

**THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
OCTOBER 28, 2021
AGENDA**

1. **Roll Call.**
2. **Motion to Approve the September 15, 2021, Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
3. **Motion to Approve the Previously Received Activity Report for September 2021.**
4. **Acknowledgement of Public Comments.**
5. **Resolution No. 52 of 2021 - Authorizing the Executive Director or his Designee to Enter Into a Contract with Ocean 10 Security, LLC to Provide a Security Camera System For The Homewood North Family Community.**
6. **Resolution No. 53 of 2021 – Authorizing the Executive Director or his Designee to execute a Contract to award White Water Painting a contract to provide Plastering Support, Authority-Wide, for the Housing Authority of the City of Pittsburgh.**
7. **Resolution No. 54 of 2021 - Revising the Public Housing Flat Rent Schedule, as required by The U.S. Department of Housing and Urban Development.**
8. **Resolution No. 55 of 2021 - Authorizing the Housing Authority of the City of Pittsburgh to Establish Payment Standards for the Housing Choice Voucher Program at a Rate of 110% of Housing and Urban Development Posted Fair Market Rents for Fiscal Year (FY) 2022.**
9. **Resolution No. 56 of 2021 - Approving the Housing Choice Voucher Utility Allowance Schedule for Fiscal Year (FY) 2022.**
10. **Resolution No. 57 of 2021 - Authorizing The Executive Director or his Designee to Enter Into an Intergovernmental Contract with the Allegheny County Housing Authority to Conduct Quality Control Inspections of Housing Quality Standards Inspections Conducted by the Housing Authority of the City of Pittsburgh.**
11. **Resolution No. 58 of 2021 - Authorizing the Executive Director or his Designee to enter into a three-year Software Assurance agreement with Microsoft Corporation through Software House International for the Housing Authority of the City of Pittsburgh.**
12. **Resolution No. 59 of 2021 - Authorizing the Executive Director or his Designee to enter into a contract renewal to Host the Housing Authority of the City of Pittsburgh’s Elite System in the Cloud offered by Emphasys Software Company.**
13. **Resolution No. 60 of 2021 - Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$145,801.67 from Tenant Accounts Receivable for the Months of July 2021 through September 2021.**

14. **Resolution No. 61 of 2021 - Approving the Transfer of Development Project Funds of FY2022 Capital Fund Budget to Allies & Ross Management and Development Corporation.**
15. **Resolution No. 62 of 2021 - Authorizing the Commitment of Additional Funds for the Stanton-Highland Apartments Project-Based Voucher/Gap Financing Project.**
16. **Resolution No. 63 of 2021 - Authorizing a Commitment of a Grant Fund to Allies & Ross Management and Development Corporation to Acquire an Allocation of the Ownership Interests of Allequippa Terrace Limited Partnership IV in Connection with the Oak Hill Community.**
17. **Resolution No. 64 of 2021 - Authorizing the Executive Director or his Designee to Extend the current Contracts for Employee Health/Prescription, Dental and Vision Benefits.**
18. **Resolution No. 65 of 2021 - Authorizing the Executive Director or his Designee to amend an existing Professional Service Contract Agreement with Ceridian Corporation to provide Payroll and HR Management Software Services to the Housing Authority of the City of Pittsburgh.**
19. **Resolution No. 66 of 2021 - Adopting Policy Updates to the Housing Authority of the City of Pittsburgh Employee Handbook.**
20. **Resolution No. 67 of 2021 - Authorizing the Executive Director or his Designee to extend the current Contract with The Hartford Life and Accident Insurance Company for the Housing Authority of the City of Pittsburgh (HACP) Employee Group Term Life Insurance, Accidental Death and Dismemberment Insurance and Group Long Term Disability Insurance.**
21. **Resolution No. 68 of 2021 - Authorizing the Executive Director or his Designee to enter Into an Amended Site Agreement with T-Mobile Northeast LLC, for use of roof space for cell tower communication facilities at Murray Towers.**
22. **Resolution No. 69 of 2021 - Authorizing the Executive Director or his designee to enter Into an Amended Site Agreement with T-Mobile Northeast LLC, for use of roof space for cell tower communication facilities at Carrick Regency.**
23. **Resolution No. 70 of 2021 - Authorizing the Executive Director or his Designee to execute a Professional Services Agreement Contract Amendment with Access Information Protected to provide File Storage, File Tracking and File Shredding services Authority-wide.**
24. **New Business.**
25. **Executive Report.**
26. **Adjournment.**

**Board Meeting
October 28, 2021
Agenda Item No. 5**

RESOLUTION No. 52 of 2021

A Resolution—Authorizing the Executive Director or his Designee to Enter Into a Contract with Ocean 10 Security, LLC to Provide a Security Camera System for the Homewood North Family Community

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has a continuing need for security cameras in the Homewood North family community; and

