

**Housing Authority of the City of Pittsburgh**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
**April 23, 2020**  
**VIA ZOOM**

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday 23, 2020 via ZOOM conferencing. The meeting began @ 10:30 a.m.

Valerie McDonald-Roberts, chaired the meeting and called the meeting to order. The Commissioners in attendance at that time were: Valerie McDonald-Roberts, Enid Miller, Peter Kaplan, Alex Laroco and Cheryl Gainey. Ms. Janet Evans was not in attendance.

Next, the Chair noted that the Board members previously received a copy of the March 26, 2020 Board Meeting Minutes and asked for a motion to approve the minutes. Cheryl Gainey made a motion to approve the minutes and Alex Laroco seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Enid Miller,  
Valerie McDoanld-Roberts, and Alex Laroco

“NAYS”: None

The Chair declared the motion carried and the minutes approved.

Valerie McDonald-Roberts asked for a motion to approve the previously received Activity Reports for March 2020. Peter Kaplan made a motion to approve the Activity Report and Alex Laroco seconded the motion.

Michelle Sandidge, Chief Communications Officer, spoke about the recent activities of the agency and its response to the COVID19 pandemic. Check out [hacp.org/covid-19](http://hacp.org/covid-19) for more information

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Cheryl Gainey,  
Enid Miller, Valerie McDoanld-Roberts and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the Activity Report approved.

Next Chair, McDonald-Roberts asked at this time if anyone wanted to address the Board of Commissioners: There were no public comments. There also were no public comments posted to our website that was provided on the HACP website prior to the meeting.

Next, Chair, Valerie McDonald-Roberts introduced the Resolutions:

**RESOLUTION No. 16 of 2020**

**A Resolution – Authorizing the Executive Director or his Designee to Enter into Indefinite Quantity Contracts for Professional Hazardous Materials Abatement Services**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) requires professional hazardous material abatement services for various development and modernization services (Services); and

**WHEREAS**, on October 13, 2019, the HACP advertised Requests for Proposals (RFP) #600-20-19REBID seeking qualified firms to provide the Services on an as-needed basis; and

**WHEREAS**, the HACP has determined that Phase One Development Corporation is a qualified, responsive, and responsible firms, and will be subject to the Pittsburgh Equal Opportunity Review Commission (EORC) approval; and

**WHEREAS**, this procurement was conducted in accordance with applicable federal, state, local, and the HACP procurement policies and procedures.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

**Section 1.** The Executive Director or his Designee is hereby authorized to enter into professional services indefinite quantity task order contracts with Phase One Development Corporation as pre-qualified firm to perform the Services for an amount not-to-exceed \$1,300,000.00 for a period of three (3) years with two (2) one (1) year extension options, for a total of five (5) years.

**Section 2.** The total amount of the contract(s) shall be paid from program income and/or Moving to Work (MTW) funds.

Chair, McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Alex Loroco seconded the motion. After a discussion including Monique Pierre,

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Cheryl Gainey,  
Enid Miller, Valerie McDoanld-Roberts and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

**RESOLUTION No. 17 of 2020**

**A Resolution – Authorizing the Executive Director or his Designee to Negotiate with Selected Proposers for Affordable Housing Developments as part of the Project Based Voucher and Gap Financing Program**

**WHEREAS**, The Housing Authority of the City of Pittsburgh (HACP) has a mission to stabilize and increase affordable housing opportunities in the City of Pittsburgh; on December 17, 2015 HACP created the Project Based Voucher plus Gap Financing (PBV/Gap Financing) program as a gap finance tool, designed to bridging fiscal gaps experienced by private developers/owners of affordable housing; and

**WHEREAS**, in furtherance of the agency’s mission, HACP formed a subsidiary instrumentality, Allies & Ross Management and Development Corporation (ARMDC) on July 22, 2010, to perform certain development activities which include the management and implementation of the PBV/Gap Financing program; and

**WHEREAS**, on December 30, 2019, HACP issued a Request for Proposals (RFP) 600-39-19 for PBV/Gap Financing for Mixed-Finance Development, and on January 31, 2020 received six (6) proposals; and

