



# **MOVING TO WORK ANNUAL REPORT**

**PHA FISCAL YEAR 2018  
APRIL 1, 2017 - MARCH 31, 2018**

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**Philadelphia Housing Authority**  
**Moving to Work Annual Report Fiscal Year 2018**

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## **I. Introduction**

The Moving to Work Annual Report provides information on activities undertaken by the Philadelphia Housing Authority (PHA) under the Moving to Work Demonstration Program (MTW) during Fiscal Year 2018, i.e., the period from April 1, 2017 to March 31, 2018. The format and required content of this Report are defined by the U.S. Department of Housing and Urban Development (HUD) in the recently updated version of HUD Form 50900.

PHA has been an MTW agency since April 2001. The MTW Agreement as amended, which has a term that extends through 2028, describes the authorities granted to PHA under MTW and the requirements for participation.

MTW is a demonstration program authorized by Congress, through which PHA and other participating agencies are given the flexibility to waive certain statutes and HUD regulations in order to design and test approaches for providing housing assistance that address one or more of the following MTW statutory objectives:

- 1) Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- 2) Give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and,
- 3) Increase housing choices for low-income families.

The MTW Agreement allows PHA to combine its three (3) main HUD funding sources (Public Housing Operating Fund, Capital Fund and Housing Assistance Payments) into a single MTW Block Grant that can be used flexibly for any MTW authorized purpose.

### **MTW Long-Term Goals and Objectives**

The flexibility afforded to PHA by its MTW designation continues to have a positive impact on virtually every area of PHA policy and operations. PHA's MTW status has helped to build and sustain innovative partnerships and leverage substantial additional funds in support of PHA and the City of Philadelphia's ambitious neighborhood revitalization and housing preservation efforts citywide.

Overall, PHA views the use of MTW funding and regulatory flexibility as an essential component to implement the long-term goals and objectives detailed in the Board-approved Strategic Directions Plan. The Strategic Directions Plan, which was described in more detail in the FY 2015 MTW Annual Plan, identifies twelve (12) strategic priority areas which guide PHA's major initiatives and resource allocation decisions:

1. Preserve and expand the supply of affordable housing available to Philadelphia's residents with low-incomes;
2. Achieve excellence in the provision of management and maintenance services to PHA residents;

3. Create safe communities in collaboration with neighborhood residents and law enforcement agencies;
4. Enhance resident well-being and independence through partnerships for employment, job training, education, health and other evidence-based supportive services;
5. Improve access to quality housing choices and opportunity neighborhoods through the Housing Choice Voucher program;
6. Incorporate energy conservation measures and sustainable practices throughout PHA operations;
7. Improve customer service, streamline operations and create a business model that is data-driven and high performing;
8. Conduct PHA business in an open and transparent manner that promotes accountability and access, ensures diversity and adheres to the highest ethical standards;
9. Strengthen existing relationships and forge new public, private and philanthropic partnerships to support PHA's strategic goals;
10. Make PHA an employer of choice with an accountable, diverse, trained and productive workforce;
11. Ensure that PHA is a good neighbor and reliable community partner; and
12. Encourage innovation and promote PHA's financial health through ongoing participation in the Moving To Work Program.

### **MTW Initiatives and Accomplishments in FY 2018**

PHA uses its MTW regulatory and Block Grant flexibility to undertake a wide range of activities in support of the Strategic Directions Plan goals and priorities. The following are highlights of PHA's MTW initiatives and accomplishments in FY 2018:

- ***Blumberg/Sharswood Neighborhood Transformation*** –PHA, with the support of Mayor Kenney and the City of Philadelphia, continued to move forward with an ambitious and far-reaching neighborhood revitalization strategy in and around the site of the former Blumberg public housing development. The Blumberg/Sharswood Transformation Plan was initially funded through a HUD Choice Neighborhoods Initiative Planning grant developed in collaboration with over 40 partners, community organizations, residents and stakeholders. In FY 2018, PHA and partners made major progress towards Plan implementation. Highlights of PHA's FY 2018 activities include: started construction on the rehabilitation of the 94-unit Senior Tower and the creation of a new on-site street network and storm water management system; completed design work and submitted a Low Income Housing Tax Credit application for an 83-unit on-site townhome phase; in partnership with Habitat of Humanity, completed a project that provided needed repairs to preserve 39 existing homes occupied by long-term, low-income homeowners; entered into a development agreement with Hunt Companies for 400 mixed-income rental and homeownership units on scattered sites throughout the neighborhood; selected Michaels Development Company to develop 40 new rental units; and, selected HELP USA to develop a 65-unit senior veterans housing facility at the former Reynolds School building.

PHA's commitment to the original Blumberg residents and the Sharswood neighborhood extends beyond housing to include substantial economic development, education, and supportive service initiatives. In FY 2018, PHA completed Phase 1 rehabilitation of the previously shuttered Vaux School Building, transforming it into the new Vaux Community Building that now houses a neighborhood High School and other supportive services. In September 2017, HUD Secretary Ben Carson joined with PHA, the School District and Big Picture Schools to celebrate the grand opening of the Vaux and welcome the first class of Vaux Big Picture School scholars. Also in FY 2018, PHA began construction of a new PHA Consolidated Headquarters building on the Ridge Avenue commercial corridor, a project that is projected to spur private development and new neighborhood amenities needed to transform Sharswood into a neighborhood of choice. MTW Block Grant funding supports the major initiatives that are underway.

- ***Unit Based Voucher (UBV) Initiative*** – PHA continued its efforts to collaborate with highly qualified, primarily non-profit housing developers to provide long-term rental assistance through the UBV program. In FY 2018, 817 units were placed under agreement or under long-term Housing Assistance Payments Contracts at 19 developments located throughout the City including the Rental Assistance Demonstration sites discussed below. In addition to commitments for new units, PHA continued to support 2,598 existing leased units under UBV. This activity is partially funded with MTW Block Grant funds, and also supports PHA's "6 in 5" initiative.
- ***Rental Assistance Demonstration (RAD)*** – The RAD program allows PHA to leverage MTW Block Grant, private and other capital sources through conversion of public housing subsidies to long-term project based assistance. RAD is a critical component of PHA's efforts to secure new capital resources necessary for the long-term preservation of PHA's existing housing portfolio. The RAD program has allowed PHA to transfer subsidies from long-term vacant and distressed scattered site properties to new developments through the "transfer of assistance" component of RAD. This year, PHA closed on 191 rental units at five (5) developments sponsored by PHA partner organizations that will serve veterans, seniors, formerly homeless families and other underserved, diverse populations while also helping to catalyze additional public and private sector investments into neighborhoods. Overall, as of March 31, 2018, PHA has closed on sixteen (16) RAD conversion transactions involving 1,232 rental units. Total development costs for these projects exceed \$355.19 million, of which approximately \$187 million is for transfer of assistance projects. PHA utilizes MTW flexibility and funding in the RAD conversion process, subject to HUD approval.
- ***North Central Philadelphia Choice Neighborhoods Initiative (CNI) Revitalization*** – PHA is Co-Applicant and Housing Lead for the North Central/Norris CNI Transformation Plan. The project is funded through a \$30 million HUD grant that leverages MTW Block Grant, City funds, Low Income Housing Tax Credits and other funding sources. In partnership with the City's Department of Housing and Community Development, the housing initiative involves the demolition of PHA's existing 147 rental units at Norris Apartments, and the new construction of 297 units (267 rental and 30 homeownership) located on the existing site of Norris Apartments and within the surrounding neighborhood. Substantial progress was made in FY 2018 including the relocation of Norris Apartments households, the commencement of Phase II construction consisting of 89 rental units, and completion of design work and receipt of a 9% Low Income Housing Tax Credit award for Phase III.
- ***Veterans Housing*** – PHA joined with partner HELP USA to celebrate the grand opening of the new Lural Lee Blevens Center, which provides housing and services for 37 senior veterans at the site of the former Spring Garden School. PHA also joined with Impact Veterans Services to welcome 14 veterans to the first shared housing HUD-VASH Project Based development at Hancock Manor. MTW waivers allowed PHA to implement the shared housing model at Hancock Manor.

- ***Public Safety Improvements*** – Utilizing MTW Block Grant funds, PHA continued its efforts to strengthen and improve safety and security for residents and staff including ongoing efforts to hire residents as police officers. These efforts bore fruit as evidenced by an overall 27.2% decline in serious Part I crimes at PHA developments in calendar year 2017 compared to 2016.
- ***Re-Entry Initiatives*** – PHA continued implementation of the MTW Second Chance pilot program, which provides housing and services to returning citizens. Through Second Chance, PHA provides tenant-based vouchers to returning citizens in good standing with the Eastern District Federal Court Supervision to Aid Reentry (STAR) program and the Mayor’s Office of Reintegration Services (RISE) program. Second Chance participants are provided with skills, training, and education necessary to successfully reintegrate into society, avoid recidivism, and lead constructive, useful lives. As of March 31, 2018, PHA enrolled and leased 10 Second Chance participants, of which 2 have successfully transitioned off the program. PHA also continued its efforts to support re-entry efforts through a partnership with the Pennsylvania First District Court’s MENTOR program.
- ***Voucher Mobility*** – PHA implemented a Housing Opportunity Program (HOP) in August 2013 to assist voucher holders in locating units and prospective property owners in opportunity neighborhoods within and outside of Philadelphia. The program was initially a pilot effort supported by HUD grant funds, and is currently funded through PHA’s MTW Block Grant. Through FY 2018, HOP has enrolled over 300 families. One hundred twenty-five (125) participants leased a new apartment in opportunity areas throughout the Philadelphia region, including 23 during the fiscal year.
- ***Rent Simplification*** – PHA continued to implement previously approved MTW rent simplification initiatives that simplify program administration and provide incentives for economic self-sufficiency.
- ***Resident Supportive Service Programs*** – In FY 2018, PHA utilized MTW Block Grant and other partner-leveraged funds to support a wide range of self-sufficiency, first time homeownership, senior/disabled and youth development programs. As one example, through PHA’s Community Partners Program, 49 residents completed job-training programs, of which 50% found employment.
- ***Homeownership*** – PHA assisted 73 residents to purchase their first homes in FY 2018 through MTW Block Grant funded homeownership programs including 5H, HCV, and other referral programs.
- ***Nursing Home Transition*** – In FY 2018, PHA provided housing to 78 individuals transitioning out of nursing homes to community based housing. This initiative, which utilizes MTW regulatory flexibility, helps to greatly improve the quality of life for participants while also substantially reducing the public dollars spent on nursing home care. PHA has exceeded its participation goal for this program.

## **Non-MTW Initiatives and Accomplishments in FY 2018**

The following are highlights of PHA’s Non-MTW initiatives and accomplishments in FY 2018. Non-MTW initiatives are those activities that do not require the use of MTW regulatory or financial flexibility:

- ***Bartram Village/Kingsessing Choice Neighborhoods Planning & Action Grant*** – Working with the City, public housing residents, PHA’s development partner and a broad-based group of neighborhood stakeholders, PHA successfully applied for and secured a competitive \$1.3 million CNI Planning & Action Grant to develop a neighborhood Transformation Plan.

- ***Small Area Fair Market Rents (SAFMR)*** – PHA completed planning, analysis and systems/policy modifications in anticipation of beginning to implement SAFMRs on April 1, 2018.
- ***Blueprint to End Homelessness Initiative*** – PHA continued to collaborate with the City of Philadelphia Office of Supportive Housing on the Blueprint to End Homelessness Program that provides housing opportunities for formerly homeless families and individuals moving out of transitional housing.
- ***Smoke Free Initiative*** – The citywide Smoke Free initiative previously reported by PHA continues to show significant positive results. The policy, which was developed and implemented in 2016 with the active collaboration and support of PHA resident leaders, has resulted in an approximate 50% reduction in the presence of nicotine and second hand smoke, as documented in a study conducted Drexel University and published by the Tobacco Regulatory Science Group in its April 2017 Tobacco Regulatory Science journal. As part of this initiative, 200 residents participated in the With Every Heartbeat There Is Life program in FY 2018.

The remaining sections of the MTW Annual Report provide further details on PHA's activities over the past year.



## II. General Operating Information

### A. Housing Stock Information

PHA is the fourth largest Public Housing Authority in the United States and the largest provider of affordable housing in the City of Philadelphia. PHA serves eligible low-income households through its two (2) primary housing programs: Public Housing and the Housing Choice Voucher (HCV) program both of which are supported with MTW Block Grant funds.

#### *Public Housing*

PHA's public housing inventory includes units for families, seniors, and persons with disabilities. These affordable apartments are located throughout the City in thirty-one (31) conventional public housing developments, twenty-four (24) Low Income Housing Tax Credit (LIHTC) developments managed by the Philadelphia Asset and Property Management Corporation (PAPMC), and thirteen (13) developments operated by Alternate Management Entities (AME) under contract to PHA. Over 4000 of PHA's public housing units are "scattered sites," i.e. housing units located in single family homes or small buildings of up to 4 units. PHA operates one of the largest scattered site public housing programs in the country.

Table 1 below provides a summary of PHA's actual public housing inventory as of the end of FY 2018. The public housing inventory can be expected to vary from year to year as a result of public housing units being converted to long-term project-based assistance under the Rental Assistance Demonstration program and other factors.

**Table 1: Public Housing Inventory**

	Units as of 3/31/2018
MTW Public Housing Units*	13,012
Public Housing Units Available for Occupancy**	12,976

\* Standing units

\*\* Available for occupancy units exclude units that are vacant and not available for occupancy, including units that are undergoing modernization as defined in CFR 990.145 and other authorized exclusions. The actual number of units that can be occupied is significantly lower than the listed number due to inadequate funding to support rehabilitation of some long-term vacant and distressed (non-viable) scattered site units.

PHA did not add any new public housing units to inventory during FY 2018. Note, however, that PHA completed an evaluation of competitive proposals received in FY 2018. Based on this review, an estimated 211 public housing (ACC) units are projected to be added to inventory at six (6) new developments in FY 2019. PHA will provide detailed information on these new units in the FY 2019 MTW Annual Report.

#### *Housing Choice Voucher Program*

Through its Housing Choice Voucher (HCV) program, PHA provides rental assistance to families, seniors and persons with disabilities at properties owned by private or non-profit owners. The HCV program also provides support to first time homebuyers. PHA supports HCV program participants in their efforts to find good quality housing units, including housing located in high opportunity areas, through the Housing Opportunity Program.

PHA's voucher inventory includes MTW tenant-based vouchers, project-based vouchers supported through PHA's Unit Based Voucher (UBV) program, as well as vouchers authorized by HUD for special purposes such as the Veterans Affairs Supportive Housing (VASH) Program, Family Unification Program, SRO Moderate Rehab and Mainstream programs. PHA partners with a wide array of mission-driven, non-profit and for profit organizations to provide quality housing opportunities, many which provide site or neighborhood-based supportive services, through the UBV program.

Periodically, HUD issues Enhanced Vouchers and Tenant Protection Vouchers for PHA to administer. As allowed by the MTW Agreement, PHA incorporates Enhanced and Tenant Protection Vouchers into the MTW Block Grant when eligible.

### ***i. Actual New Project Based Vouchers***

In FY 2018, PHA entered into Agreements and/or Housing Assistance Payments Contracts for 817 new project-based voucher units under PHA's Unit Based Leasing (UBV) program. A list of new UBV projects and summary descriptions is shown in Table 2 below.

**Table 2: Actual New Project Based Vouchers**

Property Name	Number of Vouchers Newly Project-Based		Status At End of Plan Year	RAD?	Description of Project
	Planned	Actual			
Strawberry Mansion	55	55	Leased/Issued	Yes	New construction in North Philadelphia for low income families – RAD transfer of assistance site.
2415 N Broad Street	88	88	Leased/Issued	Yes	New construction in North Philadelphia serving homeless individuals - RAD transfer of assistance site.
4050 Apartments	20	20	Leased/Issued	No	New construction development located in West Philadelphia for artists.
Blumberg Phase I	57	57	Leased/Issued	Yes	New construction in Blumberg/Sharswood neighborhood serving low-income families including 51 RAD transfer of assistance and 6 other project-based vouchers.
Cantrell Place	61	40	Committed	Yes	Substantial rehabilitation development in South Philadelphia for seniors. RAD transfer of assistance.
Centennial Village	23	4	Leased/Issued	No	New construction and rehab in West Philadelphia serving low-income families.
Eight Diamonds	152	0	N/A	Yes	PHA continues to evaluate the feasibility of converting this public housing development to project-based assistance under RAD.
Francis House	10	0	Committed	No	New construction in West Philadelphia for frail seniors.
Haddington III	48	48	Leased/Issued	Yes	Scattered site rehabilitation in West Philadelphia for homeless and low income families – RAD transfer of assistance site.
Help V	37	37	Leased/Issued	Yes	Rehab in Northern Liberties section of Philadelphia serving veterans and senior veterans - RAD transfer of assistance site.
Lehigh Park I	49	49	Leased/Issued	Yes	Rehab of existing housing serving low-income families– RAD transfer of assistance site.
Liddonfield	300	0	Committed	No	New construction in Northeast Philadelphia for seniors.
MLK Phase I AME	49	0	N/A	Yes	PHA continues to evaluate the feasibility of converting this public housing development to project-based assistance under RAD.

Property Name	Number of Vouchers Newly Project-Based		Status At End of Plan Year	RAD?	Description of Project
	Planned	Actual			
MLK Phase III AME	46	0	N/A	Yes	PHA continues to evaluate the feasibility of converting this public housing development to project-based assistance under RAD.
Mt. Vernon	15	15	Leased/Issued	No	Rehabilitation of a site located at 3202 Mantua Avenue in the Mantua section of West Philadelphia serving families.
New Courtland at Allegheny II	40	40	Leased/Issued	No	New construction in North Philadelphia serving seniors.
New Courtland at St. Barts	42	42	Leased/Issued	Yes	New construction in Northeast Philadelphia for seniors – RAD transfer of assistance site.
Norris Homes Phase II	74	0	Committed	Yes	RAD conversion of Choice Neighborhood public housing units (replacement units).
Norris Square	29	29	Committed	Yes	Rehabilitation of existing family units in North Central Philadelphia – RAD transfer of assistance site.
Plymouth Hall	55	0	Committed	Yes	Rehab of existing Public Housing – RAD conversion.
Roberto Clemente House	38	38	Committed	Yes	Substantial rehabilitation development in North Philadelphia serving low-income families - RAD transfer of assistance site.
Spring Garden II AME	32	0	N/A	Yes	PHA continues to evaluate the feasibility of converting this public housing development to project-based assistance under RAD.
Spring Garden Mixed Finance AME	86	0	N/A	Yes	PHA continues to evaluate the feasibility of converting this public housing development to project-based assistance under RAD.
St. John Neumann Place II	52	52	Leased/Issued	Yes	New construction in South Philadelphia serving seniors - RAD transfer of assistance.
Tioga Family Center	24	24	Leased/Issued	No	New construction in North Philadelphia for low income families.
Witherspoon Senior Apartments	60	60	Committed	Yes	Substantial rehab in West Philadelphia serving seniors. RAD transfer of assistance site.
Edison 64*	20	0	Committed	No	North Philadelphia low-rise providing housing and services for homeless veterans - HUD-VASH PBV.
Jannie's Place *	11	0	Committed	No	Existing low rise apartment for homeless families.
Bigham Place*	7	0	Committed	No	Existing low rise apartment for homeless families.
Fattah Homes *	6	0	Committed	No	Existing low rise apartment for homeless families.
1315 N 8 <sup>th</sup> St*	25	25	Committed	Yes	New construction in North Philadelphia for homeless youth - RAD transfer of assistance.
Blumberg Senior*	94	94	Committed	Yes	Rehabilitation of Blumberg Senior development. RAD transfer of assistance.
	<b>1705</b>	<b>817</b>	<b>Planned/Actual Total Vouchers Newly Project-Based</b>		

*\*Developments for which PHA has made PBV/UBV commitments, but which were not included in the FY 2018 MTW Annual Plan PBV Table.*

### **Describe differences between the Planned and Actual Number of Vouchers Newly Project-Based:**

HUD defines “Actual” to include only those units/developments for which at least an Agreement to enter into a Housing Assistance Payments (AHAP) contract was in place by the end of the Plan Year. However, as noted in Table 2, PHA has committed to a total of 1705 vouchers in the developments listed above. Some public housing developments continue to be under consideration for conversion to project-based assistance under RAD; however, final decisions have not been made. Other units not

currently under AHAP are expected to be placed under AHAP or HAP in the next fiscal year. Changes to project financing, development timetables and other factors also impact the actual number of vouchers placed under AHAP.

## ***ii. Actual Existing Project Based Vouchers***

In addition to the new units/developments added to PHA's UBV program in FY 2018 shown in Table 2, PHA continued to provide subsidies and provide oversight to 2,598 existing UBV units. Table 3 provides a list of existing UBV projects and summary descriptions, including information on actual unit counts at the end of the Plan Year, compared to those projected in the FY 2018 MTW Annual Plan.

