



Chicago Housing Authority

Board of Commissioners

Agenda

60 E Van Buren St
Chicago, IL 60605

Tuesday, July 29, 2025

8:30 AM

Albany Terrace Apartments
3030 W. 21st Place

Rescheduled Regular Meeting

- I. Roll Call
- II. Approval of Agenda
- III. Centering Thoughts - Commissioner Mildred Harris
- IV. Report from Interim Chief Executive Officer - Angela Hurlock
- V. Public Participation
- VI. Recess of Board Meeting
- VII. Committee Meetings
- VIII. Board Meeting Resumes - Roll Call
- IX. Presentation of Resolutions and Committee Report

Real Estate Operations Development Committee Report – James Matanky, Chairman

- 1 Authorization to list and sell a single vacant lot for housing development with the City of Chicago in the Douglas Community Area.
Presenter: Rishab Mehan, Deputy Chief Development
- 2 This Number not used.
- 3 Authorization to approve the FY2025 Admissions and Continued Occupancy Policy.
Presenter: Leonard Langston, Interim Chief Property Officer
- 4 Authorization to enter into an agreement for window and door security systems.
Presenter: Leonard Langston, Interim Chief Property Officer
- 9 Request to ratify an agreement for Professional Property Management Services.
Presenter: Leonard Langston, Interim Chief Property Officer

- 10** Authorization to award a contract for Property Management Services for Scattered Sites Region Four (SSR4).

Presenter: Leonard Langston, Interim Chief Property Officer

General Items

- 5** Authorization to award contract for information technology equipment modernization.

Presenter: Anna Chen, Chief Information Officer

- 6** Recommendation to adopt revised 2023 Employee Handbook to 2025 Employee Handbook.

Presenter: Dominick Maniscalco, Deputy Chief Human Resources

- 7** Recommendation to approve the amended and revised Board Bylaws of the Chicago Housing Authority.

Presenter: James Bebley, Interim Chief Operating Officer

X. Closed Meeting

XI. Open Session Resumes - Roll Call

XII. Approval of Minutes for the Closed and Regular Meetings

Approval of Minutes for the Special Board Meeting of May 21st and Closed and Regular Board Meeting of May 27, 2025.

XIII. Presentation of Matters from Closed Session

- 8** Approval of Personnel Actions.

Presenter: Dominick Maniscalco, Deputy Chief Human Resources

XIV. Adjournment



Board Letter

Agenda Date: July 29, 2025

Agenda #: 1

Authorization to list and sell a single vacant lot for housing development with the City of Chicago in the Douglas Community Area.

Development Address	Community Area	Target Population
314 East 29 th Street	Douglas	N/A

Presenter: Rishab Mehan, Deputy Chief Development

Recommendation

The Interim Chief Executive Officer (“CEO”) of the Chicago Housing Authority (“CHA”) recommends that the CHA Board of Commissioners (“Board”) authorize the interim CEO or her designee to: 1) list the vacant lot at 314 East 29th Street for sale through the City of Chicago’s vacant land purchase portal, ChiBlockBuilder, 2) enter into a Purchase and Sale Agreement with the identified buyer at a fair market value, and 3) execute and deliver such other documents as may be necessary or appropriate to implement the foregoing.

Property Summary and Estimated Contract

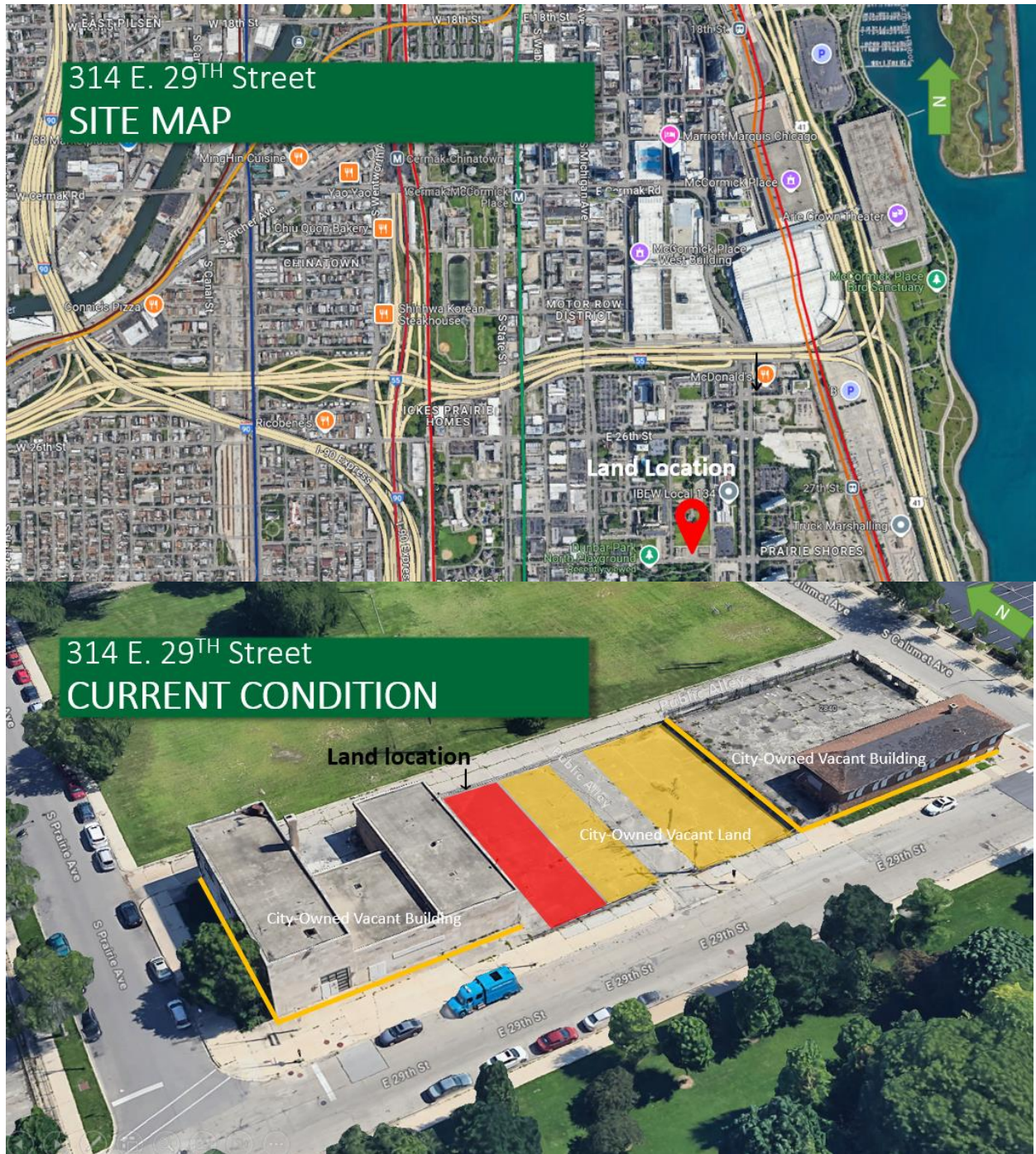
Property/Site	Acreage and Square Feet	Payment to CHA
Land at 314 East 29 TH Street	Approximately 2,500 square feet	\$75,000

