

THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
MARCH 25, 2021
AGENDA

1. **Roll Call.**
2. **Motion to Approve the February 25, 2021, Housing Authority of the City of Pittsburgh Board of Commissioners Meeting Minutes.**
3. **Motion to Approve the Previously Received Activity Report for February 2021.**
4. **Acknowledgement of Public Comments.**
5. **Resolution No. 11 of 2021 - Ratifying the Executive Director's Decision to Award a Contract to 412 Food Rescue to Implement a Mobile Food Distribution Service in Various Housing Authority of the City of Pittsburgh Communities.**
6. **Resolution No. 12 of 2021 - Authorizing the Executive Director or his Designee to award a contract to CVR Associates to provide technical assistance to the Housing Authority of the City of Pittsburgh for the Housing Choice Voucher Program.**
7. **Resolution No. 13 of 2021- Approving the Corrected Housing Choice Voucher Utility Allowance Schedule for Fiscal Year 2021.**
8. **Resolution No. 14 of 2021 - Authorizing the Executive Director or his Designee to allocate up to \$111,000 in Moving To Work (MTW) funds toward the purchase of a new vehicle to be used for provision of Housing Authority of the City of Pittsburgh Mobile Computer Programs.**
9. **Executive Report.**
10. **New Business.**
11. **Adjournment.**

**Board Meeting
March 25, 2021
Agenda Item No. 5**

RESOLUTION No. 11 of 2021

**A Resolution – Ratifying the Executive Director’s Decision to Award a Contract to
412 Food Rescue to Implement a Mobile Food Distribution Service in Various
Housing Authority of the City of Pittsburgh Communities**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has worked with 412 Food Rescue in partnership since 2016, during which time the HACP and 412 Food Rescue have drastically reduced incidences of food insecurity in the communities served by 412 Food Rescue; and

WHEREAS, 412 Food Rescue has provided essential services to the HACP communities throughout the entirety of the COVID-19 pandemic and done so without any cost to the HACP; and

WHEREAS, the HACP residents have received a number of unexpected positive results stemming from the collaboration including leadership opportunities for residents, community building and deepened community relations. 412 Food Rescue’s proposed service would also include a concerted effort to employ residents of the HACP or other low-income communities. This effort would include employment of full-time, year-round positions for a driver and assistant to man the food distribution truck and up to 12 HACP “Resident Leads” who would be employed on a part-time basis. 412 Food Rescue proposes to have two (2) resident leads employed for each site to ensure adequate capacity to conduct food deliveries at these communities; and

WHEREAS, since working with the HACP in 2016, 412 Food Rescue has conducted nearly 7,000 food deliveries for the HACP communities, which resulted in the provision of 1.4 million pounds of food – the equivalency of 1.1 million meals. The total service has an approximate value of \$3.4 million; and

WHEREAS, the HACP is seeking to develop and implement new and innovative methods that would increase the number of communities provided with food deliveries during the COVID-19 pandemic; and

WHEREAS, 412 Food Rescue has developed a concept for a Mobile Food Distribution Program that will allow the organization to provide regular food delivery services to the HACP communities of Allegheny Dwellings, Arlington Heights, Finello Pavilion, Manchester Commons, Murray Towers, and Pennsylvania-Bidwell; and

WHEREAS, 412 Food Rescue will use this new model for Food Distribution to ensure that 412 Food Rescue’s regular services are extended throughout the entire HACP Low-Income Public Housing (LIPH) system, while simultaneously exploring ways to provide service to residents of the Scattered Sites and the Housing Choice Voucher (HCV) Program; and

WHEREAS, 412 Food Rescue will use the Mobile Food Distribution Program to ensure that food delivery is safe for staff, volunteers and residents with various precautions taken to ensure and minimize the levels of contact to prevent the potential spread of COVID-19; and

WHEREAS, the HACP published a Request for Proposals (RFP) #800-34-20 Mobile Food Distribution for various Public Housing Communities on October 18, 21, 23, 25 and 28, 2020, and a Request for Proposals (RFP) #800-34-20 Mobile Food Distribution for Various Public Housing Communities (Rebid) on November 29, December 2 & 4, 2020; 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; and

WHEREAS, this procurement is being conducted as a sole source contract as 412 Food Rescue is the only organization to submit a responsive proposal to the RFP or the RFP Re-bid; and,

WHEREAS, the HACP received sole source authorization for this procurement from the U.S. Department of Housing and Urban Development (HUD) on February 25, 2021.

