



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, December 17, 2015, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The regular meeting of the Philadelphia Housing Authority ("PHA") Board of Commissioners was brought to order at approximately 3:05 p.m. by the Chair, Lynette Brown-Sow. In addition to the Chair, also in attendance were Vice-Chair Wetzel and Commissioners Camarda, Coney, Danzy, Kurland, Murphy, and Wise, as well as President & CEO Kelvin Jeremiah ("CEO Jeremiah") and Board Secretary and General Counsel, Barbara Adams.

The Chair announced that there had been an executive session at approximately 2 p.m., prior to the meeting, to discuss litigation and materials confidential by law and asked for a moment of silence in preparation for the work to be done in the meeting.

CEO Jeremiah reviewed the procedure for public comment at the Board meeting and made the following announcements: 1) Secretary Castro, of the U.S. Department of Housing and Urban Development ("HUD"), Mayor Nutter and several partners announced today that Philadelphia has successfully ended veteran's homelessness; this year alone, PHA housed 179 veterans; 2) HUD announced today that PHA would be receiving \$2.7 million to help residents become self-sufficient, through HUD's Jobs Plus Pilot and Family Self-Sufficiency Programs; 3) last Tuesday, PHA had the grand opening for the beautiful new units at Queen Lane Apartments; and 4) PHA is seeking public review and comments on proposed revisions to the Public Housing Admissions and Continued Occupancy Policy, the Housing Choice Voucher Administrative Plan, and the Revised Lease and Community Service Rider, with the public comment period starting on December 11, 2015 and ending on January 11, 2016, at noon.

As part of the monthly Resident Spotlight, CEO Jeremiah gave the Open Door Award to three PHA residents who completed the Philadelphia Police Academy and who have started as officers with the PHA Police Department ("PHAPD"): Officers Aaron Harris, Atia Brooks and Danny Walker. All three were present at the meeting and roundly applauded for their accomplishment. CEO Jeremiah noted that they are joining two other PHA resident officers at the PHAPD and two more PHA residents are in training.

The Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of November 19, 2015. Hearing none, the minutes were accepted as submitted.

Four resolutions were presented, all of which were unanimously approved by those present at the time of voting (Commissioners Coney and Wise were recused from discussion or voting for the first resolution, Resolution No. 11822).

Prior to any discussion or presentation regarding **Resolution 11822**, attached in Appendix 1, Commissioners Coney and Wise recused themselves and left the room. As explained by Board Secretary Barbara Adams, this was due to their positions on the Resident Advisory Board ("RAB") and the first resolution was for approval of a Memorandum of Understanding ("MOU") between PHA and RAB. Thereafter, the resolution was presented by Larry Redican, Deputy General Counsel in the

Office of General Counsel, with William Myles, Executive Vice President – Office of Community Operations and Resident Development. Commissioner Danzy, as a member of the Finance Committee that reviewed the resolution for approval of the MOU with RAB, effective from January 5, 2016 until December 31, 2016, with two options for a one-year renewal, moved for its adoption. After the motion was seconded, Commissioner Danzy noted that the Finance Committee and the Board had participated in a number of revisions to certain language and that adoption was recommended by the Finance Committee. There being no further discussion and no public comment, for which an opportunity was provided, the motion was unanimously approved by the Commissioners present. Commissioners Coney and Wise then returned for the remainder of the meeting.

Resolution 11823, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President – Supply Chain Management (“EVP – SCM”), to authorize PHA to contract with Surety Title Company LLC; LTS Acquisitions Company LLC; Keystone Agency, Inc.; and MIT National Land Services LLC for real estate title insurance and related services, with the total aggregate amount to be expended under the contracts not to exceed eight hundred thousand dollars (\$800,000.00). Commissioner Danzy, as a member of the Finance Committee that reviewed the resolution, moved for its adoption. The motion was seconded and there being no discussion or public comment, for which an opportunity was provided, the motion was unanimously approved

Resolution 11824, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Michael Gabor and Associates, LLC dba W.P. Cooke for tire repair and replacement services, with the total amount of the contract not to exceed three hundred eighty-three thousand five hundred thirty dollars (\$383,530.00). Commissioner Danzy, as a member of the Finance Committee that reviewed the resolution, moved for its adoption. The motion was seconded and there being no discussion or public comment, for which an opportunity was provided, the motion was unanimously approved

Resolution 11825, attached in Appendix 1, was presented by Erik L. Solivan, Senior Vice President – Office of Policy, Research and Enterprise Planning, to approve submission to HUD of PHA’s Moving to Work Year Seventeen Annual Plan (“Plan”) and authorize PHA’s President & CEO to take all necessary steps to secure HUD approval and to implement the Plan, subject to receipt of adequate funding from HUD. Vice-Chair Wetzels, as Chair of the Policy and Planning Committee that reviewed the resolution, moved for its approval and, after the motion was seconded, stated that the committee recommended approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved

The public comment period began at approximately 3:25 p.m., after which the Chair adjourned the meeting at approximately 3:30 p.m.

