

**THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
AGENDA
OCTOBER 26, 2023**

1. **Roll Call.**
2. **Motion to Approve the September 28, 2023, the Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
3. **Motion to Approve the Previously Received Activity Report September 2023.**
4. **Acknowledgement of Public Comments.**
5. **Resolution No. 66 of 2023 - Authorizing the Executive Director or his Designee to Award Contracts to Ebenezer Outreach Ministries and Community Empowerment Association for the Provision of Workforce Training Programs for the Housing Authority of the City of Pittsburgh.**
6. **Resolution No. 67 of 2023 - Authorizing the Executive Director or his Designee to allocate up to \$500,000 toward the purchase of a new vehicle to be used for the Housing Authority of the City of Pittsburgh (HACP) Mobile Computer Programs and Digital Literacy Programs with a particular focus on Workforce Development Initiatives.**
7. **Resolution No. 68 of 2023 - Authorizing the Commitment of Funds for the African Queen Apartments Project-Based Voucher/Gap Financing Project.**
8. **Resolution No. 69 of 2023 - Approving HACP's Participation in and Authorizing the Commitment of Funds for Bedford Dwellings Phase IA and Bedford Dwellings Phase IB.**
9. **Resolution No. 70 of 2023 - Approval of the Low-Income Public Housing Utility Allowance Schedule for 2024.**
10. **Resolution No. 71 of 2023 - Approving the Housing Choice Voucher FY 2024 Payment Standards.**
11. **Resolution No. 72 of 2023 - Approving the Housing Choice Voucher FY 2024 Utility Allowance Schedule.**
12. **Resolution No. 73 of 2023 - Authorizing the Executive Director or his Designee to add additional funds to the lease contract with Pitney Bowes for term rental services of mailing equipment.**
13. **Resolution No. 74 of 2023 - Authorizing the Executive Director or his Designee to award a contract to CVR Associates to provide technical assistance to the Housing Choice Voucher Program.**
14. **Resolution No. 75 of 2023 - Authorizing the Executive Director or Designee to execute an amendment to the Hadfield Elevator Contract – IFB #300-44-19.**

15. **Resolution No. 76 of 2023 - Ratifying the Executive Director's decision to write off Collection Losses in the amount of \$335,767.35 from Tenant Accounts Receivable for the Months of July 2023 through September 2023.**
16. **Resolution No. 77 of 2023 - Authorizing the Executive Director or his Designee to Continue the Housing Authority of the City of Pittsburgh Existing Homeownership Program and its Partnership with the Urban Redevelopment Authority OwnPGH Program to further Affordable Housing Options in the City of Pittsburgh.**
17. **Resolution No. 78 of 2023 - Authorizing the Executive Director or his Designee to Continue the Housing Authority of the City of Pittsburgh Existing Homeownership Program and its Partnership with the Urban Redevelopment Authority OwnPGH Program to further Affordable Housing Options in the City of Pittsburgh.**
18. **Resolution No. 79 of 2023 - Authorizing the Housing Authority of the City of Pittsburgh to Submit and Execute all Financing, Acquisition and Rental Assistance Demonstration (RAD) Conversion Related Documents for the Rehabilitation of Manchester Redevelopment, and the Execution of All Associated Documents.**
19. **Resolution No. 80 of 2023 - Authorizing the Executive Director or his Designee to augment additional funds in the amount of \$ 700,000.00 for Phase One Development Corporation.**
20. **Executive Report.**
21. **New Business.**
22. **Adjournment.**

RESOLUTION No. 66 of 2023

A Resolution - Authorizing the Executive Director or his Designee to Award Contracts to Ebenezer Outreach Ministries and the Community Empowerment Association for the Provision of Workforce Training Programs for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) strives to support residents in their efforts to obtain educational or employment advancement in strict accordance with Section 3 of the Housing Act of 1968 and the HACP Section 3 Policy; and

WHEREAS, on June 20, 2023, the HACP issued a Request for Proposals (RFP) #550-13-23 seeking qualified firms for the Workforce Training Program; and

WHEREAS, on July 13, 2023, the HACP received two (2) proposals in response to the RFP; and

WHEREAS, in order to provide the HACP residents with access to a wide range of vocational training programs, the HACP seeks to enter into agreements with Ebenezer Outreach Ministries and the Community Empowerment Association, Inc. both of whom submitted responsive and responsible proposals in response to RFP #550-13-23; and

WHEREAS, in order to ensure that this program is both effective and efficient, the HACP will be employing a performance-based funding mechanism, that will reimburse the selected vendors based on their successful attainment of specific, measurable program outcomes including enrollments, attendance, graduations, and attainment of certifications, internships, apprenticeships or job placements; 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 contracts in the amount not to exceed \$1,000,000.00 with Ebenezer Outreach Ministries and the Community Empowerment Association for Workforce Training Program and Job Readiness Training Services for three (3) years with two (2) one (1) year extension options; and

Section 2. The total five (5) year authorized amount of \$1,000,000.00 shall be payable from Program Income and/or Moving to Work (MTW) funds.

