

**THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
BOARD MEETING  
AGENDA  
OCTOBER 24, 2024  
412 BOULEVARD OF THE ALLIES  
PITTSBURGH, PA 15219  
AND  
VIA ZOOM CONFERENCING**

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1. **Roll Call.**
2. **Motion to Approve the September 26, 2024, Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
3. **Motion to Approve the Previously Received Activity Report for September 2024.**
4. **Acknowledgement of Public Comments**
5. **Resolution No. 66 of 2024 – Approving the Housing Choice Voucher FY 2025 Payment Standards.**
6. **Resolution No. 67 of 2024 – Authorizing the Executive Director or his Designee to Purchase of Fourteen (14) Vehicles.**
7. **Resolution No. 68 of 2024 – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$306,163.19 from Tenant Accounts Receivable for the Months of July 2024- September 2024.**
8. **Resolution No. 69 of 2024 – Amending the Employee Handbook to include the Multigenerational Recruitment and Retention Program (MRRP), Authorizing the Executive Director or his Designee to Update the Record Keeping Agreement with Fidelity Workplace Services LLC, Amending the Agreement with UPMC Health Plan Inc., and Authorizing the Commitment of Related Funds.**
9. **Resolution No. 70 of 2024 - 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.**
10. **Resolution No. 71 of 2024 - Authorizing the Executive Director or Designee to Award a Contract to Hadfield Elevator for Elevator Repair and Maintenance Authority-Wide for the Housing Authority of the City of Pittsburgh.**
11. **Executive Report.**
12. **New Business.**
13. **Adjournment.**

**Board Meeting  
October 24, 2023  
Agenda Item No. 5**

**RESOLUTION No. 66 of 2024**

**A Resolution - Approving the Housing Choice Voucher FY 2025 Payment Standards**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) establishes Fair Market Rents (FMR) for each U.S. market annually; and

**WHEREAS**, to increase affordable units in the City of Pittsburgh, the Housing Authority City of Pittsburgh (HACP) established HUD-approved Moving to Work (MTW) activities under the FY 2024 HACP MTW Annual Plan; and

**WHEREAS**, the FY 2024 HACP MTW Annual Plan was approved by the HACP Board of Commissioners on September 28, 2023, and approved by the HUD MTW Office on November 28, 2023; and

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

**WHEREAS**, on August 15, 2024, the HUD Office of Policy, Development & Research (PD&R) provided the HACP with specially calculated FY 2025 Allegheny County FMRs; and

**WHEREAS**, the Tiered Payment Standard enables the HCV owners to receive Housing Assistance Payments (HAP) ranging from 110% to 160% of the HUD-approved FMR for Allegheny County based on the unit's census tract location minus tenant-paid utilities; and

**WHEREAS**, the Rehabilitation and Reasonable Accommodation Payment Standards provide a 10% increase over the applicable tiered Allegheny County FMR minus tenant-paid utilities; and

**WHEREAS**, the proposed FY 2025 HCV Payment Standard Charts were posted in local newspapers from Sunday, October 6, 2024, to Friday, October 18, 2024; and

**WHEREAS**, the proposed FY 2025 HCV Payment Standard Charts were available for public review and comment the HACP website and social media from Thursday, September 26, 2024, to Monday, October 28, 2024, via the following link: [https://hacp.org/public\\_notices/public-notice-of-proposed-fy-2025-hacp-housing-choice-voucher-program-payment-standards/](https://hacp.org/public_notices/public-notice-of-proposed-fy-2025-hacp-housing-choice-voucher-program-payment-standards/); and

**WHEREAS**, the HACP held virtual public hearings via Zoom on Wednesday, October 9, 2024 at 9:30 am and 5:30 pm, with no public attendance or comments submitted; and

**WHEREAS**, the HACP intends to apply the FY 2025 MTW Tiered, Rehabilitation, and Reasonable Accommodation Payment Standards effective January 1, 2025.

**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, and Reasonable Accommodations Payment Standards as listed in the “Table of Exhibit” effective January 1, 2025, except or the Rehabilitation Payment Standard, which may resume in FY 2025 or later, pending further review.

**Board Meeting  
October 24, 2024  
Agenda Item No. 6**

**RESOLUTION No. 67 of 2024**

**A Resolution - Authorizing the Executive Director or his Designee to  
Purchase Fourteen (14) Vehicles**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to replace fourteen (14) vehicles in its' fleet, in order to support operational needs throughout the authority; and

**WHEREAS**, the HACP has identified the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement that can be used for the purchase of vehicles and the purchase and installation of additional equipment; and

**WHEREAS**, through the identified purchasing cooperative agreement, the fourteen (14) vehicles and associated installed equipment specified to the HACP can be purchased for a cost of \$661,820.00; and

**WHEREAS**, an Independent Cost Estimate (ICE) was determined to be \$32,785 per SUV and \$55,640 per Van. The cost per SUV is \$26,750 which is 82% to the ICE, and the cost per Van is \$55,482 which is 99% to the ICE. Both prices are within the HACP acceptable range of 75% to 110% to the ICE; and