The property is a vacant lot, located at East 29th Street and South Prairie Avenue in the Douglas Community area. It was acquired by the CHA from the City of Chicago in 1969 and has remained vacant for decades. This lot is a small section of a larger area that was previously used as a parking lot between two City-owned buildings (a police station and Ward building).

Funding

N/A

Property Profile



Background and Approach

In January 2025, the City of Chicago's Department of Planning and Development approached CHA to express interest in listing the CHA-owned lot with the City-owned vacant properties on either side for sale for future housing development.

Following CHA Board approval, the City plans to list the whole project site on the City of Chicago's ChiBlockBuilder platform, which is a publicly accessible, transparent portal providing information about City-owned vacant lots (www.chiblockbuilder.com). The platform is also used to list City-owned properties for sale for specific purposes such as housing development, urban agriculture, side yards, and open space.

CHA staff will have a role on the evaluation committee for the listing process. CHA has worked with the City of Chicago to ensure that affordable housing is included as a goal for any redevelopment proposals submitted for the project site.

The project site includes the approximately 2,500 square-foot CHA-owned lot and surrounding City-owned vacant lands and buildings, totaling approximately 0.86 acres (37,460 square feet).

The CHA-owned lot represents less than 6% of the project site and does not currently have an intended future use or purpose. By supporting a potential comprehensive redevelopment of the project site through a City-land sale, CHA has an opportunity to support new investment in the community.

Once a buyer is identified, CHA will execute a Purchase and Sale Agreement with the buyer for the transfer of the CHA-owned lot at fair market value. A separate closing process will take place between the City and the buyer for the City-owned properties.

The requested action complies in all material respects with all applicable federal, state, and local laws, and CHA policies. CHA staff have completed all necessary due diligence to support the submission of this initiative.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 1

RESOLUTION NO. 2025-CHA-X

WHEREAS, The Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated July 29, 2025, entitled "Authorization to list and sell a single vacant lot for housing development with the City of Chicago in the Douglas Community Area".

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

- THAT,** the Interim Chief Executive Officer or her designee may list the vacant lot at 314 East 29th Street for sale through the City of Chicago's vacant land purchase portal, ChiBlockBuilder;
- THAT,** the Interim Chief Executive Officer or her designee may enter into a Purchase and Sale Agreement with the identified buyer at a fair market value; and
- THAT,** the Interim Chief Executive Officer or her designee may execute, deliver, and perform any documents necessary or appropriate to implement the foregoing.

Matthew Brewer
Interim Chairperson
Chicago Housing Authority



Board Letter

Agenda Date: July 29, 2025

Agenda #: 3

Authorization to approve the FY2025 Admissions and Continued Occupancy Policy.

Presenter: Leonard Langston, Interim Chief Property Officer

Recommendation

The Interim Chief Executive Officer recommends that the Board of Commissioners of the Chicago Housing Authority approve the FY2025 Admissions and Continued Occupancy Policy (ACOP).

The requested action complies in all material respects with applicable Chicago Housing Authority Board policies and applicable federal (HUD) regulations.