RESOLUTION No. 67 of 2023

A Resolution – Authorizing the Executive Director or his Designee to allocate up to \$500,000 toward the purchase of a new vehicle to be used for the Housing Authority of the City of Pittsburgh (HACP) Mobile Computer Programs and Digital Literacy Programs with a particular focus on Workforce Development Initiatives

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to purchase a Recreational Vehicle (RV) to serve as the second Mobile Computer Lab Program vehicle in its fleet, in order to facilitate onsite adult digital literacy and workforce development initiatives conducted by the HACP’s Resident Self-Sufficiency (RSS) and/or Community Affairs Departments; and

WHEREAS, the HACP purchased its first RV “the CyberBus”, began conducting programming in November 2022, and are currently planning to broaden the scope and capacity of the CyberBus program in order to better serve the adult residents of the HACP; and

WHEREAS, the HACP has utilized the CyberBus to conduct online digital literacy programming in both the high-rise and family communities on a regular rotating schedule; and

WHEREAS, the HACP is exceedingly pleased with the first year of program activity conducted via the CyberBus; having exceeded quantifiable the goals established to include serving an average of 130 individuals per month, 74 clients per month with specific digital literacy skills and connected an average of 82 clients per month to a no-cost at home internet service; and

WHEREAS, the HACP has developed partnerships with the STEM Coding Lab and the Jerome Bettis Bus Stops Here Foundation, two (2) local nonprofit organizations with a dedicated focus on educating children on the subjects of science, technology, engineering, and math that has expanded the capacity and visibility of the CyberBus Program; and

WHEREAS, the HACP will seek to further establish partnerships with local organizations providing services related to workforce development, including but not limited to vocational training, GED exam preparation, job readiness and job placement with the goal of bringing organizations on board to support programming hosted in the CyberBus 2.0; and

WHEREAS, the HACP has had preliminary conversations with Farber Specialty Vehicles and has established that a second CyberBus will cost approximately \$400,000 (base model) and up to \$100,000 for interior/exterior modifications and will take approximately 18 months to complete the CyberBus from the time of order; and

WHEREAS, the HACP received significant external funding toward the purchase of CyberBus 1.0, including a \$150,000 grant from the Richard King Mellon Foundation used toward the initial purchase cost; and, a \$40,000 grant from the Heinz Endowments which was used toward the first six (6) months of CyberBus operational expenses; and

WHEREAS, the HACP intends to seek external funding support from the local philanthropic community to be allocated toward the purchase cost of CyberBus 2.0; and

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

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

Section 1: The Executive Director or his Designee is hereby authorized to award a contract for the purchase of the vehicle and the purchase/installation of additional equipment under the terms of the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement (Co-STARS); and

Section 2: The total cost for the CyberBus 2.0 will not exceed \$500,000 and will be paid from Program Income and/or Moving to Work (MTW) funds.

RESOLUTION No. 68 of 2023

**A Resolution - Authorizing the Commitment of Funds for the
African Queen Apartments Project-Based Voucher/Gap Financing Project**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) Board Resolution No. 30 of 2022 awarded Amani Christian Community Development Corporation a contingent commitment of Project-Based Vouchers (PBV) and Moving to Work (MTW) Gap Financing for African Queen Apartments, or formerly known as 2159 Centre Avenue (Project); and

WHEREAS, the Project is located at 2159 Centre Avenue in the Hill District neighborhood and entails the new construction of twelve (12) PBV units and ground floor commercial space; 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 Moving To Work (MTW) Gap Financing funds to the 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 are subject to the U.S. Department of Housing and Urban Development (HUD) final approval for the Project.

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 to the ARMDC MTW Gap Financing funds in an amount not to exceed \$1,000,000.00, 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 Project's owner entity to carry out the development activities related to the Project, contemplated herein.

**Board Meeting
October 26, 2023
Agenda Item No. 8**

RESOLUTION No 69 of 2023

A Resolution – Approving HACP's Participation in and Authorizing the Commitment of Funds for Bedford Dwellings Phase IA and Bedford Dwellings Phase IB

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) submitted an application to the U.S. Department of Housing and Urban Development (HUD) for a FY2022 Choice Neighborhoods Implementation Grant (CNI) Grant for the transformation of Bedford Dwellings and the Hill District, and was successfully awarded \$50,000,000; and

WHEREAS, the HACP has established and authorized its instrumentality, Allies & Ross Management and Development Corporation (ARMDC), as part of the Housing Implementation Entity outlined in the CNI Grant to conduct development activities on behalf of the HACP. Trek Development Group, Inc. (Co-Developer) was also selected and authorized to be part of the Housing Implementation Entity of the CNI Grant; and