The sign-up sheet with the name of each member of the public who signed up to speak in the general comment period (as none signed up or spoke with regard to specific resolutions), with a designation of the topic(s) addressed by the speaker, is attached as Appendix 2.

Respectfully submitted,



Barbara Adams
Barbara Adams
Secretary
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd St.
PHILADELPHIA, PA 19103
THURSDAY, DECEMBER 17, 2015, at 3 p.m.
AGENDA

- A. **Call to Order** Lynette M. Brown-Sow, Chair of the Board of Commissioners
The Philadelphia Housing Authority Board of Commissioners
- B. **Remarks** Lynette M. Brown-Sow, Chair of the Board of Commissioners
Kelvin A. Jeremiah, President & CEO
- C. **Approval of Minutes** of the Board Meeting held November 19, 2015, as distributed.
- D. **New Business**
1. **RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE PHILADELPHIA HOUSING AUTHORITY AND THE RESIDENT ADVISORY BOARD, FOR FY 2016**
(William Myles)
 2. **RESOLUTION AUTHORIZING CONTRACTS FOR REAL ESTATE TITLE INSURANCE AND RELATED SERVICES WITH SURETY TITLE COMPANY LLC; LTS ACQUISITIONS COMPANY LLC; KEYSTONE AGENCY, INC.; AND MIT NATIONAL LAND SERVICES LLC**
(Dave Walsh)
 3. **RESOLUTION AUTHORIZING A CONTRACT FOR TIRE REPAIR AND REPLACEMENT SERVICES WITH MICHAEL GABOR AND ASSOCIATES, LLC DBA W.P. COOKE**
(Dave Walsh)
 4. **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO SUBMIT ITS MOVING TO WORK ("MTW") ANNUAL PLAN ("PLAN") FOR MTW YEAR SEVENTEEN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") AND TO UNDERTAKE ALL ACTIONS TO OBTAIN HUD APPROVAL AND IMPLEMENT THE PLAN**
(Erik Soliván)
- E. **Public Comment Period**

RESOLUTION NO. 11822

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN
THE PHILADELPHIA HOUSING AUTHORITY AND THE RESIDENT ADVISORY
BOARD, FOR FY 2016**

WHEREAS, the Resident Advisory Board ("RAB") is the duly elected and recognized jurisdiction-wide resident council organization under 24 C.F.R § 964.105; and

WHEREAS, the Philadelphia Housing Authority ("PHA") and RAB, through its duly elected and jurisdiction-wide resident council members, would like to create a partnership that will support and encourage resident involvement in creating an enhanced living environment and the Moving to Work ("MTW") initiatives of PHA; and

WHEREAS, RAB is the representative body and advocates on behalf of the participating Resident Councils and residents of PHA; and

WHEREAS, under 24 C.F.R. § 964.150, funding to RAB for tenant participation activities for the current fiscal year is contingent on there being a written agreement between RAB and PHA, with the terms and conditions that are required under 24 C.F.R. § 964.150(b)(3) and which are reflected in the attached MOU; and

WHEREAS, this MOU will provide the structure for the formal relationship between PHA and RAB;

BE IT RESOLVED, that the PHA Board of Commissioners hereby approves the attached MOU, in substantially the form attached hereto, and authorizes the President & CEO or his authorized designee to execute the MOU on behalf of PHA.

I hereby certify that this was
APPROVED BY THE BOARD ON 12/17/15
Barbara Adams, General Counsel
ATTORNEY FOR PHA

Attachment to Resolution re: MOU between PHA and RAB

MEMORANDUM OF UNDERSTANDING BETWEEN THE RESIDENT ADVISORY BOARD AND THE PHILADELPHIA HOUSING AUTHORITY

This Memorandum of Understanding ("MOU"), effective upon the date of the last signature of the signatories designated at the end of the MOU, is made by and between the Philadelphia Housing Authority ("PHA") and the Resident Advisory Board ("RAB"), through its duly elected and jurisdiction-wide resident council members, to create a partnership that will support and encourage resident involvement in creating an enhanced living environment and the Moving to Work ("MTW") initiatives of PHA.

WHEREAS, RAB is a jurisdiction-wide resident council, formally recognized by the PHA, with its mission being to improve the living conditions of public housing residents in Philadelphia by coordinating the efforts of public housing resident councils and enabling these groups to take action on issues and problems affecting public housing residents, including self-sufficiency; and

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") has determined that resident participation in the management and operation of public housing developments and self-sufficiency training programs, through a working partnership is necessary for the effective operation and viability of public housing and has prescribed, under 24 CFR § 964, that PHA create opportunities for meaningful resident input into plans, policies, procedures, actions and activities of PHA; and

WHEREAS, under the terms of this MOU, and in accordance with 24 CFR 24 § 964, RAB will coordinate efforts with PHA and take concerted action to resolve issues and problems to improve the quality of life of public housing residents by creating enhanced living environments; and

WHEREAS, HUD regulations require an executed MOU for RAB to be eligible to receive tenant participation funds, 24 CFR § 964.150(b)(3); and

