



## **PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES**

**Thursday, October 15, 2020, 3 p.m.**

The regularly scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was conducted via a virtual platform, due to COVID-19 public health concerns and in accordance with PHA’s By-Laws that provide for remote participation, while respecting the goals and requirements of the Sunshine Act. The protocols for public participation, including opportunities to submit written or verbal comments and questions, were posted on the PHA website as of April 8, 2020, with directions for real-time public audio access for this October meeting provided thereafter, as well.

The meeting was brought to order at approximately 3:02 p.m. by the Vice-Chair, Herbert Wetzel, in the absence of the Chair. He did a roll call, to verify Commissioner participation and establish that a quorum was present. The participating Commissioners were: Vice-Chair Wetzel and Commissioners Callahan, Camarda, Coney, Mayo, Purnell, and Wise; with President & CEO (“CEO”) Kelvin A. Jeremiah and General Counsel and Board Secretary, Laurence M. Redican also participating.

The Vice-Chair requested a moment of silence to help prepare for the work to be done at the meeting.

The CEO reviewed the public comment procedure in place for the virtual meeting and made the following announcements:

1. The encampment that had been on PHA property on Ridge Avenue for months was voluntarily disbanded on October 5<sup>th</sup>, following an agreement that provided its residents the opportunity to opt into social services and other opportunities and be given a pathway to permanent, affordable housing; an agreement to end the Parkway encampment was similarly negotiated, thereafter.
2. On Wednesday, October 14<sup>th</sup> PHA broke ground on the new Sharswood Ridge development, a two hundred thirty-four thousand (234,000) square foot mixed-use development that will deliver a supermarket for the Sharswood neighborhood, along with ninety-eight (98) units of housing, a bank, an urgent care center, and retail businesses.
3. PHA won the National Award of Excellence in the category of Project Design for Sharswood Tower -Modernization-Rehab from NAHRO.
4. All were reminded to participate in the census and to vote.

The Vice-Chair asked whether there were any corrections or amendments to the minutes of the Board meeting of September 17, 2020. Hearing none, and after a motion from Commissioner Purnell that was seconded and unanimously approved, the minutes were accepted as submitted.

Nine (9) resolutions were presented and unanimously approved by those participating in the vote.

**Resolution 12114**, attached in Appendix 1, was introduced by Celeste Fields, Senior Executive Vice President/Chief Administrative & Financial Officer, and presented by Colleen Williams, Lead Partner, from 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, 2019 through March 31, 2020. RSM team members Melanie Black, Assurance Senior Manager, and Mamiko Konda, Assurance Manager, also attended the meeting. The comprehensive annual financial report and the associated financial statement for the period of April 1, 2019 through March 31, 2020 were presented for Board approval, following the RSM presentation (PPT attached in 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. Following remarks regarding the challenges that were successfully surmounted, with regard to performing the audit in a virtual format due to the COVID-19 restrictions, and there being no public comment, (for which an opportunity was provided, as it was for all the resolutions, pursuant to the protocols regarding virtual meetings), the motion was unanimously approved, by roll call.

**Resolution 12115**, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President, Supply Chain Management ("EVP-SCM"), to authorize PHA to contract for the provision of meal services, primarily for resident events or emergencies, with Panache Catering, Philadelphia Catering Company, and Victoria's Kitchen, in a total not-to exceed amount of six hundred twenty-five thousand dollars (\$625,000.00). Commissioner Coney, Chair of the Resident Services Committee to which the contract was sent for review, moved for its adoption. Following a second, Commissioner Coney stated that the committee had reviewed the resolution and recommended its approval. There being no further discussion, the motion was unanimously approved, by roll call.

Before the presentation of **Resolution 12116**, attached in Appendix 1, Commissioner Camarda recused herself, stating that she was doing so due to her being on the Board of Nueva Esperanza. Following her leaving the virtual meeting, Bret Holden, Vice President of Leased Housing, presented the resolution to authorize PHA to award eight (8) project-based vouchers for affordable rental housing to Nueva Esperanza for its mixed use new construction Amor Development Project at 4615- 21 N. 5<sup>th</sup> St. in North Philadelphia, which will also include approximately five thousand (5,000) square feet of ground floor commercial space. Commissioner Coney, as a member of the Policy & Planning Committee that reviewed the resolution (after noting that the committee review was done without the participation of Commissioner Camarda, due to her recusal) moved for its adoption. Following a second, and there being no discussion, the motion was unanimously approved by all those participating in the vote, by roll call, and Commissioner Camarda returned to the meeting.

**Resolution 12117**, attached in Appendix 1, was presented by Nicholas Dema, Executive Vice President, Planning & Development, to authorize PHA to undertake all necessary actions related to the development of new affordable senior housing (seventy-eight units) and a community Center as part of the Susquehanna Development, including to: negotiate and execute a development agreement with the Developer and/or its affiliate; acquire parcels from the Philadelphia Land Bank; negotiate, execute and enter into all related contracts and documents necessary or appropriate to develop, finance, construct, and operate the Development, including the RAD conversion, as detailed in the resolution; and provide a financing commitment up to an amount of six million five hundred thousand dollars (\$6,500,000.00). Commissioner Camarda, as a member of the Policy & Planning Committee that reviewed the resolution, prior to its presentation to the Board, moved for its approval. Following a second, Commissioner Camarda

noted that the committee had reviewed, approved, and recommended the resolution. There being no further discussion, the motion was unanimously approved, by roll call.