WHEREAS, the first phase with the Co-Developer and the HACP of the redevelopment of Bedford Dwellings, will be located off-site and consist of one-hundred twenty-three (123) units of mixed-income rental units, ninety (90) of which will be replacement units for CNI Grant (the Development); and

WHEREAS, due to the financing structure, with both a nine percent (9%) Low-Income Housing Tax Credit (LIHTC) and four percent (4%) LIHTC allocation, the Development must be split into two (2) separate and concurrent phases, (Phase IA and Phase IB, respectively); and

WHEREAS, the Co-Developer will own that certain property located at the southeasterly apex of Reed Street and Roberts Street in the Crawford-Roberts neighborhood of the City of Pittsburgh, Allegheny County, Pennsylvania 15219 consisting of 2.196 acres (Phase IA Property); and

WHEREAS, the Co-Developer will own that certain property located at southeasterly apex of Reed Street and Roberts Street in the Crawford-Roberts neighborhood of the City of Pittsburgh, Allegheny County, Pennsylvania 15219 consisting of 1.929 acres with an address in the Crawford-Roberts neighborhood of the City of Pittsburgh, Allegheny County, Pennsylvania 15219 consisting of 0.463 acre (together, Phase IB Property); and

WHEREAS, the Co-Developer intends to sell the Property to the HACP for a sum of \$661,940 and the HACP intends to purchase the Phase IA Property from the Co-Developer for a sum of \$661,940. Additionally, the HACP will remit \$508,060 to the Urban Redevelopment Authority (URA) to pay-off outstanding debt on the Phase IA Property (the Phase IA Acquisition); and

WHEREAS, the Co-Developer intends to sell the Property to HACP for a sum of \$591,940 and the HACP intends to purchase the Phase IB Property from the Co-Developer for a sum of

\$591,940. Additionally, the HACP will remit \$491,940 to the URA to pay-off outstanding debt on the Phase IB Property (the Phase IB Acquisition); and

WHEREAS, subsequent to the Phase IA Acquisition and in connection with the Development, the HACP desires to enter into a ground lease with Bedford Dwellings Phase IA, LLC; and

WHEREAS, subsequent to the Phase IB Acquisition and in connection with the Development, the HACP desires to enter into a ground term lease with Bedford Dwellings Phase IB, LLC; and

WHEREAS, the Development needs funding of up to \$22,387,339 to achieve the financial for closing for the Development and the HACP has adequate resources to fund the Development.

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 of the HACP or his Designee is hereby authorized and directed, in the name of and on behalf of the HACP to negotiate, execute and deliver all such agreements, documents and instruments they deem necessary, advisable, or appropriate in connection with the Phase IA Acquisition and Phase IB Acquisition; and

Section 2. The Executive Director of the HACP or his Designee is hereby authorized and directed, in the name of and on behalf of the HACP to negotiate, execute and deliver all such agreements, documents and instruments they deem necessary, advisable, or appropriate in connection with a ground lease with Bedford Dwellings Phase IA, LLC and Bedford Dwellings Phase IB, LLC.; and

Section 3. The Executive Director or his Designee is hereby authorized to obligate and expend an amount of up to \$22,387,339 to support the development of 123 units of mixed-income and replacement housing as partners in the Development with a minority ownership interest; and

Section 4. The Executive Director or his Designee is hereby authorized to amend the existing Grant Agreement with the ARMDC for Bedford Phase I, providing a grant amount of up to \$22,387,339, which the ARMDC shall utilize to provide loan facilities and pay for the ARMDC's direct expenses for the Development activities; and

Section 5. The Board of Commissioners of the HACP hereby ratifies, confirms, and approves all lawful actions taken by the Executive Director of the HACP or his Designee, or other officers, employees, or Commissioners of the HACP, and all lawful papers and documents executed by any of the foregoing on behalf of the HACP, where such actions, papers or documents effectuate the intent of these resolutions and the consummation of the transactions and matters set forth herein; and

Section 6: The Development will be paid with Moving To Work (MTW) funds and/or Program Income.

RESOLUTION No. 70 of 2023

**A Resolution – Approval of the Low-Income Public Housing
Utility Allowance Schedule for 2024**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Public Housing Authorities (PHAs) maintain up-to-date utility allowance schedules in accordance to 24 CFR 965.507; 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 similar size and type in the same locality; and

WHEREAS, PHAs must appropriately classify utilities and services into categories defined by HUD and must review their utility allowance schedule each year; and

WHEREAS, the Housing Authority of the City of Pittsburgh’s (HACP), Low-Income Public Housing Program (LIPH) in order to meet federal guidelines and requirements, contracts with a utility consultant and revises its allowances each year to reflect the most up to date cost; and

WHEREAS, the HACP recommends the adoption of proposed utility Allowance schedule, attached hereto as Exhibit A.

