Minutes of the PHA BOARD of COMMISSIONER

Thursday, March 28, 2013

The meeting was brought to order at 2:00 p.m. by Commissioner Estelle Richman, who announced the appointment of former Interim Executive Director Kelvin Jeremiah to the position of President/Chief Executive Officer (hereafter “CEO”) of PHA, as of approximately two weeks ago. CEO Jeremiah thanked the Commissioner-designees for their attendance at this meeting and their participation at the trainings. He also congratulated Commissioner-designee Kenneth Murphy, who was not present due to being out of town, for his recent recognition by the publication *The Legal Intelligencer* as one of its Diverse Attorneys of the Year.

In introductory remarks, CEO Jeremiah stated that PHA remains unwavering in its commitment to its construction plans at Queens Lane and no human remains have been found in the archeological testing done at that site as part of the review process. With regard to sequestration, PHA has been required to make difficult choices due to the budget cuts. PHA’s priority is protecting the nearly 80,000 people served by PHA housing who would become homeless if PHA did not pursue budget cuts and increased revenues. This has required layoffs of PHA staff and other difficult measures. All efforts are being made to ensure that there is no loss of housing or current residential administrative services. CEO Jeremiah then reminded the public that germane comments could be made as specific resolutions are considered, and other comments could be made during the open comment period at the end of the meeting. All comments are to be limited to 3 minutes per person.

The Board of Commissioner approved the minutes from the Board meeting of February 22, 2013. **Resolution # 11595** (attached in Appendix 1).

Commissioner Richman announced that at the next Board meeting, the agency is expected to transfer leadership to a new Board of Commissioners (composed of Lynnette Brown Sow, Nelson Diaz, Leslie Callahan, Bonnie Camarda, Shellie Jackson, Joan Markham, Kenneth Murphy, Vernell Tate and Herbert Wetzel). By that time, they will have finished at least three training sessions and will proceed to be authorized and a have a slate of officers determined. Commissioner Richman expressed her pleasure at having been able to serve PHA, but said that it is time for a new Board. She also stated that some HUD technical activities may continue the receivership relationship for a bit longer. Also, an organizational chart was presented, with copies provided, as had been requested at the pre-Board meeting. Nine resolutions were then presented.
Resolution #11596, attached in Appendix 1, was presented by Larry Redican, Deputy General Counsel, to transfer powers previously held by the Interim Executive Director and/or the Executive Director to the position that is now designated as that of the President & CEO of PHA. After discussion as to the reason for the change in title, the resolution was approved.

Resolution #11597, attached in Appendix 1, was presented by Elias Rosario, Executive Vice President of Finance and CFO, to authorize the CEO or his designee to enter into insurance renewal contracts with the Housing Authority Insurance Group, Housing Authority Property Insurance, and/or Housing Authority Risk Retention Group. The resolution was approved.

Resolution #11598, attached in Appendix 1, was also presented by Elias Rosario, Executive Vice President of Finance and CFO, for the adoption of the Philadelphia Housing Authority’s FY2014 Operating and Capital Budgets. (The PowerPoint presented with this resolution is also in Appendix 1). He noted that 93% of PHA’s funding is from HUD and that the sequestration and 2013 continuing budget resolution have a major negative impact. Because the circumstances of PHA’s funding continue to evolve as sequestration is implemented, PHA’s budget will remain as it was developed prior to sequestration and the necessary changes to reflect sequestration will be made at the time of the mid-year adjustment.

The intention of the budget is to absorb the impact of these cuts without jeopardizing current housing of PHA clients and programs available to them. There were a number of questions about programs offered and the need to ensure not only that jobs are available to program participants, but also kept after being filled. Current programs will be reviewed to assure that they are outcome driven. The resolution was approved.

Resolution #11599, attached in Appendix 1, was presented by Heather McCreary, Executive Vice President of Administration, to authorize the CEO or his designee to enter into contracts with the law firms of Ballard Spahr LLP, for bond counsel services, and Hawkins Delafield & Wood LLP, for issuer’s counsel services. During discussion regarding the selection process, it was noted that the firms will offer Section 3 participation and 8 hours of training for residents on bonds and Section 3, to which the Board of Commissioners and resident leadership would be invited. The resolution was approved.

Resolution #11600, attached in Appendix 1, was presented by Celeste Fields, Senior Vice President of Leased Housing, regarding PHA’s Standard Operating Procedures for the PHA Housing Choice Voucher Program (“HCV”) - Portability Billing and Payments, in accordance with the U.S. Department of Housing and Urban Development (“HUD”) PIH Notice 2012-42. It was noted that generally the role of the Board of Commissioner is to review policy decisions, rather than operating procedures, however this resolution was presented at the request of HUD and, after a few questions regarding the program and portability generally, it was approved.

Resolution #11601, attached in Appendix 1, was presented by Larry Redican, Deputy General Counsel, to authorize the CEO or designee to enter into a Memorandum of Understanding (“MOU”) with the City of Philadelphia for a witness protection program and to take necessary measures to implement the MOU. Under this agreement, PHA would support the Philadelphia
District Attorney’s existing Witness Relocation Program by supplying up to twenty-five (25) Housing Choice Vouchers and/or Public Housing Units per year, subject to funding availability.

After discussion about the need for protecting residents, who might be endangered should the identity of the witnesses and their locations be known, as well as availability of similar housing throughout the U.S. and impact on housing for others awaiting PHA housing, the resolution was approved, with Commissioner Richman asking that it be noted that there are safety concerns.

Resolution #11602, attached in Appendix 1, was presented by Heather McCreary, Executive Vice President of Administration, to authorize the CEO to enter into a contract with PTR Baler & Compactor Co. to provide waste compactor repair and maintenance services. The contract is recommended for a two (2) year base period with three (3) additional one-year option periods. After questions about contractors who hire residents under Section 3, the contractor selection process, and how minority contractors are encouraged to participate and be selected for contracts, the resolution was approved.

Resolution #11603, attached in Appendix 1, was presented by David Northern, Sr., Executive Vice President of Housing Operations, to close the waiting list for public housing (the waiting list for housing choice vouchers is already closed). It was explained that this does not impact the approximately 104,000 applicants currently on the public housing waiting list. Since the wait time for public housing availability is about ten years and the administrative and financial burden of maintaining the list and responding to questions about the status of applications is significant, the list could be closed and resources put into ensuring that the list is current. There was discussion about how the list could be purged of people no longer seeking public housing, the need for varied means to best reach those on the list, the need for recourse for inadvertent removal from the list, etc. Commissioner-designee Herbert Wetzel also suggested that the PHA website list alternative (non-PHA) housing possibilities, due to the limited housing availability through PHA. Commissioner Richman approved the resolution, with an amendment to include the development of appropriate procedures, to address the concerns voiced at the meeting, for updating the status of those remaining on the waiting list.

Resolution #11604, attached in Appendix 1, was presented by Erik L. Soliván, Esq., Vice President of Policy Research and Enterprise Planning, for approval of an annual report, as required under the Pennsylvania Housing Authorities Law, on PHA’s operations, administration, management, finances, legal affairs, housing production and development and other relevant activities. Vice President Soliván stated that the report would be made available to the Resident Advisory Board and the Commissioner-designees next week and the resolution was approved.

Before opening the public comment portion of the meeting, CEO Jeremiah recognized Jane Vincent, Regional Administrator from HUD Region III, and Ms. Nellie Reynolds, Resident Liaison, for their attendance. He then asked for a moment of silence for the recent passing of long-time PHA employee Mary Foxworth and the step-mother of Executive Vice President McCreary.

The public comment period followed, with questions and comments from Melvin Prince Johnakin, Louise Hanible, Asia Coney and others, about sequestration programs, availability of
housing, whether the pre-Board meeting are intended for resident leadership rather than for the public and the timing of delivery of the Board meeting packets to the resident leadership.

The meeting was then adjourned at 4:30 p.m. (Copies of the transcript of the meeting are available upon written request.)

Respectfully submitted,

[Signature]

Barbara Adams
Secretary
Philadelphia Housing Authority
APPENDIX 1
1. RESOLUTION TO TRANSFER POWERS OF THE EXECUTIVE DIRECTOR TO THE POSITION OF PRESIDENT/CHIEF EXECUTIVE OFFICER.

   (Laurence M. Redican Esq.)

