



**PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES**  
**Thursday, February 15, 2018, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103**

The regularly-scheduled meeting of the Philadelphia Housing Authority ("PHA") Board of Commissioners was brought to order at approximately 3:14 p.m. by the Chair, Lynette Brown-Sow. In addition to the Chair, Vice-Chair Wetzel and Commissioners Callahan, Camarda, Coney, Danzy, Eiding, Purnell and Wise were in attendance, as well as President & CEO Kelvin A. Jeremiah ("CEO Jeremiah") and General Counsel and Board Secretary, Laurence M. Redican.

The Chair began the meeting asking for a moment of silence, then noted that an executive session was held just prior to the meeting, to review litigation and other matters confidential by law. She also announced that this will be the last meeting at this location, with meetings as of March to be at 1800 S. 32<sup>nd</sup> Street, Philadelphia, PA 19145.

After CEO Jeremiah reviewed the public comment procedure, he provided more details regarding the temporary relocation of various offices to different locations, pending the move to PHA's consolidated headquarters, which is under construction at 2013 Ridge Avenue.

He also noted: 1) the success of the PHA/School District job fair on January 11th at the John F. Street Community Center, at which over 700 people participated; 2) the exemplary volunteer efforts for the Martin Luther King, Jr. Day of Service at the Vaux Big Picture High School, by PHA employees and residents, as well as financial planners from the Fidato Group, recruiters from Penn State, contracting partners TN Ward, and Vaux students; 3) the separate event at the Mount Olivet Village community center, highlighted by the "Blueprint of Our Lives Summit" with a panel of nine distinguished participants, that was hosted by the Lucien E. Blackwell/Marshall Shepard Village resident councils, led by Rose Bryant; and 4) that Commissioners Bonnie Camarda and Patrick Eiding are congratulated for being selected to serve on the school board nominating panel.

CEO Jeremiah then welcomed Antoinette Eberhart, the new Deputy Chief at the Philadelphia Housing Authority Police Department, who was introduced by Chief Marker, and roundly applauded.

CEO Jeremiah also noted that Councilwoman Janie Blackwell had introduced legislation seeking exemption for PHA from transfer tax.

Presentations were made to Employees of the Month for January and February: Loan Dao, Senior Contract Manager and Leonie Finkel, Administrative Assistant II for their outstanding and much appreciated contributions to their departments. Both received checks and a certificate and were greeted with a round of applause.

Before beginning the review of resolutions, CEO Jeremiah noted that the Chair will be retiring next month from the Community College of Philadelphia, where she has served as Vice President of Marketing and Government Relations since July 1995.

The Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of December 21, 2017. Hearing none, the minutes were accepted as submitted.

Seven resolutions were presented and unanimously approved.

**Resolution 11976**, attached in Appendix 1, was presented by Janea Jordon, to appoint Chenora D. Burkett to the Audit Committee as an independent member. As Chair of the Audit Committee that had reviewed the materials, Commissioner Eiding moved for approval of the resolution. After the motion was seconded, Commissioner Eiding stated that the committee recommended its approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

**Resolution 11977**, attached in Appendix 1, was presented by Wendi Barish, Deputy General Counsel – Office of General Counsel, to authorize PHA to contract execute insurance contracts based on insurance quotes procured by Conner Strong & Buckelew under its existing contract with PHA. The types of insurance to be procured include: General Liability; Public Officials and Employment Practices; Law Enforcement Liability; Employee Benefits Liability; Property; Boiler & Machinery; Fidelity and Crime; Fiduciary Liability; Automobile Liability; Automobile Physical Damage; Environmental Liability; Mold Liability; Pesticide Liability; and Cyber Security and Liability, in a total amount not to exceed four million five hundred fifty-two thousand one hundred thirty-five dollars (\$4,552,135.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan stated that the committee had reviewed the resolution and recommended its adoption. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

**Resolution 11978**, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President – Supply Chain Management (“EVP-SCM”), to authorize PHA to contract with Compass Working Capital for the Family Self-Sufficiency program, for a total amount not to exceed one million eight hundred nine thousand six hundred dollars (\$1,809,600.00). Commissioner Coney, as Chair of the Resident Services Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Coney stated that the committee had met to review the resolution and recommended its approval. Following discussion, including public comment, the motion was unanimously approved.

**Resolution No. 11979**, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with ten (10) law firms to represent or consult PHA on a variety of legal issues. The firms are: Kolber & Randazzo; Archer & Greiner; Ballard Spahr; Pepper Hamilton; Schaff & Young; Ahmad Zaffarese; Fox Rothschild; Dilworth Paxson; Obermayer Rebmann Maxwell & Hippel; and Naples Law, in a total contract amount not to exceed five million dollars (\$5,000,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan noted that the committee had reviewed the resolution and recommended its adoption. There being no

further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

**Resolution No. 11980**, attached in Appendix 1, was presented by William Myles, Vice President of the Office of Community Operations & Resident Development, for the adoption of a Smoke-Free Policy that would apply to all units, effective April 2, 2018, with the current policy remaining in effect until that date. Commissioner Wetzel, as Chair of the Policy & Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, he noted that the committee had reviewed the resolution and recommended approval, as well as the fact that the change was prompted by the final rule issued by the U.S. Department of Housing and Urban Development regarding smoke-free public housing. Following discussion, the motion was unanimously approved.

**Resolution 11981**, attached in Appendix 1, was presented by Jennifer Ragen, Director of Policy – Office of General Counsel, to authorize PHA to amend the Admissions and Continued Occupancy Policies (“ACOP”) for public housing and the Administrative Plan applicable to the Housing Choice Voucher Program, effective March 15, 2018. Commissioner Wetzel, as Chair of the Policy & Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, he stated that the committee had reviewed the resolution and recommended approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

**Resolution 11982**, attached in Appendix 1, was presented by Celeste Fields, Senior Executive Vice President/Chief Administrative & Financial Officer, for adoption of the PHA's Fiscal Year 2019 Operating and Capital Budgets, which project revenues and expenditures to be balanced at three hundred ninety-four million six hundred three thousand two hundred sixty four dollars (\$394,603,264.00), respectively. A Power Point presentation was done, which is attached as Appendix 2. Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan noted that the committee had reviewed the resolution and recommended its adoption. Following discussion, the motion was unanimously approved.

The public comment period began at approximately 4:01 p.m., after which the Chair noted that the date for the next meeting will be March 15, 2018 at 1800 S. 32<sup>nd</sup> St., Philadelphia, PA 19145 .

The sign-up sheets with the names of those who signed up to speak on specific resolutions and in the general comment period, with a designation of the topics addressed by the speakers in the general comment period, is attached as Appendix 3.

Respectfully submitted,



Laurence M. Redican  
General Counsel  
Philadelphia Housing Authority

# APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
12 S. 23<sup>rd</sup> St.  
PHILADELPHIA, PA 19103  
THURSDAY, FEBRUARY 15, 2018, at 3 p.m.  
AGENDA

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- A. **Call to Order** Lynette Brown-Sow, Chair of the Board of Commissioners
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of Minutes** of the Board Meeting held December 21, 2017, as distributed.
- D. **New Business**
  - 1. **RESOLUTION APPOINTING CHENORA D. BURKETT TO THE AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**  
Janea Jordon
  - 2. **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO EXECUTE INSURANCE CONTRACTS WITH VARIOUS INSURERS FOR A NUMBER OF TYPES OF INSURANCE**  
Wendi Barish
  - 3. **RESOLUTION AUTHORIZING A CONTRACT WITH COMPASS WORKING CAPITAL FOR THE FAMILY SELF-SUFFICIENCY PROGRAM**  
Dave Walsh
  - 4. **RESOLUTION AUTHORIZING CONTRACTS FOR GENERAL LEGAL SERVICES**  
Dave Walsh
  - 5. **RESOLUTION ADOPTING A SMOKE-FREE POLICY FOR ALL UNITS**  
William Myles
  - 6. **RESOLUTION APPROVING AMENDMENTS TO THE PHILADELPHIA HOUSING AUTHORITY'S PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY AND THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**  
Jennifer Ragen
  - 7. **RESOLUTION APPROVING THE FISCAL YEAR (FY) 2019 OPERATING AND CAPITAL BUDGETS**  
Celeste Fields

E. **Public Comment Period**

## **RESOLUTION NO. 11976**

### **RESOLUTION APPOINTING CHENORA D. BURKETT TO THE AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) created an Audit Committee, by Resolution No. 11571 (“Audit Resolution”) on November 30, 2012, the charter of which was most recently amended by Resolution No. 11785 on May 21, 2015, and the charter states as follows, with regard to membership:

#### **Section II. Membership**

The Committee shall consist of seven (7) members; five (5) voting members, and two (2) non-voting members, serving as advisors to the Committee. The Committee’s voting members shall elect the Committee’s Chair and Vice Chair. The Chair shall be a member of the Audit Committee who is also a member of PHA’s Board of Commissioners. At least four (4) independent members shall be selected from outside of PHA (PHA employees are excluded from being an independent member). PHA’s Executive Vice President (“EVP”) of the Office of Audit and Compliance and PHA’s Senior Executive Vice President of Finance - Chief Financial Officer shall comprise the remaining advisory members of the Committee.

#### **Section III. Independent Members**

The Board shall select the Independent Members, who shall serve for a two-year period that may be renewed by the Board from time to time. In the spirit of recent federal legislation (Sarbanes-Oxley Act of 2002) and the accompanying Securities and Exchange Commission’s implementing rule that pertains to publicly traded companies, the Board will attempt to select as an independent Member a person who meets the definition of an “audit committee financial expert” with the following attributes:

- An understanding of financial statements and generally accepted accounting principles.
- An ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves.
- Experience in preparing, auditing, analyzing or evaluating financial statements that present a level of complexity of accounting issues generally comparable to what could be raised by PHA’s financial statements or experience actively supervising one or more persons engaged in such activities.
- An understanding of internal controls and procedures for financial reporting.
- An understanding of audit committee functions.
- An understanding of public housing programs, including federal, state and local public housing rules, regulations, budget and finance.

**WHEREAS**, the Audit Committee currently has two (2) unfilled positions for voting members; and

**WHEREAS**, the Audit Committee has reviewed the qualifications of Chenora D. Burkett, CPA, which include her being the Director of Finance for the Municipality of Norristown and having also served as Controller for the Barnes Foundation; finds her to be well-qualified; and wishes to add her an independent member of the Audit Committee;

**BE IT RESOLVED**, that the PHA Board of Commissioners does hereby approve and consent to the appointment of Chenora D. Burkett as an independent member of PHA's Audit Committee, pursuant to the terms and conditions of the Audit Charter.

I hereby certify that this was  
APPROVED BY THE BOARD ON 2/15/18  
*Chenora D. Burkett*  
ATTORNEY FOR PHA

**RESOLUTION NO. 11977**

**RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO EXECUTE INSURANCE CONTRACTS WITH VARIOUS INSURERS FOR A NUMBER OF TYPES OF INSURANCE**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has a continuing need for General Liability insurance; Public Officials and Employment Practices insurance; Law Enforcement Liability insurance; Employee Benefits Liability insurance; Property insurance; Boiler & Machinery insurance; Fidelity & Crime insurance, Fiduciary Liability insurance; Automobile Liability insurance; Automobile Physical Damage insurance; Environmental Liability insurance; Mold Liability insurance; and Pesticide Liability insurance; Cyber Security and Liability insurance; and

**WHEREAS**, PHA entered into a contract with Conner Strong & Buckelew ("Conner Strong") on November 29, 2017, for the provision of qualified professional insurance brokerage and consulting services; and


**WHEREAS**, at PHA's request, Conner Strong has provided insurance quotations from various insurers; and

**WHEREAS**, based on Conner Strong's recommendations, PHA reviewed and selected the policies and actions set forth on the attachment to this resolution, as providing appropriate coverage and being in the best interest of PHA; and

**WHEREAS**, each insurance policy has a deductible and PHA is required to pay up to the amount of the deductible for each claim on the policy and such deductible payments are not included in the premium amounts set forth herein; and

**WHEREAS**, it is recommended that the insurance contracts as set forth on the attachment to this resolution, be acquired in the total premium amount not to exceed four million five hundred fifty-two thousand one hundred thirty-five dollars (\$4,552,135.00);

**BE IT RESOLVED**, that the President & CEO or his authorized designee is hereby authorized to execute insurance contracts with various insurers as procured by Conner Strong for General Liability insurance; Public Officials & Employment Practices insurance; Law Enforcement Liability insurance; Employee Benefits Liability insurance; Property insurance; Boiler & Machinery insurance; Fidelity & Crime insurance; Fiduciary Liability insurance; Automobile Liability insurance; Automobile Physical Damage Insurance; Environmental Liability insurance; Mold Liability insurance; and Pesticide Liability insurance and Cyber Security and Liability insurance, as set forth in the attachment to this resolution, in a total amount not to exceed four million five hundred fifty-two thousand one hundred thirty-five dollars (\$4,552,135.00), and to expend any amounts required to be paid as deductibles and fees under the policies, subject to availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts.