WHEREAS, as a part of the plan of the HACP to synthesize resources with the City of Pittsburgh Police Department (PPD), private security, and technology to enhance the safety and security of the communities owned and operated by the HACP; and

WHEREAS, pursuant to a contract with the Cincinnati Metropolitan Housing Authority, Ocean 10 Security LLC provides security services to the Cincinnati Metropolitan Housing Authority, through the use of the Tsunami camera product that has capabilities to include and not limited to, on-board storage, video streaming, digital recording storage and review videos from multiple digital units within a single unit in an armor-plated bullet proof system; and

WHEREAS, the HACP is able to and desires to piggy-back on the contract that the Cincinnati Metropolitan Housing Authority with Ocean 10 Security LLC; and

WHEREAS, Ocean 10 Security LLC will be responsible for servicing and replacing the cameras that are broken or malfunctioning; and;

WHEREAS, the Ocean 10 Security LLC, leases the Tsunami camera product for an amount of \$6,500 per camera system, with each system containing four (4) camera units; and

WHEREAS, cameras in the Homewood North family community are damaged and need to be replaced; and

WHEREAS, in order to replace the damaged cameras in the Homewood North family community, the HACP will need to engage in the full procurement process by issuing a Request for Proposal (RFP) for the purchase and installation of cameras for the Homewood North Community; and

WHEREAS, the process of issuing the RFP advertising, awarding a contract and Board of Commissioners approval to enter into a contract will take no less than three (3) months; and

WHEREAS, Ocean 10 Security, LLC will be able to install the Tsunami product in the Homewood North family community within thirty days of a signed contract with the HACP; and

WHEREAS, the HACP needs to provide the most effective, efficient, and fastest security system to replace the broken and malfunctioning cameras in the Homewood North Family Community

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

Section 1. Authorize the Executive Director or his Designee to enter into a contract with Ocean 10 Security, LLC to install security cameras at the Homewood North family community, for a one (1) year term with an option to extend four (4) one (1) year contracts, for a five (5) year combined total not to exceed \$500,000.00; and

Section 2. The contract shall be payable from Program Income and/or Moving to Work (MTW) funds.

**Board Meeting
October 28, 2021
Agenda Item No. 6**

RESOLUTION No. 53 of 2021

A Resolution – Authorizing the Executive Director or his Designee to execute a Contract to award White Water Painting a contract to provide Plastering Support, Authority-Wide, for the Housing Authority of the City of Pittsburgh

WHEREAS, on September 5, 2021, the Housing Authority of the City of Pittsburgh (HACP) issued an Invitation For Bids (IFB) #300-30-21 for Plastering Support Authority-Wide; and

WHEREAS, this is a new contract to be implemented due to a staffing shortage of Plasterers; and

WHEREAS, IFB #300-30-21 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.

WHEREAS, two (2) companies responded to the IFB, specifically, White Water Painting and Jarren Enterprises; and

WHEREAS, White Water Painting was the lowest 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 to enter into a contract in the amount not-to-exceed \$238,950.00 with White Water Painting 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 \$238,950.00 shall be payable from Program Income and/or Moving to Work (MTW) funds.

**Board Meeting
October 28, 2021
Agenda No. 7**

RESOLUTION No. 54 of 2022

A Resolution – Revising the Public Housing Flat Rent Schedule, as required by The U.S. Department of Housing and Urban Development

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) establishes Fair Market Rents (FMRs) for each market area in the United States; and

WHEREAS, Public Housing Authorities (PHAs) are required to establish a Flat Rent Schedule for each public housing unit based on market rates, and are required to revise that schedule annually; and

WHEREAS, at recertification, PHA's must offer tenants the option of paying either the Flat Rent or the income-based Brooke Rent; and

WHEREAS, HUD Notice PIH 2015-13 requires public housing authorities to review the FMR's published annually, and to modify the previously approved flat rent schedule if the existing flat rents are less than 80% of the FMR; and

WHEREAS, HUD published 2022 FMRs increased for several unit sizes, requiring the Housing Authority for the City of Pittsburgh (HACP) to modify its Flat Rent Schedule for all unit sizes; and

WHEREAS, the revised Flat Rent Schedule was posted for public comment from Monday, September 27, 2021, through October 26, 2021, and a public hearing was held on October 14, 2021, at 10 A.M. and 5 P.M.; and

WHEREAS, to date, as of the preparation of this resolution, the HACP did not receive any comments regarding the flat rent schedule. If comments are received by the close of business Tuesday, October 26, 2021, the final date of posting, the HACP will include those comments and address with the Board of Commissioners.

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

Section 1. The revised Flat Rent Schedule for the Low-Income Public Housing program (LIPH), attached hereto as Exhibit A, is hereby approved; and

Section 2. The revised Flat Rent Schedule for the LIPH is effective December 1, 2021.