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 enter into a contract with the 412 Food Rescue for a not-to-exceed amount of \$874,486; and

Section 2. The duration of the contract with 412 Food Rescue should be for a period of three (3) years with options to extend for two (2) additional one (1) years for a total of five (5) years; and

Section 3. The amount designated shall be paid from program income and/or Moving To Work (MTW) funds/and or COVID-19 funds.

**Board Meeting
March 25, 2021
Agenda Item No. 6**

RESOLUTION No. 12 of 2021

A Resolution Authorizing the Executive Director or his Designee to award a Task Order Based Contract to CVR Associates to provide technical assistance to the Housing Authority of the City of Pittsburgh for the Housing Choice Voucher Program

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is seeking assistance in making recommendations to eliminate errors, inefficiencies and increase productivity to achieve the Department of Housing and Urban Development (HUD) compliance and streamlined, efficient operations of the Housing Choice Voucher (HCV) Program; and

WHEREAS, the HACP issued a Request for Proposals (RFP) #400-12-20 for technical assistance for the HCV Program on April 12, 2020; and

WHEREAS, the HACP received two (2) proposals by the deadline; and

WHEREAS, CVR Associates was the highest scoring responsible and responsive offeror; and

WHEREAS, the 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 enter into a task order based contract in the amount of \$270,400.00 with CVR Associates for technical assistance for the Housing Choice Voucher (HCV) Program for a period of one (1) year; and

Section 2. The total one (1) year authorized amount of \$270,400.00 shall be payable from program income and/or Moving to Work (MTW) funds.

**Board Meeting
March 25, 2021
Agenda Item No. 7**

RESOLUTION No. 13 of 2021

A Resolution - Approving the Corrected Housing Choice Voucher Utility Allowance Schedule for Fiscal Year 2021

WHEREAS, the U.S. Department of Housing and Development (HUD) require that public housing authorities maintain up-to-date Utility Allowance Schedules in accordance with 24 CFR 982.517; and

WHEREAS, public housing authorities must establish Utility Allowance Schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must review their Utility Allowance Schedule each year; and

WHEREAS, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last time the Utility Allowance Schedule was revised; and

WHEREAS, the Housing Authority of the City of Pittsburgh's (HACP), Housing Choice Voucher (HCV) Program, to meet federal guidelines and requirements, contracts with a utility consultant and revises its allowances each year to reflect the most up-to-date cost; and

WHEREAS, the HACP staff recommended the adoption of the proposed HCV Program Utility Allowance Schedule, Exhibit A that was attached to the October 22, 2020 Board Resolution; and

WHEREAS, in February of 2021 it was discovered that the Nelrod Company, who provided the updated Utility Charts to the HACP inadvertently provided an incorrect number for the standard Energy Efficient/green retrofit detached home natural gas (heating) allowances; and

WHEREAS, the Nelrod Company corrected the mistake and sent the HACP an updated Utility Chart for the HCV Program for Fiscal Year (FY) 2021.

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

Section 1. The revised proposed FY 2021 Utility Allowance Schedule is hereby adopted; and

Section 2. The Executive Director or his Designee is hereby authorized to update the Housing Choice Voucher Program, Utility Allowance Schedule retroactively for January 1, 2021.

Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Housing Authority of the City of Pittsburgh, PA		Unit Type: Energy Efficient/Green Retrofit Apartment				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$18.00	\$20.00	\$24.00	\$28.00	\$31.00	\$34.00
b. Bottle Gas/Propane	\$75.00	\$87.00	\$105.00	\$117.00	\$135.00	\$147.00
c. Electric	\$20.00	\$24.00	\$32.00	\$40.00	\$49.00	\$57.00
d. Electric Heat Pump	\$18.00	\$21.00	\$25.00	\$28.00	\$31.00	\$34.00
e. Oil						
Cooking						
a. Natural Gas	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
b. Bottle Gas/Propane	\$9.00	\$9.00	\$15.00	\$21.00	\$27.00	\$30.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$19.00	\$23.00	\$32.00	\$40.00	\$49.00	\$58.00
Air Conditioning	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Water Heating						
a. Natural Gas	\$6.00	\$6.00	\$8.00	\$11.00	\$14.00	\$17.00
b. Bottle Gas/Propane	\$24.00	\$27.00	\$36.00	\$48.00	\$60.00	\$72.00
c. Electric	\$13.00	\$15.00	\$20.00	\$24.00	\$28.00	\$33.00
d. Oil						
Water, Sewer, Trash Collection						
Water	\$49.00	\$57.00	\$73.00	\$89.00	\$105.00	\$121.00
Sewer	\$55.00	\$66.00	\$89.00	\$112.00	\$135.00	\$158.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$13.60	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Natural Gas Charge \$15.04	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
Address of Unit		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
		Number of Bedrooms		Other		\$
		Total		\$		



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: **Housing Authority of the City of Pittsburgh, PA**

Unit Type: **Energy Efficient/Green Retrofit Row House/Townhouse/Semi-Detached/Duplex**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					
Heating						
a. Natural Gas	\$22.00	\$27.00	\$31.00	\$34.00	\$39.00	\$43.00
b. Bottle Gas/Propane	\$99.00	\$114.00	\$132.00	\$150.00	\$167.00	\$182.00
c. Electric	\$29.00	\$34.00	\$45.00	\$55.00	\$65.00	\$75.00
d. Electric Heat Pump	\$22.00	\$25.00	\$30.00	\$34.00	\$38.00	\$41.00
e. Oil						
Cooking						
a. Natural Gas	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
b. Bottle Gas/Propane	\$9.00	\$9.00	\$15.00	\$21.00	\$27.00	\$30.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$24.00	\$29.00	\$40.00	\$51.00	\$62.00	\$74.00
Air Conditioning	\$4.00	\$5.00	\$8.00	\$12.00	\$16.00	\$19.00
Water Heating						
a. Natural Gas	\$7.00	\$7.00	\$11.00	\$14.00	\$18.00	\$20.00
b. Bottle Gas/Propane	\$27.00	\$33.00	\$45.00	\$63.00	\$75.00	\$87.00
c. Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Oil						
Water, Sewer, Trash Collection						
Water	\$49.00	\$57.00	\$73.00	\$89.00	\$105.00	\$121.00
Sewer	\$55.00	\$66.00	\$89.00	\$112.00	\$135.00	\$158.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$13.60	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Natural Gas Charge \$15.04	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Actual Family Allowances						
To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service		per month cost			
	Heating		\$			
Name of Family	Cooking		\$			
	Other Electric		\$			
	Air Conditioning		\$			
	Water Heating		\$			
	Water		\$			
Address of Unit	Sewer		\$			
	Trash Collection		\$			
	Range / Microwave		\$			
	Refrigerator		\$			
	Other		\$			
	Number of Bedrooms		\$			
		Total		\$		



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: **Housing Authority of the City of
Pittsburgh PA**