2. RESOLUTION AUTHORIZING THE PRESIDENT/CHIEF EXECUTIVE OFFICER ("CEO") OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A RENEWAL CONTRACT BETWEEN PHA AND HOUSING AUTHORITY INSURANCE GROUP, HOUSING AUTHORITY PROPERTY INSURANCE AND OR HOUSING AUTHORITY RISK RETENTION GROUP in a total contract amount not to exceed $4,128,529.00 FOR COMMERCIAL PROPERTY INSURANCE, FIDELITY BOND AND CRIME INSURANCE, COMMERCIAL LIABILITY INSURANCE AND AUTOMOBILE INSURANCE.

   (Elias Rosario)

3. RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR ("FY") 2014 OPERATING AND CAPITAL BUDGETS FOR THE PHILADELPHIA HOUSING AUTHORITY.

   (Elias Rosario)

4. RESOLUTION AUTHORIZING THE PRESIDENT & CHIEF EXECUTIVE OFFICER ("CEO") OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT FOR WITH BALLARD SPAHR LLP AND HAWKINS DELAFIELD & WOOD LLP in an amount not to exceed $252,387.50 EACH FOR ISSUERS COUNSEL AND OR BOND COUNSEL (SOLICITATION NO. P-004218).

   (Heather S. McCreary)

5. RESOLUTION APPROVING STANDARD OPERATING PROCEDURES FOR THE PHA HOUSING CHOICE VOUCHER PROGRAM ("HCV") - PORTABILITY BILLING AND PAYMENTS, IN ACCORDANCE WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") PIH NOTICE 2012-42.

   (Celeste Fields)
RESOLUTION AUTHORIZING THE PRESIDENT & CHIEF EXECUTIVE OFFICER ("CEO") OR HIS AUTHORIZED DESIGNEE, ON BEHALF OF THE PHILADELPHIA HOUSING AUTHORITY ("PHA"), TO ENTER INTO A MEMORANDUM OF UNDERSTANDING ("MOU") WITH THE CITY OF PHILADELPHIA BY AND THROUGH ITS DISTRICT ATTORNEY'S OFFICE ("DA") TO ALLOW FOR THE PROVISION OF A HOUSING CHOICE VOUCHER AND/OR PUBLIC HOUSING UNITS TO PERSONS WHO WITNESS HOMICIDES OR OTHER FELONIOUS VIOLENT CRIMES, AND TO AMEND CERTAIN OTHER DOCUMENTS, INCLUDING BUT NOT LIMITED TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN AND PUBLIC HOUSING ADEMISSIONS AND CONTINUED OCCUPANCY PLAN ("ACOP"), IN ORDER TO SUPPORT AND TO EFFECTUATE THE MOU.

(Laurence M. Redican Esq.)

RESOLUTION AUTHORIZING THE PRESIDENT & CHIEF EXECUTIVE OFFICER ("CEO") OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT WITH PTR BALER & COMPACTOR CO. IN A TOTAL CONTRACT AMOUNT NOT TO EXCEED $1,009,352.00 FOR WASTE COMPACTOR REPAIR AND MAINTENANCE SERVICES (SOLICITATION NO. P-004187).

(Heather S. McCreary)

RESOLUTION AUTHORIZING PHA TO CLOSE THE PUBLIC HOUSING WAITING LIST.

(David A. Northern)


(Erik L. Soliván, Esq.)
Commissioner Estelle Richman moved for the adoption of the following minutes.

RESOLUTION NO. 11595

RESOLUTION APPROVING MINUTES OF THE BOARD OF COMMISSIONER MEETING
HELD ON FEBRUARY 22, 2013

BE IT RESOLVED, that the minutes of the Board Meeting of the Philadelphia Housing Authority
held on February 22, 2013 copies of which have already been provided, be the same and are
hereby ratified, confirmed and approved.

Commissioner Estelle Richman thereupon declared the Minutes unanimously adopted.
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Authority of the President & Chief Executive Officer ("CEO")

CONTACT PERSON:

Laurence M. Redican Esq., Deputy General Counsel
Office of General Counsel

RESOLUTION SUMMARY:

This resolution transfers powers previously held by the Interim Executive Director and/or the Executive Director to the position that is now designated as that of the President & Chief Executive Officer ("CEO") of PHA.

Section 7 of the Housing Authorities Law Act of May 28, 1937, P.L. 955 No. 265, as amended July 5, 2012, P.L. 1093, No. 130, provides, *inter alia*, for the Authority to "employ a secretary, such technical experts and other officers, agents and employees, permanent or temporary as it may require, and may determine the qualifications of such persons." No title, such as President, CEO or Executive Director, is referenced or required. However, the by-laws of PHA reference a Chief Executive Officer. At times, and in varying contexts, this position has also been referred to as the Executive Director, Interim Executive Director or Acting Executive Director.

The purpose of this resolution is to eliminate any ambiguity in terms of the authority of the President & Chief Executive Officer ("CEO") and clarify that this position incorporates all powers and authority previously granted to or held by the Interim Executive Director, Acting Executive Director and/or the Executive Director.

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer ("CEO")
RESOLUTION NO. 11596

RESOLUTION TO TRANSFER POWERS OF THE EXECUTIVE DIRECTOR TO THE POSITION OF PRESIDENT/CHIEF EXECUTIVE OFFICER

WHEREAS, the position of Executive Director (as well as Interim Executive Director and Acting Executive Director) has been used as a designation within PHA;

WHEREAS, the position of President & Chief Executive Officer has also been used as a designation within PHA, sometimes contemporaneously with that of Executive Director;

WHEREAS, the authority of the position that is designated by the two titles is the same;

WHEREAS, PHA’s by-laws reference the position of Chief Executive Officer and no title for an equivalent position is designated in or required by PHA’s enabling legislation, Housing Authorities Law, Act of May 28, 1937, P.L. 955 No. 265, as amended July 5, 2012, P.L. 1093, No. 130; and

WHEREAS, PHA wishes to clarify that the title of President & Chief Executive Officer is the appropriate designation to be used for the position that has also been referred to as Executive Director;

NOW, THEREFORE, BE IT RESOLVED that, effective immediately, the Board hereby approves transferring any and all powers and authority previously granted to or held by the Interim Executive Director, Acting Executive Director and/or the Executive Director to the position designated as that of the President & Chief Executive Officer of PHA.
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Resolution authorizing the President & Chief Executive Officer ("CEO") of the Philadelphia Housing Authority ("PHA") or his designee to conclude and to execute renewal contracts with the Housing Authority Insurance Group, Housing Authority Property Insurance, and/or Housing Authority Risk Retention Group for Commercial Liability Insurance, Fidelity Bond and Crime Insurance, Commercial Property Insurance and Commercial Automobile Insurance.

CONTACT PERSON:

Elias Rosario, CPA, PHM, Executive Vice President
Finance & CFO

Ellen L. Hugar, CPCU, AIC
Risk Manager

RESOLUTION SUMMARY:

Resolution authorizes the President & Chief Executive Officer ("CEO") or his designee to execute insurance renewal contracts with the Housing Authority Insurance Group, Housing Authority Property Insurance, and/or Housing Authority Risk Retention Group. Execution of these contracts will secure adequate and appropriate insurance coverage for the property and liability exposures the Philadelphia Housing Authority experiences and support PHA's financial health. Proper insurance coverage will satisfy our financial obligations to governing organizations and enable us to better serve our clients and our community.