Housing Authority of the City of Pittsburgh 2022 Flat Rent Schedule Effective 12-1-2021

Traditional Sites - Family and High Rise - HACP Pays All Utilities

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	\$ 610.00	\$ 646.00	\$ 785.00	\$ 1,002.00	\$ 1,097.00	\$ 1,262.00	\$ 1,426.00

High Rise where Tenants Pay Electric (Caliguiri, Finello, Morse, Carrick, Gualtieri)

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	\$ 562.00	\$ 597.00	N/A	N/A	N/A	N/A	N/A

Scattered Sites - Duplex, townhouse, Semi-detached - Tenant Pays Utilities

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	\$ 863.00	\$ 1,115.00	\$ 1,221.00	N/A	N/A

Scattered Sites - Single Family - Tenant Pays Utilities

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	\$ 843.00	\$ 1,088.00	\$ 1,191.00	N/A	N/A

Scattered Sites - Single Family New Construction Tenant Pays All Utilities - Natural Gas

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	\$ 859.00	\$ 1,110.00	\$ 1,209.00	N/A	N/A

Scattered Sites - Single Family New Construction Tenant Pays All Utilities - Electric

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	\$ 811.00	\$ 1,048.00	\$ 1,136.00	\$ 1,313.00	N/A

Manchester Row/Townhouse

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	\$ 850.00	\$ 1,097.00	\$ 1,199.00	N/A	N/A

Manchester Apartments (Phase 3)

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	\$ 874.00	N/A	N/A	N/A	N/A

Manchester All Electric

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	\$ 658.00	\$ 799.00	\$ 1,039.00	\$ 1,129.00	N/A	N/A

East Liberty Scattered Sites - Rowhouse

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	N/A	\$ 1,102.00	N/A	N/A	N/A

East Liberty Scattered Sites - Detached

Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five Bedroom	Six Bedroom
2022 Flat Rent	N/A	N/A	N/A	\$ 1,049.00	N/A	N/A	N/A

Factors considered when establishing flat rents:

1. Location - Scattered Sites - single family, duplex, or part of a row, are generally more desirable and in demand.
2. Quality - at this time, HACP has not made flat rent schedule adjustments based upon housing quality, as all units meet UPCS standards.
3. Size - HACP provides different flat rent levels based upon number of bedrooms.
4. Unit Type - generally single family, duplex and row houses in a row of largely owners are of a more desirable type than the apartment or garden type units available on other HACP owned and operated properties, contributing to the higher base flat rent for scattered sites.
5. Age - As all of HACP's units (with a few exceptions in the case of accessible units) are more than 30 years old, no adjustment is made to the flat rent schedule for this factor.
6. Amenities - Amenities at HACP properties vary significantly, but none are such as to add significantly to the value of the unit (such as pools, gym facilities, etc.) and therefore no adjustments to the base flat rents are made.
7. Services provided or available - like amenities, the services available at HACP properties vary significantly, but none are such as to add significantly to the value of the unit.
8. Utilities provided - HUD Notice directs housing authorities to modify flat rents to take into account tenant paid utility costs, *Families are subject to the 2022 Flat Rent Schedule at biennial recertification.

**Board Meeting
October 28, 2021
Agenda Item No. 8**

RESOLUTION No. 55 of 2021

A Resolution – For the Housing Authority of the City of Pittsburgh to Establish Payment Standards for the Housing Choice Voucher Program at a Rate of 110% of Housing and Urban Development Posted Fair Market Rents for Fiscal Year 2022

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) establishes Fair Market Rents (FMRs) for each market area in the United States on a yearly basis; and

WHEREAS, Public Housing Authorities (PHAs) are required to establish a Payment Standard for each Housing Choice Voucher (HCV) unit size based on Housing and Urban Development, (HUD) published market rents; and

WHEREAS, the HUD published 2022 FMRs; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) was approved to establish payment standards at 110% of FMRs; and

WHEREAS, the HACP posted on its website and all other forms of HACP social media the proposed Payment Standards from Friday, August 20, 2021, through and including Monday, September 20, 2021; and

WHEREAS, the HACP hosted public hearings via zoom at 9:30 AM, 1:00 PM and 5:30 PM on Tuesday, October 12, 2021; and

WHEREAS, there were no persons other than employees of the HACP who attended the stated public hearings, and no comments were received during the stated public comment period; and

WHEREAS, the HACP desires to apply the 2022 Payment Standards to activities of the HCV Program effective on January 1, 2022.

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

Section 1. Authorize the Executive Director or his Designee to apply the revised Payment Standards for the Housing Choice Voucher Program, with an effective date of January 1, 2022.

