



## **PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES Thursday, October 17, 2019, 3 p.m., at 2013 Ridge Ave., Philadelphia, PA 19121**

The regularly scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was brought to order at approximately 3:02 p.m. by the Chair, Lynette Brown-Sow. In attendance were Vice-Chair Wetzel, Commissioners Callahan, Camarda, Mayo, and Purnell, as well as President & CEO (“CEO”) Kelvin A. Jeremiah and General Counsel and Board Secretary, Laurence M. Redican. Commissioners Coney, Staten and Wise did not participate.

Following the observation of a moment of silence, as requested by the Chair to help prepare for the work to be done in the meeting, the CEO reviewed the public comment procedure, then made the following announcements: 1) PHA and its resident leadership are again partnering with the Philly Food Rescue Program, to distribute food and information about PHA programs; 2) the Pennsylvania Apartment Association honored two PHA Developments, Nellie Reynolds Gardens and Queen Lane, with their highly competitive Gold Award for Overall Community Excellence; 3) a partnership between PHA and NewCourtland Senior Services has created 75 affordable housing units for seniors in the East Falls neighborhood, with the grand opening of InnovAge’s Pennsylvania LIFE - Henry Avenue Center and NewCourtland’s Apartments at Henry Avenue; and 4) on October 5<sup>th</sup>, PHA joined the Norris Square Community Alliance at their 35<sup>th</sup> Annual Neighborhood Festival, celebrating the creation of 29 affordable housing units.

For the Resident Spotlight, two 6<sup>th</sup> grade participants in the Mighty Writers program were recognized, with the program director, Christina Rissell explaining about the program and its partnership with PHA. Eriyanah East and London Winston spoke about their summer projects, which were highlighted at the meeting (poetry and song, respectively), and they received enthusiastic applause, congratulations, and various PHA logo items.

Commissioner Callahan then thanked PHA staff and residents who came to help her celebrate her 10<sup>th</sup> anniversary as pastor of her church, expressing her appreciation for their participation.

The Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of September 19, 2019. Hearing none, the minutes were accepted as submitted.

Five resolutions were presented and unanimously approved.

**Resolution 12066**, attached in Appendix 1, was introduced by Celeste Fields, Senior Executive Vice President/Chief Administrative & Financial Officer, and presented by Melanie Black, Assurance Senior Manager at the auditing firm of RSM US LLP, which prepared the comprehensive annual financial report and the associated financial statement for the period of April 1, 2018 through March 31, 2019. These were presented for Board approval, following the RSM presentation (PPT attached as Appendix 2). As the Chair of the Audit Committee that had reviewed the materials, Commissioner Purnell moved for approval of the resolution. After the motion was seconded, Commissioner Purnell stated that the committee had met to review the audit findings in detail and recommended approval of the resolution. There being no further discussion or public comment, for which an opportunity was provided (as it was for all the resolutions), the motion was unanimously approved.

**Resolution 12067**, attached in Appendix 1, was presented by Jennifer Ragen, Director of Policy – Office of General Counsel, to approve amendments to the Admissions and Continued Occupancy Policies for public housing and the Administrative Plan applicable to the Housing Choice Voucher Program, as presented on the Summary Sheet attached to the resolution. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee to which the resolution had been sent for review, moved for its adoption. Following a second, Vice-Chair Wetzel made remarks, including that the committee had reviewed the resolution and recommended its adoption. There being no further discussion, the motion was unanimously approved.

**Resolution 12068**, attached in Appendix 1, was presented by Jennifer Ragen, Director of Policy – Office of General Counsel, to approve Amendment #2 to the Moving-to-Work Plan for Fiscal Year 2020, to convert three (3) developments, consisting of 149 total units, under the provisions of the Rental Assistance Demonstration Program, which include Queen Lane, Queen Row, and Norris LP. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee to which the resolution had been sent for review, moved for its adoption. Following a second, Vice-Chair Wetzel stated that the committee had reviewed the resolution and recommended its adoption. There being no further discussion, the motion was unanimously approved.

**Resolution 12069**, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President, Supply Chain Management, to authorize PHA to contract with Trades for a Difference for entry level job construction program services, in a total amount not to exceed four hundred fourteen thousand nine hundred ninety dollars (\$414,990.00). Commissioner Mayo, as a member of the Resident Services Committee to which the resolution had been sent for review, moved for its adoption. Following a second and discussion that included clarification as to the number of cycles under the contract and Commissioner Mayo noting that the committee had reviewed the resolution and recommended its adoption, the motion was unanimously approved.