Background

Pursuant to HUD regulations, CHA is required to implement an ACOP to govern its Public Housing Program. The ACOP provides the required information on the rules that CHA will follow in the administration of the Public Housing Program. The FY2025 ACOP contains updated policy changes as needed to be consistent with HUD requirements and current practice

CHA held a 30-day public comment period from May 8, 2025, through June 6, 2025. Announcements for the public comment process appeared on CHA's website, in the Chicago Reader, and in the Chicago Sun-Times. CHA also distributed resident notices across CHA properties and sent an email notification to Public Housing participants. Below is a brief overview of the changes.

Changes to ACOP

Housing Opportunity Through Modernization Act of 2016 (HOTMA)

Per HUD guidance and Office of Public and Indian Housing (PIH) Notice 2024-19, Public Housing Agencies must update their ACOP to include HOTMA provisions by June 6, 2025. To achieve compliance with HOTMA regulations, the Public Housing Program has incorporated the following changes into the ACOP:

Section II.B Processing of Applications and Eligibility for Admission; Qualifying for Admission Eligibility

This section was revised to remove self-certification of Social Security Numbers.

Section II.G Processing of Applications and Eligibility for Admission; Admissions Screening Criteria & Section VI.B Re-Examinations of Income and Family Circumstances; Re-Examinations

For applicants at the time of screening for admission eligibility and residents at the time of re-examination for continued occupancy, policy language was revised regarding the asset limit of

\$100,000 and the prohibition of ownership of real property suitable for occupancy, with specified exceptions.

Section VI.A Re-Examination of Income and Family Circumstances; Eligibility for Continued Occupancy

This section was revised to clarify the list the acceptable forms of Social Security Number verification.

Section XI Determining Income and Rent

The section regarding the income from family assets self-certification limit of \$50,000 was revised. Additional revisions were included regarding assets, childcare expenses, attendant care expenses, medical expenses, and student financial assistance. The Determining Income and Rent section was also reformatted for clarity.

Chicago Fair Notice Ordinance

Section VII.E Interim Adjustments for Rent & Family Composition; Interim Adjustment Procedures

Policy language was added for CHA to provide a Notice of Possible Rent Increase a minimum of 120 days prior to the scheduled re-examination to further comply with the Chicago Fair Notice Ordinance. The Interim Adjustments section was also reformatted for clarity.

Eviction Prevention Policies

Section XIII.D Lease Termination; Eviction Prevention and Referrals to Social Services

Policy language was added to this section to encourage various steps that should be taken to prevent evictions, such as referrals to FamilyWorks and other support systems. The purpose of this language is to reduce the number of preventable evictions and reduce administrative and legal costs for pursuing evictions. This may increase participation in programs to help residents to be able to pay their rent or avoid lease violations. The language will not prevent evictions from occurring in cases where it is necessary, such as enforcement of criminal cases.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 3

RESOLUTION NO. 2025-CHA-XX

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated July 29, 2025, entitled “Authorization to approve the FY2025 Admissions and Continued Occupancy Policy”.

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners hereby approves the FY2025 Admissions and Continued Occupancy Policy (ACOP) and grants authorization to the Interim Chief Executive Officer, or her designee, to make final updates, as deemed necessary;

THAT, this approval of the FY2025 Admissions and Continued Occupancy Policy (ACOP) supersedes any and all conflicting language found in prior CHA Admissions and Continued Occupancy Policy (ACOP).

Matthew Brewer
Interim Chairman
Chicago Housing Authority



Board Letter

Agenda Date: July 29, 2025

Agenda #: 4

Authorization to enter into an agreement for window and door security systems.

Presenter: Leonard Langston, Interim Chief Property Officer

Recommendation

The Chief Executive Officer ("CEO") of the Chicago Housing Authority ("CHA") recommends that the CHA Board of Commissioners ("Board") approve the award of a contract to the below-listed contractor. The contract shall consist of a five-year term. The total not-to-exceed value of the contract shall be \$1,900,000, in accordance with all terms set forth in the table below.

Recommended Awardee	Term	Total Contract Value
Door and Window Guard Systems, Inc.	5 years	\$1,900,000
Aggregate Total:		\$1,900,000

The requested action complies in all material respects with all applicable federal, state, and local laws, and CHA policies. CHA staff has completed all necessary due diligence to support the submission of this initiative.

Funding

MTW Funds

Background

Door and Window Guard Systems, Inc. (D.A.W.G.S) is a licensed and experienced vendor that will provide on-demand window and door security systems to prevent theft, vandalism, and unauthorized occupation of CHA-owned vacant properties. The systems will consist of galvanized or reinforced steel or similarly durable material. Services will include residential, non-dwelling, and administrative buildings.

Vacant buildings were recently burglarized twice within a week causing mass communication outages at a nearby occupied senior building. Executing a centralized agreement provides an on-demand security system solution for CHA's portfolio.

Procurement Activities

Specifications prepared by CHA staff were publicly advertised as an Invitation for Bid (IFB) Event 3179 for Window and Door Security Systems on Tuesday, April 8, 2025. One bid submission was received on Tuesday, April 22, 2025. The initial IFB was first solicited on Monday, January 27, 2025 (Event 3269) and again on March 9, 2025 (Event 3275) due to inadequate competition.