**Table 3: Actual Existing Project Based Vouchers**

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
Hancock Manor	14	14	Leased/Issued	No	North Philadelphia low-rise providing housing and services for homeless veterans. Project sponsor is Impact Services. HUD-VASH Project Based
46 <sup>th</sup> St	4	4	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health/chemical dependency issues. Project sponsor is Columbus Property Management
4th & Diamond	32	32	Leased/Issued	No	North Philadelphia row home development providing housing and services for very low-income families. Project sponsor is Women's Community Revitalization Project
5317 S 15 <sup>th</sup> St	1	1	Leased/Issued	No	North Philadelphia low-rise and row home development providing housing and services for persons with mental health/chemical dependency issues. Project sponsor is Columbus Property Management
7 <sup>th</sup> and Ritner	5	5	Leased/Issued	No	South Philadelphia low-rise and row home development providing housing and services for persons with mental health/chemical dependency issues. Project sponsor is Columbus Property Management
810 Arch Street	70	70	Leased/Issued	No	Center City high rise providing housing and services for the homeless including youth and senior couples. Project sponsor is Project Home
Academy Rd	18	18	Leased/Issued	No	Northeast Philadelphia low-rise and row home development providing housing and services for persons with mental health/chemical dependency issues. Project sponsor is Columbus Property Management.
Anna's House	12	12	Leased/Issued	No	South Philadelphia low-rise development providing housing and services for the homeless and persons with mental health issues. Project sponsor is Citizens Acting Together Can Help, Inc.
Arch V Temple	49	49	Leased/Issued	No	South Philadelphia low-rise development serving families. Project sponsor is Columbus Property Management.
Arch VI Temple	40	40	Leased/Issued	No	North Philadelphia low-rise development

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
					serving families. Project sponsor is Columbus Property Management.
Arch VII/LIH Walnut	14	14	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Art Apartments	30	30	Leased/Issued	No	West Philadelphia low-rise development serving families. Project sponsor is Pine Lake Management Associates LP.
Ascension Manor	3	3	Leased/Issued	No	North Philadelphia low-rise development providing housing and services for persons with disabilities. Project sponsor is Michaels Organization.
Belmont I	25	25	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for seniors and people with disabilities. Project sponsor is Inglis House.
Belmont II	15	15	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for seniors and people with disabilities. Project sponsor is Inglis House.
Benner/Frankford	8	8	Leased/Issued	No	Northeast Philadelphia low-rise and row home development providing housing and services for persons with mental health/chemical dependency issues. Project sponsor is Columbus Property Management.
Bernice Elza	6	6	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for homeless emancipated teens. Project sponsor is Peoples Emergency Center.
Bethesda Project Bainbridge	20	20	Leased/Issued	No	South Philadelphia low-rise development providing housing and services for the homeless. Project sponsor is Bethesda Project Inc.
Bethesda Project South	4	4	Leased/Issued	No	Center City low-rise development providing housing and services for the homeless. Project sponsor is Bethesda Project Inc.
Bethesda Project Spruce	13	13	Leased/Issued	No	Center City low-rise development providing housing and services for the homeless. Project sponsor is Bethesda Project Inc.
Blakiston St	7	7	Leased/Issued	No	Northeast Philadelphia low-rise and row home development providing housing and services for persons with mental health/chemical dependency issues. Project sponsor is Columbus Property Management.
Borinquen	17	17	Leased/Issued	No	North Philadelphia scattered row homes for families. Project sponsor is Borinquen Associates II Limited.
Brentwood Parkside	22	22	Leased/Issued	No	West Philadelphia high rise for families and seniors. Project sponsor is Columbus Property Management.
Chatham Court Apartments	18	18	Leased/Issued	No	West Philadelphia low-rise development for families. Project sponsor is Chatham Apts. Assoc. LP.
Chestnut St	6	6	Leased/Issued	No	University City low-rise and row home development providing housing and services for persons with mental health/chemical

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
					dependency issues. Project sponsor is Columbus Property Management.
Cloisters	18	18	Leased/Issued	No	West Philadelphia low-rise, duplex and row home development providing housing and services for the homeless. Project sponsor is Cloisters III Housing Partnership.
Conklin St	3	3	Leased/Issued	No	Northeast Philadelphia low-rise and row home development providing housing and services for persons with mental health/chemical dependency issues. Project sponsor is Columbus Property Management.
Courtyard at Riverview	470	470	Leased/Issued	Yes	South Philadelphia high rise and row home development for families and seniors. Project sponsor is Michaels Organization.
Dignity 1	10	10	Leased/Issued	No	Germantown/Mt. Airy scattered row homes providing housing and services for women with children (domestic abuse victims). Project sponsor is Community For Dignity & Fairness.
Dignity 15	4	4	Leased/Issued	No	Germantown/Mt. Airy scattered row homes providing housing and services for women with children (domestic abuse victims). Project sponsor is Community For Dignity & Fairness.
Dignity 21	11	11	Leased/Issued	No	Germantown scattered row homes providing housing and services for women with children (domestic abuse victims). Project sponsor is Community For Dignity & Fairness.
Dignity 33	16	16	Leased/Issued	No	Mt. Airy scattered row homes providing housing and services for women with children (domestic abuse victims). Project sponsor is Community For Dignity & Fairness.
Dignity 4	3	3	Leased/Issued	No	Logan (Northwest Philadelphia) scattered row homes providing housing and services for women with children (domestic abuse victims). Project sponsor is Community For Dignity & Fairness.
Dignity Boss	8	8	Leased/Issued	No	Germantown/Mt. Airy scattered row homes providing housing and services for women with children (domestic abuse victims). Project sponsor is Community For Dignity & Fairness.
Dignity Nedro	4	4	Leased/Issued	No	Logan (Northwest Philadelphia) scattered row homes providing housing and services for women with children (domestic abuse victims). Project sponsor is Community For Dignity & Fairness.
Ditman St	10	10	Leased/Issued	No	Northeast Philadelphia low-rise and row home development providing housing and services to persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Dunlap School Venture	35	35	Leased/Issued	No	West Philadelphia low-rise development for seniors. Project sponsor is Dunlap Management Partners LP.
Edgewood Manor	33	33	Leased/Issued	No	North Philadelphia low-rise development for families. Project sponsor is Edgewood Manor Associates II LP.
Elders Place I	43	43	Leased/Issued	No	Germantown high rise development for seniors. Project sponsor is Penn Housing LLC.
Elders Place II	38	38	Leased/Issued	No	Germantown low-rise development for seniors.

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
					Project sponsor is Penn Housing LLC.
Fattah Homes II	6	6	Leased/Issued	No	West Philadelphia scattered row homes providing housing and services for homeless families. Project sponsor is Peoples Emergency Center.
Fourth St Access	24	24	Leased/Issued	No	North Philadelphia row home and triplex development for families. Project sponsor is Columbus Property Management.
Freedom Village	16	16	Leased/Issued	No	North Philadelphia low-rise development for families. Project sponsor is Freedom Village LP.
Gaudenzia Shelton Court	19	19	Leased/Issued	No	North Philadelphia low-rise and triplex development providing housing and services for women with chemical dependency. Project sponsor is Gaudenzia Foundation Inc.
Gordon Street	21	21	Leased/Issued	No	North Philadelphia row home development for families. Project sponsor is Philadelphia Housing Authority.
Grace Townhomes	36	36	Leased/Issued	No	North Philadelphia row home development providing housing and services for families. Project sponsor is Women's Community Revitalization Project.
Hammil Mills	40	0	N/A	No	Germantown Senior development. Project Sponsor Germantown Life.
HELP I	14	14	Leased/Issued	No	West Philadelphia row home development providing housing and services for veterans. Project sponsor is HELP USA.
HELP IV Grover's Lane	15	15	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for veterans. Project sponsor is HELP USA.
HELP Philadelphia II	50	50	Leased/Issued	No	West Philadelphia low-rise development providing transitional housing and services for women. Project sponsor is HELP USA.
Hope Bridge (Vine St)	20	20	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for the homeless. Project sponsor is Methodist Family Services of Philadelphia.
Hope Bridge (Ogden)	4	4	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for the homeless. Project sponsor is Methodist Family Services of Philadelphia.
Imani I	24	24	Leased/Issued	No	West Philadelphia row homes for homeless families. Project sponsor is Peoples Emergency Center.
Imani II	6	6	Leased/Issued	No	West Philadelphia row homes for homeless families. Project sponsor is Peoples Emergency Center.
Imani III	6	6	Leased/Issued	No	West Philadelphia row homes for homeless families. Project sponsor is Peoples Emergency Center.
Imani IV	8	8	Leased/Issued	No	West Philadelphia row homes for homeless families. Project sponsor is Peoples Emergency Center.
Imani V	11	11	Leased/Issued	No	West Philadelphia row homes providing housing and services for homeless families. Project sponsor is Peoples Emergency Center.
Impact Veteran's Family Center	8	8	Leased/Issued	No	North Philadelphia low-rise development providing housing and services for veterans'

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
					families. Project sponsor is Impact Services.
INB Mascher	12	12	Leased/Issued	No	North Philadelphia row home development providing housing and services for families. Project sponsor is Women's Community Revitalization Project.
Inglis Apartments at Elmwood	40	40	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for seniors and people with disabilities. Project sponsor is Inglis House.
Inglis Housing (Morris-Klein Apts)	17	17	Leased/Issued	No	West Philadelphia high rise development providing housing and services for seniors and people with disabilities. Project sponsor is Inglis House.
Jackson St.	2	2	Leased/Issued	No	Germantown low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Jannie's Place I	6	6	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for homeless families. Project sponsor is Peoples Emergency Center.
JBH Homes	15	15	Leased/Issued	No	Fairmount low-rise development providing housing and services for persons with alcohol dependency. Project sponsor is Project Home.
Kate's Place	5	0	Leased/Issued	No	HAP contract for this project combined with next listed project.
Kate's Place	30	35	Leased/Issued	No	Center City high rise development providing housing and services for homeless persons with chemical dependency. Project sponsor is Project Home.
Kendrick/Gillespie	11	11	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Keystone St	6	6	Leased/Issued	No	Northeast Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Larchwood	4	4	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Lehigh Park	25	25	Leased/Issued	No	North Philadelphia high rise development providing housing and services for families. Project sponsor is St Christopher's Associates L P VIII.
Liberty at Disston	5	5	Leased/Issued	No	Northeast Philadelphia low-rise development providing housing and services for people with disabilities. Project sponsor is Liberty Resources.
Liberty at Welsh	2	2	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for people with disabilities. Project sponsor is Liberty Resources.



Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
Lindley Court	11	11	Leased/Issued	No	North Philadelphia low rise development for seniors. Project Sponsor is Presby's Inspired Life
Los Balcones	21	21	Leased/Issued	No	North Philadelphia row home development for families. Project sponsor is Norris Square Civic Association.
Martin St	7	7	Leased/Issued	No	Roxborough low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Monument Mews	60	60	Leased/Issued	No	West Philadelphia low-rise and row home development for families. Project sponsor is Columbus Property Management.
Monument Rd	11	11	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for homeless emancipated teens. Project sponsor is Methodist Family Services of Philadelphia.
Morton St	2	2	Leased/Issued	No	Germantown low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Mt. Vernon I	15	15	Leased/Issued	No	West Philadelphia low-rise development for families. Project sponsor is Mt. Vernon LP.
Mt Vernon II	15	15	Leased/Issued	No	West Philadelphia low-rise development for families. Project sponsor is Mt. Vernon LP.
New Courtland Apts at Cliveden	32	32	Leased/Issued	No	Germantown high rise development for seniors. Project sponsor is New Courtland.
NPCH - Community Building	16	16	Leased/Issued	No	North Philadelphia duplex apartment development for families. Project sponsor is NPCH Associates.
Oakdale Street Apartments	12	12	Leased/Issued	No	North Philadelphia row home development for families. Project sponsor is Philadelphia Housing Authority.
Osage Ave	2	2	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Parkside 10	41	41	Leased/Issued	No	West Philadelphia scattered site triplexes for families. Project sponsor is Columbus Property Management.
Parkside 11	8	8	Leased/Issued	No	West Philadelphia scattered site triplexes for families. Project sponsor is Columbus Property Management.
Paseo Verdes	19	19	Leased/Issued	No	North Philadelphia row home development for families. Project sponsor is Transit Village Affordable Housing LP.
Patriot House	15	15	Leased/Issued	No	South Philadelphia low-rise development providing housing and services for the homeless veterans. Project sponsor is Citizens Acting Together Can Help, Inc.
Pennrose	10	10	Leased/Issued	No	South Philadelphia low-rise development providing housing and services for the homeless. Project sponsor is Citizens Acting Together Can Help, Inc.
Powelton Heights	30	30	Leased/Issued	No	West Philadelphia low-rise development for

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
					seniors. Project sponsor is Columbus Property Management.
Praveen Chestnut	2	2	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for people with disabilities. Project sponsor is Liberty Resources.
Preston St	7	7	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Ray Homes	17	17	Leased/Issued	No	North Philadelphia low-rise development providing housing and mental health services for veterans. Project sponsor is Project Home.
Reed St	8	8	Leased/Issued	No	South Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Regent Terrace	80	80	Leased/Issued	No	West Philadelphia low-rise development for families. Project sponsor is Pennrose.
Rhawn St	11	11	Leased/Issued	No	Northeast Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Sandy's/Catherine House	3	3	Leased/Issued	No	South Philadelphia low-rise development providing housing and services for the homeless. Project sponsor is Citizens Acting Together Can Help, Inc.
Sarah Allen Homes	1	1	Leased/Issued	No	West Philadelphia low-rise development for families. Project sponsor is Sarah Allen Community Homes LP.
Sarah Allen IV	2	2	Leased/Issued	No	West Philadelphia low-rise development for families. Project sponsor is Sarah Allen Community Homes LP.
Sarah Allen V	3	3	Leased/Issued	No	West Philadelphia low-rise development for families. Project sponsor is Sarah Allen Community Homes LP.
Sartain School Apartments	35	35	Leased/Issued	No	North Philadelphia low-rise development for seniors. Project sponsor is Sartain Management Partners LP.
Sedgley Apartments	16	16	Leased/Issued	No	North Philadelphia low-rise development for families. Project sponsor is MPB School Apartments LP.
Sheff/Wingate	8	8	Leased/Issued	No	Northeast Philadelphia mid-rise development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Sheila D Brown Women's Center	9	9	Leased/Issued	No	South Philadelphia low-rise development providing housing and services for women with behavioral disabilities. Project sponsor is Columbus Property Management.
SIL Program	13	13	Leased/Issued	No	Roxborough low-rise development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Inter Community Action Inc.

Property Name	Number of Project-Based Vouchers		Status at End of Plan Year	RAD?	Description of Project
	Planned	Actual			
South 55th St	18	18	Leased/Issued	No	West Philadelphia duplex apartment development for families. Project sponsor is South 55th Street LP.
South Philadelphia Scattered	19	19	Leased/Issued	No	South Philadelphia low-rise and row home scattered sites providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Spring Garden	9	9	Leased/Issued	No	West Philadelphia low-rise development providing housing and services for homeless families. Project sponsor is Peoples Emergency Center.
Spruce St	3	3	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Susquehanna Apartments	47	47	Leased/Issued	No	North Philadelphia low-rise development for families. Project sponsor is Susquehanna Apts LP.
Thompson St	15	15	Leased/Issued	No	West Philadelphia low-rise and row home development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
Tillmon Villanueva	38	38	Leased/Issued	No	North Philadelphia row homes providing housing and services for families. Project sponsor is Women's Community Revitalization Project.
Tioga Gardens	17	17	Leased/Issued	No	North Philadelphia low-rise development for families. Project sponsor is Tioga Gardens Associates.
Walnut Park Plaza ADA	3	3	Leased/Issued	No	West Philadelphia high rise development for seniors with disabilities. Project sponsor is Walnut Park Associates.
Walnut Park Plaza	224	224	Leased/Issued	No	West Philadelphia high rise development for seniors. Project sponsor is Walnut Park Associates.
Walnut St	15	15	Leased/Issued	No	West Philadelphia mid-rise development providing housing and services for persons with mental health and chemical dependency issues. Project sponsor is Columbus Property Management.
WCRP-Scattered	21	0	Leased/Issued	No	North Philadelphia scattered site row homes providing housing and services for families. Project sponsor is Women's Community Revitalization Project.
WCRP TNI	12	12	Leased/Issued	No	North Philadelphia scattered site row homes providing housing and services for families. Project sponsor is Women's Community Revitalization Project.
WCRP TNI	9	9	Leased/Issued	No	North Philadelphia scattered site row homes providing housing and services for families. Project sponsor is Women's Community Revitalization Project.
	<b>2,659</b>	<b>2598</b>	<b>Planned/Actual Total Existing Project-Based Vouchers</b>		

### Describe differences between the Planned and Actual Existing Number of Vouchers Project-Based:

Differences between planned versus actual number of existing project-based vouchers are related to a number of factors including termination of HAP contracts and combination of multiple projects into a single HAP Contract.

### iii. Actual Other Changes to MTW Housing Stock During the Plan Year

PHA, in collaboration with the City of Philadelphia and a network of community partners, continued to pursue opportunities and take action to help further the mutual goal of development of new affordable housing. Table 4 below provides an update on changes to PHA's housing stock during FY 2018 and an update on planned initiatives that were identified in the FY 2018 Annual Plan.

**Table 4: Actual Other Changes to Housing Stock**

Site	Description from Annual Plan	Status as of March 31, 2018
Brooklyn Heights	PHA is negotiating the acquisition (PRA) of land in the Mill Creek neighborhood to develop approximately 32 units.	The City continues to work on a process by which the property can be transferred to PHA for nominal consideration.
Union Hill	PHA is negotiating the possible acquisition of 12 distressed units in the Mantua neighborhood.	At this time, PHA does not intend to pursue this project.
Market West	PHA is working to acquire vacant sites in Haddington neighborhood to develop affordable sites in this West Philadelphia neighborhood.	This is an ongoing process. A draft master plan was completed in FY 2017 and PHA continues to work with key stakeholders on this initiative.
Gordon Street Phase II (Strawberry Mansion)	PHA is planning for the second phase development to support the newly developed Gordon Apartments.	Properties have been identified. PHA is in the process of completing a master plan.
Falls Ridge	PHA is finalizing plans for a long-term lease to Pennrose Properties of land at the former Schuylkill Falls public housing development. Land to be developed as affordable and market rate housing by Pennrose.	Negotiations for the long-term lease were not successful. PHA has decided to market the property using a broker.
27 <sup>th</sup> and Susquehanna	PHA is seeking to acquire a site in the Strawberry Mansion neighborhood.	PHA intends to consolidate existing PHA properties and Philadelphia Land Bank sites, and then enter into a ground lease with a third party developer to develop at least 74 rental units utilizing RAD transfer of assistance.
Reynolds School	PHA acquired a school for potential redevelopment as senior housing, a school, or other mixed use development in the Sharswood neighborhood.	PHA is working with HELP USA to rehab the site to create 65 units of senior veterans housing, utilizing RAD transfer of assistance.
Walton School	PHA acquired a vacant school for reuse as 45 senior housing units in Strawberry Mansion.	PHA completed environmental phases 1 and 2, and intends to submit LIHTC and Historic Tax Credit applications in the fall of 2018 for up to 44 rental units.
Sharswood Acquisition	PHA continues to acquire privately owned parcels in the Sharswood neighborhood for the redevelopment of the Norman Blumberg development.	PHA completed the acquisition of privately owned parcels. PHA also designated Hunt Development Company as developer for certain parcels in the neighborhood, and is working with Hunt to develop approximately 400 housing units in support of the CNI Transformation Plan.
Liddonfield	PHA is currently finalizing a sales agreement with the selected developer who plans to build 300 rental units on the site.	PHA completed the sale of the property to New Courtland, who plans to build 300 rental units and other community amenities on the site. PHA plans to provide project-based assistance to the new development.

Site	Description from Annual Plan	Status as of March 31, 2018
2012 Chestnut Street	In October 2016, PHA announced the selection of a private developer (Alterra Property Group) to develop the vacant, former PHA headquarters site at 2012 Chestnut Street into approximately 200 units of housing including 160 market and 40 units targeted to households with incomes at or below 60% of Area Median Income. The development will also include 7,000 square ft. of commercial space. The developer was chosen through an RFP process.	PHA entered into a development agreement with Alterra in furtherance of the mixed-use development plan noted in the Annual Plan.
Bartram Village	PHA is reviewing development proposals for the redevelopment of Bartram Village.	PHA entered into a development agreement with Pennrose Properties, and successfully applied for and secured a Choice Neighborhoods Planning and Action Grant for Bartram Village and the surrounding Kingsessing neighborhood.
Vaux School	Proposed acquisition of vacant school site for Sharswood development. Educational or residential uses being developed.	PHA acquired the school, and has completed Phase 1 rehab of the Vaux Community Building. New uses include a neighborhood high school operated by Big Picture Schools under contract with the Philadelphia School District. Additional rehab and partner services are planned.
Strawberry Mansion (RFP)	Acquisition of 8 H/O Units in Strawberry Mansion area	The owner of the homeownership project (local CDC) successfully sold all the units as homeownership units, four of which were sold to PHA Homeownership Program participants.
Planned Public Housing units	Expanding affordable housing opportunities.	PHA completed an evaluation of competitive proposals received in FY 2018. Based on this review, an estimated 211 public housing (ACC) units will be added to inventory at six (6) new developments in FY 2019. PHA will provide detailed information on these new units in the FY 2019 MTW Annual Report.

The RAD program allows PHA to leverage MTW Block Grant, private and other capital sources through conversion of public housing subsidies to long-term project based assistance. RAD is a critical component of PHA's efforts to secure new capital resources necessary for the long-term preservation of PHA's existing housing portfolio. RAD also allows PHA to transfer subsidies from long-term vacant and distressed scattered site properties to new developments ("transfer of assistance). Table 5 provides a list of RAD development transactions that have closed through FY 2018, including transactions that closed in prior periods. (Note that these developments are also shown in Tables 2 or 3 as they are all part of PHA's Unit Based Voucher program.) Total investments in RAD sites exceed \$355.19 million, of which approximately \$187 million is for transfer of assistance sites. PHA utilizes MTW flexibility and funding in the RAD conversion process, subject to HUD approval.