I hereby certify that this was  
APPROVED BY THE BOARD ON 2/15/18  
  
ATTORNEY FOR PHA

**ATTACHMENT TO RESOLUTION REGARDING INSURANCE CONTRACTS**

<b><u>COVERAGE</u></b>	<b><u>INSURER</u></b>	<b><u>LIMIT</u></b>	<b><u>DEDUCTIBLE</u></b>	<b><u>PREMIUM</u></b>
Commercial Property	HAPI	\$100,000,000	\$50,000	\$1,666,059
Boiler & Machinery	Hartford Steam	\$50,000,000	\$10,000	\$34,284
General Liability	HARRG	\$15,000,000	\$50,000	\$967,150
Mold	HARRG	\$500,000	\$50,000	\$84,225
Pesticide	HARRG	\$1,000,000	\$25,000	\$4,156
Public Officials	HARRG	\$2,000,000	\$50,000	\$174,475
Employment Practices	HARRG	\$2,000,000	\$50,000	\$645,270
Law Enforcement Liability	HARRG	\$1,000,000	\$25,000	\$48,457
Employees Benefits Liability	HARRG	\$1,000,000	\$25,000	\$20,000
Fidelity & Crime	Travelers	\$1,000,000	\$100,000	\$30,300
Fiduciary	Euclid	\$15,000,000	\$25,000	\$46,172
Auto Liability	HARRG	\$2,000,000	\$0	\$579,390
Auto Physical Damage	Travelers	Actual Cash Value	\$1,000	\$136,574
Lead Paint Inspectors	Crum & Forster	\$1,000,000	\$5,000	\$78,707
Cyber Security & Liability	National Union	\$2,000,000	\$25,000	<u>\$36,916</u>
<b>TOTAL INSURANCE PREMIUM</b>				<b>\$4,552,135</b>



**RESOLUTION NO. 11978**

**RESOLUTION AUTHORIZING A CONTRACT WITH COMPASS WORKING CAPITAL FOR THE FAMILY SELF-SUFFICIENCY PROGRAM**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has identified a need for a family self-sufficiency program and a Request for Proposal was developed for the selection of a company 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 Compass Working Capital; and

**WHEREAS**, work is to be assigned to the awardee at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of this contract; and

**WHEREAS**, it is recommended that the amount to be expended under the contract shall not exceed one million eight hundred nine thousand six hundred dollars (\$1,809,600.00) with a one-year base period and four (4) one-year option periods, as follows:

- 1) The not-to-exceed amount for the one-year base period is three hundred sixty-nine thousand six hundred dollars (\$369,600.00);
- 2) The not-to exceed amount for the first one-year option period is three hundred sixty thousand dollars (\$360,000.00);
- 3) The not-to exceed amount for the second one-year option period is three hundred sixty thousand dollars (\$360,000.00);
- 4) The not-to exceed amount for the third one-year option period is three hundred sixty thousand dollars (\$360,000.00);
- 5) The not-to exceed amount for the fourth one-year option period is three hundred sixty thousand dollars (\$360,000.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with Compass Working Capital for a total amount not to exceed one million eight hundred nine thousand six hundred dollars (\$1,809,600.00), 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 2/15/08  
  
ATTORNEY FOR PHA

**RESOLUTION NO. 11979**

**RESOLUTION AUTHORIZING CONTRACTS FOR GENERAL LEGAL SERVICES**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") issued a solicitation to choose one or more attorney/law firms to represent or consult PHA on a variety of legal issues; 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 and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Kolber & Randazzo; Archer & Greiner; Ballard Spahr; Pepper Hamilton; Schaff & Young; Ahmad Zaffarese; Fox Rothschild; Dilworth Paxson; Obermayer Rebmann Maxwell & Hippel; and Naples Law; and

**WHEREAS**, work is to be assigned to the awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of the contract; and

**WHEREAS**, it is recommended that the total aggregate amount to be expended under the contracts shall not exceed five million dollars (\$5,000,000.00) with a two (2) year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year base period is two million dollars (\$2,000,000.00);
- 2) The not to exceed amount for the first one-year option period is one million thousand dollars (\$1,000,000.00);
- 3) The not to exceed amount for the second one-year option period is one million dollars (\$1,000,000.00); and
- 4) The not to exceed amount for the third one-year option period is one million dollars (\$1,000,000.00);

**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 Kolber & Randazzo; Archer & Greiner; Ballard Spahr; Pepper Hamilton; Schaff & Young; Ahmad Zaffarese; Fox Rothschild; Dilworth Paxson; Obermayer Rebmann Maxwell & Hippel; and Naples Law, subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed five million dollars (\$5,000,000.00) 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 2/15/18  
*[Signature]*  
ATTORNEY FOR PHA

**RESOLUTION NO. 11980**

**RESOLUTION TO ADOPT A SMOKE-FREE POLICY FOR ALL UNITS**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") adopted a Smoke-Free Policy on July 16, 2015 by Resolution 11803, consistent with guidance from the U.S. Department of Housing and Urban Development ("HUD") that encouraged such policies, following approximately three and a half years of exploring how best to create such a policy, for the purpose of improving the health and safety of its residents, guests and staff, as well as the quality and integrity of its properties; and

**WHEREAS**, the bifurcated policy adopted under Resolution 11803 had differing enforcement provisions for existing and new units, with violation of the policy not having lease termination as a method of enforcement for residents in existing units and specifically stated: "For residents with leases at existing units, violations issued under this Policy shall never be the basis for a lease termination (as may result in eviction) ...."; and

**WHEREAS**, the bifurcated policy adopted under Resolution 11803 had a multi-step enforcement process for residents in new units, with notice of lease termination only being appropriate after four notices of violation were issued and there was also the possibility of expunging one of the violations; and


**WHEREAS**, during the period following adoption of the bifurcated policy adopted under Resolution 11803, resident leadership has successfully promoted educational and motivational opportunities related to cessation of smoking, with assistance from PHA's Office of Community Operations and Resident Development and health partnerships, which efforts have resulted in documented lower levels of second-hand smoke in PHA housing; and

**WHEREAS**, effective February 3, 2017, HUD issued a final rule, Instituting Smoke-Free Public Housing, 81 FR 87430, which requires public housing authorities to adopt smoke-free policies that comply with the rule and to make violation of the non-smoking requirement a basis for lease termination; and

**WHEREAS**, with the exception of not having lease termination as a method of enforcement for residents in existing units, PHA's previous Smoke-Free Policy substantially conformed to the HUD rule; and

**WHEREAS**, after extensive consultation with resident leadership, the attached Smoke-Free Policy, which is substantially the same as the bifurcated policy adopted under Resolution 11803 but has the enforcement procedures that were for new units now applicable to all units, is proposed for adoption by the Board;

**BE IT RESOLVED**, that PHA hereby adopts the Smoke-Free Policy for All Units, in substantially the form attached to this Resolution, effective as of April 2, 2018, to comply with HUD requirements and in order to create a safer and healthier environment for PHA families, staff and guests, as well as protecting the quality and integrity of PHA's properties, with the policy adopted under Resolution 11803 to remain in effect until April 2, 2018 at 12:01 a.m..

I hereby certify that this was  
APPROVED BY THE BOARD ON 2/15/18  
  
ATTORNEY FOR PHA



## PHILADELPHIA HOUSING AUTHORITY SMOKE-FREE POLICY FOR ALL UNITS

Adopted by the Board of Commissioners on February 15, 2018  
Effective April 2, 2018

### **Background:**

The United States Department of Housing and Urban Affairs (“HUD”) published a Final Rule, effective February 3, 2017, requiring each Public Housing Agency administering low-income, conventional public housing to adopt a smoke-free policy that must be in effect within eighteen (18) months of the Rule’s effective date, violation of which policy is to be a basis for lease termination.

The Philadelphia Housing Authority (“PHA”) adopted a bifurcated Smoke-Free Policy in July of 2015 that had differing enforcement procedures for those living in new or in existing units, which policy remains in effect until the effective date of this revised policy, April 2, 2018. However, this revised Policy covers all units, to comply with the HUD directive in its Final Rule. The previous Policy otherwise substantially complied with the requirements of the Final Rule and is the basis for this Policy.

This Policy applies to all PHA units and shall be adopted by all management entities related to or controlled by PHA.

### **Purpose:**

Smoking cigarettes and inhalation of second-hand smoke substantially increases the risks of cancer, autoimmune disease, osteoporosis, emphysema, stillbirth, type 2 diabetes, stroke, heart attack and death, as detailed on the attached Fact Sheet. Smoking is a fire hazard, including fire-related deaths, and increases the cost of unit maintenance. It is undisputed that nicotine is addictive and that it is difficult for people to quit smoking.

The purpose of this Policy is to eliminate smoking from PHA premises, thereby mitigating the serious health hazards caused by smoking and second-hand smoke, while providing smoking cessation services to assist all residents who want to reduce or stop smoking.

### **Directive:**

1. PHA has determined that for the benefit and well-being of the residents, staff and guests, smoking shall not be permitted in or on PHA Smoke-Free Sites (as defined below, in “Definitions,” which permits smoking in designated smoking areas).
2. Smoking has been prohibited on all PHA Smoke-free sites as of July 16, 2015 and will continue to be prohibited, in accordance with this Policy as of April 2, 2018. PHA will recommend that the respective Boards of its Low Income Housing Tax Credit Sites, Alternatively Managed Sites, and similar entities adopt and implement the same changes that are in this Policy.

3. Procedures for implementation shall be developed and may be amended by PHA staff, with input from resident leadership and the site-based smoke-free task forces (a copy of the Procedures, as of the date hereof, is attached hereto).
4. PHA shall continue to extensively promote and disseminate information to residents regarding this Policy as of the date of its adoption, in conjunction with resident leadership.
5. Enforcement measures, for all units, shall include (see Appendix 1 for draft notices):

**1<sup>st</sup> violation** - a written Notice of Violation stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, with a one-time option of having the 1<sup>st</sup> violation expunged *if*: 1) the violation was for smoking by a resident named on the lease, not a guest, 2) the resident enters a cessation program within fifteen (15) days of the date of the Notice of Violation, and 3) the resident provides PHA with proof of registration within twenty (20) days of the date of the Notice of Violation;

**2<sup>nd</sup> violation** – a written Notice of Violation stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, with a one-time option of having the 2<sup>nd</sup> violation expunged *if*: 1) the option was not already used in response to the 1<sup>st</sup> violation, 2) the violation was for smoking by a resident named on the lease, not a guest, 3) the resident enters a cessation program within fifteen (15) days of the date of the Notice of Violation, and 4) the resident provides PHA with proof of registration within twenty (20) days of the date of the Notice of Violation;

**3<sup>rd</sup> violation** - a written Notice of Violation stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, and a written warning that a 4<sup>th</sup> violation will result in a Notice of Lease Termination, which may lead to eviction, if a Philadelphia court of appropriate jurisdiction so orders; and

**4<sup>th</sup> violation** – a written Notice of Lease Termination stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, with an explanation that this 4<sup>th</sup> violation may lead to eviction, if a Philadelphia court of appropriate jurisdiction so orders.