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

Section 1. The proposed Utility Allowance schedule is hereby adopted, subject to HUD approval, if required; and

Section 2. The Executive Director of the HACP is hereby authorized to update the Utility Allowance schedule effective January 1, 2024; and

Section 3. The amount designated shall be paid from Program Income and/or Moving To Work (MTW) funds.

The effective date of the new allowance will be January 1, 2024.

HIGH RISE COMMUNITIES

(Caliguri Plaza, Carrick Regency, Finello Pavilion, Gualtieri Manor, Morse Gardens)

Bedroom Size	High Rises
Studio	\$34.00
1	\$40.00

TRADITIONAL SCATTERED SITES

Bedroom Size	Row/Town House	Detached House	New Construction (All Gas) *	New Construction (All Electric) *
2	\$130.00	\$144.00	\$129.00	\$188.00
3	\$156.00	\$174.00	\$159.00	\$228.00
4	\$188.00	\$205.00	\$179.00	\$268.00
5	N/A	N/A	N/A	\$308.00

MANCHESTER (PHASES 1, 2, 3 and 4)

Bedroom Size	Manchester Row/Town House	Manchester Row/Town House (All Electric)	Manchester Apartments (Phase 3)
1	N/A	\$109.00	\$108.00
2	\$148.00	\$168.00	\$176.00
3	\$181.00	\$211.00	N/A
4	\$215.00	\$280.00	N/A

EAST LIBERTY SCATTERED SITES

Bedroom Size	East Liberty Scattered Sites Detached *	East Liberty Row/Town House (All Electric) *	East Liberty Row/Town House (Gas & Electric) *	East Liberty Large Apartment 49 Centre Ave. *
2	N/A	N/A	N/A	\$126.00
3	\$179.00	\$165.00	\$161.00	N/A

*Low Income Public Housing (LIPH) Scattered Site units built from 2010 to present.

RESOLUTION No. 71 of 2023

A Resolution - Approving the Housing Choice Voucher FY 2024 Payment Standards

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

WHEREAS, to increase affordable units within the City of Pittsburgh, the HACP established HUD-approved Moving to Work (MTW) activities under the FY 2023 HACP MTW Annual Plan; and

WHEREAS, the FY 2023 HACP MTW Annual Plan Amendment was approved by the HACP Board of Commissioners on September 22, 2022, and approved by the HUD Moving to Work Office on January 10, 2023; and

WHEREAS, the approved activities include establishing Housing Choice Voucher (HCV) alternative payment standards to include the Tiered, Rehabilitation, Reasonable Accommodation, and Emergency Housing Voucher (EHV) Payment Standards; and

WHEREAS, the HUD Office of Policy, Development & Research (PD&R) supplied the HACP with a specially calculated Fiscal Year (FY) 2024 Allegheny County FMR on September 20, 2023; and

WHEREAS, the Tiered Payment Standard enables the HCV owners to receive a Housing Assistance Payment (HAP) in an amount ranging from 110% to 160% of the HUD-approved Allegheny County FMR depending upon the unit's census tract location minus the utilities for which the tenant is responsible; and

WHEREAS, the Rehabilitation and Reasonable Accommodation Payment Standards enable HCV owners to receive a 10% increase to the applicable tiered Allegheny County FMR minus the utilities for which the tenant is responsible; and

WHEREAS, the HACP received a HUD waiver approval in July 2023 to use the Tiered, Reasonable Accommodation, and Rehabilitation Payment Standards for the Emergency Housing Voucher (EHV) program, eliminating the need for a separate EHV Payment Standard; and

WHEREAS, the proposed FY 2024 HCV Payment Standard Charts were posted in the local newspapers from Sunday, October 8, 2023, to Thursday, October 26, 2023; and

WHEREAS, the proposed FY 2024 HCV Payment Standard Charts were made available for public review and comment on its website and all other forms of HACP social media from Tuesday, September 26, 2023, to Thursday, October 26, 2023 via the following link: https://hacp.org/public_notices/public-notice-of-proposed-fy-2024-housing-choice-voucher-program-payment-standards/; and

WHEREAS, the HACP hosted virtual public hearings via Zoom on Wednesday, October 11, at 9:30 a.m. and 5:30 p.m.; and

WHEREAS, no members of the public attended the hearings on Wednesday, October 11, 2023, nor submitted any public comments; and

WHEREAS, the HACP desires to apply the FY 2024 MTW Tiered, Rehabilitation, Reasonable Accommodation, and EHV Payment Standards effective January 1, 2024.

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 Tiered, Rehabilitation, Reasonable Accommodations, and Emergency Housing Voucher Payment Standards as listed in the “Table of Exhibit” with an effective date of January 1, 2024.