**Resolution 12070**, attached in Appendix 1, was presented by Jennifer Ragen, Director of Policy – Office of General Counsel, to authorize PHA to submit applications or amendment requests for the disposition of up to sixty-one (61) properties to the U.S. Department of Housing and Urban Development, to be transferred to the Philadelphia Land Bank for nominal consideration, in order to create affordable housing and other community amenities. Vice-Chair Wetzel, as Chair of the Policy and Planning Committee to which the resolution had been sent for review, moved for its adoption. Following a second, Vice-Chair Wetzel stated that the committee had reviewed the resolution, recommended its adoption, and was pleased that the transfers would be part of a consolidation of properties to create more affordable housing in the City of Philadelphia. Jennifer Bennetch spoke as part of the opportunity for public comment on the resolution. There being no further discussion, the motion was unanimously approved.

The meeting was then opened for **public comment** at approximately 3:42 p.m. The names of those who signed up for public comments and their topics are attached as Appendix 3.

The meeting ended at approximately 3:50 p.m., following a motion to adjourn from Commissioner Callahan that was seconded and unanimously approved.

Respectfully submitted,



Laurence M. Redican  
General Counsel  
Philadelphia Housing Authority

# APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY  
MEETING OF THE BOARD OF COMMISSIONERS  
2013 RIDGE AVE.  
PHILADELPHIA, PA 19121  
THURSDAY, OCTOBER 17, 2019 at 3 p.m.  
AGENDA

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- A. **Call to Order** Lynette Brown-Sow, Chair
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of the Minutes** of the Board Meeting held September 19, 2019, as distributed.
- D. **New Business**
  - 1. **RESOLUTION ADOPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT OF THE PHILADELPHIA HOUSING AUTHORITY FOR THE FISCAL YEAR ENDING MARCH 31, 2019**

Celeste Fields
  - 2. **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
  - 3. **RESOLUTION AUTHORIZING AN AMENDMENT TO THE PHILADELPHIA HOUSING AUTHORITY MOVING TO WORK ANNUAL PLAN FOR FISCAL YEAR 2020**

Jennifer Ragen
  - 4. **RESOLUTION AUTHORIZING A CONTRACT WITH TRADES FOR A DIFFERENCE FOR ENTRY LEVEL CONSTRUCTION JOB TRAINING PROGRAM**

Dave Walsh
  - 5. **RESOLUTION AUTHORIZING THE DISPOSITION OF UP TO SIXTY-ONE (61) PROPERTIES TO THE PHILADELPHIA LAND BANK**

Jennifer Ragen
- E. **Public Comment Period**

**RESOLUTION NO. 12066**

**RESOLUTION ADOPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT  
OF THE PHILADELPHIA HOUSING AUTHORITY FOR THE FISCAL YEAR ENDING  
MARCH 31, 2019**

**WHEREAS**, the law of the Commonwealth of Pennsylvania requires that all general-purpose local governments and component units publish a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles ("GAAP") and audited in accordance with Generally Accepted Auditing Standards ("GAAS") by a firm of certified public accountants; and

**WHEREAS**, the Philadelphia Housing Authority ("PHA") contracted with RSM US LLP (hereafter "RSM"), to conduct the required audit of PHA's financial statements, business-type activities, blended component units, and each PHA major fund, for the fiscal year that ended March 31, 2017, pursuant to applicable procedures, which RSM has done; and

**WHEREAS**, the PHA Audit Committee has met with RSM, the PHA President & CEO, PHA's Chief Financial Officer, and PHA's Office of Audit and Compliance, after the completion of PHA's audit, to review and discuss the audit report and the associated audit results; and

**WHEREAS**, the PHA Audit Committee has recommended acceptance of the comprehensive annual financial report, as prepared by RSM, and the associated financial statement, as prepared by PHA management, for the period of April 1, 2018 through March 31, 2019, dated October 17, 2019, as reviewed by RSM, PHA management and the Audit Committee, and as distributed and presented to PHA's Board of Commissioners;

**BE IT RESOLVED**, that PHA's Board of Commissioners hereby adopts and approves the comprehensive annual financial report, dated October 17, 2019, and the associated financial statements for the period of April 1, 2018 through March 31, 2019.



I hereby certify that this was  
**APPROVED BY THE BOARD ON** 10/17/19  
*Deanna M. Kedic*  
**ATTORNEY FOR PHA**

**RESOLUTION NO. 12067**

**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 March 2019, 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

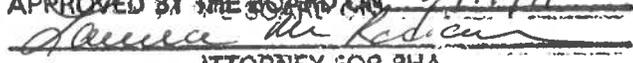
**WHEREAS**, PHA has an Administrative Plan applicable to the Housing Choice Voucher Program ("Administrative Plan"), amended March 2019, that provides for PHA to update the Administrative Plan to reflect changes in law or regulations, MTW initiatives, PHA operations, or when needed to ensure staff consistency 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 August 28, 2019 through September 27, 2019, as well as holding a public hearing on the proposed amendments on September 11, 2019 and making a presentation to resident leadership on September 11, 2019;