**Board Meeting
October 28, 2021
Agenda Item No. 9**

RESOLUTION No. 56 of 2021

A Resolution - Approving the Housing Choice Voucher Utility Allowance Schedule for Fiscal Year 2022

WHEREAS, the U.S. Department of Housing and Development (HUD) requires that Public Housing Authorities (PHAs) maintain up-to-date utility allowance schedules in accordance with 24 CFR 982.517; and

WHEREAS, PHAs must establish utility allowance schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of comparable size and type in the same locality; and

WHEREAS, PHAs must appropriately classify utilities and services into unit type categories defined by HUD; and

WHEREAS, PHAs must review the utility allowance schedule each year to ensure participants receive a utility allowance in accordance with the current average utility pricing; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP), Housing Choice Voucher Program (HCV) must comply with federal guidelines and requirements pertaining to public utilities in establishing utility allowances; and

WHEREAS, the HACP contracts with a utility consultant to provide updated data concerning utility pricing for each unit type categorized by HUD; and

WHEREAS, the HACP received an updated utility schedule each year to reflect the most up-to-date cost; and

WHEREAS, the HACP received an updated utility data and posted the utility data on its website and all other forms of the Agency's social media for thirty days from Friday, August 20, 2021, through and including Monday, September 20, 2021; and

WHEREAS, the HACP hosted public hearings via Zoom at 1:00 PM and 5:30 PM on Tuesday, October 12, 2021; and

WHEREAS, the HACP did not have any participants in the public hearing and did not receive any public comments during the thirty-day public comment period.

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 update the Housing Choice Voucher (HCV) Program Utility Allowance Schedule to be effective January 1, 2022.

**Board Meeting
October 28, 2021
Agenda Item No. 10**

RESOLUTION No. 57 of 2021

A Resolution - Authorizing The Executive Director or his Designee to Enter Into an Intergovernmental Contract with the Allegheny County Housing Authority to Conduct Quality Control Inspections of Housing Quality Standards Inspections Conducted by the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required to conduct Housing Quality Standards (HQS) inspections on all housing units that receive subsidy payments pursuant to the Housing Choice Voucher Program (HCV); and

WHEREAS, the HACP is required to conduct initial inspections for new housing units coming on the HCV Program; biennial inspections on existing units and complaint inspections called in by HCV participants; and

WHEREAS, the mission of the HACP is to provide safe and affordable housing that is in good repair; to ensure and maintain the integrity of inspections conducted by the Housing Choice Voucher inspectors; and

WHEREAS, the HACP previously entered into a contract with the Allegheny County Housing Authority (ACHA) to perform quality control inspections; and

WHEREAS, In the fiscal year (FY) 2020, in-person inspections were stopped for a period of time as a result of the Covid-19 pandemic and included but not limited to, the quality control inspections that were being conducted by the ACHA; and

WHEREAS, the Internal Compliance Department of the HACP conducts quality control for other divisions of the HCV Program, and

WHEREAS, the HACP want to continue quality control inspections for HQS inspections conducted by the HACP HCV inspectors.

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 an Intergovernmental Agreement with the Allegheny County Housing Authority (ACHA) to perform Quality Control Inspections; and

Section 2. The Executive Director or his Designee is hereby authorized to enter into a one (1) year contract not to exceed \$100,000.00 per year with two (2) one (1) year extensions not to exceed \$300,000 for the total three (3) year period.

RESOLUTION No. 58 of 2021

A Resolution - Authorizing the Executive Director or his Designee to enter into a three-year Software Assurance agreement with Microsoft Corporation through Software House International for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) over the last 18 years has used Microsoft Desktop and Server Products including Windows Operating System (for PCs and Servers) and Office productivity suite (Word, Excel, Power Point, and Access); and

WHEREAS, the HACP Information Technology (IT) infrastructure is based on Servers running Microsoft Software & Databases hosted both On-Premises & in the Cloud. These systems are essential for sustaining the HACP's Online & Back Office business services to its communities, particularly during the HACP's continued offices' closure for walk-ins due to the extended COVID-19 Pandemic; and

WHEREAS, the current Microsoft software and Cloud has become accepted in the IT industry as a platform for Government & Private sectors business systems. Microsoft software and Cloud is used by all Public Housing Authorities (PHAs) across the United States to operate HUD Compliant processing of Applicants & Residents as well as running Back Office operations including Finance, and Facility Services; and

WHEREAS, Microsoft Corporation software continuously updates the features and security of its software to offer new capabilities as well as protect the systems against cyber security threats; and

WHEREAS, the HACP maintains its Microsoft Software by entering into a three (3) Year Enterprise Software Assurance Agreement with Microsoft Corporation which allows the HACP access to the most current and compatible versions of the software & Cloud Hosted services; and

WHEREAS, this procurement will be conducted in accordance with applicable federal, state, and local procurement rules and regulations and the procurement policies and procedures of the HACP. Microsoft Software Assurance will be procured under the Pennsylvania CoStars contract.

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 purchase Software Assurance Enterprise Agreement for; Microsoft Windows Desktop & Office (M365), Microsoft Windows Operating Server, Microsoft SQL Database and associated Cloud Migration Services from Software House International (SHI) utilizing the Pennsylvania CoStars contract for a period of three (3) years; and

Section 2. The total three (3) years authorized amount of up to \$398,650.87 shall be payable from Moving To Work (MTW) and/or Program Income funds.