Vendor Name	Door and Window Security System Rental/ Maintenance Fees
Door and Window Guard Systems, Inc. (DAWGS)	<p>Average monthly fee over the 5-year agreement:</p> <ul style="list-style-type: none"> • Per window \$24.42 • Per door \$36.10 <p>Average annual fee over the 5-year agreement:</p> <ul style="list-style-type: none"> • Per window \$203.85 • Per door \$407.74

The Chief Procurement Officer has determined that: (a) the specifications of the IFB were clear and not unduly restrictive; (b) adequate competition was solicited and it could have been reasonably assumed that more than one bid would have been submitted; (c) the price is reasonable; and (d) the bid is otherwise in accordance with the invitation for bids, establishing that Door and Window Guard Systems, Inc. (DAWGS) is the lowest responsive and responsible bidder.

Diversity Contracting Requirements

CHA staff has reviewed the proposed vendor and has determined the awarded vendor's utilization plans meets with the CHA's stated goals.

Door and Window Guard Systems, Inc. (DAWGS) has requested a waiver of the CHA's 20% M/W/DBE requirement due to the product being a patented steel security system, and therefore, there is no opportunity for subcontracting. DAWGS has committed to satisfy its 3% Section 3 requirement as a self-performing 75% Section 3 business concern. The self-performance by DAWGS includes material provision, installation, maintenance, and removal of their patented steel security system. They have also committed to hiring CHA residents.

Vendor Background Information

Nick Oberhouse, CEO; 8770 W Bryn Mawr Avenue, Suite 1300, Chicago, IL 6063. Founded in 2009, DAWGS manufactures and rents steel door and window guards designed to secure vacant buildings, preventing unauthorized access, theft, vandalism, and other issues associated with unoccupied properties. DAWGS has given back to the community through employment opportunities for individuals with development disabilities, hiring Section 3 residents, providing training for Chicago fire department, hired and supported Veterans.

Based on the foregoing, it is in the best interest of the CHA for the Board to authorize the CEO or her designee, to enter into a contract for security window and door systems with Door and Window Guard Systems, Inc. (DAWGS) in the amount of \$1,900,000.00.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



RESOLUTION NO. 2025-CHA-XX

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated July 29, 2025 entitled "Authorization to enter into an agreement with Door & Window Guard Systems, Inc."

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners authorizes the Chief Executive Officer or her designee to award a contract to Door & Window Guard Systems, Inc. in an amount not-to-exceed \$1,900,000 for a five (5) year term.

This award is subject to the Contractor's compliance with CHA's Diversity Contract Compliance and insurance requirements.

Matthew Brewer
Interim Chairman
Chicago Housing Authority



Board Letter

Agenda Date: July 29, 2025

Agenda #: 9

Request to ratify an agreement for Professional Property Management Services.

Presenter: Leonard Langston, Interim Chief Property Officer

Recommendation

The Interim Chief Executive Officer ("CEO") of the Chicago Housing Authority ("CHA") recommends that the CHA Board of Commissioners ("Board") ratify the award of contract(s) to the below listed contractor(s) in the approximate aggregate value of \$2,646,000 consisting of an aggregate original contract value of \$1,293,600 for a two year base term from July 1, 2025 through June 30, 2027; and two option years in the combined amount of \$1,352,400 to provide professional property management services at various properties.

The Board further authorizes the Interim CEO to approve each request to exercise the options awarded under the contract. The Board also authorizes the Interim CEO, at her discretion, to amend the agreement to incorporate terms from a memorandum of understanding with the Horner Resident Committee.

Recommended Awardee	Base Contract Value	Base Term	Option Terms	Total Contract Value
Manage Chicago, Inc.	\$1,293,600	2 Years	1 st Option: \$666,204 2 nd Option: \$686,196	\$2,646,000
	\$			\$
	\$			\$
Total:	\$1,293,600		Aggregate Total:	\$2,646,000

The requested action complies in all material respects with all applicable federal, state, and local laws, and CHA policies. CHA staff has completed all necessary due diligence to support the submission of this initiative.

Funding

MTW Funds

Background

On May 2, 2025, CHA issued a partial termination notice for property management services at Horner Westhaven and Region 2 scattered sites, totaling 980 units in the public housing program, due to Contractor's continued failure to perform the contracted services with sufficient personnel or with sufficient resources and to promptly cure or re-perform unsatisfactory services within a reasonable time. The partial termination of property management services, along with

the need for an accelerated transition, created an emergency need for CHA to secure replacement property management services.

Procurement Activities

In order to quickly find a replacement property management firm for Horner Westhaven and Region 2 scattered sites, so day-to-day management services would be uninterrupted, CHA used the emergency procurement approach to directly engage potential replacement firms in compliance with HUD rule CFR 200.320(c)(3), as any delay resulting from providing public notice of a competitive solicitation would deprive residents, in whole or in part, of the use and enjoyment of their homes. Ultimately, one property management firm was able to meet the scope and timeline for services and submitted a letter of intent, property management approach, and proposed management fee.

After reviewing the proposal, Manage Chicago was selected and is recommended for award to provide the property management services at the two impacted properties.

Responsive Proposal(s)
Manage Chicago, Inc.

Diversity Contracting Requirements

The CHA has reviewed the proposed vendors and has determined the vendors utilization plans meets with the CHA's stated goals.

Manage Chicago, Inc. will satisfy the CHA 20% M/W/DBE compliance goal through a combination of indirect and direct participation utilizing Rojas Landscaping, Inc. (MBE) at 10% for indirect participation and MDC Economic Developer Corp (MBE) at 10% for direct participation. They will satisfy their 3% Section 3 requirement through subcontracting to MDC Economic Developer Corp a 51% Resident Owned Business.

