

THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
AGENDA
JANUARY 27, 2022

1. **Roll Call.**
2. **Motion to Approve the December 16, 2021, Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
3. **Motion to Approve the Previously Received Activity Report for December 2021**
4. **Acknowledgement of Public Comments.**
5. **Resolution No. 1 of 2022 – A Resolution Authorizing the Executive Director or his Designee to enter into Contracts for Insurance and to Pay Insurance Premiums and Deductibles.**
6. **Resolution No. 2 of 2022 – Ratifying the Executive Director’s Decision to Write Off Collection Losses in the amount of \$54,509.59 from Tenant Accounts Receivable for the Months of October 2021 through December 2021.**
7. **Resolution No. 3 of 2022 – Authorizing the Executive Director or his Designee to Award a Contract to J&S Handyman Services, Jarren Enterprises and White Water Painting for Vacant Unit Painting Authority-Wide for the Housing Authority of the City of Pittsburgh.**
8. **Resolution No. 4 of 2022 - Authorizing the Executive Director or his Designee to execute a Contract Amendment with Cell Site Capital LLC to provide Cellular Tower Consulting Services.**
9. **Resolution No. 5 of 2022 - Authorizing the Executive Director or His Designee to Amend the Housing Choice Voucher Administrative Plan to Include Details of the Emergency Housing Voucher Program.**
10. **Resolution No. 6 of 2022 - Authorizing the Executive Director or His Designee to Amend the Monetary Value of the Contract by Twenty Percent for Affordable Housing.Com Formerly Known as “Go Section 8.”**
11. **Resolution No. 7 of 2022 – Ratifying Executive Director’s Decision to Enter into a General Construction Contract with Fuller Building Group for Roof Replacement of Four Buildings at Northview Heights - AMP-09.**

- 12. Resolution No. 8 of 2022 - Authorizing the Executive Director to Submit an Inventory Removal Application to the U.S. Department of Housing and Urban Development (HUD) for the Disposition of the former St. Clair community property.**
- 13. Resolution No. 9 of 2022 - Authorizing the Commitment of Funds for the Gladstone Residences Project-Based Voucher/Gap Financing Project.**
- 14. Resolution No. 10 of 2022 - Authorizing the Executive Director to enter into a Professional Services Contract with SMC Consulting, LLC for Move Management Consultation Services for the 412 Boulevard of the Allies Relocation.**
- 15. New Business.**
- 16. Executive Report.**
- 17. Adjournment.**

**Board Meeting
January 27, 2022
Agenda Item No. 5**

RESOLUTION No. 1 of 2022

A Resolution – Authorizing the Executive Director or his Designee to Enter into Contracts for Insurance and to Pay Insurance Premiums and Deductibles

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by both 24 C.F.R./2 CFR 200 Section 965.201 et seq. and its Annual Contributions Contract (ACC) with the United States Department of Housing and Urban Development (HUD) to have insurance coverage; and

WHEREAS, the HACP issued a Request for Proposals (RFP) for insurance coverage in the following areas: boilers, directors and officers, fiduciary, auto liability, auto physical damage, property, and general liability; and

WHEREAS, the HACP obtained insurance premium quotes for certain deductible levels in the above referenced areas for coverage beginning January 1, 2022 and ending January 1, 2023 with an option to extend for one (1) additional year, and now recommends that the HACP accept insurance contracts with those terms with the Housing Authority Insurance Group (HAIG) and with The Gleason Agency, a division of Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) as indicated on the attached Exhibit A; and

WHEREAS, the HACP has determined that the premiums referenced in Exhibit A are reasonable.

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

Section 1. That the Executive Director, or his Designee, is hereby authorized to pay to HAIG and Gallagher all required premiums for insurance coverage and to enter into contracts with HAIG and Gallagher for the insurance coverage itemized on Exhibit A attached hereto, i.e., for insurance coverage in the areas of boilers, directors and officers, fiduciary, auto liability, auto physical damage, property, and general liability for coverage from January 1, 2022, through January 1, 2023; and

Section 2. The Executive Director, or his Designee is also authorized to pay deductibles and retentions, including those in excess of \$50,000.00, applicable to those insurance policies as required; and

Section 3. The Insurance Premiums and Deductibles will be paid from moving-to-work (MTW) and/or Program Income funds.