**Board Meeting
October 28, 2021
Agenda Item No. 12**

RESOLUTION No. 59 of 2021

A Resolution - Authorizing the Executive Director or his Designee to enter into a contract renewal to host the Housing Authority of the City of Pittsburgh's Elite System in the Cloud offered by Emphasys Software Company

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP), for the last 20 years, has used Emphasys Elite Software for processing of public housing applicants, residents, and landlords including Low Income Public Housing (LIPH), Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) applicants. In addition, Elite Software is used for Property Management and Finance; and

WHEREAS, the HACP Emphasys Elite Software and Databases have been installed and running on Hardware Servers for the last 20 years and are hosted on the premises at the 200 Ross Street offices. Elite Software & Databases are essential for sustaining the HACP's daily operations. The current version of Elite Software used by the HACP must be upgraded; and the hardware servers have reached the end of support by the manufacturer (Dell); and

WHEREAS, Emphasys Software Company now offers a Cloud Hosted version of their Elite Software via a Software as a Service (SaaS) Contract, which is an industry standard, widely used by several Government Entities throughout the United States, including several Public Housing Authorities; and

WHEREAS, As part of the Digital Transformation and Modernization of its systems and services, the HACP decided to adopt Elite Software hosted in the Cloud; as a result, over the past ten (10) months, the HACP successfully tested a duplicated copy of the HACP databases hosted in the Emphasys Software Cloud. Therefore, the HACP decided it is in the best interest of its served communities to migrate to Elite Software & Databases using the Cloud Hosted solution; and

WHEREAS, Hosting in the Cloud will keep the HACP Elite software on the most updated version offered and supported by Emphasys Software Company, eliminate the risk of failure due to dependency on physical servers and network infrastructure internally hosted by the HACP; and

WHEREAS, Elite in the Cloud is scalable and compliant with HUD's Disaster Recovery requirements and Federal Cybersecurity standards including FedRAMP (Federal Risk and Authorization Management) and SOC-1 & 2; and

WHEREAS, the HACP will achieve the above benefits of Elite Cloud Hosted software by entering into a three (3) Year Agreement (renewal for 2 years) with Emphasys Software Company (ECS) which will include Access for one hundred named Users via the internet, support via a Monitored Ticket Portal. The HACP will no longer have to purchase, host, and

maintain servers, no updates to apply to Elite Housing Software, no local backups to be managed, no Antivirus or 3rd party software to purchase and no database licenses to purchase; 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 enter into a contract of Elite Software as a Service from Emphasys Software Company for a period of three (3) years renewal for two (2) additional years.

Section 2. The total five (5) years cost of Elite Software as a Service a Service (SaaS) is \$2,440,000.00 and shall be payable from Moving to Work (MTW) and/or Program Income funds.

**Board Meeting
October 28, 2021
Agenda Item No. 13**

RESOLUTION No. 60 of 2021

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$145,801.67 from Tenant Accounts Receivable for the Months of July 2021 through September 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 July 2021 through September 2021 is \$145,801.67, 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 \$145,801.67 which is 7.06% of the total rent and associated charges of \$2,066,419.73 for the 3rd quarter of Fiscal Year (FY) 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 \$145,801.67 from the Tenant Accounts Receivables (TARs) balance for July 1, 2021, through September 30, 2021, is hereby ratified.

RESOLUTION No. 61 of 2021

A Resolution - Approving the Transfer of Development Project Funds of FY 2022 Capital Fund Budget to Allies & Ross Management and Development Corporation

WHEREAS, by Resolution No. 46 of 2021, the Housing Authority of the City of Pittsburgh (HACP) agreed to obligate FY 2022 Capital Funds in the amount of \$27,500,000, which are granted from the HACP to the Allies & Ross Management and Development Corporation (ARMDC) to fund certain development activities (Development Activities); and

WHEREAS, the HACP transfers the authorized amount of FY 2022 Capital Funds as grant funds (Grant Funds) for the ARMDC to invest and leverage other financing instruments for the Development Activities and the ARMDC may loan all or a portion of the Grant Funds to development partners and owner entities; and

WHEREAS, the HACP will grant to the ARMDC the Grant Funds upon execution of grant agreements between the HACP and the ARMDC subject to the terms and conditions thereof; and

WHEREAS, the ARMDC will submit a monthly grant report to the HACP's Board of Commissioners indicating summary disbursements to date of the Grant 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 enter into one or more Grant Agreements with the Allies & Ross Management and Development Corporation (ARMDC), transferring the Grant Funds up to \$27,500,000, which the ARMDC shall utilize to fund the Development Activities; and

Section 2. The Executive Director or his Designee is hereby authorized and directed, in the name of and on behalf of the Housing Authority of the City of Pittsburgh (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 Development Activities and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the Development Activities contemplated herein; and

Section 3. All amounts shall be payable from Moving-to-Work (MTW) funds, Program Income, or other sources as appropriate.

