

Minutes of the Hybrid Regular Board Meeting of the Urban Redevelopment Authority of Pittsburgh.

April 11, 2024 – 2:00 P.M., E.S.T.

Members Present: Chintalapalli, Lavelle, Williamson, Connelly, Powell

Members Absent: None

Staff Present: Nemani-Stanger, Harris, Link, Geiger, Fews, Wilhelm, O’Brien, Wasler, DiBernardo, Fews, Kendall-Morris, Barkley, Schacht and Bohince

Chair Chintalapalli called the Regular Meeting to order and declared a quorum present.

1. General

- a. Roll Call
- b. Approval of the March 14, 2024, URA Regular Board Meeting Minutes.

2. Public Comment - See attached.

3. Announcements

- a. Chair Chintalapalli announced that an Executive Session was held on April 5, 2024, for a board briefing for the April 2024 URA Regular Board Meeting Agenda for informational purposes only.
- a. Recent passing of Raymond Vargo Jr., a long-time member of the URA Loan Review Committee
- b. City of Pittsburgh/URA selected for NYU’s Housing Solutions Lab Home Repair Network
- c. AoH ARPA Awards Summary
- d. Sponsorship Program
- e. Downtown Housing Working Group
- f. Departure of Tanika Harris, Director of CCR

4. Hullett Development Triangle LP – Triangle Building

- a. Authorization to amend loan agreement for Resolution No. 168 (2023), which authorized a Pittsburgh Downtown Conversion Program loan to Hullett Development Triangle LP in an amount of up to \$600,000, to provide a loan increase of \$1,800,000 to Hullett Development Triangle LP or a related entity, resulting in a loan not to exceed a total of \$2,400,000 for the renovation of the Triangle Building located at 926 Liberty Avenue.

Ms. Nemani-Stanger requested Board approval of the above item. David DiBernardo, Lending Analyst, Residential and Consumer Lending presented.

<b>Borrower/Developer</b>	Hullett Development Triangle LP/Hullett Properties, LLC
<b>Project Location:</b>	926 Liberty Avenue
<b>Neighborhood:</b>	Central Business District
<b>Council District:</b>	1
<b>Description:</b>	<p>Hullett Development Triangle, LP, owns and is currently renovating the Triangle Building, located at the intersection of Liberty Avenue, Seventh Avenue, and Smithfield Street in Downtown Pittsburgh. The building is a six-story, red brick, triangle-shaped, historic structure constructed in 1866 and enlarged in 1884. Throughout its existence, the street-level first floor has been occupied by retail businesses below five floors of office space. By 2019, and after years of neglect and insufficient maintenance, the condition of the property forced the remaining ground floor tenants to vacate.</p> <p>In September 2022, Hullet Development Triangle, LP, began the total renovation of all six stories of the Triangle Building. The two commercial spaces are expected to be built-out and opened by September 2024 while the 15 residential units in the five stories above will be completed in May 2024.</p> <p>The unit breakdown of the 15 apartments is as follows:</p> <ul style="list-style-type: none"> <li>• Four one-bedroom units that will be rented affordably to residents earning at or below 50% of the Area Median Income (AMI);</li> <li>• One one-bedroom unit rented at market rate;</li> <li>• Four two-bedroom units rented affordably to residents earning at or below 80% of AMI;</li> <li>• Five two-bedroom units rented at market rate;</li> <li>• One four-bedroom unit rented at the market rate.</li> </ul> <p>The initial budget for this project was \$12.4 million. During construction, it was discovered that the building infrastructure was in worse condition than initially assessed, resulting in cost overruns of \$2,094,000.</p> <p>At the May 2023 URA Board of Directors meeting, a \$600,000 Pittsburgh Downtown Conversion Program (PDCP) Loan was approved. This loan closed in late 2023. Today's request is to increase the \$600,000 loan by \$1,800,000 for a total loan amount of \$2,400,000.</p> <p>Under this new loan agreement, there are 15 total residential units, 8 will be affordable for the next 20 years.</p> <p>The terms of this \$2,400,000 loan will be 50% forgivable at a rate of 1/20<sup>th</sup> per year and 50% due 20 years after construction completion.</p>
<b>Authority Financing for Review:</b>	\$1,800,000 PDCP Loan increase sourced with Pennsylvania American Rescue Plan Act (ARPA) funding.
<b>Collateral:</b>	Recorded Open-End Mortgage and Security Agreement and Declaration of Restrictive Covenants requiring that four units remain affordable for tenants with incomes at or below 80% of AMI and four units remains affordable for tenants with incomes at or below 50% of AMI for 20 years.
<b>Required Approvals:</b>	URA Board of Directors

<b>Program Sources:</b>	ARPA
<b>MWBE:</b>	Narrative Approved
<b>Commitment Expiration Date:</b>	August 30, 2024
<b>Sources of Funds</b>	
NexTier Senior Construction Loan	\$5,250,000
Equity-Hullett Properties LLC	\$3,573,500
Historic Tax Credits/New Market Tax Credits	\$2,610,000
URA Pittsburgh Downtown Conversion Program	\$2,400,000
Deferred Developer Fee	\$500,000
URA PDF Subordinate Construction Loan	\$500,000
Unused Contingency	\$225,897
Enterprise Zone Tax Credit	\$225,000
PDP Paris to Pittsburgh Façade Grant	\$90,000
<b>Total Project Financing</b>	<b>\$15,374,397</b>
<b>Uses of Funds</b>	
Hard Construction Costs	\$10,275,897
Acquisition	\$1,800,000
Construction & Permanent Financing Fees and Holding Costs	\$1,131,500
Total Reserves and Developer Fee	\$818,000
Syndication Fees & Expenses	\$674,500
Architecture, Engineering, Legal, and Environmental Costs	\$637,500
Furnishings, Rent-Up, Utility Fees	\$37,000
<b>Total Project Costs</b>	<b>\$15,374,397</b>

Hullett Properties Limited Liability Corporation, owner of Hullett Development Triangle Limited Partnership, has a mailing address of 3945 Forbes Avenue, Pittsburgh, PA 15213.