**WHEREAS**, HACP reviews preliminary applicants’ submissions to determine if they are responsive and responsible; and

**WHEREAS**, six firms have applied for funding through the open offering as follows:

<b>Ranking</b>	<b>Name of Firm</b>	<b>Development Name</b>	<b>LIHTC Intent</b>	<b>Gap Financing Requested</b>	<b>Number of Proposed PBV Units</b>
1	Action Housing, Inc.	Highland-Stanton Apartments	n/a	\$1,800,000	23
2	The Community Builders, Inc.	Gladstone Residences	9%	\$600,000	20
3	Intergen Real Estate Group	Lower Hill Initial Phase	n/a	\$4,930,000*	58
4	TREK Development Group, Inc.	Harvard Beatty Street Housing	9%	\$0.00	8
5	Hazelwood Initiative, Inc.	Hazelwood Phase I	n/a	\$481,000	8
6	Bridging the Gap Development, Inc.	Fifth and Dinwiddie Redevelopment	4%	\$2,000,000	23
<b>Totals</b>				\$9,811,000	140

\*Exceeds the stated cap in the RFP

**WHEREAS**, HACP/ARMDC must conduct a due diligence review of the responsive and responsible PBV/Gap Financing proposals, to determine if they are in good standing with HACP/ARMDC and meet the underwriting and regulatory requirements prescribed by the U.S. Department of Housing and Urban Development, HACP and PHFA where applicable; and

**WHEREAS**, HACP requires the issuance of the conditional commitment of funds prior to entering into negotiations with respondent entities contingent on a full underwriting review.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

**Section 1.** The Executive Director or his Designee is hereby authorized to begin project underwriting negotiations with the respondent entities that are in good standing with HACP/ARMDC; and

**Section 2.** The Executive Director or his Designee is hereby authorized to negotiate with the owner/developers who are in good standing, related to the issuance of PBV and/or Gap Financing for selected projects identified in each development proposal subject to approval by the HACP Board of Commissioners; and

**Section 3.** The rental subsidy for PBV units will be funded by HACP's Housing Choice Voucher program and Gap Financing will be paid from Moving To Work (MTW) and/or program income funds.

Chair, McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion. After a discussion including Monique Pierre,

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Peter Kaplan, Rev. Ricky Burgess, Cheryl Gainey,  
Enid Miller, Valerie McDoanld-Roberts and Alex Laroco.

"NAYS": None

The Chair declared the motion carried and the resolution approved.

### **RESOLUTION No. 18 of 2020**

#### **A Resolution - Authorizing the Executive Director or his Designee to Authorize payment to Johnson Controls, Inc. (JCI) for the renewal of the Milestone Support Agreement for the Housing Authority of the City of Pittsburgh**

**WHEREAS**, The Housing Authority of the City of Pittsburgh, properly procured a license to use certain software to maintain and run approximately 200 cameras; and

**WHEREAS**, the HACP has a continuing need for maintenance of its state of the art video surveillance camera system; and

**WHEREAS**, the current agreement for this service expired in November 2019; and

**WHEREAS**, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policies and procedures of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his Designee is hereby authorized to render payment in the amount of \$81,689.00 to Johnson Control (JCI) to renew the Milestone Support Agreement. for two (2) years; and

**Section 2.** The total two (2) year authorized amount of \$81,689.00 shall be payable from program income and/or Moving to Work (MTW) funds.

Chair, McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Enid Miller seconded the motion. After a discussion with comments from Joy Pekar Miller,

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Rev. Ricky Burgess, Cheryl Gainey,  
Enid Miller, Valerie McDoanld-Roberts and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

There were no more resolutions.

**EXECUTIVE REPORT:** The Board has previously received a copy of the Operations, Activity and Executive Reports. Mr. Binion thanked the staff for all of their hard work during the COVID19 crisis. He also spoke about how the HACP stepped up to the task of being prepared for the crisis and working hard to make sure all staff and especially residents were/are taken care of as they have come to expect.

**NEW BUSINESS** There was no new business.

**AJOURNMENT:** The Chair asked for a motion to adjourn the meeting. Peter Kaplan made motion to adjourn and Enid Miller seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Enid Miller, Rev. Ricky Burgess, Cheryl Gainey  
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None

Mrs. McDonald-Roberts declared the motion carried and the meeting adjourned.

A video prepared by the Communications Department was shared with the Board. It was a “Thank You” video for Caster D. Binion and the Board of Commissioners.

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Recording Secretary