



## 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 Lynette 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,

A handwritten signature in cursive script, appearing to read "Barbara Adams".

Barbara Adams  
Secretary  
Philadelphia Housing Authority

# APPENDIX 1

**THE PHILADELPHIA HOUSING AUTHORITY  
AGENDA  
THURSDAY, MARCH 28, 2013**

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- A. Call to Order Estelle Richman, Board of Commissioner  
The Philadelphia Housing Authority Board of Commissioner
- B. Remarks Kelvin A. Jeremiah, President & Chief Executive Officer ("CEO")  
The Philadelphia Housing Authority
- 11505  
C. Approval of Minutes of the Board Meeting held February 22, 2013 of the Authority as distributed.

**New Business**

- 11576  
1. **RESOLUTION TO TRANSFER POWERS OF THE EXECUTIVE DIRECTOR TO THE POSITION OF PRESIDENT/CHIEF EXECUTIVE OFFICER.**

(Laurence M. Redican Esq.)

- 11577  
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)

- 11578  
3. **RESOLUTION AUTHORIZING THE APPROVAL OF THE FISCAL YEAR ("FY") 2014 OPERATING AND CAPITAL BUDGETS FOR THE PHILADELPHIA HOUSING AUTHORITY.**

(Elias Rosario)

- 11599  
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)

- 11600  
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)

- 11277  
6. **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.**

(Laurence M. Redican Esq.)

- 11601  
7. **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)

- 11604  
8. **RESOLUTION AUTHORIZING PHA TO CLOSE THE PUBLIC HOUSING WAITING LIST.**

(David A. Northern)

- 11604  
9. **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.**

(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.

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I hereby certify that this was  
APPROVED BY THE BOARD ON 3/28/13  
Barbara Williams, General Counsel  
ATTORNEY FOR PHA

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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.

I hereby certify that this was  
APPROVED BY THE BOARD ON 3/28/13  
Barbara Adams General Counsel  
ATTORNEY FOR 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:

<b>Commercial Property</b>	<b>Loss Limit</b>	<b>Deductible</b>	<b>Premium</b>
Property-Building	\$100,000,000	\$ 100,000	\$1,718,212
Property-Contents	\$ 34,848,300	\$ 100,000	Included
Loss of Income	\$ 1,980,000	\$ 100,000	Included
EDP-Computers	\$ 10,448,000	\$ 25,000	Included
Inland Marine Equipment	\$ 2,000,000	\$ 1,000	Included
Extra Expense	\$ 500,000	\$ 00	Included
Terrorism	\$ *	\$ 100,000	\$ 49,384
*Building’s insured property limit			
Earthquake	\$ 1,000,000	\$ 100,000	Included
Flood	\$ 1,000,000	\$ 100,000	Included
Accounts Receivable	\$ 500,000	\$ 00	Included
Valuable Papers	\$ 100,000	\$ 25,000	Included

TOTAL COMMERCIAL PROPERTY INSURANCE= \$1,767,596

<b>Fidelity Bond and Crime</b>	<b>Loss Limit</b>	<b>Deductible</b>	<b>Premium</b>
Employee Dishonesty	\$1,000,000	\$20,000	\$18,788
Forgery	\$1,000,000	\$20,000	Included
Theft Inside/Outside	\$1,000,000	\$20,000	Included
Money Order and CC	\$1,000,000	\$20,000	Included
Computer Fraud	\$1,000,000	\$20,000	Included
Funds Transfer	\$1,000,000	\$20,000	Included
Personal Acts	\$1,000,000	\$20,000	Included

TOTAL FIDELITY BOND AND CRIME INSURANCE= \$18,788.00

Commercial Liability	Loss Limit	Deductible	Premium
General Liability	\$ 15,000,000	\$150,000	\$1,780,395
Sexual Abuse and Molestation	\$ 500,000	\$150,000	Included
Section 8 Liability	\$ 5,000,000	\$150,000	Included
Public Officials E & O	\$ 2,000,000	\$150,000	Included
Section 8 Public Officials	\$ 2,000,000	\$150,000	Included
Employment Practices	\$ 2,000,000	\$150,000	Included
Section 8 Employment Practices	\$ 2,000,000	\$150,000	Included
Pesticide	\$ 1,000,000	\$ 25,000	Included
Law Enforcement Liability	\$ 1,000,000	\$ 25,000	Included
Employee Benefit	\$ 1,000,000	\$ 25,000	Included
Terrorism	\$ 15,000,000	\$150,000	\$ 15,131
Mold	\$ 500,000	\$ 50,000	Included

TOTAL COMMERCIAL LIABILITY INSURANCE= \$1,795,526

Commercial Automobile	Loss Limit	Premium
General Liability	\$ 1,000,000	\$410,600
Uninsured/Underinsured	\$ 35,000	Included
Medical	\$ 10,000	Included
NOHA	\$ 1,000,000	Included
Physical Damage	\$ ----	\$136,019

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").