Principal Name: Brett Walsh and Breanna Tyson.

Upon a motion to approve by Mr. Lavelle seconded by, Ms. Connelly and unanimously carried, the following resolution was adopted:

**RESOLUTION NO. 63 (2024)**

RESOLVED: That an amendment of the Loan Agreement with Hullett Development Triangle LP, for an increase of up to \$1,800,000, for the construction of the Triangle Building located at 926 Liberty Avenue, for a total Loan Agreement amount not to exceed \$2,400,000 is hereby approved, and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

5. BC First and Market LLC – First and Market

- a. Authorization to enter into a Pittsburgh Downtown Conversion Program (PDCP) loan in an amount of up to \$3,075,000, with BC First and Market LLC, or a related entity, for the renovation of the First and Market Building at 100 First Avenue.
- b. Authorization to enter into a Rental Gap Program loan in an amount of up to \$1,000,000 with BC First and Market LLC, or a related entity, for the renovation of the First and Market Building at 100 First Avenue.

- c. Authorization for the Official Action to Register the Intent to Issue Multifamily Financing Bonds for the First and Market redevelopment bond issuance in an amount of up to \$20,000,000.

Ms. Nemani-Stanger requested Board approval of the above items. Ben Peyton Manager of Residential Lending Residential & Consumer Lending Department presented.

<b>Borrower/Developer</b>	BC First and Market LLC or a related entity
<b>Project Location:</b>	100 First Avenue, Pittsburgh PA 15222
<b>Neighborhood:</b>	Central Business District
<b>Council District:</b>	6
<b>Description:</b>	<p>The First and Market project is the acquisition/rehab of 100 First Avenue in the Central Business District in Pittsburgh. The building is an 11-story multi-tenant office building that will be fully vacant at the time of closing. First and Market will result in bringing 93 one-bedroom new senior affordable housing units online. The property will be 100 percent Section 8 Project Based Voucher supported.</p> <p>The building will be high performance and all electric, designed to the highest green standards and eligible for the maximum energy tax credit amounts. The developer anticipates achieving the maximum score under PHFA criteria for green buildings, meaning the building will be certified as LEED Silver, Enterprise Green or National Green Building Silver and certified as Zero Energy Ready or Passive Housing.</p> <p>In addition to the 93 one-bedroom units, the development will include a 1,000 square foot community room, on-site management suite, laundry facility, exercise room and provide supportive services to residents through Beacon Residential Management’s Resident Services program. Through the Resident Services program, tenants will be connected to external resources that assist with food insecurity, health, financial wellness, and other critical areas of care.</p> <p>This motion is to approve a \$3,075,000 Pittsburgh Downtown Conversion Program loan, a \$1,000,000 Rental Gap Program Loan, and to register the intent that the URA will issue \$20,000,000 in tax exempt multifamily debt through a bond issuance to finance a portion of the redevelopment. The developer applied for 4% Low Income Housing Tax Credits through PHFA and has agreed to use the URA as the bond issuer in the deal.</p> <p>The borrower is BC First and Market LLC, a single-purpose entity formed to own and operate the project.</p> <p>A Beacon-affiliated entity currently holds a signed Purchase and Sale Agreement with the owner to purchase the site in fee for a price of \$3,648,750. The building and land transaction will close prior to construction. We anticipate the project receiving the 4% LIHTC award in the second or third quarter of 2024. Construction would start in October 2024 and will be complete in April 2026.</p>
<b>Authority Financing for Review:</b>	\$3,075,000 PDCP loan – American Rescue Plan Act (ARPA) funded \$1,000,000 Rental Gap Program Loan – 2022 CDBG Funded
<b>Collateral:</b>	Recorded Open-End Mortgage and Security Agreement and Declaration of Restrictive Covenants
<b>Required Approvals:</b>	URA Real Estate Loan Review Committee and URA Board of Directors

<b>Program Sources:</b>	ARPA Funding and Community Development Block Grant funding.	
<b>MWBE:</b>	Narrative Approved	
<b>Commitment Expiration Date:</b>	December 31, 2024	
<b>Sources of Funds</b>		
Equity Investor-PNC		\$16,867,620
First Mortgage-CRBT		\$13,098,506
HACP Gap Financing		\$3,800,000
URA Pittsburgh Downtown Conversion Program		\$3,075,000
URA Rental Gap Program		\$1,000,000
Deferred Developer Fee		\$503,499
45L Tax Credits		\$432,450
<b>Total Project Financing</b>		<b>\$38,777,075</b>
<b>Uses of Funds</b>		
Hard Costs		\$25,419,900
Fees		\$4,332,846
Acquisition		\$3,842,500
Reserves/Developer Fee		\$3,641,360
Construction/Permanent Financing Costs		\$1,540,466
<b>Total Project Costs</b>		<b>\$38,777,075</b>

BC First and Market, owner has a mailing address of 30 North 41<sup>st</sup> Street, Suite 450, Philadelphia, PA, 19104. Its Managing Member is First and Market MM LLC and it is wholly owned by Beacon Communities Corporation.

