



# 2025 Minnesota Fall Conference Sessions

## Wednesday, September 24

### 10:00am Executive Director & Upper Management Roundtable

The always popular discussion for those leading Housing Authorities. Network with your peers and hear about what is happening across our state.

### 11:15am First Time Attendee Meet & Greet

New to a Minnesota NAHRO Conference? Meet your peers and get a sense of what to expect.

### 12:00pm Annual Conference Kick Off Luncheon & 2025 Minnesota NAHRO Awards

### 1:30pm Concurrent Sessions

#### HR Update – Including Paid Leave

This session will explore recent employment legislative changes from the 2025 Minnesota Legislative Session. Paid Family Medical Leave, Earned Sick and Safe Time, mandatory breaks, and other topics will be addressed with ample time for Q&A. Presenter: Justin Terch, Managing Partner, Terch & Associates Consulting LLC

#### Rehab Track – Rehab Panel: Learning the Ropes of the Rehab Grant

Hear from a panel of “seasoned” rehab coordinators and specialists on a discussion of some practical tips new rehabbers (and experienced alike) might be able to take with them in the field. Time for Q&A as well. This session will be a safe place for those newer in the rehab field to learn and grow. Presenters: Karly Meixel, Housing and Rehab Specialist at Swift County HRA, and Janelle Bennett, Rehab Coordinator at Douglas County HRA.

#### You’ve Been Selected to Administer Bring It Home, Now What?

This session will provide information on next steps for Bring It Home program administrators, including grant contracts and due diligence requirements, workplans and budgets, monitoring and evaluation requirements, participant files, and more! Presenter: Dani Salus, Manager of Rental Assistance at Minnesota Housing

#### CR&D Tours with the HRA of Duluth, MN

The Duluth HRA has added 128 units of housing to Duluth since 2023 using a variety of financing tools. Come and learn about three distinct developments, how the financing came together, and the unique qualities of each property. Fairmount Cottages is a mixed income development using Duluth’s Cottage Park ordinance – a first of its kind in Duluth. Skyridge Flats is a senior development on top of the hill with beautiful views of Lake Superior. Harborview Townhomes is an affordable family development that features 1, 2, 3, and 4



# 2025 Minnesota Fall Conference Sessions

bedroom units. The Duluth HRA made sure to include units with rent subsidy as well as special carve outs for veterans, high priority homeless, and households with disabilities.

Presenters: Jill Keppers, Executive Director at the HRA of Duluth, MN & Jacob Morgan, Director of Real Estate and Rehabilitation at the HRA of Duluth, MN

## **Procurement – 40 Things You May Not Know About Housing Agency Procurement (But Really Need To) (1 of 2)**

Part 1 of 2 – An interactive review of 40 very important HUD-mandated requirements pertaining to purchasing and contracts. Topics that will be addressed include: Informal Quotes (QSPs); Formal Bids (IFBs) and Proposals (RFPs/RFQs); Advertisements; Specifications; Independent Cost Estimates and Cost Price Analysis; Non-competitive Justifications; Piggyback Justifications; Contracts and Contract Administration; and much more! We will talk about procurements and contracts for supplies, equipment, and both maintenance and professional services. This session includes a worksheet and forms. This session will also include brief presentations pertaining to recent revision to Section 3, BABA, and the new allowable Micro Threshold of \$50,000. Presenter: Michael S. Gifford, C.P.M., CPSD

## **3:15pm Concurrent Sessions**

### **Bring It Home Roundtable**

This will be an opportunity to connect with other agencies and discuss strategies for implementing the Bring It Home program. Learn from fellow PHAs and HCV administrators about their plans for the application process, tenant engagement, and leveraging community partnerships. Bring your experiences, questions, and collaborate on real-world solutions. Take away valuable insights and resource connections to hit the ground running post roll-out.