Vendor Background Information

Manage Chicago, Inc. is owned by Chris Amatore. They offer a full range of services, including property management, project management, leasing and maintenance services for apartments, condominiums, and commercial properties. Manage Chicago entered into their initial contract with CHA in 2020 and was awarded additional units in 2021. They currently manage approximately 3,400 units for CHA across Altgeld and two scattered sites properties.

Based on the foregoing, it is in the best interest of the CHA for the Board to authorize the Interim CEO or her designee, to enter into a contract for professional property management services with Manage Chicago, Inc. in the amount of \$2,646,000.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 9

RESOLUTION NO. 2025-CHA-X

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated July 29, 2025, entitled "Request to ratify an agreement for Professional Property Management Services".

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners ratifies the award of contracts to Manage Chicago, Inc. in the approximate aggregate value of \$2,646,000 consisting of an aggregate original contract value of \$1,293,600 for a two-year base term from July 1, 2025 through June 30, 2027; and two option years in the combined amount of \$1,352,400 to provide professional property management services at various properties.

Matthew Brewer
Interim Chairperson
Chicago Housing Authority



Board Letter

Agenda Date: July 29, 2025

Agenda #: 10

Authorization to award a contract for Property Management Services for Scattered Sites Region Four (SSR4).

Presenter: Leonard Langston, Interim Chief Property Officer

Recommendation

The Chief Executive Officer ("CEO") of the Chicago Housing Authority ("CHA") recommends that the CHA Board of Commissioners ("Board") approve the award of contract(s) to the below listed contractor(s) in the approximate aggregate value of \$1,144,799 consisting of an aggregate original contract value of \$559,680 for a two (2) year base term; and two (2) option years in the combined amount of \$585,119 to provide property management services for Scattered Sites Region Four (SSR4).

The Board further authorizes the CEO to approve each request to exercise the options awarded under the contract.

Recommended Awardee	Base Contract Value	Base Term	Option Terms	Total Contract Value
Manage Chicago, Inc.	\$559,680	2 years	1 st Option: \$288,236 2 nd Option: \$296,883	\$1,144,799
Total:	\$		Aggregate Total:	\$1,144,799

The requested action complies in all material respects with all applicable federal, state, and local laws, and CHA policies. CHA staff has completed all necessary due diligence to support the submission of this initiative.

Funding

MTW Funds

Background

In November 2019, a Request for Proposals (RFP) was released to solicit proposals from qualified property management firms experienced in managing and operating low-income, subsidized, affordable, and/or public housing properties. Respondents could apply for any of the twelve packages, which were organized by property type. The scope of work expected of the selected respondents includes those services customarily associated with third-party multifamily housing management including, but not limited to, overseeing occupancy/leasing, marketing, resident selection, resident relations, regularly scheduled resident re-examinations, lease enforcement, rent collection, evictions, routine and emergency maintenance and repairs, management of the grounds and public spaces, budgeting, accounting, and following CHA guidelines regarding procurement, MBE/WBE/OBE, Section 3 and Davis Bacon requirements.

Eight (8) respondents submitted proposals and were reviewed by an evaluation committee of fifteen (15) members broken into three (3) teams of five (5) members each. Proposals were scored on a 100-point scale in the following areas: qualifications and experience, past performance, approach/work plan, organization structure/key personnel, M/W/DBE and Section 3 hiring, and the proposed management fee. Eight (8) of the twelve (12) packages did not have sufficient competition and were canceled. For the remaining four packages, after the evaluation committee completed its evaluation of the proposals, the Contracting Officer approved the competitive range for each package. Oral presentations were held for three (3) firms that were in the competitive range for Package 7 (Scattered Sites), Packages 10, 11 (Senior Housing) and Package 12 (Tax Credit Housing). Following Oral Presentations, Best and Final Offers were requested and received and negotiations held.

Based upon the evaluations of the written proposals, oral presentations, and best and final offers, it was determined that The Habitat Company, Inc. for Packages 10, 11, and 12 and Manage Chicago, Inc. for Package 7 would provide the best overall service and value to CHA. A total of four contracts (one for each package) were awarded for property management services and included management fee compensation.

The previous agreement with Manage Chicago, Inc. is set to expire on August 31, 2025. We are currently soliciting new property management contracts for CHA's entire residential portfolio. Based on historical performance and proposed pricing, it was determined that Manage Chicago, Inc. will provide the best overall service and value to CHA for SSR4. A new contract will be awarded, and Manage Chicago, Inc. will be compensated at the rates of \$55 per unit per month for the base term, \$56.65 per unit per month for option year 1, and \$58.35 per unit per month for option year 2.

Procurement Activities

CHA used the exigency procurement approach to directly engage a property management firm in compliance with HUD rule CFR 200.320(c)(3) to continue to provide day-to-day uninterrupted management services. Ultimately, continuation of property management services with Manage Chicago is being requested. After reviewing the proposal, Manage Chicago was selected and is recommended for award to provide the property management services at the impacted SSR4 properties.

Diversity Contracting Requirements

The CHA has reviewed the proposed vendors and has determined the vendors utilization plans meets with the CHA's stated goals.