Resolved, that this was  
 APPROVED BY THE BOARD ON 3/28/13  
*Barbara Adams, General Counsel*

Philadelphia Housing Authority

014 Insurance Quote Analysis - Property and Liability Policies

	Current Year		FY 2014 Property and Liability Coverage Analysis			
	HARRG Proposal	AON Broker Proposals	Current Year Selection - HARRG	Last Year HARRG Actual	Savings Variance	%
<b>Commercial Property</b>						
Property- Building	\$ 1,718,212	\$ 1,735,000	\$ 1,718,212	\$ 2,622,223	\$ (904,011)	-34.47%
Terrorism	49,384	Not Quoted	49,384	72,499	(23,115)	-31.88%
Property-Contents	Included	Included	-	-	-	
Loss of Income	Included	Included	-	-	-	
EDP - Computer coverage	Included	Not Quoted	-	-	-	
Inland Marine- Equipment	Included	Not Quoted	-	-	-	
Extra Expense	Included	Not Quoted	-	-	-	
Earthquake	Included	Not Quoted	-	-	-	
Flood	Included	Not Quoted	-	-	-	
Accounts Receivable	Included	Included	-	-	-	
Valuable Papers	Included	Included	-	-	-	
<b>Total:</b>	<b>\$ 1,767,596</b>	<b>\$ 1,735,000</b>	<b>\$ 1,767,596</b>	<b>\$ 2,694,722</b>	<b>\$ (927,126)</b>	<b>-34.41%</b>
<b>Fidelity Bond and Crime</b>						
Employee Dishonesty	\$ 18,788	\$ 24,000	\$ 18,788	\$ 18,788	\$ -	0%
Forgery	Included	Included	-	-	-	
Theft-Inside/Outside	Included	Included	-	-	-	
Money Order and CC	Included	Included	-	-	-	
Computer Fraud	Included	Included	-	-	-	
Other Acts	Included	Included	-	-	-	
<b>Total:</b>	<b>\$ 18,788</b>	<b>\$ 24,000</b>	<b>\$ 18,788</b>	<b>\$ 18,788</b>	<b>\$ -</b>	<b>0%</b>
<b>Commercial Liability</b>						
General Liability	\$ 1,780,395	\$ 2,060,500	\$ 1,780,395	\$ 2,746,720	\$ (966,325)	-35.18%
Terrorism	15,131	Not Quoted	15,131	40,000	(24,869)	-62.17%
Public Officials E and O	Included	600,000	-	403,595	(403,595)	-100.00%
Mold	Included	296,000	-	177,364	(177,364)	-100.00%
Law Enforcement Liability	Included	88,468	-	119,964	(119,964)	-100.00%
Section 8 Liability	Included	Not Quoted	-	-	-	
Section 8 Public Officials E and O	Included	Included	-	-	-	
Employment Practices	Included	Included	-	-	-	
Section 8 Employment	Included	Included	-	-	-	
Pesticides	Included	Not Quoted	-	-	-	
Employee Benefit	Included	Included	-	-	-	
<b>Total:</b>	<b>\$ 1,795,526</b>	<b>\$ 3,044,968</b>	<b>\$ 1,795,526</b>	<b>\$ 3,487,643</b>	<b>\$ (1,692,117)</b>	<b>-48.52%</b>
<b>Commercial Automobile</b>						
Automobile General Liability	\$ 410,600	Not Quoted	\$ 410,600	\$ 406,370	\$ 4,230	1.04%
Uninsured/Underinsured	Included	Not Quoted	-	-	-	
Medical	Included	Not Quoted	-	-	-	
Physical Damages	136,019	Not Quoted	136,019	156,211	(20,192)	-12.93%
<b>Total</b>	<b>\$ 546,619</b>	<b>Not Quoted</b>	<b>\$ 546,619</b>	<b>\$ 562,211</b>	<b>\$ (15,592)</b>	<b>-2.77%</b>
<b>RALL TOTAL</b>			<b>\$ 4,128,529</b>	<b>\$ 6,763,364</b>	<b>\$ (2,634,835)</b>	<b>-38.96%</b>

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.