**Resolution 12118**, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Ocean Construction, LLC; Milestone Construction Management, Inc.; Mayfield Site Contractors, Inc.; Creativescape, Inc.; DMPAG, Inc., LLC; Olivieri & Associates, Inc.; G & B Construction Group, Inc.; and Premier Building Restoration, Inc. for concrete repair services, in a total amount not to exceed ten million dollars (\$10,000,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution prior to its presentation to the Board, moved for its approval. After a second, Commissioner Callahan stated that the Finance Committee had reviewed the resolution and recommended it. There being no discussion, the motion was unanimously approved, by roll call.

**Resolution 12119**, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to enter into contracts with Cenova, Inc.; Creativescape, Inc.; and DMPAG LLC for snow removal services at various PHA administrative sites, in a total contract amount not to exceed two million eight hundred forty-seven thousand nine hundred fifty-three dollars (\$2,847,953.00). Commissioner Callahan, Chair of the Finance Committee to which the resolution was sent for review prior to its presentation to the Board, moved for its approval. Following a second and discussion by the Commissioners, the motion was unanimously approved, by roll call.

**Resolution 12120**, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to enter into contracts with Batta Environmental Associates, Inc.; USA Environmental Management, Inc.; Brinkerhoff Environmental Services; and Compliance Consultants, Inc. for asbestos and indoor air quality monitoring and soil testing, for the health and safety of its residents and employees, in a total amount not to exceed seven hundred eighteen thousand eight hundred ninety-two dollars (\$718,892.00). As this resolution was also reviewed by the Finance Committee, its Chair, Commissioner Callahan, moved for approval of the resolution. After the motion was seconded, as there was no discussion, the motion was unanimously approved, by roll call.

**Resolution 12121**, attached in Appendix 1, was presented by Lopa Kolluri - Senior Executive Vice President and Chief Development and Operating Officer, to authorize PHA to lease the former Norris Community Center, at 1915 N. 11<sup>th</sup> Street, Philadelphia, PA 19122, which is currently unused since there is a new community center, to Temple University for community based programming. The programming will include workforce and training programs, offered in conjunction with the Temple University's Lenfest North Philadelphia Workforce Initiative, to provide resources to PHA and Norris community residents. The resolution had been sent to the Resident Services Committee for review and its Chair, Commissioner Coney, moved for its adoption. Following a second, Commissioner Coney stated that the committee had reviewed the resolution and recommended its approval. Following public comment, which consisted of a voicemail from Jennifer Bennetch that was played at the meeting, and discussion from the Board and CEO Jeremiah about the appropriateness of the proposed use (which is a lease, not a sale), the motion was unanimously approved, by roll call.

**Resolution 12122**, attached in Appendix 1, was presented by Jennifer Ragen, Director of Policy and Planning, for PHA to authorize the creation of a limited housing opportunities program that would allow for a special preference, for a combined total of twenty-five (25) vouchers and/or public housing opportunities, to be provided to homeless individuals due to the COVID-19 crisis. PHA would enter into an MOU with one or more service providers to refer individuals or families to PHA for placement. All placements must occur before December 31, 2020.

Commissioner Camarda, as a member of the Policy & Planning Committee that reviewed the resolution, prior to its presentation to the Board, moved for its approval. Following a second and discussion, including a voicemail from Jennifer Bennetch that was played at the meeting regarding her thoughts on how PHA properties should be made available to the homeless and others, the motion was unanimously approved, by roll call.

Before the start of the Public Comment period, there was acknowledgment about the upcoming retirement of PHAPD Chief Joseph Marker, with words from CEO Jeremiah, the Chief, and various Commissioners, especially Commissioners Coney and Wise, who had been singled out by Chief Marker for appreciation.

The Public Comment Period began at approximately 4:15 p.m. Consistent with the procedures for public comment at virtual meetings, as published on PHA's website since April, the three comments received (which were via email) were read into the record as well as one voicemail, which was from Jennifer Bennetch regarding the encampments, which have been disbanded and how PHA properties should be distributed (two other voicemails from Jennifer Bennetch had previously been played, regarding specific resolutions). CEO Jeremiah made several remarks regarding the use of PHA properties, including that there is never a net loss in units and non-performing assets may be made into performing ones.

With regard to the e-mailed comments, two were sent on September 24, 2020 and both were regarding the encampments (with a list of seven demands), with the first being from Nina Xu and the second from Lisa MacCarrigan. The last email was from Sonya Carter, sent on September 25, 2020, regarding her position on the wait list and alternative housing possibilities. It was noted that she had received a response from PHA, regarding her two areas of inquiry. No other public comments were received.