WHEREAS, following the elections of the duly elected council members of RAB, which occur on a three (3) year cycle, RAB and PHA regularly update the elements of their partnership agreement, through an MOU; and

WHEREAS, on February 10, 2015, RAB held its election in accordance with the requirements of 24 CFR § 964; and

WHEREAS, funding provided by PHA to RAB may only be made under a written agreement, which includes a budget, reflecting that all resident council expenditures will not conflict with the provisions of law and will promote service, efficiency, economy and stability in the operation of the local development (24 CFR § 964.150); and

WHEREAS, under the terms of this MOU, and in accordance with 24 CFR § 964, RAB will coordinate efforts with PHA and take concerted action to resolve issues and problems to improve the quality of life of public housing residents by creating enhanced living environments; and

WHEREAS, PHA and RAB, in order to comply with the applicable federal law and further their common goals, have herein detailed the basic components of their partnering agreement.

NOW THEREFORE, PHA and RAB do hereby agree as follows:

1. **RESPONSIBILITIES OF PHA**
PHA agrees to:

- A. Officially recognize RAB as the sole jurisdiction-wide representative of the residents it purports to represent, with the exception of any resident council that has declared in writing that it does not wish to be represented by the RAB, as long

- as RAB remains in compliance with the requirements of 24 CFR 964;
- B. Support RAB's eligible tenant participation activities, as set forth in the *Tenant Participation Association Procedures*, section 16, which are incorporated herein by reference;
 - C. Perform an audit of RAB's finances and the books and records related to its use of funds and its performance under this MOU (see 24 CFR § 964.150), including, without limitation, the financial arrangement with anyone to whom RAB may delegate the discharge of any part of its obligations under this MOU; collaborate with RAB on how tenant participation activity funds will be expended;
 - D. Provide appropriate guidance to resident councils, when requested, to assist them in developing, maintaining, and improving the living conditions at their respective locations;
 - E. Provide in-kind support for RAB operations, as encouraged by HUD under 24 CFR § 964, including rent-free office space, office phone, office furniture; as well as meeting facilities (free of charge) after considering the impact of such usage on PHA and other interested parties. Use of these items and locations is subject to HUD regulations and nothing provided by PHA may be sublet without the express written permission of PHA;
 - F. Provide RAB with current information, through regularly scheduled meetings and PHA Board of Commissioners meetings, concerning PHA's MTW plans, housing policies, and protocols for tenant participation activities in housing operations, including community service and public housing family self-sufficiency;
 - G. Use its best efforts to ensure open communications and regular meetings between PHA's management and RAB and to work on issues and planning;
 - H. Comply with all applicable federal regulations, state, and local laws governing the conduct of PHA;
 - I. Discuss and negotiate in good faith with RAB on any reasonably appropriate issues of mutual concern, including but not limited to, management and/or operation of public housing, training for residents of public housing, funding for tenant participation activities, organization and procedures of RAB, and any other matters or issues that arise that significantly affect the ability of PHA or RAB to perform their respective functions under applicable laws;
 - J. Work with RAB to update the terms of this MOU every 3 years; and
 - K. Compensate RAB a maximum of \$12.00 per occupied unit for duly-elected resident councils represented by RAB (tenant participation funds). The obligation for PHA to pay is conditional on the RAB submitting its written budget for PHA's review and approval and on being in compliance with Section 2 subsections P, Q, S and T of this MOU.

2. RESPONSIBILITIES OF THE RESIDENT ADVISORY BOARD

RAB agrees to:

- A. Submit a detailed written budget proposal for tenant participation funds for PHA's review and approval;
- B. Ensure that all RAB expenditures will be in accordance with applicable provisions of law and promote serviceability, efficiency, economy and stability in the operation of the local development (24 CFR §964.150(c));
- C. Hold frequent regularly scheduled meetings with the resident councils to ensure that residents have input and are aware and actively involved in related PHA management and MTW decisions, activities, and plans;
- D. Assist in designing a system to track and credit community service hours in compliance with HUD regulations (24 CFR § 960.603, General Requirements), including recommendations for monitoring volunteer activities to assure that compliant community service meets the various needs of the