Principal Name: Dara Kovel, Chief Executive Officer

Upon a motion to approve by Mr. Lavelle seconded by, Ms. Connelly and unanimously carried, the following resolutions were adopted:

**RESOLUTION NO. 64 (2024)**

RESOLVED: That a loan with BC First and Market LLC or a related entity, for the renovation of the First and Market Building at 100 First Avenue, of the City of Pittsburgh, in an amount not to exceed \$3,075,000, payable from the Pittsburgh Downtown Conversion Program, is hereby approved, and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a loan agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

**RESOLUTION NO. 65 (2024)**

RESOLVED: That a loan with BC First and Market LLC or a related entity, for the renovation of the First and Market Building at 100 First Avenue, of the City of Pittsburgh, in an amount not to exceed \$1,000,000, payable from the Housing Opportunity Fund Rental Gap Program, is hereby approved, and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a loan agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

**RESOLUTION NO.66 of 2024**

**Resolution Making Certain Determinations with Respect to the Financing of the First and Market Apartments Project and Declaring the Official Intent to Reimburse Certain Expenditures from Proceeds of Indebtedness and Authorizing Other Related Actions**

WHEREAS, the Urban Redevelopment Authority of Pittsburgh ("Authority") is a duly formed redevelopment authority of the Commonwealth of Pennsylvania, and is vested with the responsibilities set forth in the Pennsylvania Redevelopment Law, 35 P.S. §§1701, *et. seq.* (the "Act"), which includes providing affordable housing within its area of operation; and

WHEREAS, pursuant to §1713 of the Act, the Authority is authorized to issue revenue bonds for the purpose of financing the acquisition, construction and/or rehabilitation of multi-family rental housing facilities; and

WHEREAS, the Authority has determined to finance certain capital expenditures to be located at 100 First Avenue in the City of Pittsburgh, Pennsylvania relating to the acquisition and rehabilitation of a low or mixed-income rental housing development to contain approximately 93 apartment units known as First and Market (the "Project"); and

WHEREAS, the Developer, Beacon Communities Services LLC, is applying for an allocation of 4% Low-Income Housing Tax Credits from the Pennsylvania Housing Finance Agency ("PHFA") to finance a portion of the Project; and

WHEREAS, a portion of the costs of the Project may be financed by the issuance of tax-exempt bonds or notes of the Authority (the "Bonds") issued in accordance with Section 142(d) of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, Treas. Reg. § 1.150-2 requires that the Authority declare its reasonable official intent to reimburse prior eligible expenditures related to the Project with proceeds of a subsequent borrowing.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Urban Redevelopment Authority of Pittsburgh:

**Section 1.** The Authority hereby finds and determines that the foregoing recitals are true and correct, and are incorporated herein by reference; and

**Section 2.** The Authority hereby declares its official intent to issue, at one time or from time to time, the Bonds in an aggregate principal amount, not to exceed \$20,000,000.

**Section 3.** Pending issuance of the Bonds, the Authority may finance the Project with other funds which will be reimbursed with the proceeds of the Bonds, provided that (i) the Bonds shall not be used to reimburse any expenditure paid more than 60 days prior to the present date; (ii) the Bonds shall not be issued more than 18 months after the later of (a) the date of the first expenditure to be reimbursed with the proceeds of the Bonds or (b) the date the Project is placed in service; and (iii) in no event may the Bonds be issued more than three years after the date of the first expenditure to be reimbursed with the proceeds of the Bonds; and provided further that the limitations of this Section 3 shall not apply to qualified "preliminary expenditures" as permitted by Treas. Reg. § 1.150-2(f).

**Section 4.** Issuance of the Bonds shall be subject to documentation acceptable to the proper officers of the Authority.

**Section 5.** It is intended that this Resolution shall constitute “declaration of official intent” within the meaning of Treas. Reg. § 1.150-2 for purposes of Treas. Reg. § 1.142-4, each as applicable under Section 103 of the Code.

**Section 6.** All prior acts of the officers, agents and employees of the Authority which are in conformity with the purposes and the intent of this Resolution, and in furtherance of the Project, shall be and the same hereby are, in all respects, ratified, approved and confirmed.

**Section 7.** All other resolutions of the Authority, or parts of resolutions, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

**Section 8.** This Resolution shall take effect immediately upon its adoption.

6. East Liberty Development Inc. - 5634 and 5636 Rural Street

- a. Authorization to enter into a For-Sale Development Program (FSDP) Grant Agreement in an amount of up to \$70,000, with East Liberty Development Inc. or a related entity, for the rehabilitation of 5634 Rural Street.
- b. Authorization to enter into a For-Sale Development Program (FSDP) Grant Agreement in an amount of up to \$100,000, with East Liberty Development Inc. Or related entity, for the rehabilitation of 5636 Rural Street.

Ms. Nemani-Stanger requested Board approval of the above items. Niklas Persson, Lending Analyst of Residential Lending Residential & Consumer Lending Department presented.

