

**THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
2013 RIDGE AVE.
PHILADELPHIA, PA 19121
THURSDAY, JULY 17, 2025
AGENDA**

- A. Call to Order** – Lynette Brown-Sow, Chair
- B. Remarks** – Kelvin A. Jeremiah, President & CEO
- C. Approval of the Minutes** of the Board Meeting held June 18, 2025 as distributed
- D. New Business**
 - 1. RESOLUTION APPOINTING RAPHAEL VARGAS TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**

Janea Jordon
 - 2. RESOLUTION AUTHORIZING THE APPROVAL OF UP TO FORTY-THREE (43) PROJECT-BASED VOUCHERS FOR THE PHILADELPHIA COMMUNITY LAND TRUST**

Bret Holden
 - 3. RESOLUTION AUTHORIZING CONVERSION UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM OF SIXTY-SEVEN (67) UNITS AT NEUMANN NORTH FROM ACC OPERATING SUBSIDY TO PROJECT BASED SECTION 8 SUBSIDY**

Greg Hampson
 - 4. RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH VICTORIA'S KITCHEN AND CATERING FOR THE PHILADELPHIA HOUSING AUTHORITY'S SUMMER FOOD PROGRAM**

Dave Walsh
 - 5. RESOLUTION AUTHORIZING CONTRACTS FOR HOMELAND INTELLIGENCE AND PROTECTIVE SERVICES, ALLIED UNIVERSAL SECURITY SERVICES, 900 LEVEL ENTERPRISES DBA NARROW SECURITY, AND SCOTLANDYARD SECURITY SERVICES**

Dave Walsh
 - 6. RESOLUTION AUTHORIZING A CONTRACT FOR DUANE MORRIS, LLP**

Dave Walsh

**7. RESOLUTION AUTHORIZING A CONTRACT WITH TN WARD COMPANY FOR
CONSTRUCTION MANAGEMENT SERVICES AT 139 E. CLEARFIELD ST**

Dave Walsh

E. Public Comment Period

RESOLUTION NO. 1

RESOLUTION APPOINTING RAPHAEL VARGAS TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE AS AN INDEPENDENT MEMBER

WHEREAS, the Philadelphia Housing Authority (“PHA”) created an Audit Committee, by Resolution No. 11571 (“Audit Resolution”) on November 30, 2012, the charter of which was most recently amended by Resolution No. 12366 on July 18, 2024, which states as follows, with regard to membership:

Section II. Membership

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

Section III. Independent Members

The Board shall select the Independent Members, who shall serve for a two-year period that may be renewed by the Board from time to time.... the Board will attempt to select as an Independent Member a person who meets the definition of an “audit committee financial expert” with the following attributes:

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

WHEREAS, Raphael Vargas, currently a Business Representative with District Council 21, is recommended for approval by the Audit Committee, as a vacancy has been created by the resignation and retirement of Francis McLaughlin, who has recommended the appointment of Raphael Vargas as a member of the Audit Committee;

BE IT RESOLVED, that the PHA Board of Commissioners does hereby approve and consent to the appointment of Raphael Vargas as an independent member of PHA’s Audit Committee, for a two-year term, effective as of July 17, 2025, pursuant to the terms and conditions of the Audit Charter.

RESOLUTION NO. 2

RESOLUTION AUTHORIZING THE APPROVAL OF UP TO FORTY-THREE (43) PROJECT-BASED VOUCHERS FOR THE PHILADELPHIA COMMUNITY LAND TRUST

WHEREAS, the Philadelphia Housing Authority (“PHA”) administers a Project-Based Voucher (“PBV”) Program that supports long-term affordability by attaching Housing Choice Vouchers to specific units under Housing Assistance Payments (HAP) Contracts; and

WHEREAS, the PBV Program plays a critical role in preserving and expanding housing opportunities for low-income families in neighborhoods historically impacted by disinvestment; and

WHEREAS, PHA currently oversees a PBV portfolio of more than two thousand six hundred forty-five (2,645) units across approximately one hundred fifty (150) developments throughout Philadelphia; and

WHEREAS, the Philadelphia Community Land Trust (“PCLT”), a nonprofit housing provider, currently owns sixteen (16) properties, seven (7) of which are fully rehabbed and nine (9) are undergoing redevelopment, and provides housing to extremely low-income and formerly homeless households; and

WHEREAS, PCLT currently leases five (5) units to Housing Choice Voucher participants, demonstrating its ability to administer rental subsidies, maintain compliance with inspections, and effectively support and manage low-income tenants; and

WHEREAS, an additional seven (7) occupied units are scheduled to transfer from PHA to PCLT in the second quarter of 2025, with twenty (20) more vacant units anticipated in future phases, for a total of forty-three (43) units across its preservation portfolio; and