APPROVED BY THE BOARD ON 3/28/13  
*Richard Adams, General Counsel*





Philadelphia Housing Authority  
Building Beyond Expectations

# FY 2014 BUDGET PRESENTATION

FINANCE DEPARTMENT

*Building beyond expectations*



## FY 2014 HIGHLIGHTS

For Fiscal Year 2014, PHA will strive to serve families in the midst of difficult economic conditions and with looming possibilities of reduced financial resources. Federal funding accounts for over 93% of all PHA 's annual revenue so congressional appropriations, sequestration, and federal budget cuts will negatively impact funding levels for Capital and Operating subsidies of the agency.

Year after year federal funding for capital and operating subsidies continue to decline and to offset these reductions, PHA must work aggressively to identify new revenue opportunities, generate cost-savings & maximize operating efficiencies so that services are minimally impacted.

PHA will focus it operational goals to: Enhance its comprehensive capital & development activities through strategic community master-planning and partnership activities, It will improve service commitments to its resident supportive services programs, and will focus on management efficiency improvements throughout most of its operating units.

# SEQUESTRATION/BUDGET IMPACT ON PHA'S FY 2014 SUBSIDIES

	Capital Subsidy	Operating Subsidy	HCV Funding	HCV Admin Fees	Total HUD Funding
Subsidy at 100% Funding	\$ 48,917,379	\$ 123,658,767	\$ 197,635,187	\$ 918,335	\$ 371,129,668
Capital Subsidy - 5.1% reduction	46,422,593	-	-	-	46,422,593
Operating Subsidy at 77.0%	-	95,217,251	-	-	95,217,251
HCV Subsidy at 94.1%	-	-	185,974,711	-	185,974,711
HCV Admin Fees at 70%	-	-	-	642,835	642,835
<b>Sequestration Impact</b>	<b>\$ (2,494,786)</b>	<b>\$ (28,441,516)</b>	<b>\$ (11,660,476)</b>	<b>\$ (275,501)</b>	<b>\$ (42,872,279)</b>
Add: Budget - Operating Subsidy at 85%	-	10,201,848	-	-	-
<b>Sequestration and Budget Impact</b>	<b>\$ (2,494,786)</b>	<b>\$ (18,238,529)</b>	<b>\$ (11,659,620)</b>	<b>\$ (275,501)</b>	<b>\$ (32,668,436)</b>
Annual Per Unit Expense	\$	13,668	\$ 10,272	-	-
<b>Estimated Reduction Impact in Units</b>	<b>(2,081)</b>	<b>(1,135)</b>	<b>(3,216)</b>	<b>(3,216)</b>	<b>(3,216)</b>

# SEQUESTRATION/BUDGET IMPACT ON PROPOSED FY 2014 BUDGET

	Capital Subsidy	Operating Subsidy	HCV Funding	HCV Admin Fees	Total HUD Funding
Sequestration/Budget Estimates	\$ 46,422,593	\$ 105,419,099	\$ 185,974,711	\$ 642,835	\$ 338,459,238
Less: FY 2014 Budget Proposed	<u>48,917,379</u>	<u>111,398,453</u>	<u>197,635,187</u>	<u>918,335</u>	<u>358,869,354</u>
Impact on FY 2014 Budget	\$ (2,494,786)	\$ (5,979,354)	\$ (11,660,476)	\$ (275,501)	\$ (20,410,117)

As presented, FY 2014 Budget has already absorbed \$12.3m of the \$ 32.7m shortfall, leaving \$ 20.4m to offset at Mid-Year Budget Revision.