<b>Borrower/Developer</b>	East Liberty Development, Inc.
<b>Project Location:</b>	5634 and 5636 Rural Street
<b>Neighborhood:</b>	East Liberty
<b>Council District:</b>	9
<b>Description:</b>	<p>The local non-profit developer, East Liberty Development, Inc. (ELDI), has recently acquired two properties located at 5634 and 5636 Rural Street in East Liberty. Both are two-bedroom, single-family houses, and are in poor condition.</p> <p>In their goal to increase the supply of quality, affordable housing in the neighborhood, ELDI plans to rehabilitate both of these properties, making improvements to the roof, sidings, windows, doors, outdoor landscaping, as well as full new replacements to the HVAC, electrical, and plumbing systems. ELDI will treat these as two separate projects with separate development budgets. The total development cost (TDC) for 5634 Rural Street is \$279,411, and for 5636 Rural Street it is \$381,066. To cover these costs, ELDI has secured a loan from the Neighborhood Community Development Fund as well as a PHARE Grant from the Pennsylvania Housing Finance Agency (PHFA). To cover the remainder of their financial gap, they have requested from the URA two For-Sale Development Program (FSDP) Grants.</p> <p>Contingent upon the Board approving these two Grants, ELDI anticipates a financial closing before the end of the 2<sup>nd</sup> quarter in 2024. Construction is to begin immediately after, with all renovations completed by December 2024.</p> <p>Once the renovations are completed, ELDI will then sell these two properties to households whose incomes are less than 80% of Area Median Income (AMI). 5634 Rural Street will have a Sales Price of \$200,000, and 5636 Rural Street will have a Sales Price</p>



	of \$180,000. To make the sales price more affordable to low-income households, ELDI will help potential homebuyers apply for a second deferred mortgage through the URA's OwnPGH program.
<b>Authority Financing for Review:</b>	\$70,000 FSDP Grant sourced with Community Development Block Grant (CDBG) funding.  \$100,000 FSDP Grant sourced with CDBG funding.
<b>Collateral:</b>	Declaration of Restrictive Covenants requiring that both properties remain affordable for households with incomes at or below 80% of AMI for 20 years.
<b>Required Approvals:</b>	Urban Redevelopment Authority of Pittsburgh Board of Directors
<b>Program Sources:</b>	CDBG
<b>MWBE:</b>	Narrative Approved
<b>Commitment Expiration Date:</b>	October 31, 2024
<b>Sources of Funds – 5634 Rural Street</b>	
Neighborhood Community Development Fund (NCDF) construction/permanent loan	\$180,000.00
URA For-Sale Development Program (FSDP) Grant – Pending	\$70,000.00
Transactions Fee	\$20,000.00
Pennsylvania Housing Finance Agency (PHFA) PHARE Grant	\$9,411.00
<b>Total Project Financing</b>	<b>\$279,411.00</b>
<b>Uses of Funds – 5634 Rural Street</b>	
Hard Costs	\$182,059.00
Developer Fee	\$26,000.00
Transaction Fees	\$20,000.00
Construction & Permanent Loan Financing Charges	\$18,751.00
Legal Fees	\$14,500.00
Miscellaneous Development Expenses	\$9,500.00
Architectural Fee	\$3,500.00
Acquisition	\$2,701.00
URA Fees (Origination, Legal, and Inspection)	\$2,400.00
<b>Total Project Costs</b>	<b>\$279,411.00</b>
<b>Sources of Funds – 5636 Rural Street</b>	
Neighborhood Community Development Fund (NCDF) construction/permanent loan	\$162,000.00
Pennsylvania Housing Finance Agency (PHFA) PHARE Grant	\$101,066.00
URA For-Sale Development Program (FSDP) Grant – Pending	\$100,000.00
Transactions Fee	\$18,000.00
<b>Total Project Financing</b>	<b>\$381,066.00</b>
<b>Uses of Funds – 5636 Rural Street</b>	
Hard Costs	\$193,632.00
Acquisition	\$71,633.00
Construction & Permanent Loan Financing Charges	\$47,441.00
Developer Fee	\$26,000.00
Transaction Fees	\$18,000.00
Miscellaneous Development Expenses	\$17,860.00
Architectural Fee	\$3,500.00
URA Fees (Origination, Legal, and Inspection)	\$3,000.00
<b>Total Project Costs</b>	<b>\$381,066.00</b>

East Liberty Development, Inc. has a mailing address of 211 N. Whitfield Street, Suite 204, Pittsburgh, PA 15206.



Principal Name: Maelene Myers, Executive Director

Upon a motion to approve by Mr. Lavelle seconded by, Ms. Powell and unanimously carried, the following resolutions were adopted:

**RESOLUTION NO. 67 (2024)**

RESOLVED: That a grant with East Liberty Development Inc. or a related entity, for the rehabilitation of 5634 Rural Street, of the City of Pittsburgh, in an amount not to exceed \$70,000, payable from the Housing Opportunity Fund For-Sale Development Program, is hereby approved, and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a grant agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

**RESOLUTION NO. 68 (2024)**

RESOLVED: That a grant with East Liberty Development Inc. or a related entity, for the rehabilitation of 5634 Rural Street, of the City of Pittsburgh, in an amount not to exceed \$100,000, payable from the Housing Opportunity Fund For-Sale Development Program, is hereby approved, and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a grant agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

7. Small Landlord Fund Guidelines Amendments

- a. Authorization to approve amended guidelines for the Small Landlord Fund to change the financing mechanism from an amortizing loan to a deferred, forgivable loan.

Ms. Nemani-Stanger requested Board approval of the above item.

Derek Rendall-Morris, Manager of Consumer Lending of Residential Lending Residential & Consumer Lending Department presented that the Small Landlord Fund (SLF) is a loan program that is intended to help fund the preservation of existing affordable rental housing and/or the conversion of market/vacant housing to affordable housing in the City of Pittsburgh by providing construction financing for property improvements to landlords owning no more than 1 to 10 rental units. In exchange for this assistance, the landlord agrees to rent their units to tenants at 80% AMI for 10-15 years. The SLF is designed to increase the supply of decent affordable housing, eliminate health, safety, and property maintenance deficiencies, and ensure compliance with applicable City building codes and standards. All properties using the SLF financing for improvements to their rental units are required to rent those units to households that are at or below 80% of the area median income (AMI), and they are encouraged to accept Housing Choice Vouchers. Should a Borrower choose not to accept Housing Choice Vouchers, their units will be subject to a predetermined schedule of maximum rent limits during the term of the loan to prevent the displacement of existing residents.