**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 November 1, 2019.



I hereby certify that this was  
APPROVED BY THE BOARD ON 10/17/19  
  
ATTORNEY FOR PHA

**ATTACHMENT TO RESOLUTION FOR ACOP AND ADMINISTRATIVE PLAN CHANGES**  
 Summary of Proposed Changes to the Public Housing Admissions & Continued Occupancy Policy, as of August 28, 2019

No	Chapter Name Subject Area	Source	Existing Admin Plan	Proposed Admin Plan
<b>Chapter 7 : Occupancy Standards &amp; Unit Offers</b>				
1.	Unit Offers 7.14	PHA	<ul style="list-style-type: none"> <li>Included language to require acceptance of unit offers and lease up by applicants within a required time frame.</li> </ul>	<ul style="list-style-type: none"> <li>An applicant must accept a unit within three business days from the date the unit offer is communicated. Once an applicant has accepted a unit, the applicant must sign a lease with an effective date that is no more than five (5) business days from the date of unit acceptable. Exceptions to this policy will be made on a case-by-case basis.</li> </ul>
2.	Unit Refusal without Good Cause 7.18	PHA	<ul style="list-style-type: none"> <li>Removed opportunity for an informal hearing when an applicant refuses a unit without good cause.</li> </ul>	<ul style="list-style-type: none"> <li>When an applicant rejects the final unit offer without good cause, PHA will withdraw the applicant's name from all conventional and scattered site Public Housing waiting lists and send notice to the family of such removal. <del>The notice will inform the family of their right to request an informal hearing and the process for doing so. See policies on Error! Reference source not found..</del></li> </ul>
<b>Chapter 10: Verification</b>				
3.	General Verification Requirements 10.3	PHA	<ul style="list-style-type: none"> <li>Removed the requirement to reverify applicant income if more than 180 days have passed since the income information was last verified.</li> </ul>	<ul style="list-style-type: none"> <li>In an effort to lease families as quickly as possible and to reduce staff workload, PHA has opted not to re-verify family composition and information related to income and allowances during the leasing process unless there has been a substantial change in income and allowances or a change in family composition. PHA will use the definition of substantial difference to identify substantial changes in income. <del>Only if more than 180 days have passed since the income information previously was verified by PHA</del></li> </ul>
<b>Chapter 12: Continued Occupancy</b>				
4.	Over-Income Families 12.3	PIH Notice 2019-11	<ul style="list-style-type: none"> <li>Not previously included in the ACOP.</li> </ul>	<ul style="list-style-type: none"> <li>PHA will update the over-income limits in the ACOP no later than 60 days after HUD publishes the new income limits.</li> </ul>
<b>Chapter 15: Transfer Policy</b>				
5.	Transfer	PHA	<ul style="list-style-type: none"> <li>Updated policy to reflect requirement</li> </ul>	<ul style="list-style-type: none"> <li><u>Emergency Transfers:</u> Tenants must <u>accept and execute a lease</u> unit within three (3) business days</li> </ul>

No	Chapter Name Subject Area	Source	Existing Admin Plan	Proposed Admin Plan
	Offers 15.17		for households with emergency transfers to accept and lease units within 3 business days from the date the unit offer is communicated by PHA.	<p>of the date the unit is offer is communicated by PHA. Exceptions to this policy will be made on a case-by-case basis.</p> <ul style="list-style-type: none"> <li>• <u>All Other Transfers:</u> Tenants must <u>accept</u> a unit within three (3) business days of the date the unit offer is communicated by PHA and will be required to execute a lease within five (5) business days from the date of unit offer. Exceptions to this policy will be made on a case-by-case basis.</li> <li>• Acceptance of a unit must be made in writing. <del>The tenant must accept a unit within three (3) business days of the date the offer is communicated by PHA. Acceptance of a unit must be made in writing.</del></li> </ul>
<b>Chapter 21: Reasonable Accommodations</b>				
6.	Occupancy of Accessible Units under the Centralized Tracking System 21.22.1	PHA	<ul style="list-style-type: none"> <li>• Removed the language regarding a forthcoming web-based system.</li> </ul>	<ul style="list-style-type: none"> <li>• PHA will prepare and regularly update an inventory of all accessible units for PHA and AME sites. The inventory will identify the development name, address, bedroom size and accessibility features for the units. The inventory information and instructions for applying for PHA/AME housing will be available at all PHA and AME management offices and other sites where applications are processed <del>including a forthcoming web-based system.</del></li> </ul>

Summary of Proposed Changes to the HCV Administrative Plan, as of August 28, 2019