- residents, including safety, welfare, education, and self-sufficiency, based on career attitudes, opportunities, and interests;
- E. Promote strategic initiatives, based on program design and evidence-based performance, and encourage participation in programs, activities, committees, policies, and planning that improve the quality of life for public housing residents; promote self-sufficiency initiatives for an enhanced living environment for families of public housing, including MTW, rent collection, resident council technical assistance, and the allocation of tenant participation activity funds;
 - F. Support the development of resident owned businesses through economic development partnerships;
 - G. Encourage resident council leaders of represented resident councils, which are 501(c)(3) organizations, to obtain accounting training;
 - H. Collaborate with PHA to assure maximum opportunities for skills training for public housing residents in all demographic populations;
 - I. Organize, and provide technical assistance to resident councils in properties owned and operated by PHA and provide representation in public housing communities, including where residents are underrepresented;
 - J. Hold a minimum of one meeting per quarter with each of the active resident councils, to, among other things, encourage each resident council to both remain active, and to comply with three-year election requirements;
 - K. Endeavor to form partnerships with outside organizations, provided such relationships are complementary to the goals of PHA and RAB to support resident empowerment through community service and self-sufficiency initiatives of the MTW plan, as well as quality of life and safe and decent housing;
 - L. Increase the capacity of resident councils to manage tasks, assign roles, maintain schedules, track resources, record efforts, and to report results of site based initiatives and "Passion Projects;"
 - M. Work with PHA to develop and promote a set of projects and goals for resident participation to improve quality of life. Themes include, but are not limited to, advocating resident use of electronic technology to increase participation in PHA communication; developing a social media information sharing strategy; utilizing the 5000 netbooks and neighborhood network centers; advocating healthy living and exploring implementation of smoke-free public housing; advocating energy conservation; and advocating resident empowerment and self-sufficiency initiatives;
 - N. Assist PHA in areas of security, screening/occupancy, maintenance, operating budget, revitalization, relocation, community planning, and implementation of sustainability plans; discuss and negotiate in good faith with PHA on any issues that arise involving the management and/or operation of the public housing owned and operated by PHA that involves, inclusive of the tenant participation activity funding, the organization and procedures of RAB, and such other matters or issues that arise that affect the ability of the PHA or RAB to perform their respective functions under applicable laws; as per 24 CFR § 964.18 (a)(6);
 - O. Monitor and encourage smooth resident council transitions post-election;
 - P. Maintain financial records of all expenses associated with this agreement, and submit records to PHA for an annual audit by the 30th day of April for expenses incurred in the preceding fiscal year. The reports shall detail the funds disbursed and record the use of those funds in accordance with such practices and procedures as PHA deems to be adequate. The records shall, at a minimum, identify (i) each provider who delivers Tenant Participation Association ("TPA") services, and (ii) state the date(s) and time(s) on which TPA services were delivered. The record shall also describe in detail all tangible items delivered, all instructions presented, and all services rendered by a TPA provider;

- Q. Must provide, and cause each RAB subconsultant and/or subcontractor paid with PHA funds, if any, to provide, access to PHA to any books, documents, papers, records and supporting documentation of RAB and such subconsultants and subcontractors that are directly pertinent to this MOU for the purpose of an audit. In order to permit the making of audit, RAB agrees to maintain all records and supporting materials for the use of the PHA funds for a period of three years following the later of (a) the end of the term of this MOU, or (b) such time as all other pending matters related to this MOU (including, without limitation, litigation, claims and appeals) are closed;
- R. Upon request, RAB shall provide a copy of its bylaws to PHA;
- S. RAB will prepare a semi-annual report and will draft a report to PHA, which will include expenditures, and activity reports. RAB will prepare an annual accomplishments report, which highlights the goals and achievements of the partnership between RAB and PHA as well as a final reconciliation of all financial transactions during the year. The TPA funding allocation per site will be set based on the number of occupied units at the site at the beginning of each contract for period; and
- T. RAB agrees to cooperate in any investigation or any inquiry by PHA or HUD in connection with this MOU, specifically the use of PHA funding by RAB and the RAB activities described in Section II (a) through Section II (v) above. The PHA Office of Audit and Compliance ("OAC") has the right to require any person dealing with PHA to answer questions concerning such dealings, provided that such person is first advised that such testimony will be kept confidential to the extent allowed by law. PHA has the right to terminate the MOU or to take other appropriate action upon the refusal of any RAB Board Member to answer questions in relation to this MOU. In the event of a determination by OAC that PHA funding has intentionally or negligently been misappropriated by an Officer of RAB, PHA may suspend all or partial funding under this MOU until such time as the funds have been repaid. PHA may also require that the Officer be removed for cause as a condition of the continuation of funding.
3. In consideration for additional compensation, the RAB has agreed to provide the following additional services beyond the standard RAB services to PHA:
- A. **COMMUNITY OUTREACH, COMMUNITY EVENTS AND ACTIVITIES**
1. Community outreach for programs and activities available to residents, through meetings, mass mailings, flyers radio announcements, PHA's community TV channel, newspaper, phone calls, door-to-door surveys, drawings, parties, community days, award ceremonies and any type of media event that encourages participation and involvement by residents.
 2. Act on behalf and interface with PHA's Community Operations and Resident Development department ("CORD") on all resident and community related activities. Copies of all documents will be maintained in a program booklet with copies provided to CORD.
 3. In conjunction and with the approval of CORD, identify and initiate new community events and activities. Work collaboratively with resident councils and PHA Communications Department to assist in the development of events, plans and assist in the coordination of resources. Identify and develop partnerships to support events and event participation. Assist resident councils in the preparation and distribution of summary report to PHA.
 4. Develop and establish a recruitment system to ensure that all eligible residents and program participants have access to all programs. Identify potential hires for Section 3 Program and report same to PHA/CORD.
 5. Assist in the design of a system to track and credit community service hours in compliance with HUD regulations (CFR 24 960.603 General Requirements), including

recommendations for monitoring volunteer activities that lead compliance of community service and that it meets the various needs of the residents, including safety, welfare, education, and self-sufficiency, based on career identification, opportunities, and interests.