Under the current guidelines, SLF provides a loan of \$20,000 per unit funding with a maximum loan of \$100,000 per project. The loan amortizes monthly and has a 0% interest rate. SLF opened in 2021 with

limited success and has not experienced the utilization URA staff had hoped for, with only 17 applications received to date and 10 projects closing on financing. To improve the program, URA staff initiated a stakeholder engagement process with the Housing Opportunity Fund Advisory Board and local landlords to troubleshoot the details of the program and get an understanding from smaller landlords as to what would make the program more functional and useable. It was determined that debt that amortizes monthly can be a burden on the cash flow when the rents are restricted for affordable renters, making monthly minimum payments difficult to maintain.

Our stakeholder engagement has helped us determine that changing the SLF program's funding mechanism to a deferred loan, that is to be forgiven at the end of the term, would make it feasible for more landlords to take advantage of the program. The Housing Opportunity Fund Advisory Board voted in favor of evaluating change and soliciting feedback at the February advisory board meeting.

Upon a motion to approve by Mr. Lavelle seconded by, Ms. Connelly and unanimously carried, the following resolutions were adopted:

#### **RESOLUTION NO. 69 (2024)**

**RESOLVED:** That the Small Landlord Fund Guidelines are hereby amended to change the financing mechanism from an amortizing loan to a deferred forgivable loan.

#### 8. Presentation of Homeowners Assistance Program (HAP) Guideline Amendments

- a. Presentation of proposed amendments to the Homeowners Assistance Program guidelines to clarify what documentation the URA will require and retain for each client, how each client may utilize the program funding to renovate their home, and how often a resident can re-apply for assistance through the program.

Melinda Ward, Senior Consumer Lending Program Coordinator, Residential & Consumer Lending Unit presented that the Homeowner Assistance Program (HAP) is a program that provides financial assistance to eligible homeowners for rehabilitating and improving their homes. The HAP program provides each homeowner with up to \$35,000 of assistance in the form of a \$5,000 grant and an up to \$30,000 deferred, 0% interest, forgivable loan. Funding provided through the program must be used to bring homes into compliance with City of Pittsburgh codes, undertake energy efficiency improvements, and to make eligible general property improvements to enhance the household's overall quality of life.

Eligible applicants must have a total household income at or below 80% of the Area Median Income and they must own and reside at the property that is to be improved. Applicants must also prove that they have a current homeowners' insurance policy for the property and that they do not owe any real estate taxes to the City, School District or County.

A series of updates to the HAP program guidelines are necessary in order to ensure that potential applicants understand what participation in the program will require of them and what documentation the URA will retain related to their application and subsequent project. Specific guideline updates include (in bold):

- Applicants who have previously gone through the HAP Program **will not be eligible to re-apply until after 5 years have passed from the final inspection of their project. Applicants utilizing**

**the program for the second time will be required to utilize both the grant and loan portions of the program.**

- Applicants must not have any outstanding City, School or County real estate taxes **or the applicant must be on a payment plan for any taxes that are in arrears.**
- If a homeowner decides that they only want to utilize the \$5,000 grant, **that homeowner will be required to find their own contractor for their project, and they will be notified that the URA will not be able to warranty the work that is to be performed.**
- **HAP Project Documentation Requirements:**
  - **Proof of income (One month of paystubs, current tax return, and any other income documentation for the entire household)**
  - **Proof of ownership of home (screenshot from Allegheny County Real Estate portal)**
  - **Proof of taxes paid (City, School, and County real estate taxes)**
  - **Proof of homeowners insurance coverage**
  - **Property Report or estimate of value**
  - **Copies of all fully executed closing documents**
  - **Documentation of initial URA inspection, stage inspections, and final inspection**
  - **Scope of Work and URA approval**
  - **Signed scope of work: URA, homeowner & contractor**
  - **Photos of job progress**
  - **Invoice(s)**
  - **HAP Application**
  - **Contractor Registration Packet if homeowner selects their own contractor**
  - **URA 'Next Steps' Letter**
  - **URA Contractor Selection Letter**
  - **Contractor Rejection Letter if applicable**
  - **Homeowner Rejection of Contractor and Quitting Program Documentation if applicable**
  - **Homeowner Orientation Checklist**

More information about the HAP program can be found on the URA website:

<https://www.ura.org/pages/homeowner-assistance-program>

## 9. Presentation of Neighborhood Investment Fund (NIF) Guideline Amendments

- a. Presentation for May 2024 approval of NIF Guideline amendments.

### **Authorization Details**

The Neighborhood Initiatives Fund Program (NIF or the Program), administered by the URA's Business District Services Unit, is designed to help to advance projects in Pittsburgh neighborhoods that enhance the physical and visual elements of the corridor, and are aimed at improving the quality of life for both businesses and residents.

The program is entering its sixth year. Since the inception of this program the URA has disbursed \$1,649,473.12 with an additional \$1,508,147.33 committed to existing projects.

The changes to guidelines are in response to feedback from applicants and past awardees. These changes include the following:

1. Raising the grant ceiling to \$150,000 (up from \$100,000);
2. Raising the matching requirement floor to \$50,000 (up from \$30,001);
3. Refocusing the eligible uses of funds to vacant property activation, facade or other exterior building improvements, public realm improvements, and public art; and
4. Reworking the application process to build stronger relationships with applicants and partners
  - Interested parties will submit a letter of interest and staff will conduct site visits and facilitate a meeting before inviting an interested party to apply for the grant.
  - Creating a rolling application deadline.