# POSSIBLE APPROACHES TO REDUCE SEQUESTRATION/BUDGET SHORTFALL

Sequestration/Budget Estimates	\$ 338,459,238
Less: FY 2014 Budget Proposed	<u>358,869,354</u>

Net Sequester/Budget shortfall on FY 2014 Budget      \$      (20,410,117)

Possible FY 2014 approaches to reduce cost or increase revenue without impacting units served:

Property/Liability Insurance Reduction	\$ 2,600,000
Staffing Reduction in Force	7,200,000
Departmental Reductions in Administrative Costs	6,050,000
Staff - Furlough Days (5)	1,700,000
Overtime/Hiring Freeze	1,750,000
Sales of Scattered Site locations	<u>4,000,000</u>

Total Possible Activities to Offset Shortfall      \$      23,300,000



Philadelphia Housing Authority  
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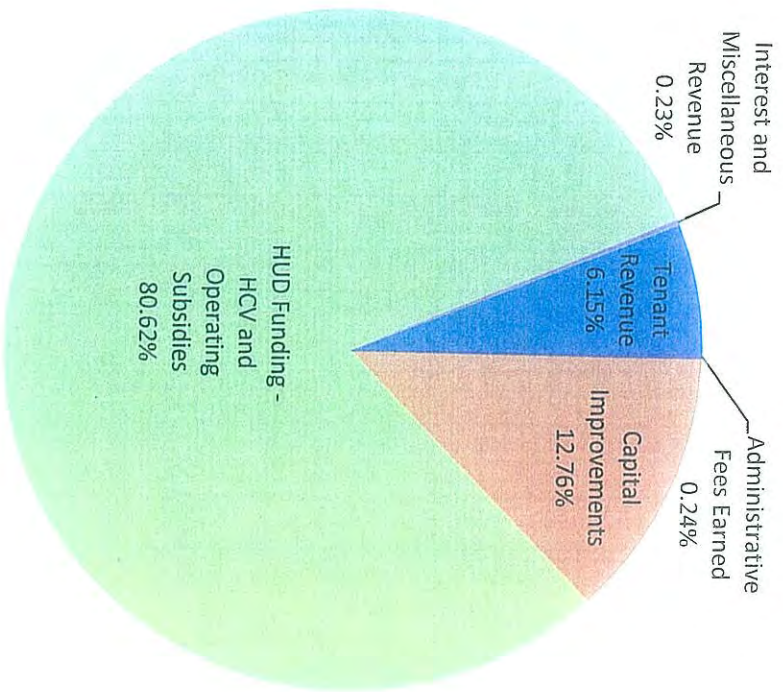
# FY 2014 CONSOLIDATED BUDGET

FINANCE DEPARTMENT



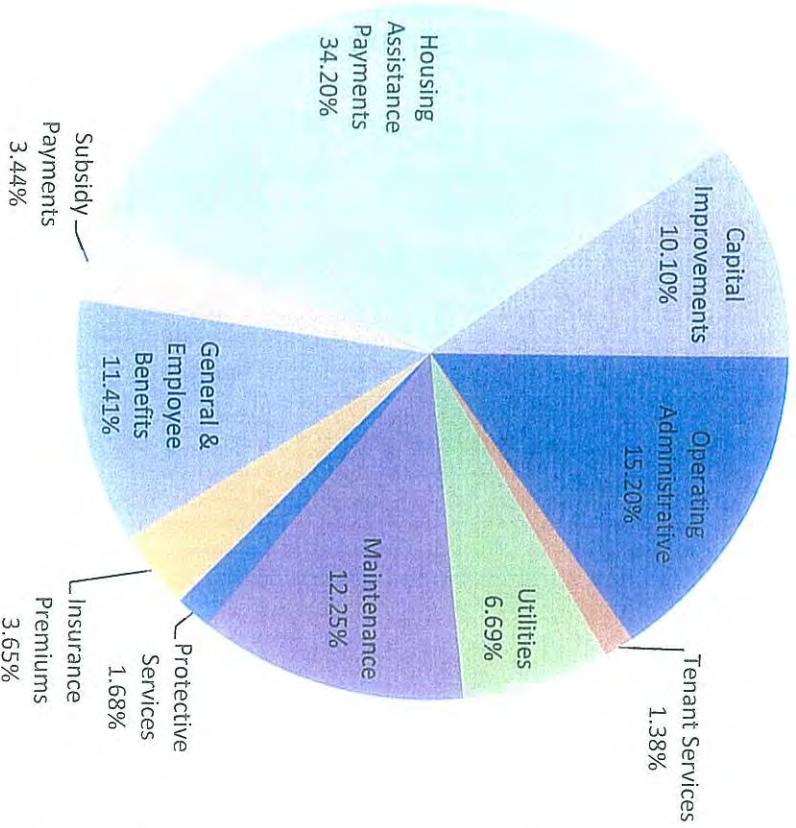
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# FY 2014 – SOURCES OF REVENUE