WHEREAS, PCLT has secured \$1,350,000 through the Federal Home Loan Bank of Pittsburgh’s 2024 Affordable Housing Program and was awarded two hundred fifty-thousand dollars (\$250,000) in June 2025 from the Pennsylvania Housing Affordability and Rehabilitation Enhancement (“PHARE”) Fund, with an additional seven hundred fifty thousand dollars (\$750,000) PHARE request pending; and

WHEREAS, PCLT qualifies for voucher award under PHA’s Owner Selection Method 2, having been selected for recent state and regional housing funding through a competitive process that did not involve prior PBV consideration;

BE IT RESOLVED, that the Board of Commissioners authorizes the President & CEO, or designee(s), to award forty-three (43) project-based vouchers to the Philadelphia Community Land Trust, subject to the availability of funds therefor and this award shall be conditioned upon PCLT obtaining ownership of the identified units and completing all applicable Project-Based Voucher requirements.

RESOLUTION NO. 3

RESOLUTION AUTHORIZING CONVERSION UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM OF SIXTY-SEVEN (67) UNITS AT NEUMANN NORTH FROM ACC OPERATING SUBSIDY TO PROJECT BASED SECTION 8 SUBSIDY

WHEREAS, the Philadelphia Housing Authority (“PHA”) provides public housing operating subsidy to numerous public housing low-income housing tax credit developments characterized in its portfolio as Alternatively Managed Entities (“AMEs”) as the developments are owned and operated by various third-party entities; and

WHEREAS, when the AMEs initially closed as a mixed finance transaction PHA may have provided land and/or capital funds to assist with the financial closing of the development; and

WHEREAS, Neumann North is a mixed finance development owned by Neumann North, L.P., a Pennsylvania limited partnership (“Owner”) that initially closed in 2006 and consists of sixty-seven (67) senior public housing units; and

WHEREAS, Neumann North is not on land that is ground leased to the owner, but PHA loaned the owner two million dollars (\$2,000,000) in capital funds at closing; and

WHEREAS, Neumann North is in need of rehabilitation and the owner applied for and received an allocation of 9% low-income housing tax credits in the 2024 round with the Pennsylvania Housing Finance Agency (“PHFA”); and

WHEREAS, PHA encourages and supports the conversion of public housing under the Rental Administration Demonstration (“RAD”) program to Section 8 project-based voucher assistance as it is generally considered a more stable funding source from the U.S. Department of Housing and Urban Development (“HUD”) and provides more flexibility with financing the rehabilitation with the ability to leverage additional funding that is not permitted in public housing developments; and

WHEREAS, on June 15, 2023, by Resolution No. 12292 the Board approved a Significant Amendment to the 2024 MTW Annual Plan that included Neumann North and this amendment was approved by HUD on September 13, 2023; and

WHEREAS, as a part of the financial closing the owner will repay approximately two million six hundred thousand dollars (\$2,600,000) to PHA, which represents the original principal of the PHA loan plus some accrued interest; and

WHEREAS, PHA will provide a new loan of one million two hundred eighty-three thousand five hundred thirty-two dollars (\$1,283,532), at zero percent interest for forty (40) years, which represents the remainder of the accrued interest on the original loan; and

WHEREAS, the original Neumann North public housing development includes a parking lot, adjacent but across the street from the housing portion of the development; and

WHEREAS, ownership of the housing development and the parking lot will be bifurcated at closing and the HUD Declaration of Trust (“DOT”) will remain on the parking lot and removed from the Neumann North housing building through the normal RAD conversion process and replaced by the RAD Use Agreement;

BE IT RESOLVED that the PHA President & CEO or his authorized designee is hereby authorized to take all reasonable and necessary actions to: a) submit certain RAD closing documents to HUD for approval in connection with the RAD conversion of the public housing units in the Development, including, but not limited to, the RAD Conversion Commitment, the Housing Assistance Payment Contract, the Use Agreement and such other documents as necessary or desirable to facilitate the closing of the RAD transaction ("RAD Closing Documents"); b) negotiate, finalize and execute, deliver and perform the obligations under such RAD Closing Documents once finalized and approved by HUD; c) obtain or facilitate all required government approvals under the RAD program; and d) take all actions as necessary or desirable to effectuate this resolution and provide the project based voucher payments to the Development.

