

**THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
2013 RIDGE AVE.
PHILADELPHIA, PA 19121
THURSDAY, NOVEMBER 21, 2024
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 of October 17, 2024 as distributed
- D. New Business**
 - 1. RESOLUTION ADOPTING AND APPROVING AMENDMENTS AND REVISIONS TO THE EMPLOYEE HANDBOOK**

Kimberly Woods
 - 2. RESOLUTION AUTHORIZING APPROVAL OF AWARD OF FIFTY-SEVEN (57) HUD VASH PROJECT-BASED VOUCHERS TO HERO ESTATES AT 5 POINTS**

Bret Holden
 - 3. RESOLUTION AUTHORIZING CONTRACTS FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES WITH TRIAD LIFTS, LLC AND 3PHASE EXCEL ELEVATOR**

Dave Walsh
 - 4. RESOLUTION DECLARING OFFICIAL INTENT TO USE BOND FINANCING IN SUPPORT OF ACQUISITION PROGRAM IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED MILLION DOLLARS (\$500,000,000)**

Celeste Fields

RESOLUTION NO. 1

RESOLUTION ADOPTING AND APPROVING AMENDMENTS AND REVISIONS TO THE EMPLOYEE HANDBOOK

WHEREAS, the Philadelphia Housing Authority (“PHA”) Board of Commissioners last approved and adopted amendments and revisions to the Employee Handbook (“Handbook”), Controlled Policy & Procedure #7, by Board Resolution No. 12312 on October 9, 2023, effective November 1, 2023, with administrative changes also having been made to the Handbook, effective May 1, 2024; and

WHEREAS, the Handbook sets forth the policies, practices and operational procedures for employees; and

WHEREAS, upon review of the Handbook, PHA has determined that certain revisions to the Employee Handbook are appropriate, as set forth in the Attachment to this resolution and as provided to the Board; and

WHEREAS, PHA has determined that the Handbook should be amended and revised to:

Remove one (1) program:

- Annual Leave Donation Program

Revise three (3) policies:

- Equal Employment Opportunity Policy
- Vacation Leave Policy
- Holiday Policy

BE IT RESOLVED that the PHA Board of Commissioners hereby approves and adopts the amendments and revisions to the Employee Handbook, effective December 1, 2024, as set forth above and in the Attachment to this resolution and distributed to the Board of Commissioners, and authorizes the President & CEO or his authorized designee to promulgate, adopt or approve any administrative or operational procedures or supporting processes needed to implement the policies set forth in the Employee Handbook that do not result in a material change to the provisions of the Employee Handbook.

Attachment to Resolution Approving Amendments and Revisions to the Employee Handbook

The three policy revisions (in addition to removing the Annual Leave Donation program policy) proposed in this resolution are noted below:

Policy Name	Section	Description of Change
Equal Employment Opportunity Policy	13	Amend complaint and investigation of complaint language
Vacation Leave Policy	51	Amend definitions and accrual re: vacation schedule based on job title
Holiday Policy	53	Add Good Friday

RESOLUTION NO. 2

RESOLUTION AUTHORIZING APPROVAL OF AWARD OF FIFTY-SEVEN (57) HUD VASH PROJECT-BASED VOUCHERS TO HERO ESTATES AT 5 POINTS

WHEREAS, as part of its Housing Choice Voucher (“HCV”) program, the Philadelphia Housing Authority (“PHA”) operates a Project-Based Voucher (“PBV”) program (and a tenant-based one), under which PHA project-bases housing choice vouchers and enters into Housing Assistance Payments (“HAP”) contracts, which are usually for twenty (20) years, with agencies and property owners throughout Philadelphia to provide rental assistance to eligible low-income households and preserve affordable housing in various Philadelphia neighborhoods on a long term basis; and

WHEREAS, PHA’s PBV portfolio currently consists of two thousand six hundred and sixty-three (2,663) units at one hundred thirty-six (136) developments in Philadelphia including three (3) developments supported by fifty-four (54) HUD VASH vouchers; and

WHEREAS, tenants in PHA’s PBV program generally pay 30% of their monthly income towards rent and utilities and PHA pays the remainder of the rent directly to the owner; and

WHEREAS, the HUD-Veterans Affairs Supportive Housing (“HUD-VASH”) program combines HUD’s HCV rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (“VA”); and

WHEREAS, the Corporal Michael J. Crescenz VA Medical Center has an allotment of PHA HUD- VASH vouchers, which it administers in partnership with PHA, and in May of 2024, it requested that sixty (60) of its allotted tenant-based vouchers be made available as PBVs, to expand housing resources for HUD-VASH Veterans; and