Exhibit AApplicable premiums for January 1, 2022, through January 1, 2023

| Insurance Line of Coverage | Firm | 2021 Bid Price |
|---|-----------|--|
| Auto Physical Damage | HAIG | \$ 33,104.00 |
| Auto Liability | HAIG | \$ 117,257.00 |
| Boiler and Machinery | HAIG | \$ 24,511.00 |
| Directors and Officers/ Employment Practices | Gallagher | \$ 95,000.00 |
| Fiduciary Liability | Gallagher | \$ 7,462.00 |
| General Liability | HAIG | \$ 319,032.00 |
| Property | HAIG | \$ 639,749.00 |
| Mold, Other Fungus or Bacteria | HAIG | \$ 23,254.00 |
| Employee Benefits Admin Liability | HAIG | \$ 1,500.00 |
| Environmental (2 years) | Gallagher | *said we already have coverage thru end of 2022 |
| Crime | Gallagher | \$ 5,368.00 |
| Total Premiums | | \$ 1,266,237.00 |

**Board Meeting
January 27, 2022
Agenda Item No. 6**

RESOLUTION No. 2 of 2022

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$54,509.59 from Tenant Accounts Receivable for the Months of October 2021 through December 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 October 2021 through December 2021 is \$54,509.59; 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 \$54,509.59 which is 2.59% of the total rent and associated charges of \$2,104,854.16 for the 4th 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 \$54,509.59 from the Tenant Accounts Receivables (TARs) balance for October 1, 2021, through December 31, 2021, is hereby ratified.

**Board Meeting
January 27, 2022
Agenda Item No. 7**

RESOLUTION No. 3 of 2022

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to J&S Handyman Services, Jarren Enterprises, and White Water Painting for Vacant Unit Painting Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) utilizes Painting Services across all the HACP locations for Vacant Unit Painting support; and

WHEREAS, on October 7, 2021, the HACP issued Invitation for Bid (IFB) #300-34-21 seeking qualified companies to provide Vacant Unit Painting Authority-Wide; and

WHEREAS, IFB #300-34-21 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, eight (8) companies responded to IFB #300-34-21 for Vacant Unit Painting, specifically: J&S Handyman Services; and

WHEREAS, on November 9, 2021, the HACP issued IFB #300-34-21 REBID seeking additional qualified companies to provide Vacant Unit Painting Authority-Wide; and

WHEREAS, IFB #300-34-21 REBID 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, five (5) companies responded to IFB #300-34-21 REBID for Vacant Unit Painting, specifically: Jarren Enterprises and White Water Painting; and

WHEREAS, J&S Handyman Services, Jarren Enterprises, and White Water Painting were all determined to be the most responsive and responsible bidders.

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 Designee is hereby authorized to enter into a contract in the amount not to exceed \$500,000.00 with J&S Handyman Services, Jarren Enterprises, and White Water Painting for Vacant Unit Painting Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$500,000.00 shall be split amongst the three (3) winning vendors and made payable from program income and/or Moving to Work (MTW) funds.

**Board Meeting
January 27, 2022
Agenda Item No. 8**

RESOLUTION No. 4 of 2022

A Resolution – Authorizing the Executive Director or his Designee to execute a Contract Amendment with Cell Site Capital LLC to provide Cellular Tower Consulting Services

WHEREAS, on August 3, 2021, after completing the request for bid process, the Housing Authority of the City of Pittsburgh (HACP) entered into a Professional Services Agreement with Cell Site Capital, LLC for cellular tower consultant services; and

WHEREAS, during the initial months of the contract, Cell Site Capital LLC completed an extensive review and assessment of all of the HACP’s cell tower locations. This included physically inspecting each of the cell tower sites and preparing an in-depth assessment of each location which were provided to the HACP; and

WHEREAS, Cell Site Capital LLC additionally assisted with lease amendment and renewal negotiations for three (3) of the HACP’s cell tower leases that expired at the end of 2021; and

WHEREAS, two (2) cell tower locations now have fully-negotiated lease amendments which will result in higher revenues to the HACP. These lease amendments were approved by the HACP Board of Directors at the October 2021 meeting of the Board. One (1) expired lease for the tower located at St. Clair Village is still in the negotiation process; and

WHEREAS, the above assessments and lease negotiations resulted in the use of the entirety of the funds allotted under the contract; and

WHEREAS, the contract amendment with Cell Site Capital LLC will increase the dollar amount of the contract by \$20,000.00 to prevent interruption and continuity in the consulting services necessary to complete the lease amendment negotiations for the St. Clair Village cell tower location.

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 Cell Site Capital LLC for cellular tower consulting services to increase the contract amount by \$20,000.00.

Section 2. The amended total contract amount shall not exceed \$48,900.00.