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer ("CEO")
RESOLUTION NO. 11597

RESOLUTION AUTHORIZING THE PRESIDENT & CHIEF EXECUTIVE OFFICER ("CEO") OR HIS DESIGNEE TO CONCLUDE AND TO EXECUTE A RENEWAL CONTRACT BETWEEN PHA AND HOUSING AUTHORITY INSURANCE GROUP, HOUSING AUTHORITY PROPERTY INSURANCE AND/OR HOUSING AUTHORITY RISK RETENTION GROUP FOR COMMERCIAL PROPERTY INSURANCE, FIDELITY BOND AND CRIME INSURANCE, COMMERCIAL LIABILITY INSURANCE AND AUTOMOBILE INSURANCE

WHEREAS, the Philadelphia Housing Authority has a continuing need at all times for Commercial Property Insurance, Fidelity Bond and Crime Insurance, Commercial Liability Insurance and Commercial Automobile Insurance;

WHEREAS, HUD recognizes the Housing Authority Insurance Group, Housing Authority Property Insurance and Housing Authority Risk Retention (together the "HAIG Insurers") as non-profit insurance entities to provide insurance coverage to public housing agencies, and waived the competitive bidding requirements of 24 CFR Section 85.36 and the Annual Contributions Contract;

WHEREAS, PHA requested and received renewal quotations from the HAIG Insurers to provide continued coverage for Property, Fidelity Bond and Crime, Commercial Liability and Automobile Insurance;

WHEREAS, PHA has selected the following limits:

<table>
<thead>
<tr>
<th>Commercial Property</th>
<th>Loss Limit</th>
<th>Deductible</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Terrorism</td>
<td>*</td>
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<td>$49,384</td>
</tr>
<tr>
<td>Earthquake</td>
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<td>$100,000</td>
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<td>$25,000</td>
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TOTAL COMMERCIAL PROPERTY INSURANCE= $1,767,596

<table>
<thead>
<tr>
<th>Fidelity Bond and Crime</th>
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<tbody>
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<td>$18,788</td>
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<td>Forgery</td>
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TOTAL FIDELITY BOND AND CRIME INSURANCE= $18,788.00
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**TOTAL COMMERCIAL LIABILITY INSURANCE = $1,795,528**

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**TOTAL COMMERCIAL AUTOMOBILE INSURANCE = $546,619**

**WHEREAS,** the Executive Vice President Finance and the Risk Management Department have reviewed the premium quotes and determined the selected coverage to be in PHA’s best interest; and

**WHEREAS,** it is recommended that the renewal contracts, if awarded, shall be in the amount of **ONE MILLION SEVEN HUNDRED SIXTY SEVEN THOUSAND FIVE HUNDRED NINETY SIX DOLLARS ($1,767,596)** for Commercial Property Insurance, **EIGHTEEN THOUSAND SEVEN HUNDRED EIGHTY EIGHT DOLLARS ($18,788.00)** for Fidelity Bond and Crime Insurance, **ONE MILLION SEVEN HUNDRED NINETY FIVE THOUSAND FIVE HUNDRED TWENTY SIX DOLLARS ($1,795,526.00)** for Commercial Liability Insurance, **FIVE HUNDRED FORTY SIX THOUSAND SIX HUNDRED NINETEEN DOLLARS ($546,619.00)** for Commercial Automobile Insurance, for a total contract amount not to exceed **FOUR MILLION ONE HUNDRED TWENTY EIGHT THOUSAND FIVE HUNDRED TWENTY NINE DOLLARS ($4,128,529.00)**

**BE IT RESOLVED,** by and for the Philadelphia Housing Authority, that the President & Chief Executive Officer ("CEO") is hereby authorized to conclude and to execute renewal contracts with the HAIG Insurers for Commercial Property Insurance, Fidelity Bond and Crime Insurance, Commercial Liability Insurance and Commercial Automobile Insurance; and

**NOW, THEREFORE BE IT FURTHER RESOLVED, THAT** (1) no contract shall exist until signed by the President & Chief Executive Officer ("CEO").
<table>
<thead>
<tr>
<th></th>
<th>Current Year HARRG Proposal</th>
<th>Current Year AON Broker Proposals</th>
<th>Current Year Selection - HARRG</th>
<th>Last Year HARRG Actual</th>
<th>Savings Variance</th>
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<tr>
<td>Valuable Papers</td>
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<tr>
<td><strong>Total:</strong></td>
<td>$1,767,596</td>
<td>$1,735,000</td>
<td>$1,767,596</td>
<td>$2,694,722</td>
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<td><strong>Fidelity Bond and Crime</strong></td>
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<td>$3,044,968</td>
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<td>$410,600</td>
<td>$406,370</td>
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<tr>
<td>Medical</td>
<td>included</td>
<td>Not Quoted</td>
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<tr>
<td>Physical Damages</td>
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<td>136,019</td>
<td>156,211</td>
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<td><strong>Total:</strong></td>
<td>$546,619</td>
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<td>$546,619</td>
<td>$562,211</td>
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<td><strong>RALL TOTAL</strong></td>
<td>$4,128,529</td>
<td>$6,763,364</td>
<td>$4,128,529</td>
<td>$6,753,364</td>
<td>(2,634,835)</td>
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</table>
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT: Resolution for Fiscal Year (FY) 2014 Operating and Capital Budgets

CONTACT PERSON:

Elias Rosario, CPA, PHM, Executive Vice President
Finance & CFO

RESOLUTION SUMMARY:

This resolution authorizes the adoption of the Philadelphia Housing Authority’s FY2014 Operating and Capital Budgets. The FY2014 Operating and Capital Budgets include revenues for FY2014, at $383,332,203. Expenditures for FY2014, projected at $383,332,203. Adjusted Net Income for FY2014 is $0 and the budget presented is balanced.

This resolution will:

    (a) Adopt the Philadelphia Housing Authority’s FY 2014 Operating and Capital Budgets

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer (“CEO”)
RESOLUTION NO. 11598

RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR (“FY”) 2014 OPERATING AND CAPITAL BUDGETS FOR THE PHILADELPHIA HOUSING AUTHORITY

WHEREAS, the Philadelphia Housing Authority (“PHA”), identified the need to revamp and strengthen the Authority’s budget management and monitoring practices; and the PHA Board of Commissioner approved and adopted Resolution No. 11525, dated April 26, 2012, which authorized the implementation of the PHA Budget Policies and Procedures Manual;

WHEREAS, the Philadelphia Housing Authority Budget Policies and Procedures Manual outlines the policies, procedures and practices required to produce the Authority’s Annual Operating and Capital Budgets and to assure consistency, accuracy, and tracking of the Authority’s allocation of resources;

WHEREAS, the Philadelphia Housing Authority has developed a balanced FY2014 Operating and Capital Budget for the Low Income Public Housing (LIPH), Housing Choice Voucher (HCV) and the Capital/Replacement Housing Factor (CFP/RHF) Programs;

WHEREAS, the Philadelphia Housing Authority (PHA) certifies that all statutory and regulatory requirements have been met; and the proposed budget expenditures are necessary in the efficient and economical operation of the housing provided for the purpose of low-income residents,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioner of the Philadelphia Housing Authority does hereby adopt submission of the FY 2014 Operating and Capital Budgets for the Low Income Public Housing (LIPH), Housing Choice Voucher (HCV) and the Capital/Replacement Housing Factor (CFP/RHF) Programs, a copy of which is attached here and made a part hereof.
Improvements throughout most of its operating units. Commitments to its resident supportive services programs, and will focus on management efficiency through strategic community master-planning and partnership activities, it will improve service.

PHA will focus its operational goals to: Enhance its comprehensive capital & development activities, cost-savings & maximize operating efficiencies so that services are minimally impacted.

As a result of these reductions, PHA must work aggressively to identify new revenue opportunities, generate offset these reductions. Federal funding for capital and operating subsidies continue to decline and to

Budget cuts will negatively impact funding levels for capital and operating subsidies of the agency. Over 93% of all PHA's annual revenue is congressionally appropriated, sequestration, and federal conditions and with looming possibilities of reduced financial resources, Federal funding accounts for

For Fiscal Year 2014, PHA will strive to serve families in the midst of difficult economic

FY 2014 HIGHLIGHTS
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<tbody>
<tr>
<td>Annual Per Unit Expense</td>
<td>$ 13,688</td>
<td>$ 10,272</td>
<td>$</td>
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<tr>
<td>Segregation and Budget Impact</td>
<td>(32,668.436)</td>
<td>$</td>
<td>(11,669.620)</td>
</tr>
<tr>
<td>Add Budget - Operating Subsidy at 85%</td>
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<td>10,201.846</td>
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<tr>
<td>Segregation Impact</td>
<td>(42,872.279)</td>
<td>(11,669.476)</td>
<td>(28,471.516)</td>
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<tr>
<td>HCVF Admin Fees at 70%</td>
<td>642,835</td>
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<tr>
<td>HCVF Subsidy at 74.1%</td>
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<tr>
<td>Operating Subsidy at 77% education</td>
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<tr>
<td>Capital Subsidy - 5% education</td>
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<tr>
<td>Subsidy at 100% Funding</td>
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</tbody>
</table>

**Funding**

**TODAL HCD**

**PHAs FY 2014 SUBSIDIES SEQUESTRATION/BUDGET IMPACT**
As presented, FY 2014 Budget has already absorbed $1.23m of the $32.7m shortfall, leaving $20.4m to offset at Mid-Year Budget Revision.

