Performance Report for March 2015

Board of Commissioners Meeting -
April 22, 2015
THIS MONTH’S REPORT

- Asset Management Project (AMP Reports)
- Procurement
- Rent Collections
- Facilities and Development
- Finance
- Housing Choice Voucher Program
- Policy & Special Initiatives
ASSET MANAGEMENT PROJECT (AMP) REPORT
(UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY)
HEADQUARTERS: 2709 ESSEX ST. SE
MARCH 2015

Glendale AMP 1 –
Total Units 184
- Units Leased: 4
- Average Turnover: 45
  - Down Time: 1
  - Days Make Ready: 16
  - Days for Re-rental: 28
- Total Work Orders
  - 1 emergency work order completed in 24 hours – 100%
  - 111 non emergency work orders completed – 98%
- Occupancy Level: 99%

Scattered Sites AMP 2 –
Total Units 736
- Units Leased: 8
- Average Turnover: 27
  - Down Time: 1
  - Days Make Ready: 17
  - Days for Re-rental: 9
- Total Work Orders
  - 3 emergency work orders completed in 24 hours – 100%
  - 563 non emergency work orders completed – 86%
- Occupancy Level: 99%
Asset Management Project (AMP) Report
(Units Leased/Turnaround/Work Orders/Occupancy)
March 2015

North AMP 3 –
Headquarters: 315 Lowry
Total Units 1296
Units Leased: 29
  Average Turnover: 48
  ○ Days Down Time: 8
  ○ Days Make Ready: 30
  ○ Days for Re-rental: 11
  Total Work Orders
  ○ 11 emergency work orders completed in 24 hours – 100%
  ○ 1223 non emergency work orders completed – 84%
  ○ Occupancy Level: 99%

Northeast AMP 4 –
Headquarters: 1815 Central
Total Units 944
Units Leased: 17
  Average Turnover: 38
  ○ Days Down Time: 3
  ○ Days Make Ready: 25
  ○ Days for Re-rental: 10
  Total Work Orders
  ○ 19 emergency work orders completed in 24 hours – 100%
  ○ 434 non emergency work orders completed – 75%
  ○ Occupancy Level: 99%
**Hiawatha AMP 5** – Headquarters: 2123 – 16th – Total Units 886
- Units Leased: 13
- Average Turnover: 16
  - Days Down Time: 1
  - Days Make Ready: 11
  - Days for Re-rental: 3
- Total Work Orders
  - 13 emergency work orders completed in 24 hours – 100%
  - 329 non emergency 81%
- Occupancy Level: 100%

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**Cedar AMP 6** – Headquarters: 1611 So. 6th – Total Units 895
- Units Leased: 11
- Average Turnover: 31
  - Days Down Time: 4
  - Days Make Ready: 17
  - Days for Re-rental: 10
- Total Work Orders
  - 18 emergency work orders completed in 24 hours – 100%
  - 536 non emergency work orders completed – 88%
- Occupancy Level: 100%
Horn AMP 7 –
Headquarters: 3121 Pillsbury – Total Units 937

- Units Leased: 10
- Average Turnover: 26
  - Days Down Time: 5
  - Days Make Ready: 8
  - Days for Re-rental: 13
- Total Work Orders
  - 15 emergency work orders completed in 24 hours – 100%
  - 488 non emergency work orders completed – 84%

- Occupancy Level: 100%
March 2015 Performance Report

**Section 3 Goal** = 10% of Construction Contract Dollars

Construction Contracts Payments = $1,289,086

Section 3 Contracts Payments = $78,523

Section 3 Contract Participation = 6%

March 2015 Performance Report
Rent Collections
FACILITIES & DEVELOPMENT
CAPITAL FUND PROGRAM
OBLIGATION & EXPENDITURE REPORT

March 2015 Performance Report

Funds Received: $313,826,534  100%
Funds Obligated: $302,232,264  96%
Funds Expended: $297,665,714  95%

This period through March 31, 2015
MEMORY CARE CONVERSION
Signe Burckhardt Manor
Project Background

Signe Burckhardt is a seven-story, 42-unit assisted living facility built in 1966. In early 2013, MPHA began planning a major renovation project at the building that would include plumbing and window replacement, apartment upgrades, fire sprinkler system installation, and common area improvements. Recognizing the growing need for affordable housing with memory care services, MPHA and the building’s service provider, Augustana Care, partnered to devise a plan that would add memory care conversion to the renovation project. On March 1, 2015, the two newly remodeled memory care floors became available for lease.
Project Highlights

- Two floors (14 units) designated for memory care
- 12 units have fully accessible bathrooms; 6 units have fully accessible kitchens
- 24-hour nursing staff & emergency call and response system
- Community dining on each floor
- Therapy tub
- Laundry services
- Controlled access
Community Dining
FINANCE

- Financial results for FY 2014 will be presented at the April Board Retreat.

- FY 2015 HUD Funding is very close to budgeted levels with the exception of HUD HAP Subsidy which is expected to be about 5% higher than budgeted.

- The increase in the MPHA's contribution to employee's retirement plan was implemented effective February 8, 2015.