B. LEADERSHIP TRAINING, CAPACITY BUILDING AND TECHNICAL ASSISTANCE

1. Develop and implement an annual planning process that includes public and assisted housing resident leadership and community representatives to identify service needs and gaps to establish service priorities. The planning process should include an evaluation system/process designed to measure accomplishments, achievement of overall and individual program goals and objectives. Provide recommendations for the retention, expansion or elimination of both specific programs and goals.
2. Sponsor a Resident Leadership training, which focuses on education, capacity building, and major regulatory housing changes. Assist resident councils with organizational development to include post-election training:
 - a. Developing an organizational structure;
 - b. Define roles of officers;
 - c. Delegating responsibilities;
 - d. Creating and establishing committees;
 - e. Membership outreach;
 - f. Establishing goals;
 - g. Development of by-laws;
 - h. Writing minutes and maintaining records;
 - i. Interfacing with PHA and other organizations; and
 - j. Providing other assistance as required (i.e. Post-election training if requested).
3. RAB shall assist resident councils in developing partnerships with the housing authority and the signing of the Memorandum of Understanding following each resident election. RAB shall work with resident councils in the development of cooperative and supportive partnerships that assist and/or improve the conditions at the development.
4. RAB will also work toward promotion of self-sufficiency activities by: establishing non-profit organizations that are incorporated under IRS 501 C-3 statutes; resident-owned businesses; site computer labs and other like programs.
5. RAB will meet quarterly with resident councils to provide PHA updates on activities that impact resident's lives including, but not limited to: TPA, lease changes, community service, Section 3, community group presentations, town watch, after school programs, grant application information, etc.

4. TERM

This MOU and any amendments hereto, shall be in effect from January 5, 2016 until December 31, 2016, with two options for a one-year renewal upon the agreement of the parties. This MOU may be terminated if RAB does not remain a lawful and duly elected jurisdiction-wide resident council recognized by PHA.

5. FUNDING

- A. Consistent with HUD regulation 24 CFR § 964.105, RAB will be eligible to receive prorated funding in an amount of up to a maximum of **\$12.00 (Twelve Dollars)** per occupied unit for duly-elected resident councils represented by RAB, for services it performs as set forth above.
- B. Additionally, in consideration for the services referenced in Section 3 above, PHA agrees to pay the RAB **\$132,500.00 (One Hundred Thirty-two Thousand Five Hundred Dollars)**, in accordance with the budget attached to this agreement as Appendix 1, which shall be in addition to the TPA funding referenced in "A" in this section.

6. OTHER DOCUMENTS AND AGREEMENTS

This MOU sets forth the understanding upon which the parties hereto may execute other more specific documents and agreements necessary to implement the goal of increasing the participation of public housing residents in the management and operation of the facilities, worthy community service, and MTW plans.

7. ACKNOWLEDGMENT BY HUD

This MOU shall be timely presented by PHA to HUD, to be acknowledged: (1) to demonstrate that HUD has been formally advised of the existence of an agreement between PHA and RAB; (2) to evidence that the MOU complies with the requirements set forth in 24 CFR § 964.18(10); and (3) to advise HUD that, effective as of the date of the last signature on the signature page, HUD is obligated to monitor the activities of the PHA and RAB to ensure that both parties operate within the requirements of the applicable federal regulations and that the partnership that this MOU seeks to establish operates effectively and efficiently to establish comprehensive family self-sufficiency programs in public housing consistent with PHA's MTW plan.

8. APPROVALS AND COMPLIANCE WITH APPLICABLE LAW

This MOU is subject to PHA and RAB, respectively, obtaining all necessary approvals for the execution of the MOU. Further, the ongoing viability of this MOU is subject to both parties' complying with all applicable laws in the implementation of this MOU.

9. NOTICES

Any notice or other communication, including a change of address or of the person to be notified, given under this MOU to a party will be in writing and will be sent to the attention of the Parties at the respective addresses set forth below:

To PHA: Philadelphia Housing Authority
12 South 23rd Street
Philadelphia, PA 19103
Attn: Executive Vice President of Community
Operations and Resident Development

With a copy to: Philadelphia Housing Authority
Office of General Counsel
12 South 23rd Street
Philadelphia, PA 19103
Attn: General Counsel

To RAB: RAB Office
5632 Walnut Street
Philadelphia, PA 19139
Attn: President

11. RESOLUTION OF DISPUTES

If disputes regarding funding decisions, including but not limited to the permissible uses of TPA funds under the 24 CFR § 964, arise between the parties, the parties shall attempt to resolve the matter. If the dispute cannot be resolved amicably, the parties agree that, in accordance with 24 CFR § 964.150(a)(3), the matter in dispute shall be referred to the HUD Field Office for intervention. The HUD Field Office may require the parties to undertake further negotiations to resolve the dispute. If no resolution is achieved within 90 days after the date of the HUD Field Office intervention, the HUD Field Office is required to refer the matter to HUD Headquarters for final resolution.