Manage Chicago, Inc. will satisfy the CHA 20% compliance goal through subcontracting a portion of their contract to two different vendors to meet their M/W/DBE requirement. These vendors include 3 Brothers Landscaping & Snow Services (MBE 6.60%) indirectly and Lopez and Sons (WBE 13.40%) directly. They will satisfy their Section 3 subcontracting goal through subcontracting a portion of their contract (3%) to Lopez and Sons. Lopez and Sons is certified as a 51% Non-ROB tier Section 3 vendor and 3 Brothers Landscaping Snow Service LLC 51% Non-ROB tier Section 3 vendor.

Vendor Background Information

Chris Amatore, CEO 7118 S Yates, Chicago, IL 60649. Manage Chicago, Inc. offers a full range of services, including property management, project management, leasing and maintenance services for apartments, condominiums, and commercial properties. Manage

Chicago entered into their initial contract with CHA in 2020 and was awarded additional units in 2021. They currently manage approximately 3,400 units for CHA across Altgeld and two scattered sites properties.

Based on the foregoing, it is in the best interest of CHA for the Board to authorize the CEO or her designee, to enter into a contract for property management services for SSR4 with Manage Chicago, Inc, in the aggregate amount of \$1,144,799.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 10

RESOLUTION NO. 2025-CHA-X

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated July 29, 2025 entitled "Authorization to award a contract for Property Management Services for Scattered Sites Region Four (SSR4)".

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners authorizes the Chief Executive Officer or her designee to enter into a contract with Manage Chicago, Inc., to provide property management services, for a two (2) year base term, with two (2) additional one-year option terms, for an aggregate amount not-to-exceed \$1,144,799.

This award is subject to the contractor's compliance with CHA's MBE/WBE/DBE/Section 3 hiring and insurance requirements.

Matthew Brewer
Interim Chairperson
Chicago Housing Authority



Board Letter

Agenda Date: July 29, 2025

Agenda #: 5

Authorization to award contract for information technology equipment modernization.

Presenter: Anna Chen, Chief Information Officer

Recommendation

The Interim Chief Executive Officer ("CEO") of the Chicago Housing Authority ("CHA") recommends that the CHA Board of Commissioners ("Board") approves the award of a contract to Pace Systems, Inc. for a not-to-exceed compensation value of \$2,714,299.50 for a two (2) year base, with a one (1) year option term for a not-to-exceed compensation value of \$718,366.50, resulting in the combined not-to-exceed compensation amount of \$3,432,666.

Contract Summary

Recommended Awardee	Base Contract Value	Term	Option Terms	Total Contract Value
Pace Systems, Inc.	\$2,714,299.50	2 years	\$718,366.50	\$3,432,666
Total:				\$3,432,666

The requested action complies in all material respects with all applicable federal, state, and local laws, and CHA policies. CHA staff has completed all necessary due diligence to support the submission of this initiative.

Funding

MTW Funds

Background

Chicago Housing Authority (CHA) is committed to continuous improvement and adherence to evolving industry best practices in its Information Technology infrastructure. Therefore, a comprehensive replacement initiative is required to address the aging computer inventory within the Information Technology Services (ITS) department. The average age of the current hardware significantly surpasses the typical industry lifespan, impacting both performance and security. Furthermore, the existing IT infrastructure is under increasing strain as this aging inventory reaches or exceeds its typical five-year lifespan.

Procurement Activity

Specifications prepared by CHA staff were publicly advertised as RFP Event 3268 for Computer Provision and Modernization on January 8, 2025. A Pre-Proposal Conference was held on

January 23, 2025 and ten (10) firms attended. Three (3) proposals were received on February 10, 2025. The responses to the RFP are depicted in the table below:

Submissions were received on February 10, 2025. The respondents to the RFP are listed in the table below:

Vendor Responses
Pace Systems, Inc.
Insight Public Sector, Inc.
SHI International Corp.

The proposal of AKA Comp Solutions, Inc. was deemed non-responsive for failing to comply with submittal requirements.

The recommended vendor(s) were selected through a competitive procurement process in accordance with HUD regulation CFR 200.318 that evaluated responses in the following areas (list criteria and points):

- | | |
|--|-----------|
| 1. Qualifications, Experience and Past Performance | 30 points |
| 2. Approach and Work Plan | 30 Points |
| 3. Organization Structure and Key Personnel | 10 points |
| 4. Compliance Goals | 10 points |
| 5. Proposed Fees | 20 Points |

Final scores received from the Evaluation Committee were used to determine the competitive range. Oral presentations were not held, and best and final offers were completed. Based on the overall scoring, CHA staff recommends Pace Systems, Inc. for award to provide Computer Provision and Modernization as needed by CHA.

Diversity Contracting Requirements

The CHA has reviewed the proposed vendor and has determined the vendor's utilization plan meets with the CHA's stated goals.

Pace Systems, Inc. (PACE) will satisfy the CHA's 20% MWDBE compliance goal through direct participation as a self-performing MBE certified by the National Minority Supplier Development Council (NMSDC). Pace will provide PC procurement, delivery, installation & setup per the RFP's scope of work. Pace will satisfy their Section 3 subcontracting goal through subcontracting a portion of their contract to Wynndalco Enterprises (75% Section 3 Business Concern) for a total of 5% of the overall contract value, which is above the 3% requirement. Wynndalco will also be providing PC procurement in addition to assisting in the delivery and deployment of PCs.

