

THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
JULY 22, 2021
AGENDA

1. **Roll Call.**
2. **Motion to Approve the June 24, 2021 Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
3. **Motion to Approve the Previously Received Activity Report for June 2021.**
4. **Acknowledgement of Public Comments.**
5. **Resolution No. 34 of 2021 - Authorizing the Executive Director or his Designee to Award a Contract to Republic Services to provide Roll-Off Refuse Container Services Authority-Wide for the Housing Authority of the City of Pittsburgh.**
6. **Resolution No. 35 of 2021 - Ratifying the Executive Director's Decision to Write-Off Collection Losses in the Amount of \$19,962.63 from Tenant Accounts Receivable for the Months of April 2021 through June 2021.**
7. **Resolution No. 36 of 2021 - Accepting the Audited Financial Statements as of and for the year ended December 31, 2020 and the related Independent Auditor's Reports for the Housing Authority of the City of Pittsburgh.**
8. **Resolution No. 37 of 2021 - Authorizing the Executive Director or his Designee to execute a Contract Amendment with Access Information Protected to provide file storage, file tracking and file shredding services Authority-wide for the Housing Authority of the City of Pittsburgh.**
9. **Resolution No. 38 of 2021 – Authorizing the Executive Director or his Designee to Award Contracts to Steel City Blade Runners, LLC for Tree and Shrub Removal Authority-Wide for the Housing Authority of the City of Pittsburgh.**
10. **Resolution No. 39 of 2021 - Authorizing the Executive Director or his Designee to Enter into a Mechanical Construction Contract with Controlled Climate Systems, Inc. for Northview Heights Public Safety Center Heating and A/C Related Improvements at Northview Heights Public Safety Center, AMP-09.**
11. **Resolution No. 40 of 2021 - Authorizing Funding Commitment for the Stanton-Highland Apartments Project-Based Voucher/Gap Financing Project.**

- 12. A Resolution - Authorizing the Executive Director or his designee to pay service fees to the Allegheny County Department of Human Services and other service providers pursuant to the provisions of the Emergency Housing Vouchers awarded to the Housing Authority of the City of Pittsburgh.**
- 13. Executive Report.**
- 14. New Business.**
- 15. Adjournment.**

**Board Meeting
July 22, 2021
Agenda Item No. 5**

RESOLUTION No. 34 of 2021

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Republic Services to provide Roll-Off Refuse Container Services Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority City of Pittsburgh (HACP) utilizes Roll-Off Refuse Container Services at designated HACP locations for removal of bulk waste items from the HACP properties; and

WHEREAS, on March 29, 2021, the HACP issued Invitations for Bids (IFB) #300-05-21 REBID seeking qualified companies to provide Roll-Off Refuse Container Services Authority-Wide; and

WHEREAS, IFB #300-05-21 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

WHEREAS, two (2) companies responded to the IFB, more specifically: Republic Services and Jarren Enterprises; and

WHEREAS, Republic Services was the most responsive and responsible bidder.

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 contract in the amount not to exceed \$542,411.00 with Republic Services for Roll-Off Refuse Container Services Authority-Wide for the initial term of three (3) years with two (2) one (1) year options to extend, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$542,411.00 shall be payable from the Moving to Work (MTW) funds and/or program income.

**Board Meeting
July 22, 2021
Agenda Item No. 6**

RESOLUTION No. 35 of 2021

A Resolution – Ratifying the Executive Director’s Decision to write-off Collection Losses in the amount of \$ 19,962.63 from Tenant Accounts Receivable for the Months of April 2021 through June 2021

WHEREAS, the net amount of past-due accounts of tenants who are no longer occupying a dwelling unit and who have not responded to collection notices from the Housing Authority of the City of Pittsburgh (HACP) during the months of April 2021 through June 2021 is \$19,962.63; and

WHEREAS, reasonable means of collection have been exhausted against these accounts; and

WHEREAS, the total collection losses written off from the Tenant Accounts Receivables (TARs) balance is \$19,962.63 which is 1.00% of the total rent and associated charges of \$1,990,647.88 for the 2nd quarter of 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’s decision to write-off collection losses of \$19,962.63 from the Tenant Accounts Receivables (TARs) balance for April 1, 2021, through June 30, 2021, is hereby ratified.

**Board Meeting
July 22, 2021
Agenda Item No. 7**

RESOLUTION No. 36 of 2021

A Resolution - Accepting the Audited Financial Statements as of and for the Year Ended December 31, 2020, and the related Independent Auditor's Reports for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by the United States Department of Housing and Urban Development (HUD) to have its financial statements and programmatic compliance audited by Independent Certified Public Accountants; and

WHEREAS, Maher Duessel was properly procured and approved by the Board of Commissioners to complete the required financial statement and compliance audits for the fiscal year ended December 31, 2020; and

WHEREAS, Maher Duessel has completed its audit work and prepared; an Independent Auditor's Report on the financial statements of the HACP, an Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, as well as, an Independent Auditor's Report on Compliance for its Major Program and on Internal Control Over Compliance Required by OMB Circular A-133; and

WHEREAS, representatives of the Board of Commissioners have maintained regular direct contact with Maher Duessel during the planning, execution and review phases of the audit and recommends these reports for acceptance; and

WHEREAS, Maher Duessel has issued an unqualified opinion on the financial statements, thus indicating the financial statements present fairly, in all material respects, the financial position 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 Board of Commissioners formally accepts the aforementioned independent auditor reports for the year ending December 31, 2020.

**Board Meeting
July 22, 2021
Agenda Item No. 8**

RESOLUTION No. 37 of 2021

A Resolution – Authorizing the Executive Director or his Designee to execute a Contract Amendment with Access Information Protected to provide File Storage, Tracking and Shredding Services Authority-wide

WHEREAS, on July 24, 2014, pursuant to Board Resolution #22 of 2014, the Housing Authority of the City of Pittsburgh (HACP) entered into a Professional Services Agreement with Business Records Management for file storage, tracking and shredding; and

WHEREAS, over the course of the contract, the number of departments and/or sites utilizing file storage, tracking, and shredding services was greater than originally projected; and

WHEREAS, a contract amendment to increase the dollar amount of the contract by 20% to prevent interruption in file storage, tracking and shredding services was executed on August 1, 2017; and

WHEREAS, an additional modification is needed to prevent interruption of services while a new procurement is completed; and

WHEREAS, through a series of corporate actions beyond the control of the HACP, Access Information Protected has assumed provision of services under the contract; and

WHEREAS, on March 22, 2018, pursuant to Board Resolution #13 of 2018, HACP entered amendment to the contract with Access Information Protected for file storage, tracking and shredding services to increase the contract amount by \$8,990.70 with the amended total contract amount not to exceed \$93,812.17; and

WHEREAS, an additional modification is needed to prevent interruption of services while electronic conversion of the files is completed.

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

Section 1. The Executive Director or his Designee is hereby authorized to execute a contract amendment to the contract with Access Information Protected for file storage, tracking and shredding services to increase the contract amount by \$8,990.70; and

Section 2. The amended total contract amount shall not exceed \$102,802.87.

**Board Meeting
July 22, 2021
Agenda Item No. 9**

RESOLUTION No. 38 of 2021

A Resolution - Authorizing the Executive Director or his Designee to Award Contracts to Steel City Blade Runners, LLC for Tree and Shrub Removal Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) removes trees and shrubs at the HACP facilities, and to abate conditions such as removal of dead trees and shrubs, trim larger trees, abate branches touching buildings, clear views for all security and surveillance cameras, address fallen trees and branches, etc.; and

WHEREAS, contracted trees and shrub companies will abate tree and shrub issues at various HACP locations on a scheduled and emergency basis; and

WHEREAS, on March 11, 2019, the HACP issued Invitation for Bids (IFB) #300-03-19 seeking qualified firms for tree and shrub removal; and

WHEREAS, the HACP received four (4) bids in response to the IFB; and

WHEREAS, Steel City Blade Runners, LLC. submitted the lowest responsive, responsible bid; 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, Steel City Blade Runners, LLC. utilized the balance of its share of the procurement.

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 contract in the amount not to exceed \$120,000 with Steel City Blade Runners, LLC. for tree and shrub removal for one (1) year, with two (2) one (1) year extension options, for a total of (3) years; and

Section 2. The total three (3) year authorized combined amount not to exceed of \$120,000 shall be payable from Moving To Work (MTW) funds and/or program income.

RESOLUTION No. 39 of 2021

A Resolution – Authorizing the Executive Director or his Designee to Enter into a Mechanical Construction Contract with Controlled Climate Systems, Inc. for Northview Heights Public Safety Center Heating and A/C Related Improvements at Northview Heights Public Safety Center, AMP-09

WHEREAS, the Housing Authority City of Pittsburgh (HACP) has determined that that the existing mechanical equipment for heating and cooling of the space at the Calvin M. Hall Public Safety Center is insufficient and in need of replacement to modernize the building; and

WHEREAS, the HACP has retained Architectural Innovations LLC to define the appropriate Project scope for the Northview Heights Public Safety Center Heating and A/C Related Improvements Project; and

WHEREAS, on April 11, 2021, the HACP advertised Invitation for Bids (IFB) #600-19-21 seeking qualified firms to perform the necessary upgrades, and on May 25, 2021, the HACP received two (2) bids for mechanical construction work in response to the IFB; and

WHEREAS, Controlled Climate Systems Inc., is the lowest responsive and responsible mechanical construction bidder with a bid amount of \$55,900.00; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations, and the HACP’s 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 contracts in the total amount of \$55,900.00 with Controlled Climate Systems Inc. for the Northview Heights Public Safety Center Heating and A/C Related Improvements; and

Section 2. The total amount of the contracts shall be paid from Moving To Work (MTW) funds and/or program income.