12. TERMINATION

This MOU shall terminate immediately upon written notification from PHA to the RAB that PHA has withdrawn recognition of the RAB, consistent with 24 CFR § 964. After such termination, all obligations of the RAB to PHA under this MOU shall survive any such termination. If PHA withdraws recognition of the RAB for failing to comply with the regulations set forth at 24 CFR § 964, the RAB hereby grants PHA an unconditional power of attorney over the bank account into which any PHA funds have been deposited.

13. OTHER MOUs

This MOU supersedes any other MOUs between the parties relating to the subject matter of this MOU that conflict with the terms of this MOU.

RESIDENT ADVISORY BOARD MOU (_____, 2015)

[Signature lines omitted for PHA's President & CEO; RAB's President, Vice President, Treasurer, Assistant Treasurer, Secretary and 2 Members at Large]

APPENDIX 1
BUDGET
OPERATIONAL

Program Manager
\$30,000.00
Clerk Typist.....
25,000.00
Fringes
15,000.00
 Program Manager @ 30% \$9,000.00
 Clerk Typist @ 30% 6,000.00
Administrative Fee/Misc. Expenses (@ 10%).....
\$13,000.00

\$83,000.00

Sub-Total

Coordinators (5)
12,000.00
 Stipends for 12 mths. @ \$200.00 per
Youth Ambassadors
32,500.00
 After School Program Youth (25) Stipends @ 52 wks. @ \$25.00 per

\$127,500.00

Sub-Total

PROGRAMMING

Program Support
5,000.00
 (Badges, tokens, etc.)

\$132,500.00

Grand Total

Note: Material(s) – Flyers, recruitment material, etc., are to be supplied by PHA for distribution

RESOLUTION NO. 11823

RESOLUTION AUTHORIZING CONTRACTS FOR REAL ESTATE TITLE INSURANCE AND RELATED SERVICES WITH SURETY TITLE COMPANY LLC; LTS ACQUISITIONS COMPANY LLC; KEYSTONE AGENCY, INC.; AND MIT NATIONAL LAND SERVICES LLC

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for real estate title insurance and related services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that contracts be awarded to Surety Title Company LLC; LTS Acquisitions Company LLC; Keystone Agency, Inc.; and MIT National Land Services LLC; and

WHEREAS, work is to be assigned to each of the four (4) awardees at the discretion of the Contracting Officer, based on need, performance and other legitimate business factors, and may be altered at any time during the course of this contract; and

WHEREAS, it is recommended that the aggregate amount to be expended under the four (4) contracts, combined, shall not exceed eight hundred thousand dollars (\$ 800,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for base period one is three hundred fifty thousand dollars (\$350,000.00); and
- 2) The aggregate not-to-exceed amount for base period two is one hundred fifty thousand dollars (\$150,000.00); and
- 3) The aggregate not-to exceed amount for the first one-year option period is one hundred thousand dollars (\$100,000.00); and
- 4) The aggregate not-to exceed amount for the second one-year option period is one hundred thousand dollars (\$100,000.00); and
- 5) The aggregate not-to exceed amount for the third one-year option period is one hundred thousand dollars (\$100,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Surety Title Company LLC; LTS Acquisitions Company LLC; Keystone Agency, Inc.; and MIT National Land Services LLC; for a total aggregate amount not to exceed eight hundred thousand dollars (\$800,000.00) subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was

APPROVED BY THE BOARD ON 12/17/15

Barbara Adams, General Counsel

ATTORNEY FOR PHA

RESOLUTION NO. 11824

RESOLUTION AUTHORIZING A CONTRACT FOR TIRE REPAIR AND REPLACEMENT SERVICES WITH MICHAEL GABOR AND ASSOCIATES, LLC DBA W.P. COOKE

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for tire repair and replacement services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation, it is recommended that a contract be awarded to Michael Gabor and Associates, LLC dba W.P. Cooke; and

WHEREAS, it is further recommended that the contract be for a total amount not exceed three hundred eighty-three thousand five hundred thirty dollars (\$383,530.00) with a two-year base period and three (3) one (1) year option periods, as follows:

- 6) The not-to-exceed amount for the two-year base period is one hundred fifty-two thousand two hundred twelve dollars (\$152,212.00); and
- 7) The not-to exceed amount for the first one-year option period is seventy-seven thousand one hundred six dollars (\$77,106.00);
- 8) The not-to exceed amount for the second one-year option period is seventy-seven thousand one hundred six dollars (\$77,106.00); and
- 9) The not-to exceed amount for the third one-year option period is seventy-seven thousand one hundred six dollars (\$77,106.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Michael Gabor and Associates, LLC dba W.P. Cooke for a total amount not to exceed three hundred eighty-three thousand five hundred thirty dollars (\$383,530.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was

APPROVED BY THE BOARD ON 12/17/15

Barbara Adams, General Counsel
ATTORNEY FOR PHA

RESOLUTION NO. 11825

RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO SUBMIT ITS MOVING TO WORK ("MTW") ANNUAL PLAN ("PLAN") FOR MTW YEAR SEVENTEEN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") AND TO UNDERTAKE ALL ACTIONS TO OBTAIN HUD APPROVAL AND IMPLEMENT THE PLAN