No	Chapter Name Subject Area	Source	Existing Admin Plan	Proposed Admin Plan
Chapter 22: Special Programs & Allocations				
7.	Mainstream Vouchers  22.4	2017 NOFA	<ul style="list-style-type: none"> <li>Updated the policy language to clarify that the preferences is not a Mainstream preference but rather is a preference related to a certain family type</li> </ul>	<ul style="list-style-type: none"> <li><del>For Mainstream Vouchers</del>, PHA will provide a limited preference for ninety-nine (99) vouchers to .....</li> <li>PHA will issue <del>Mainstream</del> vouchers to family who qualify for this preference in the following order....</li> <li>Under this preference, when a <del>Mainstream</del> voucher turns over, PHA will issue the voucher to the next eligible <del>Mainstream</del> household who qualifies for this preference according to the issuance criteria.....</li> </ul>
Chapter 23: Unit Based Program				
8.	HAP Contract Extension  23.22.4	FR: 1/18/17  HOTMA Changes	<ul style="list-style-type: none"> <li>Updated policy language to clarify renewal terms</li> </ul>	<ul style="list-style-type: none"> <li>PHA may agree to enter into an extension (at the time of the initial HAP contract execution or any time before the expiration of the contract, for an additional term of up to 20 years. A HAP contract extension may not exceed 20 years. The PHA may provide for multiple extensions; however, in no circumstances may such extensions exceed 20 years, cumulatively.</li> <li>For HAP contracts that are still in the initial term, PHA may extend the initial term up to a maximum initial term of 20 years by mutual consent, and then may subsequently agree to extend the contract for up to 20 years. The maximum term of the HAP contract in that instance (initial term and subsequent extension) would be 40 years. For HAP contracts that are no longer in the initial term, PHA may mutually agree to extend the HAP contract for a total extension term of 20 years. The maximum term of the HAP contract in that case would be 20 years plus the number of years that constituted the initial term of the HAP contract.</li> </ul>
Chapter 24: RAD				
9.	Initial Tenant	PIH	<ul style="list-style-type: none"> <li><b>Year 2:</b> Year 2</li> </ul>	<ul style="list-style-type: none"> <li><b>Year 2:</b> Year 2 Annual Recertification (AR) and</li> </ul>

No	Chapter Name Subject Area	Source	Existing Admin Plan	Proposed Admin Plan
	Rent for Conversion Households	Notice 2012-32 Rev 3	Annual Recertification (AR) and any Interim Recertification prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP	any Interim Recertification prior to Year 3 AR – 50%-of difference between most recently paid TTP and the standard TTP
<b>Chapter 25: Enhanced Vouchers</b>				
10.	Enhanced Voucher Minimum Rent 28.4	PIH Notice 2019-12	<ul style="list-style-type: none"> <li>Updated policy language to reflect cap on Enhanced Voucher Minimum Rent</li> </ul>	<ul style="list-style-type: none"> <li>Added policy to cap the EV minimum rent after a significant decrease then subsequent increase in income.</li> </ul>

**RESOLUTION NO. 12068**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE PHILADELPHIA HOUSING AUTHORITY MOVING TO WORK ANNUAL PLAN FOR FISCAL YEAR 2020**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") is a participant in the Moving to Work ("MTW") Demonstration Program pursuant to an agreement with the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, under the terms of its participation in the MTW program, PHA must submit an MTW Annual Plan ("MTW Plan") for HUD approval each fiscal year that describes proposed MTW plans and activities and the PHA Board of Commissioners approved the MTW Plan for Fiscal Year 2020 on December 20, 2018, which was subsequently submitted to and is pending HUD approval; and

**WHEREAS**, HUD administers the Rental Assistance Demonstration ("RAD") program, under which public housing units can be converted to long-term project based assistance, and, with PHA Board approval, PHA has previously applied to HUD for the conversion under RAD of certain PHA public housing units, including certain long-term vacant and distressed scattered site public housing units, which applications have been subsequently approved by HUD; and

**WHEREAS**, HUD regulations require submission of an Amendment to the MTW Plan for all RAD conversions, which Amendment must be approved by the Board of Commissioners; and

**WHEREAS**, PHA has identified three (3) developments consisting of 149 total units to convert under the provisions of RAD, which include Queen Lane, Queen Row, and Norris LP as described in the Plan Amendment; and

**WHEREAS**, PHA has fulfilled the HUD requirement of providing opportunities for resident and public participation and comment on the MTW Plan Amendment, including scheduling at least one (1) public hearing, by: 1) making available copies of the MTW Plan Amendment to the public and to residents as of September 9, 2019; 2) holding a public hearing on September 11, 2019; 3) posting the MTW Plan Amendment on PHA's website; 4) briefing Resident Leadership at the September 2019 Resident Roundtable meeting; 5) conducting a public comment period from September 9 through October 9, 2019; and 6) taking into consideration any comments received during the public comment period and public hearing;

**BE IT RESOLVED**, that the Board of Commissioners does hereby approve the Amendment to the MTW Plan for Fiscal Year 2020, Amendment #2, as distributed to the Board of Commissioners and referenced herein, and authorizes PHA's Chair and/or its President & CEO or his and/or her authorized designee(s) to take all steps necessary to finalize and secure HUD approval of and to implement the Amendment, as set forth above.