Thereafter there was extended discussion among the Commissioners about the need to educate the public about PHA – perhaps to create a one-page fact sheet and generally to work to try and address the abundant misinformation (such as how many properties PHA actually owns) that is rife in many publicly visible communications, and the need to herald PHA's successes and positive impact on communities and lives.

Following a unanimously approved motion to adjourn, the Vice-Chair stated that the next meeting would be November 19, 2020, and the meeting ended at approximately 4:33 p.m.

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.<sup>1</sup>  
PHILADELPHIA, PA 19121  
THURSDAY, OCTOBER 15, 2020 at 3 p.m.  
AGENDA

---

- A. **Call to Order** Herbert E. Wetzel, Vice Chair
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of the Minutes** of the Board Meeting held September 17, 2020, 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, 2020**  
  
Celeste Fields
  2. **RESOLUTION AUTHORIZING CONTRACTS FOR FOOD AND BEVERAGE SERVICES, PRIMARILY FOR RESIDENT EVENTS, WITH VICTORIA'S KITCHEN, PANACHE CATERING, AND PHILADELPHIA CATERING COMPANY**  
  
Dave Walsh
  3. **RESOLUTION AUTHORIZING APPROVAL OF EIGHT (8) PROJECT BASED VOUCHERS FOR NUEVA ESPERANZA'S AMOR DEVELOPMENT PROJECT**  
  
Bret Holden
  4. **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO UNDERTAKE CERTAIN ACTIONS RELATING TO THE NEW CONSTRUCTION DEVELOPMENT OF AFFORDABLE SENIOR HOUSING AT SUSQUEHANNA APARTMENTS**  
  
Nicholas Dema
  5. **RESOLUTION AUTHORIZING CONTRACTS FOR CONCRETE REPAIR SERVICES WITH OCEAN CONSTRUCTION, LLC; MILESTONE CONSTRUCTION MANAGEMENT, INC.; MAYFIELD SITE CONTRACTORS, INC.; CREATIVESCAPE, INC.; DMPAG, INC., LLC; OLIVIERI & ASSOCIATES, INC.; G & B CONSTRUCTION GROUP, INC.; AND PREMIER BUILDING RESTORATION, INC.**  
  
Dave Walsh

---

<sup>1</sup> This meeting is being conducted virtually, pursuant to the procedures on the PHA website at [www.pha.phila.gov](http://www.pha.phila.gov), due to safety and health concerns for our residents, staff, the Board, and the public, raised by the COVID-19 public health concerns.

6. **RESOLUTION AUTHORIZING CONTRACTS FOR SNOW REMOVAL SERVICES AT VARIOUS PHA ADMINISTRATIVE OFFICES WITH CENOVA, INC.; CREATIVESCAPE, INC.; AND DMPAG LLC**

Dave Walsh

7. **RESOLUTION AUTHORIZING CONTRACTS FOR ENVIRONMENTAL CONSULTING SERVICES WITH BATA ENVIRONMENTAL ASSOCIATES, INC.; USA ENVIRONMENTAL MANAGEMENT, INC.; BRINKERHOFF ENVIRONMENTAL SERVICES; AND COMPLIANCE CONSULTANTS, INC.**

Dave Walsh

8. **RESOLUTION AUTHORIZING PHA TO LEASE THE FORMER NORRIS COMMUNITY CENTER TO TEMPLE UNIVERSITY FOR TRAINING AND WORKFORCE CENTER PROGRAMMING FOR THE NORRIS COMMUNITY**

Lopa Kolluri

9. **RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S LIMITED HOMELESS COVID-19 HOUSING INITIATIVE**

Jennifer Ragen

**E. Public Comment Period**

**RESOLUTION NO. 12114**

**RESOLUTION ADOPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT  
OF THE PHILADELPHIA HOUSING AUTHORITY FOR THE FISCAL YEAR ENDING  
MARCH 31, 2020**

**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, 2020, pursuant to applicable procedures, which RSM has done; and

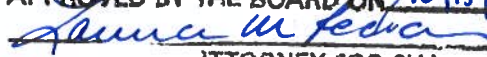
**WHEREAS**, the PHA Audit Committee has met with RSM, the PHA President & CEO, PHA's Chief Financial Officer, and PHA's Office of Audit and Compliance, after the completion of PHA's audit, to review and discuss the audit report and the associated audit results; and

**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, 2019 through March 31, 2020, dated October 15, 2020, as reviewed by RSM, PHA management and the Audit Committee, and as distributed and presented to PHA's Board of Commissioners; and

**WHEREAS**, following approval, after which the information therein is public, PHA shall make the report available on its website, as it has for previous reports;

**BE IT RESOLVED**, that PHA's Board of Commissioners hereby adopts and approves the comprehensive annual financial report, dated October 15, 2020, and the associated financial statements for the period of April 1, 2019 through March 31, 2020.



I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
  
ATTORNEY FOR PHA

**RESOLUTION NO. 12115**

**RESOLUTION AUTHORIZING CONTRACTS FOR FOOD AND BEVERAGE SERVICES,  
PRIMARILY FOR RESIDENT EVENTS, WITH VICTORIA'S KITCHEN, PANACHE  
CATERING, AND PHILADELPHIA CATERING COMPANY**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has identified a need for contracts for providing food and beverages, primarily for residents as part of PHA events (such as Jobs Plus, Resident Opportunities and Self Sufficiency/ROSS, Home Ownership, Resident Roundtables, etc.), but also for emergency back-up for children and families in exceptional circumstances, and a Request for Proposal was developed for the selection of companies to fulfill this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, the proposed food service contracts are intended primarily to be used for resident events, as noted above, but they would also be available for unexpectedly required food services, and, in 2020 during the pandemic, such contracts were used to provide almost ninety thousand (90,000) meals in about four (4) months to PHA residents, including children; 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 contracts be awarded to Victoria's Kitchen (a women-owned, Section 3 business), Panache Catering (will hire Section 3 employees and contract with a women-owned business), and Philadelphia Catering Company (will contribute to the Section 3 Fund); and

**WHEREAS**, work is to be assigned to each of the three (3) 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 at the discretion of the Contracting Officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the three (3) contracts, combined, shall not exceed six hundred twenty-five thousand dollars (\$625,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed aggregate amount for the two-year year base period is two hundred fifty thousand dollars (\$250,000.00); and
- 2) The not-to-exceed aggregate amount for each of the three (3) one-year option periods is one hundred twenty-five thousand dollars (\$125,000.00);

**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 Victoria's Kitchen, Panache Catering, and Philadelphia Catering Company, for a total aggregate amount not to exceed six hundred twenty-five thousand dollars (\$625,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
  
ATTORNEY FOR PHA



**RESOLUTION NO. 12116**

**RESOLUTION AUTHORIZING APPROVAL OF EIGHT (8) PROJECT BASED VOUCHERS FOR NUEVA ESPERANZA'S AMOR DEVELOPMENT PROJECT**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") administers a Project Based Voucher ("PBV") Program, in addition to its other programs for creating and maintaining public housing opportunities, under which PHA enters into Housing Assistance Payments ("HAP") contracts with agencies and property owners throughout Philadelphia to provide rental assistance to such eligible low-income households, through housing choice vouchers; and

**WHEREAS**, to provide greater stability, the HAP Contracts are generally for twenty (20) years, to preserve affordable housing in various Philadelphia neighborhoods on a long term basis; and

**WHEREAS**, PHA's Project Based Voucher ("PBV") portfolio includes three thousand seven hundred (3,700) units at one hundred forty-four (144) developments in Philadelphia, of which one thousand four hundred thirty-three (1,433) units are under the Rental Assistance Demonstration ("RAD") program, which converts former PHA Public Housing units into PBV units; and

**WHEREAS**, tenants in PHA's PBV program generally pay 30% of their monthly income towards rent and utilities, with PHA paying the remainder of the rent directly to the owner, and owners awarded PBV's may maintain a site-based waitlist, if approved by PHA, and refer eligible applicants to PHA for approval; and

**WHEREAS**, PHA's Administrative Plan allows PHA to select proposals from owners for PBVs when previously selected under a competitive process, including a community development or supportive services program that requires competitive selection of proposals, as long as the awards did not involve any consideration that the project would receive PBV assistance; and

**WHEREAS**, on June 11, 2020, Nueva Esperanza submitted a proposal to PHA under the required competitive method for eight (8) project-based vouchers for affordable rental housing, for two (2) new 3-bedroom apartments and six (6) new 2-bedroom units (100% of the units at the development), for its Amor Development Project at 4615-21 N. 5<sup>th</sup> St. in North Philadelphia, to also include approximately five thousand (5,000) square feet of ground floor commercial space, with the new construction replacing four (4) dilapidated, vacant buildings located at 4615-21 North 5th Street in North Philadelphia's Hunting Park neighborhood; and

**WHEREAS**, Nueva Esperanza was awarded a grant in the amount of three hundred fifty thousand dollars (\$350,000.00) from the City of Philadelphia Department of Commerce on April 26, 2019 and received a ReCLAIM loan in the amount of seven hundred thousand dollars (\$700,000.00) from the Pennsylvania Housing Finance Agency on November 26, 2019, which satisfies the prior competitive process and other requirements for award; and

**WHEREAS**, the project will provide much needed long term affordable housing in the Hunting Park neighborhood, maintaining rents at an affordable range for local residents in the neighborhood, as well as providing for commercial services for the neighborhood;

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to award eight (8) project-based vouchers to Nueva Esperanza and take all necessary and appropriate actions related to the award of the vouchers, as set forth above and subject to the availability of funds therefor.

I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
*Sam M. Redican*  
ATTORNEY FOR PHA

**RESOLUTION NO. 12117**

**RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO UNDERTAKE CERTAIN ACTIONS RELATING TO THE NEW CONSTRUCTION DEVELOPMENT OF AFFORDABLE SENIOR HOUSING AT SUSQUEHANNA APARTMENTS**

**WHEREAS**, to support the mission of the Philadelphia Housing Authority (“PHA”) to maintain and create affordable housing in the City of Philadelphia, PHA issued a Request for Qualifications to select a development partner to develop seventy-eight (78) units of new affordable senior housing and a community center on vacant public property located at 27<sup>th</sup> and Susquehanna Streets; and

**WHEREAS**, working with development partners enables PHA to leverage resources to create additional housing units to complement PHA’s housing development capabilities; and

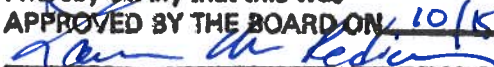
**WHEREAS**, PHA selected Susquehanna Net Zero Housing, LP (“Developer”) as its development partner for this site, to develop the Susquehanna Apartments (“Development”), to consist of the new construction of seventy-eight (78) affordable rental units for seniors, along with a community center; and

**WHEREAS**, the vacant land for the Development is owned by PHA and the Philadelphia Land Bank and, to facilitate the development, PHA will acquire the Land Bank parcels, consolidate them with the PHA owned properties, then ground lease the consolidated parcels to the Developer for the Development; and

**WHEREAS**, to ensure the units are affordable to residents below 60% of the Area Median Income, PHA will provide a 20-year Project Based Voucher Housing Assistance Payment contract for all seventy-eight (78) units through the Rental Assistance Demonstration Program (“RAD”) of the U.S. Department of Housing and Urban Development (“HUD”); and

**WHEREAS**, in furtherance of the Development, PHA will enter into a development agreement with the Developer and/or its affiliate and provide financing in an amount not to exceed six million five hundred thousand dollars (\$6,500,000.00) in the form of a deferred loan and obtain all necessary HUD and other approvals in connection with the acquisition, construction, RAD conversion and operation of the Development;

**BE IT RESOLVED**, that the PHA Board of Commissioners hereby authorizes the President & CEO, or his designee(s), as set forth above, including the negotiation and execution of a development agreement with the Developer and/or its affiliate; to acquire parcels from the Philadelphia Land Bank; to negotiate, execute and enter into all related contracts and documents necessary or appropriate in order to develop, finance, construct, and operate the Development, as detailed in the resolution, to include the RAD conversion; and to provide a financing commitment up to an amount of six million five hundred thousand dollars (\$6,500,000.00), as further set forth above, and pursuant to Control Policy & Procedure #10, as amended, subject to the availability of funds therefor.

I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
  
ATTORNEY FOR PHA

**RESOLUTION NO. 12118**

**RESOLUTION AUTHORIZING CONTRACTS FOR CONCRETE REPAIR SERVICES WITH OCEAN CONSTRUCTION, LLC; MILESTONE CONSTRUCTION MANAGEMENT, INC.; MAYFIELD SITE CONTRACTORS, INC.; CREATIVESCAPE, INC.; DMPAG, INC., LLC; OLIVIERI & ASSOCIATES, INC.; G & B CONSTRUCTION GROUP, INC.; AND PREMIER BUILDING RESTORATION, INC.**

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

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

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

**WHEREAS**, based upon the consensus evaluation 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 Ocean Construction, LLC; Milestone Construction Management, Inc.; Mayfield Site Contractors, Inc.; Creativescape, Inc.; DMPAG, Inc., LLC; Olivieri & Associates, Inc.; G & B Construction Group, Inc.; and Premier Building Restoration, Inc.; and

**WHEREAS**, work is to be assigned to each of the eight (8) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered within the terms of the contracts at any time during the course of these contracts at the discretion of the contracting officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the eight (8) contracts, combined, shall not exceed ten million dollars (\$10,000,000.00) with a two-year base period and three (3) one-year option periods, as follows:

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

**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 Ocean Construction, LLC; Milestone Construction Management, Inc.; Mayfield Site Contractors, Inc.; Creativescape, Inc.; DMPAG, Inc., LLC; Olivieri & Associates, Inc.; G & B Construction Group, Inc.; and Premier Building Restoration, Inc. for a total aggregate amount not to exceed ten million dollars (\$10,000,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
  
ATTORNEY FOR PHA

**RESOLUTION NO. 12119**

**RESOLUTION AUTHORIZING CONTRACTS FOR SNOW REMOVAL SERVICES AT  
VARIOUS PHA ADMINISTRATIVE OFFICES WITH CENOVA INC.;  
CREATIVESCAPE INC.; AND DMPAG LLC**

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

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

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

**WHEREAS**, based upon the consensus evaluation 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 Cenova Inc.; Creativescape Inc.; and DMPAG LLC.; and