	Total	%
<b>Total Revenue:</b>		
Administrative Fees Earned	\$ 918,335	0.24%
Capital Improvements	48,917,379	12.76%
HUD Funding - HCV and Operating Subsidies	309,033,640	80.62%
Interest and Miscellaneous Revenue	890,266	0.23%
Tenant Revenue	23,572,583	6.15%
<b>Grand Total</b>	<b>\$ 383,332,203</b>	<b>100.00%</b>

# FY 2014 - OPERATING EXPENSE USES



Expense	Total	%
Operating Administrative	\$ 58,261,997	15.20%
Tenant Services	5,285,220	1.38%
Utilities	25,647,027	6.69%
Maintenance	46,971,134	12.25%
Protective Services	6,424,494	1.68%
Insurance Premiums	13,988,971	3.65%
General & Employee Benefits	43,749,644	11.41%
Subsidy Payments	13,202,740	3.44%
Housing Assistance Payments	131,081,924	34.20%
Capital Improvements	38,719,052	10.10%
<b>Grand Total</b>	<b>\$ 383,332,203</b>	<b>100.00%</b>



# FY 2014 - PHA BUDGET OVERVIEW

	MTW Programs				Total 2014 Budget	% Revenue	
	LIPH	HCV	Capital Fund	Total MTW			
<b>Operating Revenue:</b>							
Tenant Revenue	23,572,583	-	-	23,572,583	-	6.2%	
HUD Funding Grants and Subsidies	111,398,453	185,565,457	48,917,379	345,881,289	12,069,730	357,951,019	93.4%
Administrative Fees Earned	-	-	-	-	918,335	918,335	0.2%
Interest and Miscellaneous Revenue	445,133	445,133	-	890,266	-	890,266	0.2%
<b>Total Operating Revenue</b>	<b>135,416,169</b>	<b>186,010,590</b>	<b>48,917,379</b>	<b>370,344,138</b>	<b>12,988,065</b>	<b>383,332,203</b>	<b>100.0%</b>
<b>Operating Expense:</b>						<b>% Expenses</b>	
Operating Administrative							
Tenant Services	32,638,601	18,850,635	5,794,327	57,283,563	978,434	58,261,997	15.2%
Utilities	821,282	4,463,938	-	5,285,220	-	5,285,220	1.4%
Maintenance	25,545,027	102,000	-	25,647,027	-	25,647,027	6.7%
Protective Services	46,804,561	166,573	-	46,971,134	-	46,971,134	12.3%
Insurance Premium	5,386,642	1,037,852	-	6,424,494	-	6,424,494	1.7%
General & Employee Benefits	13,287,315	251,036	437,273	13,975,623	13,348	13,988,971	3.6%
Subsidy Payments	32,783,961	6,453,402	3,997,921	43,235,284	514,359	43,749,644	11.4%
Housing Assistance / Utility Payments	13,202,740	-	-	13,202,740	-	13,202,740	3.4%
		119,600,000	-	119,600,000	11,481,924	131,081,924	34.2%
<b>Total Operating Expense</b>	<b>170,470,129</b>	<b>150,925,436</b>	<b>10,229,521</b>	<b>331,625,086</b>	<b>12,988,065</b>	<b>344,613,151</b>	<b>89.9%</b>
Operating Transfers	(35,053,960)	26,053,960	9,000,000	-	-	-	0.0%
Capital Improvements	-	9,031,194	29,687,858	38,719,052	-	38,719,052	10.1%
<b>Total Expenses</b>	<b>135,416,169</b>	<b>186,010,590</b>	<b>48,917,379</b>	<b>370,344,138</b>	<b>12,988,065</b>	<b>383,332,203</b>	<b>100.0%</b>
<b>Net Income / (Loss)</b>							