**Board Meeting
October 28, 2021
Agenda Item No. 15**

RESOLUTION No. 62 of 2021

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

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) Board Resolution No. 17 of Fiscal Year (FY) 2020 authorized underwriting negotiations with six (6) affordable housing development projects under the HACP's FY 2019 Project-Based Voucher (PBV) and Moving to Work (MTW) Gap Financing program, which included the rehabilitation of the 23-unit Stanton-Highland Apartments located at 738 N. Highland Avenue in the East Liberty neighborhood (Project) proposed by ACTION Housing Inc. (Owner Entity); and

WHEREAS, the HACP Board Resolution No. 40 of FY 2021 granted \$1,800,000 of MTW Gap Financing loan funds to the Project and 23 PBV subsidy; and

WHEREAS, the Project is in need of additional funding of up to \$270,000 (increasing the total investment from previously approved \$1,800,000 to \$2,070,000) due to an increase in construction cost given the volatile nature of the construction materials market; and

WHEREAS, this increase is necessary in order to successfully reach financial closing and fund 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 provide an additional grant amount of up to \$270,000 (increasing the total investment from previously approved \$1,800,000 to \$2,070,000) which the ARMDC will utilize to invest in 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
October 28, 2021
Agenda Item No. 16**

RESOLUTION No. 63 of 2021

A Resolution – Authorizing a Commitment of a Grant Fund to Allies & Ross Management and Development Corporation to Acquire an Allocation of the Ownership Interests of Allequippa Terrace Limited Partnership IV in Connection with the Oak Hill Community

WHEREAS, from Fiscal Year (FY) 2000 to FY 2011, there was established and constructed in the Allequippa Terrace neighborhood of Pittsburgh, a mixed-use, mixed-income community consisting of 718 rental housing units, of which 475 units were rental replacement public housing units (Oak Hill Development) financed, in part, by the Housing Authority of the City Pittsburgh (HACP) and five (5) limited partnerships (5 LPs); and

WHEREAS, in October 2017, the 475 public housing units of the Oak Hill Development was converted to Project-Based Rental Assistance (PBRA) units via the United States Department of Housing and Urban Development’s (HUD) Rental Assistance Demonstration (RAD) program; and

WHEREAS, the HACP’s master developer of the Oak Hill Development, Beacon Corcoran Jennison (BCJ) and the HACP’s instrumentality, Allies & Ross Management Development Corporation (ARMDC) completed the purchase of the investor ownership interests of three (3) of the 5 LPs for purposes of wholly controlling the LPs prior to the RAD PBRA conversion upon expiration of Tax Credit Compliance Period (TCCP) for three (3) of the five (5) sub-phases; and

WHEREAS, the 4th sub-phase (a/k/a, Phase 1D) reached the TCCP in December 2018 and the investor limited partner (i.e., Allequippa 4 Investor, LLC) has agreed for BCJ and ARMDC or ARMDC’s to-be-formed subsidiary entity to buy out their ownership interest of Allequippa Terrace Limited Partnership IV (LP 4); and

WHEREAS, the HACP will allow the ARMDC’s subsidiary to acquire 40% ownership interest of LP 4 (Acquired Interest), subject to the terms and conditions set forth a to-be-negotiated agreement (Interest Purchase Agreement) between the ARMDC and the BCJ in order for the ARMDC to receive: (i) not less than a forty percent (40%) ownership interest in LP 4, (ii) not less than forty percent (40%) of the annual cash flow waterfall, and (iii) not less than forty percent (40%) of the developer fee as a result of any proposed re-syndication and redevelopment; and

WHEREAS, the HACP has determined to make a grant of Moving-To-Work (MTW) funds to the ARMDC in an amount up to \$40,000 (Oak Hill Grant) to purchase the Acquired Interest, plus any expenses as may be necessary to pay due diligence costs, closing costs, taxes, and any other costs which the ARMDC may incur in connection with the acquisition of the Acquired Interests.

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 a Grant Agreement with the Allies & Ross Management and Development Corporation (ARMDC) to grant Moving To Work (MTW) funds in an amount up to \$40,000.00 in order for the ARMDC or a to-be-created entity controlled by the ARMDC, to acquire 40% interest in Allequippa Terrace Limited Partnership IV in the Oak Hill Development, and to pay due diligence costs, closing costs, taxes and any other costs which the ARMDC may incur in connection with the purchase of the Acquired Interests.

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, including the Grant Agreement and the Interest Purchase Agreement, documents and instruments and take all such other actions as the Executive Director or his designee shall determine to be necessary or desirable in order to effect the Oak Hill acquisition, the Grant Agreement and the Interest Purchase Agreement and (ii) take any and all additional actions that are legally permissible and necessary or advisable to carry out the Oak Hill Grant, the Grant Agreement and the Interest Purchase Agreement; and

Section 3. The Executive Director or his Designee is hereby authorized and directed to take such other actions, from time to time, which are necessary, advisable, or proper in connection with the Oak Hill Grant, the Grant Agreement, the Interest Purchase Agreement, and the acquisition of the Acquired Interests.