I hereby certify that this was  
APPROVED BY THE BOARD ON 10/12/18  
James M. Kedian  
ATTORNEY FOR PHA

**RESOLUTION NO. 12069**

**RESOLUTION AUTHORIZING A CONTRACT WITH TRADES FOR A DIFFERENCE FOR ENTRY LEVEL CONSTRUCTION JOB TRAINING PROGRAM**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) seeks a qualified community partner to provide entry level construction job training and career placement to PHA residents ages 18-26 and a Request for Proposal was developed for the selection of a company to fulfill 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 and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contract be awarded to Trades for a Difference; 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 the contract; and

**WHEREAS**, it is recommended that the amount to be expended under the contract shall not exceed four hundred fourteen thousand nine hundred ninety dollars (\$414,990.00) with a one (1) year base period and two (2) one-year option periods, as follows:

- 1) The not-to-exceed amount for the one (1) year base period is one hundred thirty-eight thousand three hundred thirty dollars (\$138,330.00);
- 2) The not-to exceed amount for the first one-year option period is one hundred thirty-eight thousand three hundred thirty dollars (\$138,330.00);
- 3) The not-to exceed amount for the second one-year option period is one thirty-eight thousand three hundred thirty dollars (\$138,330.00);

**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 Trades for a Difference subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed four hundred fourteen thousand nine hundred ninety dollars (\$413,990.00) and to take all necessary actions relating to such contract, including determining whether the options available under the contract shall be exercised.



I hereby certify that this was  
APPROVED BY THE BOARD ON 12/17/19  
[Signature]  
ATTORNEY FOR PHA

**PHILADELPHIA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
ENTRY LEVEL CONSTRUCTION JOB TRAINING PROGRAM  
FACT SHEET**

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Solicitation Number P-004908 was solicited as a competitive proposal and was posted on PHA's website, advertised via local publications, (Tribune, Inquirer and *Impacto*) and chambers of commerce.

**AGENCY OUTREACH**

1. Greater Philadelphia Chamber of Commerce
2. Hispanic Chamber of Commerce
3. Asian-American Chamber of Commerce
4. African-American Chamber of Commerce
5. Enterprise Center
6. City of Philadelphia - OEO
7. Minority Supplier Development Council
8. Pennsylvania Unified Certification Programs

**OUTREACH LIST (24)** (including all parties that requested a copy of the solicitation):

- |                                   |                         |
|-----------------------------------|-------------------------|
| 1. <b>Trades for a Difference</b> | <b>Philadelphia, PA</b> |
| 2. Friends Rehabilitation Program | Philadelphia, PA        |
| 3. ELT/Low Country Blding/Exico   | Philadelphia, PA        |
| 4. J Rose Enterprises             | Philadelphia, PA        |
| 5. Prime Vendor Inc               | Wilmington, NC          |
| 6. US Construction Group          | Philadelphia, PA        |
| 7. Bidnet                         | Lathan, NY              |
| 8. Delta                          | Herndon, VA             |
| 9. Bluntarc Consulting            | Philadelphia, PA        |
| 10. Foxworth Construction         | Philadelphia, PA        |
| 11. Calyptus Consulting Group     | Cambridge, MA           |
| 12. Total Equipment Training      | Chester Springs, PA     |
| 13. Imago Green                   | Washington, DC          |
| 14. KMM Tax and Accting Services  | Lansdowne, PA           |
| 15. Full Circle Computing Inc     | Exton, PA               |
| 16. A-Plus Consulting LLC         | Newark, NJ              |
| 17. Connection Training Services  | Philadelphia, PA        |
| 18. Pccs                          | Philadelphia, PA        |
| 19. Bid Ocean                     | Grand Junction, CO      |
| 20. Visual                        | Coimbatore, TN          |
| 21. Cameron 8 LLC                 | Philadelphia, PA        |
| 22. YouthBuild Philly             | Philadelphia, PA        |
| 23. Jevs                          | Philadelphia, PA        |
| 24. PYN Inc.                      | Philadelphia, PA        |

**ADVERTISE DATE:** 8-27-2019

**CLOSE DATE:** 9-19-2019

**OFFERORS (3)**

- |  |                         |
|--|-------------------------|
| 1. <b>Trades for a Difference</b>                  | <b>Philadelphia, PA</b> |
| 2. Friends Rehabilitation Program                  | Philadelphia, PA        |
| 3. ELT Ventures/Low Country Building<br>Exico, Inc | Philadelphia, PA        |

