

C Community Development Committee

Executive Summary - Item: 2007-17

Meeting date: February 5, 2007

ADVISORY INFORMATION

Date:	February 5, 2007
Subject:	Family Affordable Housing Program HUD Management Operations Certification
District(s), Member(s):	All
Policy/Legal Reference:	24 CFR, Part 902 Housing & Urban Development
Staff Prepared/Presented:	Terri Smith, (651) 602-1187
Division/Department:	Community Development Division/Housing & Redevelopment Authority

Proposed Action/Motion

That the Metropolitan Council approve the submittal of the fiscal year end 2006 Public Housing Assessment System (PHAS) Management Operations Certification to the U.S. Department of Housing and Urban Development (HUD) as required by federal regulations.

Summary

The Metropolitan Council's Family Affordable Housing Program (FAHP) is required by HUD to comply with the components under the Public Housing Assessment System (PHAS). PHAS was designed by HUD to assist in evaluating public housing units nationwide. Housing authorities are evaluated annually under four PHAS indicators:

- Physical Condition
- Financial Condition
- Management Operations
- Resident Services and Satisfaction.

HUD completes the evaluations of physical condition, financial condition and resident satisfaction. Housing authorities complete the evaluation of management operations. The evaluation was completed by the Assistant Manager - Public Housing and reviewed by the HRA Manager.

The Management Assessment includes evaluation in the following six (6) areas:

1. Vacant Unit Turnaround Time – Measures the average time it takes to turn around vacant units
2. Capital Fund – Evaluates the ability to administer HUD's capital funding programs
3. Work Orders – Examines the number of days it takes for work order completion
4. Annual Inspection of Dwelling Units and Systems – Measures success in completing annual inspection of units and systems in order to determine maintenance and modernization needs
5. Security – Evaluates performance in tracking crime-related problems and implementing strict and consistent applicant screening and evictions policies
6. Economic Self-Sufficiency – Examines management of HUD-funded economic self-sufficiency programs

HUD requires a Resolution certifying that the information submitted under the Management Operations indicator is true and accurate. HUD also requires electronic submission of the Management Assessment by February 28, 2007.

Each of the four PHAS indicators will be scored individually. The individual scores will then be used to determine an overall PHAS score. We expect to receive a formal PHAS score from HUD by October 2007.

METROPOLITAN COUNCIL
390 Robert Street North, St. Paul, Minnesota 55101
651/602/1000 TDD 651/602-0904

RESOLUTION NO. 2007-__

RESOLUTION APPROVING THE SUBMITTAL OF THE PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) MANAGEMENT OPERATIONS CERTIFICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) AS REQUIRED BY 24 CFT PART 902

WHEREAS:

1. The Metropolitan Council's Family Affordable Housing Program (FAHP) is required to comply with the components under the Public Housing Assessment System (PHAS).
2. The Metropolitan Council is required to submit to HUD, under the PHAS, a Management Operations Certification.
3. The Department of Housing and Urban Development requires a resolution number as part of the HUD Management Operations Certification.

NOW, THEREFORE, BE IT RESOLVED BY THE METROPOLITAN COUNCIL

That the submittal of the PHAS Management Operations Certification to the Department of Housing and Urban Development is hereby approved.

Adopted this 14th day of February 2007.

Peter Bell, Chair

Pat Curtiss, Recording Secretary

Management Assessment for Public Housing Agencies

View/Print Full Submission

PHA Code : MN163 FYE : 12/31 Fiscal Year : 2006
 PHA Name : METROPOLITAN COUNCIL
 Submission Type : Submission Status : Draft

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#)

Sub-Indicator 1: Vacant Unit Turnaround Time

ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	3,819
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for other reasons.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	37
V12800	Average number of calendar days units were in down time.	313.00
V12900	Average number of calendar days units were in make ready time.	662.00
V13000	Average number of calendar days units were in lease up time.	2,844.00
V13100	Average Unit Turnaround Days.	103.22

This includes the number of down time, make ready time and lease up time days adequately tracked by the PHA to turnaround its vacant units. PHAS Rule 24 CFR Part 902, Subpart D-PHAS Indicator #3 Management Operations, Section 902.40 (Published 1/11/02) This element contains the amount of time it takes the PHA to turn around vacant units. Total number of vacancy days exempted for other reasons Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year Average number of calendar days units were in down time Average number of calendar days units were in make ready time Average number of calendar days units were in lease up time Average Unit Turnaround Days

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Sub-Indicator 2: Capital Fund

ELEMENT	DESCRIPTION	AMOUNT
CF10000	Do you have any open Capital Fund programs(e.g. CGP, HOPE VI)(Y/N)? Open = any program that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	no
Component 1:	Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old	
CF10050	Total funds authorized over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	
CF10100	Total funds expended over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	
CF10200	Unexpended funds to be recaptured (enter dollar amt).	
CF10300	Unexpended funds approved by HUD over 3 FFYs old (enter dollar amt).	
CF10400	Unexpended funds with time extensions due to reasons outside of PHA control (enter dollar amt).	