**Table 5: RAD Conversion Closed Transactions through FY 2018**

Property Name	RAD Units	Conversion Type
2415 N. Broad St.	88	Transfer of Assistance
St John Neumann Place II	52	Transfer of Assistance
H.E.L.P Philadelphia V	37	Transfer of Assistance
New Courtland at St. Bartholomew	42	Transfer of Assistance
Strawberry Mansion	55	Transfer of Assistance
Roberto Clemente House	38	Transfer of Assistance
Lehigh Park I and II	49	Transfer of Assistance

Property Name	RAD Units	Conversion Type
Norris Square Community Alliance SS	29	Transfer of Assistance
Haddington III	48	Transfer of Assistance
Blumberg Phase I	51	Transfer of Assistance
Courtyard at Riverview - PA2-121	470	Conversion of existing AME public housing development
Witherspoon Senior Apartments	40	Transfer of Assistance
Cantrell Place	40	Transfer of Assistance
Norris Apartments Phase II – PA02-014	74	Choice Neighborhoods RAD conversion
Blumberg Senior Tower – PA02-050	94	Conversion of existing public housing development
1315 N.8 <sup>th</sup> Street	25	Transfer of Assistance
<b>Total RAD Units</b>	<b>1,232</b>	

***iv. General Description of All Actual Capital Expenditures During the Plan Year***

The backlog of unmet and unfunded capital needs for PHA’s public housing communities is estimated at greater than \$1 billion and growing. PHA is able to address only a small fraction of its capital needs with existing funding. The oldest PHA developments were built more than 70 years ago, and twenty-eight (28) sites are now more than 40 years old. Several sites are functionally obsolete from design, efficiency and operating cost perspectives; however, the availability of funding to support major redevelopment efforts has been extremely limited, a situation that appears unlikely to change in the near future, given federal budget constraints. Table 6 provides a general description of actual capital expenditures in FY 2018.

**Table 6: Actual Capital Expenditures FY 2018**

Development	Dev No	Work Item Description	FY 2018 Expenditure
Abbottsford Homes	030	504 unit modification/fair hsg	\$ 31,585
		504Site modifications/fair hsg	\$ 20,118
		Interior wall repair	\$ 18,580
		Relocation	\$ 1,106
<b>Abbottsford Homes Total</b>			<b>\$ 71,389</b>
Arch Homes	018	504 unit modification/fair hsg	\$ 178
		504Site modifications/fair hsg	\$ 876
		A&E Fees & Professional Serv	\$ 10,555
		Comp unit mod, SMART II	\$ 58,187
		Environ issues-LBP/asbestos	\$ 4,284
		Relocation	\$ 1,263
<b>Arch Homes Total</b>			<b>\$ 75,344</b>
Arlene Homes	104	504 unit modification/fair hsg	\$ 6,598
		504Site modifications/fair hsg	\$ 3,899
		Interior wall repair	\$ 3,564
<b>Arlene Homes Total</b>			<b>\$ 14,060</b>
Bartram Village	031	504 unit modification/fair hsg	\$ 48,723
		Electrical	\$ 14,232
		Environ issues-LBP/asbestos	\$ 20,550

Development	Dev No	Work Item Description	FY 2018 Expenditure
		Landscaping, tree trimming	\$ 15,644
		Plumbing upgrades	\$ 3,188
		Relocation	\$ 4,854
		Vacant Unit Rehab Program	\$ 4,367
<b>Bartram Village Total</b>			<b>\$ 111,558</b>
Bentley Hall	077	504 unit modification/fair hsg	\$ 12,942
		Relocation	\$ 3,628
<b>Bentley Hall Total</b>			<b>\$ 16,570</b>
Blumberg 83 Units	211	A&E Fees & Professional Serv	\$ 6,444
<b>Blumberg 83 Units Total</b>			<b>\$ 6,444</b>
Blumberg Apartments I LP	207	504 unit modification/fair hsg	\$ 225
		A&E Fees & Professional Serv	\$ 20,841
<b>Blumberg Apartments I LP Total</b>			<b>\$ 21,066</b>
Blumberg Apts	050	504Site modifications/fair hsg	\$ 758
		A&E Fees & Professional Serv	\$ 937,856
		Infrastructure	\$ 2,491,726
		MTW Property Acquisition	\$ 5,000,000
		Non-Dwelling	\$ 3,275,726
		Other Fees/Costs	\$ 128,629
		Public Infrastructure	\$ 2,327,600
		Relocation	\$ 46,615
		Site improvements	\$ 91,230
<b>Blumberg Apts Total</b>			<b>\$ 14,300,141</b>
Blumberg Senior Tower	210	A&E Fees & Professional Serv	\$ 796,503
		Comprehensive site improve	\$ 695,283
<b>Blumberg Senior Tower Total</b>			<b>\$ 1,491,786</b>
Cassie L Holley	062	504 unit modification/fair hsg	\$ (15)
		Relocation	\$ 2,464
<b>Cassie L Holley Total</b>			<b>\$ 2,449</b>
Cecil B Moore	100	504Site modifications/fair hsg	\$ 723
		Relocation	\$ 1,242
<b>Cecil B Moore Total</b>			<b>\$ 1,965</b>
Champlost Homes	042	504 unit modification/fair hsg	\$ 2,348
		504Site modifications/fair hsg	\$ 6,837
		Comp unit mod, SMART II	\$ 0
		Interior wall repair	\$ 12,511
		Relocation	\$ 1,127
		Vacant Unit Rehab Program	\$ 1,172
<b>Champlost Homes Total</b>			<b>\$ 23,995</b>
College View	065	504 unit modification/fair hsg	\$ 1,629
		504Site modifications/fair hsg	\$ 11,062
		Plumbing upgrades	\$ 78,640

Development	Dev No	Work Item Description	FY 2018 Expenditure
<b>College View Total</b>			<b>\$ 91,331</b>
Emlen Arms	076	504 unit modification/fair hsg	\$ 1,781
		Comp unit mod, SMART II	\$ 63,171
		Elevator upgrades	\$ -
		Environ issues-LBP/asbestos	\$ 364
		Interior wall repair	\$ 9,176
<b>Emlen Arms Total</b>			<b>\$ 74,492</b>
Fairhill Apartments	055	504 unit modification/fair hsg	\$ 27,134
		504Site modifications/fair hsg	\$ 2,386
		A&E Fees & Professional Serv	\$ 5,410
		Doors including storms	\$ 125,383
		Environ issues-LBP/asbestos	\$ -
		Fire safety	\$ 34,905
		HVAC upgrades	\$ 39,897
		Interior wall repair	\$ 48,631
		Relocation	\$ 1,161
<b>Fairhill Apartments Total</b>			<b>\$ 284,907</b>
Fairhill Square	905	504 unit modification/fair hsg	\$ 16,393
		504Site modifications/fair hsg	\$ 71,959
		Comp unit mod, SMART II	\$ 1,529,320
		Comp unit renovations work	\$ 204,792
		Comprehensive unit mod	\$ 159,027
		Environ issues-LBP/asbestos	\$ 11,434
		Exterior bldg. structures	\$ -
		Landscaping, tree trimming	\$ 12,650
		Relocation	\$ 1,270
<b>Fairhill Square Total</b>			<b>\$ 2,006,847</b>
Francisville	906	504 unit modification/fair hsg	\$ 56,718
		504Site modifications/fair hsg	\$ 78,949
		Comp unit mod, SMART II	\$ 995,241
		Comp unit renovations work	\$ 178,758
		Comprehensive unit mod	\$ 138,299
		Environ issues-LBP/asbestos	\$ 10,917
		Exterior bldg. structures	\$ 3,981
		Interior wall repair	\$ 3,518
		Landscaping, tree trimming	\$ 7,884
		Relocation	\$ 1,041
<b>Francisville Total</b>			<b>\$ 1,475,306</b>
Germantown House	152	504 unit modification/fair hsg	\$ 963
<b>Germantown House Total</b>			<b>\$ 963</b>
Germantown/Hunting Park	904	504 unit modification/fair hsg	\$ 17,869
		504Site modifications/fair hsg	\$ 44,025



Development	Dev No	Work Item Description	FY 2018 Expenditure
		Comp unit mod, SMART II	\$ 581,547
		Comprehensive unit mod	\$ 78,254
		Environ issues-LBP/asbestos	\$ 11,023
		Exterior bldg. structures	\$ 28,923
		Interior wall repair	\$ 16,045
		Landscaping, tree trimming	\$ 11,222
		Relocation	\$ 4,230
<b>Germantown/Hunting Park Total</b>			<b>\$ 793,137</b>
Gladys B Jacobs	114	504 unit modification/fair hsg	\$ 124
<b>Gladys B Jacobs Total</b>			<b>\$ 124</b>
Greater Grays Ferry Estates I	139	504 unit modification/fair hsg	\$ 552
<b>Greater Grays Ferry Estates I Total</b>			<b>\$ 552</b>
Greater Grays Ferry II-A	143	504 unit modification/fair hsg	\$ 124
<b>Greater Grays Ferry II-A Total</b>			<b>\$ 124</b>
Haddington	901	504 unit modification/fair hsg	\$ 54,247
		504Site modifications/fair hsg	\$ 46,849
		Comp unit mod, SMART II	\$ 622,484
		Comprehensive unit mod	\$ 248,092
		Environ issues-LBP/asbestos	\$ 16,720
		Exterior bldg. structures	\$ 9,216
		Interior wall repair	\$ 6,044
		Landscaping, tree trimming	\$ 13,111
<b>Haddington Total</b>			<b>\$ 1,016,762</b>
Haddington Homes	035	504 unit modification/fair hsg	\$ 853
		504Site modifications/fair hsg	\$ 21,337
		Comp unit mod, SMART II	\$ 50,836
		Environ issues-LBP/asbestos	\$ 6,112
		Relocation	\$ 1,311
<b>Haddington Homes Total</b>			<b>\$ 80,448</b>
Harrison Plaza	015	504 unit modification/fair hsg	\$ 36,376
		504Site modifications/fair hsg	\$ 23,833
		A&E Fees & Professional Serv	\$ 28,894
		Comp unit mod, SMART II	\$ 50,398
		Comprehensive unit mod	\$ 191,135
		Environ issues-LBP/asbestos	\$ 10,067
		Fire safety	\$ 8,400
		Interior wall repair	\$ 19,364
		Vacant Unit Rehab Program	\$ 1,870
<b>Harrison Plaza Total</b>			<b>\$ 370,337</b>
Haverford Homes	046	504 unit modification/fair hsg	\$ 1,110
		504Site modifications/fair hsg	\$ 61
		Environ issues-LBP/asbestos	\$ 357

Development	Dev No	Work Item Description	FY 2018 Expenditure
<b>Haverford Homes Total</b>			<b>\$ 1,528</b>
Hill Creek	029	504 unit modification/fair hsg	\$ 916
		504Site modifications/fair hsg	\$ 21,076
		Comp unit mod, SMART II	\$ 205,032
		Comprehensive unit mod	\$ 207,401
		Environ issues-LBP/asbestos	\$ 10,089
		Relocation	\$ 2,506
		Roof repair/replacement	\$ 71,547
		Vacant Unit Rehab Program	\$ 1,164
<b>Hill Creek Total</b>			<b>\$ 519,731</b>
Holmecrest Homes	066	504 unit modification/fair hsg	\$ 2,636
		Plumbing upgrades	\$ -
		Relocation	\$ 1,201
<b>Holmecrest Homes Total</b>			<b>\$ 3,837</b>
Johnson Homes	001	504 unit modification/fair hsg	\$ 23,402
		504Site modifications/fair hsg	\$ 35,169
		Comp unit mod, SMART II	\$ 63,304
		Comprehensive unit mod	\$ 291,857
		Environ issues-LBP/asbestos	\$ 13,710
		Interior wall repair	\$ 20,175
		Relocation	\$ 2,453
<b>Johnson Homes Total</b>			<b>\$ 450,071</b>
Katie B Jackson	063	504 unit modification/fair hsg	\$ 1,865
		Environ issues-LBP/asbestos	\$ 3,525
		Relocation	\$ 4,094
<b>Katie B Jackson Total</b>			<b>\$ 9,484</b>
King Plaza	036	HOME OWNERSHIP PHASE 2	\$ 24
<b>King Plaza Total</b>			<b>\$ 24</b>
Kingsessing	903	504 unit modification/fair hsg	\$ 45,128
		504Site modifications/fair hsg	\$ 83,615
		Comp unit mod, SMART II	\$ 413,540
		Comprehensive unit mod	\$ 337,259
		Environ issues-LBP/asbestos	\$ 10,539
		Exterior bldg. structures	\$ 21,149
		Landscaping, tree trimming	\$ 28,444
		Relocation	\$ 4,786
<b>Kingsessing Total</b>			<b>\$ 944,460</b>
Lucien E. Blackwell III	153	504 unit modification/fair hsg	\$ 1,140
<b>Lucien E. Blackwell III Total</b>			<b>\$ 1,140</b>
Ludlow	907	504 unit modification/fair hsg	\$ 93,484
		504Site modifications/fair hsg	\$ 73,388
		Comp unit mod, SMART II	\$ 569,665

Development	Dev No	Work Item Description	FY 2018 Expenditure
		Comp unit renovations work	\$ 143,600
		Comprehensive unit mod	\$ 240,728
		Demolition	\$ 64,095
		Environ issues-LBP/asbestos	\$ 18,067
		Exterior bldg. structures	\$ 20,166
		HVAC upgrades	\$ 6,500
		Interior wall repair	\$ 12,990
		Landscaping, tree trimming	\$ 22,575
		Relocation	\$ 3,889
<b>Ludlow Total</b>			<b>\$ 1,269,145</b>
Ludlow Phase III	157	504 unit modification/fair hsg	\$ 46
<b>Ludlow Phase III Total</b>			<b>\$ 46</b>
Mantua	902	504 unit modification/fair hsg	\$ 21,285
		504Site modifications/fair hsg	\$ 39,295
		Comp unit mod, SMART II	\$ 886,726
		Comp unit renovations work	\$ 1,028,349
		Comprehensive unit mod	\$ 138,618
		Demolition	\$ 37,185
		Environ issues-LBP/asbestos	\$ 11,860
		Interior wall repair	\$ 18,469
		Landscaping, tree trimming	\$ 17,402
		Relocation	\$ 5,434
<b>Mantua Total</b>			<b>\$ 2,204,621</b>
Mantua I	163	504 unit modification/fair hsg	\$ 478
<b>Mantua I Total</b>			<b>\$ 478</b>
Marshal Shepard	156	504 unit modification/fair hsg	\$ 271
<b>Marshal Shepard Total</b>			<b>\$ 271</b>
Morton Homes	049	504 unit modification/fair hsg	\$ 9,684
		504Site modifications/fair hsg	\$ 26,612
		Electrical distribution system	\$ 1,285,794
		Environ issues-LBP/asbestos	\$ 6,512
		Interior wall repair	\$ 29,236
		Landscaping, tree trimming	\$ 20,664
		Relocation	\$ 6,701
<b>Morton Homes Total</b>			<b>\$ 1,385,202</b>
Nellie Reynolds Garden	158	504 unit modification/fair hsg	\$ 101
<b>Nellie Reynolds Garden Total</b>			<b>\$ 101</b>
Norris Apartments	014	504 unit modification/fair hsg	\$ 23
		504Site modifications/fair hsg	\$ 4,467
		A&E Costs	\$ 823,729
		A&E Fees & Professional Serv	\$ 98,552
		Relocation	\$ 115,480

Development	Dev No	Work Item Description	FY 2018 Expenditure
		Vacant Unit Rehab Program	\$ 3,808
<b>Norris Apartments Total</b>			<b>\$ 1,046,060</b>
Norris Apartments LP	175	504 unit modification/fair hsg	\$ 178
<b>Norris Apartments LP Total</b>			<b>\$ 178</b>
North Central CNI Phase II LP	209	A&E Fees & Professional Serv	\$ 123,941
		Replacement Housing	\$ 3,540,673
<b>North Central CNI Phase II LP Total</b>			<b>\$ 3,664,614</b>
Oxford Jefferson	910	504 unit modification/fair hsg	\$ 9,116
		504Site modifications/fair hsg	\$ 26,199
		Comp unit mod, SMART II	\$ 714,598
		Comp unit renovations work	\$ 338,652
		Comprehensive unit mod	\$ 112,933
		Environ issues-LBP/asbestos	\$ 4,705
		Exterior bldg. structures	\$ 12,441
		Interior wall repair	\$ 11,267
		Landscaping, tree trimming	\$ 10,447
		Relocation	\$ 34,868
<b>Oxford Jefferson Total</b>			<b>\$ 1,275,225</b>
Oxford Village	032	504Site modifications/fair hsg	\$ 22,305
		Environ issues-LBP/asbestos	\$ 6,847
		Relocation	\$ 1,161
<b>Oxford Village Total</b>			<b>\$ 30,313</b>
PHA Consolidated Headquarters	220	Public Infrastructure	\$ 8,749,078
<b>PHA Consolidated Headquarters Total</b>			<b>\$ 8,749,078</b>
PHA-Wide	000	A&E Fees & Professional Serv	\$ 642,906
		Admin & Field Office FE&M	\$ -
		Administrative Wages/Benefits	\$ 2,857,517
		Comprehensive unit mod	\$ 167
		Computer Upgrades, etc.	\$ 44,224
		Energy Efficiency	\$ -
		Maint equip including vehicles	\$ 183,958
		Non-Dwelling	\$ 199,199
		Operating Subsidy	\$ 3,699,139
		Security contract-support mod	\$ 171,782
		Signage	\$ 90,180
		Software acquisition	\$ -
		Telephone Upgrades	\$ -
<b>PHA-Wide Total</b>			<b>\$ 7,889,072</b>
Plymouth Hall	079	504 unit modification/fair hsg	\$ 132
<b>Plymouth Hall Total</b>			<b>\$ 132</b>
Queen Lane Apartments	024	504 unit modification/fair hsg	\$ 682
		504Site modifications/fair hsg	\$ 6,749

Development	Dev No	Work Item Description	FY 2018 Expenditure
		A&E Fees & Professional Serv	\$ 23,832
		Comp unit modernization	\$ 920,110
		Relocation	\$ 16,225
		Replacement Housing	\$ (4,454)
<b>Queen Lane Apartments Total</b>			<b>\$ 963,144</b>
Queen Lane Apartments LP	179	504 unit modification/fair hsg	\$ 86
		A&E Fees & Professional Serv	\$ 45,000
<b>Queen Lane Apartments LP Total</b>			<b>\$ 45,086</b>
Queen's Row Low Income	178	504 unit modification/fair hsg	\$ 2,862
<b>Queen's Row Low Income Total</b>			<b>\$ 2,862</b>
Raymond Rosen	010	504 unit modification/fair hsg	\$ 27,545
		504Site modifications/fair hsg	\$ 38,438
		Concrete and pavement	\$ -
		Environ issues-LBP/asbestos	\$ 19,285
		Interior wall repair	\$ 102,877
		Relocation	\$ 13,718
		Repair/replace ext. plumbing	\$ 57,693
		Vacant Unit Rehab Program	\$ 7,447
<b>Raymond Rosen Total</b>			<b>\$ 267,003</b>
Richard Allen	003	504 unit modification/fair hsg	\$ 1,201
		504Site modifications/fair hsg	\$ 6,625
		Relocation	\$ 2,837
		Vacant Unit Rehab Program	\$ 4,050
<b>Richard Allen Total</b>			<b>\$ 14,714</b>
Roberto Clement Homes	214	New Development	\$ 664,081
<b>Roberto Clement Homes Total</b>			<b>\$ 664,081</b>
Spring Garden Apartments	020	504 unit modification/fair hsg	\$ 3,373
		504Site modifications/fair hsg	\$ 9,358
		Comp unit mod, SMART II	\$ 234,104
		Environ issues-LBP/asbestos	\$ 9,032
		Environmental hazard abate	\$ 5,340
		Heating Plant Upgrades	\$ 1,513,003
		HVAC upgrades	\$ 13,215
		Interior wall repair	\$ 16,499
		Relocation	\$ 1,293
<b>Spring Garden Apartments Total</b>			<b>\$ 1,805,218</b>
Strawberry Mansion	909	504 unit modification/fair hsg	\$ 13,426
		504Site modifications/fair hsg	\$ 78,532
		A&E Fees & Professional Serv	\$ 39,277
		Comp unit mod, SMART II	\$ 810,893
		Comp unit renovations work	\$ 399,082
		Comprehensive unit mod	\$ 177,966

Development	Dev No	Work Item Description	FY 2018 Expenditure
		Demolition	\$ 42,490
		Environ issues-LBP/asbestos	\$ 7,904
		Exterior bldg. structures	\$ 21,623
		Interior wall repair	\$ 7,400
		Landscaping, tree trimming	\$ 11,547
		New Development	\$ 7,519,852
		Relocation	\$ 2,319
<b>Strawberry Mansion Total</b>			<b>\$ 9,132,312</b>
Suffolk Manor	132	504 unit modification/fair hsg	\$ 178
<b>Suffolk Manor Total</b>			<b>\$ 178</b>
Susquehanna	908	504 unit modification/fair hsg	\$ 10,787
		504Site modifications/fair hsg	\$ 48,107
		Comp unit mod, SMART II	\$ 1,444,879
		Comprehensive unit mod	\$ 236,242
		Environ issues-LBP/asbestos	\$ 25,500
		Exterior bldg. structures	\$ 17,502
		Landscaping, tree trimming	\$ 1,498
		Relocation	\$ -
<b>Susquehanna Total</b>			<b>\$ 1,784,516</b>
West Park Apartments	039	504 unit modification/fair hsg	\$ 543
		A&E Fees & Professional Serv	\$ 131,099
		Comp unit mod, SMART II	\$ 51,408
		Doors including storms	\$ 48,014
		Elevator upgrades	\$ 144,411
		Environ issues-LBP/asbestos	\$ 17,708
		Heating Plant Upgrades	\$ 1,452,224
		Interior wall repair	\$ 27,673
		Relocation	\$ 1,074
<b>West Park Apartments Total</b>			<b>\$ 1,874,154</b>
Westpark Plaza	093	504 unit modification/fair hsg	\$ 2,320
		A&E Fees & Professional Serv	\$ 5,556
		Environ issues-LBP/asbestos	\$ 4,236
<b>Westpark Plaza Total</b>			<b>\$ 12,111</b>
Whitehall Apartments	034	504 unit modification/fair hsg	\$ 13,099
		504Site modifications/fair hsg	\$ 8,534
		Comp unit mod, SMART II	\$ 83,482
		Environ issues-LBP/asbestos	\$ 8,647
		Relocation	\$ 1,379
		Vacant Unit Rehab Program	\$ 1,438
<b>Whitehall Apartments Total</b>			<b>\$ 116,578</b>
Wilson Park - Senior	013	504 unit modification/fair hsg	\$ 19,698
		504Site modifications/fair hsg	\$ 30,604

Development	Dev No	Work Item Description	FY 2018 Expenditure
		Admin & Field Office FE&M	\$ 10,358
		Comp unit mod, SMART II	\$ 15,675
		Doors and windows	\$ 2,171
		Doors including storms	\$ 5,597
		Environ issues-LBP/asbestos	\$ 22,631
		HVAC upgrades	\$ -
		Interior wall repair	\$ 8,600
		Relocation	\$ 1,263
		Vacant Unit Rehab Program	\$ 2,162
<b>Wilson Park - Senior Total</b>			<b>\$ 118,759</b>
<b>Grand Total</b>			<b>\$ 68,577,623</b>

## B. Leasing Information

### i. Actual Number of Households Served

PHA provided housing assistance to approximately 31,066 households in FY 2018 through the Public Housing (11,861) and HCV (19,205) programs, including both MTW and Non-MTW Special Purpose vouchers. Excluding non-MTW vouchers, the total number of MTW-only households served was 29,781 as shown on the HUD required Table 7 below. Non-MTW vouchers are shown in Table 8.

**Table 7: MTW Households Served Planned vs. Actual**

Number of Households Served Through	Number of Unit Months Occupied/Leased*		Number of Households Served**	
	Planned	Actual	Planned	Actual
MTW Public Housing Units Leased	158,484	142,333	13,207	11,861
MTW HCV Utilized***	225,744	215,040	18,812	17,920
Local, Non-Traditional: Tenant-Based	0	0	0	0
Local, Non-Traditional: Property-Based	0	0	0	0
Local, Non-Traditional: Homeownership	0	0	0	0
<b>Planned/Actual Totals</b>	<b>384,228</b>	<b>357,373</b>	<b>32,019</b>	<b>29,781</b>

\*Planned Number of Unit Months Occupied/Leased is the total number of months the MTW PHA planned to have leased/occupied throughout the full Plan Year (as shown in the Annual MTW Plan).

\*\*Planned Number of Households Served is calculated by dividing the Planned Number of Unit Months Occupied/Leased by the number of months in the Plan Year (as shown in the Annual MTW Plan).

\*\*\*MTW HCV Utilized includes MTW tenant based vouchers that have been project-based and RAD units.

### Describe any differences between the planned and actual households served:

PHA noted in the Annual Plan that the actual number of households served may vary based on RAD conversion schedules and other factors. In addition to variances in RAD conversion schedules, other factors that resulted in differences in the number of households served included changes to lease up scheduled for new project-based developments, move out rates and unit turnover timetables. Note also that the calculation methodology required in Table 7 effectively undercounts the actual number of households served during the Plan Year because it is based on a full year of occupancy. For example, if two households each lived in PHA housing for 6 months during the year, Table 7 would only count

this as 1 household. Over the course of the year, 12,526 households resided in PHA Public Housing for some or all months in the year, compared to the 11,861 shown on Table 7. See also “Discussion of Any Actual Issues/Solutions Related to Leasing” narrative below.

**Table 8: Non-MTW Households Served Planned vs. Actual**

	Number of Unit Months Occupied/Leased		Number of Non-MTW Households Served	
	Planned	Actual	Planned	Actual*
Mainstream	1,500	1,135	120	95
VASH	8,436	7,532	703	628
Mod Rehab	2,316	2,307	193	192
SRO	3,552	3,371	296	281
PIV	10,320	1,069	860	89
TOTAL	16,296	15,414	1,358	1,285

HUD requires that all MTW agencies submit Tables 9 and 10 below, which report on local, non-traditional housing and services, i.e. housing units and/or supportive services which utilize MTW funds but that are not public housing or HCV-related. PHA does not currently have any such units or service programs.

**Table 9: Local, Non-Traditional Housing Programs**

Local, Non-Traditional Category	MTW Activity Name/Number	Number of Unit Months Occupied/Leased		Number of Households Served	
		Planned	Actual	Planned	Actual
Tenant-Based	N/A	0	0	0	0
Property-Based	N/A	0	0	0	0
Homeownership	N/A	0	0	0	0
	<b>Planned/Actual Totals</b>	0	0	0	0

**Table 10: Local, Non-Traditional Service Programs**

Households Receiving Local, Non-Traditional Services Only	Average Number of Households Per Month	Total Number of Households in the Plan Year
0	0	0

In addition to its large public housing and HCV rental assistance programs, PHA utilizes MTW funds to support public housing and HCV residents who wish to become first time homebuyers. PHA’s Homeownership Department works with a network of local partners to provide counseling, financial literacy, downpayment assistance and other support services. In FY 2018 alone, a total of 73 residents became first time homebuyers including 13 residents who purchased scattered site units through the 5h program, 41 HCV participants who utilized vouchers to purchase private market unit and 19 additional households who utilized other locally available resources to purchase homes.

## ***ii. Discussion of Any Actual Issues/Solutions Related to Leasing***

**Table 11: Issues/Solutions Related to Leasing**

Housing Program	Description of Actual Leasing Issues and Solutions
MTW Public Housing	The Blumberg Senior Tower remained vacant during the year, pending scheduled rehab as part of a RAD conversion. As with prior years, PHA continued to face challenges related to the high cost of rehabilitation of scattered site units. Additionally, efficiency units continued to have high refusal rates that negatively impacted overall occupancy. PHA continues to work to screen and maintain ready



Housing Program	Description of Actual Leasing Issues and Solutions
	pools of applicants to respond to high refusal rates at hard to lease sites.
MTW Housing Choice Voucher	PHA continued to look for new approaches to boost leasing in opportunity areas including ongoing operation of a Housing Opportunity Program, which provides services and supports to voucher holders who wish to move to new neighborhoods. PHA expects that implementation of Small Area FMRs, which will begin in FY 2019, will enhance voucher holders' ability to secure units in opportunity areas. PHA plans to closely monitor SAFMR implementation including assessing any potential negative impacts on "traditional" areas where SAFMRs have decreased relative to the prior citywide FMR.
Local, Non-Traditional	N/A

## C. Waiting List Information

### i. Actual Waiting List Information

PHA continues to maintain its waitlists in accordance with its Board of Commissioners-approved HCV Administrative Plan and Public Housing Admissions and Continued Occupancy Policy, as applicable. PHA's conventional and scattered sites, PAPMC-managed, and Alternatively Managed (AME) public housing sites are subject to site-specific waitlist policies. PHA also operates a centralized "first available" waitlist for referral programs and for applicants who elect this option. Conventional and scattered site public housing waiting lists are open are for seniors, those needing accessible units, and special programs including the nursing home initiative, Blueprint to End Homelessness, and DHS Youth Aging Out Pilot Program. PAPMC and AME waiting lists remain open at this time.

The HCV waiting list is currently open only for applicants who qualify for admission under HUD's Special Purpose Voucher programs (VASH) and for applicants referred to PHA from external agencies with whom PHA has a referral agreement as described in the Administrative Plan such as the "Blueprint" and "Second Chance" programs. These applicants are referred to PHA, entered onto the waiting list and then selected for either the Special Purpose Voucher or per the referral agreement.

Developments under PHA's Unit Based Voucher program continued to establish and operate site-based waiting lists in accordance with PHA's HCV Administrative Plan and/or with each owner's regulatory and operating agreement with PHA or approved tenant selection plan. PHA's waiting list data does not include UBV site-based waiting list data, except for PAPMC-managed UBV developments.

Table 12 provides information on HCV, conventional and scattered site public housing and PAPMC-managed waiting list as of March 31, 2018.

**Table 12: Waiting List Information at Fiscal Year End**

Waiting List Name	Description	Number of Households on Waiting List	Waiting List Open, Partially Open or Closed	Was the Waiting List Opened During the Fiscal Year
HCV Tenant Based	Community-Wide	13,490	Partial –Special purpose & referrals only	Partial
HCV Project Based (PAPMC managed only)	Site-Based	9,738	Open	Open
Public Housing 1 –	First Available	30,605	Partial – Open for	Partial

Conventional & Scattered Sites	and Site-Based		Seniors & 504 Applicants only	
Public Housing 2 – PAPMC Tax Credit	Site-Based	44,666	Open	Open

**Describe any duplication of applicants across waiting lists:**

Waiting lists are maintained separately by program, and there may be duplication across the various waiting lists. For example, households on the HCV waiting list may also be on the Public Housing and/or PAPMC lists.

For informational purposes, details on the racial and ethnic composition of PHA’s waiting list applicants are provided in Tables 13 and 14 below. PHA has also provided data on its Limited English Proficiency Policy as an appendix to this document.

**Table 13: Waiting List Applicants by Race**

Waiting List	White	Black	American Indian	Asian	Hawaiian/ Pacific Islander	Other	Total
HCV-Tenant Based	1,490	11,517	168	253	28	34	<b>13,490</b>
HCV – Project Based (PAPMC managed only)	1,065	8,388	122	66	69	28	<b>9,738</b>
Public Housing Conventional & Scattered Sites	4,094	25,418	374	472	169	78	<b>30,605</b>
Public Housing (PAPMC managed)	5,013	38,353	510	414	271	105	<b>44,666</b>
<b>Total</b>	<b>11,662</b>	<b>83,676</b>	<b>1,174</b>	<b>1,205</b>	<b>537</b>	<b>245</b>	<b>98,499</b>

**Table 14: Waiting List Applicants by Ethnicity**

Waiting List	Hispanic	Non Hispanic	Other	Total
HCV-Tenant Based	782	12,690	18	<b>13,490</b>
HCV – Project Based (PAPMC managed only)	951	8,781	6	<b>9,738</b>
Public Housing Conventional & Scattered Sites	3,228	27,349	28	<b>30,605</b>
Public Housing (PAPMC managed)	4,368	40,296	2	<b>44,666</b>
<b>Total</b>	<b>9,329</b>	<b>89,116</b>	<b>54</b>	<b>98,499</b>

***ii. Actual Changes to Waiting Lists in the Plan Year***

A site-based waiting list for the new Strawberry Mansion UBV development was opened in FY 2018. No other changes were made to waiting list policies in the Plan Year.

**D. Information on Statutory Objectives and Requirements**

Under the MTW Agreement between PHA and HUD, PHA is required to meet certain statutory objectives and other requirements, and to report on them in the MTW Annual Report. The tables below provide the required information.

***i. 75% of Families Assisted Are Very Low Income***

Within the public housing program, approximately 91% of households served are very low income, i.e. households with incomes at or below 50% of Area Median Income. Within the HCV program, greater than 95% of households served are very low income. HUD verifies this data through PHA's electronic submissions under HUD's PIC system. Table 15 is required by HUD; however, as noted, PHA did not operate any local, non-traditional programs during the Plan Year.

**Table 15: Local Non-Traditional Households and Income Levels**

Income Level	Number of Local, Non-Traditional Households Admitted in the Plan Year
80% - 50% Area Median Income	0
49% - 30% Area Median Income	0
Below 30% Area Median Income	0
<b>Total Local, Non-Traditional Households Admitted</b>	<b>0</b>

## *ii. Maintain Comparable Mix*

As first noted in the FY 2014 Annual Report, beginning in May 2013, HUD has required MTW agencies to provide data on the number of persons in each household served as of the date of entry to the MTW program and as of the current fiscal year. While PHA has this data available for the current fiscal year, it does not have data and is unable to report on household size as of April 2001, which is the effective date of the MTW Agreement.

Note that PHA provided *bedroom size* data as part of its initial MTW submissions, but did not provide *household size* data. PHA's current information technology systems do not have 2001 data available. Therefore, PHA is not able to provide the information required in Tables 16 and 17 below relative to the size of families served in the MTW baseline year. PHA will work with HUD's MTW Office to identify potential solutions to this issue if necessary. For informational purposes, Table 18 provides a breakdown of PHA households by bedroom size when PHA became an MTW agency.

**Table 16: Baseline Mix of Family Sizes Served**

BASELINE MIX OF FAMILIES SERVED UPON ENTRY TO MTW					
Family Size	Occupied Number of Public Housing units	Utilized HCVs	Non-MTW Adjustments	Baseline Mix Number	Baseline Mix Percentage
1 Person	N/A	N/A	N/A	N/A	N/A
2 Person	N/A	N/A	N/A	N/A	N/A
3 Person	N/A	N/A	N/A	N/A	N/A
4 Person	N/A	N/A	N/A	N/A	N/A
5 Person	N/A	N/A	N/A	N/A	N/A
6+ Person	N/A	N/A	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A	N/A	N/A

**Table 17: Mix of MTW Family Sizes Served in Plan Year**

Family Size	Baseline Mix Percentage	Number of MTW Households Served in Plan Year	Percentage of MTW Households Served in Plan Year	Percentage Change from Baseline Year to Current Plan Year
1 Person	N/A	11,480	38.5%	N/A
2 Person	N/A	6,235	20.9%	N/A
3 Person	N/A	5,171	17.4%	N/A
4 Person	N/A	3,593	12.1%	N/A
5 Person	N/A	1,804	6.1%	N/A
6+ Person	N/A	1,498	5.0%	N/A
<b>TOTAL</b>	N/A	29,781	100%	N/A

**Table 18: Mix of MTW Households by Bedroom Size in April 2001**

	Bedroom Sizes of PHA Households in April 2001		
	Public Housing	HCV	Total
1 Bedroom/SRO	2,113	2,722	<b>4,835</b>
2 Bedroom	3,157	3,369	<b>6,526</b>
3 Bedroom	4,332	5,834	<b>10,166</b>
4 Bedroom	1,180	918	<b>2,098</b>
5 Bedroom	691	195	<b>886</b>
6+ Bedroom	245	50	<b>295</b>
<b>Total</b>	<b>11,718</b>	<b>13,088</b>	<b>24,806</b>

**iii. Number of Households Transitioned to Self-Sufficiency in the Plan Year**

HUD requires information on households transitioned to self-sufficiency for any MTW activities that report on HUD's standard metric SS #8. Table 19 below provides the HUD-required information.

**Table 19: Transition to Self Sufficiency**

MTW Activity Name/Number	Number of Households Transitioned to Self-Sufficiency	MTW PHA Definition of Self Sufficiency
Simplification and Streamlining of Rent and Recertification Processes for Public Housing and HCV/MTW Activity #2004-3	52 (HCV)  17 (Public Housing)	<ul style="list-style-type: none"> <li>For HCV, PHA defines a household that transitions to self-sufficiency as a household that exits the program as a result of being over-income or one that receives no HAP subsidy but still qualifies as a program participant.</li> <li>For public housing, PHA defines a household that transitions to self-sufficiency as a public housing household whose income is at or above 80% AML.</li> </ul>
Second Chance Initiative/MTW Activity #2016-1	2 HCV	See above
	0	Households Duplicated Across MTW Activities
	71	<b>Total Households Transitioned to Self Sufficiency</b>

### **III. Proposed MTW Activities**

All proposed MTW activities that were granted approval by HUD are reported on in Section IV as 'Approved Activities'.

## **IV. Approved MTW Activities**

### **A. Implemented Activities**

#### ***i. MTW Activity 2011-1: Partnership Programs Initiative***

##### **Description/Update**

PHA utilizes MTW authority to expand public housing for special needs and other targeted groups in partnership with non-profit neighborhood groups, universities, state and local government, and other stakeholders. This flexible, services-oriented model allows PHA to leverage PHA and partner resources to provide public housing options and, where appropriate and feasible, related health care, educational, and/or other necessary services to low-income families and individuals. Authorized features of this initiative include, but are not limited to, the following:

- Admissions and continued occupancy requirements for the initiative may vary from standard public housing and will be determined for each project in order to promote seamless integration of the partner's subsidy sources with MTW block grant funds.
- Partnership initiatives must serve households earning 80% of AMI or below. PHA's MTW funds may not be used to subsidize households who are not low-income.
- PHA will leverage its funds with other partner resources in order to avoid duplicative services and payments and to maximize the value of funds invested in the Partnership Initiative.
- Potential models include, but are not limited to, domiciliary care for seniors and people with disabilities; housing options for youth, including those aging out of foster care; and permanent supportive housing.
- Budgets and agreements between PHA and its partners will adjust subsidy to allow for recoupment of PHA's capital investment as fee income where financially feasible, particularly in situations in which the partner's subsidy is intended to cover all or some of the housing costs.
- While each development is expected to have different features, programmatic components may include: preferences for specific target populations, including referrals from partner agencies; program contracts for participants that may include requirements for case management, participation in services, or other requirements; time limits on housing subsidies; modified occupancy standards; availability of stipends; and other components.

##### **Approval and Implementation**

- Approved FY 2011
- Implemented FY 2012
- Modified FY 2013 to incorporate specific components applicable to the youth aging out of foster care partnership with the Philadelphia Department of Human Services (DHS)

##### **Impact**

PHA's partner, Project HOME, broke ground in December 2017 on a 25-unit rental development at 1315 North 8<sup>th</sup> Street, designated for young adults who are homeless or at risk of homelessness and other general low-income occupancy. The LGBTQ-friendly project will include employment, education and health care services. The project is part of PHA's Rental Assistance Demonstration "transfer of assistance" component. The building is slated for completion in FY 2019.

## Hardship

Not applicable.

## Actual Non-Significant Changes

There were no non-significant changes to this activity in FY 2018.

## Actual Significant Changes

There were no significant changes to this activity in FY 2018.

## Challenges In Achieving Benchmarks & Possible Strategies

As noted above, the developer (Project Home), broke ground on the building in FY 2018; however, due to changes in the development timetable, building construction was not completed in the Fiscal Year. Note, however, that PHA has made a commitment of PBV vouchers to the development as part of the RAD transfer of assistance initiative.

## Changes To Metrics

No changes have been made to the metrics identified in the FY 2018 Annual Plan.

## Metrics

### *HC #1: Additional Units of Housing Made Available*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).	0	25 PBV RAD units by the end of FY 2018	0	No

### *CE #4: Increase in Resources Leveraged – ALL Planned FY 2018 Projects*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	\$0	\$13 million	\$13 million	Yes

\* The HUD Standard Metrics for this activity will depend on the MTW flexibilities required and the type of service provided at each site. As additional agreements with service providers are finalized, further HUD Standard Metrics may be added depending on the terms and necessary flexibilities of the agreements. None of the listed projects for FY18 require MTW waivers at present other than the use of MTW Block Grant funds.

## ***ii. MTW Activity 2004-1: Neighborhood Development & Revitalization Initiatives***

### **Description /Update**

PHA utilizes MTW authority to substantially increase housing choices for residents and applicants. PHA is continuing to implement an ambitious program of new construction, substantial rehabilitation, and modernization designed to revitalize PHA public housing developments, replace distressed housing lost to demolition and lack of capital funds, and improve Philadelphia's neighborhoods. Public housing development or redevelopment activities directly undertaken by PHA as developer are included under this initiative. To support these redevelopment activities, PHA continues to implement the following MTW components, which also support the Partnership Initiative and other MTW activities:

- Design Standards - PHA continues to implement reasonable and modest design standards for new construction and rehabilitation work that mirror current design trends and the 21st century needs of residents.
- Total Development Cost Limits and Housing Cost Caps - PHA has established and maintains reasonable cost limits for development and redevelopment activities that replace HUD's Total Development Cost (TDC) limits and Housing Cost Caps (HCC).
- Streamlined Mixed-Finance Development Process - PHA is authorized to develop public housing through several financing methods, including the mixed-finance approach, which involves the use of private financing, Housing Choice Vouchers, and public housing development funds.
- MTW Site and Neighborhood Standards - PHA is authorized to implement alternate Site and Neighborhood Standards for its public housing and voucher programs, in lieu of those standards at 24 CFR § 941.202(b)-(d) and 24 CFR 983.57.
- Streamlined Acquisition Process - Subject to the provisions of the MTW Agreement, PHA is authorized to acquire sites without prior HUD approval, provided that the agency certifies that HUD site selection requirements have been met.
- Strategy for Development - PHA has adopted a Development-Asset Management Strategy for Public Housing that takes a comprehensive neighborhood-by-neighborhood and block-by-block approach to redeveloping, consolidating, rehabilitating, demolishing, and acquiring and disposing of scattered site units independently and in partnership with government and other local neighborhood-based organizations.