**Board Meeting
January 27, 2022
Agenda Item No. 9**

RESOLUTION No. 5 of 2022

**A Resolution - Authorizing the Executive Director or His Designee to Amend the
Housing Choice Voucher Administrative Plan to Include
Details of the Emergency Housing Voucher Program**

WHEREAS, on December 16, 2021, the Board of Commissioners of the Housing Authority of the City of Pittsburgh (HACP) approved the adoption of recommended changes to the Administrative Plan (Admin Plan) of the Housing Choice Voucher (HCV) Program; and

WHEREAS, subsequent to the approval of proposed changes to the Admin Plan of the HCV Program, the HACP received a letter from the U.S. Department of Housing and Urban Development (HUD) requesting information regarding the 142 Emergency Housing Vouchers (EHV) received by the HACP and requesting that the provisions of the are set forth in the Admin Plan of the HCV Program; and

WHEREAS, the required amendments to the Admin Plan of the HCV Program would constitute a significant change to the Admin Plan of the HCV Program, the proposed changes are required to be displayed for public comment and public hearing; and

WHEREAS, the information regarding the proposed changes were properly advertised, and available on the HACP website at www.hacp.org and all other HACP electronic mediums for public comment from December 27, 2021, through January 27, 2022, with public hearings held on January 20, 2022, at 9 a.m. and 5:30 p.m.; and

WHEREAS, The HACP did not receive any public comments and there were no participants to the public hearings held.

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 amend the Administrative (Admin) Plan of the Housing Choice Voucher (HCV) Program approved at the December 16, 2021, meeting of the Board of Commissioners of the Housing Authority of the City of Pittsburgh (HACP) to include provisions regarding Emergency Housing Vouchers (EHVs).

**Board Meeting
January 27, 2022
Agenda Item No. 10**

RESOLUTION No. 6 of 2022

A Resolution - Authorizing the Executive Director or His Designee to Amend the Monetary Value of the Contract by Twenty Percent for Affordable Housing.Com Formerly Known as “Go Section 8”

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required to conduct rent reasonableness analysis to determine if rents requested by public landlords and private developers who conduct business, are charging fair and reasonable rents to participants on the Housing Choice Voucher (HCV) Program; and

WHEREAS, to avoid the appearance of any impropriety to include and not limited to partiality or any unfair treatment in determining the fairness of rents, the retains the services of a third-party vendor to conduct and provide data regarding rent reasonableness; and

WHEREAS, the HACP is currently under contract with Affordable Housing.Com formerly known as “Go Section 8” to conduct analysis and provide rent reasonableness data to the HACP; and

WHEREAS, the monetary value of the contract with Affordable Housing.Com formerly known as “Go Section 8” is exhausted; and

WHEREAS, the HACP must issue a Request For Proposal (RFP) to procure the services of a third-party entity to conduct rent reasonableness analysis; and

WHEREAS, by adding funds to the contract of Affordable Housing.Com formerly known as “Go Section 8” the HACP can continue utilizing the services of a third-party entity until another third-party vendor is selected through the formal RFP process; and

WHEREAS, the HACP is requesting to add \$6,562.50 to the current contract with Affordable Housing.Com formerly known as “Go Section 8” to assure rent reasonableness services will continue through the RFP Process and awarding of the new contract.

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 add funds to the contract with Affordable Housing.Com formerly known as “Go Section 8” in an amount not to exceed \$6,562.50 or 20% of the current contract price.

**Board Meeting
January 27, 2022
Agenda Item No. 11**

RESOLUTION No. 7 of 2022

A Resolution – Ratifying the Executive Director’s Decision to Enter into a General Construction Contract with Fuller Building Group for Roof Replacement of Four Buildings at Northview Heights - AMP-09

WHEREAS, The Housing Authority City of Pittsburgh (HACP) has determined that the roofs of four (4) buildings numbered 39, 41, 51, & 77 in Northview Heights are beyond their useful life and warranties and shall be replaced with new roofs (Project); and

WHEREAS, The HACP has retained Architectural Innovations Architects to define the appropriate scope of work for the Project; and

WHEREAS, on October 11, 2021, the HACP advertised Invitation for Bids (IFB) #600-31-21 seeking qualified firms to perform the necessary upgrades, and on November 30, 2021, the HACP received four (4) bids for general construction work in response to the IFB; and

WHEREAS, the Fuller Building Group, is the lowest responsive and responsible general construction bidder with a bid amount of \$260,279.00; and

WHEREAS, exacerbated conditions necessitated the declaration of an exigency to award and enter into a contract with the Fuller Building Group for four (4) roof replacements for the purpose of protecting buildings from further damage and to mitigate occupant health and safety hazards during the week of January 10, 2022; 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:

Section 1. The Executive Director or his Designee to enter into an award of a construction contract with the Fuller Building Group for the Project in the amount of \$260,279.00 is hereby affirmed and ratified.