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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>HUD Funding</td>
<td>(20,410,417)</td>
<td>(2,494,786)</td>
<td>9,873,379</td>
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<tr>
<td>Total</td>
<td>$358,869,354</td>
<td>$1,976,353</td>
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<td>HCV Funding</td>
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<td>$185,974,771</td>
<td>$46,422,593</td>
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<td>$338,459,238</td>
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<td>HCV Subsidy</td>
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<tr>
<td>Operating subsidy</td>
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<tr>
<td>Total</td>
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<tr>
<td>Possible Approaches to Reduce Shortfall</td>
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<td>Sales of Scattered Site Locations</td>
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<td>4,000,000</td>
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<td>Overtime/Hiring Freeze</td>
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<td>1,750,000</td>
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<td>Shall - Furlough Days (5)</td>
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<td>1,700,000</td>
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<td>Departmental Reductions in Administrative Costs</td>
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<td>6,500,000</td>
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<td>Starting Reduction In Force</td>
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<td>Property/Liability Insurance Reduction</td>
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<td>2,600,000</td>
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Possible Approaches to Reduce Cost or Increase Revenue Without Impacting Units Served:

Possible FY 2014 Approaches to Reduce Shortfall

<table>
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<tr>
<th>Net Sequester/Budget on FY 2014 Budget</th>
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<tbody>
<tr>
<td>(20,410,117)</td>
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Sequester/Budget Estimates

Less: FY 2014 Budget Proposal

Sequester/Budget Estimates

Possible Approaches to Reduce Shortfall
<table>
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<tr>
<th>Percentage</th>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>6.15%</td>
<td>23,772,583</td>
<td>Tenant Revenue</td>
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<tr>
<td>0.23%</td>
<td>890,266</td>
<td>Interest and Miscellaneous Revenue</td>
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<tr>
<td>80.62%</td>
<td>300,033,640</td>
<td>Subsidies</td>
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<tr>
<td>12.76%</td>
<td>46,817,979</td>
<td>HUD Funding - HCV and Operating</td>
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<td>0.24%</td>
<td>9,183,355</td>
<td>Capital Improvements</td>
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<td>Administrative Fees Earned</td>
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Total Revenue: $387,322,030

FY 2014 - SOURCES OF REVENUE

- 80.62% Subsidies
- 12.76% Improvements
- 6.15% Tenant Revenue
- 0.24% Fees Earned
- 0.23% Miscellaneous Revenue
<table>
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<th>Expense</th>
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By 2014 - OPERATING EXPENSE USES
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<th>% Revenue</th>
<th>FY 2016</th>
<th>% Revenue</th>
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<th>% Revenue</th>
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<th>FY 2020</th>
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<td>Housing Assistance / Utility Payments</td>
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<td>Total FY 2017 Budget</td>
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<td>Total FY 2019 Budget</td>
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FY 2014 - PHA BUDGET OVERVIEW
### FY 2013 OPERATING BUDGET COMPARISON

| Total Revenue | Total Operating Revenue | Total Non-Operating Expense | Total Non-Operating Expense for FY 2013
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY 2014</strong></td>
<td><strong>FY 2013</strong></td>
<td><strong>FY 2014</strong></td>
<td><strong>FY 2013</strong></td>
</tr>
<tr>
<td><strong>Net Income / (Loss)</strong></td>
<td>$39,988,459</td>
<td>$38,922,031</td>
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<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
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<tr>
<td><strong>Operating Expense for FY 2013</strong></td>
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<tr>
<td><strong>Total Non-Operating Income</strong></td>
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<tr>
<td><strong>Total Non-Operating Expense</strong></td>
<td></td>
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<tr>
<td><strong>Total Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income from Sale of Non-Operating Activities</strong></td>
<td></td>
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<tr>
<td><strong>Operating Income</strong></td>
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<tr>
<td><strong>Operating Expense</strong></td>
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<tr>
<td><strong>Net Income / (Loss)</strong></td>
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**Notes:**
- Itemized budget comparisons are provided for specific line items.
- The table above details revenues and expenses for FY 2013 and FY 2014, showing changes or adjustments between the fiscal years.

**Key Items:**
- **Operating Income:** This is the income generated from the core operations of the business.
- **Operating Expense:** Expenses directly related to the operation of the business.
- **Net Income / (Loss):** The overall financial result after all income and expenses have been accounted for.

**Additional Data:**
- **Non-Operating Income / (Loss):** This includes income and expenses not directly related to the core operations.
- **Other Income / (Loss):** This category may include income or losses from sources other than the core operations.
- **Capital Improvements:** This category may include expenses related to the improvement or maintenance of capital assets.

**Detailed Line Items:**
- **Housing Assistance:** Key items under this category may include rent subsidies, utility payments, and other related expenses.
- **Employee Benefits:** This includes expenses associated with employee health and retirement programs.
- **Insurance:** Expenses related to insurance policies.
- **Administrative Expenses:** This includes general administrative costs.
- **Utilities:** Cost of electricity, gas, and water.
- **遷移**: Administrative services provided to residents.
- **Total Non-Operating Income:** This is the income generated from sources other than the core operations.
- **Operating Revenue:** This is the primary source of income for the operations.
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<th>Fiscal Year</th>
<th>Net Income (Loss)</th>
<th>Total Expenses</th>
<th>Non-Operating Expenditure</th>
<th>Operating Expenses</th>
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<td>2012</td>
<td>$12,538.79</td>
<td>$36,734.90</td>
<td>$3,650.00</td>
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<tr>
<td>2013</td>
<td>$14,789.00</td>
<td>$34,213.92</td>
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<tr>
<td>2014</td>
<td>$15,240.22</td>
<td>$37,901.22</td>
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<td>2015</td>
<td>$19,347.88</td>
<td>$34,567.99</td>
<td>$3,982.03</td>
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<td>2016</td>
<td>$20,458.93</td>
<td>$36,897.56</td>
<td>$4,326.78</td>
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**Operating Expenses**

- Housing Assistance / Utility Payments
- Operating Transfers
- Total Employee Benefits
- Other General Expenses
- Insurance Expenses
- Protective Services / Labor Contracts
- Maintenance Contracts
- Maintenance Materials
- Maintenance Labor
- Total Utilities Expenses
- Training/Service Contracts and Personnel
- Total Administrative Expenses
- Administrative Salaries
- Operations Expenses

**Total Operating Revenue**

- Interest and Investment Earnings
- MIV Funding Receipts
- Other Revenue

**Program Vouchers**

- 2014 Budget
- 2014 Vouchers
- Program Vouchers
- Program Earnings
- Program Activities
- Program Results
- Program Evaluation
- Program Management
- Program Administration
- Program Support
- Quality of Life

**FY 2014 - MIV VOUCHERS OPERATING BUDGET**
### Net Income / (Loss)

<table>
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<tr>
<th>13%</th>
<th>$</th>
<th>183,887,887</th>
<th>$ 186,010,590</th>
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<tr>
<td>7.2% - 9.7%</td>
<td>19,927,805</td>
<td>19,037,494</td>
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### Total Expenses

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<th>$</th>
<th>163,996,056</th>
<th>$ 176,979,396</th>
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<td>0.2%</td>
<td>119,365,891</td>
<td>26,053,960</td>
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<tr>
<td>1.2% - 6%</td>
<td>12,270,000</td>
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<tr>
<td>3.5% - 9.9%</td>
<td>5,755,071</td>
<td>5,593,402</td>
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<tr>
<td>4% - 12.5%</td>
<td>0.00</td>
<td>900,000</td>
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<td>3.7% - 29.7%</td>
<td>1,000,867</td>
<td>1,039,852</td>
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<td>3.9% - 5.9%</td>
<td>277,000</td>
<td>251,036</td>
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<td>4% - 12.5%</td>
<td>1,016,067</td>
<td>1,027,010</td>
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<tr>
<td>1.1% - 3.9%</td>
<td>19,445,510</td>
<td>4,463,988</td>
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<td>13.3% - 13.3%</td>
<td>12,149,035</td>
<td>10,257,160</td>
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<td>5.4% - 5.6%</td>
<td>7,882,688</td>
<td>5,323,475</td>
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### Total Operating Expense

- Housing Assistance / Utility Payments
- Operating Transfers
- Total Employee Benefits
- Total General Expenses
- Insurance Expense
- Protective Services Labor & Contracts
- Maintenance Materials & Contracts
- Total Utilities Expenses
- Tenant Service Contracts and Personnel
- Total Administrative Expenses
- Administrative Salaries

### Total Operating Revenue

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<td>$ 183,455,478</td>
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### FY 2014 VS. FY 2013 MTRW OPERATING BUDGET COMPARISON
HCV decreased by 8.69% overall.