### **Approval and Implementation**

- Design Standards
  - Approved FY 2004
  - Implemented FY 2004
- Total Development Cost Limits and Housing Cost Caps
  - Approved FY 2004
  - Implemented FY 2004
- Streamlined Mixed-Finance Development Process
  - Approved FY 2004
  - Implemented FY 2004



- MTW Site and Neighborhood Standards
  - Approved FY 2004
  - Implemented FY 2004
- Streamlined Acquisition Process
  - Approved FY 2002
  - Implemented FY 2002
- Strategy for Development
  - Approved FY 2005
  - Implemented FY 2005

### Impact

There were no new public housing units developed in FY 2018 under this initiative.

### Hardship

Not applicable.

### Actual Non-Significant Changes

There were no non-significant changes to this activity in FY 2018.

### Actual Significant Changes

There were no significant changes to this activity in FY 2018.

### Challenges In Achieving Benchmarks & Possible Strategies

As there were no planned or completed development activities under this initiative in FY 2018, PHA cannot report on challenges.

### Changes To Metrics

No changes have been made to the metrics identified in the FY 2018 Annual Plan.

### Metrics

#### *CE #1: Agency Cost Savings\**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	TBD	\$0	\$0	Yes

*\* HUD is requiring the use of this metric; however, PHA does not believe it is applicable in this context of this MTW activity. PHA will attempt to identify the current baseline as part of the FY 16 Annual Report and then establish a benchmark of maintaining this level going forward, i.e. PHA would not anticipate an increase in Agency Cost Savings.*

#### *CE #2: Staff Time Savings\**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
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Total time to complete the task in staff hours (decrease).	TBD	0	0	Yes
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*\* HUD is requiring the use of this metric; however, PHA does not believe it is applicable in this context of this MTW activity. PHA will attempt to identify the current baseline as part of the FY 16 Annual Report and then establish a benchmark of maintaining this level going forward, i.e. PHA would not anticipate an increase in staff time savings.*

**CE #3: Decrease in Error Rate Task Execution\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	0	0	0	Yes

*\*HUD is requiring the use of this metric; however, PHA does not believe it is applicable in this context of this MTW activity.*

**CE #4: Increase in Resources Leveraged**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	\$0	\$0	\$0	Yes

**HC #1: Additional Units of Housing Made Available**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).	0	0 in FY 2018	0 in FY 2018	Yes

**HC #2: Units of Housing Preserved**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase).	0	0	0	Yes

**HC #3: Decrease in Wait List Time\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	Public housing – 14 years for participants housed in FY 15 *	TBD	TBD	Yes

*\*PHA establishes new SBWLs for each new development. The baseline used is the agency wide average wait time for Public Housing. PHA does not know how many applicants will apply for these developments; therefore, is unable to establish a benchmark for this development at this time.*

**HC #5: Increase in Resident Mobility**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0	0 units in FY 2018	0 units in FY 2018	Yes

***iii. MTW Activity 2004-2: Service-Enriched Housing for Seniors & People with Disabilities***

**Description/Update**

PHA is collaborating with the Commonwealth of Pennsylvania and other local providers to develop and implement a range of service-enriched housing options for seniors and people with disabilities, including the following ongoing program components:

- Nursing Home Transition – The Nursing Home Transition Initiative (NHTI) is a partnership with the Department of Public Welfare (DPW) that assists persons transitioning out of nursing homes with accessing affordable housing. As part of NHTI, PHA targets administration of seventy-five (75) state-supported vouchers/housing opportunities for referrals of disabled consumers in need of low-income housing. NHTI families may be eligible for a preference for public housing or HCV.
- Definition of Elderly – An elderly person is defined as an individual who is at least 55 years old. An elderly family is defined as one with a head of household, co-head, spouse or sole member who is at least 55 years old.

In late 2016, PHA transitioned its Adult Day Care (ADC) program to a third-party provider. PHA is no longer providing ADC services directly and is no longer using MTW Funds or waivers to support this program. As such, this component of the activity has been moved to the section of the Report on “Closed-Out” activities.

**Approval and Implementation**

- Nursing Home Transition
  - Approved FY 2010
  - Implemented FY 2010
- Definition of Elderly
  - Approved FY 2004
  - Implemented FY 2004

**Impact**

Overall, PHA assisted 78 low-income people with disabilities in FY 2018 through the Nursing Home Transition Initiative (NHT). In FY 2018, thirteen new NHTI participants were assisted in Public Housing and fourteen new NHTI participants were assisted in the Housing Choice Voucher program. These individuals were able to move from nursing homes into the community, providing a dramatic improvement in the quality of life while also saving state resources.

**Hardship**

Not applicable.

**Actual Non-Significant Changes**

There were no non-significant changes to this activity in FY 2018.

## Actual Significant Changes

There were no significant changes to this activity in FY 2018.

## Challenges in Achieving Benchmarks & Possible Strategies

PHA met all benchmarks for this activity.

## Changes To Metrics

PHA transitioned the ADC program to a third-party provider, and no longer directly operates the ADC program. This was reported in the FY 2017 MTW Annual Report, which was submitted subsequent to the FY 2018 Plan. Benchmarks have been updated to reflect removal of the ADC metrics.

## Metrics

### *HC #5: Increase in Resident Mobility*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0 – Adult Day Care (ADC) 0 – Nursing Home Transition (NHT)	75 ongoing (NHT)	78 (NHT)	Yes

### *HC #7: Households Assisted by Services that Increase Housing Choice (Adult Day Care and Nursing Home Transition)*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase housing choice (increase).	0 – ADC 0 – NHT	75 ongoing (NHT)	78 (NHT)	Yes

iv. ***MTW Activity 2004-3: Simplification & Streamlining of Rent & Recertification Processes For Public Housing & HCV***

**Description/Update**

PHA has implemented a series of initiatives in the public housing and/or HCV programs designed to simplify rent calculation and the recertification, streamline administrative processes, and reduce paperwork burdens on residents and staff. The many features of this activity serve to motivate residents to work and accumulate savings.

- Two and Three-Year Recertification/Limit on Interims – Public Housing and HCV require recertifications every two years, except for public housing residents choosing ceiling rents who are recertified every three years. Voluntary interim recertifications are restricted to one every six months, except for elderly and disabled households who are exempt from this restriction. PHA will process voluntary interim rent reductions if and when the reduction in income lasts for more than 30 days. In FY 2017, PHA began conducting recertifications every three years for elderly or disabled households on fixed incomes in both the HCV and public housing program.
- Ceiling Rents – PHA has established ceiling rents for its public housing developments, which are periodically updated. PHA tenants will continue to have the option of selecting either a ceiling rent or an income-base rent.
- Rent Calculation Method – PHA has established an alternative rent structure for the HCV and public housing programs to motivate residents to work and accumulate savings including TTP as a sliding percent of adjusted income based on family size, streamlined deductions, allowing households with up to \$50,000 in assets to self-certify asset value and income, excluding asset income when the value of the household's asset is less than \$50,000 and excluding all full-time student earned income for family members other than the Head, Spouse or Co-Head.
- Payment Standards – PHA has implemented a policy in the HCV program whereby the current payment standard is applied at regular recertification; however, this policy was modified due to required regulatory implementation of SAFMRs, (see actual non-significant changes below). Additionally, PHA approved payment standards up to 120% of the FMR to support leasing for existing voucher clients and/or new voucher holders who wish to move to areas with documented improved educational systems, job opportunities, social services and other opportunities in the expectation that over time their need for housing and other subsidies will abate or diminish.
- Reasonable Rent
  - PHA has developed and implemented a reasonable rent policy for the HCV program whereby reasonable rent determinations are completed at initial lease up, upon request for a rent increase, and at other times PHA deems it necessary to conduct a reasonable rent redetermination.
  - PHA may implement across-the-board rent increases or rent freezes for properties in the HCV program. When and if an across-the-board rent increase is awarded, PHA will complete a reasonable rent determination at the time of the next annual HQS inspection and apply applicable policies related to reasonable rent when and if the rent is not reasonable.
- Utility Allowances
  - PHA is authorized to implement a revised utility allowance methodology that includes the following components:

- HCV participants who are responsible for paying gas heat and who are eligible to participate in the PGW Customer Responsibility Program (CRP) have the gas portion of their utility allowances calculated using an alternative methodology. PHA may elect to implement this utility allowance program in public housing where applicable.
  - PHA will periodically, at its discretion, review HCV utility allowance schedules to determine if adjustments are required. Annual updates are not required.
  - Utility allowances may be phased out for residents with incomes at or above 80% of Area Median Income or PH Residents on ceiling rent.
  - PHA will review and modify public housing utility schedules periodically based on an assessment of available HUD funding and the requirements of the MTW Agreement and Plan.
- PHA is also authorized to expand the utility allowance policy to require public housing and HCV tenants receiving either heat or electric utility allowances to enroll and participate in the PECO Customer Assistance Plan, LIHEAP and any other applicable programs that offer reduced rates, energy usage grants, or other financial incentives to low-income households.
  - For HCV participants only, during an interim recertification PHA will apply the utility allowance in effect on the effective date of the interim recertification; however, families on the Alternate UA CRP Program will have their gas utility allowance updated at the time of interim recertification consistent with PHA's MTW UA policies. During an interim recertification, PHA will apply the payment standard in effect at the last regular recertification.

### **Approval and Implementation**

- Two and Three-Year Recertification/Limit on Interims
  - Approved FY 2004
  - Implemented FY 2004
- Ceiling Rents
  - Approved FY 2004
  - Implemented FY 2004
- Rent Calculation Method
  - Approved FY 2004
  - Implemented FY 2004
  - Amended FY 2017
- Payment Standards
  - Approved FY 2008
  - Implemented FY 2008
  - Amended FY 2018
- Reasonable Rent
  - Across-the-board Rent Increases
    - Approved FY 2008
    - Implemented FY 2008
  - Streamline Reasonable Rent Determinations
    - Approved FY 2005
    - Implemented FY 2005

- Utility Allowances
  - PGW CRP Program
    - Approved FY 2009
    - Implemented FY 2014
  - PECO Customer Assistance Plan Enrollment
    - Approved FY 2011
    - Not yet implemented
  - Interim Recertification Utility Allowance
    - Approved FY 2017
    - Implemented FY 2017

## **Impact**

PHA has achieved significant cost and staff time savings as a result of these MTW activities as indicated by the outcome metrics below. Improvements to resident employment levels and earned income have also been achieved. Further, the policies have a significant positive impact on residents, who experience a less intrusive and more predictable set of rent policies. PHA's triennial recertification policy for elderly and disabled households on fixed incomes has generated additional savings as the number of regular recertifications has decreased.

Evaluation of this activity reveals that participants do not pay more than 30% of adjusted income toward rent. Additionally, with implementation of SAFMRs HCV participants have greater opportunity to rent in opportunity neighborhoods. All approved features of this activity have been implemented.

## **Hardship**

PHA has adopted a hardship policy which considers exceptions to all of PHA's rent and utility allowance policies on a case-by-case basis for families who can demonstrate a long term hardship that will result from application of the policies to them, or as a reasonable accommodation. Hardship exemption requests must be submitted in writing and explain the nature of the hardship and include any applicable documentation.

In FY 2018, PHA received 1 hardship request related to the PGW CRP utility allowance activity. PHA denied the request because the tenant had not applied to the CRP program as required. In Public Housing, 56 hardship requests were received, of which 50 were approved.

## **Actual Non-Significant Changes**

*Rent Calculation:* Where PHA had previously applied MTW rent simplification policies on biennial and triennial recertifications, the limit on interim recertification and asset verification and calculation to the unit based program, in FY 2018, PHA began applying the remaining portions of its MTW Rent simplification policies to the unit based program. Where program requirements prohibit application of MTW rent simplification policies to unit based contracts, PHA will apply income and rent calculation requirements consistent with applicable program requirements, i.e. tax credit units

## **Actual Significant Changes**

*Payment Standards:* In FY 2018, PHA completed its planning for implementation of the Final Rule on SAFMRs. Implementation began in April 2018. At initial implementation of SAFMRs, if the SAFMR represents a decrease from the current payment standard, PHA will continue to use the higher payment standard for the family's subsidy calculation. PHA will continue to use the existing higher payment standard until PHA's payment standard in effect equals or exceeds the payment standard being applied to the household upon initial implementation of SAFMRs. Once PHA's payment standard in effect equals or exceeds the payment standard being applied to the household upon implementation of SAFMRs, PHA will apply the current applicable payment standard at all future recertification regardless of the fluctuations in the payment standards from the last regular recertifications. PHA intends to continue monitoring the impact of SAFMRs on HCV participants. Note that no MTW waivers are utilized in PHA's implementation of SAFMRs.

## Challenges in Achieving Benchmarks & Possible Strategies

PHA continues to focus intensive efforts on helping residents prepare for and secure employment. While progress has been made in both increasing the number of residents who are working and the average earned income of those households, the number of unemployed work-able residents remains high. Some of this is related to the fact that the overwhelming majority of newly admitted households are unemployed, with little or no prior work history. Thus, normal turnover within the HCV and public housing programs continually adds to the number of residents who need employment readiness assistance. As part of its future strategy, PHA has applied for designation as EnVision Center, which will provide one-stop job readiness, job placement and related supportive services.

## Changes To Metrics

No changes have been made to the metrics identified in the FY 2018 Annual Plan. PHA continues to note that the below metrics do not accurately reflect the success of this activity as they do not account for unit/population turnover (i.e. households moving out over multiple years). The baselines reflect a snapshot in time and do not account for families leaving and being replaced by lower-income families resulting in the make-up of the populations being increasingly different over time.

## Metrics:

### *CE #1: Agency Cost Savings*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	<b>Time per recertification:</b> 2 hours	<b>Time per recertification:</b> 1.5 hours	<b>Time per recertification:</b> 1.5 hours	Yes
	<b>Number of recertifications:</b> 28,055	<b>Number of recertifications:</b> 14,189	<b>Number of recertifications:</b> 15,767	Additional certifications were required in 2018 due to the triennial recert
	<b>Hourly rate:</b> \$15.65	<b>Hourly rate:</b> \$15.65	<b>Hourly rate:</b> \$15.65	frequency for applicable households
	<b>Total cost of activity prior to implementation:</b> \$878,122 (estimate)	<b>Total cost of activity after implementation:</b> \$333,095	<b>Total cost of activity after implementation:</b> \$370,138	

### *CE #2: Staff Time Savings*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
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Total time to complete the task in staff hours (decrease).	<b>Time per recertification:</b> 2 hours	<b>Time per recertification:</b> 1.5 hours	<b>Time per recertification:</b> 1.5 hours	Yes
	<b>Number of recertifications:</b> 28,055	<b>Number of recertifications:</b> 14, 189	<b>Number of recertifications:</b> 15,767	Additional certifications were required in 2018 due to the triennial recert frequency for applicable households
	<b>Total time for activity prior to implementation:</b> 56,110 hours (estimate)	<b>Total time for activity prior to implementation:</b> 21,284	<b>Total time for activity prior to implementation:</b> 23,651	

**CE #3: Decrease in Error Rate of Task Execution\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease).	TBD	5%	5%	Yes

*\*PHA implemented its revised rent calculation method in 2004, and did not have historical data on rent calculation error rates at that time. PHA will identify the current baseline as part of the FY 16 Annual Report (which already reflects error rate reductions) and then establish a benchmark of maintaining this level going forward, i.e. PHA would not anticipate future reductions to error rates.*

**CE #5: Increase in Agency Rental Revenue – Utility Allowance Policy HCV\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	\$0 savings	\$3,480,000 in FY 2018*	\$4,733,064	Yes

*\*Represents the savings generated by PHA on behalf of households who receive the CRP UA for gas heat.*

**SS #1: Increase in Household Income – HCV\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	The average earned income of households affected by this policy in FY 14 is \$17,032.	The expected average earned income of households affected by this policy after implementation of the activity is \$21,000	\$23,769	Yes

*\* Although this activity was implemented in FY 04, HUD has only recently required PHA to track the average earned income of households affected by this policy; therefore PHA has used data from FY 14 to determine the baseline. As this activity has been implemented and on-going for over 10 years, PHA expects the average earned income of households to remain stable. For additional information, see HUD's Frequently Asked Questions About HUD Form 50900 dated September 13, 2013.*

**SS #1: Increase in Household Income - Public Housing\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	The average earned income of households affected by this policy in FY 15 is \$20,749.	The expected average earned income of households affected by this policy after implementation of the activity is \$20,602*	\$21,654	Yes

*\* Although this activity was implemented in FY 04, HUD has only recently required PHA to track the average earned income of households affected by this policy; therefore PHA has used data from FY 15 to determine the baseline. As this activity has been implemented and on-going for over 10 years, PHA expects the average earned income of households to remain stable. For additional information, see HUD's Frequently Asked Questions About HUD Form 50900 dated September 13, 2013.*

**SS #3: Increase in Positive Outcomes in Employment Status\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Employed (increase)	4,725 (36%) of heads of households had earned income as of March 31, 2014.	6,752 (43%) of work-able heads of household have earned income 4,215 out of 9,224 HCV 2,537 PH out of 6,149	6,758 (35 %) of work-able heads of household have earned income HCV: 3,807 out of 8,296 PH 2,951 out of 10,747	Yes, overall benchmark was achieved in terms of numbers but not percentages

*\* The benchmark is contingent on the economy and opportunities available in the City of Philadelphia.*

**SS #3: Increase in Positive Outcomes in Employment Status\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Unemployed (decrease)	8,282 (64%) work-able heads of households had no earned income as of March 31, 2014.*	Decrease the total number of work-able heads of households not earning income as of the end of FY 18 to 8621 (56%).  HCV: 5009 out of 9224 PH: 3612 out of 6,149	Total number of work-able heads of households not earning income as of the end of FY 18 to 12,285 (65%).  HCV: 4,489 out of 8,296 PH: 7,796 out of 10,747	No

*\* Although this activity was implemented in FY 04, HUD has only recently required PHA to track the employment status of work-able heads of households affected by this policy; therefore PHA has used data from FY 14 to determine the baseline. As this activity has been implemented and on-going for over 10 years, PHA expects the employment status of work-able heads of household to remain stable. For additional information, see HUD's Frequently Asked Questions About HUD Form 50900 dated September 13, 2013.*

**SS #8: Households Transitioned to Self Sufficiency\***

Unit of Measurement	Unit of Measurement	Unit of Measurement	Unit of Measurement	Unit of Measurement
Number of households transitioned to self-sufficiency (increase).	0 households	203 (HCV 180) (PH 23) households are expected to transition to self-sufficiency in FY 18.	69 (HCV 52) (PH 17) households transition to self-sufficiency in FY 18.	No

*\*For HCV, PHA defines a household that transitions to self-sufficiency as an HCV participant who exits the program as a result of being over-income or one that receives no HAP subsidy but still qualifies as program participants. For public housing, PHA defines a household that transitions to self-sufficiency as a public housing household whose income increased from a lower level to 80% or greater of Area Median Income.*

*NOTE: PHA believes that the above metrics do not accurately reflect the success of this activity as they do not account for unit/population turnover (i.e. households moving out and in over multiple years). The baselines set above reflect a snapshot in time and do not account for families leaving and being replaced by lower-income families resulting in the make-up of the populations being increasingly different over time.*

**v. *MTW Activity 2004-4: Unit-Based Leasing & Development Program***

**Description**

Expanding the supply of affordable housing in Philadelphia continues to be PHA's top priority. Under PHA's Unit-Based Leasing and Development Program ("UBV" or the "Unit-Based Program"), PHA negotiates long-term subsidy contracts with for-profit and non-profit private sector housing providers based on property specific agreements. PHA prioritizes the selection of developments which serve underserved populations and/or which incorporate supportive services on-site or nearby. Key features of PHA's UBV program include:

- PHA's Site Selection Standards for the UBV program will comply with the alternate Site and Neighborhood Standards described at Attachment C, Section D (7)(c) to PHA's MTW Agreement.
- The rent to the owners participating in the UBV program funded with MTW HCV funds will not exceed the lowest of 110% of the applicable fair market rent, the reasonable rent, the rent requested by the owner or such other amount determined by PHA to be appropriate for the unit based upon the nature of the unit and the RFP from which the owner was selected. For example, in certain cases, PHA may determine that a shallow subsidy is more appropriate.
- Unless part of its "shallow" subsidy UBV program, PHA will not attach or pay UBV assistance to units that are already receiving another form of subsidized housing operating assistance. With respect to a shallow subsidy UBV program, PHA will not attach or pay UBV assistance to units receiving another form of subsidized operating assistance if the UBV assistance would be duplicative or would otherwise over-subsidize the unit. PHA may determine the effect of subsidy on rent to owners and the duplication of subsidy or excessive subsidy, subject to the requirements regarding subsidy layering as set forth in the HUD Reform Act of 1989.
- PHA may unit-base up to 100 percent of the dwelling units in any UBV project or building.
- PHA may select its own units for project-basing with UBV assistance without a competitive process. Pursuant to Attachment C, Section D (7)(a), PHA may unit-base assistance at properties other than public housing properties owned directly or indirectly by PHA, including those owned by PHA affiliates or instrumentalities. For purposes of this selection method, a property that may be unit-based may be a former public housing property that has been converted to HCV assistance.
- Pursuant to Attachment C, Section D (1)(f), under either the UBV program or the Partnership Initiatives, PHA may attach or pay UBV assistance using HCV MTW funds to unit types currently prohibited by standard Section 8 regulations including, but not limited, to shared living facilities. Such units must comply with applicable alternate MTW Site and Neighborhood Standards.
- An owner of a unit assisted under the UBV program for MTW HCV funds may elect to receive referrals from PHA's waiting list or to use a site-based waiting list for selection of tenants for a site. For owners using a site-based waiting list, owners must refer families to PHA for eligibility screening.
- A family residing in a UBV unit funded with MTW HCV funds may terminate the lease at any time after the initial term. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to PHA. Once a family terminates the lease, the family will no longer be part of the HCV or UBV program. Pursuant to PHA's MTW authority, PHA does

not provide UBV participant families who want to move with tenant- based assistance with a tenant-based HCV voucher, except where required under the RAD program or otherwise offered by PHA as a reasonable accommodation, VAWA transfer or due to HQS failures under certain circumstances.