RESOLUTION NO. 4

RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH VICTORIA'S KITCHEN AND CATERING FOR THE PHILADELPHIA HOUSING AUTHORITY'S SUMMER FOOD PROGRAM

WHEREAS, the Philadelphia Housing Authority ("PHA") awarded contract number P-005035, for the PHA summer food program; and

WHEREAS, the contract awarded by PHA to Victoria's Kitchen and Catering on June 20, 2024 was for a not-to-exceed amount of one hundred five thousand dollars (\$105,000); and

WHEREAS, PHA executed a modification in the amount of thirty-six thousand six hundred fifty-five dollars and ninety-nine cents (\$36,655.99) on December 11, 2024, for the PHA summer food program; and

WHEREAS, an additional modification in the amount of one hundred eight thousand three hundred forty-four dollars and one cent (\$108,344.01) was executed on June 27, 2025, raising the total of all combined modifications to two hundred fifty thousand dollars (\$250,000); and

WHEREAS, due to the continued use of Victoria's Kitchen and Catering for the 2025 PHA summer food program, PHA has a further need to modify the contract in the amount of an additional seventy thousand dollars (\$70,000), which will raise the total modified amount to three hundred twenty thousand dollars (\$320,000), requiring Board approval due to the modification causing the contract total to exceed the CCP#10 limit of two hundred fifty thousand dollars (\$250,000.00); and

WHEREAS, pursuant to CPP#10, a modification to a contract must go before the Board for pre-approval when the modification or sum of all modifications will be in excess of one million dollars (\$1,000,000.00), regardless of percentage of contract value, or when the modification will exceed twenty percent (20%) of the contract value (or two hundred fifty thousand dollars (\$250,000), whichever is greater); and

WHEREAS, in order to proceed with the work as required, Board authorization is sought for an increase of seventy thousand dollars (\$70,000.00), for a not to exceed contract amount of three hundred twenty thousand dollars (\$320,00.00), from the current amount (original contract and existing modifications) of two hundred fifty thousand dollars (\$250,000);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO, or his authorized designee to amend PHA's contract with Victoria's Kitchen, as entered into with existing modifications, to have the contract not to exceed amount be increased to three hundred twenty thousand dollars (\$320,00.00), as set forth above and subject to the availability of funds therefor.

RESOLUTION NO. 5

RESOLUTION AUTHORIZING CONTRACTS FOR HOMELAND INTELLIGENCE AND PROTECTIVE SERVICES, ALLIED UNIVERSAL SECURITY SERVICES, 900 LEVEL ENTERPRISES DBA NARROW SECURITY, AND SCOTLANDYARD SECURITY SERVICES

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

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

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

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Homeland Intelligence and Protective Services, Allied Universal Security Services, 900 Level Enterprises dba Narrow Security, and Scotlandyard Security Services; and

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

WHEREAS, it is recommended that the aggregate amount to be expended under the contracts shall not exceed seventeen million eight hundred fifty-five thousand six hundred forty-six dollars (\$17,855,646) with a two-year base period and three (1) one-year option periods, as follows:

- 1) The not-to-exceed aggregate amount for the two-year base period is six million eight hundred twenty-seven thousand six hundred twenty dollars (\$6,827,620);
- 2) The not-to-exceed aggregate amount for the first one-year option period is three million five hundred sixty-eight thousand seven dollars (\$3,568,007);
- 3) The not-to-exceed aggregate amount for the second one-year option period is three million six hundred seventy-four thousand seven hundred forty-four dollars (\$3,674,744); and
- 4) The not-to-exceed aggregate amount for the third one-year option period is three million seven hundred eighty-five thousand two hundred seventy-five dollars (\$3,785,275);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Homeland Intelligence and Protective Services, Allied Universal Security Services, 900 Level Enterprises dba Narrow Security, and Scotlandyard Security Services for a total aggregate amount not to exceed seventeen million eight hundred fifty-five thousand six hundred forty-six dollars (\$17,855,646), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

RESOLUTION NO. 6

RESOLUTION AUTHORIZING A CONTRACT FOR DUANE MORRIS, LLP

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for legal services for PHA's pension board and retirement programs, and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

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

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

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contract be awarded to Duane Morris, LLP; and

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

WHEREAS, it is recommended that the maximum amount to be expended under the contract shall not exceed seven hundred fifty thousand dollars (\$750,000) with a two-year base period with three (3) one-year option periods;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with Duane Morris, LLP; for a total amount not to exceed seven hundred fifty thousand dollars (\$750,000), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contract.

RESOLUTION NO. 7

RESOLUTION AUTHORIZING A CONTRACT WITH TN WARD COMPANY FOR CONSTRUCTION MANAGEMENT SERVICES AT 139 E. CLEARFIELD ST

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for construction management services at 139 E. Clearfield Street and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

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

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

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contract be awarded to TN Ward Company; and

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

WHEREAS, it is recommended that the maximum amount to be expended under the contract shall not exceed twenty-six million three hundred twenty-five thousand seven hundred forty-eight dollars (\$26,325,748) with a performance period of thirty-six (36) months from Notice to Proceed;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with TN Ward Company; for a total amount not to exceed twenty-six million three hundred twenty-five thousand seven hundred forty-eight dollars (\$26,325,748), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts.