$5,926.00	\$5,776.36	\$149.64
38	Asset Operations Manager	6	14	20	Female	2,095	\$6,597.00	\$6,004.80	\$592.20
39	IT Systems Engineer	1	0	1	Male	2,095	\$5,926.00	\$6,004.80	(\$78.80)
40	Operating Maint Engr Foreman	1	0	1	Male	2,100	\$4,961.00	\$6,016.82	(\$1,055.82)
42	Assistant to Exec Director	0	1	1	Female	2,135	\$7,516.00	\$6,100.52	\$1,415.48
37	Construction Project Manager	4	1	5	Male	2,165	\$6,412.00	\$6,170.63	\$241.37
43	Electrician Foreman	1	0	1	Male	2,180	\$7,174.00	\$6,205.68	\$968.32
28	Asset Operations Coordinator	1	0	1	Male	2,200	\$7,117.00	\$6,246.25	\$870.75
44	Supervisor Leasing and Occ	0	1	1	Female	2,250	\$7,117.00	\$6,363.64	\$753.36
46	Manager Maintenance	1	0	1	Male	2,260	\$7,117.00	\$6,383.53	\$733.47
47	Maintenance Team Leader	8	0	8	Male	2,295	\$6,032.00	\$6,561.17	(\$529.17)
48	Senior Financial Analyst	2	1	3	Balanced	2,295	\$6,412.00	\$6,561.17	(\$149.17)
49	Supervisor HCV	0	2	2	Female	2,295	\$7,117.00	\$6,561.17	\$555.83
50	Supervisor Accounting	1	0	1	Male	2,395	\$7,672.00	\$6,873.54	\$798.46
51	Public Housing Manager	0	1	1	Female	2,460	\$7,672.00	\$7,016.17	\$655.83
52	Principal Asset Opns Manager	2	4	6	Balanced	2,460	\$7,672.00	\$7,016.17	\$655.83
83	Director of ARRA Implementatio	0	1	1	Female	2,460	\$7,132.00	\$7,016.17	\$115.83
53	Senior Accountant	0	1	1	Female	2,470	\$6,928.00	\$7,042.17	(\$114.17)
41	Staff Attorney	0	1	1	Female	2,495	\$7,672.00	\$7,325.60	\$346.40
82	Development Coordinator	1	0	1	Male	2,530	\$6,928.00	\$7,474.85	(\$546.85)
54	Manager Leasing and Occupancy	0	1	1	Female	2,580	\$8,281.00	\$7,578.48	\$702.52
55	Manager Finance	1	0	1	Male	2,600	\$8,281.00	\$7,649.33	\$631.67
56	Senior Supervisor HCV	0	1	1	Female	2,800	\$8,281.00	\$8,352.73	(\$71.73)
57	Manager Capital Improvements	1	0	1	Male	2,830	\$8,934.00	\$8,429.35	\$504.65
58	Senior Attorney	1	0	1	Male	2,945	\$8,934.00	\$8,954.34	(\$20.34)
59	Assist Director Finance	1	0	1	Male	3,005	\$8,934.00	\$8,978.63	(\$44.63)
76	Manager of Procurement	1	0	1	Male	3,005	\$8,934.00	\$8,978.63	(\$44.63)
60	Manager of Human Resources	0	1	1	Female	3,015	\$8,934.00	\$8,978.63	(\$44.63)
61	Director of Res Initiatives	0	1	1	Female	3,120	\$9,375.00	\$8,982.65	(\$48.65)
63	Director of Policy and Spec In	1	0	1	Male	3,120	\$9,375.00	\$9,025.09	\$349.91
64	Director of IT	1	0	1	Male	3,120	\$9,375.00	\$9,025.09	\$349.91
65	Assist Director of ESCO	1	0	1	Male	3,130	\$8,934.00	\$9,029.18	(\$95.18)

Predicted Pay Report for Minneapolis Public Housing Authority  
Case : 2012 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
66	Assist Director of Maintenance	1	0	1	Male	3,130	\$8,508.00	\$9,029.18	(\$521.18)
67	Managing Director HCV	0	1	1	Female	3,465	\$10,000.00	\$9,854.40	\$145.60
68	Managing Director LIPH	0	1	1	Female	3,465	\$10,000.00	\$9,854.40	\$145.60
69	Deputy Executive Director CFO	1	0	1	Male	3,805	\$10,625.00	\$10,554.36	\$70.64
70	Deputy Executive Director F&D	1	0	1	Male	3,805	\$10,625.00	\$10,554.36	\$70.64
71	General Counsel	0	1	1	Female	3,860	\$10,625.00	\$10,669.04	(\$44.04)
72	Deputy Executive Director COO	1	0	1	Male	3,985	\$10,875.00	\$10,929.37	(\$54.37)
73	Executive Director CEO	0	1	1	Female	4,590	\$12,500.00	\$12,190.89	\$309.11

Job Number Count: 78

Pay Equity Implementation Report

2/2/2012

Part A: Jurisdiction Identification

Jurisdiction: Minneapolis Public Housing Authority  
1001 Washington Avenue North

Jurisdiction Type: Housing and Redevelopment

Minneapolis MN 55401

Contact: Dennis Goldberg

Phone: (612) 342-1204

E-Mail: dgoldberg@mplspha.org

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant's System

Description: Hallcrest-Craver Quantitative Evaluation System

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

- 3. An official notice has been posted at:

MPHA Central Office  
\_\_\_\_\_  
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

MPHA Board of Commissioners  
\_\_\_\_\_  
(governing body)

F. Clayton Tyler  
\_\_\_\_\_  
(chief elected official)

Chairman  
\_\_\_\_\_  
(title)

Part C: Total Payroll

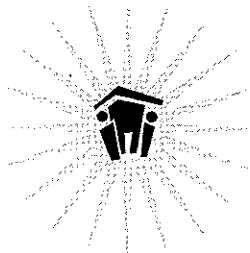
\$17,139,497.00

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 01/30/2012



February 22, 2012

## REPORT TO THE COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director/CEO

**SUBJECT:** Approval of Project Based Voucher Awards

**Previous Directives:** On December 19, 2007, the MPHA Board authorized the Executive Director to negotiate a new Moving To Work Agreement with HUD. On January 6, 2008, MPHA signed an MTW Agreement with HUD making the Agency a full status MTW. This status requires MPHA to create an Annual MTW Plan. On September 22, 2010, the Board approved the Agency's 2011 MTW Plan that included a "Targeted Project Based Voucher Initiative."

**Resident Notification:** The 2011 MTW Resident Advisory Board (RAB) approved the "Targeted Project Based Voucher Initiative." This approval of the Project Based Vouchers awarded under this initiative will be reviewed by the Tenant Advisory Committee prior to the February 22, 2012 Board meeting.

**Impact on Budget:** The Targeted Project Based Voucher program is part of MPHA's approved budget.

**Procurement Review:** The RFP process for awarding the Project Based Vouchers was developed in consultation with MPHA's Procurement Department.

**Recommendation:** It is recommended that the Board of Commissioners approve staff's recommendations for awarding forty (40) vouchers under the "Targeted Project Based Voucher Initiative" and authorize the Executive Director or her designee to take actions necessary to enter into the various agreements to successfully project base the awarded vouchers.

As part of its 2011 Moving To Work (MTW), MPHA proposed a Targeted Project Based Initiative. On June 29, 2011, MPHA issued an RFP to allocate 40 vouchers for Project Basing for the specific purpose of creating additional, non-project based, affordable housing for low-income families in the City of Minneapolis.

These vouchers are targeted to programs and organizations that propose developments where there is a high ratio of new affordable units to those subsidized through MPHA’s project based initiative. To facilitate this goal, MPHA is limiting the number of vouchers that will be project based to any development from a low of five vouchers to a high of twenty vouchers.

Under this initiative, the MPHA Project Based Vouchers will foster development of additional affordable housing beyond the number of units to be project based. MPHA has a goal of 160 new affordable units to come from this project, including the 40 vouchers to be project based. The results of the RFP and proposed award of 40 vouchers will result in 315 units of new affordable housing being created in our community.