### **What's New With POHP?**

POHP has been used to tackle complicated and large projects that would have been difficult to address with only HUD resources. This session will provide updates to the Publicly Owned Housing Program along with a high-level discussion of the entire process from application through post construction along with time for Q&A. Presenters: Susan Bergmann and Janine Langsjoen of Minnesota Housing, Preservation Programs

## **Procurement – 40 Things You May Not Know About Housing Agency Procurement (But Really Need To) (2 of 2)**

Part 2 of 2 – An interactive review of 40 very important HUD-mandated requirements pertaining to purchasing and contracts. Topics that will be addressed include: Informal Quotes (QSPs); Formal Bids (IFBs) and Proposals (RFPs/RFQs); Advertisements; Specifications; Independent Cost Estimates and Cost Price Analysis; Non-competitive Justifications; Piggyback Justifications; Contracts and Contract Administration; and much more! We will talk about procurements and contracts for supplies, equipment, and both maintenance and professional



# 2025 Minnesota Fall Conference Sessions

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## **Rehab Track – MDH RRP Authorization & Electronic Signatures**

The first portion of this session will be presented by Dan Miller, Industrial Hygienist with the Minnesota Department of Health, Asbestos/Lead Compliance Unit. Dan will present a review of existing renovation, repair, and paint regulations and the transition to state authorization. Following Dan, we will hear from Steve Macgregor, Housing Rehab Coordinator with the Minnesota Valley Action Council, who will share about E-Signatures – the benefits, how and when to use them, along with the required documentation.

**5:00pm Vendor Showcase & Reception at the DECC**

**6:30pm Scholarship & Networking Event at 310 Pub**

**Thursday, September 25**

## **8:30am Concurrent Sessions**

### **Monthly Financial Statements with Hawkins Ash**

This session will cover accounting basics along with reading and understanding your monthly financial statements. Presenter: Angie Campbell, Partner, Hawkins Ash CPAs

### **Rehab Track – Inspections**

This session will cover the onsite physical inspection of a unit for single family rehabilitation. Presenters: Mark Hanson, Housing Rehabilitation Coordinator at the Dakota County CDA, and John Schommer, Rehab & Maintenance Director at the Brainerd HRA

### **Shortfall Roundtable**

A roundtable discussion related specifically to shortfall. Bring your best practices and hear what others plan to do surrounding shortfall in these times of funding uncertainty.

### **Procurement – Quotes and Bids and Proposals, Oh My! (Important Similarities and Differences)**

Sooner or later every housing agency needs to procure items and services over \$2,000 and must conduct a Quotations for Small Purchases (QSP), an Invitation for Bids (IFB), and a Request for Proposals (RFP), and/or a Request for Qualifications (RFQ), the four competitive solicitation methods available for housing agencies. This session is an overview of each, a discussion as to when to use each, and related documentation requirements. Presenter: Michael S. Gifford, C.P.M., CPSD



# 2025 Minnesota Fall Conference Sessions

## 10:15am Concurrent Sessions

### **Year End Basics for Financial Statements with Hawkins Ash**

This session will go through everything that is needed for your accountant to complete your year-end financials in preparation for the Unaudited REAC Submission. Presenter: Angie Campbell, Partner, Hawkins Ash CPAs

### **Rehab Track – Inspections (Continued)**

This session will cover the onsite physical inspection of a unit for single family rehabilitation. Presenters: Mark Hanson, Housing Rehabilitation Coordinator at the Dakota County CDA, and John Schommer, Rehab & Maintenance Director at the Brainerd HRA

### **Are You Ready for HCV NSPIRE Implementation?**

Listen to how one of our own MN NAHRO member agencies has implemented the National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections and best practices to ensure best results. They will share tips and tricks that they used to implement NSPIRE efficiently and in collaboration with landlords. Presenters: Emajeane Hanson-Ford, Katelyn Kotek, and Sandy Otto from the Douglas County HRA

### **Procurement – Independent Cost Estimates (ICE) – Cost Price Analysis (CPA): Why We Do Them and How They Benefit Us**

For all procurements exceeding \$10,000 (or up to \$50,000) in the aggregate, HUD regulations require that a written ICE is in the file prior to issuing or completing such procurements and that all such costs received from contractors and suppliers are adequately analyzed. This session includes access to sample forms that will help agencies document these important requirements. Presenter: Michael S. Gifford, C.P.M., CPSD

## 12:00pm Lunch, Minnesota NAHRO Annual Meeting, & Plenary

## 1:30pm Concurrent Sessions

### **HCV File Management Part 1: The Basics – From Intake to Ongoing Occupancy**

An introduction to creating and maintaining your HCV program files, this session will be geared towards newer front line staff or for those needing a refresher for an upcoming audit.