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") administers a Moving to Work ("MTW") Demonstration Program that is designed to provide the opportunity for selected Housing Authorities to explore and demonstrate more efficient ways to provide and administer low-income housing; and

WHEREAS, pursuant to the Philadelphia Housing Authority ("PHA") Board of Commissioners Resolution No. 10618, dated December 21, 2000, PHA submitted to HUD an MTW Application Plan and Agreement; and

WHEREAS, since 2001, when HUD accepted PHA's application for participation in the MTW Demonstration Program and HUD and PHA executed a MTW Demonstration Agreement ("MTW Agreement"), PHA has continuously participated in the MTW Demonstration Program, as detailed in Resolution 11577, adopted by the Board on January 11, 2013; and

WHEREAS, as a participant in the MTW Demonstration Program, PHA is required to develop an MTW Annual Plan for each fiscal year during the term of the MTW Agreement, which outlines the PHA budget and MTW activities, and to submit the Annual Plan for approval by its Board at least seventy-five (75) days prior to the beginning of each fiscal year; and

WHEREAS, PHA has developed the MTW Annual Plan for MTW Year Seventeen ("Plan"), beginning on April 1, 2016, a summary of which is attached hereto as Attachment "A," and which has been distributed to the Board; and

WHEREAS, PHA has fulfilled the HUD requirement of providing opportunities for resident and public participation and comment on the Plan, including scheduling at least one (1) public hearing and taking into consideration any comments received, by: 1) holding an introductory meeting with resident leadership and interested PHA residents on December 1, 2015; 2) holding a Public Hearing on December 1, 2015; 3) posting the draft Plan on PHA's website; 4) making copies of the draft Plan available at PHA site offices; and 5) accepting and considering public comments over a period lasting from November 13, 2015 to December 14, 2015; and

WHEREAS, PHA is a block grant agency and the MTW Annual Plan includes a consolidated budget in accordance with the current MTW Agreement;

BE IT RESOLVED that the Board of Commissioners does hereby approve the MTW Annual Plan for Fiscal Year Seventeen, including the Rental Assistance Demonstration Significant Amendment incorporated therein, in the substantially the form distributed to the Board, and authorizes PHA's Chair and/or its President & CEO or their authorized designee(s) to: 1) submit to HUD the PHA MTW Annual Plan for Fiscal Year 2017; 2) take all steps necessary to finalize and secure HUD approval and implement initiatives as described in the Plan, subject to receipt of adequate funding from HUD; 3) certify that the Public Hearing requirement has been met; and 4) execute the HUD Certifications of Compliance with MTW Plan Requirements and Related Regulations, in substantially the form attached hereto as Attachment "B."

I hereby certify that this was
APPROVED BY THE BOARD ON 12/17/15

Darrell L. Glass, General Counsel
ATTORNEY FOR PHA

ATTACHMENT "A" TO MTW ANNUAL PLAN RESOLUTION FOR MTW YEAR SEVENTEEN

Philadelphia Housing Authority – Moving to Work (MTW) Program FY 2017 Annual Plan Highlights

Background

- FY 2017 MTW Annual Plan covers the period from 04/01/16 through 03/31/17.
- Incorporates current HUD requirements for content, formatting, tables and standard metrics.
- As required by HUD, focus is on "MTW activities", i.e. activities which require MTW programmatic or budget flexibility to implement. Non-MTW activities are briefly highlighted.

Process

- Public comments to be solicited from 11/13/15 – 12/14/15.
- PHA advertised the public comment period, and posted the draft on its website. Copies were distributed to resident leadership and were also made available at several PHA offices.
- Resident leadership meeting to be held prior to public hearing. Open public hearing to be held on 12/1/15.

Funding

- Funding estimates are preliminary and subject to change based on Congressional appropriations.
- Total projected FY 2017 Public Housing and HCV HAP funding is \$318.8 million. Capital Funds, including Replacement Housing Factor funds, are projected at \$41.8 million for FY 2017. See Tables 9 and 10.
- Non-MTW funding not included in MTW Plan.

Occupancy Projections

- Public Housing - 13,446 households (Table 7)
- MTW Vouchers – 17,400 households (Table 7)
- Non-MTW Vouchers – 1,261 households (Table 7A)

MTW Activities

- Two new MTW activities proposed: Local Forms and Family Self-Sufficiency (see below).
- New and ongoing MTW activities incorporate required HUD standard metrics and benchmarks.

FY 2017 Planned Activities

- The following table provides a summary of major activities and planned objectives, encompassing both MTW and Non-MTW initiatives.