Staff created a committee to review and score the proposals submitted. MPHA received a total of nine proposals. Based upon the scoring and the limited number of vouchers available to project base, MPHA is recommending the follow proposals be awarded vouchers:

<b>Proposal Name</b>	<b>Number of Units Proposed</b>	<b>Number of Vouchers Awarded</b>	<b>Total Scoring of Proposal</b>
Emanuel Housing	101	6	190
Spirit On Lake	46	5	174
The Lonoke	19	4	171
Emerson North Family Housing	48	10	169
South Quarter – Phase IV	101	15	161
<b>Total</b>	<b>315</b>	<b>40</b>	

Emanuel Housing – RS EDEN (822 South 3<sup>rd</sup> Street)

RS EDEN has purchased an underused office building at 822 South Third Street in Minneapolis. They will redevelop the property into a supportive housing development that will create a total of 101 new apartments consisting of 95 efficiencies and six one-bedroom units. The target population will be individuals who have experienced long-term homelessness; many will be disabled (chemical dependency and/or mental illness). Emanuel housing will include office space for a case manager from RS EDEN and the VA, along with shared community space. The Council on Crime and Justice (CCJ) will remain a tenant of the building.

Spirit on Lake – Everwood Development LLC (2930 13<sup>th</sup> Ave S & 1238 East Lake St)

Spirit on Lake is a 46 unit project that will include a mix of one and two bedroom units. The target population for this housing will be the aging gay, lesbian, bisexual and transgender (GLBT) community. The property will include a common lobby, community room and exercise room for the residents. Also, there will be approximately 4,200 square feet of non-residential space on the first floor along Lake Street. The final use of the space is yet to be finalized but will likely be a GLBT-focused Community Service Center offering community health and social services and advocacy to both the residents and the broader community.

The Lonoke – Plymouth Church Neighborhood Foundation (1926 3<sup>rd</sup> Ave S)

The Lonoke will be a mixed income development with a total of 19 one-bedroom units. The units which are not Project Based will be targeted to households at or below 50% of the Area Median Income. The Lonoke will be a renovation of a three-story walkup multi-family apartment building. Preference for the Project Based units will be given to former residents of Lydia Apartments, a 40 unit permanent supportive housing development for formerly homeless single adults with disabilities.

Emerson North Family Housing – Plymouth Church Neighborhood Foundation (1808 Emerson Ave N)

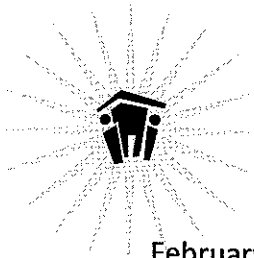
Emerson North will be a new construction property that will consist of 48 units consisting of five one-bedroom units, 25 two-bedroom units, 15 three-bedroom units and three four-bedroom units. Initial tenant selection priority for the units will be given to persons displaced by the May 22, 2011 tornado. This will be a mixed income development with 34 of the units targeted for households at or below 50% of Area Median Income. The Project Based units will provide supportive housing for Long Term Homeless Families with services provided by Families Moving Forward.

South Quarter – Phase IV – Aeon (Franklin-Portland Avenue)

South Quarter – Phase IV will be new construction and rehabilitation that will consist of 90 units providing market rate and affordable apartments for a variety of household sizes, economic levels and lifestyles. The project amenities will include a fitness room and outdoor common areas. The affordable units will be targeted for families earning between 30%, 50% and 60% of the Area Median Income. Twelve units will be targeted for individuals and families experiencing long-term homelessness. The project will also include 12,000 square feet for Aeon's new office headquarters.

All voucher awards are subject to HUD subsidy layering requirements and the specific Targeted Project Base Initiative benchmarks. MPHA expects to sign AHAPS in 2012 and PB HAP Contracts in 2012 and 2013. This initiative will be complete when all developments are under contract and participants lease up their units.

This Report was prepared for Cheryl Borden, Managing Director of the Section 8 Housing Choice Voucher program, by Bob Boyd, Director of Policy and Special Initiatives, and Tina Johnson, Supervisor Special Allocations Section 8. For further information, please call Mr. Boyd at (612) 342-1437 or Ms. Johnson (612) 342-1220.



February 22, 2012

## REPORT TO THE COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director/CEO

**SUBJECT:** Approval of MPHA 2012-2017 Strategic Plan

**Previous Directives:** On April 26, 2000, the MPHA Board approved the Agency's first five year Strategic Plan. MPHA successfully implemented its various initiatives under that plan and has subsequently reorganized under HUD's Asset Management rule and in addition entered into a Moving To Work (MTW) Agreement with HUD in 2008. On March 23, 2011, the Board approved MPHA's Strategic Planning Initiative.

**Resident Notification:** A copy of the Draft Strategic Plan has been sent to Minneapolis Highrise Representative Council, Glendale Resident Council and the Scattered Site Resident Council on February 13, 2012. This action will also be reviewed by the Tenant Advisory Committee prior to the February 22, 2012 Board meeting. Henceforth, comments and suggested amendments received from residents will be provided to the MPHA board prior to its March 28, 2012 meeting.