Unit Type: **Energy Efficient/Green Retrofit
Detached House**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					
Heating						
a. Natural Gas	\$25.00	\$30.00	\$34.00	\$39.00	\$45.00	\$49.00
b. Bottle Gas/Propane	\$108.00	\$129.00	\$147.00	\$170.00	\$188.00	\$209.00
c. Electric	\$47.00	\$55.00	\$65.00	\$74.00	\$83.00	\$92.00
d. Electric Heat Pump	\$25.00	\$30.00	\$36.00	\$40.00	\$44.00	\$49.00
e. Oil						
Cooking						
a. Natural Gas	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
b. Bottle Gas/Propane	\$9.00	\$9.00	\$15.00	\$21.00	\$27.00	\$30.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$28.00	\$33.00	\$47.00	\$60.00	\$73.00	\$86.00
Air Conditioning	\$3.00	\$4.00	\$9.00	\$14.00	\$18.00	\$23.00
Water Heating						
a. Natural Gas	\$7.00	\$7.00	\$11.00	\$14.00	\$18.00	\$20.00
b. Bottle Gas/Propane	\$27.00	\$33.00	\$45.00	\$63.00	\$75.00	\$87.00
c. Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Oil						
Water, Sewer, Trash Collection						
Water	\$49.00	\$57.00	\$73.00	\$89.00	\$105.00	\$121.00
Sewer	\$55.00	\$66.00	\$89.00	\$112.00	\$135.00	\$158.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$13.60	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Natural Gas Charge \$15.04	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Actual Family Allowances						
To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service		per month cost			
	Heating		\$			
Cooking		\$				
Name of Family	Other Electric		\$			
	Air Conditioning		\$			
	Water Heating		\$			
	Water		\$			
Address of Unit	Sewer		\$			
	Trash Collection		\$			
	Range / Microwave		\$			
	Refrigerator		\$			
	Other		\$			
	Other		\$			
Number of Bedrooms	Other		\$			
	Total		\$			



**Board Meeting
March 25, 2021
Agenda Item No. 8**

RESOLUTION No. 14 of 2021

A Resolution – Authorizing the Executive Director or his Designee to allocate up to \$111,000 in Moving To Work (MTW) funds toward the purchase of a new vehicle to be used for provision of Housing Authority of the City of Pittsburgh Mobile Computer Programs

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to purchase a Recreational Vehicle (RV) to serve as the Mobile Computer Lab Program vehicle in its fleet, in order to support operational needs, COVID-19 safety measures and add additional resources to our Wifi On Wheels (WOW) Program throughout the HACP’s housing communities; and

WHEREAS, the HACP submitted a grant proposal to the RK Mellon Foundation, requesting \$150,000 in grants funds to be allocated toward the one-time purchase of a RV to be used to host Mobile Computer Lab Programs; and

WHEREAS, the RK Mellon Foundation approved the HACP’s grant request in December 2020 and has provided a grant in the amount of \$150,000 toward the purchase of the Mobile Computer Program RV; and

WHEREAS, On December 17, 2020, the HACP Board of Commissioners approved a resolution to accept grant funds from the RK Mellon Foundation and to authorize the use of Moving To Work (MTW) funds to pay for costs associated with the RV that exceed the amount of the grant; and

WHEREAS, the renovations to the vehicle are intended to address COVID-19 risks and implement additional safety features. The purpose of these additional precautions are to safely bring digital services to our communities; and

WHEREAS, this vehicle and related expenses, including renovations as specified by the HACP, and operational costs can be purchased for a cost not to exceed \$261,000; and

WHEREAS, the HACP intends to utilize the full amount of the RK Mellon Foundation grant (\$150,000) toward the purchase of the new vehicle and to fill any funding gaps with MTW Funds while continuing efforts to raise external funds toward this project and related digital literacy programs; and

WHEREAS, this procurement will be conducted in accordance with applicable federal, state and local 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 spend up to \$111,000 in MTW funds in combination with grant funds from the RK Mellon Foundation toward the purchase of a new vehicle for the HACP's Mobile Computer Labs Program; and

Section 2. The Executive Director or his Designee is hereby authorized to award a contract for the purchase of vehicles and the purchase and installation of additional equipment under the terms of the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement in the amount of \$261,000; and

Section 3. The Executive Director or his Designee is hereby authorized to use MTW funds to pay for additional expenses associated with the Mobile Computer Lab fund, including to make up the difference between the grant allocation and the purchase price for the new vehicle.