6. Notices of Violation shall include information on how to grieve a violation at any stage and the PHA Grievance Procedure that is in effect at the PHA Smoke-Free Site at the time of any violation of this Policy or related Procedures shall apply to violations.
7. PHA shall communicate the Policy and Procedures to staff and residents as soon as possible after adoption and no later than February 19, 2018. Residents shall be responsible for their guests and a violation of this Policy by a guest shall be considered a violation by the head of household and/or household members.

8. PHA shall continue to coordinate providing cessation information and/or assistance to all interested residents, in conjunction with the Philadelphia Department of Public Health and other partners as identified by PHA.
9. By adoption of this Policy, PHA does not become a guarantor, express or implied, of the health or of the controlled smoke condition of a resident's unit and/or the common areas.

**Definitions:**

Units: Units covered under this Policy, as property owned by PHA, which shall include all Conventional Sites and Scattered Sites.

PHA Smoke-Free Sites: This includes any and all property and grounds owned by PHA (which shall include all Conventional Sites, Scattered Sites, offices and other administrative facilities, and vehicles), but such property shall not include any area designated as a smoking area by PHA.

Smoking: Inhaling, exhaling, breathing, burning of any lighted cigar, cigarette, including e-cigarettes, pipe, other tobacco products, or similarly lighted smoking material in any manner or in any form.

## FACT SHEET

1. Over 570 public housing authorities have become smoke-free and HUD issued a Final Rule, effective February 3, 2017, requiring all public housing to be smoke-free within eighteen (18) months of the effective date of the Final Rule.
2. In addition and prior to issuance of the Final Rule, HUD issued notices encouraging housing authorities to become smoke-free (For example: "Because Environmental Tobacco Smoke (ETS) can migrate between units in multifamily housing, causing respiratory illness, heart disease, cancer, and other adverse health effects in neighboring families, the Department is encouraging PHAs to adopt non-smoking policies." HUD Notice PIH-2009-21 (HA).
3. According to figures from 2012, provided by the Center for Disease Control and Prevention: there are over 440,000 preventable deaths per year from smoking; approximately 46,000 are victims of second-hand smoke, to which children are especially vulnerable; and up to 85% of the smoke from a cigarette circulates as second-hand smoke.
4. "[T]obacco smoke exposure in public housing is particularly troubling because it afflicts disadvantaged and vulnerable populations." (Winickoff, J., MD., M Gottlieb, J.D., and M. Mello, J.D., Ph.D. "Regulation of Smoking in Public Housing." *The New England Journal of Medicine* (2004): 2319-325. Web. Jan. 2013.). Also, residents of public housing generally have fewer options, in terms of moving to escape the health and wellness dangers of second or third-hand smoke.
5. Second-hand smoke causes disease and kills children and adults who don't smoke and it cannot effectively be removed from buildings through ventilation systems or by separating smokers from non-smokers. (2014 data from the American Cancer Society).
6. Tobacco smoke can travel through shared ventilation, plumbing and electrical lines; under doors; and through cracks in walls. Air quality tests have shown that up to 60% of the air in a multi-unit apartment can come from another unit. ("Housing Authorities/Commissions which have adopted smoking policies." *The Center for Social Gerontology*. The Center for Social Gerontology, 20 Jan. 2011. Web. 24 Nov. 2013).
7. Third-hand smoke, the residue left in a unit occupied by a smoker, has been linked to health hazards and is also costly: it often costs two to three times more to clean up and turn over a unit that has been smoked in compared to a smoke-free unit. (Smoke-Free Housing Coalition of Maine, "Myth vs. Reality." N.p., n.d. Web. Jan. 2012).
8. Nationwide, smoking was the leading cause of fatal fires from 2007 to 2011, accounting for 22 percent of the blazes in which a civilian died, according to the National Fire Protection Association and approximately 25% of victims who die in smoking-related fires in the United States are not the smoker whose cigarette caused the fire. The fatality rate of smoking-related fires is eight times greater than other fires and the injury rate is three times greater.
9. In a survey done by PHA, consisting of twenty questions pertaining to smoking, health, and smoking behavior to 4,851 households, the response rate was 7.9%. The responses showed that 35% of the respondents are smokers or live with a smoker; 55% of the respondents support a policy prohibiting smoking in residential units; and 74% believe a smoke-free policy would improve residents' health.
10. E-cigarettes are addictive, contain nicotine at nearly lethal levels if consumed by small children, and have not been determined safe by the Food and Drug Administration (National Institute of Drug Abuse (2014). Electronic Cigarettes (e-Cigarettes) Retrieved from <http://www.drugabuse.gov/publications/drugfacts/electronic-cigarettes-e-cigarettes> on September 23, 2014).

# SMOKE-FREE PROCEDURES FOR ALL UNITS

Effective April 2, 2018

## Section I – Definitions

Units: Units covered under this Policy, as property owned by PHA, which shall include all Conventional Sites and Scattered Sites.

PHA Smoke-Free Sites: includes any and all property and grounds owned by PHA (which shall include all Conventional Sites, Scattered Sites and offices and other administrative facilities, and vehicles), but such property shall not include any area designated as a smoking area by PHA.

Smoking: is the inhaling, exhaling, breathing, burning of any lighted cigar, cigarette, including e-cigarettes, pipe, other tobacco products, or similarly lighted smoking material in any manner or in any form.

## Section II – Effective Date

While smoking has been prohibited as of July 16, 2015, under PHA's previous Smoke-Free Policy, in or on all PHA Smoke-Free Sites other than in PHA Designated Smoking Areas, **beginning on April 2, 2018**, at 12:01 a.m., smoking will be prohibited in those areas in accordance with this Policy.

## Section III – Implementation

For All Residents: PHA shall extensively promote and disseminate information to residents regarding this Policy as of the date of its adoption, in conjunction with resident leadership, to ensure that residents are aware of adoption of this Policy.

PHA shall appropriately post no-smoking signs on PHA Smoke-Free Sites and post signs designating the PHA Designated Smoking Areas, which areas shall not be within twenty-five (25) feet from entry or exit doors but may otherwise be on outdoor areas of PHA property.

## Section IV – Emphasis on Resident Health

1. The goal of the Smoke-Free Policy and Procedures is to ban smoking in PHA Smoke-Free Sites and thereby to improve the health of PHA residents and staff and reduce the risk of fire and smoke-related damage caused by smoking on PHA Smoke-Free Sites.
2. PHA will provide and/or coordinate outreach, health education, health workshops about tobacco use and the health impacts of tobacco use and nicotine addiction, with organizational partners including, but not limited to, Federally Qualified Health Centers.
3. The PHA Office of Community Operations and Resident Development ("CORD") shall work with the residents and resident leaders to develop Smoke-Free Task Forces.
4. By February 19, 2018, at the latest, CORD, in conjunction with the Smoke-Free Task Forces, will:



- a. Provide smoking-cessation workshops, respiratory health assessments, counseling, and educational interventions, on-site when possible, with assistance from and in collaboration with the Philadelphia Department of Public Health (“PDPH”);
  - b. Work with PDPH to educate and train PHA staff to understand the challenges of smoking-cessation and to provide consistent and appropriate messaging;
  - c. Promote the **1-800-QUIT-NOW** service as the primary quit-smoking intervention, which the Philadelphia Department of Public Health states has been called by over 25,000 Philadelphians to quit smoking, as well as determining the availability of possible intervention procedures such as nicotine patches, gum, and similar measures, through partnership efforts;
  - d. Coordinate partnership efforts, such as the City of Philadelphia’s commitment to PHA through Get Healthy Philadelphia (GHP), as well as entering into MOUs and similar measures, such as with the American Heart Association and the American Lung Association, to connect residents with their cessation programs and expand capacity for smoking-cessation; and
  - e. Identify and distribute information as to existing resources available through public and/or private health plans, for smoking-cessation.
5. CORD shall continue to work with resident councils, including the site-based Smoke-Free Task Forces, to provide incentives for residents to comply with the Smoke-Free Public Housing Policy and Procedures.
  6. CORD shall continue to seek opportunities for residents to learn about nicotine detection, for tobacco control efforts.
  7. CORD shall continue to work with resident councils to develop incentives that may include, but are not limited to, annual non-Tenant Participation Activities (“TPA”) funding support for resident council activities based on tobacco control achievements, such as:
    - a. obtaining signed pledges from residents at their respective sites to keep their units Smoke-Free;
    - b. getting groups of residents to attend smoking cessation programs; and
    - c. getting groups of residents to attend tobacco control education workshops.
  8. CORD shall work with residents and Resident Councils to apply for any annual award(s) that recognizes their contribution to the growth of Smoke-Free Public Housing and improvement in indoor air quality as demonstrated by verifiable criteria used by PHA.
  9. PHA and the duly elected Resident Councils may and are encouraged to develop additional tobacco control incentive programs.

## Section V – Administration

1. A resident shall be issued a Notice of Violation of the Smoke-Free Policy and Procedures if a resident or a guest of a resident is found to have been smoking on a PHA Smoke-Free Site, as follows:
  - 1<sup>st</sup> violation** - a written Notice of Violation stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, with a one-time option of having the 1<sup>st</sup> violation expunged *if*: 1) the violation was for smoking by a resident named on the lease, not a guest, 2) the resident enters a cessation program within fifteen (15) days of the date of the Notice of Violation, and 3) the resident provides PHA with proof of registration within twenty (20) days of the date of the Notice of Violation;
  - 2<sup>nd</sup> violation** – a written Notice of Violation stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, with a one-time option of having the 2<sup>nd</sup> violation expunged *if*: 1) the option was not already used in response to the 1<sup>st</sup> violation, 2) the violation was for smoking by a resident named on the lease, not a guest, 3) the resident enters a cessation program within fifteen (15) days of the date of the Notice of Violation, and 4) the resident provides PHA with proof of registration within twenty (20) days of the date of the Notice of Violation;
  - 3<sup>rd</sup> violation** - a written Notice of Violation stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, and a written warning that a 4<sup>th</sup> violation will result in a Notice of Lease Termination, which may lead to eviction, if a Philadelphia court of appropriate jurisdiction so orders; and
  - 4<sup>th</sup> violation** – a written Notice of Lease Termination stating that the resident is encouraged to meet with the property manager (or other PHA designee identified by the property manager) to receive cessation support and informational materials regarding smoking cessation, with an explanation that this 4<sup>th</sup> violation may lead to eviction, if a Philadelphia court of appropriate jurisdiction so orders.
2. Notices of Violation may only be issued by PHA Operations Management staff, including a Property Manager at any site.
3. A written Notice of Violation shall be issued on a form, to be available from PHA's Office of Housing Operations, which shall be approved by PHA's Office of Audit and Compliance and PHA's Office of General Counsel.
4. A Notice of Violation shall not be issued to any resident or guest who smokes in a PHA Designated Smoking Area ("Designated Smoking Area"), which areas shall not be within twenty-five (25) feet from entry or exit doors.
5. PHA, in consultation with resident leadership, shall identify at least one Designated Smoking Area at every PHA Smoke-Free Site that has three floors or more, excluding scattered sites, including, but not limited to:

- i. Blumberg Apartments
- ii. Wilson Park
- iii. Fairhill Apartments
- iv. Harrison Plaza
- v. Westpark Apartments
- vi. Bentley Hall
- vii. Germantown House
- viii. Plymouth Hall
- ix. Emlen Arms
- x. Katie B. Jackson
- xi. Gladys B. Jacobs

6. A Notice of Violation may be issued during routine inspections of a unit if there is reasonable evidence of smoking within the unit, which shall include cigarette smoke emanating from the unit, lighted cigarettes, and evidence of recent cigarette damage or residue, smoke odor, or other objective evidence of smoking in the unit.
7. With input from resident leadership , PHA shall train its PHA Operations Management staff responsible for issuing Notices of Violations, including a Property Manager at any site, on determining what is "reasonable evidence" of smoking, to minimize subjective determinations insofar as possible.
8. Procedures shall be created by PHA's Operations department to ensure that Notices of Violations issued to residents of new units are tracked and retained, in the resident's file and in the PHA administrative system, in a manner consistent with Notices of Intent to Charge and the Admissions and Continued Occupancy Procedures in effect at the time of the issuance of the Notice of Violation.

