

Tenant Protections Implementation Committee (TPIC)

Why the Tenant Protections Implementation Committee?

In the summer of 2020, The City of Saint Paul passed a fair housing policy agenda, S.A.F.E. Housing Saint Paul. The S.A.F.E. Housing Tenant Protections are a set of five stable, accessible, fair, and equitable policies for the City of Saint Paul geared at increasing housing access, decreasing housing displacement and affirmatively furthering fair housing. The agenda includes five key pieces of legislation:

- **Tenant Rights and Responsibilities Information:** The Tenant Rights and Responsibilities Information policy ensures tenants and landlords know their rights, responsibilities, and what resources are available to them. The City will make a packet and poster available in multiple languages online with this information.
- **Security Deposit Limit:** The Security Deposit Limitation policy ensures equitable access to housing by ensuring tenants will not be required to pay more than a single month's rent as a security deposit. It also includes a prepaid rent limitation that ensures tenants will not be required to pre-pay more than one month's rent at move-in.
- **Tenant Screening Guidelines:** The Tenant Screening Guidelines policy ensures fair access to housing by creating uniform screening criteria guidelines for applicants related to the use of rental, criminal and credit history.
- **Just Cause Notice:** The Just Cause Notice policy increases housing stability by ensuring landlords provide just cause for nonrenewal of lease or termination of tenancy at the time notice is given. The policy includes just causes related to tenancy issues like nonpayment of rent or breach of lease, as well as changes to the use of the property like an owner or family member choosing to occupy the unit.
- **Advance Notice of Sale:** The Advance Notice of Sale policy supports the preservation of affordable housing and addresses displacement pressures faced by tenants. It ensures that a notice of a proposed sale be provided to the City and tenant before an affordable property is placed on the market as well as after the transfer of ownership occurs, coupled with a tenant protection period after the sale.

S.A.F.E. Housing Saint Paul will be effective on March 1, 2021. In advance of the effective date, the City will convene an implementation committee to support policy education, outreach and engagement across stakeholder groups.

Charge of the Tenant Protections Implementation Committee (TPIC)

In partnership with Office of Financial Empowerment (OFE) staff, the TPIC will offer their experience and expertise in relation to the following objectives:

1. Scope and define goals, key measurables and deliverables for successful implementation
2. Inform the policy rulemaking process for S.A.F.E. Housing Saint Paul as adopted
3. Support the creation of guidance and operationalization documents
4. Support the creation of training modules and webinar content
5. Inform and design a comprehensive engagement strategy
6. Monitor the effectiveness of implementation activities and initiatives prior to policy effective date.

Out of Scope

1. Rewriting or amending the legislation

Potential Deliverables:

1. Document Development
2. Web Content Development
3. Awareness Campaign: Outreach and Engagement Strategies
4. Training Opportunities

Form and Function of the TPIC

Number of seats: At least 14

Intended membership: The committee is intended to reflect the racial, ethnic, socioeconomic, geographic and gender diversity of Saint Paul residents, owners and operators, as well as provide subject matter expertise related to the policies being implemented. Members should live, work, attend school or provide services in Saint Paul. The TPIC will intentionally be composed of the following membership:

- Saint Paul Renters
- Individual returning to the community from incarceration
- Individual or representative for homeless community or advocacy organization
- Owner or representative (10 or less units)
- Owner or representative (11-50 units)
- Owner or representative (50+ units)
- Owner or representative (owner occupied property)
- Nonprofit Housing provider or representative
- Housing focused community support organization
- Realtor and/or association representative
- Housing Advocate or Advocacy organization representative
- Housing Focused Legal Aid representative

The TPIC will also include representation and/or input from the following City Departments:

Office of Financial Empowerment
Planning and Economic Development
Human Rights and Equal Economic Opportunity
Department of Safety and Inspections
City Attorney's Office

Terms: The TPIC will function as an ad hoc committee convened to support outreach, education and engagement related to the implementation of S.A.F.E. Housing Saint Paul. Committee members will serve for a term of 7 months (September 2020-March 2021). **Potential TPIC work groups:** Will be established as needed

Meeting calendar. The TPIC will meet at least 7 times during the period as a full committee, monthly plus additional workgroup meetings as needed. Meetings will be approximately 2 hours and alternate occurrence between morning and early evening to accommodate a variety of schedules. Agendas and meeting materials will be sent 3-5 days before the scheduled meeting dates. Smaller workgroup meetings will be scheduled based on timeline for deliverables.

Meeting Schedule:

Thursday September 17, 2020 5:00-7:00pm
Thursday October 15, 2020 9:00-11:00am
Thursday November 12, 2020 4:00-6:00pm
Thursday December 10, 9:00-11:00am
Thursday January 7, 2021 5:00-7:00pm
Thursday Feb 4, 2021 9:00-11:00am
Thursday March 25, 2021 4:00-6:00pm

Meeting dates/times are provided because the City expects applicants be able to attend all meetings and will be asked to verify that these dates/times work on their calendar on the application.

Meeting location(s). The TPIC will meet virtually via Microsoft Teams and/or in different locations throughout the City of Saint Paul as available and desired. If meeting in person, the meeting locations will attempt to be accessible to public transportation, have free and ample parking, and have accessibility features for individuals with disabilities.

Stipends. Members participating on their own, not connected to a business, organization or other community group will receive a \$50 stipend per TPIC meeting.

Staffing. The TPIC will be staffed by the Fair Housing Coordinator/Office of Financial Empowerment Staff and consultants.

How to apply

Call for application. The OFE will release a call for applications. All candidates must submit or postmark their application by the deadline to be considered. Application will be available from Friday August 7, 2020 until 5pm, Monday, August 24, 2020.

Application contents. The application will include basic candidate information and 2-3 questions requesting a brief 50-100-word response. The application can be submitted by mail or online.

Applications can be mailed to:
Office of Financial Empowerment
700 City Hall, 15 W Kellogg Blvd
Saint Paul, MN 55102
Attn: Kirstin Burch

Applications can be emailed to:
Kirstin.Burch@ci.stpaul.mn.us

Selection process. OFE staff will narrow the pool of candidates to yield at least 14 total members. OFE staff may schedule a brief phone or video conversation with applicant in order for them to expand on their application. OFE staff will make final decisions on committee membership and committee size by Friday September 11, 2020.

Ideal applicant

The ideal applicant will:

- Be able to attend all scheduled meetings of the TPIC
- Be an active and forward looking contributor for how to implement the ordinance
- Be representative of at least one of the intended membership categories
- Be a team player open to sharing and receiving both objective and subjective perspective.

Member commitment. All finalists will sign a member commitment form prior to being selected for the Implementation Committee that confirms their commitment to engaging in work related to developing and delivering strategies and initiatives for the purpose of implementing and operationalizing the S.A.F.E. Housing Saint Paul tenant protections policies as adopted.

Membership recommendations welcome. The OFE welcomes membership recommendations from city councilmembers, city staff, district council, businesses and organizations, professional associations, and any individual from the broader community. While recommendations can be made, the ultimate decision of Implementation Council membership is under the authority of OFE staff.