**CONTRACT AMOUNT:**

**DATES**

\$138,330.00	(one year base period)	11-1-2019 – 10-31-2020
\$138,330.00	(option period one)	11-1-2020 – 10-31-2021
\$138,330.00	(option period two)	11-1-2021 – 10-31-2022

RECOMMENDATION OF AWARD TO: **TRADES FOR A DIFFERENCE**  
6812 Chew Avenue – Philadelphia, PA 19119

**AFFIRMATIVE ACTION/RESIDENT PARTICIPATION:**

**MBE/WBE PARTICIPATION:**

Ownership: MBE: \_\_\_ WBE: \_\_\_\_; Subcontracting/Other Contracting: MBE: \_\_\_ WBE: \_\_\_\_

**SECTION 3:**

New Hires: 30%; Contracts/Subcontracts: N/A; Section 3 Business: \_\_\_; Other Economic Opportunities: Section 3 Fund: \_\_\_

**RESOLUTION NO. 12070**

**RESOLUTION AUTHORIZING THE DISPOSITION OF UP TO SIXTY-ONE (61) PROPERTIES TO THE PHILADELPHIA LAND BANK**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) wishes to dispose of up to sixty-one (61) vacant surplus properties, as set forth on the Attachment to this resolution, to the Philadelphia Land Bank; and

**WHEREAS**, disposition of these properties will contribute to the consolidation of surplus publicly-owned property in the Brewerytown neighborhood of North Philadelphia under the ownership of one entity for more efficient redevelopment for affordable housing purposes; and

**WHEREAS**, disposition of these properties requires approval by the U.S. Department of Housing and Urban Development (“HUD”) in accordance with Section 18 of the U.S. Housing Act of 1937 and its implementing regulations; and

**WHEREAS**, HUD approval for such dispositions requires PHA to take certain preliminary actions, including consulting with residents, securing the support of local government, and obtaining the approval of PHA’s Board of Commissioners for the proposed dispositions, all of which shall be done prior to the submission of any requests to HUD for approvals; and

**WHEREAS**, the President & CEO and/or his designee shall be authorized to submit the disposition applications or requests to amend existing approvals to HUD for the properties listed in the Attachment to this resolution;

**BE IT RESOLVED**, that the PHA Board of Commissioners does hereby authorize PHA’s President & CEO and/or his authorized designee(s) to: 1) submit the appropriate disposition requests or amendments to HUD for up to sixty-one (61) properties, as set forth in the Attachment to this resolution; 2) execute closing and other documents as necessary to close the transactions; and 3) take any and all necessary and appropriate actions to carry out the provisions of this resolution.

Attachment to Resolution for Disposition of Properties –

**Proposed Conveyances to Philadelphia Land Bank for the Purpose of Affordable Housing**

#	AMP	Unit Address	Zip Code	HUD Action	Disposition Type	Consideration	2020 Assessed Value
1	910	1400 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$6,100
2	910	1415 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$22,700
3	910	1416 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,200
4	910	1428 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,200
5	910	1434 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,200
6	910	1439 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,000
7	910	1451 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,000
8	910	1458 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,200
9	910	1460 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,200
10	910	1205 N ETING ST	19121	Disposition Application	Fee Simple	Nominal	\$2,400
11	910	1216 N 30TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$46,300
12	910	1216 N PENNOCK ST	19121	Disposition Application	Fee Simple	Nominal	\$16,000
13	910	1223 N MYRTLEWOOD ST	19121	Disposition Application	Fee Simple	Nominal	\$18,400
14	910	1229 N ETING ST	19121	Disposition Application	Fee Simple	Nominal	\$2,400
15	910	1232 N DOVER ST	19121	Disposition Application	Fee Simple	Nominal	\$24,100
16	910	1235 N 30TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$21,400
17	910	1236 N 27TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$10,800
18	910	1236 N DOVER ST	19121	Disposition Application	Fee Simple	Nominal	\$5,300
19	910	1239 N 30TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$21,400
20	910	1242 N DOVER ST	19121	Disposition Application	Fee Simple	Nominal	\$5,300
21	910	1246 N DOVER ST	19121	Disposition Application	Fee Simple	Nominal	\$24,100
22	910	1270 N DOVER ST	19121	Disposition Application	Fee Simple	Nominal	\$5,600
23	910	1300 N DOVER ST	19121	Disposition Application	Fee Simple	Nominal	\$5,600
24	910	1345 N HOLLYWOOD ST	19121	Disposition Application	Fee Simple	Nominal	\$93,000
25	910	1412 N 27TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$4,500
26	910	1419 N MYRTLEWOOD ST	19121	Disposition Application	Fee Simple	Nominal	\$5,200
27	910	1426 N MYRTLEWOOD ST	19121	Disposition Application	Fee Simple	Nominal	\$5,600
28	910	1430 N MYRTLEWOOD ST	19121	Disposition Application	Fee Simple	Nominal	\$5,600
29	910	1446 N 27TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$11,000
30	910	1462 N MYRTLEWOOD ST	19121	Disposition Application	Fee Simple	Nominal	\$5,800
31	910	1519 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$10,400
32	910	1523 N NEWKIRK ST	19121	Disposition Application	Fee Simple	Nominal	\$73,800
33	910	1551 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$16,700
34	910	1706 N 27TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$6,200