#### **Section VI – Grievance Rights**

1. Tenants issued a Notice of Violation may file a grievance under the Grievance Procedure applicable to the PHA Smoke-Free Site at the time of the Violation.
2. Section X of the current PHA Grievance Procedure provides for the participation of: 1) tenant council representatives to assist complainants and attend the hearing and 2) impartial resident Assistant Grievance Hearing Officers. Such participation is at the discretion of the resident filing the grievance.

**THE PHILADELPHIA HOUSING AUTHORITY  
NOTICE OF VIOLATION OF THE SMOKE-FREE POLICY AND PROCEDURES**

Form dated 02.15.2018

Date of Issuance of Notice of Violation: \_\_\_\_\_

Notice of Violation Issued to: \_\_\_\_\_

Unit Number of Resident to Whom Violation is Issued: \_\_\_\_\_

Name of Person(s) Violating the Smoke-Free Procedures and Policy: \_\_\_\_\_  
\_\_\_\_\_

Notice of Violation Issued By (Name): \_\_\_\_\_

(Position) \_\_\_\_\_

Date of Observed Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_

Location of Violation: \_\_\_\_\_

You are hereby cited for the following violation, as checked below:

\_\_\_\_\_ 1<sup>st</sup> violation: You are encouraged to meet with your property manager (or other PHA designee identified by your property manager) to receive cessation support and informational materials regarding smoking cessation. This does not change the fact that this will be considered your first violation. However, you have a one-time option of having this 1<sup>st</sup> violation erased, if: 1) the violation was for smoking by you, 2) you enter a PHA-approved smoking cessation program within fifteen (15) days of the date of the Notice of Violation, *and* 3) you provide PHA with proof of registration within twenty (20) days of the date of the Notice of Violation. Your property manager can assist you with identifying a program or you can call PHA's Office of Community Operations and Resident Development, at 215-684- \_\_\_\_\_. The timeline of thirty (30) days for filing a grievance is not changed by whether or not you enter a cessation program.

\_\_\_\_\_ 2<sup>nd</sup> violation: You are encouraged to meet with your property manager (or other PHA designee identified by your property manager) to receive cessation support and informational materials regarding smoking cessation. This does not change the fact that this will be considered your second violation. However, you have a one-time option of having this 2<sup>nd</sup> violation erased, if: 1) the violation was for smoking by you, 2) you have not already used the option for your 1<sup>st</sup> violation, 3) you enter a PHA-approved smoking cessation program within fifteen (15) days of the date of this Notice of Violation, *and* 4) you provide PHA with proof of registration within twenty (20) days of the date of the Notice of Violation. Your property manager can assist you with identifying a program or you can call PHA's Office of Community Operations and Resident Development, at 215-684- \_\_\_\_\_. The timeline of thirty (30) days for filing a grievance is not changed by whether or not you enter a cessation program.

\_\_\_\_\_ 3<sup>rd</sup> Violation: This Notice is for a 3<sup>rd</sup> violation. You are encouraged to meet with your property manager (or other PHA designee identified by your property manager) to receive cessation support and informational materials regarding smoking cessation. This does not change the fact that this will be considered your third violation. A 4<sup>th</sup> violation will result in a written Notice of Lease Termination, which may lead to your eviction from your housing, if a Philadelphia court of appropriate jurisdiction so orders.

\_\_\_\_\_ 4<sup>th</sup> Violation: This Notice is for a 4<sup>th</sup> violation. You are encouraged to meet with your property manager (or other PHA designee identified by your property manager) to receive cessation support and informational materials regarding smoking cessation. This does not change the fact that this will be considered your fourth violation, which may lead to eviction if a Philadelphia court of appropriate jurisdiction so orders, and you will be receiving a Notice of Lease Termination for material breach of the lease.

**You have the right to request a Grievance Hearing if you dispute the charges and you file your grievance within thirty (30) days of the date of this Notice.** Failure to timely file a grievance will result in a waiver of your right to a Grievance Hearing. You may obtain a Request for a Grievance Hearing form from your property manager or online at [www.pha.phila.gov](http://www.pha.phila.gov). Your property manager can also provide you with contact information for your tenant council, which may assist you in the grievance process. You have a right to counsel, at your own expense, and may bring an attorney or other representative to the Grievance Hearing.

Please note: In 2013, a law known as the Violence Against Women Act or "VAWA" was reauthorized by Congress. VAWA 2013 provides new protections for victims of domestic violence, dating violence, stalking and sexual assault to applicants to assisted housing, residents of Public Housing and those participating in the Housing Choice Voucher Program. If you believe that you received this smoking violation notice as a result of an incident of domestic violence, dating violence, stalking or sexual assault, please speak to your site manager about receiving protections under VAWA.

For language assistance, please call **215-684-5767**.

Spanish:

Si inglés no es su primer idioma, por favor llame **215-684-5767** para ayuda con el idioma extranjero

Vietnamese:

Nếu tiếng Anh không phải là ngôn ngữ đầu tiên của bạn, xin vui lòng gọi **215-684-5767** để được trợ giúp ngôn ngữ nước ngoài.

Chinese:

如果英语不是你的第一语言，请致电 **215-684-5767** 外语援助。

Russian:

Если английский не является вашим родным языком, пожалуйста, позвоните **215-684-5767** для помощи иностранных языков.

**RESOLUTION NO. 11981**

**RESOLUTION APPROVING AMENDMENTS TO THE PHILADELPHIA HOUSING AUTHORITY'S PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY AND THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has adopted Admissions and Continued Occupancy Policies ("ACOP") applicable to the Public Housing program, amended June 15, 2017, that provide for PHA to update the ACOP to reflect changes in law or regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation; and

**WHEREAS**, PHA has an Administrative Plan applicable to the Housing Choice Voucher Program ("Administrative Plan"), amended June 15, 2017, that provides for PHA to update the Administrative Plan to reflect changes in law or regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation; and

**WHEREAS**, PHA has determined that the proposed amendments to the ACOP and the Administrative Plan, as substantially reflected on the Summary Sheet attached to this Resolution, are necessary and appropriate, to promote efficient program administration, conform to legislative and regulatory requirements and the necessity for staff consistency in operation; and

**WHEREAS**, PHA provided opportunities for public comment on the proposed amendments, including publishing a notice, posting the changes on PHA's website and soliciting public comments, from November 10, 2017 through December 11, 2017, as well as holding a public hearing on the proposed amendments on November 29, 2017 and making a presentation to resident leadership on November 13, 2017;

**BE IT RESOLVED**, that the PHA Board of Commissioners hereby approves the changes to the ACOP and Administrative Plan, as substantially reflected on the attached Summary Sheet (attached to this Resolution), to be effective as of 12:01 a.m. on March 15, 2018.

I hereby certify that this was  
APPROVED BY THE BOARD ON 2/15/18  
*Alan Mc Ledin*  
ATTORNEY FOR PHA

**ATTACHMENT TO RESOLUTION FOR AMENDMENTS TO THE ACOP AND ADMINISTRATIVE PLAN** (highlighting indicates more significant changes)

**Summary of Proposed Changes to the Public Housing Admissions & Continued Occupancy Policy  
January 31, 2018**

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
<b>Chapter 1: Overview of the Program and Plan</b>				
1.	Updating and Revising the Plan 1.4	PHA	<ul style="list-style-type: none"> <li>PHA will review and update the Admissions and Continued Occupancy Policies (ACOP) as needed to reflect changes in regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation. The original ACOP and any changes are approved by PHA's Board of Commissioners.</li> <li>PHA, from time to time, may make non-substantive changes and edits to the ACOP to clarify policy language</li> </ul>	<ul style="list-style-type: none"> <li>PHA will review and update the Admissions and Continued Occupancy Policies (ACOP) as needed to reflect changes in regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation. The original ACOP and any changes are approved by PHA's Board of Commissioners.</li> <li>PHA, from time to time, may make non-substantive changes and edits to the ACOP to clarify policy language, address inconsistencies and simplify language.</li> </ul>
<b>Chapter 3:</b>				
2.	Notification to Applicants and Tenants about Protection Under VAWA 3.8.6	VAWA Final Rule	<ul style="list-style-type: none"> <li>Correction concerning requirement for notification of VAWA Protections</li> <li>PHA will provide notice to applicants and tenants in assisted housing of protections provided under VAWA, in multiple languages when necessary, at the following junctures: <ul style="list-style-type: none"> <li>At the time the applicant is denied;</li> <li>At the time the individual is admitted to a unit in an assisting housing program;</li> <li>At every regular recertification;</li> <li>With any notification of eviction or notification of termination of assistance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PHA will provide notice to applicants and tenants in assisted housing of protections provided under VAWA, in multiple languages when necessary, at the following junctures: <ul style="list-style-type: none"> <li>At the time the applicant is denied;</li> <li>At the time the individual is admitted to a unit in an assisting housing program;</li> <li>With any notification of eviction or notification of termination of assistance.</li> </ul> </li> </ul>
<b>Chapter 8 : Income and Adjusted Income</b>				
3.	Annual Income 8.2	PHA	<ul style="list-style-type: none"> <li>Added language to clarify existing regulations regarding what is included in annual income</li> <li>The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See Income Exclusions for treatment of delayed or deferred periodic payment of social security or supplemental security</li> </ul>	<ul style="list-style-type: none"> <li>The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See Income Exclusions for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits); <ul style="list-style-type: none"> <li>If a PH family member is a payee for someone who is not a member of the PH family, PHA will not</li> </ul> </li> </ul>

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP
			income benefits);	include the payments in the calculation of annual income <ul style="list-style-type: none"> <li>o If someone outside the PH family is a payee for one of the PH family members, PHA will include the payments in the calculation of annual income.</li> </ul>
<b>Chapter 9: Rent</b>				
4.	Prorated Rent for Mixed Families	PHA	<ul style="list-style-type: none"> <li>• Correction to reflect use of ceiling rent when calculating prorated rent for mixed families</li> </ul>	<ul style="list-style-type: none"> <li>• Step 2. Family maximum rent is equal to the applicable ceiling rent for the unit size</li> </ul>
<b>Chapter 10: Verification</b>				
5.	Verification of Student Status & Income 10.24	PHA	<ul style="list-style-type: none"> <li>• Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>• PHA will consider full time student status as enrollment with a course load of 12 or more credit hours. Where an institution uses less than 12 hours as a standard for full time status, PHA will request and obtain third party verification to confirm full time student status.</li> </ul>
<b>Chapter 12: Continued Occupancy</b>				
6.	Change in Household Composition 12.20.1	PHA	<ul style="list-style-type: none"> <li>• Modification of policy regarding addition of household members other than by reason of marriage or interdependent relationship or domestic partnership. Household members must meet all PHA eligibility and screening criteria.</li> <li>• PHA may grant exceptions to this policy as a reasonable accommodation for a person with disabilities or for participation in special programs.</li> </ul>	PHA will not approve the addition of other adult household members other than by reason of marriage or interdependent relationship or domestic partnership. PHA may grant exceptions to this policy, in exceptional circumstances and on a case-by-case basis, to be determined by the Executive Vice-President of Operations in consultation with the General Counsel, if no change in unit size that would create an over or under housed situation requiring a transfer, for example, would result.
<b>Chapter 13: Pets</b>				
7.	Pet Area Restrictions 13.11.1	PHA	<ul style="list-style-type: none"> <li>• Removal of the policy requiring dog muzzles for pets between 15 and 25 lbs when outside the unit on PHA property</li> <li>• Dog muzzles are required for pets between 15 and 25 pounds</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