Vendor Background Information

Wayne H. Liu, President: 2040 Corporate Lane, Naperville, IL 60563. Pace Systems Inc. has provided technology solutions since 1983. Their extensive service portfolio includes IT, cybersecurity, software development, audio-visual systems, physical security, and power & cabling, emphasizing end-to-end solutions. With over 40 years of experience, Pace Systems focuses on medium and enterprise-level organizations across diverse sectors, including healthcare, higher education, K-12, and government. Pace has experience in PC and laptop deployment of projects for major Illinois and Chicago-area organizations. Pace has experience in large-scale procurements and deployments with the following public entities:

- Rush University Medical Center
- City Colleges of Chicago
- University of Illinois
- University of Chicago Hospitals
- University of Illinois at Chicago
- Indian Prairie School District

Their long-standing focus on enterprise, academic, public sector, and healthcare markets, combined with expertise in supply chain management and advanced systems design, enables them to consistently deliver long-term efficiencies and value, lowering the Total Cost of Ownership for clients' infrastructure technology solutions.

Based on the scoring from the evaluation committee, I recommend approval to enter into a contract with Pace Systems, Inc. to provide computers, ancillary equipment and related professional services as needed by CHA.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 5

RESOLUTION NO. 2025-CHA-

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter July 29, 2025, titled "Authorization to award contract for information technology equipment modernization."

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners authorizes the Interim Chief Executive Officer to enter into a contract with Pace Systems, Inc. to purchase computers and ancillary equipment, and related professional services for a total not-to-exceed compensation amount of \$3,432,667, consisting of original contract value of \$2,714,299.50 for a two year base term, plus a one-year option term in the amount of \$718,366.50. The Board of Commissioners delegates authority to the Chief Executive Officer to use her discretion to exercise the option term.

This award is subject to the Contractor's compliance with CHA's Diversity Contract Compliance and insurance requirements.

Matthew Brewer
Interim Chairman
Chicago Housing Authority, Board of Commissioners



Board Letter

Agenda Date: July 29, 2025

Agenda #: 6

Recommendation to adopt revised 2023 Employee Handbook to 2025 Employee Handbook.

Presenter: Dominick Maniscalco, Deputy Chief Human Resources

Recommendation

The Office of Human Resources recommends that the Board of Commissioners of the Chicago Housing Authority (CHA) approve the attached revised Employee Handbook. The request action complies in all material respects with all applicable federal, state, and local laws, and Chicago Housing Authority board policies. Human Resources has completed all necessary due diligence to support the submission of this initiative and plans to roll out this policy change to the authority post the July 29, 2025, meeting.

Funding

N/A

Background

The CHA's Employee Handbook, last approved by the BOC on November 21, 2023, contains all personnel policies which complies and is required by federal, state, and local laws. This version of the Employee Handbook is revised and amended from the 2023 approved version. Human Resources, in conjunction with outside legal counsel, has done a comprehensive review and has updated this latest version. Updates include policies, procedures, and practices including but not limited to vacation, dress code, holidays, etc.

The key updates to the Employee Handbook include:

- **Vacation Allotment**
 - Recommendation to increase the first two vacation tiers by 1 day effective January 2026. Tier 1 will increase from 10 to 11 days and tier 2 from 15 to 16 days. Tier 3 will remain the same and max out at 20 days. In 2027, we recommend adding one more day to Tier 1 and 2 resulting in 12 and 17 days respectively.
- **Dress Code**
 - In keeping with a business casual dress code, recommend staff to wear sneakers that are presentable/professional.
- **Holidays**
 - Recommendation to increase the two half-day holidays to full-day holidays. The recommended holidays changes are:
 - Christmas Eve.
 - New Year's Eve.

- Other changes in federal, state, and local laws a required by law.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 6

RESOLUTION NO. 2025-CHA-X

WHEREAS, the CHA Board of Commissioners has reviewed the Board Letter dated July 29, 2025, entitled "Recommendation to adopt revised 2023 Employee Handbook to 2025 Employee Handbook":

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY

THAT, the Board of Commissioners hereby approves the Employee Handbook dated July 15, 2025.

THAT, this approval supersedes any previous policy guides, personnel policy manuals, or administrative policy manuals and procedures, except where expressly incorporated in this Handbook.

THAT, annually, any changes to the Handbook shall be brought to the Board for review and potential approval. Depending on the substance and timing of changes, Human Resources may recommend changes to the Board anytime during the calendar year.

Matthew Brewer
Interim Chairperson
Chicago Housing Authority



Board Letter

Agenda Date: July 29, 2025

Agenda #: 7

Recommendation to approve the amended and revised Board Bylaws of the Chicago Housing Authority.

Presenter: James Bebley, Interim Chief Operating Officer

Recommendation

The Interim Chief Executive Officer (CEO) recommends that the Board of Commissioners of the Chicago Housing Authority (the "Board") approve the proposed amended and revised Board Bylaws, of the Chicago Housing Authority, dated July 29, 2025.

The requested action complies in all material respects with all applicable federal, state and local laws, and CHA policies. CHA staff has completed all necessary due diligence to support the submission of this initiative.