Original guidelines were approved by Resolution 193 (2019); amended by Res. 122 & 123 (2020); amended by Res. 167 (2021); and amended by Res. 152 (2023).

**Funding sources:**

PAYGO

**Principal:**

Jamie Piotrowski, URA

**CONSENT AGENDA**

The Members reviewed the items on the Consent Agenda upon motion made by Mr. Lavelle, seconded by Ms. Powell, and unanimously carried; the following resolutions were adopted:

1. Authorization to appoint Chris Eberlein to the Board of the Pittsburgh Housing Development Corporation for a three-year term.

**RESOLUTION NO. 70 (2024)**

RESOLVED: That appointment of Chris Eberlein to the Board of the Pittsburgh Housing Development Corporation for a three-year term is hereby approved.

2. Authorization to amend the March 2021 Cooperation Agreement for Services and Facilities with the Pittsburgh Land Bank (PLB) to, without limitation, reflect current staffing and revise the administrative fee.

**RESOLUTION NO. 71 (2024)**

RESOLVED: That an amendment of the Cooperation Agreement with the Pittsburgh Land Bank, to, without limitation, reflect current staffing and revise the administrative fee is hereby approved, and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

3. Authorization to enter into a 12-month interim agreement with Oxford Development Company to provide property management services for 412 Boulevard of the Allies at a cost not to exceed \$350,000, subject to approval by the Joint Management Committee (JMC) of the Pittsburgh Government Center Association (PGC), the condominium association formed between the URA, Housing Authority of Pittsburgh (HACP), and the City of Pittsburgh as co-owners of the building, to be paid with PGC funds, subject to JMC approval, and to enter into any necessary agreements with HACP and the City to secure payment/repayment of building management costs.

**RESOLUTION NO. 72 (2024)**

RESOLVED: That an agreement with Oxford Development Company for a 12-month interim, for property management services for 412 Boulevard of the Allies in an amount up to \$350,000, payable from Pittsburgh Government Center Association (PGC) funds is hereby approved, and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority is authorized to execute an agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto. Contingent on the Joint Management Committee (JMC) of the Pittsburgh Government Center Association (PGC), the condominium association formed between the URA, the Housing Authority of the City of Pittsburgh (HACP), and the City of Pittsburgh approval.

**RESOLUTION NO. 73 (2024)**

RESOLVED: That an agreement(s) with the City of Pittsburgh and the Housing Authority of the City of Pittsburgh to secure payments and repayments of building management costs for 412 Boulevard of the Allies is hereby approved. and the Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, on behalf of the Authority is authorized to execute an agreement(s) therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

4. Authorization to amend Resolution 392 (2023) to remove the reference to the Housing Preservation Program. This resolution is to consolidate the four existing notes on the six-unit Pacelli House, located at 3259 Dawson Street in the Oakland neighborhood of Pittsburgh, Ward 4, that total \$161,573.81, in an amount not to exceed \$200,000.

**RESOLUTION NO. 74 (2024)**

RESOLVED: That Resolution No. 392 (2023) is hereby amended, to remove the reference to the Housing Preservation Program.

5. Transfer proposal, form of contract, and authorization to execute a deed to Pittsburgh Housing Development Corporation for the sale of Block 124-N, Lot 53, in the 12th Ward (134 Mayflower Street), for \$500 plus costs.

**RESOLUTION NO. 75 (2024)**

RESOLVED: That the transfer of Block 124-N, Lot 53, in the 12th Ward (134 Mayflower Street), in the 12<sup>th</sup> Ward of the City of Pittsburgh to Pittsburgh Housing Development Corporation for \$500 plus costs and the assignment of a Disposition Contract and Redevelopment Proposal to Pittsburgh Housing Development Corporation, is hereby approved. The Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, are hereby authorized on behalf of the Authority to execute a deed and related documents in order to effectuate said transfer, and the Secretary or Assistant Secretary is hereby authorized to attest the same and to affix the seal of the Authority thereto.

6. Transfer proposal, form of contract, and authorization to execute a deed to the Pittsburgh Land Bank for the sale of Block 174-B, Lots 111 and 171, in the 13th Ward (northeast corner of North Homewood Avenue and Mount Vernon Street), for \$500 per parcel plus costs.

**RESOLUTION NO. 76 (2024)**

RESOLVED: That the transfer of Block 174-B, Lots 111 and 171, in the 13th Ward (northeast corner of North Homewood Avenue and Mount Vernon Street), in the 12<sup>th</sup> Ward of the City of Pittsburgh to the Pittsburgh Land Bank for \$500 per parcel plus costs and the assignment of a Disposition Contract and Redevelopment Proposal to the Pittsburgh Land Bank, is hereby approved. The Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, are hereby authorized on behalf of the Authority to execute a deed and related documents in order to effectuate said transfer, and the Secretary or Assistant Secretary is hereby authorized to attest the same and to affix the seal of the Authority thereto.

7. Transfer proposal, form of contract, and authorization to execute a deed to The Pittsburgh Land Bank for the sale of Block 50-G, Lot 76 in the 10th Ward (Rosetta Street), for \$500 plus costs.

**RESOLUTION NO. 77 (2024)**

RESOLVED: That the transfer of Block 50-G, Lot 76 in the 10th Ward (Rosetta Street) in the 10<sup>th</sup> Ward of the City of Pittsburgh to the Pittsburgh Land Bank, for \$500, plus costs and the assignment of a Disposition Contract and Redevelopment Proposal to the Pittsburgh Land Bank, is hereby approved. The Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, are hereby authorized on behalf of the Authority to execute a deed and related documents in order to effectuate said transfer, and the Secretary or Assistant Secretary is hereby authorized to attest the same and to affix the seal of the Authority thereto.