- On March 25, 2015, MPHA received approval from HUD to convert 200 public housing units at Heritage Park to Section 8 project-based rental assistance under HUD's Rental Assistance Demonstration Program (RAD).
## Housing Choice Voucher Program

**MPHA Housing Choice Voucher Program Report to Board of Commissioners**

**MARCH 2015**

<table>
<thead>
<tr>
<th>MTW Funded Units (Excludes VASH, FUP, &amp; Mod Rehab)</th>
<th>MTW Units Leased (Excludes VASH FUP &amp; Mod) In March</th>
<th>Average Number of Vouchers Leased to Year to Date</th>
<th>% Variance of units Leased to Funded</th>
<th># of Participants Moving and Searching In March</th>
<th># of New Applicants Issued and Searching In March</th>
<th># of New Applicant Admissions In March</th>
<th># of Participant Move Lease ups In March</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,407</td>
<td>4,583</td>
<td>4,562</td>
<td>104%</td>
<td>76</td>
<td>24</td>
<td>63</td>
<td>32</td>
</tr>
</tbody>
</table>

### # of Applicant Annual Reexams Completed In March

<table>
<thead>
<tr>
<th>2014 Fiscal Year (Jan - Dec)</th>
<th>HAP Budget Authority (12 months)</th>
<th>$36,913,032 2015 FY Funding</th>
<th>MTW Funded Per Unit Cost (PUC) Of Voucher</th>
<th>Actual Per Unit Cost (PUC) Of Voucher In March</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAP funded to date</td>
<td>$9,228,258 3rd month of 2015</td>
<td>$8,882,112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAP spent to date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Owners at Owner Workshop Completed In March</th>
<th># of HQS Inspections Completed In March</th>
<th>% of Units that Failed HQS (233 ) In March</th>
<th># of Failed Units in Abatement for Noncompliance In March</th>
<th>Total HAP Amount Recouped (Abatement) In March</th>
<th># of HAP Contracts Canceled for HQS Noncompliance In March</th>
<th># of Family Sufficiency (FSS) Participants Enrolled In March</th>
<th>% FSS Participants contributing to Escrow Accts In March</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>910</td>
<td>26%</td>
<td>11</td>
<td>$4,768</td>
<td>0</td>
<td>41</td>
<td>35%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Mobility Voucher Families Out Searching</th>
<th># of Mobility Vouchers Leased To date</th>
<th>Total # of Port out Families Billed for In March</th>
<th>Total # Port in Families Administered In March</th>
<th>Amount Collected from Repayment Agreements In March</th>
<th>FY Total to date Collected from Repayment Agreements</th>
<th># of Applicants Remaining On Waitlist</th>
<th># Participants EOP’d (End of Participation) In March</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>26</td>
<td>165</td>
<td>349</td>
<td>$8,345</td>
<td>$20,730</td>
<td>*5419</td>
<td>37</td>
</tr>
</tbody>
</table>

4407 is MPHA’s MTW Authorized HCV Unit Baseline for FY 2015. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4407.

NOTE: VASH (225 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4407 baseline; they are ineligible for MTW.

EOPs exclude Project Based Voucher Participants.

*Beginning 2015, Waitlist is being periodically purged.*
Policy & Special Initiatives

Policy

- Moving To Work (MTW)
  - Completed and Submitted to HUD MPHA’s 2014 MTW Report
  - Finalized Schedule for MPHA’s 2016 MTW Plan
POLICY & SPECIAL INITIATIVES

Special Initiatives

Development:

- Heritage Park
  - Received HUD Letter Approving MPHA’s RAD Application for Heritage Park and Met with Agency Staff Regarding Initial Assignments for RAD Implementation
  - Continued Training for MHOP and Heritage Park Staff on Public Housing Compliance Requirements Per Regulatory and Operating Agreements
Policy & Special Initiatives

Special Initiatives Development:

- Glendale
  - Received HUD Letter Approving RAD Portfolio Application for Glendale and Met with Agency Staff Regarding Initial Assignments Regarding Next Steps in Process

- Faircloth Units
  - Continued Meetings with Heading Home Hennepin on Use of Faircloth Authority for MPHA’s MTW Families Out of Shelter Development Project
POLICY & SPECIAL INITIATIVES

Special Initiatives Development:

- **Lease To Own (LTO)**
  - Waiting List for Lease To Own Remains Open
  - 18 Total Leased Up Participants as of March 31, 2015
  - Continuing Yearly Reviews of Lease To Own Residents for Match Saving Program Requirements
  - 6 LTO Pre-Applications Remain Under Review
  - Conference Call with U.S. Bank Regarding Finance Options for Lease To Own Units
Policy & Special Initiatives

Special Initiatives
Development:

- MHOP
  - PSI Staff Continues to Work with Management Companies Providing Training, and Working to Get All Re-exams Up to Date
  - Working with MHOP Partner Resolving Management Challenges
Policy & Special Initiatives

Website Contacts:

- MPHA Received and Responded to 85 Website Contacts Requesting Assistance with Housing in March
POLICY & SPECIAL INITIATIVES

Other:

- Facilitated Agency Planning for HPSSC 3rd Anniversary – Held March 27, 2015
- MPHA Website: Continued Working with IT on Redesign of Agency Website and HPSSC Web Page – New Website Inaugurated on March 27, 2015
- Finalized Summary Plan Descriptions (SPDs) for Agency VEBA-HRA and MPHA Flex (FSA) Plans
- Worked with Facilities and Development to Submit HUD Emergency and Safety Grant Request for Cedar’s Development
- Represented Agency at Better Futures Annual Meeting
- Facilitated MPHA Owners Meeting Regarding Options Related to HPSSC Partners
MPHA’s Website

You can now view information about the Minneapolis Public Housing Authority on our Website.

www.mphaonline.org