WHEREAS, PHA issued a Request for Proposals (“RFP”) for awards of the sixty (60) PBVs, as permitted under HUD’s Housing Opportunity Through Modernization Act of 2016 notice and PHA’s Admin Plan 22.6.6 Project-Based Assistance, which allow PHA to project-base HUD VASH vouchers without HUD approval, and for PHA and its local VA to partner for RFPs; and

WHEREAS, the proposals received under the RFP were reviewed and evaluated by an evaluation committee, which included a representative from the VA, and the supporting documents were reviewed by the Contracting Officer; and, based upon the consensus evaluation it is recommended that fifty-seven (57) project based vouchers be awarded to the following entity subject to PHA’s requirements set forth in the RFP, to provide much needed long term affordable housing options for HUD VASH Veterans in the City of Philadelphia: 7052 Oxford, LLC (Hero Estates at Five Points);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to award fifty-seven (57) HUD VASH project-based vouchers, subject to the availability of funds therefor, as set forth above, to and take all necessary and appropriate actions related to the awards of the vouchers.

RESOLUTION NO. 3

RESOLUTION AUTHORIZING CONTRACTS FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES WITH TRIAD LIFTS, LLC AND 3PHASE EXCEL ELEVATOR

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

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

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

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Triad Lifts, LLC and 3Phase Excel Elevator; and

WHEREAS, work is to be assigned to each of the two (2) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered within the terms of the contracts at any time during the course of these contracts at the discretion of the contracting officer; and

WHEREAS, it is recommended that the aggregate amount to be expended under the two (2) contracts, combined, shall not exceed five million five hundred thousand dollars (\$5,500,000) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year base period is two million two thousand hundred dollars (\$2,200,000); and
- 2) The aggregate not-to-exceed amount for each of the three (3) one-year option periods is one million one hundred thousand dollars (\$1,100,000);

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 Triad Lifts, LLC and 3Phase Excel Elevator for a total aggregate amount not to exceed five million five hundred thousand dollars (\$5,500,000), 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. 4

RESOLUTION DECLARING OFFICIAL INTENT TO USE BOND FINANCING IN SUPPORT OF ACQUISITION PROGRAM IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED MILLION DOLLARS (\$500,000,000)

WHEREAS, the Philadelphia Housing Authority (“PHA”) is a body corporate and politic created and organized under the provisions of the Pennsylvania Housing Authorities Law, Act No. 265 of the General Assembly of the Commonwealth of Pennsylvania, approved May 28, 1937 (P.L. 955), as amended and supplemented; and

WHEREAS, pursuant to Resolution No. 12362 adopted by PHA on July 18, 2024, PHA determined to undertake an affordable housing Acquisition Program including a Funding Agreement between PHA and the Philadelphia Housing Authority Development Corporation (“PHADC”), a tax-exempt organization described in section 501(c)(3) of the Internal Revenue Code, and created to develop affordable and mixed-use housing and related projects in furtherance of the purposes of PHA; and

WHEREAS, PHA expects to issue governmental obligations, on which the interest is exempt from Federal income tax (“tax-exempt bonds”), to finance the purchase and development of properties and related costs under the Acquisition Program, including projects to be undertaken by PHA and/or PHADC (“Projects”), such as:

- Expiring LIHTC properties and/or properties with expiring affordable use restrictions;
- Other multifamily properties located in opportunity areas that are being sold at or below market value;
- Mixed-use or market-rate housing in opportunity neighborhoods; and
- Vacant land to develop new affordable housing units;

BE IT RESOLVED that PHA hereby resolves and declares its intent under Treasury Regulation § 1.150-2 to use tax-exempt bonds, in an amount not to exceed five hundred million dollars (\$500,000,000), with issuance of the tax-exempt bonds to be subject to documentation acceptable to PHA that provides for the tax-exempt bonds to be payable from the payments by PHA to finance the capital costs of the Projects, including costs of issuance and reasonably required reserves, subject to the availability of funds therefor, and also subject to the following conditions:

- 1) the maximum principal amount of tax-exempt bonds expected to be issued to finance the Projects is five hundred million dollars (\$500,000,000); and
- 2) Pending issuance of the tax-exempt bonds, PHA may finance the Projects with other funds, which will be reimbursed with the proceeds of the tax-exempt bonds, provided that: (a) the tax-exempt bonds shall not be used to reimburse any expenditure paid more than sixty (60) days prior to the present date; (b) the tax-exempt bonds shall not be issued more than eighteen (18) months after the latter of: (i) the date of the first expenditure to be reimbursed with the proceeds of the tax-exempt bonds or (ii) the date any of the Projects is placed in service; and (c) in no event may the tax-exempt bonds be issued more than three (3) years after the date of the first expenditure to be reimbursed with the proceeds of the tax-exempt bonds; and provided further that the limitations of this paragraph 2 shall not apply to qualified “preliminary expenditures” as permitted by Treasury Regulation § 1.150-2(f).