**Impact on Budget:** The Strategic Plan will provide the frame for developing future MPHA Budgets.

**Procurement Review:** Not applicable.

**Recommendation:** It is recommended that the Board of Commissioners approve MPHA's Strategic Plan and Authorize the Executive Director to take actions necessary to develop implementation strategies for the Strategic Directions that identify the goals for MPHA's Strategic Plan.

In November 2010, MPHA initiated a Request for Proposals (RFP) to identify a Strategic Planning consultant who would work with our agency to develop and implement a strategic plan process that will guide MPHA actions for the next five years. BIKO Associates Inc. was selected as the consultant to work with MPHA in developing a new strategic initiative.

Under the direction of the Board, MPHA created a Strategic Plan Steering Committee consisting of MPHA Board members, residents, staff and key community stakeholders. BIKO Associates

worked with the Steering Committee to research issues and expand input from MPHA constituents, review and revise our mission, identify our core operating values and to develop a draft strategic plan. Through this process MPHA identified seven Strategic Directions and accompanying goals that will guide the agency for the next five years.

This Report was prepared for MPHA Executive Director, Cora McCorvey, by Bob Boyd, Director of Policy and Special Initiatives. For further information, please call Mr. Boyd at (612) 342-1437.



February 22, 2012

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## REPORT TO THE BOARD OF COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director/CEO

**SUBJECT:** Adoption of Resolution for the Section 8 Management Assessment Program (**SEMAP**) Certification – Fiscal Year 2011

**Previous Directives:** Federal Regulations require the Minneapolis Public Housing Authority (MPHA) to conduct an annual self-assessment of its operational performance and regulatory compliance and to electronically submit to HUD, Certification of its compliance with SEMAP.

**Resident Council Review/Recommendation:** N/A

**Budget Impact:** N/A

**Affirmative Action Compliance:** N/A

**RECOMMENDATION:** It is recommended that the Board of Commissioners adopt the attached resolution for the SEMAP Certification for Fiscal Year 2011, and authorize the Executive Director to execute the Certification on behalf of MPHA and to electronically submit the Certification to the Department of Housing and Urban and Development.

The United States Department of Housing and Urban Development (HUD) is required to annually assess each Public Housing Authority's performance under the Section Eight Management Assessment Program (SEMAP). HUD developed the Inventory Management System through its Public and Indian Housing Information Center (IMS-PIC) as its primary reporting tool for PHAs. IMS-PIC is a web enabled, two-way communication system. Reports are submitted by public housing authorities and the assessment and response to those reports are provided by HUD staff.

Using a HUD form called a "50058" PHAs electronically transmit to IMS-PIC all of the participant family data that the PHA processed throughout the fiscal year. The information recorded on the form include data such as family composition; social security number; race and ethnicity; income an income sources; admission and transfer lease ups; annual/interim reexaminations, HQS Inspections, portability, terminations, subsidy amounts, and more. The 50058 data provides HUD with a picture of the families in the HCV Program as well as a picture of whether or not the PHA is complying with HUD regulations.

To receive full points under SEMAP, HUD must receive a minimum of 95% of the PHA's 50058 Family Reports (as measured against HUD's budget authority). The reporting rate

is critical; if HUD does not receive at least 95% of the PHA's 50058 family records, the PHA will receive a zero score on all 7 of the IMS-PIC verified Performance Indicators which could result in a troubled SEMAP rating. The PHA could also suffer monetary sanctions. MPHA's HCV Program is reporting at 100%. HUD measures the last 7 of the 14 Key Indicators (shown below) through the IMS-PIC System. The PHA "self assesses" to certify compliance with the first 7 of the 14 Key indicators (also shown below). The self assessment is completed by auditing a random sample of participant files.

MPHA will electronically submit the Certification to HUD, after the Board Resolution is approved and within 60 calendar days of 2011 Fiscal Year End. MPHA's SEMAP Certification is due February 29, 2012, after which HUD will assign a performance rating for our Section 8 Housing Choice Voucher Program, and notify us of our score and performance rating within 120 calendar days of our fiscal year end. The SEMAP score achieved by the PHA is based on both the data generated through the HUD IMS-PIC system and the PHA self assessment. Our rating is subject to modification after HUD receives the Independent Auditor's Report. HUD relies upon the PHAs' Annual Independent Audit to verify the accuracy of the PHA self assessment. HUD may also choose to perform an on-site Confirmatory Review of our self assessment.