8. Authorization to amend Resolution 61 (2024), which authorized the sale of Block 14-A, Lot 247, in the 18<sup>th</sup> Ward, to Arielle Emi Cepeda and Colin T. Dawson, as a rear yard for their residence, to include Ms. Dawson’s married name of Arielle Emi Dawson.

**RESOLUTION NO. 78 (2024)**

RESOLVED: That Resolution No. 61 (2024) is hereby amended, to include Ms. Dawson’s married name of Arielle Emi Dawson

9. Certificate of Completion for The Pittsburgh Land Bank for Block 174-B, Lots 111 and 171, in the 13th Ward (northeast corner of North Homewood Avenue and Mount Vernon Street – Habitat for Humanity – two future affordable single-family residences).

**RESOLUTION NO. 79 (2024)**

RESOLVED: That issuance of a Certificate of Completion to The Pittsburgh Land Bank, for Block 174-B, Lots 111 and 171, in the 13th Ward and return of the Good Faith Deposit (northeast corner of North Homewood Avenue and Mount Vernon Street – Habitat for Humanity – two future affordable single-family residences) are hereby approved. The Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, is hereby authorized to execute said Certificate of Completion and return of Good Faith Deposit, and the Secretary or the Assistant Secretary is hereby authorized to attest the same and affix the seal of the Authority thereto.

10. Certificate of Completion for The Pittsburgh Land Bank for Block 50-G, Lot 76, in the 10th Ward (Rosetta Street – Abigail and Alex Kallam – future single-family residence for owner-occupancy).

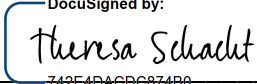
**RESOLUTION NO. 80 (2024)**

RESOLVED: That issuance of a Certificate of Completion to The Pittsburgh Land Bank, for Block 50-G, Lot 76, in the 10th Ward and return of the Good Faith Deposit (Rosetta Street – Abigail and Alex Kallam – future single-family residence for owner-occupancy) are hereby approved. The Executive Director, Chief Operating Officer, Chief Development Officer, Senior Legal Counsel, and/or Chief Financial Officer, is hereby authorized to execute said Certificate of Completion and return of Good Faith Deposit, and the Secretary or the Assistant Secretary is hereby authorized to attest the same and affix the seal of the Authority thereto.

**Disclosure Agenda.**

1. The URA is collaborating with the City’s Archivist to preserve significant URA documents and photographs, with the aim of sharing them with the public via the City’s archives website. This effort will be ongoing over the next couple of years.
2. The URA will be reviewing out-of-date files and eliminating those that no longer need to be retained for legal or historical purposes. This effort will be ongoing for the next three years.

There being no further actions to come before the Members, the Meeting was adjourned.

DocuSigned by:  
  
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Board Secretary



Name:	Email:	Commenting on:	Comment Type:	Comment:
Stephanie Pashman	Allegheny Conference	Downtown	In-Person	
Reverend Lisa Richbourg	<a href="mailto:revisarr@gmail.com">revisarr@gmail.com</a>	Lower Hill LERTA Funds	In-Person	
Carmen Pace	<a href="mailto:mpace913@gmail.com">mpace913@gmail.com</a>	Lower Hill LERTA Funds	Via Zoom	
Carol Hardeman	<a href="mailto:hardeman@hdcg.org">hardeman@hdcg.org</a>	Community Development	Via Zoom	
Reginald Cox	<a href="mailto:Rcox@pghgateways.org">Rcox@pghgateways.org</a>	Lower Hill LERTA Funds	Via Zoom	
Antoine Bailey	<a href="mailto:abailey1028@gmail.com">abailey1028@gmail.com</a>	Lower Hill LERTA Funds	Written	Why isn't the community receiving any of these funds
				I would like to express concerns with the current LERTA Advisory Board. With expired terms, a lack of representation from all registered Hill District RCOs, and frequent absenteeism among current members, the board isn't effectively serving our community. It appears that the advisory board mirrors the membership of the Growth Fund, which didn't benefit the broader community but mainly enriched its own members. It is also concerning that progress on disbursing funds has been slow, echoing past challenges with the Growth Fund. I respectfully urge the inclusion of new members to replace those with expired terms and the representation of all registered Hill District RCOs. Additionally, I believe it's crucial to involve representatives from other community stakeholders to ensure fair and transparent allocation of LERTA funds. The hope would be to work together to ensure these funds are used effectively for the benefit of the entire Hill District community.
Jann Council	<a href="mailto:jcouncil529@gmail.com">jcouncil529@gmail.com</a>	Lower Hill LERTA Funds	Written	
				I would like express my concerns regarding the members on the advisory board that are not including all residents of the Hill District and Hill District RCO's. There have been no public meetings regarding the allocation of the LERTA funds. I would also like to see how we can go about adding new members/representatives to the advisory board so that all Hill Districts residents and small businesses have a voice in the decision making of how the LERTA funds are disputed.
Lisa Wallace	<a href="mailto:lialarae.lw@gmail.com">lialarae.lw@gmail.com</a>	Lower Hill LERTA Funds	Written	
				We would like to discuss the Disbursement of the LERTA funds and the members on the advisory committee. There have been no public meetings regarding the allocation of the funds and residents and small businesses have not had any input on who should receive these funds. Also the Hill District RCO's have not been included in the meetings or decisions being made.
Jeffrey Crawford	<a href="mailto:jcrawford754@comcast.net">jcrawford754@comcast.net</a>	Lower Hill LERTA Funds	Written	
				The Hill District Collaborative wish to express our concerns regarding the current composition and functionality of the LERTA Advisory Board. We bring attention to the lack of representation of all registered Hill District RCOs, and the issue of absenteeism among current advisory board members. As it stands, the current advisory board does not adequately represent the diverse interests and perspectives of the Hill District community. Furthermore, we note that the advisory board was derived from the same members as the Growth Fund, which unfortunately did not have a widespread impact on the community. Instead, it predominantly benefited the advisory board members as the primary recipients of funds. Additionally, we observe a significant stall in the progress of disbursement of funds through the Growth Fund. Given these concerns, it is imperative that we take proactive measures to ensure that the LERTA funds are allocated equitably and effectively to benefit the entire community. Therefore, we respectfully request the inclusion of new board members to replace those whose terms will be expiring. We also urge the representation of all registered Hill District RCOs on the advisory board to ensure comprehensive community involvement. Moreover, we advocate for the inclusion of representatives from other organizations, businesses, and residents who have a stake in the development and growth of the Hill District. We seek transparency, accountability, and meaningful community engagement in the allocation and utilization of these resources. We appreciate your attention to these matters and look forward to collaborating with you to address these concerns and foster positive outcomes for the Hill District community.
Tonya Ford	<a href="mailto:tford0228@yahoo.com">tford0228@yahoo.com</a>	Lower Hill LERTA Funds	Written	