**Summary of Proposed Changes to the HCV Administrative Plan  
January 31, 2018**

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
<b>Chapter 1: Overview of the Program and Plan</b>				
8.	Updating and Revising the Plan	PHA	<ul style="list-style-type: none"> <li>PHA will review and update the Administrative Plan as needed to reflect changes in regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation. The original plan and any changes are approved by PHA's Board of Commissioners.</li> <li>PHA, from time to time, may make non-substantive changes and edits to the Administrative Plan to clarify policy language</li> </ul>	<ul style="list-style-type: none"> <li>PHA will review and update the Administrative Plan as needed to reflect changes in regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency in operation. The original plan and any changes are approved by PHA's Board of Commissioners.</li> <li>PHA, from time to time, may make non-substantive changes and edits to the Administrative Plan to clarify policy language, address inconsistencies and simplify language.</li> </ul>
9.	Identifying MTW Policies 1.6.2	PHA	<ul style="list-style-type: none"> <li>Revised table to reflect updates to MTW policies</li> </ul>	<ul style="list-style-type: none"> <li>Revised table to reflect updates to MTW policies</li> </ul>
<b>Chapter 3:</b>				
10.	Notification to Applicants, Owners and Tenants about Protection Under VAWA 3.12.6	VAWA Final Rule	<ul style="list-style-type: none"> <li>Correction concerning requirement for notification of VAWA Protections</li> <li>PHA will provide notice to applicants and tenants in assisted housing of protections provided under VAWA, in multiple languages when necessary, at the following junctures: <ul style="list-style-type: none"> <li>At the time the applicant is denied;</li> <li>At the time the individual is admitted to a unit in an assisting housing program;</li> <li>At every regular recertification;</li> </ul> </li> <li>With any notification of eviction or notification of termination of assistance.</li> </ul>	<ul style="list-style-type: none"> <li>PHA will provide notice to applicants and tenants in assisted housing of protections provided under VAWA, in multiple languages when necessary, at the following junctures: <ul style="list-style-type: none"> <li>At the time the applicant is denied;</li> <li>At the time the individual is admitted to a unit in an assisting housing program;</li> <li>With any notification of eviction or notification of termination of assistance.</li> </ul> </li> </ul>
<b>Chapter 8 : Income and Adjusted Income</b>				
11.	Annual Income 8.2	PHA	<ul style="list-style-type: none"> <li>Added language to clarify existing regulations regarding what is included in annual income</li> <li>The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See Income Exclusions for treatment of delayed</li> </ul>	<ul style="list-style-type: none"> <li>The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See Income Exclusions for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits); <ul style="list-style-type: none"> <li>If an HCV family member is a payee for someone who is not a member of the HCV family, PHA will not</li> </ul> </li> </ul>

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
			or deferred periodic payment of social security or supplemental security income benefits);	include the payments in the calculation of annual income o If someone outside the HCV family is a payee for one of the HCV family members, PHA will include the payments in the calculation of annual income.
<b>Chapter 10: Verification</b>				
12.	Verification of Student Status & Income 10.27	PHA	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>PHA will consider full time student status as enrollment with a course load of 12 or more credit hours. Where an institution uses less than 12 hours as a standard for full time status, PHA will request and obtain third party verification to confirm full time student status.</li> </ul>
<b>Chapter 15: Payment Standards</b>				
13.	Updating Payment Standards 15.2	24 CFR 982.503	<ul style="list-style-type: none"> <li>PHA updates its payment standards in concert with the updates in fair market rent or at other times in order to ensure payment standards are consistent with market conditions.</li> </ul> <p>If new fair market rents are published which cause any payment standard to be outside of the 90% to 110% range, PHA will implement the new payment standards prior to November 1<sup>st</sup>. PHA may change the payment standards at other times, but will maintain the payment standard between 90% and 110% of the FMR.</p> <p>If PHA has already processed recertifications that will be effective on or after the effective date of the new payment standard, PHA will not make retroactive adjustments for any such recertifications.</p>	<ul style="list-style-type: none"> <li>PHA updates its payment standards in concert with the updates in fair market rent or at other times in order to ensure payment standards are consistent with market conditions.</li> </ul> <p>PHA will update its payment standards amount no later than 3 months following the effective date of the published FMR</p> <p>If PHA has already processed recertifications that will be effective on or after the effective date of the new payment standard, PHA will not make retroactive adjustments for any such recertifications.</p>
14.	Utility Allowance Schedules 15.10	Correction	<ul style="list-style-type: none"> <li>Removed incorrect policy</li> <li>PHA does not maintain a UA for tenant-supplied refrigerators since the majority of units in the HCV program are equipped with owner-supplied refrigerators.</li> </ul>	
15.	Alternate Utility Allowance Program 15.11	MTW Plan FY 2019	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>Upon HUD approval of the FY 2019 MTW Plan, PHA will further expand the utility allowance policy to require HCV tenants, whose incomes are at or below 150% of the Federal Poverty Level and who receive a utility allowance for water, to enroll and participate in the Philadelphia Water Departments Tiered Assistance Program (TAP). TAP</li> </ul>

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
				<p>provides customers with significant savings by offering a consistent bill based on their income. PHA will base the water utility allowance for eligible households on the amount charged under the TAP program. Water charges range from 2% to 3% of gross income</p>
16.	Applying Utility Allowances	MTW Plan FY 2019	<ul style="list-style-type: none"> <li>PHA's established utility allowance schedule is used in determining family share and PHA subsidy for all utilities, except in cases of the gas UA where the household is eligible for participation in the PGW Customer Responsibility Program (CRP).</li> </ul> <p>PHA uses the lower of the actual unit size or voucher size to determine the utility allowance, except in cases of the gas UA.</p> <p>The utility allowance schedule that applies to a household at initial lease up is the utility allowance schedule in effect on the lease effective date.</p> <p>If the household is eligible for PGW's CRP program, the gas utility allowance that will be applied at initial lease up is the lower of the PGW capped gas charge or PHA's gas utility allowance schedule in effect on the lease effective date.</p>	<ul style="list-style-type: none"> <li>Revised policy to reflect addition of TAP program</li> </ul> <p>Upon HUD approval of the FY 2019 MTW Plan, PHA will further expand its MTW utility allowance policy to include the Philadelphia Water Department's Tiered Assistance Program (TAP). PHA defines eligibility for TAP as HCV tenants, whose incomes are at or below 150% of the Federal Poverty Level, who are responsible for payment of water and who have the water utility in their own name. Eligible tenants will be notified to enroll and participate in the Philadelphia Water Department's Tiered Assistance Program (TAP). Additionally eligible tenants will be informed that their water UA will be calculated using the lower of the TAP capped water charge or PHA's water utility allowance. TAP provides customers with significant savings by offering a consistent bill based on their income. PHA will base the water utility allowance for eligible households on the amount charged under the TAP program. Water charges range from 2% to 3% of gross income.</p> <p>PHA will consider exceptions to these policies on a case-by-case basis for households that can demonstrate a hardship will result from application of the policies to them or as a reasonable accommodation. To qualify for a hardship exemption, a household must submit a request for a hardship exemption in writing. The request must identify the reason for the hardship and be accompanied by applicable documentation. Requests for hardship must be received within ten (10) business days from the date of TAP denial or calculation of charges. Examples of reasons for a hardship exemption related to application of the TAP UA policy may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Households who have a TAP utility allowance applied by PHA, but who were denied participation in the TAP</li> </ul>

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
				<p>program by PWD. A copy of the denial letter must be provided with the hardship request.</p> <ul style="list-style-type: none"> <li>Households with PWD TAP water charges that are greater than the PHA calculated TAP utility allowance. The PHA TAP UA will not factor in any amounts imposed by PWD for collection related to utility bills which are in arrears. A copy of the PWD income and TAP charge calculation must be provided with the hardship request.</li> </ul> <p>The PWD-TAP Alternate UA program does not apply to Non-MTW Vouchers, Port-Out Vouchers, Port-In Vouchers or Project Based Households.</p>
<b>Chapter 16: Continued Occupancy</b>				
17.	Notification of and Participation in the Regular Recertification Process	PHA	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>PHA may adopt an on-line recertification process for all regular and interim recertifications. Policies will be updated to reflect this change when the on-line recertification process is implemented.</li> </ul>
18.	Mail-In Recertification 16.8	PHA	<p>PHA completes mail-in reexaminations for certain targeted households. PHA sends a mail-in reexamination packet to the household, the household completes the forms in the packet and provides the required documents and then sends the packet back to PHA. PHA processes the reexamination and provides a PHA Rent Change Notice to the tenant and owner to advise them of their new rent and effective date.</p> <p>PHA will complete mail-in reexams for the following:</p> <ul style="list-style-type: none"> <li>Single adult households, regardless of income source or voucher size; and</li> <li>Elderly households on fixed income who have one bedroom vouchers.</li> </ul>	<ul style="list-style-type: none"> <li>PHA completes mail-in reexaminations for certain targeted households in the Tenant-Based and Unit-Based programs. PHA may consider adopting mail-in recertifications for all assisted households. PHA, as a reasonable accommodation for a disabled individual, will provide alternate recertification procedures, if mail-in recertifications are not feasible for the disabled Individual(s). PHA sends a mail-in reexamination packet to the household, the household completes the forms in the packet and provides the required documents and then sends the packet back to PHA. PHA processes the reexamination and provides a PHA Rent Change Notice to the tenant and owner to advise them of their new rent and effective date.</li> </ul>
19.	Utility Allowance Schedule and Payment Standard at Interim Recertification	MTW Plan FY 2019	<ul style="list-style-type: none"> <li>Households on the Alternate UA will have utility allowances updated at the time of interim recertification consistent with the Alternate Utility Allowance Program policies.</li> </ul>	<ul style="list-style-type: none"> <li>Households on the Alternate UA CRP and or TAP Programs will have utility allowances updated at the time of interim recertification consistent with the Alternate Utility Allowance Program policies.</li> </ul>
20.	Change in Household Composition 16.18.1	PHA	<ul style="list-style-type: none"> <li>Removal of policy offering non-tenants reasonable accommodations.</li> <li>PHA may grant exceptions to this</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
			policy as a reasonable accommodation for a person with disabilities	
<b>Chapter 17: Moving with Continued Assistance</b>				
21.	Recertification of Household Income and Composition During Moves 17.5	PHA	For voluntary moves approved at the time of recertification, PHA will perform a new recertification. The next recertification due date will be changed to coincide with the new lease-up date. If the effective date of the last recertification is within 180 days of the request to move, PHA will not reverify income and/or expense information, unless the household reports a change in income and/or household composition.	<ul style="list-style-type: none"> <li>For voluntary moves approved at the time of recertification, PHA will perform a new recertification. The next recertification due date will be changed to coincide with the new lease-up date. If the effective date of the last recertification is within 180 days of the request to move, PHA will not reverify income and/or expense information, unless the household reports a change in income and/or household composition.</li> </ul> <p>For emergency moves approved under Appendix H of the Admin Plan, PHA will not perform a new recertification. These families will retain their existing recertification effective dates. However, if the family reports a change in income, PHA will complete a full recertification prior to voucher issue and the recertification date will be changed to coincide with the new lease-up date</p>
<b>Chapter 18: Portability</b>				
22.	Eligibility for Port Out 18.2.1	PHA MTW	<ul style="list-style-type: none"> <li>Mobility Program was not included in the prior policy.</li> </ul>	<ul style="list-style-type: none"> <li>Added policy clarification that prohibition on porting out does NOT apply to households in the Mobility Program</li> </ul>
<b>Chapter 20: Termination of Assistance &amp; Tenancy</b>				
23.	Household No Longer Requires Assistance	MTW Plan FY 2019	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>Upon HUD approval of the FY 2019 MTW Plan, PHA will implement a policy whereby the HAP contract terminates automatically 180 calendar days after the last housing assistance payment to the owner of \$50 or less. In this way, PHA will be able to provide assistance to a greater number of households by freeing up vouchers held by households with minimal assistance.</li> </ul> <p>If a participating family with a HAP to owner of \$50 or less experiences a change in circumstances that would cause the HAP payment to rise above \$50, the family must notify PHA of the changed circumstances and request an interim recertification before the expiration of the 180-day period.</p>
<b>Chapter 22: Special Programs &amp; Allocations</b>				
24.	Section 811 Initiative 22.14	PHA	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>PHA will commit 100 vouchers for extremely low income non-elderly person with serious mental disabilities who are served by the Pennsylvania Housing</li> </ul>