- PHA will apply its MTW UBV policy to RAD developments and may project-base 100% of the units in a RAD UBV development.
- PHA is not subject to the requirement for an independent entity to approve AHAP/HAP contract terms, renewals of HAP contracts, rent determinations and inspection of PHA owned units.
- PHA may utilize local forms which reflect PHA's MTW UBV policies and procedures as an alternative to HUD standard forms. For example, PHA will prepare a local PB HAP contract and PB Tenancy Addendum to reflect MTW policies including but not limited to, rent determination methods, recertification frequencies and right to move policies.

For mixed-finance closings for UBV units involving new public housing units, PHA may request HUD review and approval of certain waivers to current public housing regulations in the interest of increasing housing choice, promoting long-term project viability, and encouraging more third party development. Specific waivers that may be requested include:

- PHA may elect to allow the owner of UBV units, including PHA if it is the owner, to utilize public housing operating subsidy and other MTW funds, to pay for debt service associated with the UBV development; and
- Where PHA provides public housing operating subsidy as part of UBV assistance, separately or in combination with voucher or other MTW funds, PHA may have the Declaration of Restrictive Covenants modified to eliminate or change the standard ten-year affordability "tail."

The specific details of each UBV agreement will be defined prior to closing and shall be subject to HUD review and approval, where applicable, as part of the mixed-finance transaction closing process.

See Table 2 for a listing of new UBV projects placed under contract or commitment in FY 2018. See Table 3 for a list of existing UBV projects under contract during FY 2018.

### **Approval and Implementation**

- Approved FY 2004
- Implemented FY 2004
- Amended FY 2017

### **Impact**

As shown in Table 2, PHA entered into commitments and/or HAP contracts for 817 units under the UBV program in FY 2018.

### **Hardship**

PHA will provide a tenant-based voucher to a UBV tenant as a result of extended HQS failures. PHA may offer a tenant-based voucher to a UBV tenant who has successfully completed the FSS program and has

been deemed eligible for a Homeownership Voucher. In extenuating circumstances and subject to funding availability, PHA may offer tenant-based assistance according to the hierarchy of UBV transfers, for households requiring:

- Transfers due to Personal Safety/VAWA/Other Emergency;
- Reasonable accommodation transfers.

In FY 2018, two UBV residents successfully completed the FSS program and were issued tenant based homeownership vouchers. There were no other hardship related circumstances in which tenant based vouchers were issued to UBV participants. UBV transfers were accommodated via transfer to another UBV site or to Public Housing via the MTW transfer activity.

### **Actual Non-Significant Changes**

There were no non-significant changes to this activity in FY 2018.

### **Actual Significant Changes**

There were no significant changes to this activity in FY 2018.

### **Challenges In Achieving Benchmarks & Possible Strategies**

PHA exceeded the FY 2018 benchmark for additional units of housing made available. PHA achieved greater than 97% success on the additional two metrics.

### **Changes to Metrics**

No changes have been made to the metrics identified in the FY 2018 Annual Plan.

### **Metrics**

#### *HC #1: Additional Units of Housing Made Available*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).	0 units	591 units at the end of FY 2018*	817 units per Table 2 in FY 2018	Yes

*\*HUD requires this metric track only newly constructed and/or rehabilitated units that were put under HAP Contract during the Plan year.*

#### *HC #5: Increase in Resident Mobility*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0 households	2,656 households will be able to move to a better unit and/or neighborhood of opportunity by the end of FY 18	2,598 units under UBV per Table 3 in FY 2018	98% achieved

#### *HC #7: Households Assisted by Services that Increase Housing Choice*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase housing choice (increase).	0 households	1,000	971 per Table 3 in FY 2018	97% achieved

*vi. MTW Activity 2005-2: Streamline the Admissions & Transfer Process*

**Description/Update**

PHA has established MTW policies designed to streamline the admissions and transfer policies and processes for both Public Housing and HCV Programs. All approved features of this activity have been implemented.

- MTW Transfers - PHA may authorize a limited number of split-family transfers from Public Housing to the Housing Choice Voucher Program and vice versa. These transfers are referred to as MTW transfers. PHA provides for up to 50 Housing Choice Vouchers and 50 PH units to be transferred back and forth between PH and the HCV program. No more than 100 moves are authorized per fiscal year.
- HCV Waiting List - Once a family is leased under the HCV Program, the family may remain on the waiting lists for Tax Credit and Public Housing sites. Additionally, PHA may require that the family sign an agreement whereby the family acknowledges they will not be eligible for selection from the Tax Credit or Public Housing site waiting lists until the initial lease term has been completed.
- Public Housing Waiting List - Once a family is housed in public housing, the family will be removed from all other scattered site and conventional PH waiting lists. However, a family may remain on the HCV and/or Tax Credit Site waiting lists. Additionally, PHA may require that the family sign an agreement whereby the family acknowledges that their name will be removed from all other scattered site and conventional PH waiting lists and they will not be eligible for selection.

**Approval and Implementation**

- MTW Transfers
  - Approved FY 2005
  - Implemented FY 2005
- HCV Waiting List
  - Approved FY 2012
  - Implemented FY 2012
- Public Housing Waiting List
  - Approved FY 2012
  - Implemented FY 2012

**Impact**

During FY 2018, 35 households were authorized to transfer from public housing to HCV under the MTW transfer policy. Of this group, 22 leased up by the end of the fiscal year, and the balance were still searching for a unit. Eight (8) households required an MTW transfer from HCV to public housing; however, only 3 of those households moved actually moved to a public housing unit. With respect to wait times, in FY 2018 there was less voucher turnover, so applicant wait times increased.

The average earned HCV household income increased in FY 2018 including a 4% increase in work-able households with employment income. Fifty two (52) HCV clients exited the program as a result of being over-income. PHA anticipates that these numbers will climb as a result of a new FSS partnership where it

is anticipated that the FSS vendor will be able to leverage PHA and partner funding to provide improved and expanded self-sufficiency programming.

### Hardship

Not applicable.

### Actual Non-Significant Changes

There were no non-significant changes to this activity in FY 2018.

### Actual Significant Changes

There were no significant changes to this activity in FY 2018.

### Challenges In Achieving Benchmarks & Possible Strategies

In FY 2018 PHA issues less vouchers to applicants on the waiting list as a result of relocations related to RAD conversions. As such, applicant time on the waiting list for the HCV program was higher than anticipated for FY 2018.

### Changes To Metrics

No changes were made to the baseline or benchmarks listed in the FY 2018 Annual Plan.

### Metrics

#### *HC #3: Decrease in Wait List Time – MTW Transfers*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	Public Housing: 14 years in FY 15  HCV: 4.5 years in FY 2015	Public Housing: 14 years in FY 18  HCV: 7 years in FY 2018	Public Housing: 12.5 years in FY 18  HCV: 8 years in FY 2018	Yes

#### *HC #5: Increase in Resident Mobility- MTW Transfers\**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase)	TBD*	60 (estimate based on recent history with MTW Transfer activity)	25	No See note below

#### *CE #1: Agency Cost Savings – MTW Transfers \**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	TBD	TBD	N/A	N/A

#### *CE #2: Staff Time Savings – HCV and Public Housing Waiting Lists \**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	TBD	TBD	N/A	N/A



*\* PHA has previously indicated that PHA does not believe these metrics are applicable to this activity. However, HUD has required their use. PHA is not able to derive a baseline for these activities which were initially implemented in FY 2005 (i.e. almost 10 years before implementation of HUD standard metrics). PHA welcomes HUD's guidance on a specific methodology for measurement. Once provided, PHA will incorporate such guidance in future plans and reports.*

***vii. MTW Activity 2005-3: HCV Program Efficiencies***

**Description/Update**

PHA has implemented additional efficiencies in the HCV Program designed to simplify processing and streamline administrative processes. This activity includes:

- Restriction on Elective Moves –Families are permitted to move within PHA's jurisdiction after the initial term of assisted occupancy and at the time of regular recertification.
- Criteria for Portability Moves – PHA has established criteria for all port out moves. The criteria requires that MTW voucher participants requesting to port out provide a verified employment, education, safety, or medical/disability need to support their move to another jurisdiction.
- Development of Local Forms - PHA will prepare local forms which reflect PHA's MTW policies and procedures.

**Approval and Implementation**

- Restriction on Elective Moves
  - Approved FY 2008
  - Implemented FY 2008
- Criteria for Portability Moves
  - Approved FY 2013
  - Implemented FY 2013
- Development of Local Forms
  - Approved FY 2017
  - Implemented FY 2017

**Impact**

During FY 2018, 2,002 families moved to a new HCV unit, of which 132 were as a result of VAWA protections.

Criteria for Portability Moves: During FY 2018, PHA received 139 port out requests, of which 32 were denied due to the required criteria not being met. 107 met the port out requirement and were approved. The reasons for approval include:

- 11 based on education
- 33 based on employment
- 33 based on medical or disability
- 30 based on safety

As part of the Mobility program, eighteen (18) households moved from areas with an average poverty rate of 33% to areas with an average poverty rate of 12%

**Hardship**

Not applicable. This is not a rent reform activity.

### Actual Non-Significant Changes

In FY 2018, PHA began providing guidance and assistance from the mobility program to participants approved for portability to successfully locate and resettle in areas of high opportunity. In addition, in FY 2018, PHA developed and implemented a local version of the Request for Tenancy Approval.

### Actual Significant Changes

There were no significant changes to this activity in FY 2018.

### Challenges In Achieving Benchmarks & Possible Strategies

Benchmarks for this activity were achieved. There were less port-out requests than anticipated so the cost of the task was lower than planned.

### Changes To Metrics

No changes were made to the baseline or benchmarks listed in the FY 2018 Annual Plan.

### Metrics

#### *CE #1: Agency Cost Savings – Restriction on Elective Moves*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$25,259*	\$39,125	\$39,164	Yes
		2,000 moves anticipated in FY 18	2,002 moves in FY 18	
		Hourly Wage: \$15.65	Hourly Wage: \$15.65	
		Staff time per move: 1.25 hours/move	Staff time per move: 1.25 hours/move	

*\*PHA implemented this activity in FY 2007 and does not have baseline cost information available for that period. See CE#2 below for this activity for estimate of staff time savings (in hours) already achieved. The benchmark for CE#1 agency costs savings is based on an average hourly labor rate of \$15.65 times 2,103 labor hours.*

#### *CE #1: Agency Cost Savings – Criteria for Portability Moves*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$8,451	Total Cost: \$9,390	Total Cost: \$6,698	Yes
		Number of port-outs anticipated in FY 18: 150	Number of port-outs in FY 18: 107	There were less approved port outs than anticipated
		Hourly cost: \$15.65	Hourly cost: \$15.65	
		Staff time to complete port-out: 4 hours	Staff time to complete port-out: 4 hours	

**CE #2: Staff Time Savings – Restriction on Elective Moves**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	1,614 hrs. (based on 1,291 moves in most recent fiscal year)*	Time spent on moves: 2,500 hours*  Staff time per move: 1.25 hours  Number of anticipated elective moves: 2,000	Time spent on moves: 2,503 hours*  Staff time per move: 1.25 hours  Number of elective moves: 2,002	Yes

*\*PHA implemented this activity in FY 2007 and does not have baseline information available for that period. Thus, the baseline reflects staff time savings already achieved. PHA has established a benchmark to continue the same or comparable level of staff time savings.*

**CE #2: Staff Time Savings – Criteria for Portability Moves**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	540 hours (based on FY 12 port activity)	600 hours estimated for port-out moves  Staff time to complete port-out: 4 hours  Number of anticipated port-out moves: 150	428 hours for port-out moves  Staff time to complete port-out: 4 hours  Number of port-out moves: 107	Yes There were less port-outs than anticipated

## ***viii. MTW Activity 2016-1: Second Chance Initiative***

### **Description/Update**

PHA utilizes its MTW authority to support implementation of the Second Chance Housing Choice Voucher Pilot Program. The policy permits the provision of 10 tenant-based vouchers for active participants in good standing with two partner agencies – the Eastern District Federal Court Supervision to Aid Reentry (STAR) Program and the Mayor’s Office of Reintegration Services (RISE) program. The STAR Program works in conjunction with Federal Probation and Parole, to offer returning citizens an opportunity to reduce their parole period by one year through participation in the Re-Entry Program. Each participant signs a contract with their parole officer to transition the oversight of their parole to the two federal Judges that administer the STAR program. The STAR program collaborates with the local RISE program to provide counseling, education, job training and job placement services. In the 2017 Annual Plan, PHA indicated that placements in public housing units may be offered to Second Chance participants in good standing at PHA’s option.

Housing assistance is available to the participants for a period of up to two years, at which point the objective is for participants to transition off the program to other affordable housing. However, PHA may allow Second Chance participants to transition to the HCV or public housing program to continue their tenancy.

As an enhancement to its re-entry initiatives, PHA also entered into a partnership with the Pennsylvania First Judicial Court’s MENTOR program. This pilot initiative will involve up to 20 qualified returning citizens who are enrolled in the MENTOR program and that also have families living in PHA public housing. In order to support family reunification and provide a second chance, PHA may waive the policies related to additions to the household and the criminal background screening requirement for these individuals to allow them to be added to the family unit. PHA continues to prohibit admission of any individual convicted of methamphetamine production per the HUD regulations and/or who is subject to a lifetime sex offender registration requirement. The families that they are joining must agree to the household addition and be in good standing with respect to their PHA lease and/or program participation obligations.

### **Approval and Implementation**

- Approved FY 2016
- Implemented FY 2016

### **Impact**

As of March 31, 2018, PHA enrolled and leased 10 participants in the Second Chance program. Of the 10 Second Chance participants, 8 are actively leased and two have successfully transitioned off of the program. The average annual earned income of Second Chance participants is \$15,967.

One of the most successful Second Chance participants (and the first female participant) qualified for a voucher in February 2016 at a time when she could not otherwise afford rent in a safe neighborhood. Despite working full-time, a large balance of fines and restitution kept her from moving forward financially. The rental subsidy made it possible for her to purchase a vehicle and put aside some savings. As a graduate of the STAR Program, she continues to attend Reentry Court to let others know about employment opportunities and other resources within the City of Philadelphia. In February 2018, she was able to successfully transition off the voucher program and afford her own apartment.

During FY 2018, PHA signed a new MOU extending the Second Chance partnership with the US Probation Office, Eastern District of Pennsylvania through 2019. The MOU includes new program language stating that if participants are unable to transition off the program but remain in good standing, PHA may at its discretion offer additional housing opportunities in PHA's Housing Choice Voucher or Public Housing Program, based upon availability and the extenuating circumstances of the participants housing situation.

The majority of Second Chance participants' initial two-year participation term ended March 31, 2018. Two of the ten participants transitioned out of assisted housing. PHA is currently assessing the circumstances of the remaining (8) participants and will determine their status for additional housing opportunities in FY 2019.

### **Hardship**

Not applicable.

### **ACTUAL NON-SIGNIFICANT CHANGES**

There were no non-significant changes to this activity in the Plan Year.

### **ACTUAL SIGNIFICANT CHANGES**

There were no significant changes to this activity in the Plan Year.

### **Challenges In Achieving Benchmarks & Possible Strategies**

Where participants graduate from the program, new and existing participant incomes may have lower incomes as they have not yet achieved economic self-sufficiency or obtained full employment. PHA is working with its partners to refer additional participants who are eligible to receive a Second Chance voucher.

### **CHANGES TO METRICS**

No changes were made to the baseline or benchmarks listed in the FY 2018 Annual Plan.

### **Metrics**

#### ***CE #4: Increase in Resources Leveraged***

<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
Amount of funds leveraged in dollars (increase).	\$0	Up to \$10,000	\$3,080	Yes

*\*Participation is not mandatory and is based on the needs of the individual. Leveraged resources reflect activity in the STAR and RISE programs only.*

#### ***HC #5: Increase in Resident Mobility***

<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
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Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0	10 (STAR/RISE) 20 (MENTOR)	10 (STAR/RISE)	Yes for STAR/RISE
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\*10 represent the STAR and RISE program and the remaining 20 reflect the First Judicial Court reentry program

**SS #1: Increase in Household Income**

Unit of Measurement	Baseline	Benchmark*	Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	\$18,200 average earned income of participants following enrollment.	\$18,255	\$15,967	No 2 over-income participants graduated

**SS #3: Increase in Positive Outcomes in Employment Status**

Unit of Measurement	Baseline	Benchmark*	Outcome	Benchmark Achieved?
Employed Full-Time	10 program participants*	10 program participants	4	No
Enrolled in a Job Training Program	100% of program participants 0 program participants	100% of program participants 2 program participants	0	No
Enrolled in an Educational Program	0% of program participants 0 program participants	20% of program participants 2 program participants	0	No
	0% of program participants	20% of program participants		

\*Represents participants in the STAR and RISE programs only. All participants in the RISE and STAR programs are required to be employed and maintain employment as a condition of participation; however, in the event they lose employment, they will be required to either obtain a new job or enroll in an educational or job training program as a condition of participation.

**SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving TANF assistance (decrease).	0 participants	0 participants	0	Yes

**SS #5: Households Assisted by Services that Increase Self-Sufficiency**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase self-sufficiency (increase).	0 participants	10 participants	9	No

**SS #6: Reducing Per Unit Subsidy Costs for Participating Households**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
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Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease).	\$472	\$434*	\$779	No 2 over-income participants graduated
* Represents STAR and RISE program participants only.				

**SS #7: Increase in Agency Rental Revenue\***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
PHA rental revenue in dollars (increase).	\$439	\$440	\$154	No 2 over-income participants graduated

\*PHA does not have any rental revenue and is using Total Tenant Payment as the metric. Represents STAR and RISE program participants only.

**SS #8: Households Transitioned to Self Sufficiency**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency (increase). For this program purpose, PHA defines "self-sufficiency" as successfully completing the program and transitioning to other affordable housing.	0	2 in FY 2018 based on program enrollment timetable*	2	Yes

\*Represents STAR and RISE program participants only.



## B. Not Yet Implemented Activities

### MTW Activity 2014-1: Flexible Subsidy Initiative

**Description/Update:** The Flexible Subsidy Initiative provides PHA with the flexibility, subject to HUD approval, to establish operating subsidy levels for newly constructed public housing units which blend MTW Block Grant funds (HAP and Operating Fund). This activity was approved by HUD in FY2014. PHA has not utilized this flexibility in the Plan Year or previously; however, it may be utilized, subject to HUD approval, in future transactions.

## C. On Hold Activities

Not applicable.

## D. Closed Out Activities

Table 20 provides a summary of previously approved MTW activities that PHA has completed, discontinued, or determined do not require MTW authority to implement:

**Table 20: Closed Out MTW Activities**

Activity	Plan Year	Close Out Year	Reason for Close Out
Assisted Living	FY 2009	FY 2011	PHA discontinued this activity prior to its implementation based on a determination that sufficient funding was not available from state, federal and other required sources.
Home Care Services	FY 2009	FY 2011	PHA discontinued this activity prior to its implementation based on a determination that services can be more efficiently delivered through third-party partners.
Scattered Site Income Tiering	FY 2011	FY 2011	PHA elected to discontinue this initiative prior to its implementation based on decisions made as part of the scattered site asset repositioning initiative including disposition and auction of vacant and obsolete properties.
HCV Time Limit	FY 2004	FY 2012	PHA discontinued this activity due to economic conditions which limited the availability of jobs for residents.
HCV HQS Enforcement	FY 2004	FY 2012	PHA elected to discontinue this policy based on a decision to establish uniform HQS enforcement policies for both MTW and Non-MTW vouchers.
Public Housing Service Order Policy	FY 2004	FY 2012	PHA elected to discontinue this policy after discussions with the HUD Field Office concerning the need to expedite service order response times.
Tenant Responsibility Training	FY 2004	FY 2013	Determination made that activity does not require MTW flexibility.