RESOLUTION No. 72 of 2023

**A Resolution - Approving the Housing Choice Voucher FY 2024
Utility Allowance Schedules**

WHEREAS, the U.S. Department of Housing and Urban 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 its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of ten (10) percent or more in the utility rate since the last time the utility allowance schedule was revised; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) Housing Choice Voucher (HCV) Program 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 receives an updated utility allowance schedule each year to reflect the most up-to-date cost based on local market data; and

WHEREAS, the proposed FY 2024 HCV Utility Allowance Schedules were posted in the local newspapers from Sunday, September 24, 2023, to Tuesday, October 24, 2022; and

WHEREAS, the proposed FY 2024 HCV Utility Allowance Schedules were made available for public review and comment on its website and all other forms of the HACP social media from Monday, September 25, 2023, to Wednesday, October 25, 2023 via the following link: https://hacp.org/public_notices/public-notice-of-proposed-fy-2024-housing-choice-voucher-program-utility-allowances/; and

WHEREAS, the HACP hosted virtual public hearings via Zoom on Wednesday, October 11, at 9:30 am and 5:30 pm; and

WHEREAS, no members of the public attended the hearings on Wednesday, October 11, 2023, nor submitted any public comments; and

WHEREAS, the HACP desires to apply the HCV Program FY 2024 Utility Allowance Schedules effective January 1, 2024.

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 Schedules as listed in the “Table of Exhibit” with an effective date of January 1, 2024.

**Board Meeting
October 26, 2023
Agenda Item No. 12**

RESOLUTION No. 73 of 2023

A Resolution - Authorizing the Executive Director or his Designee to Fund the Extension of the Contract with Pitney Bowes

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is responsible for multiple mailings throughout the year to residents, landlords and participants in the Housing Choice Voucher (HCV) Program that is administered by the HACP; and

WHEREAS, the HACP historical data shows the Authority processes a minimum 251,753 pieces of mail on an annual basis; and

WHEREAS, the HACP must have the capability to contact all of its residents, landlords, vendors, partners, affiliates, and others; and

WHEREAS, the Commonwealth of Pennsylvania's CoStars Purchasing Program (CO-STARS) includes and contracts with Pitney Bowes that can be used for the provision of term rental services of mailing equipment; and

WHEREAS, the original 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, the Housing Authority of the City of Pittsburgh desires to extend the current contract through March 21, 2024; and

WHEREAS, as additional funding is needed to complete mailings through March 21, 2024, the HACP is requesting permission to add \$28,727.70 to the current contract which is above the 20% board threshold.

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 add additional funds to the contract with Pitney Bowes for term rental services of mailing equipment in an amount not to exceed \$28,727.70 for a new total contract value not to exceed \$104,174.10; and

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

**Board Meeting
October 26, 2023
Agenda Item No. 13**

RESOLUTION No. 74 of 2023

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

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

WHEREAS, in addition to the technical assistance provided to the HCV Program, CVR and Associates are training newly hired Housing Specialist; and

WHEREAS, the HACP continues to hire new Housing Specialists and Managers to become fully staffed; the HACP needs to enter into a new contract with CVR and Associates; and

WHEREAS, CVR and Associates has a contract with the Housing Authority of the City of Oakland (OHA) that provides the same professional, consulting, and advisory services needed for the HACP per attachment A; and

WHEREAS, pursuant to federal procurement rules, the HACP does not have to issue a RFP to award a contract to CVR and Associates for the exact service provisions being utilized by another Public Housing Authority (PHA) and can piggyback off the existing governmental contract CVR and Associates has with the OHA .(Attachment B)

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 CVR and Associates for professional, consulting, and advisory services for a term of (8) months with two (2) one (1) year options, to renew with a contract amount not to exceed \$500,000; and

Section 2. The Contract with CVR and Associates will be paid from Program Income and/or Moving to Work (MTW) Funds.

**Board Meeting
October 26, 2023
Agenda Item No. 14**

RESOLUTION No. 75 of 2023

A Resolution – Authorizing the Executive Director or Designee to execute an amendment to the Hadfield Elevator Contract – IFB #300-44-19

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is imperative to immediately repair both elevator cars at Pressley High-Rise in order to keep the cars operational and safe; and

WHEREAS, repair proposals were provided by Hadfield Elevator, LLC., the authorized HACP elevator maintenance vendor, to increase the elevator reliability. Hadfield Elevator, LLC. identified three (3) main areas for repair in both Car #1 and Car #2 at Pressley High-Rise totaling \$386,909.00 in repairs; and

WHEREAS, At the September, 2023 HACP Board of Commissioners Meeting, the Board of Commissioners approved emergency Resolution Number 62 of 2023 to repair the elevator cars at Pressley Street High-Rise totaling \$386,909; and

WHEREAS, after the September, 2023 HACP Board of Commissioners Meeting, there was a power surge at Pressley High-Rise which burned out the Motor Control Equipment (MCE) drive which converts Alternating Current (AC) power to Direct Current (DC) power and needs to be replaced as part of the upgrades, with an additional cost of \$11,896.00; and

WHEREAS, this emergency procurement was conducted in accordance with applicable federal, state, and local procurement rules and regulations, as well as 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. Authorize the Executive Director or his Designee to add additional funds to the September 2023 Resolution Number 62 of 2023, in the amount of \$11,896.00 for a total amount of \$398,805.00 for the repairs to the elevator cars at Pressley High-Rise; and

Section 2. The total amount of \$398,805.00 shall be payable from Program Income and/or Moving to Work (MTW) funds.