35	910	1736 N HOLLYWOOD ST	19121	Disposition Application	Fee Simple	Nominal	\$2,300
36	910	1751 N BAILEY ST	19121	Disposition Application	Fee Simple	Nominal	\$42,800
37	909	1821 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$2,800
38	909	1822 N 26TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$5,600
39	909	1822 N 28TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$64,600
40	909	1825 N 26TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$5,000
41	909	1830 N 26TH STREET	19121	Disposition Application	Fee Simple	Nominal	\$5,600
42	910	2425 CECIL B MOORE AVE	19121	Disposition Application	Fee Simple	Nominal	\$15,300
43	910	2711 CABOT ST	19121	Disposition Application	Fee Simple	Nominal	\$5,900
44	910	2928 W MASTER ST	19121	Disposition Application	Fee Simple	Nominal	\$16,200
45	910	2436 CECIL B MOORE AVE	19121	Disposition Application	Fee Simple	Nominal	\$12,700
46	910	1509 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,300
47	910	1511 N MARSTON ST	19121	Disposition Application	Fee Simple	Nominal	\$5,400
48	910	2703 W JEFFERSON ST	19121	Amendment of approval	Fee Simple	Nominal	\$5,700
49	910	2707 W JEFFERSON ST	19121	Amendment of approval	Fee Simple	Nominal	\$5,500
50	910	1427 N HOLLYWOOD ST	19121	Amendment of approval	Fee Simple	Nominal	\$5,700
51	910	1608 N NEWKIRK ST	19121	Amendment of approval	Fee Simple	Nominal	\$5,100
52	910	1715 N 26TH STREET	19121	Amendment of approval	Fee Simple	Nominal	\$6,200
53	909	1816 N NEWKIRK ST	19121	Amendment of approval	Fee Simple	Nominal	\$6,200
54	909	1812 N 27TH STREET	19121	Amendment of approval	Fee Simple	Nominal	\$5,500
55	909	1833 N TANEY ST	19121	Amendment of approval	Fee Simple	Nominal	\$5,400
56	909	1840 N ETTING ST	19121	Amendment of approval	Fee Simple	Nominal	\$2,800
57	909	1842 N MARSTON ST	19121	Amendment of approval	Fee Simple	Nominal	\$2,700
58	909	1846 N ETTING ST	19121	Amendment of approval	Fee Simple	Nominal	\$2,800
59	909	1946 N NEWKIRK ST	19121	Amendment of approval	Fee Simple	Nominal	\$2,500
60	910	2403 CECIL B MOORE AVE	19121	Amendment of approval	Fee Simple	Nominal	\$13,500
61	910	2410 CECIL B MOORE AVE	19121	Amendment of approval	Fee Simple	Nominal	\$12,900

# APPENDIX 2



THE POWER  
OF BEING  
UNDERSTOOD

AUDIT | TAX | CONSULTING

PHILADELPHIA HOUSING AUTHORITY (PHA)

Audit Summary for Fiscal Year Ended March 31, 2019  
Presentation to Board of Commissioners



October 17, 2019



## Agenda

- Firm information 4
- RSM US LLP team 5
- Fiscal Year 2019 summary 6
- Scope 7
- Key audit areas 9
- Internal control recommendations 11
- Federal funds compliance testing and findings 12



## Firm information

### RSM US LLP firm profile

- Assurance, tax and consulting provider
- Fifth largest accounting firm in U.S.
- Established in 1926; RSM US LLP and predecessor firms in Philadelphia since 1949
- Nearly 11,000 employees in 87 cities nationally, including Philadelphia and Blue Bell
- Public sector and real estate industry expertise



## RSM US LLP team

### RSM US LLP

- Colleen Williams, Lead Partner
- Corey Topp, Concurring Advisory Partner
- Mamiko Kondo, Assurance Senior Manager
- Melanie Black, Assurance Senior Manager
- Mike McCormick, Assurance Manager
- Nicholas Cerini, Supervisor