# FY 2014 VS. FY 2013 OPERATING BUDGET COMPARISON

	Total 2014 Operating Budget	Total 2013 Operating Budget Mid-Year Revision	Variance
<b>Operating Revenue</b>			
Tenant Revenue	\$ 23,572,583	\$ 24,282,059	(709,476)
HUD Funding Grants and Subsidies	357,951,019	357,347,083	603,936
Administrative Fees Earned	918,335	901,354	16,981
Interest and Miscellaneous Revenue	890,266	1,268,963	(378,697)
Proceeds from Sale of Scattered Sites Inventory	-	6,200,000	(6,200,000)
<b>Total Operating Revenue</b>	<b>\$ 383,332,203</b>	<b>\$ 389,999,459</b>	<b>\$ 6,667,256</b>
<b>Operating Expense</b>			
Administrative Salaries	33,535,008	35,619,361	(2,084,352)
Administrative Expenses	24,726,989	27,243,549	(2,516,560)
Tenant Service Contracts and Personnel	5,285,220	5,363,172	(77,953)
Utilities	25,647,027	28,801,768	(3,154,741)
Maintenance Labor Materials & Contracts	46,971,134	42,231,500	4,739,634
Protective Services Labor & Contracts	6,424,494	6,033,311	391,183
Insurance Expenses	13,988,971	12,165,267	1,823,704
General & Employee Benefits	43,749,644	40,502,368	3,247,276
Subsidy Payments to Component Units	13,202,740	12,796,716	406,024
Housing Assistance / Utility Payments	131,081,924	129,835,427	1,246,497
<b>Total Operating Expense</b>	<b>\$ 344,613,151</b>	<b>\$ 340,592,439</b>	<b>\$ 4,020,713</b>
<b>Non-Operating Expense</b>			
Capital Improvements	38,719,052	48,298,365	(9,579,313)
Contributions to Reserve	-	5,165,791	(5,165,791)
Costs Associated with Sale of Scattered Site Inventory	-	6,200,000	(6,200,000)
Other Income - Bond Interest from Debt Restructure	-	(8,561,398)	8,561,398
Other Income - Early Out Program	-	(1,695,738)	1,695,738
<b>Total Non-Operating Expense</b>	<b>38,719,052</b>	<b>49,407,020</b>	<b>(10,687,968)</b>
<b>Total Expenses</b>	<b>383,332,203</b>	<b>389,999,459</b>	
<b>Net Income / (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	



Philadelphia Housing Authority  
Building Beyond Expectations

# FY 2014 - MTW ACTIVITY VOUCHERS

FINANCE DEPARTMENT



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# FY 2014 - MTW VOUCHERS OPERATING BUDGET

	Quality of Life Programs	Family Programs	Management Efficiencies	MTW Activity Vouchers	Total Activity Vouchers	Program Vouchers	2014 Budget
<b>Operating Revenue</b>							
MTW Funding Receipts	\$ 362,950	\$ 7,930,125	\$ 5,132,240	\$ 17,297,443	\$ 30,722,758	\$ 154,842,699	\$ 185,565,457
Interest and Investment Earnings						445,133	445,133
<b>Total Operating Revenue</b>	<b>\$ 362,950</b>	<b>\$ 7,930,125</b>	<b>\$ 5,132,240</b>	<b>\$ 17,297,443</b>	<b>\$ 30,722,758</b>	<b>\$ 155,287,832</b>	<b>\$ 186,010,590</b>
<b>Operating Expenses</b>							
Administrative Salaries	-	1,458,330	-	-	1,458,330	6,865,145	8,323,475
Total Administrative Expenses	7,376	285,044	5,132,240	-	5,424,660	5,102,500	10,527,160
Tenant Service Contracts and Personnel	-	4,463,938	-	-	4,463,938	-	4,463,938
Total Utilities Expenses	-	16,500	-	-	16,500	85,500	102,000
Maintenance Labor							
Maintenance Materials		41,573			41,573	35,000	76,573
Maintenance Contracts		10,000			10,000	80,000	90,000
Protective Services Labor & Contracts	252,116	546,948	-	-	799,064	238,788	1,037,852
Insurance Expenses	26,009	101,548	-	-	127,557	123,479	251,036
Other General Expenses	-	-	-	-	-	900,000	900,000
Total Employee Benefits	77,449	1,006,244	-	-	1,083,693	4,469,709	5,553,402
Operating Transfers							
Housing Assistance / Utility Payments				12,416,249	12,416,249	13,637,711	26,053,960
<b>Total Operating Expense</b>	<b>\$ 362,950</b>	<b>\$ 7,930,125</b>	<b>\$ 5,132,240</b>	<b>\$ 12,416,249</b>	<b>\$ 25,841,564</b>	<b>\$ 151,137,832</b>	<b>\$ 176,979,396</b>
<b>Non-Operating Expense</b>							
Capital Improvements				4,881,194	4,881,194	4,150,000	9,031,194
<b>Total Expenses</b>	<b>362,950</b>	<b>7,930,125</b>	<b>5,132,240</b>	<b>17,297,443</b>	<b>30,722,758</b>	<b>155,287,832</b>	<b>186,010,590</b>
<b>Net Income / (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# FY 2014 VS. FY 2013 MTW OPERATING BUDGET COMPARISON