**Board Meeting
October 28, 2021
Agenda Item No. 17**

RESOLUTION No. 64 of 2021

A Resolution –Authorizing the Executive Director or his Designee to Extend the current Contracts for Employee Health/Prescription, Dental and Vision Benefits

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) by its policy and as required in its Collective Bargaining Agreements, provides medical, dental and vision benefits to its union and non-union employees; and

WHEREAS, the HACP issued a Request For Proposals (RFP) and the highest ranked proposers in each area were University of Pittsburgh Medical Center Health Plan (UPMC) for health and prescription coverage, and for vision coverage, and United Concordia for Dental coverage; and

WHEREAS, the HACP’s Board of Commissioners of the HACP, approved Resolution 63 of Fiscal Year (FY) 2020 with the UPMC for Exclusive Provider Organization (EPO) and Point of Service (POS) Health and Prescription Drug benefits, Delta Dental benefits, and Vision Benefits of America benefits for employee and dependent coverage will expire on December 31, 2021; and

WHEREAS, the HACP’s desires for the existing contracts with the UPMC for EPO and POS Health and Prescription Drug benefits, Delta Dental benefits, and Vision Benefits of America benefits for employee and dependent coverage to be extended until December 31, 2022; and

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

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

Section 1. The Executive Director or his Designee is authorized to extend the current contract for one (1) year with UPMC Health Plan for Health and Prescription coverage, Vision coverage, and United Concordia for Dental Coverage, in amounts not-to-exceed \$6,346,567.32 (health and prescription), \$57,661.23 (vision), and \$293,645.10 (dental) for one (1) year; and

Section 2. The cost of these contracts is to be paid for from Program Income, Moving to Work (MTW) funds and employee contributions.

**Board Meeting
October 28, 2021
Agenda No. 18**

RESOLUTION No. 65 of 2021

A Resolution – Authorizing the Executive Director or his Designee to amend an existing Professional Service Contract Agreement with Ceridian Corporation to provide Payroll and HR Management Software Services to the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is currently under agreement with Ceridian Corporation for Payroll and HR Management Software services; and

WHEREAS, the existing agreement ends on August 27, 2022, pursuant to Board Resolution #40 of 2017; and

WHEREAS, over the course of the contract, the development and functions of the Software services have expanded and changed substantially; and

WHEREAS, the Ceridian Corporation has provided exemplary professional services and support to the HACP; and

WHEREAS, the HACP will continue to utilize the Ceridian Corporation for HR Management and Software Services and maintenance, and will make continued upgrades to the website on an as-needed basis in order to continue to improve and expand its online functions to keep employees current; and

WHEREAS, a contract amendment to increase the dollar amount of the contract by \$197,339.51 is needed to prevent interruption of services.

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 authorized to execute a contract amendment to the contract with Ceridian Corporation for Payroll and HR Management Software in an amount not to exceed \$197,339.51. The amended total contract amount shall not exceed \$705,918.51; and

Section 2. The contract will be paid from Program Income and/or Moving to Work (MTW) funds.

**Board Meeting
October 28, 2021
Agenda Item No. 19**

RESOLUTION No. 66 of 2021

**A Resolution - Adopting an Updated Housing Authority of the City of Pittsburgh
Employee Handbook**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that certain policy additions to the current Employee Handbook are necessary to maintain continued compliance with applicable federal, state, and local laws, rules, regulations, and guidelines; and

WHEREAS, certain sections of the HACP Employee Handbook adopted Resolution Number 18 of April 22, 2021, have not been implemented, superseding the provisions of the July 2012 Employee Handbook; and

WHEREAS, adding the COVID-19 Vaccination Status Reporting Requirement Policy to the HACP Employee Handbook is essential; and

WHEREAS, the HACP has determined that a qualified rescission of Resolution No. 32 of 1990 in part and the corresponding, qualified rescission of Section 2.11 of the HACP Employee Handbook adopted by Resolution Number 18 of April 22, 2021, is necessary to attract and retain the best talent to achieve workforce planning objectives.

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

Section 1: The COVID-19 Vaccination Status Reporting Requirement Policy shall be added to the HACP Employee Handbook as the new Section 2.34; and

Section 2: Resolution No. 32 of 1990 is rescinded in part and Section 2.11 of the HACP Employee Handbook adopted Resolution Number 18 of April 22, 2021, is hereby rescinded in part and, to the extent Sections of This Employee Handbook have not been implemented, superseding the provisions of the July 2012 Employee Handbook.