RESOLUTION No. 76 of 2023

A Resolution – Ratifying the Executive Director’s decision to write off Low-Income Public Housing Collection Losses in the amount of \$335,767.35 from Tenant Accounts Receivable for the Months of July 2023 through September 2023

WHEREAS, the net amount of past-due accounts of Low-Income Public Housing (LIPH) 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 2023 through September 2023 is \$335,767.35, 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 \$335,767.35, which is 14.55% of the total rent and associated charges of \$2,307,732.35 for the third quarter of 2023.

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 \$335,767.35 from the Tenant Accounts Receivables (TARs) balance for July 2023 through September 2023 is hereby ratified.

RESOLUTION No. 77 of 2023

A Resolution – Authorizing the Executive Director or his Designee to Continue the Housing Authority of the City of Pittsburgh Existing Homeownership Program and its Partnership with the Urban Redevelopment Authority OwnPGH Program to further Affordable Housing Options in the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is committed to continuing to provide affordable housing options in the City of Pittsburgh; and

WHEREAS, the HACP will utilize an additional \$1,000,000.00 in Program Income Funds for the administration of a homeownership program and its partnership with the Urban Redevelopment Authority’s (URA) OwnPGH Program in Fiscal Year 2023; and

WHEREAS, the HACP has experienced a significant increase in homeownership participation through its partnership with the URA’s OwnPGH Program, resulting in 30 successful home purchases in 20 various neighborhoods within the City of Pittsburgh; and

WHEREAS, the HACP projects that it will assist an additional 29 home purchases as of December 31, 2023.

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 utilize additional MTW and/or Program Income Funds in an amount not to exceed \$1,000,000.00 for administration of a homeownership program and as a contributing partner to the URA’s OwnPGH program; and

Section 2. The Executive Director or his Designee is hereby authorized and directed to (i) negotiate, execute, and deliver all such agreements, documents and instruments and take all such other actions as it shall determine to be necessary or desirable in order to effectuate the homeownership program and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the activities contemplated herein; 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 homeownership plan including, without limitation, the execution and delivery of all agreements, writings, and documents (and all amendments, changes, modifications, and additions thereto).

RESOLUTION No. 78 of 2023

A Resolution – Authorizing the Executive Director or his Designee to Continue the Housing Authority of the City of Pittsburgh Existing Homeownership Program and its Partnership with the Urban Redevelopment Authority OwnPGH Program to further Affordable Housing Options in the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is committed to continuing to provide affordable housing options in the City of Pittsburgh; and

WHEREAS, the HACP will utilize Program Income Funds up to \$2,000,000.00 for the administration of a homeownership program in Fiscal Year 2024; and

WHEREAS, the HACP has experienced a significant increase in homeownership program participation through its partnership with the Urban Redevelopment Authority (URA) OwnPGH Program; and

WHEREAS, the HACP facilitated 15 successful home purchases in 2021, three (3) in 2022, and 57 projected closings for 2023; and

WHEREAS, the HACP is committed to enhancing participation and ensuring adequate funding to accommodate the significant increase in homeownership participation; and

WHEREAS, the HACP projects the total of homeownership closings in 2024 to emulate the successful outcomes demonstrated in 2023.

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 utilize Moving To Work (MTW) and/or Program Income Funds in an amount not to exceed \$2,000,000.00 for administration of a homeownership program, and as a contributing partner to the URA OwnPGH program; and

Section 2. The Executive Director or his Designee is hereby authorized and directed to (i) negotiate, execute, and deliver all such agreements, documents and instruments and take all such other actions as it shall determine to be necessary or desirable in order to effectuate the homeownership program and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the activities contemplated herein; 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 homeownership plan including, without limitation, the execution and delivery of all agreements, writings, and documents (and all amendments, changes, modifications, and additions thereto).