### MBE (Milligan & Company, LLC)

- Anthony Chantharath
- Cory Smith

### WBE (Ludwig Business Consultants, PLLC)

- Tom Saris

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## Summary

- Report covers PHA's fiscal year ended March 31, 2019
- Financial statements are management's responsibility
- Our audits were conducted in accordance with:
  - U.S. Generally Accepted Auditing Standards (GAAS)
  - GAO Government Auditing Standards (Yellow Book)
  - Single Audit Requirements (Uniform Guidance)

### Report opinions

- Financial statement opinion is "Unmodified"
- Single Audit opinion on Major Program is "Unmodified"

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## Scope of services

### RSM US LLP

- PHA primary government
- Single audit of federal funds
- Overall report and footnotes

### Other Auditors for "Component Units"

- Philadelphia Housing Authority Development Corp. (PHADC)
- Philadelphia Asset and Property Management Corp. (PAPMC)
- Philadelphia Housing Authority Home-Ownership Corp. (PHAHC)
- Gordon Street, LLC
- Oakdale Street, LLC
- Philly Seeds, Incorporated
- Suffolk Manor Apartments, L.P.
- Cambridge Plaza, L.P.
- PHA Plymouth Hall, LLC
- Limited Partnerships and Alternate Managed Units (41 in 2019)
- Employee Retirement Income Plan

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## Audit approach and procedures

- Financial reporting under GASB (Government Accounting Standards Board)
- Internal controls
- Compliance with HUD regulations and federal requirements
- General ledger completeness
- Journal entry testing
- Analytical procedures
- Independent confirmations of balances
- Interviews, review of processes, tests of transactions

### Notes:

- Audit planning meeting was held with Audit Committee on June 4, 2019
- Audit results were discussed with Audit Committee on October 9, 2019

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## Key audit areas, FY 19

- Cash and investments
- Receivables and revenues
- Capital assets
- Accounts payable and accrued expenses
- Claims payable (workers' compensation and litigation)
- Debt
- Net position
- Contract and grant compliance
- Tenant revenues, operating subsidies, and capital subsidies
- Operating expenses
- Payroll
- Pension
- Procurement
- Housing assistance payments



## Internal control matters

- Audit conducted to identify material misstatement in financial statements
- Considered internal control in order to express opinion on financial statements
- No opinion on internal control
- Three levels of internal control matters that could be reported:
  - Control deficiency – design or operation of internal control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis
  - Significant deficiency – deficiency or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention of those charged with governance
  - Material weakness – deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of an entity's financial statements will not be prevented, or detected and corrected on a timely basis

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## Internal control recommendations

- Purpose: to improve internal controls and safeguard assets
- No “material weaknesses”
- Management has provided responses to each area

### FY 2019 Areas

- Mortgage notes receivable
- Capital assets
- Net pension liability
- Background checks

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## Federal funds compliance and testing

- Source of procedures: OMB Compliance Supplement
- Moving to work demonstration program (98.4% of Federal awards)
  - Low rent public housing
  - Section 8 Housing Choice Voucher
  - Capital fund
- Section 8 project-based cluster
- Compliance requirements
  - Tenant files
  - Capital expenditures
  - Disbursements
  - Payroll
  - Revenue
  - Sub-recipient monitoring of component units

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## Federal funds - findings

- Purpose: to report non-compliance or questioned costs
- “Significant deficiency” is noted below. No “material weaknesses.”
- Management has taken corrective action

### FY 2019 Area

- Reporting – Excess Salaries

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## Other topics

- Component unit of City of Philadelphia
- Audit timeline
- PHA staff support during the audit
- Questions

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THANK YOU FOR  
YOUR TIME AND  
ATTENTION

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RSM

QUESTIONS  
AND ANSWERS?

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RSM

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# APPENDIX 3

## OCTOBER 2019 SIGN-UP SHEET FOR THE GENERAL PUBLIC COMMENT PERIOD AT THE END OF THE BOARD MEETING

For Maintenance or Individual Housing Issues –  
*Please proceed to the Specific Tables Set Up for Those Issues*  
(3 minutes per person)

Under the PHA Board Meeting Conduct Policy, Resolution No. 11502,  
**the following behavior is not allowed: defamatory, uncivil, harassing or**  
**rude comments; conduct such as booing, hissing, and/or cursing; and**  
**disruptive behavior.**

Failure to respect this policy may result in your being asked to leave the meeting.

Please: 1) *PRINT* your name, 2) state your TOPIC, and 3) INITIAL to acknowledge  
the PHA Board conduct policy, as summarized above.

Name: Dr. Prince Johnson

Topic: Doing Business with PHA

I hereby acknowledge the Board Conduct Policy: \_\_\_\_\_

Name: Jennifer Bennett

Topic: violence in PHA etc.

I hereby acknowledge the Board Conduct Policy: \_\_\_\_\_