**Board Meeting
October 28, 2021
Agenda Item No. 20**

RESOLUTION No. 67 of 2021

A Resolution – Authorizing the Executive Director or his Designee to extend the current Contract with The Hartford Life and Accident Insurance Company for the Housing Authority of the City of Pittsburgh (HACP) Employee Group Term Life Insurance, Accidental Death and Dismemberment Insurance and Group Long Term Disability Insurance

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP), in accordance with its policy and per its Collective Bargaining Agreements, provides Term Life, Accidental Death and Dismemberment and Long Term Disability insurance to its full time union and non-union employees; and

WHEREAS, the HACP issued a Request for Proposals (RFP), and the highest ranked proposer is The Hartford Life and Accident Insurance Company; and

WHEREAS, the HACP’s Board of Commissioners of the HACP approved Resolution 62 of Fiscal Year (FY) 2020 with The Hartford Life and Accident Insurance Company for employee Group Term Life Insurance, Accidental Death and Dismemberment, and Long Term Disability benefits expires on December 31, 2021; and

WHEREAS, the HACP desires the contract with The Hartford Life and Accident Insurance Company for employee Group Term Life Insurance, Accidental Death and Dismemberment, and Long Term Disability benefits to be extended until December 31, 2022; and

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

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

Section 1. The Executive Director or his Designee is authorized to extend the current contract for one (1) year with The Hartford Life and Accident Insurance Company for Group Term Life Insurance, Accidental Death and Dismemberment Insurance and Group Long Term Disability Insurance for a one (1) year period not-to-exceed \$275,604.68; and

Section 2. The cost of these contracts is to be paid for from Program Income and/or Moving to Work (MTW) funds and/or employee contributions.

RESOLUTION No. 68 of 2021

A Resolution – Authorizing the Executive Director or his Designee to enter Into an Amended Site Agreement with T-Mobile Northeast LLC, for use of roof space for cell tower communication facilities at Murray Towers

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that the current Site Agreement with T-Mobile Northeast LLC (T-Mobile) at Murray Towers is nearing its end and it is necessary to enter an Amended Site Agreement to set out updated terms and extensions; and

WHEREAS, on September 23, 1996, the HACP entered into a Site Agreement with APT Pittsburgh Limited Partnership (APT) for the purposes of operating cell tower communication facilities located at Murray Towers; and

WHEREAS, T-Mobile is a successor in interest to APT; and

WHEREAS, the Site Agreement is set to expire on December 31, 2021; and

WHEREAS, T-Mobile has requested certain amendments to the Site Agreement including a considerable time extension; and

WHEREAS, the HACP and T-Mobile desire to enter into an Amended Site Agreement with modified terms that mutually benefit both parties.

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 an Amended Site Agreement with T-Mobile Northeast LLC, for use of roof space for cell tower communication facilities at Murray Towers for an additional six (6) five (5) year option periods beginning at the end of the current contract which ends on December 31, 2021; and

Section 2. The Amendment extends the length of the Agreement and includes increased rental payment terms.

RESOLUTION No. 69 of 2021

A Resolution – Authorizing the Executive Director or his Designee to enter Into an Amended Site Agreement with T-Mobile Northeast LLC, for use of roof space for cell tower communication facilities at Carrick Regency

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that the current Site Agreement with T-Mobile Northeast LLC (T-Mobile) at Carrick Regency is nearing its end and it is necessary to enter an Amended Site Agreement to set out updated terms and extensions; and

WHEREAS, on October 9, 1996, the HACP entered into a Site Agreement with APT Pittsburgh Limited Partnership (APT) for the purposes of operating cell tower communication facilities located at Carrick Regency; and

WHEREAS, T-Mobile is a successor in interest to APT; and

WHEREAS, the Site Agreement is set to expire on December 31, 2021; and

WHEREAS, T-Mobile has requested certain amendments to the Site Agreement including a considerable time extension; and

WHEREAS, the HACP and T-Mobile desire to enter into an Amended Site Agreement with modified terms that mutually benefit both parties.

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 an Amended Site Agreement with T-Mobile Northeast LLC, for use of roof space for cell tower communication facilities at Carrick Regency for an additional six (6) five (5) year option periods beginning at the end of the current contract which ends on December 31, 2021.

Section 2. The Amendment extends the length of the Agreement and includes increased rental payment terms.

RESOLUTION No. 70 of 2021

A Resolution – 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

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, file tracking and file shredding; and

WHEREAS, over the course of the contract, the number of departments and/or sites utilizing file storage, file tracking and file 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, file tracking and file 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 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, the Housing Authority of the City of Pittsburgh (HACP) entered amendment to the contract with Access Information Protected for file storage, file tracking and file shredding services to increase the contract amount by \$8,990.70 with the amended total contract amount not exceed \$93,812.17; and

WHEREAS, a contract amendment to increase the dollar amount of the contract by \$8,990.70 to \$102,802.87 to prevent interruption in file storage, file tracking and file shredding services was approved by Board Resolution 37 of July 22, 2021; 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, file tracking and file shredding services to increase the contract amount by \$35,000; and

Section 2. The amended total contract amount shall not exceed \$137,802.87.