Section 2. The total amount of the contract shall be paid from Moving To Work (MTW) funds.

RESOLUTION No. 8 of 2022

**A Resolution – Authorizing the Executive Director to Submit an Inventory
Removal Application to the U.S. Department of Housing and Urban Development (HUD)
for the Disposition of the former St. Clair community property**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) owns approximately 106.93-acres of vacant land (Property) located in the St. Clair Neighborhood (Lot/Block No: 32-G-1 located on Mountain Street in the 16th Ward, Pittsburgh, PA); and

WHEREAS, the Urban Redevelopment Authority (URA) desires to purchase segments of the St. Clair property totaling 75.54-acres consisting of Tracts A (23.054-acres), B (4.415-acres), and D (48.069-acre) (altogether, the three (3) Tracts) at the appraised fair market value of the Property, \$1,360,000; and

WHEREAS, Tract A will be set aside as an urban farm, Tract B will contain an event barn which will be restricted to non-profit urban agriculture and community center purposes, and that Tract D located on a steep hillside will be sublet to the Allegheny Land Trust and placed in a permanent conservation easement; and

WHEREAS, the net proceeds from the sale of the three (3) Tracts will be utilized for the modernization and development of Low-Income Public Housing (LIPH) and Mixed-Income Housing; and

WHEREAS, the HACP will submit a disposition application to the U.S. Department of Housing and Urban Development (HUD) Special Application Center (SAC) for disposition of the three (3) Tracts as described above.

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 submit a disposition application to the Department of Housing and Urban Development (HUD) to dispose of the three (3) Tracts of vacant land to the Urban Redevelopment Authority (URA) at the fair market value of \$1,360,000; and

Section 2. The Executive Director or his Designee is hereby further authorized and directed to prepare and execute all required documents necessary to obtain HUD approval for the disposition of the three (3) Tracts to the URA.

**Board Meeting
January 27, 2022
Agenda Item No. 13**

RESOLUTION No. 9 of 2022

A Resolution - Authorizing the Commitment of Funds for the Gladstone Residences Project-Based Voucher/Gap Financing Project

WHEREAS, the Housing Authority of the City of Pittsburgh's (HACP) Board Resolution No. 67 of 2020 awarded The Community Builders, Inc., the developer, a contingent commitment of Project-Based Vouchers (PBVs) and Moving to Work (MTW) Gap Financing for Gladstone Residences (Project) and authorized the HACP to enter into underwriting negotiations with the Project's owner entity, Gladstone Residences, LLC (Owner Entity); and

WHEREAS, the Project was awarded a nine (9)% Low-Income Housing Tax Credit (LIHTC) allocation from the Pennsylvania Housing Finance Agency (PHFA) in September 2020; and

WHEREAS, the Project, located at 327 Hazelwood Avenue in the Hazelwood neighborhood, entails the adaptive reuse of the historic Gladstone School and will include 51 mixed-income rental units, further made up of 23 LIHTC-only units, 20 LIHTC and PBV units, and eight (8) market rate units; 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 \$1,000,000 of MTW Gap Financing funds to ARMDC which will subsequently issue a construction and permanent 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:

Section 1. The Executive Director or his Designee is hereby authorized to grant Allies & Ross Management and Development Corporation (ARMDC) Moving To Work (MTW) grant funds in an amount not to exceed \$1,000,000 which the ARMDC will utilize to invest in the Project upon the U.S. Department of Housing and Urban Development's (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
January 27, 2022
Agenda Item No. 14**

RESOLUTION No. 10 of 2022

A Resolution – Authorizing the Executive Director or his Designee to enter into a Professional Services Contract with SMC Consulting, LLC for Move Management Consultation Services for the 412 Boulevard of the Allies Relocation

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) requires move management consultation services for the relocation to its new administrative office space located at 412 Boulevard of the Allies in Pittsburgh, Pennsylvania; and

WHEREAS, on September 5, 2021, the HACP issued a Request for Proposals, RFP #600-33-21, seeking a qualified firm to provide move management consultation services, resulting in one (1) respondent; and

WHEREAS, to promote competition, on October 18, 2021, the HACP re-issued a RFP #600-33-21-REBID, seeking a qualified firm to provide move management services; and

WHEREAS, SMC Consulting, LLC was the sole respondent for both RFP #600-33-21 and RFP #600-33-21-REBID and has been determined responsive, and responsible firm; and

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

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 professional services contract with SMC Consulting, LLC in a total amount not-to-exceed \$55,720.00 to provide move management consultation services for twelve (12) months with one (1) six (6) month extension.

Section 2. All amounts will be paid from Moving to Work (MTW) and/or program income funds.