**WHEREAS**, work is to be assigned to each of the three (#) 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 at the discretion of the Contracting Officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the three (3) contracts, combined, shall not exceed two million eight hundred forty-seven thousand nine hundred fifty-three dollars (\$2,847,953.00), with a two-year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed aggregate amount for the two-year year base period is one million eighty-eight thousand nine hundred forty-three dollars (\$1,088,943.00);
- 2) The not-to exceed amount for the first one-year option period is five hundred sixty-nine thousand ninety-three dollars (\$569,093.00);
- 3) The not-to exceed amount for the second one-year option period is five hundred eighty-six thousand one hundred sixty-six dollars (\$586,166.00); and
- 4) The not-to exceed amount for the third one-year option period is six hundred three thousand seven hundred fifty-one dollars (\$603,751.00);

**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 Cenova, Inc.; Creativescape, Inc.; and DMPAG LLC for a total aggregate amount not to exceed two million eight hundred forty-seven thousand nine hundred fifty-three dollars (\$2,847,953.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was  
APPROVED BY THE BOARD ON 12/15/2020  
*[Signature]*  
ATTORNEY FOR PHA

**RESOLUTION NO. 12120**

**RESOLUTION AUTHORIZING CONTRACTS FOR ENVIRONMENTAL CONSULTING SERVICES WITH BATA ENVIRONMENTAL ASSOCIATES, INC.; USA ENVIRONMENTAL MANAGEMENT, INC.; BRINKERHOFF ENVIRONMENTAL SERVICES; AND COMPLIANCE CONSULTANTS, INC.**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has identified a need for environmental consulting services for asbestos and indoor air quality monitoring and soil testing, for the health and safety of its residents, its employees, and the public, and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

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

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


**WHEREAS**, based upon the consensus evaluation 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 Batta Environmental Associates, Inc.; USA Environmental Management, Inc.; Brinkerhoff Environmental Services; and Compliance Consultants, Inc.; and

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

**WHEREAS**, it is recommended that the aggregate amount to be expended under the four (4) contracts, combined, shall not exceed seven hundred eighteen thousand eight hundred ninety-two dollars (\$718,892.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed aggregate amount for the two-year year base period is two hundred seventy-nine thousand one hundred sixty-four dollars (\$279,164.00);
- 2) The not-to exceed amount for the first one-year option period is one hundred forty-three thousand seven hundred sixty dollars (\$143,760.00);
- 3) The not-to exceed amount for the second one-year option period is one hundred forty-six thousand six hundred one dollars (\$146,601.00); and
- 4) The not-to exceed amount for the third one-year option period is one hundred forty-nine thousand three hundred sixty-seven dollars (\$149,367.00);

**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 Batta Environmental Associates, Inc.; USA Environmental Management, Inc.; Brinkerhoff Environmental Services; and Compliance Consultants, Inc. for a total aggregate amount not to exceed seven hundred eighteen thousand eight hundred ninety-two dollars (\$718,892.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
  
ATTORNEY FOR PHA

**RESOLUTION NO. 12121**

**RESOLUTION AUTHORIZING PHA TO LEASE THE FORMER NORRIS COMMUNITY CENTER TO TEMPLE UNIVERSITY FOR TRAINING AND WORKFORCE CENTER PROGRAMMING FOR THE NORRIS COMMUNITY**

**WHEREAS**, the Philadelphia Housing Authority ("PHA") wishes to lease the former Norris Community Center, at 1915 N. 11<sup>th</sup> Street, Philadelphia, PA 19122, to Temple University for community based programming, to be provided in conjunction the Temple University's Lenfest North Philadelphia Workforce Initiative coalition of fifteen (15) community-based organizations serving North Philadelphia, with a focus on the Norris Community and to include workforce and training programs for PHA residents and the community; and

**WHEREAS**, 1915 N. 11<sup>th</sup> Street, the former Norris Community Center, is now a vacant building, since there is now a new community center, created as part of PHA's recent, comprehensive Norris redevelopment; and

**WHEREAS**, the rental will involve approximately three thousand (3000) square feet of space, to be leased at nine dollars (\$9.00) per square foot, per year, totaling twenty-seven thousand dollars (\$27,000.00) in annual rent, for a term of up to five (5) years; and

**WHEREAS**, the lease would be for up to five (5) years, contingent on PHA's yearly approval of each additional year after the initial one-year period; and

**WHEREAS**, leasing of this property will contribute to: 1) additional resources for adults who are interested in participating in training and education programs facilitated by Temple and surrounding community partners ; 2) constructively utilizing a vacant building; and 3) raising capital and leveraging PHA's resources for future affordable housing development and community amenities; and

**WHEREAS**, the leasing of this property does not require approval by the U.S. Department of Housing and Urban Development ("HUD") in accordance with the exceptions set forth in 24 CFR 970.3; and

**WHEREAS**, approval for such agreements requires PHA to take certain actions, including consulting with residents, which has been done, and obtaining the approval of PHA's Board for the proposed lease agreement;

**BE IT RESOLVED**, that the PHA Board of Commissioners does hereby authorize PHA's President & CEO and/or his authorized designee(s), to execute a lease with Temple University, as set forth above, and take any and all necessary and appropriate actions to carry out the provisions of this resolution.

