

**April 6, 2023 Meeting of the Housing Opportunity Fund Advisory Board for the Urban  
Redevelopment Authority of Pittsburgh**

**A. Roll Call**

Present: **Morgan Overton, Tammy Thompson, Karen Garrett, Mark Masterson, Dr. Paul Spradley, Aster Teclay, Adrienne Walnoha, Kellie Ware, Esq.**

Not Present: **Derrick Tillman, Deirdra Washington, Lena Andrews, Dr. Jamil Bey, Jerome Jackson, Councilwoman Deb Gross, Marcus Reed, Alan Sisco,**

URA Staff Present: Natalie Lopez, Kristen Leuschen, Jahd Burns, Kyle Novak, Donna Freeman, Alicia Majors, Breanna Benjamin, Rae Ann Driscoll, Niklas Persson, Evan Miller, Susheela Nemani-Stanger, David DiBernardo, David Geiger, Victoria Jackson, Melinda ward, Aster Teclay, John Bonello, Evan Miller

Guest Presenters:

**B. Review and Acceptance of Minutes from March 2, 2023 Meeting Approved**

Motioned: Mark Masterson

Seconded: Karen Garrett

**C. HOF Advisory Board Member Changes**

Tammy Thompson- Homeowner Representative approved by City Council

**D. Public Comment**

Ix Pomaj-chakmam-yajalaji – Commented that they are chief of their nation and Grand council member of the Iroquois Confederacy of Aborigine of the Americas. Let it be known that they are still here that there is government agreement and enforceable treaties, regarding lands and resources and ensure that indigenous people are included.

Adrienne Walnoha commented in agreement.

Megan Hammond - Commented that April is Fair Housing month. Shedding a light on the racial segregation that catalyzed the Fair Housing Act of 1968, Megan stated her commitment to the diversity and inclusion in Pittsburgh. Megan hopes the Housing Opportunity Fund will continue to prioritize fair housing and equity continually.

**E. HOF 2024 Annual Allocation Plan Community Feedback Survey**

Survey and Community Event Plan- Jahd Burns *URA*

Jahd Burns- Has started to get the survey ready for the Annual Allocation Plan Community Feedback Survey first internally and then will roll out to others for data collection before officially launching. The goal is to have the survey open from May 1<sup>st</sup>- July 31<sup>st</sup>.

Survey Overview- John Bonello, *URA*

John Bonello- Data and Evaluation Specialist in the Strategic Data and Impact unit at the URA . The new survey will be similar to last year's survey, but some changes were made to increase the response rate and decision-making power. A program called Alchemer will be used. Surveys

will be anonymous. Example of questions: do you belong in the target population, renter or homeowner, ranking items, etc. Survey will ensure to be inclusive of protected groups and has been translated to Spanish. QR code and link will be provided.

#### **F. URA Administrative Updates**

Small Landlord Fund Update – Kyle Novak, *URA*

- Updating Small Landlord Fund loan from 3% interest rate to 0% interest to increase utilization and participation of the program.  
Kellie Ware- in favor

Legal Assistance Program Update- Evan Miller *URA*

- The staff will be releasing an ‘application for funding’ for LAP; one for service provider and the other is for a provider to serve as the coordinated entry point. This is meant for the 2023 Allocation plan in anticipation receiving funding in the second quarter and will be posted on the URA website on the proposals and bids section.

Administration Dollars Overview – Evan Miller, *URA*

- In 2022 there was 18.5 thousand hours billed to HOF by staff at the URA, they are keeping track of their project hours and billing different sources according to their projects.
- 2022 Admin Breakdown
  - ~18,500 hours billed to HOF by URA staff in 2022
    - Equivalent to ~10 full-time equivalent positions
    - Staff from Finance, Legal, Housing, Quality Controls & Inspections bill to HOF as work is undertaken
    - Other admin sources for personnel at the URA include CDBG, HOME, ARPA etc.
  - Factoring in wages, taxes and benefits, office costs – actual personnel costs are close to ~\$1.4M
  - Other HOF Admin expenses include ASL Interpretation, production of Annual Report, translation of program flyers, hiring consultants.
    - ~\$15K in 2022
  - There will be an audit completed of The Housing Opportunity Fund for 2022 in the next few months and the board will be updated.

#### **G. Advisory Board Administrative Updates**

HOF AB Meeting location will no longer be in Council Chambers

Kellie Ware- Stated that we have been notified there are two options to either be completely virtual or be in chambers in person and not have the meeting livestreamed for the public which would then limit feedback or public comment.

Adrienne Walnoha- Expressed the importance of broadcasting to the community.

Kellie Ware- Echoed the same concerns that it is would not be fair and equitable.

## Retreat Report Out

Kellie Ware provided a report out of the HOF AB Retreat.

## New Committees

- Community Outreach, Marketing, and Advocacy
- Programming and Innovation
- Diversity, Equity, and Inclusion
- Outline of Committee Development

## Board Nominations and Voting

Kellie Ware steps down from chair due to committee by laws of term duration limitations.

- Adrienne Walnoha- nominated for chair.
- Mark Masterson- motioned in support of Adrienne Walnoha as chair.
- Dr. Paul Spradley- second motioned in support of Adrienne Walnoha as chair.
- Mark Masterson- nominated Dr. Paul Spradley as Vice chair.
- Kellie Ware- Motioned in support of Dr Paul Spradley as vice chair.
- All were in favor.
- Board members thank Kellie Ware of exceptional leadership as chair.

**H. Programmatic Expenditures and Updates:** Regular Update by Jahd Burns. Presented data on the Small Landlord Fund, the Down Payment and Closing Cost Assistance Program, the Housing Stabilization Program, the Legal Assistance Program, the Homeowners Assistance Program, the Rental Gap Program, the For-Sale Development Program, and Demonstration Dollars.

- There have been incremental increases across the programs.
- There was a large increase in disbursements for the Homeowners Assistance Program which has helped to speed up the time for project completion and shorten backed up waitlist.
- Provided a new chart showing what the Demonstration Dollars have been used for.

## **I. Announcements**

The next HOF Advisory Board Meeting is Thursday, May 4, 2023, at 2:00 PM, held virtually and aired live on the City of Pittsburgh's YouTube Channel.

- Feedback to John Bonello and Jahd Burns on the survey for the fair.

## **J. Adjournment**

Motioned: Kellie Ware

Seconded: Dr. Paul Spradley