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

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

**Section 1.** The Executive Director or his Designee is hereby authorized to award a contract for the purchase of vehicles and the purchase and installation of additional equipment under the terms of the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement in the amount of \$661,820.00; and

**Section 2.** The total amount shall be paid from Program income and/or Moving To Work (MTW) funds.

**Board Meeting  
October 24, 2024  
Agenda Item No. 7**

**RESOLUTION No. 68 of 2024**

**A Resolution - Ratifying the Executive Director's decision to write-off Collection Losses in the amount of \$306,163.19 from Tenant Accounts Receivable for the Months of July 2024- September 2024.**

**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 2024 through September 2024 is \$306,163.19; 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 \$306,163.19, which is 12.53% of the total rent and associated charges of \$2,444,349.62 for the third quarter of 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's decision to write off collection losses of \$306,163.19 from the Tenant Accounts Receivables (TARs) balance for July 2024 through September 2024 is hereby ratified.

**RESOLUTION No. 69 of 2024**

**A Resolution - Amending the Employee Handbook to include the Multigenerational Recruitment and Retention Program (MRRP), Authorizing the Executive Director or his Designee to Update the Record Keeping Agreement with Fidelity Workplace Services LLC, Amending the Agreement with UPMC Health Plan Inc., and Authorizing the Commitment of Related Funds**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) commits to attract and retain the best talent to achieve workforce planning objectives; and

**WHEREAS**, the HACP must prioritize strategies to enhance employee satisfaction, engagement, and well-being to ensure certain staffing levels to fulfill the charge of providing decent and affordable housing; and

**WHEREAS**, the HACP has determined that post-pandemic conditions have impacted the competitiveness of a candidate-driven market, whereby the HACP must implement a Multigenerational Recruitment and Retention Program, an employee retention strategy, to reduce turnover intention by offering an enhanced suite of benefits that targets the appeal of each generation represented in the workforce; and

**WHEREAS**, the Multigenerational Recruitment and Retention Program comprises the Student Debt Repayment Program, Paid Parental Leave, and Retiree Health Benefits, a suite of benefits designed to enable the HACP to recruit and retain top talent across all generational cohorts in the current workforce, thereby enhancing the HACP's workforce management and overall performance.

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

**Section 1.** The Multigenerational Recruitment and Retention Program (MRRP) Policy is approved for inclusion in the HACP Employee Handbook, effective January 1, 2025; and

**Section 2.** The Executive Director or his Designee is authorized to update the Record Keeping agreement with Fidelity Workplace Services LLC to include services related to the administration of the Student Debt Repayment Program for a monthly fee of \$6.00 per participant, for an annual charge not to exceed \$28,800; and

**Section 3.** The Executive Director or his Designee is authorized to amend the agreement with UPMC Health Plan to include Retiree Health Benefits coverage, for a period of one (1) year, in an amount not-to-exceed \$310,000.00; and

**Section 4.** The cost of these contracts and services are to be paid for from Program Income and/or Moving to Work (MTW) funds.

**Board Meeting  
October 24, 2024  
Agenda Item No. 9**

**RESOLUTION No. 70 of 2024**

**A Resolution - Authorizing the Executive Director or his Designee to enter into a three (3) 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 23 years has used Microsoft Desktop and Server Products including Windows Operating System (for PCs and Servers) and Microsoft 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; 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 and 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 SourceWell 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 Sourcewell contract (#121923-SHI) for a period of three (3) years; and

**Section 2.** The total three (3) years authorized amount of up to \$354,890.55 shall be payable from Moving To Work (MTW) and/or Program Income funds.

**Board Meeting  
October 24, 2024  
Agenda Item No. 10**

**RESOLUTION No. 71 of 2024**

**A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Hadfield Elevator for Elevator Repair and Maintenance Authority-Wide for the Housing Authority of the City of Pittsburgh**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) is required to maintain proper functioning elevators for resident safety at properties authority-wide in accordance with the Department of Housing and Urban Development (HUD) standards, as well as Pennsylvania Department of Labor & Industry and Pittsburgh Fire codes; the HACP utilizes a third-party firm for Elevator Repair and Maintenance to ensure compliance; and

**WHEREAS**, on August 12, 2024, the HACP issued an Invitation for Bid (IFB) #300-25-24 seeking qualified companies to provide Elevator Repair and Maintenance Authority-Wide; and

**WHEREAS**, the IFB #300-25-24 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

**WHEREAS**, two (2) companies responded to the IFB #300-25-24 for Elevator Repair and Maintenance; and

**WHEREAS**, Hadfield Elevator was determined to be the most responsive and responsible bidder.

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

**Section 1** The Executive Director, or his Designee, is hereby authorized to enter into a contract in the amount not-to-exceed \$1,230,206.25 with Hadfield Elevator for Elevator Repair and Maintenance Authority-Wide for the initial term of one (1) year with two (2) one (1) year extension options, for a total of three (3) years; and

**Section 2** The total three (3) year authorized amount of \$1,230,206.25 shall be made payable from Program Income and/or Moving to Work (MT) funds.