Presenters: Corina Serrano, HCV Programs Director, St. Paul PHA, and Lisa Hohenstein, Housing Assistance Programs Director, Dakota County CDA



# 2025 Minnesota Fall Conference Sessions

## **Rehab Track – Spec Writing in Single Family Rehab**

This session will cover spec writing as a skill and how it is invaluable even in a time of spec writing software. A focus will be placed on understanding what is in the spec and its overall place in the rehab process. Presenter: Mark Hanson, Housing Rehabilitation Coordinator, Dakota County CA

## **Procurement – How to Formulate a Construction Bid (Effective and Efficient Techniques You Might Not Know)**

HUD Requires housing agencies to most typically utilize the Invitation for Bids (IFB) competitive solicitation process when retaining contractors for construction. IFBs require the housing agency to issue a Design Specification and complete award to the responsive and responsible bidder that submits the lowest realistic cost. This session will focus on the IFB format, including a number of HUD-required forms that most housing agencies may not be aware of. Presenter: Michael S. Gifford, C.P.M., CPSD

## **3:15pm Concurrent Sessions**

### **2025 VAWA Updates**

A deep dive into VAWA, the 2025 OMB updates, and best practices for Public Housing, Project Based Vouchers, and other forms of Owned Housing. Presenter: Brandon Engblom, General Counsel, HRA of Duluth, MN

### **Procurement – HUD-Compliant Best Value Services Procurements: Focus on an Annual Audit Services RFP**

HUD allows (and encourages) housing agencies to utilize the Request for Proposals (RFP) competitive solicitation process when retaining contractors for professional services. RFPs are Best Value in that the housing agency is able to consider qualifications as well as cost in determining the awardee. This session will focus on a Legal Services contract, including access to sample forms

### **HCV File Management Part 2 – Common Errors & Quality Control**

An introduction to creating and maintaining your HCV program files, this session will be geared towards newer front line staff or for those needing a refresher for an upcoming audit. Presenters: Corina Serrano, HCV Programs Director, St. Paul PHA, and Lisa Hohenstein, Housing Assistance Programs Director, Dakota County CDA

## **5:00pm Vendor Showcase & Reception at the DECC**



# 2025 Minnesota Fall Conference Sessions

## Friday, September 26

### 9:00am Concurrent Sessions

#### **Ask the Attorney with Mary Dobbins – HCV Program Focus**

Back by popular demand, attorney Mary Dobbins returns for an open Q&A session focused on the legal side of the Housing Choice Voucher program. Bring your toughest questions – from reasonable accommodation requests to tenancy terminations – and gain practical, up to date guidance on navigating compliance and minimizing risk.

#### **Rehab Track – Roundtable (Form Focus)**

#### **Update from Washington, D.C. – Public Housing Focus**

Stay informed on the latest federal policy developments impacting Public Housing. This session will provide timely updates from Washington, D.C., including legislative and regulatory changes, HUD priorities, and funding outlooks. Join us to gain insights that can help shape your agency's planning and advocacy efforts. Presenter: Tushar Gurjal, NAHRO Senior Policy Advisor

### 10:30 Concurrent Sessions

#### **Ask the Attorney with Mary Dobbins – Public Housing Focus**

Join attorney Mary Dobbins for an interactive Q&A session focused on the legal issues facing Public Housing. From lease enforcement and grievance procedures to admissions, evictions, and HUD compliance, bring your real-world questions and gain valuable legal insight.

#### **Rehab Track – Roundtable (General Discussion)**

#### **Update from Washington, D.C. – HCV Program Focus**

Get the latest updates on the Housing Choice Voucher program straight from the nation's capital. This session will cover key legislative, regulatory, and policy developments from HUD and Congress, as well as funding trends and program innovations. Don't miss this opportunity to stay current and prepare your agency for what lies ahead. Presenter: Tushar Gurjal, NAHRO Senior Policy Advisor