	2014 Budget	2013 Budget	Budget % Increase /
<b>Operating Revenue</b>			
MTW Funding Receipts	\$ 185,565,457	\$ 183,442,728	1.2%
Interest and Investment Earnings	445,133	445,133	0.0%
<b>Total Operating Revenue</b>	<b>\$ 186,010,590</b>	<b>\$ 183,887,861</b>	<b>1.2%</b>
<b>Operating Expenses</b>			
Administrative Salaries	8,323,475	7,882,688	5.6%
Total Administrative Expenses	10,527,160	12,149,035	-13.3%
Tenant Service Contracts and Personnel	4,463,938	4,414,510	1.1%
Total Utilities Expenses	102,000	116,601	-12.5%
Maintenance Materials & Contracts	166,573	277,200	-39.9%
Protective Services Labor & Contracts	1,037,852	1,000,861	3.7%
Insurance Expenses	251,036	354,200	-29.1%
Other General Expenses	900,000	400,000	125.0%
Total Employee Benefits	5,553,402	5,755,071	-3.5%
Operating Transfers	26,053,960	12,250,000	112.7%
Housing Assistance / Utility Payments	119,600,000	119,365,891	0.2%
<b>Total Operating Expense</b>	<b>\$ 176,979,396</b>	<b>\$ 163,966,056</b>	<b>7.9%</b>
<b>Non-Operating Expense</b>			
Capital Improvements	9,031,194	19,921,805	-54.7%
<b>Total Expenses</b>	<b>\$ 186,010,590</b>	<b>\$ 183,887,861</b>	<b>1.2%</b>
<b>Net Income / (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	



# Philadelphia Housing Authority

## Building Beyond Expectations





Philadelphia Housing Authority  
Building Beyond Expectations

**BOND PRESENTATION**  
MARCH 2013  
FINANCE DEPARTMENT

*Building beyond expectations*

# PHA HISTORICAL REVENUE BY SOURCE

FUNDING TYPE	FY2011	FY2012	FY2013	FY2014	VARIANCE 2011 VS. 2014	% CHANGE IN FUNDING
	ACTUALS	ACTUALS	BUDGET	BUDGET		
OPERATING	\$ 121,319,446	\$ 113,495,919	\$ 110,874,266	\$ 105,419,099	\$ (15,900,347)	-13.11%
MTW/HCV	177,700,325	184,563,302	183,910,069	174,431,529	(3,268,796)	-1.84%
CAPITAL	58,276,259	45,456,896	51,526,576	46,422,593	(11,853,666)	-20.34%
TOTAL	\$ 357,296,030	\$ 343,516,117	\$ 346,310,911	\$ 326,273,221	\$ (31,022,809)	-8.69%

Compared to FY 2011 Actuals, FY 2014 Funding for Operating, Capital and HCV decreased by 8.69% overall.



## FY 2014 - PLANNED CAPITAL AND DEVELOPMENT ACTIVITY

### Capital Improvement Challenges:

- Need Greatly Exceeds Available Funding – Based on our projected development plans, over \$1.1 billions in capital improvements and investments are needed to preserve our affordable housing assets.
- PHA estimates that it will receive approximately \$46 million per year in Capital funding. Further reductions in appropriations and possible sequestration concerns may negatively impact future funding.

### Capital Improvement Solutions:

- PHA recently announced its new initiative to rehab or acquire 6,000 affordable housing units over the next 5 years through increased third-party partnership and acquisition strategies.
- Refinancing 2002 Capital Fund Revenue Bonds to utilize \$8.5 million of interest savings.
- PHA has maintained a AA- S&P Issuers Credit Rating and intends to issue a new Capital Fund Bond program to utilize its bonding capacity. The projected additional resources of \$80 - \$100 million will be used to fund new development and acquisition activities.