Background

In September 2016, the Board of Commissioners commenced a more systematic process for the review, updating and adoption of CHA rules and policy documents, including the Bylaws of the Board of Commissioners (the Board Bylaws), various charters, policies and rules governing public participation at Board and Committee meetings. Consistent with this process, in May 2020 the Bylaws were updated to reflect various operational, policy and authority guidelines of the CHA.

The CHA now seeks to update Board Bylaws with recommendations from the Inspector General; updates based on current laws, clarification of certain sections and rules, such as Committee rules and proxy voting; adoption of Commissioner training requirements; and by removing certain policies and rules from the Board Bylaws for separate review and approval such as the Significant Action Policy and Public Participation Rules.

Additional changes to the By-laws include:

- Commitment to Ethics and the Prohibition of Harassment (Article II).
- Attendance Expectations (Article III, Section 12)
- Indemnification provision for officers and employees consistent with current laws (Article VIII)
- Commissioner Accountability (Article XI).
- Commissioners Code of Conduct (Attachment 1).

Accordingly, the Interim CEO of the CHA recommends that the Board approve the attached amended CHA By-laws.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 7

RESOLUTION NO. 2025-CHA-XX

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated July 29, 2025 entitled "Recommendation to approve the amended and revised Board Bylaws of the Chicago Housing Authority."

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners approves the following amended and revised Board Bylaws of the Chicago Housing Authority, which generally includes the following additions and changes:

1. Removal of the Significant Action Policy and rules governing public participation for separate review and approval
2. Commitment to Ethics and the Prohibition of Harassment, including Commissioner Training requirements
3. Attendance Expectations
4. Indemnification provisions revisions
5. Commissioners Accountability
6. Addition of Commissioners Code of Conduct
7. Clarification of certain sections, concepts, and positions, including Committee rules and proxy voting

Matthew Brewer
Interim Chairman
Chicago Housing Authority



Board Letter

Agenda Date: July 29, 2025

Agenda #: 8

Approval of Personnel Actions.

Presenter: Dominick Maniscalco, Deputy Chief Human Resources

Recommendation

The Chief Executive Officer ("CEO") of the Chicago Housing Authority ("CHA") recommends that the Board of Commissioners approve and ratify the Personnel Actions listed below.

Explanation

The Chief Executive Officer recommends the following personnel actions:

Approval of selection, appointment, and removal of officers and employees at Grade Level S13:

- Offer of employment to Chief of Staff.

Ratification of selection, appointments, and removal of employees below Grade Level S13:

- Offer of employment to Cyber Security Engineer.
- Offer of employment to Investigator.
- Offer of employment to Occupancy Specialist.
- Offer of employment to Manager, Occupancy Administration.
- Offer of employment to Contract Analyst.
- Offer of employment to Financial Analyst.
- Offer of employment to Manager, Property Operations.
- Offer of employment to Project Manager, Construction (3).
- Offer of employment to Desktop Engineer I (2).
- Offer of re-employment to Sr. Compliance Manager.
- Offer of employment to Executive Assistant.
- Offer of employment to Intern ERP Project Coordinator.
- Offer of employment to Design Project Manager.
- Offer of employment to Quality Control Inspector.
- Offer of employment to Program Specialist, Youth.
- Reorganization – Title Change/Market Adjustment of employee to Project Manager, Building Operations.
- Reorganization – Title Change/Market Adjustment of employee to Project Manager, Exterior Assessments.
- Promotion of employee to Project Manager, Property Operations.
- Reorganization – Market Adjustment of employee to Project Manager, Building Operations.

- Reorganization – Title Change/Market Adjustment to employee to Project Manager, Building Operations.
- Reorganization – Title Change/Market Adjustment to employee to Project Manager, Elevators.
- Promotion of employee to Treasury Analyst.
- Transfer of employee to Customer Experience Specialist (3).
- Promotion of employee to Treasury Operations Manager.
- Promotion of employee to Project Manager, Capital Construction.
- Reorganization – Title Change/Market Adjustment of employee to Data Integrity Analyst.
- Title Change/Market Adjustment of employee to Occupancy Specialist (8).
- Promotion of employee to Manager, Financial Controls.
- Promotion of employee to Manager, Contracts (3).
- Promotion of employee to Project Manager, Construction.
- Transfer of employee to Manager, Property Operations.
- Market Adjustment of employee to Manager, Marketing.
- Promotion of employee to Director, Asset Management.
- Promotion of employee to Director, Property Operations.
- Promotion of employee to Document Control Manager.

Acceptance of resignations, retirements, and terminations:

- Resignation of employment for Director Property Operations.
- Resignation of employment for Desktop Engineer I.
- Retirement of employment for Program Specialist, Housing.
- Retirement of employment for Senior Auditor.
- Resignation of employment for Manager, Occupancy Administration.
- Separation of employment for Director Portfolio Management.
- Separation of employment for Deputy Chief Capital Construction.
- Separation of employment for Manager, Property Operations.
- Separation of employment for Director Construction.
- Resignation of employment for Director Workforce Opportunities.

Respectfully Submitted:

Angela Hurlock
Interim Chief Executive Officer



Agenda #: 8

RESOLUTION NO. 2025-CHA-

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated July 29, 2025, entitled "Approval of Personnel Actions":

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY

THAT, the Board of Commissioners hereby approves the requested personnel actions.

Matthew Brewer
Interim Chairperson
Chicago Housing Authority