Compared to FY 2011 Actuals, FY 2014 Funding for Operating, Capital and

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<th>IN FUNDING</th>
<th>BUDGET</th>
<th>ACTUALS</th>
<th>TYPE</th>
<th>VARIANCE</th>
<th>FY2014</th>
<th>FY2013</th>
<th>FY2012</th>
<th>FY2011</th>
<th>TOTAL</th>
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<td>-8.69%</td>
<td>(330,022,809)</td>
<td>$326,273,221</td>
<td>$346,531,011</td>
<td>$3,415,311,177</td>
<td>$3,433,156,830</td>
<td>$2,973,296,309</td>
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<tr>
<td>-20.34%</td>
<td>(113,853,666)</td>
<td>$46,482,293</td>
<td>$51,256,576</td>
<td>$4,545,896</td>
<td>$5,276,259</td>
<td>$5,276,259</td>
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<tr>
<td>-1.84%</td>
<td>(3,268,796)</td>
<td>$174,431,529</td>
<td>$183,290,069</td>
<td>$1,845,633,025</td>
<td>$1,777,003,225</td>
<td>$1,777,003,225</td>
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<tr>
<td>-13.11%</td>
<td>(159,900,347)</td>
<td>$205,419,069</td>
<td>$210,784,266</td>
<td>$1,134,955,919</td>
<td>$1,223,394,446</td>
<td>$1,223,394,446</td>
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</tbody>
</table>

PHA HISTORICAL REVENUE BY SOURCE
Development and acquisition activities.

additional resources of $80 - $100 million will be used to fund new
new Capital Bond Program to utilize its bonding capacity. The projected
PHA has maintained an AA- S&P issuers Credit Rating and intends to issue a
interest savings.

Refinancing 2002 Capital Revenue Bonds to utilize $8.5 million of
and acquisition strategies.

housing units over the next 5 years through increased third-party partnerships
PHA recently announced its new initiative to rehab or acquire 6,000 affordable
Capital Improvement Solutions:

concerns may negatively impact future funding.

Further reductions in appraisals and possible sequestration
PHA estimates that it will receive approximately $46 million per year in Capital
investments are needed to preserve our affordable housing assets.

Need Greatly Exceeds Available Funding - Based on our projected

Capital Improvement Challenges:

FY 2014 - PLANNED CAPITAL AND DEVELOPMENT ACTIVITY
Financial markets securitization, interest rate assumptions, and taxation

Review of bond indenture documents

Competition in retailing bond sales to investors

2. Bond Underwriters - Manages all technical aspects of the bond issuance such as:

- Structured Financing - Assist with financial strategies for mixed finance transactions
- Asset Management - Once bond funds are received, advise on investment management
- Budget Analyses - Advice on transactional impact on HUD capital and operating budget
- Financial Advisory - Managing through complicated debt service calculations and bond transactions

Developmental transactions in 4 key areas:

4. Financial Advisors - Advises and assists in difficult financial management of bond and

Transaction processes and are essential the completion of bond issuance. The team includes:

Several Bond related RFP's were initiated in the 3rd quarter of 2012 in order to engage a highly

PHA BOND RFP'S
* Coordinate trustee and administrator of issuance once completed.

* Research and analyze impact to MTW Agreement.

* Transaction Impact on HUD Regulation and Funding.

* Perform some of the following duties:
  - Participates with rating agencies, financing proposals and transaction matters.
  - Prepares bond documents, bond purchase agreements, financing statements.

* Consults with Authority on transaction financing structures.

* Manages the technical forms, terms and conditions of the bond issuance and transaction based matters. Quailified and experienced counsel is required to perform some of the following duties:

3. Bond Counsel - Provides counsel and advice to the Authority on all matters surrounding the financing programs and difficult transactions.
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Execution of Contract for P-004218 – Issuer’s Counsel and/or Bond Counsel

CONTACT PERSON:

Heather S. McCreary, Executive Vice President
Administration

RESOLUTION SUMMARY:

This resolution authorizes the President & Chief Executive Officer (“CEO”), or his authorized designee, to conclude and to execute a contract with Ballard Spahr, LLP and Hawkins Delafield & Wood, LLP.

Ballard Spahr LLP, will serve as bond counsel, and Hawkins Delafield & Wood LLP will serve as issuer’s counsel. The contracts are recommended for a two (2) year base period with one (1) additional one-year option period.

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer (“CEO”)
RESOLUTION NO. 11599

RESOLUTION AUTHORIZING THE PRESIDENT & CHIEF EXECUTIVE OFFICER ("CEO") OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT FOR ISSUERS COUNSEL AND OR BOND COUNSEL (SOLICITATION NO. P-004218)

WHEREAS, The Philadelphia Housing Authority (PHA) has identified a need for the services of an issuer's counsel and or bond counsel; and

WHEREAS, Solicitation No. P-004218 was developed according to established procedures and all applicable laws regarding public contracts and was advertised in the Philadelphia Inquirer and several community newspapers; and

WHEREAS, the Request for Proposal was mailed to the appropriate companies on PHA Bidders’ List, and distributed to those who responded to the invitation through the publications; and

WHEREAS, eight (8) offerors responded to the solicitation by submitting a proposal as follows:

Ballard Spahr LLP
Hawkins Delafield & Wood LLP
Nixon Peabody LLP
Saul Ewing LLP
Duane Morris LLP
Fineman Kreckstein & Harris P.C.
The Smyler Firm
Bowman & Partners LLP

WHEREAS, the proposals were reviewed and evaluated by the evaluation committee appointed for such purpose (the “Evaluation Committee”) and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the evaluation, it was recommended that a contract be awarded to Ballard Spahr LLP and Hawkins Delafield & Wood LLP; and

WHEREAS, it is further recommended that the contract, if awarded, shall be for a two (2) year base period with one (1) additional one-year option period in an amount not to exceed SEVENTY-SIX THOUSAND TWO HUNDRED FIFTY DOLLARS ($76,250.00) for base year one (1); EIGHTY-THREE THOUSAND EIGHT HUNDRED SEVENTY-FIVE DOLLARS ($83,875.00) for base year two (2); and NINETY-TWO THOUSAND TWO HUNDRED SIXTY-TWO DOLLARS AND FIFTY CENTS ($92,262.50) if PHA exercises option year one (1) for a total contract amount not to exceed TWO HUNDRED FIFTY TWO THOUSAND THREE HUNDRED EIGHTY-SEVEN DOLLARS AND FIFTY CENTS ($252,387.50) to Ballard Spahr LLP.