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
				<p>Finance Agency (PHFA) Section 811 Initiative. PHA has entered into an MOU with PHFA for provision of these vouchers</p> <p>The Philadelphia Office of Homeless Services (OHS) works with the Regional Housing Coordinators (RHCs) to ensure proper referrals. PHA will accept referrals from the RHCs and will screen and process Section 811 referrals in the same manner as all voucher applicants. Families with Section 811 vouchers are subject to all PHA MTW policies. The term of the MOU ends upon allocation of the agreed upon number of vouchers.</p>
<b>Chapter 23: Unit-Based Program</b>				
25.	Budget Authority 23.2	Housing Opportunities Through Modernization Act HOTMA	<ul style="list-style-type: none"> <li>PHA may select owner proposals to provide unit-based assistance for up to the amount of budget authority allocated to PHA by HUD in the PHA Voucher program.</li> </ul>	<ul style="list-style-type: none"> <li>PHA may select owner proposals to provide unit-based assistance for up to 20 percent of PHA authorized units. Under the Housing Opportunity Through Modernization Act (HOTMA) PHA may unit-base an additional 10 percent of its units above the 20 percent program limit, provided the additional units fall into one of the following categories: <ul style="list-style-type: none"> <li>Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C.11302)</li> <li>Are specifically made available to house families that are comprised of or include a veteran.- <i>Veteran</i> means an individual who has served in the United States Armed Forces.</li> <li>Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403</li> <li>Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates.</li> </ul> </li> </ul>
26.	VASH, FUP and UBV Assistance 23.10	HOTMA	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>Under the Housing Opportunity through Modernization Act (HOTMA), PHA may unit-base HUD VASH and FUP vouchers without additional requirements for approval by HUD.</li> </ul>
27.	Cap on Number of	MTW	<ul style="list-style-type: none"> <li>Clarified MTW Policy to reflect</li> </ul>	<ul style="list-style-type: none"> <li>PHA may unit-base up to 100 percent of</li> </ul>

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
	UBV Units in Each Building		removal of ceiling for number of units in a development which can be unit based.	the dwelling units in any UBV project or building selected in accordance with one of the selection methods set forth in the section on "Owner Selection Procedures"  If the project has a supportive services requirement, participating households must adhere to the supportive service requirements.
28.	Definition of Project 23.22.1	MTW Plan FY 2019	<ul style="list-style-type: none"> <li>A <i>single-family property</i> is a single project containing one to four family <i>dwelling units</i>. A "project" is defined as a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land.</li> </ul>	<ul style="list-style-type: none"> <li>A project is a single building, multiple contiguous or non-contiguous buildings, or multiple buildings on contiguous or non-contiguous parcels of land. A single family building is a building with no more than four dwelling units.</li> </ul>
29.	Term of the HAP Contract 23.22.3	HOTMA	<ul style="list-style-type: none"> <li>PHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than fifteen years. The term of all UBV HAP contracts will be negotiated with the owner on a case-by-case basis</li> </ul>	<ul style="list-style-type: none"> <li>PHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than <b>twenty</b> years. The term of all UBV HAP contracts will be negotiated with the owner on a case-by-case basis</li> </ul>
30.	HAP Contract Extension 23.22.4	HOTMA	<ul style="list-style-type: none"> <li>Prior to expiration of the HAP contract, PHA may extend the term of the contract for an additional term of up to fifteen years if PHA determines an extension is appropriate to continue providing affordable housing for low-income households. All extensions are subject to funding availability and the conditions prescribed by PHA at the time of the extension. When determining whether or not to extend an expiring UBV contract, PHA will consider whether such extension is in the interests of PHA and its low-income households.</li> </ul>	<ul style="list-style-type: none"> <li>Prior to expiration of the HAP contract, PHA may extend the term of the contract for an additional term of up to <b>twenty</b> years if PHA determines an extension is appropriate to continue providing affordable housing for low-income households. All extensions are subject to funding availability and the conditions prescribed by PHA at the time of the extension. When determining whether or not to extend an expiring UBV contract, PHA will consider whether such extension is in the interests of PHA and its low-income households.</li> </ul>
31.	Alternative System for Determining Reasonable Rent for PBV Scattered Sites 23.55.1	MTW Plan FY 2019	<ul style="list-style-type: none"> <li>Not currently included in the Plan</li> </ul>	<ul style="list-style-type: none"> <li>Upon approval of PHA's FY 2019 MTW Plan, PHA will develop an alternate system for reasonable rent (RR) determinations for PBV single scattered site projects covered by a single HAP contract within the same sub-market area. PHA will determine the sub-market for the project and where both the sub-market and bedroom sizes are the same, PHA will conduct one RR determination for units of the same size. For example, if PHA provides a PBV subsidy to 7 scattered site/buildings within the same project covered by a single HAP contract each with two and three bedroom units in the Germantown section of Philadelphia, PHA will conduct one RR determination for all of the two bedroom units and one</li> </ul>

No	Chapter Name Area	Source	Existing Admin Plan	Proposed Admin Plan
				RR determination for all of the three BR units
32.	UBV & Applicable MTW Policies 23.66	MTW Plan	<ul style="list-style-type: none"> <li>Not current included in the Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Applies the following policy to the UBV program: Rent Simplification as noted in policies Total Tenant Payment,</li> </ul>
<b>Chapter 24: Rental Assistance Demonstration Program</b>				
33.	Rent Simplification 24.5.3	PHA	<ul style="list-style-type: none"> <li>PHA will not apply the MTW authorized Rent Simplification policies from the TBV program to the RAD program with the exception of biennial and triennial recertifications, the limit on interim recertifications and the asset verification and calculation policy. Households that reside in tax credit properties will continue to be subject to annual income certifications. Conversion Household that qualify for a phase-in of their rent will be recertified on an annual basis until they pay the full standard TTP. See Total Tenant Payment for rent simplification policies. MTW biennial and triennial recertification policies and Asset policies</li> </ul>	<ul style="list-style-type: none"> <li>PHA will apply the MTW authorized Rent Simplification policies from the TBV program to the RAD program. Households that reside in tax credit properties will continue to be subject to annual tax credit income certifications. Conversion Household that qualify for a phase-in of their rent will be recertified on an annual basis until they pay the full standard TTP. See Total Tenant Payment for rent simplification policies.</li> </ul>
34.	Recertification 24.9.1	PHA	<ul style="list-style-type: none"> <li>RAD tenants will be recertified according to PHA's UBV policies and schedule. PHA will establish a recertification month for each project at which time all of the households will be recertified in accordance with their biennial or triennial schedule. . Conversion Households that were relocated due to the RAD conversion will be recertified prior to lease up at the project. Conversion Households that elect to have their rent increase phased-in will be recertified on an annual basis until the family pays their full standard TTP. New Households will be recertified according to their project's recertification month regardless of when they move into the project.</li> </ul>	<ul style="list-style-type: none"> <li>RAD tenants will be recertified according to PHA's UBV policies and schedule. Generally, recertification effective dates will coincide with either the lease anniversary date or an established recertification month for the project at which time all of the households will be recertified in accordance with their biennial or triennial schedule. Conversion Households that elect to have their rent increase phased-in will be recertified on an annual basis until the family pays their full standard TTP. New Households will be recertified according to their project's recertification month regardless of when they move into the project.</li> </ul>



**RESOLUTION NO. 11982**

**RESOLUTION APPROVING THE FISCAL YEAR  
(FY) 2019 OPERATING AND CAPITAL BUDGETS**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") Board of Commissioners approved and adopted Resolution No.11525, dated April 26, 2012, which authorized the implementation of the PHA Budget Policies and Procedures Manual; and

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

**WHEREAS**, PHA has developed balanced FY 2019 Operating and Capital Budgets for the Low Income Public Housing ("LIPH"), Housing Choice Vouchers ("HCV") and the Capital/Replacement Housing Factor ("CFP/RHF") Programs; and

**WHEREAS**, the U.S. Department of Housing and Urban Development ("HUD") requires a certification from the Chair of the Board of Commissioners as to the Board's approval of the budget; that all statutory and regulatory requirements have been met; and that the proposed budget expenditures are necessary in the efficient and economical operation of the housing programs and services provided for low-income residents; and

**WHEREAS**, the Charter of the Finance Committee, as adopted by the Philadelphia Housing Authority ("PHA") Board of Commissioners on May 21, 2015, by Resolution No. 11777, states that the Committee's responsibilities include the following: "Review the financial aspects of major proposed transactions, new programs and services, as well as proposals to discontinue programs or services, and make action recommendations to the Board, as appropriate; monitor the financial performance of PHA as a whole against approved budgets, long-term trends, and industry benchmarks; and require and monitor corrective actions to bring the organization into compliance with its budget and other financial targets;" and

**WHEREAS**, the Finance Committee has reviewed and approved the FY 2019 Operating and Capital Budgets, in substantially the form presented at the Board meeting of February 15, 2018, previously presented to the Board, and to be attached to the minutes of this Board meeting; and

**WHEREAS**, 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 programs and services provided for low-income residents;

**BE IT RESOLVED** that the PHA Board of Commissioners hereby approves the FY 2019 Operating and Capital Budgets, in substantially the form presented at the Board meeting of February 15, 2018, previously presented to the Board, and to be attached to the minutes of that Board meeting, and authorizes the Chair of the Board of Commissioners to complete and submit to HUD any required certification as to Board approval of the FY 2019 budget, as well as any previously Board-approved budgets from the past two (2) years.

# **APPENDIX 2**

## ***FY 2019 Budget Overview Presentation PPT***



# FY2019 Budget Overview

Administration and Finance

February 15, 2018

1

# BUDGET OVERVIEW

2

PHA has been an MTW agency since April 2001, operating under a MTW Agreement with the U.S. Department of Housing and Urban Development (HUD). The MTW Agreement, as amended, describes the authority and flexibility granted to PHA under the MTW program along with the requirements for participation. PHA and HUD have recently extended the MTW Agreement through 2028. Under the MTW Program, PHA is authorized to establish an MTW Block Grant budget. PHA's estimated Sources and Uses budget for FY 2019 assumes continued reductions in Public Housing Operating Subsidy, Capital Fund Program, HCV, and HCV Administrative fees.

PHA will continue to:

- Preserve and expand the supply of affordable housing available to Philadelphia's residents with low-incomes
- Improve access to quality housing choices and opportunity neighborhoods through the Housing Choice Voucher program
- Incorporate energy conservation measures and sustainable practices throughout PHA operations

## BUDGET OVERVIEW

### Assumptions for the FY 2019 Budget

3

Although we have not received a budget from HUD with the upcoming Fiscal Year, the following assumptions have been made based on an average of the proposals approved by the Trump Administration, the House and the Senate:

- 82% proration for the Low Income Public Housing Program (PH), a 7% reduction over the current proration for FY 2018.
- 95% proration for the Housing Choice Voucher Program (HCV), a 5% decrease from the current proration for FY 2018.
- 78% proration for Administrative Fees Earned
- Capital funds are based off the 2017 Capital funds
- Cost of living increases are set at up to 3% for non-represented; \$1.50 per hour for BCTC and 32B; \$1.00 increase per hour for DC33 and DC47; and 2% increase for FOHP
- Relocation expenses for the new headquarters estimated at \$.5M
- IT equipment and software updates of \$1.2M
- No new hires, including the filling of vacant positions, will be included in the Budget without the approval of the President & CEO
- This budget has been developed based on new FY 2019 commitments and assumptions approved by the President & CEO

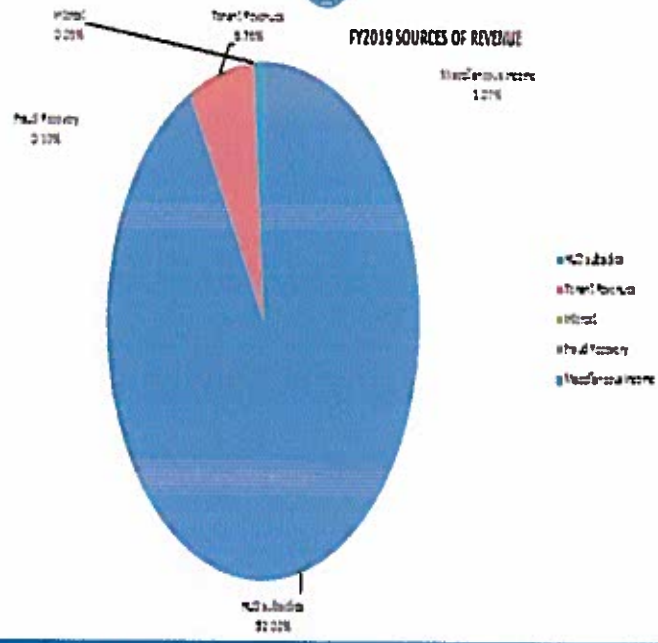
## BUDGET PRESENTATION

4

- The FY 2019 Comprehensive Budget is presented in a Sources and Uses format. Depreciation and amortization are not included in this presentation. As a result, the financial information presented in this Budget is not intended to comply with Generally Accepted Accounting Principles.
- To provide meaningful comparisons to the FY 2019 budget, figures from the approved FY 2018 Board Approved Budget are included in the Summary Budget Overview Schedules.

# SOURCES OF FUNDS

5



## BUDGET FINANCIAL HIGHLIGHTS

6

- Total Combined Sources of funds of \$394.6 million, which, PHA anticipates a 12% decrease over the FY 2018 budget.
- Major spending components of the Budget include:
  - PHA has effectively eliminated the \$21.7 million deficit under the Low Income Housing Program (LIHP), making this the first time in years; this program has a balanced budget without the assistance of the Housing Choice Voucher (HCV) program.
  - \$170.6 million for Housing Assistance payments through HCV. This is an increase of \$5 million due mainly to the conversion and transfer of assistance under the RAD program.
  - \$84.7 million for salaries and benefits, a reduction of \$8.6 million, which is a result of the right sizing efforts PHA implemented throughout FY 2018.
  - \$20.2 million for Administrative Support and Expenses, which is a \$3.3 million increase due to the move and anticipated IT upgrades.
  - \$18.4 million for Utility Expenses, which is consistent with FY 2018.
  - \$12.3 million Insurance Expenses for FY 2019.
  - \$57.6 million in Capital Improvements, New Development, RAD and Energy Performance measurements for FY 2019.





**The Philadelphia Housing Authority**  
**Operating & Capital Comprehensive Budget**  
**Financial Schedules**

For the Fiscal Year  
Beginning April 1, 2018 and Ending March 31, 2019

# FY2019 Budget - SOURCES

8

Accounting Information										
	Amended FY18 Budget - MTW 12%	Priority One Funding Program MTW - 20%	Capital Funding - MTW	Total MTW	Non-MTW	Community Outreach & Development Department (20%)	Proposed Budget FY 2019	Approved Budget FY 2018	FY 2019 Over Under / FY 2018 Approved Budget	FY 2019 Over Under / FY 2018 Approved Budget
<b>SOURCES</b>										
Grant for Programs										
FY18 Operating Budget	\$ 223,200	\$ -	\$ -	\$ 223,200	\$ -	\$ -	\$ 223,200	\$ 223,200	\$ 1,215.00	0.5%
Transfers	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 600.00	0.3%
FY18 Mobile	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 2,000	\$ 2,000	\$ 22,000	\$ 20,000	\$ 2,000.00	10.0%
FY18 Mobile	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 1,000.00	25.0%
Opportunity	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000.00	100.0%
Administrative	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 71,000	\$ -	\$ 73,000	\$ 71,000	\$ 2,000.00	2.8%
Food	\$ 1,000	\$ 3,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ 3,000	\$ 1,000.00	33.3%
Food Security	\$ 3,000	\$ 3,000	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ 3,000	\$ 3,000.00	100.0%
Mobile phone	\$ 4,000	\$ 3,000	\$ -	\$ 7,000	\$ -	\$ 25,000	\$ 32,000	\$ 25,000	\$ 7,000.00	28.0%
<b>Total Current Year Revenue</b>	<b>\$ 644,200,000</b>	<b>\$ 29,000,000</b>	<b>\$ 4,000,000</b>	<b>\$ 677,200,000</b>	<b>\$ 73,000,000</b>	<b>\$ 25,000,000</b>	<b>\$ 734,200,000</b>	<b>\$ 734,200,000</b>	<b>\$ 1,830,000</b>	<b>0.25%</b>
<b>Source - Prior Year Revenue</b>										
FY18 Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	100%
<b>Total Prior Year Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>100%</b>
<b>Total Combined Revenue</b>	<b>\$ 644,200,000</b>	<b>\$ 29,000,000</b>	<b>\$ 4,000,000</b>	<b>\$ 677,200,000</b>	<b>\$ 73,000,000</b>	<b>\$ 25,000,000</b>	<b>\$ 734,200,000</b>	<b>\$ 738,200,000</b>	<b>\$ 1,834,000</b>	<b>0.25%</b>

# FY2019 Budget - USES

9

LINE	Lawrenceville Funding 4/17/18 \$K	County Data 4/17/18 \$K	State Funding 4/17/18	Total 4/17/18	2018 4/17/18	Community Development Department (2018)	Proposed Budget FY2019	Approved Budget FY2019	FY2019 Actual/FY2018 Approved Budget	FY2019 Actual/FY2018 Approved Budget
<b>Operating Expenses</b>										
<b>Salaries &amp; Benefits</b>										
Parent Language & Reprogramming	\$ 722,825	\$ 788,228	\$ -	\$ 1,511,053	\$ 1,512,118	\$ 877,818	\$ 1,176,000	\$ 1,108,400	76.3%	73.3%
Utilities	\$ 447,725	\$ -	\$ -	\$ 447,725	\$ -	\$ -	\$ 447,725	\$ 400,000	89.3%	0.0%
Other Professional Services	\$ 1,000,750	\$ 788,228	\$ 1,181,175	\$ 2,970,153	\$ -	\$ -	\$ 1,700,000	\$ 2,000,000	111.8%	67.6%
Professional Fees	\$ 827,725	\$ -	\$ -	\$ 827,725	\$ -	\$ -	\$ 827,725	\$ 733,000	88.6%	0.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,000,025</b>	<b>\$ 1,576,456</b>	<b>\$ 1,181,175</b>	<b>\$ 4,757,656</b>	<b>\$ 1,512,118</b>	<b>\$ 877,818</b>	<b>\$ 3,150,750</b>	<b>\$ 3,241,400</b>	<b>101.3%</b>	<b>67.6%</b>
<b>Administrative Expenses</b>										
Contractual & Other Services	\$ 127,225	\$ 146,228	\$ -	\$ 273,453	\$ -	\$ -	\$ 204,000	\$ 187,000	91.7%	68.0%
Supplies	\$ 87,225	\$ 22,228	\$ 2,222,225	\$ 2,331,678	\$ -	\$ -	\$ 222,225	\$ 222,225	100.0%	0.0%
Professional Services Contract	\$ 227,225	\$ 429,600	\$ -	\$ 656,825	\$ -	\$ -	\$ 440,000	\$ 407,000	92.5%	62.3%
<b>Total Administrative Expenses</b>	<b>\$ 441,675</b>	<b>\$ 604,056</b>	<b>\$ 2,222,225</b>	<b>\$ 3,270,156</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 666,225</b>	<b>\$ 616,225</b>	<b>91.0%</b>	<b>0.0%</b>
<b>Other Expenses</b>										
Travel	\$ 177,425	\$ 22,228	\$ -	\$ 199,653	\$ -	\$ -	\$ 130,000	\$ 120,000	92.3%	0.0%
Debt	\$ 429,425	\$ 22,228	\$ -	\$ 451,653	\$ -	\$ -	\$ 429,425	\$ 429,425	100.0%	0.0%
Gas	\$ 429,425	\$ -	\$ -	\$ 429,425	\$ -	\$ -	\$ 429,425	\$ 429,425	100.0%	100.0%
Auto	\$ 429,425	\$ -	\$ -	\$ 429,425	\$ -	\$ -	\$ 429,425	\$ 429,425	100.0%	100.0%
<b>Total Other Expenses</b>	<b>\$ 1,475,700</b>	<b>\$ 44,456</b>	<b>\$ -</b>	<b>\$ 1,520,156</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,428,750</b>	<b>\$ 1,428,750</b>	<b>94.0%</b>	<b>0.0%</b>



## FY2019 Budget – USES continued

11

	Available P&L Hourly NTA 12A	Hourly O&M Factor Program NTA + 5%	Capital Proj NTA	Total NTA	As NTA	Community Contract Department Department (CPI)	Proposed Budget FY 18B	Approved Budget FY 18B	FY2019 O&M From FY 18B Approved Budget	FY2019 O&M From FY 18B Approved Budget
Devalued/Overvalued	\$ 4,293	\$ 1,293	-	\$ 5,586	-	-	\$ 4,293	\$ 1,293	\$ 1,293	0.0%
Revenue Budget	\$ 22	-	-	\$ 22	-	-	\$ 22	\$ 22	\$ 22	0.0%
Devalued/Overvalued	\$ 22	\$ 22	-	\$ 44	-	-	\$ 22	\$ 22	-	0.0%
<b>Total O&amp;M Program Expenses</b>	<b>\$ 8,578</b>	<b>\$ 1,615</b>	<b>\$ -</b>	<b>\$ 10,193</b>	<b>\$ 10,193</b>	<b>\$ -</b>	<b>\$ 8,578</b>	<b>\$ 1,615</b>	<b>\$ 1,615</b>	<b>0.0%</b>
<b>Total Operating Expenses</b>	<b>\$ 14,020,723.10</b>	<b>\$ 10,640,067</b>	<b>\$ 5,102,003</b>	<b>\$ 24,462,793</b>	<b>\$ 4,472,312</b>	<b>\$ 8,240,907</b>	<b>\$ 257,671,707</b>	<b>\$ 265,932,210</b>	<b>\$ 1,001,105</b>	<b>-0.20%</b>
<b>Total Non-Operating Expenses</b>										
Devalued/Overvalued	\$ 1,574	-	\$ 75,000	\$ 76,574	-	\$ 49,904	\$ 1,000,000	\$ 22,000	\$ 1,000,000	0.0%
Revenue Budget	-	-	\$ 420,000	\$ 420,000	-	-	\$ 420,000	\$ 420,000	\$ 420,000	0.0%
Devalued/Overvalued	-	-	\$ 2,100,000	\$ 2,100,000	-	-	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000	0.0%
<b>Total Capital Non-Operating Expenses</b>	<b>\$ 1,574</b>	<b>\$ -</b>	<b>\$ 2,175,000</b>	<b>\$ 2,176,574</b>	<b>\$ -</b>	<b>\$ 49,904</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>0.0%</b>
<b>Total Operating &amp; Capital Expenses</b>	<b>\$ 14,022,297.10</b>	<b>\$ 10,640,067</b>	<b>\$ 5,107,003</b>	<b>\$ 24,479,367</b>	<b>\$ 4,472,312</b>	<b>\$ 8,290,811</b>	<b>\$ 259,771,707</b>	<b>\$ 268,032,210</b>	<b>\$ 1,001,105</b>	<b>-0.20%</b>
<b>Net Operating Gain/Loss</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>

# Capital Projects FY 2019

Row Label	Development	Development No.	Project Description	Units	\$/sq ft	Total Non-PM's Funding Sources	PM's Portion	PM's Funding Allowed by Ordinance
32-18	Commercial	27	2018 Commercial Project	27	10			
32-18	Commercial	28	2018 Commercial Project	28	10			
32-18	Commercial	29	2018 Commercial Project	29	10			
32-18	Commercial	30	2018 Commercial Project	30	10			
32-18	Commercial	31	2018 Commercial Project	31	10			
32-18	Commercial	32	2018 Commercial Project	32	10			
32-18	Commercial	33	2018 Commercial Project	33	10			
32-18	Commercial	34	2018 Commercial Project	34	10			
32-18	Commercial	35	2018 Commercial Project	35	10			
32-18	Commercial	36	2018 Commercial Project	36	10			
32-18	Commercial	37	2018 Commercial Project	37	10			
32-18	Commercial	38	2018 Commercial Project	38	10			
32-18	Commercial	39	2018 Commercial Project	39	10			
32-18	Commercial	40	2018 Commercial Project	40	10			
32-18	Commercial	41	2018 Commercial Project	41	10			
32-18	Commercial	42	2018 Commercial Project	42	10			
32-18	Commercial	43	2018 Commercial Project	43	10			
32-18	Commercial	44	2018 Commercial Project	44	10			
32-18	Commercial	45	2018 Commercial Project	45	10			
32-18	Commercial	46	2018 Commercial Project	46	10			
32-18	Commercial	47	2018 Commercial Project	47	10			
32-18	Commercial	48	2018 Commercial Project	48	10			
32-18	Commercial	49	2018 Commercial Project	49	10			
32-18	Commercial	50	2018 Commercial Project	50	10			
32-18	Commercial	51	2018 Commercial Project	51	10			
32-18	Commercial	52	2018 Commercial Project	52	10			
32-18	Commercial	53	2018 Commercial Project	53	10			
32-18	Commercial	54	2018 Commercial Project	54	10			
32-18	Commercial	55	2018 Commercial Project	55	10			
32-18	Commercial	56	2018 Commercial Project	56	10			
32-18	Commercial	57	2018 Commercial Project	57	10			
32-18	Commercial	58	2018 Commercial Project	58	10			
32-18	Commercial	59	2018 Commercial Project	59	10			
32-18	Commercial	60	2018 Commercial Project	60	10			
32-18	Commercial	61	2018 Commercial Project	61	10			
32-18	Commercial	62	2018 Commercial Project	62	10			
32-18	Commercial	63	2018 Commercial Project	63	10			
32-18	Commercial	64	2018 Commercial Project	64	10			
32-18	Commercial	65	2018 Commercial Project	65	10			
32-18	Commercial	66	2018 Commercial Project	66	10			
32-18	Commercial	67	2018 Commercial Project	67	10			
32-18	Commercial	68	2018 Commercial Project	68	10			
32-18	Commercial	69	2018 Commercial Project	69	10			
32-18	Commercial	70	2018 Commercial Project	70	10			
32-18	Commercial	71	2018 Commercial Project	71	10			
32-18	Commercial	72	2018 Commercial Project	72	10			
32-18	Commercial	73	2018 Commercial Project	73	10			
32-18	Commercial	74	2018 Commercial Project	74	10			
32-18	Commercial	75	2018 Commercial Project	75	10			
32-18	Commercial	76	2018 Commercial Project	76	10			
32-18	Commercial	77	2018 Commercial Project	77	10			
32-18	Commercial	78	2018 Commercial Project	78	10			
32-18	Commercial	79	2018 Commercial Project	79	10			
32-18	Commercial	80	2018 Commercial Project	80	10			
32-18	Commercial	81	2018 Commercial Project	81	10			
32-18	Commercial	82	2018 Commercial Project	82	10			
32-18	Commercial	83	2018 Commercial Project	83	10			
32-18	Commercial	84	2018 Commercial Project	84	10			
32-18	Commercial	85	2018 Commercial Project	85	10			
32-18	Commercial	86	2018 Commercial Project	86	10			
32-18	Commercial	87	2018 Commercial Project	87	10			
32-18	Commercial	88	2018 Commercial Project	88	10			
32-18	Commercial	89	2018 Commercial Project	89	10			
32-18	Commercial	90	2018 Commercial Project	90	10			
32-18	Commercial	91	2018 Commercial Project	91	10			
32-18	Commercial	92	2018 Commercial Project	92	10			
32-18	Commercial	93	2018 Commercial Project	93	10			
32-18	Commercial	94	2018 Commercial Project	94	10			
32-18	Commercial	95	2018 Commercial Project	95	10			
32-18	Commercial	96	2018 Commercial Project	96	10			
32-18	Commercial	97	2018 Commercial Project	97	10			
32-18	Commercial	98	2018 Commercial Project	98	10			
32-18	Commercial	99	2018 Commercial Project	99	10			
32-18	Commercial	100	2018 Commercial Project	100	10			

# Capital Projects FY 2019 cont'd

Row Labels	Development	Development No.	Project Description	Units	CU/BU	Total Non-PMA Funding Sources	PMA Portion	PMA Funding Allocated to Project
<b>Total</b>	<b>Stormwater Management Fees</b>	<b>803</b>	<b>Stormwater Management Fees</b>	<b>7</b>	<b>No</b>			
2024	Stormwater Management Fees	803	Stormwater Management Fees	7	No			
2024	Engineering	803	Stormwater Management Fees	14	No			
2024	Construction	807	Stormwater Management Fees	18	No			
2024	Materials	803	Stormwater Management Fees	24	No			
2024	Professional Services	803	Stormwater Management Fees	20	No			
2024	Construction	806	Stormwater Management Fees	13	No			
<b>Total Stormwater Management Fees</b>							<b>6,728,720</b>	<b>6,728,720</b>
<b>Energy Performance</b>								
2024	Energy Services	104	Energy Services/High Consuming Users	13	No			
2024	Energy Services	104	Energy Services/High Consuming Users	63	No			
2024	Energy Services	77	Energy Services/High Consuming Users	100	No			
2024	Energy Services	77	Energy Services/High Consuming Users	100	No			
2024	Energy Services	77	Energy Services/High Consuming Users	100	No			
2024	Energy Services	77	Energy Services/High Consuming Users	100	No			
2024	Energy Services	100	Energy Services/High Consuming Users	63	No			
2024	Energy Services	100	Energy Services/High Consuming Users	63	No			
2024	Energy Services	100	Energy Services/High Consuming Users	63	No			
2024	Energy Services	100	Energy Services/High Consuming Users	63	No			
2024	Energy Services	43	Energy Services/High Consuming Users	103	No			
2024	Energy Services	43	Energy Services/High Consuming Users	103	No			
2024	Energy Services	43	Energy Services/High Consuming Users	103	No			
2024	Energy Services	88	Energy Services/High Consuming Users	114	No			
2024	Energy Services	88	Energy Services/High Consuming Users	114	No			
2024	Energy Services	88	Energy Services/High Consuming Users	114	No			
2024	Energy Services	76	Energy Services/High Consuming Users	100	No			
2024	Energy Services	76	Energy Services/High Consuming Users	100	No			
2024	Energy Services	76	Energy Services/High Consuming Users	100	No			
2024	Energy Services	88	Energy Services/High Consuming Users	104	No			
2024	Energy Services	88	Energy Services/High Consuming Users	104	No			
2024	Energy Services	88	Energy Services/High Consuming Users	104	No			
2024	Energy Services	16	Energy Services/High Consuming Users	830	No			
2024	Energy Services	16	Energy Services/High Consuming Users	830	No			
2024	Energy Services	16	Energy Services/High Consuming Users	830	No			
2024	Energy Services	16	Energy Services/High Consuming Users	830	No			
2024	Energy Services	16	Energy Services/High Consuming Users	830	No			
2024	Energy Services	16	Energy Services/High Consuming Users	830	No			





# Capital Projects FY 2019 cont'd

15

New Development						Total New PMA Funding Request	PMA Portion	PMA Funding Allocated to Project
Row Labels	Development	Development No.	Project Description	Units	CM/PM			
2028	3-Dormitory	V6	Warfare/Maintenance Building	3	NA			
2029	3-Dormitory	V9	3-Dormitory P43 (Knoxville)	135	CM			
2030	3-Dormitory	V9	3-Dormitory P43 (Raymond Barracks)	68	CM			
2031	3-Dormitory	V9	3-Dormitory P43 (Knoxville) - 23	23	CM			
2032	3-Dormitory	V9	3-Dormitory P43 (Knoxville) - 62	62	CM			
2033	3-Dormitory	V9	3-Dormitory P43 (Knoxville) - 20	20	CM			
2034	3-Dormitory	V9	3-Dormitory P43 (Knoxville) - 21	21	CM			
2035	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2036	Home Care	V6	Home Care CM (PMA 2 Payment) - 20	20	CM			
2037	Home Care	V6	Home Care CM (PMA 2 Payment) - 12	12	CM			
2038	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
<b>New Development Total</b>						<b>\$ 171,000,000</b>	<b>\$ 168,000,000</b>	<b>\$ 64,976,000</b>
Rental Assistance Demonstration (RAD)								
2039	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2040	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2041	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2042	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2043	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2044	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2045	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2046	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2047	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2048	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
2049	3-Dormitory	V6	3-Dormitory P43 (Knoxville) - 61	61	CM			
<b>Rental Assistance Demonstration (RAD) Total</b>						<b>\$ 171,000,000</b>	<b>\$ 168,000,000</b>	<b>\$ 16,800,000</b>
<b>Grand Total</b>						<b>\$ 342,000,000</b>	<b>\$ 336,000,000</b>	<b>\$ 81,776,000</b>

THANK YOU!

16

# **APPENDIX 3**

## **Sign-up Sheets for Specific Resolutions & General Comment Period**

**SIGN-IN SHEET**  
**FOR COMMENT ON SPECIFIC RESOLUTIONS**  
**FEBRUARY 2018 PHA BOARD MEETING**

(3 minutes per person)

- RESOLUTION #1: AUDIT COMMITTEE APPT OF C. BURKETT as Independent Member
- RESOLUTION #2: INSURANCE CONTRACTS
- RESOLUTION #3: FAMILY SELF-SUFFICIENCY PROGRAM –Contract w/Compass Wkg Capital
- RESOLUTION #4: GENERAL LEGAL SERVICES CONTRACTS
- RESOLUTION #5 SMOKE-FREE POLICY FOR ALL UNITS
- RESOLUTION #6: ADMIN PLAN AND ACOP REVISIONS
- RESOLUTION #7: FISCAL YEAR (FY) 2019 OPERATING AND CAPITAL BUDGETS

Your Name:

Mrs. Henderson

Resolution(s) on which you want to comment:

- Reso # 3
- Reso # \_\_\_\_\_
- Reso # \_\_\_\_\_
- Reso # \_\_\_\_\_
- Reso # \_\_\_\_\_
- Reso # \_\_\_\_\_

**FEBRUARY 2018 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: MILTON PRATT

Maintenance Issue? Yes \_\_\_ No \_\_\_ Other (topic): COURTYARD ✓

Name: Gwendolyn Toker ✓

Maintenance Issue? Yes \_\_\_ No  Other (topic): EVICCTIONS

\* Name: Kate Goodin

Maintenance Issue? Yes \_\_\_ No  Other (topic): Puerto Rican Evacuees ✓

Name: Janifer Bennett ✓

Maintenance Issue? Yes \_\_\_ No  Other (topic): culture of domestic abuse of tenants by PHA police