Kim Montgomery	<a href="mailto:montgo1@verizon.net">montgo1@verizon.net</a>	Lower Hill LERTA Funds	Written	I am a life long resident of the Hill District and would like to see the entire community benefit from the Lerta fund. To ensure transparency and fair use of the funds. I would like for the URA to take the appropriate action to ensure PUBLIC dollars are allocated properly. We need to see different people at the table helping to make these decisions. We do not agree with the same organizations and businesses representing our community. Let's make sure all residents are kept informed and heard. It's time for change and for the URA to support all RCOs and make sure they ya seat at the table so the ENTIRE community is represented. No one organization can do it all and we are grateful for the people who volunteer their time to make sure we stay informed.
Tiffany Kinney	<a href="mailto:ttkinney@yahoo.com">ttkinney@yahoo.com</a>	Lower Hill LERTA Funds	Written	I learned at a meeting that the Hill District Cliques make up the LERTA Advisory Board. During this meeting, I also learned that the LERTA Advisory Board is responsible for organizing meetings to inform the community about the funds' status. As a homeowner in the Hill District, I have never received an invitation to a LERTA Advisory Board community meeting regarding fund updates. Given the current distribution rate of the funds, my grandchildren may qualify to apply. It is necessary to change the LERTA Advisory Board membership!! The board should represent every Hill District ROC, business owner, and homeowner! Hill District residents demand change!
Nicole Kinney	<a href="mailto:hotoldlady89@yahoo.com">hotoldlady89@yahoo.com</a>	Lower Hill LERTA Funds	Written	Please help us save our homes! Get that money out and change the advisory board!
Jim Rochelin	<a href="mailto:jrochelin@gmail.com">jrochelin@gmail.com</a>	Lower Hill LERTA Funds	Written	I am writing as someone deeply invested in the Hill District community, with increasing concern about the effectiveness of the LERTA Advisory Board. It's clear that without tangible progress and evidence of impact, our neighborhood continues to suffer. Expired terms, lack of representation from Hill District RCOs, and frequent absenteeism are symptomatic of a system failing to address our community's needs. The lack of significant impact from the Growth Fund, coupled with slow fund disbursement, underscores the urgency for change. We urgently need new board members to inject fresh perspectives and ensure genuine representation. Evidence of impact must guide decisions, and progress must be tangible and equitable. Our community cannot afford to wait any longer. Action is needed now to ensure the LERTA Advisory Board serves the Hill District effectively. Thank you for your attention to this pressing matter.
Dr. Bonnie Young	<a href="mailto:younglaing@aol.com">younglaing@aol.com</a>	Lower Hill LERTA Funds	Written	Multiple internal community efforts have been undertaken to open the fund process and to create increase transparency to no avail. Hill residents must have the support of public officials such as the URA board and Mayor to ensure that these funds flow to people and projects most in need. I request that the URA, the Mayor Office, The Pittsburgh School District and the County Executive hold a public meeting with residents of the Hill District neighborhood to hear concerns and offer a restructuring plan that ensures transparency, accountability and the ready availability of LERTA funds, again, to the people and businesses on the Hill that need these public dollars most. The LERTA fund board mirrors the same board that has control over the remaining \$1 million of the Casino fund. The Hill CDC has been the primary beneficiary of both the LERTA and the casino funds and has received roughly \$1.2 million. No report of financial account for the use of the more than \$280,000 the Hill CDC has received in public dollars through the LERTA fund (that was made possible by the advocacy of people throughout the Hill District). The Hill CDC. chairs the LERTA fund committee that has failed to allocate any meaningful amount of dollars over the past three years to any entity other than the Hill CDC. This reeks of self dealing and violates common standards to avoid conflicts of interest. I hope the URA will take action to fix current and future problems with access to this valuable resource.
Stephanie Benson	<a href="mailto:bensonsl0911@gmail.com">bensonsl0911@gmail.com</a>	Lower Hill LERTA Funds	Written	I'm a lifelong hill resident from Sugar Top! I'm requesting the URA board make necessary changes to the LERTA Advisory Committee to ensure that all voices are heard and represented on the committee. It's been a few years now, and changes need to be made to the committee to make sure these funds are distributed timely and fairly! We need the URA board to intervene!