Blueprint	FY 2004	FY 2013	PHA continues to implement the Blueprint Program; however, a determination was made that activity does not require MTW flexibility.
Transitional Housing Facilities	FY 2007	FY 2013	Determination made that comparable activities are authorized under Partnership Initiative.
LIFE Program	FY 2007	FY 2013	Determination made that activity does not require MTW flexibility.
Community Service Policy	FY 2011	FY 2013	Determination made that activity does not require MTW flexibility.
Expanding Use of LIHTC	FY 2011	FY 2013	Determination made that proposed activities were covered under Partnership and Unit-Based Leasing/Development Initiatives.
Family Economic Development Action Plan/Tenant Responsibility Training	FY 2004	FY 2014	PHA discontinued this activity along with discontinuation of HCV time limit as they were interrelated activities. No additional statutory exceptions outside of the current MTW flexibilities were considered.
Comprehensive Resident Self Sufficiency Services	FY 2005	FY 2014	PHA continues to provide comprehensive resident self-sufficiency services that utilize MTW Block Grant funds. However, no MTW programmatic waivers are required. These activities are now referenced in Chapter V under the Single Fund Flexibility section.
90 Day Voucher Reissuance Policy	FY 2005	FY 2014	PHA elected to discontinue this policy based on an assessment that it would not contribute to PHA's utilization goals.
Accessible Unit Retrofitting and Development	FY 2010	FY 2014	PHA has completed the accessible unit retrofitting under Attachment E of the MTW Agreement. PHA will continue to develop accessible units as part of its revitalization programs; however, this activity does not require specific MTW authority.
Moving to Work Family Agreement Addendum	FY 2004	FY 2016	PHA elected not to utilize this Agreement and instead provides a Family Responsibilities form to each household at each regular recertification.
\$20 minimum threshold for utility allowance reimbursements	FY 2009	FY 2016	PHA elected not to establish a minimum threshold of \$20 for payment of utility allowance payments.
Adult Day Care	FY 2011	FY 2017	PHA transitioned the program to a qualified third party provider, and does not provide MTW funding or utilize MTW waivers to support the activity.

## V. Sources and Uses of MTW Funds

### A. Actual Sources and Uses of MTW Funds

#### i. Actual Sources of MTW Funds in the Plan Year

#### ii. Actual Uses of MTW Funds in the Plan Year

As required, PHA submits unaudited and audited information in the prescribed Financial Data Schedule (FDS) format through the HUD Financial Assessment System. For informational purposes, the FDS for the Plan Year is shown below.

<b>SOURCES</b>		
<b>FDS Line Item</b>	<b>FDS Line Item Name</b>	<b>Actual</b>
70500 (70300+70400)	Total Tenant Revenue	\$26,792,521
70600	HUD PHA Operating Grants	\$335,332,533
70610	Capital Grants	\$55,578,649
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$346,351
71600	Gain or Loss on Sale of Capital Assets	\$15,904,891
71200+71300+71310+71400+71500	Other Income	\$3,762,891
<b>70000</b>	<b>Total Revenue</b>	<b>\$437,717,836</b>
<b>USES</b>		
<b>FDS Line Item</b>	<b>FDS Line Item Name</b>	<b>Actual</b>
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$40,031,687
91300+91310+92000	Management Fee Expense	\$0
91810	Allocated Overhead	\$0
92500(92100+92200+92300+92400)	Total Tenant Services	\$1,591,346
93000(93100+93200+93300+93400+93600+93800)	Total Utilities	\$21,012,189
93500+93700	Labor	\$32,435,160
94000(94100+94500+94200+94300)	Total Ordinary Maintenance	\$10,598,154
95000(95100+95200+95300+95500)	Total Protective Services	\$7,983,242
96100(96110+96120+96130+96140)	Total Insurance Premiums	\$11,016,794
96000(96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$64,264,149
96700(96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0

97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	Housing Assistance Payments + HAP Portability-In	\$170,410,330
97400	Depreciation Expenses	\$0
97500+97600+97700+97800	All Other Expenses - Capital & Development	\$41,285,036
<b>90000</b>	<b>Total Expenses</b>	<b>\$400,628,087</b>
<b>Sources greater than / (less than) Uses</b>		<b>\$37,089,749</b>

### *iii. Describe Actual Use of MTW Single Fund Flexibility*

#### **Sources of Funds:**

During FY 2018, most of PHA's funding came from HUD in the form of Housing Choice Voucher Funds, Public Housing Operating Subsidy, Capital Fund grants and Family Self Sufficiency grants totaling \$390.9 million. PHA also received \$26.7 million in tenant revenues, \$15.9 million in the sale of the land and scattered sites properties which converted to RAD.

#### **Uses of Funds:**

- PHA continues to increase affordable housing opportunities for low income families by providing over \$170.4 million in housing assistance payments (HAP) the tenant based and project based programs under the Housing Choice Voucher (HCV) program. PHA also provided \$16 million for operating cost associated with the mixed finance communities.
- PHA expended \$40 million in Administrative Expenses, which includes MTW initiated Family Programs, an upgraded Interactive Voice Response (IVR) system to increase services provided to our residents and the development of a case management system to track lead based cases.
- Maintenance Expenses for PHA's developments and scattered sites totaled \$43 million and is under the budget by \$4.3 million or 10.6%.
- PHA invested \$7.9 million in Protective Services to ensure continued quality of life for our residents. Through its ongoing partnership with local law enforcement and the efforts of PHA's Police Department, Part I crimes at PHA developments decreased by 27.2% in calendar year 2017 compared to 2016.
- PHA expended \$1.6 million on family self-sufficiency programs, which includes the Job Plus, ROSS and FSS grant funded programs.
- PHA continued to operate its Housing Opportunity Program, which provides incentives, counseling and other services to assist voucher holders to find affordable housing in high opportunity areas. A total of 125 families have moved into higher opportunity areas, including 23 new families within the past fiscal year.
- PHA began construction of its new 136,000 square foot consolidated headquarters building, which will include a café and retail spaces on the ground level. The building will consolidate several of PHA's existing office facilities, while being an anchor institution, spurring the revitalization of the Ridge Avenue commercial corridor.
- PHA substantially completed construction on a new 55-unit family rental development at Strawberry Mansion. The development is under a long-term project-based assistance contract with PHA, utilizing the "transfer of assistance" provisions of the Rental Assistance Demonstration Program.
- PHA began rehabilitation of the 94-unit Senior Tower at Blumberg Apartments. Working with the City of Philadelphia, PHA began construction on a new street network and related "green" storm water management systems.

Table 21 provides a summary of PHA's MTW and Non-MTW funded resident services, including partner provided services, along with the participation levels in FY 2018.

**Table 21: Residents Service Program Summary for FY 2018**

<b>Program</b>	<b>Program Description</b>	<b>Target Population</b>	<b>Funding Source</b>	<b>Residents Served in Plan Year</b>
ABE/GED	Adult Basic Education and General Equivalency Diploma education in the required domains.	Residents 18 to 55	MTW	70 participants, 5 completed 1 or more parts of GED Exam
Afterschool	On site programs which meet the standard of providing (1) homework assistance, (2) project based learning, (3) community service, and (4) physical/ body kinesthetic activities	Youth Ages 6 to 18	MTW	260
CHSP	Meal program, which not only enable residents to have appropriate nutrition, but also best practice fellowship to support aging in place.	Residents 62 and over	HUD	9 enrolled, 45+ other participants
Community Partners	Occupational Skills training in career areas with reasonable growth potential.	Residents 18 to 55	MTW	144 enrolled, 49 completed program of which 50% secured jobs
Computer Lab	Access to computer technology for academic enrichment.	Residents 6 to 70	MTW	1864
Connect Home	Bridging digital divide and providing internet access and equipment	Residents 6 to 70	MTW	2,052 tablets distributed of 4,500 planned
Financial Literacy	Course on credit and money management to enable residents to purchase homes.	Residents 18 to 55	MTW	117
FSS	Assessment of individual and family needs, followed by referrals and tracking.	Residents 18 to 55	HUD	388
Health & Wellness Programs	With Every Heartbeat There is Life, with a tobacco component to improve nutrition, exercise	Residents 18 to 55	MTW	200
Home Ownership	Housing counseling and assistance with home purchase process. This includes 5H, HCV, and Section 32.	Residents 18 to 55	MTW, Other	73 residents purchased homes
Jobs Plus Pilot Program	Place-based employment program designed to increase the earnings and employment of working-age residents	Residents 18 to 62	HUD	333 participants
PhillySEEDS Scholarship	Competitive scholarship awards based on academic achievement.	Youth/Adults 18 to 55	Section 3 Vendors	66 scholarships awarded
ROSS	Assessment of individual and family needs, followed by	Residents 18 to 55	HUD	93

	referrals and tracking.			
Scholars Internship Program (SIP)	Paid internships in the major field of study of PHA's scholarship awardees.	Youth/Adults 18 to 55, who have received scholarships from PhillySeeds.	Section 3 Vendors	5
Section 3	Ensure that economic opportunities, are provided to PHA residents	Residents 18 to 55	Section 3 vendors	21 residents matched with employment through Job Bank
Senior CTR/Programs	Evidence based activities, which reduce the number of seniors, who leave public housing to enter nursing homes.	Residents 60 and over	MTW/Philadelphia Corporation for Aging	30
Smoke Free Housing	Provide smoke free cessation programs, including educational awareness workshops and other smoking cessation resources to help residents quit smoking	All	MTW/Philadelphia DPH/American Heart Association/Nursing Consortium	200
Summer Camp	Summer enrichment activities to prevent academic regression.	Youth Ages 6 to 13	MTW	280
Summer Food	Breakfast and lunch served on site to provide appropriate nutrition during the summer.	Youth 5 to 18	MTW/PA Department of Education	68,000 meals served
Summer Jobs Program	Six weeks of summer employment for youth	Teens	MTW/Philadelphia Youth Network Workready program	25 youth employed as PHA Summer Interns, total of 40 youth connected to Summer jobs

## B. Local Asset Management Plan

i. Did the MTW PHA allocate costs within statute in the Plan Year?

No

ii. Did the MTW PHA implement a local asset management plan (LAMP) in the Plan Year?

Yes

iii. Did the MTW PHA provide a LAMP in the appendix?

Yes

iv. If the MTW PHA has provided a LAMP in the appendix, provide a brief update on implementation of the LAMP. Please provide any actual changes, or state that the MTW PHA did not make any changes in the Plan Year.

No changes made in the Plan Year.

## VI. Administrative

### A. Reviews, Audits, and Inspections

Table 22 below includes general descriptions and statuses of reviews and audits for which PHA was required to take action to address deficiencies and/or recommendations during the Plan Year.

**Table 22: Review, Audits Inspections**

Review	Summary Description	Status
HUD PIH Compliance Monitoring Review	HUD assessment of PHA's programs, including compliance with HUD program requirements and regulations for the period from April 1, 2016 to March 31, 2017. The HUD review team requested, and PHA responded to, 32 items. One finding currently remains open, and PHA is working with HUD close the finding out.	Open
Pennsylvania Redevelopment Assistance Capital Program (RCAP) Grant Review - Mantua	The State of Pennsylvania conducted an audit of the RCAP Grant Agreement for PHA's Mantua Revitalization project. The review was conducted in June 2017. No letter or findings were issued, and the matter is now closed.	Closed
Pennsylvania RCAP Grant Review - Paschall	The State of Pennsylvania conducted an audit of the RCAP Grant Agreement for PHA's Paschall Revitalization project. The review was conducted in January-February 2018. No letter or findings were issued, and the matter is now closed.	Closed
Independent Audit FY 2017	Independent audit comprising financial and single audit. Audit report was presented to PHA Board in October 2017 and is now complete.	Closed
HUD Office of Inspector General (OIG)	The HUD OIG Region 5 Office of Audit is conducting an audit of HUD's oversight of lead based paint in Public Housing and HCV. PHA was required to submit a HUD-OIG Survey on lead based paint in May 2017 and other related documentation. PHA's most recent submission was provided in December 2017.	Open
Physical Assessment Subsystem	In October 2017, HUD requested that PHA submit a Corrective Action Plan (CAP) to address 9 specific areas related to improving REAC scores. PHA submitted responses to HUD on all issues. HUD closed out the review in March 2018.	Closed
HUD Management Decision Letter: Audit Report: PA002-2017	One (1) finding was noted on the Management Decision Letter issued by HUD. The associated findings resulted from the Independent Audit for FY 2017. PHA provided a response to HUD. HUD closed out the matter in March 2018.	Closed

PHA has instituted a policy whereby 100% of all deficiencies noted during REAC inspections, routine or otherwise, are tracked by way of creating a service order in the Customer Relationship Management system. Once created, these service orders can then be accessed and updated until work is complete. Addressing actual maintenance, the entire agency has placed a stronger emphasis on the creation of service orders to immediately address deficiencies, both inside and outside of units, found during annual or informal inspections and site visits. PHA believes that these measures will continue to have a positive impact on future REAC scores.

### B. Evaluations

Not applicable. PHA utilizes internal resources to measure and evaluate MTW Activities.

### **C. Certification of MTW Statutory Requirements**

PHA certifies that, in Fiscal Year 2018, it continued to meet the three statutory objectives of the MTW program. The Board resolution containing the certification required by HUD is included as an Appendix.



## **VII. Appendices**

### **A. Replacement Housing Factor Funds Appendix**

## REPLACEMENT HOUSING FACTOR FUNDS

In September 2013, the PHA Board of Commissioners approved an Amendment to the MTW Agreement that allows Replacement Housing Factor (RHF) funds to be included in the MTW Block Grant. HUD executed the RHF Amendment on February 26, 2014.

Pursuant to the RHF Amendment and related HUD guidance, PHA is providing the following information:

- RHF funds were included in the Sources and Uses tables of the FY 2018 Annual Plan.
- PHA intends to combine its existing and future RHF funds into the MTW Block Grant.
- PHA intends to accumulate RHF funds as allowed under the RHF Amendment, Option 3.
- PHA will secure the commitments for the required one-third leverage of its 2<sup>nd</sup> Increment RHF funds prior to developing the public or affordable housing under the proportionality requirements of the RHF Amendment, Option 3.

PHA will develop the number of affordable and/or public housing units required in accordance with the proportionality test under the RHF Amendment, Option 3

- The chart below includes RHF Grant Numbers and estimated grant balance amounts that PHA intends to combine into the MTW Block Grant. Estimates are as of 3/31/2018.

Fiscal Year	Grant Number	Estimated Balance as of 3/31/2018
2017	PA26R002501-17	\$905,763.00
2017	PA26R002502-17	\$100,049.00
2016	PA26R002501-16	\$61,272.10
2015	PA26R002501-15	\$3,192,399.00
2015	PA26R002502-15	\$2,786,162.00
2014	PA26R002501-14	\$1,424,578.00
2014	PA26R002502-14	\$5,307,496.00
2013	PA26R002502-13	\$87,324.00

## **B. Limited English Proficiency Policy Information**

## Limited English Proficiency Policy Information

PHA's Board-approved Limited English Proficiency Policy (LEP) commits the agency to taking "...all reasonable steps to ensure that PHA's programs, services, and activities are accessible to persons with Limited English Proficiency. This is consistent with PHA's goal to provide equal housing opportunities for all qualified applicants and residents and its commitment to allowing no discrimination on the basis of national origin, in PHA's selection of families and provision of services.

PHA has designated an LEP Coordinator, and has posted its LEP Policy on the PHA website at this link: [http://www.pha.phila.gov/media/164231/lep\\_policy\\_4\\_1\\_13.pdf](http://www.pha.phila.gov/media/164231/lep_policy_4_1_13.pdf)

PHA's website incorporates the Google Translate feature that allows users to translate any web page into an extensive menu of available languages. Further, as part of its commitment to promoting open access to PHA programs and services, PHA provides translations of other documents, telephone translations and in-person translation services upon request. Below is information on telephone and in-person translation services utilized in FY 2018.

### Telephone Translation Services Provided in FY 2018

Language	Number of Calls	Minutes
Arabic	1	5
Burmese	3	26
Cambodian	4	202
Cantonese	2	15
Farsi	1	10
French	2	22
Indonesian	1	14
Kinyarwanda	2	18
Korean	3	95
Mandarin	3	34
Marshallese	1	1
Oromo	2	21
Polish	3	66
Russian	32	307
Somali	10	302
Spanish	720	4611
Swahili	3	27
<b>Total</b>	<b>793</b>	<b>5,776</b>

### In Person Translation Services Provided in FY 2018

Language	Requested	Serviced	Canceled
American Sign Language	12	7	5
<b>Total</b>	<b>12</b>	<b>7</b>	<b>5</b>

## Forms and Notices

PHA documents are translated on an ongoing basis in response to the needs and/or specific requests of applicants, HCV participants, public housing residents, vendors and the general public. Below is a partial listing of documents which PHA has translated into Spanish, which is the primary language spoken by non-English speakers that are served by PHA programs. PHA has also translated the public housing lease, lease addenda and related notices along with various other materials into Russian and Mandarin. Periodically HUD also makes available translated versions of standard HUD forms and other documents used in the Public Housing and HCV programs.

### *Operations – Spanish*

1. Waitlist Interview Invite
2. Annual Recertification Interview
3. Public Housing Lease
4. Notice Intent to Vacate
5. Approval for Rent Credit
6. Community Service Acknowledgment
7. Community Service Activity Log
8. Daily Trip Sheet
9. Debts Owed to HUD
10. Deprogramming Unit
11. Dwelling Lease Rider
12. Lead Disclosure
13. Electronic Eviction
14. Emergency Public Safety Transfer
15. Family Composition Change Form
16. File Notification Sheet
17. Fire Catastrophic Loss Report
18. Grievance Hearing Request
19. Household Members No Longer Residing
20. Income Verification
21. Inspection Checklist
22. Intent to Vacate
23. Lead Based Paint Notification
24. Lead Hazards
25. Lead Poisoning
26. Live in Aid Agreement
27. Min Rent Hardship
28. MTW App – Continued Occupancy
29. Notice of Trespassing
30. Personal Accident Injury Report
31. Pet Agreement
32. Pet Free Receipt
33. Pet Registration

34. Police Record Check
35. PPD Drug Info Report
36. Property Damage Report
37. Reexamination Checklist
38. Rent Hardship
39. Rent Increase
40. Req for Additional Information
41. Smoke Detection – CO Battery Acknowledgement
42. Things You Should Know
43. Uniform Physical Condition Standard
44. UPS –PM Inspection
45. VAWA Notice
46. File Organization
47. 1st Recert Interview Invitation
48. Acceptance and Refusal Form
49. Community Service Non-Compliant
50. CSSR Verification Form
51. Full Time Student Verification
52. HUD 9886
53. Landlord and Lease Verification
54. Notice of Lease Termination
55. 1018 Release Form
56. PHA Lease
57. PHA Recert Reschedule
58. Notice of Rent Adjustment
59. Declaration Citizenship
60. Rent Reminder
61. Accommodation Requests
62. Addendum Disabled
63. Addendum Nondisabled
64. Acceptance of Utilities
65. General Admissions
66. Application Fact Sheet
67. Circumstances Affecting Eligibility
68. Screening Questionnaire
69. Supplemental HUD Contact Form
70. Unit Assignment
71. Verification of Child Support
72. Verifications of Disability Insurance
73. Verification of Employment Income
74. Verification of VA Benefits
75. Verification of Medical Insurance Premium
76. Verification of Military Pay

77. Verification of Other Income and Support
78. Verification of Pension or Annuity Income
79. Authorization for Release of Information - PHA\_
80. Acceptance and Refusal Form -2.27.17.rtf
81. Admissions Family Comp Change Form updated 10.25.17.rtf
82. Admissions Screening Packet updated.rtf
83. Application (Waitlist) Rejection Letter 10.26.17.rtf
84. Application on Hold updated (2).rtf
85. Application Placed in Ready Pool.rtf
86. Application Successful.rtf
87. Application Withdrawal 10.26.17.rtf
88. Application Withdrawal with Informal Hearing Language
89. Change Family Comp Form updated.rtf
90. Criminal Background and Credit Check update.rtf
91. Eligibility File Checklist Revised 10.25.17.rtf
92. Emergency and Voluntary Transfer checklist.rtf
93. File Org Protocol DR PR Comments 2.rtf
94. FMLA COMMENTS-update.rtf
95. Friendly Rent Reminder.rtf
96. Housekeeping Inspection Notice.rtf
97. Immigration No Eligible Status Form.rtf
98. Informal Hearing Appt Letter COMMENTS - update.rtf
99. Lead Disclosure.rtf
100. Minimum Rent Hardship Exemption
101. MTW PH ACO (updated).rtf
102. Notice of Intent to Vacate.rtf
103. Notice\_of\_Rent\_Adjustment\_11.30.16\_Pat Comments.doc
104. Notification of Lead Based Paint.rtf
105. Oral Request - Form\_Pat Comments update.rtf
106. PHA Pre-Application and Update Form 10.30.17.rtf
107. PHA Site Selection COMMENTS update.rtf
108. Reexam Checklist Pat DR Comment update.rtf
109. Rent Calculation.rtf
110. Request for additional information.rtf
111. Rescheduled Re-exam Appointment Letter.rtf
112. Return to Waiting List Screening Form COMMENTS update.rtf
113. Self Certification Combined Form COMMENTS Update.rtf
114. Unit Assignment - 3.13.17 10.35am.rtf
115. UPCS Inspection Notice.rtf
116. Waitlist Eligibility Interview Invitation COMMENTS update.rtf
117. Withdrawal from Waitlist Screening.rtf

*Operations – Mandarin and Russian*

1. Addendum Disabled
2. Addendum Nondisabled
3. Community Service Acknowledgment
4. Supplemental HUD Contact Form
5. Smoke Detection – CO Battery Acknowledgement

6. Debts Owed to PHA
7. Community Self Sufficiency Activities
8. Apartment Inspection Form (UPCS - Inspection Form)
9. Pet Agreement
10. PHA Lead Disclosure
11. Pet Policy
12. Acceptance of Utilities
13. CSSR Policy ( Lease Rider)
14. VAWA
15. HUD PH Things You Should Know

*Policy and Planning – Spanish*

1. CPP10 Policy



### **C. Local Asset Management Plan**

No changes were made during the Plan Year to the Local Asset Management Plan (attached) that was submitted and approved as part of the FY 2018 MTW Annual Plan.