Initiative	FY 2017 MTW and Non-MTW Objectives
<i>"6 in 5" Program New Units</i>	<ul style="list-style-type: none"> • 46 new public housing units planned at Markoe Street and St. Francis Villa. • 1,938 new units projected to be under contract as part of Unit Based program. This includes RAD planned conversions.
<i>Other Redevelopment Activities</i>	<ul style="list-style-type: none"> • At Blumberg, redevelopment program underway to create 1,200 mixed income, rental and homeownership units along with other planned neighborhood improvements. In FY 17, work will continue on Phase 1 construction, planning for senior tower, planning work on additional phases. • At Norris Apartments, as part of Choice Neighborhoods program, redevelopment program underway to construct 237 rental and 60 homeownership units along with extensive neighborhood improvements. In FY 17, construction is scheduled to start on Phases I and II. • At Strawberry Mansion, redevelopment program underway to spur community revitalization. In FY 17, construction is projected to start on 55-unit Arlington Monument development. • Efforts to identify development partners and funding for mixed-use (including affordable rentals) development at 2012 Chestnut Street. • Proceed with other development activities including efforts to secure developer for Liddonfield, long-term ground lease for final phase at Falls Ridge and others. • RAD conversion activities to proceed with projected 3,200+ units to be converted
<i>Housing the Homeless</i>	<ul style="list-style-type: none"> • Provide housing vouchers and services for 660 veterans through VASH program. • Provide housing opportunities for 500 formerly homeless families under Blueprint program. • Provide project-based assistance to Unit Based developments that provide housing and services to formerly homeless individuals and families.
<i>Scattered Site Repositioning</i>	<ul style="list-style-type: none"> • Replace 986 vacant and obsolete units with "transfer of assistance" housing developments through RAD conversions. • Master planning underway for several neighborhoods.
<i>RAD Significant Amendments</i>	<ul style="list-style-type: none"> • Required by HUD for each RAD transaction • FY 2017 Plan includes RAD Significant Amendments for several planned AME conversions.
<i>Capital Activities</i>	<ul style="list-style-type: none"> • Implement system repairs and upgrades at various sites across the City (see Tables 6 and 6A).
<i>MTW Rent Policies</i>	<ul style="list-style-type: none"> • Continue MTW rent policies for public housing and MTW vouchers including expansion of earned income exclusions.
<i>Self Sufficiency and Youth Development</i>	<ul style="list-style-type: none"> • Award 55 academic scholarships through PhillySEEDS. • Provide occupational skills training to 100 residents through Community Partners program. • Enroll 300 residents in Financial Literacy programs. • Provide extensive additional services to residents through direct and partnership programs as summarized in Table 11.
<i>Local Forms Initiative</i>	<ul style="list-style-type: none"> • New MTW activity that requires HUD approval. • Allows PHA to create local forms in lieu of standard HUD forms for public housing and Housing Choice Voucher programs.
<i>MTW Family Self-Sufficiency</i>	<ul style="list-style-type: none"> • New MTW activity that requires HUD approval • Creates modified escrow calculation and new incentives for successful participation in self-sufficiency activities.

<i>Second Chance</i>	<ul style="list-style-type: none"> • Continue to partner with federal courts and City on 10-voucher, time limited, pilot program for ex-offenders. Plan to expand this initiative to include additional participants and public housing units.
<i>Right Sizing Occupancy</i>	<ul style="list-style-type: none"> • Continue with efforts to ensure that residents are housed in appropriately sized units, with focus on scattered sites.
<i>Smoke Free Policy</i>	<ul style="list-style-type: none"> • Continue implementation of Smoke Free Policy. • Provide smoking cessation support to residents.
<i>EPC</i>	<ul style="list-style-type: none"> • Proceed with evaluation and, if appropriate, implementation of EPC initiative.
<i>Sustainability Policy</i>	<ul style="list-style-type: none"> • Reduce energy use and promote sustainability by implementing agency-wide Green Action Plan • Continue to implement green standards and energy reduction through D.O.E. Better Buildings Challenge
<i>HCV Mobility</i>	<ul style="list-style-type: none"> • Continue to implement mobility program with MTW Block Grant funding to encourage moves to high opportunity areas.
<i>Nursing Home Transition</i>	<ul style="list-style-type: none"> • Ongoing partnership with State to provide housing opportunities for 75 persons transitioning out of nursing homes into community-based settings

ATTACHMENT "B" TO MTW ANNUAL PLAN RESOLUTION FOR MTW YEAR SEVENTEEN

Certifications of Compliance with Regulations:	
Board Resolution to Accompany the Annual Moving to Work Plan*	
	Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning April 1, 2017, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:
1.	The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2.	The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3.	The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4.	The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5.	The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
6.	The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
7.	The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8.	The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9.	The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10.	The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11.	The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

PHA Name	PHA Number/HA Code
<p>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</p>	
Name of Authorized Official	Title
Signature	Date
<p>*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.</p>	

APPENDIX 2

**DECEMBER 2015 SIGN-UP SHEET FOR THE
GENERAL PUBLIC COMMENT PERIOD
AT THE END OF THE BOARD MEETING
(3 minutes per person)**



Please **PRINT** your name and generally identify your topic:

Name: Joel Madis

Maintenance Issue? Yes ___ No ___ Other (topic): House

Name: Louise Kunnell

Maintenance Issue? Yes ___ No Other (topic): Terrace

Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____

Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____

Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____

Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____