RESOLUTION No. 79 of 2023

A Resolution – Authorizing the Housing Authority of the City of Pittsburgh to Submit and Execute all Financing, Acquisition and Rental Assistance Demonstration (RAD) Conversion Related Documents for the Rehabilitation of Manchester Redevelopment, and the Execution of All Associated Documents

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is the owner of certain real property, and improvements located in Pittsburgh, Pennsylvania (the HACP Land), on which forty-five (45) single, family homes comprised of forty-five (45) residential units, are located (the HACP Buildings); and

WHEREAS, pursuant to: (i) a Special Warranty Deed from Manchester Housing Partnership, L.P. III, a Pennsylvania limited partnership, the existing owner of Manchester Housing Phase III, the HACP shall acquire certain real property located in Pittsburgh Pennsylvania (the MHP III Land) and the two (2) multifamily buildings comprised of 18 residential units located thereon (the MHP III Buildings) and (ii) a Special Warranty Deed from Manchester Housing Partnership, L.P. IV, a Pennsylvania limited partnership, the existing owner of Manchester Housing Phase IV, the HACP shall acquire certain real property located in Pittsburgh Pennsylvania (the MHP IV Land collectively with the HACP Land and the MHP III Land, (the Land) and the nine (9) multifamily buildings, comprised of twenty-three (23) residential units located thereon (the MHP IV Buildings), collectively with the HACP Buildings and the MHP III Buildings, the Buildings) (collectively, the Acquisition). The Land and the Buildings shall be part of the project to be known as Manchester Redevelopment (Manchester); and

WHEREAS, the HACP has determined that it would be in the best interests of the HACP and its residents to rehabilitate Manchester, which is comprised of eighty-six (86) residential units and related amenities to be operated in accordance with the U.S. Department of Housing and Urban Development (HUD)'s Rental Assistance Demonstration (RAD) program (the RAD Program) and Section 42 of the Internal Revenue Code (the Code); and

WHEREAS, pursuant to that certain RAD Conversion Commitment, (Public Housing First Component) to be entered into by and among the HACP, HUD, and Manchester RAD, LLC, a Pennsylvania limited liability company (the Owner), on, or about October 31, 2023, as may be amended, the HACP intends to convert the federal assistance that supports Manchester from public housing subsidy to Section 8 Project-Based Voucher (PBV) assistance through participation in the RAD program (the RAD Conversion); and

WHEREAS, the RAD Conversion will ensure long-term subsidy for all of the units at Manchester, and HUD will require that the units be maintained as affordable housing through the recordation of a RAD Use Agreement against Manchester and the execution of Housing Assistance Payments (HAP) Contracts between the HACP and the Owner; and

WHEREAS, Manchester will be rehabilitated, owned, and operated by the Owner, whose managing member is the ARMDC-Manchester RAD, LLC, a Pennsylvania limited liability company with a 0.01% interest in the Owner; and

WHEREAS, the Owner will undertake the acquisition and rehabilitation of Manchester (the “Work”); and

WHEREAS, the Owner intends to enter into a 99 year ground lease with the HACP (the Ground Lease) whereby the HACP will ground lease the Property to the Owner, for the rehabilitation and operation of Manchester, for a total ground rent in the approximate amount of \$11,607,200; and

WHEREAS, the Owner submitted an application to the Pennsylvania Housing Finance Agency (PHFA) for and expects to receive a reservation of four percent (4%) Low-Income Housing Tax Credits (LIHTC) for the rehabilitation of Manchester; and

WHEREAS, pursuant to that certain Cooperation Agreement between the HACP and the City of Pittsburgh (the City), dated January 6, 2022, (the Cooperation Agreement), Manchester is subject to annual payments in lieu of taxes; and

WHEREAS, the HACP will grant funds to Allies & Ross Management and Development Corporation (ARMDC) in an amount not to exceed \$11,607,200 (the Grant), which the ARMDC shall utilize to fund the rehabilitation of Manchester; and

WHEREAS, the Grant funds will be paid from the HACP Moving to Work (MTW) funds and/or program income funds; and

WHEREAS, the Owner intends to finance the Work through the following sources (collectively, the Financing): (i) a first-priority leasehold construction loan in an amount not to exceed \$22,100,000 (the PHFA Construction Loan) made by the PHFA, which will be funded by a funding loan from Citibank, N.A. to the PHFA in a manner that will cause the PHFA Construction Loan to satisfy the 50% test under Section 142 of the Code; (ii) a leasehold construction/permanent loan in an amount not to exceed \$1,000,000 made by the PHFA, which will be a second priority lien during construction and a first priority lien following the payment of the PHFA Construction Loan; (iii) a second-priority leasehold permanent loan in an amount not to exceed \$16,000,000 made by the ARMDC with MTW funds from the HACP (the Second Priority Permanent Loan); (iv) a third-priority leasehold construction/permanent loan in an amount not to exceed \$11,607,200 made by HACP (the Third Priority Permanent Loan); (v) equity in the approximate amount of \$12,302,644 (the Equity Financing) from USA Institutional Manchester Apartments LLC (the Investor), an affiliate of The Richman Group Affordable Housing Corporation, which will be obtained through the syndication of certain LIHTC reserved by the PHFA for Manchester, and such financing shall subject Manchester to a tax credit restrictive covenant; and (vi) the deferred developer fee payable to the ARMDC in the approximate amount of \$1,500,000. The lien priorities of the Second Priority Permanent Loan and Third Priority Permanent Loan may be adjusted prior to financial closing if required to effectuate the transaction at the discretion of the HACP Executive Director; and

WHEREAS, in connection with the Acquisition, the RAD Conversion, the Grant, the Financing and conveyance of the real property for the rehabilitation of Manchester, the HACP now wishes to authorize such further action as may be necessary to advance the purposes set forth in the foregoing recitals.