## **Local Asset Management Plan**

### **Introduction**

Pursuant to the First Amendment to the Moving to Work Agreement, in Fiscal Year 2010 (MTW Year Nine) the Philadelphia Housing Authority has implemented a local asset management plan for its Public Housing Program as described herein. In the implementation of the plan, PHA will continue to adopt cost accounting and financial reporting methods that comply with HUD and federal regulations and generally accepted accounting practices.

PHA's plan supports and is consistent with the agency's ongoing implementation of project based management, budgeting, accounting and financial management. PHA's project based management system emphasizes the provision of property management services that have met agency-wide standards while responding to the unique needs of each property. Day to day operations of PHA sites are coordinated and overseen by Asset Managers assigned to each property. PHA Asset Managers oversee the following management and maintenance tasks:

- Marketing and tenant selection
- Rent collections
- Routine and preventive maintenance
- Unit turnover
- Security
- Resident services
- Resident and community relations
- Capital improvements planning
- Other activities necessary to support the efficient operations of the site

In the implementation of these project level management activities, other PHA departments including Client Services, Public Safety, Maintenance, Development, ISM, Finance and Budget, Quality Assurance, and the Office of Strategic Management support PHA Asset Managers. Asset Managers are routinely provided with on-line detailed and summary management reports on budget status and all key performance indicators to facilitate their monitoring and oversight of property level activities. PHA also conducts multidisciplinary Performance Management meetings on a monthly basis, to allow for a thorough review of key performance indicators at the individual site and system-wide levels.

PHA Asset Managers develop and monitor property budgets with support from the PHA Finance and Budget staff. Budget trainings are held annually to support the budget development process. Asset Managers are provided with tools to develop their budget estimates including property-specific non-utility and utility cost data from the prior 18 months.

PHA's local asset management plan is consistent with the principles of asset management described in 24 CFR 990.255 and in the First Amendment to PHA's MTW Agreement. Further, the plan is generally consistent with the provisions of 24 CFR 990.260, 990.265, 990.270, 990.275 and 990.285. As allowed under the First Amendment to the MTW Agreement, PHA's local asset management plan deviates from parts of 24 CFR 990.280, including requirements related to property management fees and fees for services. PHA will utilize the Cost Allocation method referenced in paragraph 6.F.4.b of the First Amendment.

Due to the unique features of the Philadelphia market, PHA's housing portfolio, and the agency, PHA has determined that use of the Cost Allocation method is the most efficient, cost-effective means of achieving

the asset management principles referenced above. The factors that impact PHA's asset management plans include, but are not necessarily limited to, the following:

- Scattered Site Portfolio. PHA has over 4190 scattered site properties, which represents nearly 1/3 of its public housing portfolio. We understand this is far and away the largest scattered site public housing portfolio in the country. The geographic diversity of these scattered site units impacts warehouse operations, locations and numbers of management offices, and staffing requirements. The scattered site portfolio also includes a number of vacant lots, for which no HUD subsidy is received and for which a fee-based asset management approach could not be implemented. PHA has developed a strategy for reconfiguring this portfolio in a way that would be more cost-effective to operate which has been submitted to HUD for approval. Managing these sites presents unique challenges that PHA's asset management plans are structured to address.
- Aging Housing Stock. PHA operates one of the oldest public housing stocks in the country. It is more costly to operate than newer housing. PHA has engaged in an aggressive development program during the last few years to upgrade and redevelop its units. Due to a lack of adequate funds, this process is far from complete.
- Unionized Workforce. PHA has a heavily unionized workforce. Currently, PHA has contracts with approximately 11 unions. This significantly impacts the operations and costs of PHA's activities. As such, PHA's asset management plan is structured to be cost effective within the limits of these contracts.
- MTW Initiatives. Since the onset of its participation in MTW, PHA has sought to use its MTW flexibilities to implement agency-wide cost-cutting initiatives that will increase efficiencies, maximize use of federal dollars, and benefit PHA's clients. PHA has moved many functions to the site-based level, however a number of MTW initiatives require central administration so they can be adequately measured. For example, PHA has implemented innovative technological systems to maximize efficiencies in admissions, property management, and client services. There are costs associated with development and implementation of these systems before they are implemented at the site level. Under MTW, PHA has also implemented departmental oversight protocols through its Quality Assurance Program. PHA's quality control program has already made PHA's programs more efficient by reducing errors and improving oversight.
- Local Costs. Philadelphia is an old, industrial city where labor costs for maintenance and construction activities are significant. These high costs can be attributed to, in part, prevailing wage requirements as well as the cost of materials and services in the Philadelphia market.

A description of the cost allocation plan and other technical components of PHA's local asset management plan follows:

## **I. AMP Definitions**

An AMP will include any site that receives Operating Subsidies through HUD's Operating Fund Calculation. PHA currently has two types of PHA managed AMPs and PAPMC/AME managed AMPs.

## **II. Balance Sheet Items (Assets, Liabilities & Equity)**

PHA has distributed balance sheet accounts by AMPs as planned in the original Local Asset Management balance sheet accounts were analyzed and distributed to between the AMPs and the Indirect Cost Departments.

#### **A. Cash & Investments**

PHA maintains consolidated physical bank accounts, but for financial statement and general ledger presentation cash is distributed between all PHA AMPs and the Indirect Cost Departments. Direct cash and expenses are charged to the proper AMPs or Indirect Cost Departments general ledger account. At the end of the year, cash is adjusted to offset indirect cost allocations between the AMPs and the Indirect Cost Departments. The offsetting of the indirect cost allocations effectively adjusts the inter fund balances to zero except where the AMPs have a negative cash balance which is presented as an inter-fund to the Indirect Cost Departments. All of the remaining cash and investment balances are presented with the Indirect Cost Departments and reported in the MTW Column of the FDS.

Investment income will be allocated between the PHA Managed AMPs based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

#### **B. Tenant Accounts Receivable and Allowance for Doubtful Accounts**

Tenant accounts receivable balances and allowance for doubtful accounts are reported on an AMP basis for each of the PHA Managed AMPs. The ending balances are reconciled to the tenant supporting detail ledgers,

PAPMC/AME Managed AMPs tenant balances are not reported as AMPs in the FDS. Based on PHA's analysis of GASB pronouncements, these AMPs are presented as discrete component. Tenant accounts receivable and allowance for doubtful accounts are included in the PHA Audited financial statements as a discretely presented component unit.

#### **C. Other Accounts Receivable**

Other accounts receivable will be distributed based on the purpose and source of the receivable. Receivables related to a PHA Managed AMP and PAPMC / AME Managed AMP will be distributed to the specific AMP. Any receivable that is not associated to a specific AMP will be distributed to the Indirect Cost Departments.

#### **D. PHASI / Worker's Compensation Cash and Liabilities**

The PHASI and Worker's Compensation cash and liabilities will remain with the Indirect Cost Departments and reported in the MTW column of the FDS. At this time, PHA has determined that these liabilities are PHA Agency Wide liabilities and not liabilities of the PHA Managed AMPs or the Indirect Cost Departments. The expenses related to the PHASI liability and worker's compensation liability are charged to appropriate programs or AMPs. PHA has created a cash reserve for the PHASI liability. The cash reserve offsets PHA's liabilities so that the liability is fully funded. PHA utilizes the reserves to pay the liability as needed. PHA has a cash reserve that is held by the Worker's Compensation insurer.

#### **E. Prepaid Insurance**

The prepaid insurance balances for the PHA Managed AMPs will be distributed to between AMPs based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

PAPMC/AME Managed AMPs will not be included in the AMPs Columns of the FDS. Prepaid insurance is included in the PHA Audited financial statements as a discretely presented component unit.

#### **F. Materials Inventory and Allowance for Obsolete Inventory**

PHA currently maintains all maintenance materials inventory centrally. AMPs and departments submit requests for inventory and materials are issued then expenses are charged to the appropriate AMP or program. Ending centralized materials inventory and allowance balances for the PHA Managed AMPs will be distributed to between AMPs based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

PAPMC/AME Managed AMPs will not be included in the AMPs Columns of the FDS. Materials inventory is included in the PHA Audited financial statements as a discretely presented component unit.

#### **G. Fixed assets and Accumulated Depreciation**

Fixed assets and accumulated depreciation will be reconciled to the PeopleSoft Asset Module and distributed to the appropriate PHA Managed AMPs and the Indirect Cost Departments. PHA's Asset Module (AM) has been established for many years. AM provides PHA with the ability to prepare fixed asset and depreciation reports by AMP or department. AM tracks all of the fixed assets transactions and records all monthly fixed asset entries. Fixed assets and accumulated depreciation are reported with the appropriate AMP or the MTW Column for assets held by the Indirect Cost Departments.

PAPMC/AME Managed AMPs will not be included in the AMPs Columns of the FDS. Fixed assets and accumulated depreciation are included in the PHA Audited financial statements as a discretely presented component unit.

#### **H. Accounts Payable and Accrued Liabilities**

Other accounts payable and accrued liabilities includes all liabilities not specifically referred to in the following detailed liability categories. Other accounts payable and accrued liabilities will be distributed based on the purpose and source of the payable or liability. Payables or liabilities related to a PHA Managed AMP and PAPMC / AME Managed AMP will be distributed to the specific AMP. Any payable or liability that is not associated to a specific AMP will be distributed to the Indirect Cost Departments.

#### **I. Payroll Liabilities**

All payroll tax and benefits liabilities will continue to be presented with the Indirect Cost Departments and reported in the MTW Column of the FDS. At this time, PHA has determined that these liabilities are PHA Agency Wide liabilities and not liabilities of the PHA Managed AMPs or the Indirect Cost Departments. However, PHA has utilized the LIPH (Fund 001) cash accounts in the past to pay most Agency Wide liabilities, than the LIPH (Fund 001) will receive

reimbursements from other programs where applicable. The expenses related to the payroll liabilities will continue to be charged to appropriate programs or AMPs.

Accrued salaries and wages liability will be distributed to between AMPs based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

#### **J. Compensated Absences**

Compensated absences liabilities will be distributed to between the PHA Managed AMPs based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

No compensated absences liabilities will be distributed to the PAPMC / AME AMPs because PHA does not charge salaries to these AMPs.

#### **K. Net Position**

Invested in Capital Assets balances will follow the Net Fixed Assets that are owned by an AMPs or Departments. Invested in capital assets will be distributed between the Indirect Cost Departments and the PHA Managed AMPs based on where the Net Fixed Assets is distributed.

The Public Housing Program Unrestricted Net Position for all AMPs will be zero because PHA will allocate revenue from the MTW Column to cover the difference between revenues and expenses generated by each AMP. The total Unrestricted Net Position of the Public Housing Program will be included with the MTW Column.

PAPMC/AME Managed AMPs will not be included in the AMPs Column of the FDS. Invested in capital assets are included in the PHA Audited financial statements as a discretely presented component unit. PAPMC/AME Managed AMPs will not be included in the AMPs Column of the FDS. Unrestricted net assets are included in the PHA Audited financial statements as a discretely presented component unit.

### **III. Revenues**

#### **A. Tenant Revenues**

##### **1. PHA Managed AMPs**

Tenant Revenues will be directly charged to the appropriate AMP.

##### **2. PAPMC/AME Managed AMPs**

PAPMC/AME Managed AMPs will not be included in the AMPs Column of the FDS. Tenant revenue is included in the PHA Audited financial statements as a discretely presented component unit.

#### **B. Direct Revenues**

Direct revenues include tenant fees and service charges that can be identified and charged to a specific site.

## **1. PHA Managed AMPs**

PHA currently records all direct revenues to the proper PHA Managed AMP. PHA currently records all tenant charges and any direct revenue to the proper PHA Managed AMP. PHA's account structure includes the program code (AMP number) and the appropriate department code, which enables PHA to charge the revenues to the proper PHA Managed AMPs.

PHA's systems and procedures related to direct revenues currently in application are in compliance with asset based accounting. PHA's systems and procedures will require no transition period or transition procedures to comply with asset based accounting requirements of presenting all direct revenues under the proper AMP.

## **2. PAPMC/AME Managed AMPs**

PAPMC/AME Managed AMPs will not be included in the AMPs Column of the FDS. Direct revenues are included in the PHA Audited financial statements as a discretely presented component unit.

## **C. Indirect Revenues**

Indirect revenues are other income items that cannot be identified or charged to a specific AMP or to the Indirect Cost Departments. Indirect revenues will be allocated between the PHA Managed AMPs based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

## **D. HUD Operating Subsidy**

For PHA's project based accounting purposes, Operating Subsidy is considered an indirect revenue source. PHA's Operating Subsidy is provided in one block as if PHA were one AMP. The funding for all AMPs is calculated using the same Allowable Expense Level per PHA's MTW agreement. Since the basis of the funding calculation is the same across all AMPs, PHA considers Operating Subsidy an indirect revenue source.

Operating Subsidy will be allocated to all PHA AMPs based on the difference between revenues, prior to operating subsidy, and expenses excluding depreciation expenses. The amount of Operating Subsidy allocated will be based on the individual AMPs need for subsidy so that revenues are equal to expenses.

## **E. Operating Transfers from the MTW Block (Excess HAP) & CFP**

### **1. PHA Managed AMPs**

PHA has included in its MTW annual plan Operating Transfers from the MTW Program and the CFP Program into the Public Housing Program to offset operating expenses. PHA has determined that the appropriate treatment of Operating Transfers at the current time based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation. PHA will establish separate account numbers for the MTW and CFP Operating Transfers. The Operating Transfers are made to assist the PHA Managed AMPs with its operations. PHA may need to adjust the allocation of the Operating Transfers in fiscal years to assist the operating needs of one AMP over another AMP that may not need the assistance. PHA's MTW agreement with HUD permits the PHA flexibility to move funds between its

Public Housing, Section 8 HCV, and CFP programs. PHA will reserve the right to adjust the allocations of the Operating Transfers to meet the financial needs of all of the PHA Managed AMPs.

## **2. PAPMC / AME Managed AMPs**

Operating Transfers will not be allocated to the PAPMC / AME Managed AMPs.

# **I. Expenses**

## **A. Direct Expenses**

### **1. PHA Managed AMPs**

PHA currently records all direct expenses to the proper AMP. PHA's procurement and accounts payables processes include assigning the proper chart fields or account structure. PHA's account structure includes the program code (AMP number) and the appropriate department code.

For payroll, PHA directly charges all payroll costs using account labels. Account labels are used to tell PHA's accounting system where to directly charge an employee's payroll costs. PHA can setup as many account labels as needed to have payroll costs charged to the proper program, department, AMP, etc. based on PHA's requirements. PHA's accounting system gives the Authority the automated ability to charge payroll costs from the employee timesheets to the proper account. When employees complete their weekly timesheets, the employees report all hours to account labels. The timesheets allow employees to charge as many account labels as needed during the week. Employees submit their timesheets to their direct supervisor for approval. The direct supervisor verifies that the correct account labels.

PHA's systems and procedures related to direct expenses currently in application are in compliance with asset based accounting. PHA's systems and procedures will require no transition period or transition procedures to comply with asset based accounting requirements of presenting all direct revenues and expenses under the proper AMP.

### **2. PAPMC/AME Managed AMPs**

The only PAPMC/AME Managed AMPs direct expenses that will be included in AMPs FDS column are PHA's payment of Operating Subsidies and any other direct expense paid by PHA. All other direct expenses are included in the PHA Audited financial statements as a discretely presented component unit.

## **B. Corporate Legal**

PHA has diverse legal issues due to the size of its programs. PHA will analyze legal expenses to determine the appropriate treatment of the legal expenditures. The treatments of the legal expenses are as follows:

### **1. Direct Legal Expenses**

Legal expenses that can be identified as a direct cost to a specific AMP will be charged to that AMP.



## **2. Indirect Legal Expenses**

Indirect legal expenses that cannot be defined as costs for a specific AMP, but can be identified as providing benefits to the PHA Managed AMPs based on the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

### **C. Payroll Expenses**

PHA currently directly charges all maintenance payroll costs to the direct PHA Managed AMP. PHA directly charges all payroll costs using account labels. Account labels are used to tell PHA's accounting system where to directly charge a maintenance employee's payroll costs. PHA can setup as many account labels as needed to have payroll costs charged to the proper PHA Managed AMP. PHA's accounting system gives the Authority the automated ability to charge maintenance payroll costs from the employee timesheets to the proper account. When maintenance employees complete their weekly timesheets, the employees report all hours to account labels. The timesheets allow maintenance employees to charge as many account labels as needed during the week. Maintenance employees submit their timesheets to their direct supervisor for approval. The direct supervisor verifies that the correct account labels.

### **D. Materials and Contract Costs**

PHA currently records all maintenance materials and contract costs directly to the proper PHA Managed AMP. PHA's procurement and accounts payables processes include assigning the proper chart fields or account structure. PHA's account structure includes the program code (AMP number) and the appropriate department code.

PHA's systems and procedures related to maintenance materials and contract costs currently in application are in compliance with asset based accounting. PHA's systems and procedures will require no transition period or transition procedures to comply with asset based accounting requirements of presenting all direct revenues and expenses under the proper AMP.

### **E. Indirect Expenses**

PHA will be using an allocation to charge overhead from the Indirect Cost Departments (MTW Column) to all AMPs. Overhead costs will be allocated to the AMPs based the number of units eligible for subsidy from the most recent HUD approved Operating Fund Calculation.

## **II. Capital Fund Program**

All expenditures under the Capital Fund program are charged to the appropriate AMP or Indirect Cost Department. Revenues are applied to the appropriate AMP or Indirect Cost Department based on the actual expenditures. The expenditures related to the Indirect Cost Departments or MTW initiatives are reported in the MTW Column of the FDS.

Although PHA is an MTW agency and is not required to, PHA reports and tracks all CFP expenditures based on the CFP Budget Line Items. PHA has determined this method to be accurate and efficient method to track CFP expenditures.

## **III. Project Based Budgeting**

PHA currently prepares project based operating budgets and operating budgets for all of the departments. PHA adds all of the budgets to the Automated Accounting System. The operating budgets are currently used in the procurement, accounts payable process and the preparation of monthly financial statements. PHA's operating budget process is currently in compliance with the HUD Project Based Budgeting requirements.

When PHA has prepared its Capital Fund Program Budgets, PHA determines specific capital work items that need to be completed at all or some of PHA sites. PHA does not establish a Capital Budget by site, but by work item. Then once PHA determines which sites PHA will perform the work item, PHA reclassifies the budget amount from a PHA Wide work item to the specific site. PHA will continue this process; however, the budget will be established at the Capital Projects category rather than PHA Wide.

## **D. Board Certification of Compliance with MTW Statutory Objectives**

**RESOLUTION NO. 12005**

**RESOLUTION APPROVING THE PHILADELPHIA HOUSING AUTHORITY'S ANNUAL MOVING TO WORK REPORT FOR FISCAL YEAR 2018 FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND CERTIFYING THAT THE THREE STATUTORY REQUIREMENTS HAVE BEEN MET**

**WHEREAS**, the U.S. Department of Housing and Urban Development ("HUD") requires the Philadelphia Housing Authority ("PHA"), as a participant in the Moving to Work Demonstration Program ("MTW"), to submit an Annual Report on the status of its programs, operations, and finances in a form specified and required by HUD; and

**WHEREAS**, under the MTW Agreement, HUD will assess PHA's performance on an annual basis by comparing, at the end of PHA's fiscal year, its goals as stated in its approved MTW Annual Plan, to its actual performance, as stated in its Annual Report; and

**WHEREAS**, PHA must include in the MTW Annual Report all required elements as described in the MTW Agreement; and,

**WHEREAS**, Attachment B of the MTW Agreement, HUD Form 50900 Section VI (A), requires a certification in the Annual Report that PHA has met the three MTW statutory requirements of: 1) assuring that at least 75 percent of the families assisted by PHA are very low-income; 2) continuing to assist substantially the same total number of households as would have been assisted had PHA not participated in the MTW Demonstration; and 3) maintaining a comparable mix of households (by family size) served as would have been had PHA not participated in the MTW Demonstration; and,

**WHEREAS**, the Annual Report must be submitted ninety (90) days after the end of PHA's fiscal year; and

**WHEREAS**, PHA's fiscal year ended on March 31, 2018 and its Annual Report is due to HUD on or before June 30, 2018; and

**WHEREAS**, PHA has prepared its Annual MTW Report for Fiscal Year 2018, which is ready for timely submission to HUD and which contains all the required elements;

**BE IT RESOLVED**, that the PHA Board of Commissioners hereby approves PHA's Annual Report for the MTW Demonstration Program for Fiscal Year 2018 (period ending March 31, 2018), as distributed to the Board, for submission to HUD, and certifies that the report reflects that PHA has met the three MTW statutory requirements of: 1) ensuring that at least 75 percent of the households assisted by PHA are very low-income families; 2) continuing to assist substantially the same total number of households as would have been assisted had PHA not participated in the MTW Demonstration; and 3) maintaining a comparable mix of households (by family size) served as would have been served had PHA not participated in the MTW Demonstration; and authorizes the President & CEO and/or his designee(s) to undertake all necessary actions including, but not limited to, responding to HUD comments and requests for additional information, in order to secure HUD approval for the MTW Annual Report.

I hereby certify that this was  
APPROVED BY THE BOARD ON 6/21/18  
  
ATTORNEY FOR PHA