WHEREAS, it is further recommended that the contract, if awarded, shall be for a two (2) year base period with one (1) additional one-year option period in an amount not to exceed SEVENTY-SIX THOUSAND TWO HUNDRED FIFTY DOLLARS ($76,250.00) for base year one (1); EIGHTY-THREE THOUSAND EIGHT HUNDRED SEVENTY-FIVE DOLLARS ($83,875.00) for base year two (2); and NINETY-TWO THOUSAND TWO HUNDRED SIXTY-TWO DOLLARS AND FIFTY CENTS ($92,262.50) if PHA exercises option year one (1) for a total contract amount not to exceed TWO HUNDRED FIFTY TWO THOUSAND THREE HUNDRED EIGHTY-SEVEN DOLLARS AND FIFTY CENTS ($252,387.50) to Hawkins Delafield & Wood LLP.
NOW THEREFORE, BE IT RESOLVED, by and for The Philadelphia Housing Authority, that, based on the recommendation of the Evaluation Committee, the President & Chief Executive Officer ("CEO") is hereby authorized to conclude and to execute a contract with Ballard Spahr LLP and Hawkins Delafield & Wood LLP; and

BE IT FURTHER RESOLVED, that (1) the President & Chief Executive Officer ("CEO") and all other appropriate personnel of PHA are authorized to take all actions necessary to implement this resolution in accordance with its terms and the "Whereas" clauses above; (2) the contract is subject to the availability of funds therefor; and (3) no contract shall exist until signed by the President & Chief Executive Officer ("CEO"), or his designee.
CONTRACT NO. P-004218

GENERAL WORK DESCRIPTION: Issuers Counsel and or Bond Counsel

ADVERTISE DATE: 11/02/2012

CLOSE DATE: 11/30/2012

AUTHORITY ESTIMATE:

$152,500.00 (Base Year 1)
$167,750.00 (Base Year 2)
$184,525.00 (Option Year 1)
$504,775.00 Total

OFFERORS (8)

1. Ballard Spahr LLP
2. Hawkins Delafield & Wood LLP
3. Nixon Peabody LLP
4. Saul Ewing LLP
5. Duane Morris LLP
6. Fineman Krikstein & Harris P.C.
7. The Smyler Firm
8. Bowman & Partners LLP

CONTRACT AMOUNT:

$76,250.00 (Base Year 1)
$83,875.00 (Base Year 2)
$92,262.50 (Option Year 1)
$252,387.50 Total

CONTRACT PERIOD: START: 04/2013 END: 04/2016

AFFIRMATIVE ACTION/RESIDENT PARTICIPATION:

MBE: The Smyler Firm 20% MBE Total = $15,250.00
Address: 109 South 22nd Street
Philadelphia, PA 19103
Certified by: MBEC

WBE: N/A WBE Total = N/A

SECTION 3 PARTICIPATION: The firm will contribute 3% of the contract for other economic opportunities.

RECOMMENDATION OF AWARD TO: Ballard Spahr LLP
STREET ADDRESS: 1735 Market Street, 51st Floor
CITY, STATE, ZIP: Philadelphia, PA 19103
PRINCIPAL: Monique Y. DeLapenha
TITLE: Partner
PHILADELPHIA HOUSING AUTHORITY
TENANT LEADERSHIP/BOARD OF COMMISSIONER
HAWKINS DELAFIELD & WOOD LLP FACT SHEET

CONTRACT NO. P-004218

GENERAL WORK DESCRIPTION: Issuers Counsel and Bond Counsel

ADVERTISE DATE: 11/02/2012

CLOSE DATE: 11/30/2012

AUTHORITY ESTIMATE:

$152,500.00 (Base Year 1)
$167,750.00 (Base Year 2)
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3. Nixon Peabody LLP
4. Saul Ewing LLP
5. Duane Morris LLP
6. Fineman Krikstein & Harris P.C.
7. The Smyler Firm
8. Bowman & Partners LLP

CONTRACT AMOUNT:

$76,250.00 (Base Year 1)
$83,875.00 (Base Year 2)
$92,262.50 (Option Year 1)
$252,387.50 Total

CONTRACT PERIOD: START: 04/2013 END: 04/2016

AFFIRMATIVE ACTION/RESIDENT PARTICIPATION:

MBE: N/A MBE Total = N/A

WBE: N/A WBE Total = N/A

SECTION 3 PARTICIPATION: The firm will contribute 3% of the contract for other economic opportunities and serve as subject matter expert for Section 3 and provide PHA without charge eight hours of time to advise with respect to Section 3 matters.

RECOMMENDATION OF AWARD TO: Hawkins Delafield & Wood LLP
STREET ADDRESS: 601 13th St., N.W., Suite 800S
CITY, STATE, ZIP: Washington, DC 20005
PRINCIPAL: Rod Solomon
TITLE: Partner
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Resolution requested by the U.S. Department of Housing and Urban Development, recognizing the appropriateness of PHA’s Standard Operating Procedures for the PHA Housing Choice Voucher Program (“HCV”) - Portability Billing and Payments, in accordance with the U.S. Department of Housing and Urban Development (“HUD”) PIH Notice 2012-42.

CONTACT PERSON:

Celeste Fields, Senior Vice President
Leased Housing

RESOLUTION SUMMARY:

This resolution recognizes the appropriateness of the Standard Operating Procedures created by PHA for HCV Portability Billing and Payments in accordance with HUD PIH Notice 2012-42.

The U.S. Department of Housing and Urban Development conducted an audit of PHA’s Portability Billing and Payments. In reviewing the process, HUD noted that there were deficiencies in PHA’s procedures for billing and payments between Housing Authorities. As a result of these findings it was determined that PHA needed to establish Standard Operating Procedures incorporating HUDs’ guidance to address these deficiencies.

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer (“CEO”)
RESOLUTION NO. 11600


WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") conducted an audit of Philadelphia Housing Authority ("PHA") Portability Billing and Payments;

WHEREAS, HUD recommended that PHA prepare a Standard Operating Procedure and obtain approval of the Board of Commissioner as to the appropriateness of such Standard Operating Procedure;

NOW, THEREFORE, BE IT RESOLVED, that the PHA Board of Commissioner hereby approves the appropriateness of the attached Standard Operating Procedures:

- Standard Operating Procedures for HCV Portability Billing and Payments

BE IT FURTHER RESOLVED, that the PHA Board of Commissioner hereby authorizes the President & Chief Executive Officer ("CEO") or his designee to take all actions necessary to implement the Standard Operating Procedures at issue.
HCV Program Portability Billing and Payments
Standard Operating Procedures
Policies and Procedures Approval

Approval of this document authorizes its inclusion in the Philadelphia Housing Authority Document Management System. Completion of the following signature blocks signifies that the personnel has read, understood, and agreed to the content of this document.

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TABLE OF CONTENTS

1.0 PURPOSE ........................................................................................................................................... 1
2.0 SCOPE ............................................................................................................................................... 2
3.0 PROCEDURES ................................................................................................................................... 3
1.0 PURPOSE

This Standard Operating Procedure (SOP) outlines the Housing Choice Voucher (HCV) Program’s Portability Billing and Payments procedures in accordance with HUD regulations and Philadelphia Housing Authority (PHA) internal policies.

The procedures outlined in this document will be used in conjunction with the HCV Program Administrative Plan and Desk Manual.
2.0 SCOPE

This SOP is applicable to PHA's HCV Program, and outlines the Billing and Payment procedures for PHA clients that ported-out to other Housing Authorities and participants that ported-in to PHA from other Housing Authorities.
3.0 PROCEDURES

Port-outs:

Initial and Subsequent Billing Deadlines:

1. PHA receives the initial billing notice from the Receiving Public Housing Authority (RPHA):
   a. No later than 10 working days after execution of the HAP Contract or
   b. No later than 60 days after the expiration date of the family’s voucher issued by PHA

2. PHA receives Part II of Form HUD 52665 from the RPHA indicating billing amount

3. PHA makes payment within 30 days of receipt of Part II of Form HUD 52665

4. PHA contacts the RPHA by phone, fax, or e-mail, if it has not received an initial billing notice from the RPHA by the specified deadline.

5. PHA informs the RPHA whether late billing submission will be honored by PHA if the family is not yet under a HAP contract in the receiving housing authority.

6. PHA sends a written confirmation of its decision to the RPHA

7. PHA makes subsequent payments to the RPHA no later than the fifth business day of each month.

Change in Billing Amount:

1. The RPHA notifies PHA no later than 10 business days following the effective date of any change in the billing amount for the family using form HUD-52665 as a result of:
   a. A change in the HAP amount (because of a recertification, a change in the applicable payment standard, a move to another unit, etc.);
   b. An abatement or subsequent resumption of the HAP payments;
   c. Termination of the HAP contract;
   d. Payment of a damage/vacancy loss claim for the family; or
   e. Termination of the family from the program.
Port-ins:

Initial and Subsequent Billing Deadlines:

1. PHA submits the initial billing notice to the Initial Public Housing Authority (IPHA):
   a. No later than 10 working days after execution of the HAP Contract or
   b. No later than 60 days after the expiration date of the family’s voucher issued by PHA

2. PHA sends Part II of Form HUD 52665 to IPHA indicating billing amount either by mail, fax or e-mail.

3. PHA receives payment from IPHA within 30 days of receipt of Part II of Form HUD 52665

4. PHA receives subsequent payments from the IPHA no later than the fifth business day of each month.
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Resolution authorizing the President & Chief Executive Officer ("CEO"), or his designee, on behalf of the Philadelphia Housing Authority ("PHA"), to enter into a Memorandum of Understanding ("MOU") with the City of Philadelphia by and through its District Attorney’s Office ("DA") to allow for the provision of a Housing Choice Voucher and/or Public Housing Units to persons who witness homicides or other felonious violent crimes, and to amend certain other documents, including, but not limited, to the Housing Choice Voucher Program Administrative Plan ("Administrative Plan") and the Admissions and Continued Occupancy Plan ("ACOP"), in order to support and to effectuate the MOU.