I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
  
ATTORNEY FOR PHA

**RESOLUTION NO. 12122**

**RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S LIMITED HOMELESS COVID-19 HOUSING INITIATIVE**

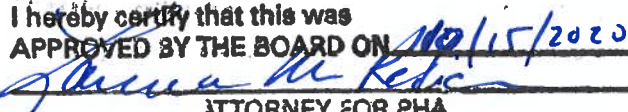
**WHEREAS**, the Centers for Disease Control ("CDC") has stated that people experiencing unsheltered homelessness (such as those sleeping outside or in places not meant for human habitation) may be at risk for infection when there is community spread of COVID-19 and that a lack of housing contributes to poor physical and mental health outcomes, and linkages to permanent housing for people experiencing homelessness should continue to be a priority; and

**WHEREAS**, to assist the City of Philadelphia in the COVID-19 crisis, the Philadelphia Housing Authority ("PHA") will adopt a limited preference for twenty-five (25) housing opportunities for families who are homeless, as defined in the attachment to this resolution, and who are referred to PHA by qualified service providers per the terms of an Memorandum of Understanding ("MOU") by and between PHA and the service provider, with the preference to be restricted to referrals from the service provider; and

**WHEREAS**, this is a one-time preference, which will expire when the first of either of the following occur: 1) the twenty-five (25) housing opportunities, public housing units or housing choice vouchers, are used; or 2) it becomes 11:59 p.m. on December 31, 2020.

**WHEREAS**, the selected service provider(s) will be responsible for requesting and reviewing documentation to verify and ensure that individuals/families qualify for the preference;

**BE IT RESOLVED**, that PHA's President & CEO and/or his authorized designee(s) are hereby authorized to enter into one or more MOUs under the terms contained herein with qualified partner organizations for a limited special admissions program for a combination of twenty-five (25) voucher or public housing opportunities to be provided to homeless individuals, due to considerations related to the COVID-19 crisis, and to be placed in housing between October 1, 2020 and December 31, 2020.

I hereby certify that this was  
APPROVED BY THE BOARD ON 10/15/2020  
  
ATTORNEY FOR PHA

*ATTACHMENT TO RESOLUTION RE: LIMITED DURATION COVID-19 HOMELESS INITIATIVE*

The following is the definition of "Homeless," for the purpose of the resolution:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
  - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or
  - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; or
- Any individual or family who:
  - Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
  - Has no other residence; and
  - Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing



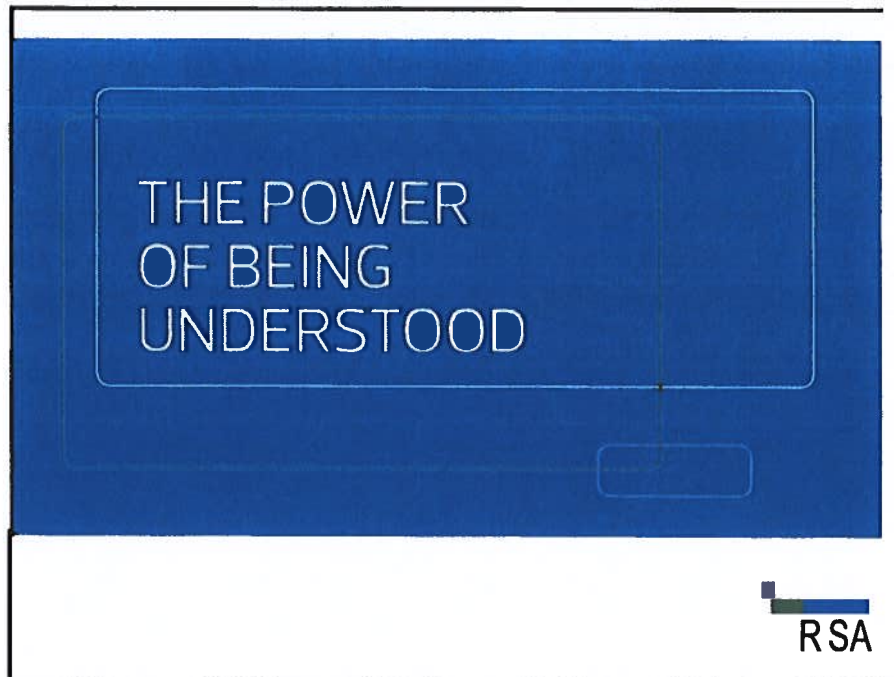
---

**APPENDIX 2**

PPT from RSM re: FY 2020 AUDIT PRESENTATION

(8 pgs)