The SEMAP score and performance rating system is as follows:

- High Performer                      Score of 90% or higher
- Standard Performer                Score of 60% – 89%
- Troubled Performer                Score of 59% or lower

The 14 Key Performance Indicators, assigned points, and certified points for 2011 are as follows:

	<u>Indicator</u>	<u>Assigned Points</u>	<u>Certifying Points</u>
1	Selection from the Waiting List	15 or 0	15
2	Reasonable Rent	20, 15, or 0	20
3	Determination of Adjusted Income	20, 15, or 0	20
4	Utility Allowance Schedule	5 or 0	5
5	HQS Quality Control Inspections	5 or 0	5
6	HQS Enforcement	10 or 0	10
7	Expanding Housing Opportunities	5 or 0	5
8	FMR Limit and Payment Standards	5 or 0	5
9	Timely Annual Reexaminations	10, 5 or 0	10
10	Correct Tenant Rent Calculations	5 or 0	5
11	Pre-contract HQS Inspections	5 or 0	5
12	Annual HQS Inspections	10, 5, or 0	10
13	Lease-up	20, 15 or 0	20
14	FSS Enrollment and Escrow Accounts	10, 8, 5, 3 or 0	10
	Total points:	145	145

We can predict our SEMAP score by dividing the total certifying points (confirmed by PIC and by our self-audit) by the total HUD assigned points.

MPHA Section 8 HCV Supervisors conducted the self-assessment in compliance with the SEMAP Regulations and confirmed a total score of 145. Of the 47 random files audited, two – or 96% of files – document that staff made proper determinations of Adjusted Income, earning us 20 points (two files failed Indicator 2). No other Indicators reflected failed audit files. We are able to confirm a total score of 100%, thus preserving MPHA's Higher Performer Status for its Section 8 Housing Choice Voucher Program for a fifth consecutive year.

This Report was prepared by Cheryl Borden, Managing Director Housing Choice Voucher Program. For further information, please call Ms. Borden at (612) 342-1420.

**RESOLUTION NO. 12-130**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) mandates a self-assessment of the performance of the Housing Choice Voucher Program through the Section 8 Management Assessment Program (SEMAP); and

**WHEREAS**, Minneapolis Public Housing Authority (MPHA) is required to submit by February 29th, 2012, a Certification as to its performance during its Fiscal Year end, December 31, 2011 on the indicators identified herein; and

**WHEREAS**, MPHA has assembled and reviewed the available information required to the best of its staff's ability; and

**WHEREAS**, there has been presented and considered by the MPHA's Board of Commissioners the SEMAP Indicators Self-Assessment Report;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of MPHA that the certification of MPHA's performance under SEMAP is approved and the Executive Director is authorized to execute the certification on behalf of MPHA.

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 9/30/2013)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name <b>MINNEAPOLIS PUBLIC HOUSING AUTHORITY</b>	For PHA FY Ending (mm/dd/yyyy) <b>12/31/2011</b>	Submission Date (mm/dd/yyyy) <b>02/29/2012</b>
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**Check here if the PHA expends less than \$300,000 a year in Federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

### Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response    Yes     No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response    Yes     No
- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response    Yes     No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response     At least 98% of units sampled     80 to 97% of units sampled     Less than 80% of units sampled
- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response     At least 90% of files sampled     80 to 89% of files sampled     Less than 80% of files sampled
- Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response    Yes     No
- HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response    Yes     No
- HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response     At least 98% of cases sampled     Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).  
**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**  
 Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes  No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>646</u>	1-BR FMR <u>761</u>	2-BR FMR <u>924</u>	3-BR FMR <u>1210</u>	4-BR FMR <u>1359</u>
PS <u>672</u>	PS <u>837</u>	PS <u>1016</u>	PS <u>1331</u>	PS <u>1494</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes  No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)  
**Applies only to PHAs required to administer an FSS program.**

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

48

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

84

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

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Percent of FSS slots filled (b + c divided by a)

1.83

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)  
Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes  No

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Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name MINNEAPOLIS PUBLIC HOUSING AUTHORITY

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes  No

- 2) 81.00 a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- 896 b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- 1,070 c. Number of Section 8 families with children who moved during the last completed PHA FY.
- 84.00 d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.