CF10500	Adjusted total unexpended funds.		
Component 2:	Timeliness of Fund Obligation		
CF11100	Total funds authorized for grants over 2 FFYs old.		
CF11200	Total funds obligated over 2 FFYs old.		
CF11300	Unobligated funds approved by HUD over 2 FFYs old (enter dollar amt).		
CF11400	Unobligated funds with time extensions due to reasons outside of PHA control (enter dollar amt).		
CF11500	Adjusted total unobligated funds.		
Component 3:	Adequacy of Contract Administration		
CF11700	The date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration (include A133 audit).		
CF11800	The number of findings related to contract administration.		
CF11900	The number of findings related to contract administration that have been corrected by the PHA.		
CF12000	The number of findings related to contract administration that the PHA is in the process of correcting.		
Component 4:	Quality of the Physical Work		
CF12200	Date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to quality of the physical work.		
CF12300	The number of findings related to the quality of the physical work.		
CF12400	The number of findings related to the quality of the physical work that have been corrected by the PHA.		
CF12500	The number of findings related to the quality of the physical work that the PHA is in the process of correcting.		
Component 5:	Budget Controls		
CF12700	Total amount of Capital Funds expended during the PHA fiscal year being assessed.		
CF12800	The amount of Capital Funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed.		
CF12900	The amount of Capital Funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed.		
CF13000	The amount of Capital Funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed.		

Do you have any open Capital Fund programs? Total funds authorized over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed. Total funds expended over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed. Unexpended funds to be recaptured Unexpended funds approved by HUD over 3 FFYs old Unexpended funds with time extensions due to reasons outside of PHA control Adjusted Total Unexpended Funds Total funds authorized for grants over 2 FFYs old Total funds obligated over 2 FFYs old Unobligated funds approved by HUD over 2 FFYs old Unobligated funds with time extensions due to reasons outside of PHA control Adjusted Total Unobligated Funds The date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration Number of findings related to contract administration The number of findings related to contract administration that have been corrected by the PHA The number of findings related to contract administration that the PHA is in the process of correcting Date of last HUD/Army Corps of

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Sub-Indicator 3: Work Orders

ELEMENT	DESCRIPTION	AMOUNT
Component 1:	Emergency Work Orders	
W10000	Total number of emergency work orders.	7
W10100	Total number of emergency work orders completed / abated within 24 hours.	7
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%
Component 2:	Non-Emergency Work Orders	
W10500	Total number of non-emergency work orders.	1,544
W10600	Total number of calendar days it took to complete non-emergency work orders.	4,391
W10700	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	9.50
W10800	Average completion days.	2.84

Total number of emergency work orders Total number of emergency work orders completed/abated within 24 hours Percentage of emergency work orders completed/abated within 24 hours Total number of non-emergency work orders Total number of non-emergency work orders completed/abated within 24 hours Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years Average Completion Days

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Sub-Indicator 4: Annual Inspection of Dwelling Units and Systems

ELEMENT	DESCRIPTION	AMOUNT
Component 1:	Annual Inspection of Dwelling Units	
A10000	The total number of ACC units.	150
A10100	The sum of units exempted where the PHA made two documented attempts to inspect and is enforcing the lease.	0
A10200	Vacant units exempted for Capital Fund.	0
A10300	Vacant units exempted for other reasons.	0
A10400	Total number of units inspected using the Uniform Physical Condition Standards (UPCS).	150
A10550	Total number of units inspected that did not require repairs.	5
A10600	The number of units where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	145
A10700	Adjusted units available.	150
A10800	Percent of units inspected by PHA.	100.00%

Component 2:	Annual Inspection of Systems Including Common Areas and Non-Dwelling Space	
A11100	Total number of projects.	7
A11200	Total number of projects exempted from the inspection of systems.	0
A11300	The total number of projects where all systems were inspected in accordance with the UPCS.	7
A11400	Total number of buildings.	150
A11500	Total number of buildings exempted from the inspection of systems.	0
A11600	Total number of buildings where all systems were inspected in accordance with the UPCS.	150
A11700	The number of buildings and projects where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	0
A11800	Percentage of projects inspected.	100.00%
A11900	Percentage of buildings inspected.	100.00%