CONTACT PERSON:

Laurence M. Redican, Deputy General Counsel
Office of General Counsel

RESOLUTION SUMMARY:

PHA has a vested interest in the prosecution of homicides and other felonious violent crimes in the City of Philadelphia. (Where the witnesses to such crimes), PHA can support the DA’s existing Witness Relocation Program by supplying up to twenty-five (25) Housing Choice Vouchers and/or Public Housing Units per year, subject to funding availability, for the witnesses to use. The MOU will define the obligations of both PHA and the DA in this regard. Additionally, the Administative Plan and the ACOP will be amended as necessary.

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer ("CEO")
RESOLUTION NO. 11601

RESOLUTION AUTHORIZING THE PRESIDENT & CHIEF EXECUTIVE OFFICER ("CEO") OR HIS AUTHORIZED DESIGNEE, ON BEHALF OF THE PHILADELPHIA HOUSING AUTHORITY ("PHA"), TO ENTER INTO A MEMORANDUM OF UNDERSTANDING ("MOU") WITH THE CITY OF PHILADELPHIA BY AND THROUGH ITS DISTRICT ATTORNEY'S OFFICE ("DA") TO ALLOW FOR THE PROVISION OF A HOUSING CHOICE VOUCHER AND/OR PUBLIC HOUSING UNITS TO PERSONS WHO WITNESS HOMICIDES OR OTHER FELONIOUS VIOLENT CRIMES, AND TO AMEND CERTAIN OTHER DOCUMENTS, INCLUDING BUT NOT LIMITED TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN AND PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN ("ACOP"), IN ORDER TO SUPPORT AND TO EFFECTUATE THE MOU.

WHEREAS, The Philadelphia Housing Authority ("PHA") has a vested interest in the prosecution of homicides and other felonious violent crimes;

WHEREAS, persons who witness such crimes and who will assist the DA to prosecute the offenders may desire and need to be relocated;

WHEREAS, the DA has an existing witness relocation program; and

WHEREAS, PHA desires to support the DA's Witness Relocation Program by supplying up to twenty-five (25) Housing Choice Vouchers and/or Public Housing Units per year, subject to funding availability, for persons who witness homicides and other felonious violent crimes and who assist the DA in the prosecution of the case to use outside of the City of Philadelphia;

WHEREAS, PHA desires to enter into a Memorandum of Understanding ("MOU") with the DA to further define the obligations of each party with regard to the program;

WHEREAS, the terms of the MOU, as negotiated, may necessitate amendments to the Housing Choice Voucher Program Administrative Plan, ACOP or other documents.

NOW, THEREFORE, BE IT RESOLVED, that the Philadelphia Housing Authority's Board of Commissioner hereby authorizes the President & Chief Executive Officer ("CEO"), or his authorized designee, to enter into a Memorandum of Understanding with the City of Philadelphia by and through its District Attorney's Office to allow for the provision of Housing Choice Vouchers or Public Housing Units to persons who witness homicides or other felonious violent crimes, and to amend certain other documents, including but not limited to the Housing Choice Voucher Program Administrative Plan and ACOP, in order to support and to effectuate the MOU.
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Execution of Contract for P-004187 – Waste Compactor Repair and Maintenance

CONTACT PERSON:

Heather S. McCreary, Executive Vice President
Administration

RESOLUTION SUMMARY:

This resolution authorizes the President & Chief Executive Officer ("CEO") or his authorized designee, to conclude and to execute a contract with PTR Baler & Compactor Co.

The selected firm will provide waste compactor repair and maintenance services. The contract is recommended for a two (2) year base period with three (3) additional one-year option periods.

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer ("CEO")
RESOLUTION NO. 11602

RESOLUTION AUTHORIZING THE PRESIDENT/CEO OR HIS AUTHORIZED DESIGNEE TO CONCLUDE AND TO EXECUTE A CONTRACT WITH PTR BALER & COMPACTOR CO. FOR WASTE COMPACTOR REPAIR AND MAINTENANCE SERVICES (SOLICITATION NO. P-004187)

WHEREAS, The Philadelphia Housing Authority ("PHA") has identified a need for waste compactor repair and maintenance services;

WHEREAS, Solicitation No. P-004187 was developed according to established procedures and all applicable laws regarding public contracts and was advertised in the Philadelphia Inquirer and several community newspapers;

WHEREAS, the Request for Proposal was mailed to the appropriate companies on PHA Bidders’ List, and distributed to those who responded to the invitation through the publications;

WHEREAS, two (2) offerors responded to the solicitation by submitting a proposal as follows:

PTR Baler & Compactor Co.
GMH Associates of America, Inc.

WHEREAS, the proposals were reviewed and evaluated by the evaluation committee appointed for such purpose (the "Evaluation Committee") and the supporting documents were reviewed by the Contracting Officer;

WHEREAS, based upon the evaluation, it was recommended that a contract be awarded to PTR Baler & Compactor Co.; and

WHEREAS, it is further recommended that the contract, if awarded, shall be for a two (2) year base period with three (3) additional one-year option periods in an amount not to exceed TWO HUNDRED THREE THOUSAND FIVE HUNDRED DOLLARS ($203,500.00) for base year one (1); ONE HUNDRED NINETY-NINE THOUSAND FOUR HUNDRED DOLLARS ($199,400.00) for base year two (2); TWO HUNDRED THOUSAND EIGHT HUNDRED SEVENTY-TWO DOLLARS ($200,872.00) if PHA exercises option year one (1); TWO HUNDRED TWO THOUSAND SEVEN HUNDRED NINETY DOLLARS ($202,790.00) if PHA exercises option year two (2); and TWO HUNDRED TWO THOUSAND SEVEN HUNDRED NINETY DOLLARS ($202,790.00) if PHA exercises option year three (3) for a total contract amount not to exceed ONE MILLION NINE THOUSAND THREE HUNDRED FIFTY-TWO DOLLARS ($1,009,352.00) to PTR Baler & Compactor Co.

NOW, THEREFORE, BE IT RESOLVED, by and for the Philadelphia Housing Authority, that, based on the recommendation of the Evaluation Committee, the President & Chief Executive Officer ("CEO") is hereby authorized to conclude and to execute a contract with PTR Baler & Compactor Co.

BE IT FURTHER RESOLVED, that (1) the President & Chief Executive Officer ("CEO") and all other appropriate personnel of PHA are authorized to take all actions necessary to implement this resolution in accordance with its terms and the "Whereas" clauses above; (2) the contract is subject to the availability of funds therefor; and (3) no contract shall exist until signed by the President & Chief Executive Officer ("CEO") or his designee.
PHILADELPHIA HOUSING AUTHORITY
TENANT LEADERSHIP/BOARD OF COMMISSIONER
PTR BALER & COMPACTOR CO. FACT SHEET

CONTRACT NO. P-004187

FUND NO.

GENERAL WORK DESCRIPTION:

Waste Compactor Repair and Maintenance

ADVERTISE DATE: 07/23/2012

CLOSE DATE: 08/23/2012

AUTHORITY ESTIMATE:

$249,970.20 (Base Year 1)
$245,341.95 (Base Year 2)
$248,202.21 (Option Year 1)
$251,148.27 (Option Year 2)
$254,182.72 (Option Year 3)
$1,248,845.35 Total

OFFERORS (2)

PTR Baler & Compactor Co.
GMH Associates of America, Inc.