**Board Meeting
July 22, 2021
Agenda Item No. 11**

RESOLUTION No. 40 of 2021

A Resolution - Authorizing Funding Commitment for the Stanton-Highland Apartments Project-Based Voucher/Gap Financing Project

WHEREAS, the Housing Authority of the City of Pittsburgh's (HACP) Board Resolution No. 17 of 2020 authorized the HACP to enter into underwriting negotiations for six (6) affordable housing development projects awarded Project-Based Vouchers (PBVs) and Moving to Work (MTW) Gap Financing; which included Stanton-Highland Apartments (Project) proposed by ACTION Housing Inc. (Owner Entity); and

WHEREAS, the Project, located at 738 N. Highland Avenue in the East Liberty neighborhood, calls for the substantial rehabilitation of the structure and will include 23 affordable housing units supported by PBVs and a Gap Financing loan of \$1,800,000; and

WHEREAS, the HACP and its instrumentality, Allies & Ross Management and Development Corporation (ARMDC), conducted underwriting and regulatory compliance reviews and determined that the Project's deal structure and timeline are feasible and viable for long-term affordability; and

WHEREAS, the HACP will grant \$1,800,000 of MTW Gap Financing funds to ARMDC which will subsequently issue a permanent construction loan to the Owner Entity for the Project which will be repaid through project cash flow; and

WHEREAS, the MTW Gap Financing transactions associated with the construction of these affordable housing units are subject to the U.S. Department of Housing and Urban Development's (HUD) final approval for the Project; and

WHEREAS, the MTW Gap Financing loan will be paid from MTW funds.

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 grant the ARMDC MTW grant funds in an amount not to exceed \$1,800,000 which the ARMDC will utilize to invest in the Project upon HUD's final approval for the Project; and

Section 2. The Executive Director or his Designee is hereby authorized and directed, in the name of and on behalf of the HACP, to (i) negotiate, execute and deliver all such agreements, documents, and instruments and take all such other actions as he shall determine to be necessary or desirable in order to effect the loans to carry out the Project and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to effect the loan to the Owner Entity to carry out the development activities related to the Project, contemplated herein.

**Board Meeting
July 22, 2021
Agenda Item No. 12**

RESOLUTION No. 41 of 2021

A Resolution - Authorizing the Executive Director or his designee to pay service fees to the Allegheny County Department of Human Services and other service providers pursuant to the provisions of the Emergency Housing Vouchers awarded to the Housing Authority of the City of Pittsburgh

WHEREAS, the Department of Housing and Urban Development (HUD) awarded \$1.1 billion, for 70,000 Emergency Housing Vouchers (EHVs) that were awarded to 626 Public Housing Authorities (PHAs) that administer through the Housing Choice Voucher (HCV) Program; and

WHEREAS, the HCV Program of the Housing Authority of the City of Pittsburgh (HACP), was awarded 142 of the stated EHVs; and

WHEREAS, the EHVs are for individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability; and

WHEREAS, HUD wants to ensure that each individual or family who receive an EHV have a high success rate of securing and maintaining housing, and HUD has provided the HACP with \$3,500 per voucher for services to EHV recipients; and

WHEREAS, HUD requires each PHA to enter into a Memorandum of Understanding (MOU) with a Continuum of Care (COC) agency prior to accepting the award of the EHVs; and

WHEREAS, the COC agency for the HACP is the Allegheny County Department of Human Services (DHS); and

WHEREAS, the HACP desires to partner with the DHS and other agencies who will provide services to recipients of the EHVs to include and not limited to landlord retention, landlord recruitment, housing search, utility and security deposits, utility arrears, rental searches, home furnishing, counseling services; and

WHEREAS, the HACP must enter into a MOU and pay each partnering agency for services provided to recipients of the EHVs; and

WHEREAS, depending on the need of EHV recipients and the capacity of selected providers, the HACP may enter into several MOUs and pay fees for services not to exceed \$497,000, (142 EHVs x \$3,500 per voucher).

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 pay an aggregate amount not to exceed \$497,000 to the DHS and other service providers with whom the HACP has executed a MOU provided recipients of EHV's; and .

Section 2. The stated \$497,000 will be paid from the \$3,500.00 service fee received from the HUD for each of the 142 EHV's provided to the HACP.