## PHA BOND RFP'S

Several Bond related RFP's were initiated in the 3<sup>rd</sup> Quarter of 2012 in order to engage a highly qualified Bond Issuance team. This group of professionals are traditionally paid out of bond transaction proceeds and are essential the completion of bond issuance. The team includes:

1. Financial Advisors - Advises and assist in difficult financial management of bond and developmental transactions in 4 key areas:
  - Financial Advisory – Managing through complicated debt service calculations and bond transactions
  - Budget Analysis – Advise on transactional impact on HUD capital and operating budget
  - Asset Management – Once bond funds are received, advise on investment management
  - Structured Financing – Assist with financial strategies for mixed finance transactions
2. Bond Underwriters – Manages all technical aspects of the bond issuance such as:
  - Competitively negotiating bond sales to investors
  - Review of bond indenture documents
  - Financial markets securitization, interest rate assumptions, and taxation

## PHA BOND RFP'S

3. Bond Counsel and Issuer's Counsel - Are eligible and qualified law firms who serve to represent the Authority on all matters surrounding the financing programs and difficult transactions.
  - Bond Counsel – Manages the technical forms, terms and conditions of the bond issuance and transaction based matters. Qualified and experienced counsel is required to perform some of the following duties:
    - \* Consults with Authority on transaction financing structures
    - \* Prepares bond documents, bond purchase agreements, financing statement, and other relevant documents needed to successfully issue bonds.
    - \* Participates with rating agencies, financing proposals and taxation matters
  - Issuer's Counsel – Represents the Authority surrounding all regulatory impact associated with each transaction. Qualified and experienced counsel is required to perform some of the following duties:
    - \* Transaction impact on HUD regulation and funding
    - \* Research and analyze impact to MTW agreement
    - \* Coordinate trustee and administration of issuance once completed



# Philadelphia Housing Authority

## Building Beyond Expectations



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 Krekstein & 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.

I hereby certify that this was  
APPROVED BY THE BOARD ON 3/28/13  
Barbara Coleman General Counsel  
ATTORNEY FOR PHA

**PHILADELPHIA HOUSING AUTHORITY  
TENANT LEADERSHIP/BOARD OF COMMISSIONER  
BALLARD SPAHR LLP FACT SHEET**

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CONTRACT NO. P-004218

FUND NO.

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 Krekstein & 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 22<sup>nd</sup> 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:

STREET ADDRESS:

CITY, STATE, ZIP:

PRINCIPAL:

TITLE:

Ballard Spahr LLP

1735 Market Street, 51<sup>st</sup> Floor

Philadelphia, PA 19103

Monique Y. DeLapenha

Partner



**PHILADELPHIA HOUSING AUTHORITY  
TENANT LEADERSHIP/BOARD OF COMMISSIONER  
HAWKINS DELAFIELD & WOOD LLP FACT SHEET**

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CONTRACT NO. P-004218

FUND NO.

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 Krekstein & 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 or 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 13<sup>th</sup> 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

**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**

**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.

I hereby certify that this was  
APPROVED BY THE BOARD ON 3/28/13  
Debra Glass, General Counsel  
ATTORNEY FOR PHA



**Philadelphia Housing Authority**  
**Building Beyond Expectations**

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**HCV Program Portability Billing and Payments**  
**Standard Operating Procedures**



Philadelphia Housing Authority  
Building Beyond Expectations

### 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.

APPROVED BY	SIGNATURE	DATE
Janea Jordon		3/13/2013
Celeste Fields		3/13/2013



Philadelphia Housing Authority  
Building Beyond Expectations

Document Control

Owner Department:	Housing Choice Voucher Program
Created By:	Nnena Ukwa
Creation Date:	February 28, 2013
Last Edited:	March 11, 2013
Number of Pages:	4
Current Version	

Version	Revision Date	Revision Description	Author	Sign-off
1.0	2/28/2013	1 <sup>st</sup> Draft	Nnena Ukwa	
1.0	3/11/2013	1 <sup>st</sup> Draft	Nnena Ukwa	

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## 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.





### 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 Administrative 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.

I hereby certify that this was  
APPROVED BY THE BOARD ON 3/28/13  
*Barbara Wilson, General Counsel*  
ATTORNEY FOR PHA

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.

I hereby certify that this was  
APPROVED BY THE BOARD ON 3/28/13  
*Barbara Adams, General Counsel*

**PHILADELPHIA HOUSING AUTHORITY  
TENANT LEADERSHIP/BOARD OF COMMISSIONER  
PTR BALER & COMPACTOR CO. FACT SHEET**

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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,*<sup>1</sup>

**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.

3/28/13  
Barbara Adams, General Counsel

<sup>1</sup> 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.

arch 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**

**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**

**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 5/28/13  
*Barbara Adams, General Counsel*  
PHILADELPHIA HOUSING AUTHORITY

## 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 appointment 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.