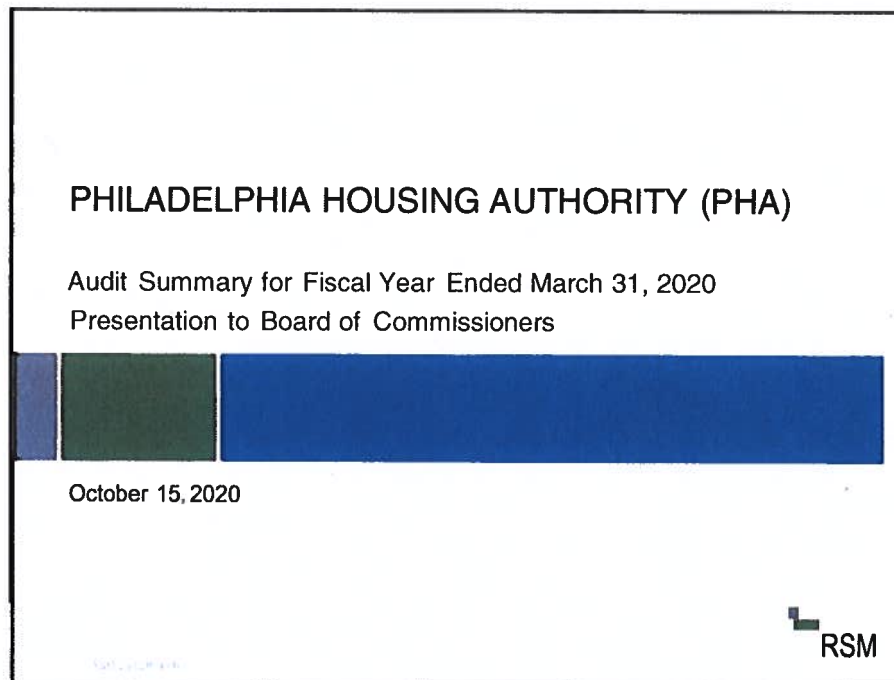
---



THE POWER  
OF BEING  
UNDERSTOOD

RSA

This slide features a dark blue background with the title 'THE POWER OF BEING UNDERSTOOD' in white, all-caps text. The text is enclosed in a white rectangular border. In the bottom right corner, there is a logo consisting of a small blue square above the letters 'RSA'.



PHILADELPHIA HOUSING AUTHORITY (PHA)

Audit Summary for Fiscal Year Ended March 31, 2020  
Presentation to Board of Commissioners

October 15, 2020

RSM

This slide has a white background. At the top, it displays 'PHILADELPHIA HOUSING AUTHORITY (PHA)' in bold, black, all-caps text. Below this is the subtitle 'Audit Summary for Fiscal Year Ended March 31, 2020' followed by 'Presentation to Board of Commissioners' in a smaller black font. A horizontal bar with three segments of color (dark blue, dark green, and light blue) is positioned below the subtitle. The date 'October 15, 2020' is located at the bottom left. In the bottom right corner, there is a logo with a small blue square above the letters 'RSM'.

**Agenda**

- Firm information 4
- RSM US LLP team 5
- Fiscal Year 2020 summary 6
- Scope 7
- Key audit areas 9
- Internal control recommendations 11
- Federal funds compliance testing 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
  - Over 12,000 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
- Marc Sewell, Concurring Advisory Partner
- Melanie Black, Assurance Senior Manager
- Mamiko Kondo, Assurance Manager
- Mike McCormick, Assurance Manager
- Nicholas Cerini, Supervisor

### MBE (Milligan & Company, LLC)

- Anthony Chantharath
- Zachary Wilbank

### WBE (Ludwig Business Consultants, PLLC)

- Tom Saris



## Summary

- Report covers PHA's fiscal year ended March 31, 2020
- 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"

6



## 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 (PHA DC)

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 LP

PHA Plymouth Hall LLC

Richard Allen Phase III L.P. and AA Phase 3 LLC

Limited Partnerships and Alternative Managed Units (41 in 2020)

Employee Retirement Income Plan



## 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 15, 2020
- Audit results were discussed with Audit Committee on September 15, 2020



### Key audit areas, FY 2020

- 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
- 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



### Internal control recommendations

- Purpose: to improve internal controls and safeguard assets
- Management has provided responses to each area

#### FY 2020 Areas

- Capital assets
- Re-inspections

11



### Federal funds compliance testing

- Source of procedures: OMB Compliance Supplement
- Moving to work demonstration program (98.5% of Federal awards)
  - Low rent public housing
  - Section 8 Housing Choice Voucher
  - Capital fund
- Compliance testing
  - Tenant files, including component units
  - Capital expenditures
  - Disbursements
  - Payroll
  - Revenue

12



Other topics

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

13




THANK YOU FOR  
YOUR TIME AND  
ATTENTION

14








QUESTIONS  
AND ANSWERS

15



RSM US LLP  
30 South 17<sup>th</sup> Street, Suite 710  
Philadelphia, PA 19103  
215 765 4600  
+1 800 274 3978  
[www.rsmus.com](http://www.rsmus.com)

[www.rsmus.com](http://www.rsmus.com)

RSMUS LLP is a limited liability partnership and the U.S. member firm of RSM International, a global network of independent audit, tax and consulting firms. The members of RSM International collaborate to provide services to global clients, but are separate and distinct legal entities that cannot obligate each other. Each member firm is responsible only for its own acts and omissions, and not those of any other party.

For more information, visit [rsmus.com/who-we-are](http://rsmus.com/who-we-are) for more information regarding RSM US LLP and RSM International.

©2020 RSM US LLP. All Rights Reserved.