Total number of ACC units. Total number of ACC units. Total number of ACC units. The sum of units exempted were the PHA made two documented attempts to inspect and is enforcing the lease Vacant units exempted for Capital Fund Vacant units exempted for other reasons Total number on units inspected using the Uniform Physical Condition Standards (UPCS) Total number on units inspected using the Uniform Physical Condition Standards (UPCS) Total number of units inspected that did not require repairs. The number of units where necessary repairs were completed to comply with UPCS either during the inspection, issued work Adjusted Units Available Percent of units inspected by PHA Total number of projects Total number of projects Total number of projects exempted from the inspection of systems. Total number of projects where all systems were inspected in accordance with the UPCS. Total number of projects where all systems were inspected in accordance with the UPCS. Total number of buildings. Total number of buildings. Total number of buildings exempted from the inspection of systems. Total number of buildings where all systems were inspected in accordance with the UPCS. Total number of buildings where all systems were inspected in accordance with the UPCS. The number of buildings and projects where necessary repairs were completed to comply with UPCS wither during the inspec Percentage of projects inspected Percentage of buildings inspected.

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Sub-Indicator 5: Security

ELEMENT	DESCRIPTION	AMOUNT
Component 1:	Tracking and Reporting Crime-Related Problems	
S10000	The date that the Board adopted current policies to track crime and crime-related problems.	10/26/2006
S10100	The date that the PHA implemented the current procedures to track crime and crime-related problems.	10/26/2006
S10200	The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities.	10/26/2006
S10300	The number of crimes that the PHA can document it reported to local police authorities.	0
S10400	Percentage of developments where PHA can document it tracks crime and crime-related problems.	100.00%
Component 2:	Screening of Applicants	
S10500	The date the Board adopted current screening policies that reflect the applicable criteria.	10/26/2006

S10600	The date the PHA implemented current screening procedures that reflect the applicable criteria.	10/26/2006
S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the applicable criteria (enter Yes or No).	yes
S10800	The total number of applicants denied who met the applicable criteria	79
Component 3:	Lease Enforcement	
S10900	The date the Board adopted current eviction policies that reflect the applicable criteria.	10/26/2006
S11000	The date the PHA implemented current eviction procedures that reflect the applicable criteria.	10/26/2006
S11100	PHA can document that eviction screening procedures resulted in the evicting of residents who meet the applicable criteria (enter Yes or No).	yes
S11200	The total number of evictions as a result of the applicable criteria.	0
Component 4:	Drug Prevention and/or Crime Reduction Program Goals	
S11350	The number of HUD-funded drug prevention and/or crime reduction programs.	0
S11450	The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed.	0
S11550	The number of documented program goals that are related to drug-prevention and/or crime reduction.	0
S11600	The number of goals the PHA can document it met under the implementation plans(s) for any and all of these programs.	0
S11700	Percentage of goals that the PHA can document it met under the implementation plans(s) for any and all of these programs.	0.00%

The date that the Board adopted current policies to track crime and crime-related problems The date that the PHA implemented the current procedures to track crime and crime-related problems The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities The number of crimes that the PHA can document it reported to local police authorities Percentage of developments where PHA can document it tracks crime and crime-related problems The date the Board adopted current screening policies that reflect the One-Strike criteria The date the PHA implemented current screening procedures that reflect the One-Strike criteria PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria The total number of applicants denied who met the One-Strike criteria The date the Board adopted current eviction procedures that reflect the One-Strike criteria The date the PHA implemented current eviction procedures that reflect the One-Strike criteria PHA can document that eviction procedures result in appropriately evicting residents who meet the One-Strike criteria The total number of evictions as a result of the One-Strike criteria The number of HUD-funded drug prevention and/or crime reduction programs The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed The number of documented program goals that are related to drug-prevention and/or crime reduction The number of goals the PHA can document it met under the implementation plan(s) for any and all of these programs Percentage of goals the PHA can document it met under the implementation plan(s) for any and all of these programs

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Sub-Indicator 6: Economic Self-Sufficiency

ELEMENT	DESCRIPTION	AMOUNT
E10000	The number of HUD-funded economic self-sufficiency programs.	0
E10100	The number of non HUD-funded economic self-sufficiency programs that the PHA requests to be assessed.	0
E10200	The number of documented program goals that are related to economic self-sufficiency.	0

E10300	The number of goals the PHA can document it met under the implementation plan(s) for any and all of these programs.	0
E10400	Percentage of goals that the PHA can document it met under the implementation plan(s) for any and all of these programs.	0.00%

The number of HUD-funded economic self-sufficiency programs The number of non-HUD funded economic self-sufficiency programs that the PHA requests to be assessed The number of documented programs goals that are related to economic self-sufficiency The number of goals the PHA can document it met under the implementation plans(s) for any and all of these programs Percentage of goals that the PHA can document it met under the implementation plan(s) for any and all of these programs

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Comments or Questions? Please go to [Technical Assistance Center](#) or [Contact MASS](#)