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 of the HACP or his Designee is hereby authorized to enter into a Grant Agreement with the ARMDC for the Grant in an amount of up to \$16,000,000 and to support the Manchester rehabilitation activities; and

Section 2. The Executive Director or his Designee is hereby authorized to obligate and expend an amount not to exceed \$16,000,000 in Moving to Work (MTW) and/or Program Income Funds to support the Manchester rehabilitation activities; and

Section 3. The Executive Director or his Designee is hereby authorized to perform on behalf of the HACP any and all activities and actions that the Executive Director determines are necessary or desirable for the HACP to implement the authorizations described in this Resolution or to otherwise effectuate the Acquisition, the RAD Conversion, the Financing, and the conveyance to the Owner of a leasehold interest in Manchester, and to complete the Work; and

Section 4. The Executive Director or his Designee is hereby authorized to negotiate and execute on behalf of the HACP: (i) all documents between the ARMDC and the Owner to effectuate the [Second Priority Permanent Loan], including, but not limited to the granting of MTW and Program Income Funds to the ARMDC to fund the Second Priority Permanent Loan; (ii) all documents between with the Owner to effectuate the Third Priority Permanent Loan (iii) all documents between HUD and the Owner to effectuate the RAD Conversion; (iv) any documents with the Investor and the Owner to effectuate the Equity Financing; (v) the Ground Lease and other conveyance documents with the Owner to transfer from the HACP to the Owner a leasehold interest in Manchester; (vi) any other documents with the City and the Owner to effectuate the Cooperation Agreement; and (vii) any agreements or contracts with any party that the Executive Director deems necessary or desirable to effectuate the Acquisition, RAD Conversion, the Grant, the Financing and the conveyance to the Owner of a leasehold interest in Manchester and to complete the Work; and

Section 5. The Executive Director or his Designee is hereby authorized and directed, in the name of and on behalf of the HACP, to negotiate, execute and deliver: (i) 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 Manchester rehabilitation activities; (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the Manchester rehabilitation activities; (iii) such additional agreements and take such further actions as may be necessary or desirable to implement the foregoing activities and actions described in this Resolution; any and all actions previously taken by the Executive Director or the staff of HACP in connection with the foregoing activities described herein are hereby ratified, confirmed and approved.

RESOLUTION No. 80 of 2023

A Resolution – Authorizing the Executive Director or his Designee to augment additional funds in the amount of \$ 700,000.00 for Phase One Development Corporation

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) and Phase One Development Corporation (Contractor) entered into Professional Services Contract No. 600-20-19 REBID on May 4, 2020, for Contractor to provide Abatement of Hazardous Materials Authority-wide; and

WHEREAS, the original contract No. 600-20-19 REBID is an indefinite quantity (task order) based, with a not-to-exceed amount of \$1,300,000.00 (\$1 million allocated for LBP grant activity from Lead-Based Paint Grant PA28L001501-17, and \$300,000.00 for other hazardous materials items, from a pool of MTW funds) over an initial three (3) year period with two (2) one (1) year extension options; and

WHEREAS, the HACP needs to add \$700,000 of additional funds to the existing contract based on a more aggressive approach for more units than what was originally budgeted for and historically completed; and

WHEREAS, in prior years, only minimal testing was performed to include, in the last process, only basements were tested at one (1) site. After an agency-wide assessment was completed based on quantitative data, a decision to utilize a more aggressive approach was made, encompassing all units and stairwells to be completed within 90 days of the task order; and

WHEREAS, based on the need for additional work to be performed utilizing the aggressive approach, the HACP has outstanding invoices, and the existing contract is for Abatement of Hazardous Materials Authority-wide, and the HACP must maintain compliance with all relevant laws and regulations governing any known hazardous materials by the Authority over the extended contract term.

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's decision is hereby authorized to approve the allocation of additional funds in the amount of \$700,000.00 for Phase One Development Corporation for a new Not-to-Exceed amount of \$ 2,000,000.00; and

Section 2. The additional funds to complete the ongoing Hazmat activities HACP-wide in the amount of \$700,000.00 shall be paid from Program Income and/or Moving-to-Work (MTW) Funds.