CONTRACT AMOUNT:

$203,500.00 (Base Year 1)
$199,400.00 (Base Year 2)
$200,872.00 (Option Year 1)
$202,790.00 (Option Year 2)
$202,790.00 (Option Year 3)
$1,009,352.00 Total

CONTRACT PERIOD: START: 04/2013 END: 04/2018

AFFIRMATIVE ACTION/RESIDENT PARTICIPATION:

MBE: N/A MBE Total = N/A

WBE: City Cleaning Co. Inc. 12.7% WBE Total = $25,844.50

Certified by PA Department of General Services

SECTION 3 PARTICIPATION: 6-10 employees during 2013 that have successfully completed the PHA Work Force Training Program and meet PTR's hiring criteria. The positions may include a Service Biller, a Service Dispatcher, Service Technician Helpers, Classified Helpers, Machine Operators and Certified Welders

RECOMMENDATION OF AWARD TO: PTR Baler & Compactor Co.

STREET ADDRESS: 2207 East Ontario St.
CITY, STATE, ZIP: Philadelphia, PA 19134
PRINCIPAL: Joseph Hetzel
TITLE: Director of Service
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Resolution to Close the Public Housing Waiting List

CONTACT PERSON:

David A. Northern, Sr., Executive Vice President
Housing Operations

RESOLUTION SUMMARY:

This resolution authorizes PHA to close the Public Housing Waiting List. Currently, there are over 104,000 applicants on the public housing waiting list. PHA is currently processing applications for new units that were received in 2004.

This action will not affect senior development and special admissions programs.

Respectfully submitted,

Kelvin A. Jeremiah
President & Chief Executive Officer ("CEO")
RESOLUTION NO. 11603

RESOLUTION AUTHORIZING PHA TO CLOSE THE PUBLIC HOUSING WAITING LIST

WHEREAS, there are over 104,000 applicants on the Public Housing Waiting List and the waiting period is between nine and ten years for applicants to be considered for housing, dependent on bedroom size needed;

WHEREAS, current funding constraints, proposed federal cuts and minimal annual turnover contribute to the lack of available Public Housing units;

WHEREAS, maintaining the ever-increasing and extensive list of applicants, which list is disproportionate to the amount of housing that is available, is a significant administrative and financial burden;

WHEREAS, closing the Public Housing Family Waiting List for an indefinite period of time and/or until there is a decrease in the number of applicants to where the applicant pool is sufficient to meet the anticipated need to fill vacancies would minimize the administrative and financial burden;

WHEREAS, the Housing Authority's Admissions and Continued Occupancy Policy ("ACOP") allows for the closure of the waiting list if PHA has enough applicants on a Waiting List to fill projected vacancies; and

WHEREAS, the ACOP requires PHA to give public notice by publishing the relevant information in suitable media outlets when opening and closing the Public Housing Waiting List;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves closure of the Public Housing Waiting List for an indefinite period of time, with the exclusion of all senior development and special admissions programs, and the development of appropriate procedures to update the status of those remaining on the waiting list;¹

BE IT FURTHER RESOLVED, that the Public Housing Wait List will close effective at 12:01 a.m. on Friday, April 15, 2013.

BE IT FURTHER RESOLVED, that the President & CEO and all other appropriate personnel of PHA are authorized to take all actions necessary and execute any agreements needed to implement this resolution in accordance with the "Whereas" clause above, including but not limited to, publishing notices required by the ACOP.

¹ The italicized language is included in the final resolution, based on discussion at the Board meeting and Commissioner Richman's approval of the resolution, with the inclusion of an amendment to address concerns about procedures for updating those remaining on the wait list, methods of contacting them, recourse for inadvertent removal from the list, etc.
March 28, 2013

BOARD OF COMMISSIONER

SUBJECT:

Resolution approving the report required by the Pennsylvania Housing Authorities Law, Act of May 28, 1937, P.L. 955 No. 265, as amended July 5, 2012, P.L. 1093, No. 130

CONTACT PERSON:

Erik L. Soliván, Esq., Vice President
Policy Research and Enterprise Planning

RESOLUTION SUMMARY:

This resolution approves a report on PHA's "operations, administration, management, finances, legal affairs, housing production and development and other relevant activities" and authorizes the President & CEO to submit the report to the Secretary of Community and Economic Development, the Majority and Minority Leaders of the Senate, the chair and minority chair of the Committee on Urban Affairs and Housing of the Senate, the Majority and Minority Leaders of the House of Representatives, the chair and minority chair of the Committee on Urban Affairs of the House of Representatives, the Mayor and the President of Council as required by the Pennsylvania Housing Authorities Law, Act of May 28, 1937, P.L. 955 No. 265, as amended July 5, 2012, P.L. 1093, No. 130.

Respectfully submitted

Kelvin A. Jeremiah
President & Chief Executive Officer ("CEO")
RESOLUTION NO. 11604


WHEREAS, the Pennsylvania General Assembly amended the Housing Authorities Law, Act of May 28, 1937, P.L. 955, on July 5, 2012 through P.L. 1093, No.130 (the “Act 130”) and required that PHA submit an annual report on the operations, administration, management, finances, legal affairs, housing production and development and other relevant activities (the “Act 130 Report”);

WHEREAS, the Office of Policy, Research and Enterprise Planning has written the report and incorporated other documents that provide details on PHA’s operations, administration, management, finances, legal affairs, housing production and development and other relevant activities;

WHEREAS, Act 130 requires that the Act 130 Report be provided to the Secretary of Community and Economic Development, the Majority and Minority Leaders of the Senate, the chair and minority chair of the Committee on Urban Affairs and Housing of the Senate, the Majority and Minority Leaders of the House of Representatives, the chair and minority chair of the Committee on Urban Affairs of the House of Representatives, the Mayor and the President of Council (collectively, the “Elected Officials”);

WHEREAS, Act 130 requires that the executive director approve the Act 130 Report;

WHEREAS, the PHA’s President & CEO/Administrative Receiver, who performs all of the functions of, and has all powers of, the executive director, has reviewed and approved the Act 130 Report;

WHEREAS, Act 130 requires that the member(s) of the Board of Commissioner(s) review and approve the Act 130 Report.

NOW, THEREFORE, BE IT RESOLVED, that, the Board of Commissioner of the Philadelphia Housing Authority hereby approves the Act 130 Report as summarized herein and directs the President & Chief Executive Officer ("CEO") to submit such report to the Elected Officials as required by Act 130.

I hereby certify that this was APPROVED BY THE BOARD ON 8/5/13

Barbara Odom, General Counsel

PHA
SUMMARY OF ACT 130 REPORT

On July 5, 2012, Governor Corbett signed Senate Bill 1174 into law as Act 130 of 2012, thus amending the Pennsylvania Housing Authorities Law (Act 265 of 1937) and restructuring the Board of the Philadelphia Housing Authority (PHA.) The Act took effect 60 days from the date of signature, on September 3, 2012.

The key provisions of the bill affecting PHA include a restructuring of the Board of Commissioners Appointments including the appointment process and terms; the establishment of at-will employment for the President and staff reporting to the President; and, the requirement that PHA annually prepare a written report regarding its operations, administration, management, finances, legal affairs, housing production and development, and other relevant activities. The law requires that the report be submitted to the Secretary of the Pennsylvania Department of Community and Economic Development, leadership in the General Assembly, the Mayor of Philadelphia and President of City Council.

This report includes short biographies of the newly appointed members of the Executive Team and the Board of Commissioners, statistics on PHA's resident population of 80,000 people, a summation of the programs under administration including our Senior Nutritional Aide and Resident Home Ownership Programs, our five-year Capital Development Plan that aims to provide 6,000 more units in five years, and our utilization of over five million dollars in grant funds to provide job training and educational programs to residents. As a designated Moving to Work (MTW) agency, PHA has substantial budget flexibility and regulatory relief. This allows PHA to make program changes that increase efficiency, help residents become self-sufficient and provide housing options. The MTW Year 13 Plan carefully considers the immediate and long-term needs and programs for residents in public housing and the Section 8 - Housing Choice Voucher Program.

In addition, the report also incorporates the most up-to-date status listing of the PHA Recovery Plan as required by the Cooperative Endeavor Agreement (CEA). The CEA mandated the appointed of an Administrative Receiver for PHA who prepared and implemented a Recovery Plan to address deficiencies in PHA’s operations and governance, including those tasks that must be completed in order to return PHA to local control.

This report fulfills the requirements of Act 130 of 2012 - Section 24.1 by summarizing and providing complete copies of PHA's annual reports on operations, management, administration, finances, legal affairs, housing production and development and other relevant activities.

The PHA has made great strides toward improving its internal operations and continues to make improvements in the services and programs provided to residents.