



Memorandum

TO: Mathew Tharakan, DHCD, Deputy Director of Monitoring and Compliance
FROM: Ronnie Robinson, Economic Opportunity Compliance Officer *MR*
DATE: 05/21/2025
SUBJECT: St. Katherine Drexel Place Senior Housing LLC

The Equal Opportunity Plan for the above-referenced project is attached for your review. *If the Plan meets the Division of Housing and Community Development's goals, please fill out the bottom half of this memorandum and return it to me at your earliest convenience. Thank you.*

Project Name: St. Katherine Drexel Place Senior Housing LLC

Project Address: 11051 Academy Road, Philadelphia, PA 19154

Owner: St. Katherine Drexel Place Senior Housing LLC

Developer/Sponsor: Catholic Housing and Community Services

Unit Breakdown:

48 Units in Total

- 5/Units Set Aside the City of Phila Supportive Housing
- 2/Units accessible to persons w/audio and visual impairments
- 6/Units accessible persons with mobility impairments

Developer/Sponsor Contact Information:

Catholic Housing and Community Services
Elizabeth Halstead
Project Development Manager
Catholic Housing and Community Services
222 N. 17th Street
Philadelphia, PA 19103
ehalstead@chs-adphila.org
(215)-854-7044

Funding Source/Amount: NPI - \$3,500,000

Total Construction Cost: \$17,298,784.00

Total Development Cost: \$24,288,824.00

General Contractor -Domus

I, *Mathew Tharakan*, have reviewed the Equal Opportunity Plan and approved the plan submitted by the contractor for the project for the following goals:

MBE Goals: 25 %

Funding Source: _____

WBE Goals: 10%

Section 3 Project: ☐ N/A

DBE Goals: Greatest Extent Feasible

Prevailing Wages: ☒ N/A

Mathew Tharakan

Mathew Tharakan

05-21-2025

Date

Project description

The Project will include:

- Six (6) units accessible to people with mobility impairments.
- Two (2) units accessible to people with audio/visual impairments.
- All units will be visitable units.
- Five (5) units set aside for those referred through the City of Philadelphia's Supportive Housing Clearinghouse.

48 units will be available to tenants with a household income or below 60% of Area Median Income.

All units will receive housing vouchers from the Philadelphia Housing Authority under the Faircloth-to-RAD program.

All units will receive an operating subsidy under the from PHA under the faircloth-to RAD program.

DEVELOPER DESCRIPTION: Catholic Housing and Community Services (CHCS) is a regional leader in southeastern Pennsylvania specializing in affordable senior housing development and supportive services. Over the past decade, CHCS has developed 406 affordable units through both new construction and rehabilitation projects, leveraging Low Income Housing Tax Credits and other public and private funding sources. Their portfolio includes successful projects such as Nativity B.V.M. Place, St. Francis Villa, St. John Neumann Place II and Wellness Center, St. Rita's Place, St. Joseph Place, and Father Augustus Tolton Place. CHCS provides comprehensive on-site supportive services at each property to help seniors live independently with dignity and stability. Committed to serving vulnerable populations, CHCS integrates housing and holistic care to maximize residents' well-being and quality of life.

**City of Philadelphia
Economic Opportunity Plan**

[PROJECT NAME/ADDRESS]

I. Introduction, Definitions, Goals and Diversity Practices

The City of Philadelphia, acting through its offices of the Division of Housing and Community Development ("DHCD") and Office of Economic Opportunity ("OEO") (collectively, "City") and the Philadelphia Housing Development Corporation ("PHDC") strongly encourage the use of certified Minority ("MBE"), Women ("WBE"), Disabled ("DSBE") and Disadvantaged¹ ("DBEs") Business Enterprises (collectively, "M/W/DSBEs") and minority and female workers in all aspects of the development and use of a parcel(s) of land located at 1105 Academy Road, Philadelphia PA, 19154, which may include financial investment, design, construction and operations (Project). In support of this objective, City and PHDC will require that Catholic Housing and Community Services ("Purchaser") of this parcel commit to this Economic Opportunity Plan ("EOP" or "Plan") as required by Section 17-1602 of The Philadelphia Code, as amended.

This Plan contains ranges of projected M/W/DSBE utilization and goals for the employment of minority and female workers in connection with the Project. Purchaser shall cause this Plan to be made part of and incorporated into all bids, proposals and solicitations and any resulting agreement(s) entered into between Purchaser and any participant in connection with the development and use of the parcel. By submission of this Plan, Purchaser makes a legally binding commitment to the City and PHDC to abide by the provisions of this Plan which include its commitment to exercise its Best and Good Faith Efforts throughout the project and its commitment to cause its participants to use their Best and Good Faith Efforts to provide subcontracting opportunities for M/W/DSBEs in all phases of the project and to employ a diverse workforce. This Plan expressly applies to all contracts awarded in connection with the Project.

Neither Purchaser nor any participant shall discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, ancestry, age, or handicap in the award and performance of contracts pertaining to this Plan. Purchaser has summarized its current and past practices relating to Purchaser's diversity practices ("Diversity Practices Statement"). This statement, included as Attachment "A" to this Plan, identifies and describes Purchaser's processes used to develop diversity at all levels of Purchaser's organization including, but not limited to, board and managerial positions. This Diversity Practices Statement summarizes Purchaser's strategic business plans specific to its current or past practices of M/W/DSBE utilization on its government and non-government projects and procurement activities. Purchaser further agrees to identify any "Equity Ownership" held in connection with this Project which shall mean the percentage of beneficial ownership in the Purchaser's organization or development team that is held by minority persons, women and disabled persons. In the event Equity Ownership is identified, Purchaser agrees to abide by the reporting requirements enumerated in Section 17-1603 (1)(g)(3).

¹Disadvantaged Business Enterprises ("DBEs") are those socially or economically disadvantaged minority and woman owned businesses certified under 49 C.F.R. Part 26.

Purchaser hereby verifies that all information submitted to the City in response to this Plan, is true and correct and is notified that the submission of false information is subject to the penalties of 18 Pa.C.S. Section 4904 (relating to unsworn falsification to authorities) and 18 Pa.C.S. Section 4107.2 (a)(4) (relating to fraud in connection with minority business enterprises or women's business enterprises).

For the purposes of this Plan, MBE, WBE, DBE and DSBF shall refer to certified businesses so recognized by OEO. Only the work or supply effort of firms that are certified as M/W/DSBEs by an OEO approved certifying agency² will be eligible to receive credit as a Best and Good Faith Effort. In order to be counted, certified firms must successfully complete and submit to the OEO an application to be included in the OEO Registry which is a list of registered M/W/DSBEs maintained by the OEO and available online at www.phila.gov/oed/directory.

For this Plan, the term "Best and Good Faith Efforts," the sufficiency of which shall be in the sole determination of the City, means: efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/W/DSBEs and an appropriately diverse workforce and to achieve the objectives herein stated. Best and Good Faith Efforts are rebuttably presumed met, when commitments are made within the M/W/DSBE Participation Ranges established for this development and a commitment is made to employ a diverse workforce as enumerated herein.

II. Goals

A. M/W/DSBE Participation Ranges

The City of Philadelphia has established a citywide goal of 35% M/W/DSBE utilization as informed by its Annual Disparity Study.³ This citywide goal should be used as a benchmark for the Purchaser's expression of Best and Good Faith Efforts which are efforts taken by Purchaser to provide meaningful and representative opportunities for M/W/DSBEs in the Project. For this project, in the absence of discrimination in the solicitation and selection of M/W/DSBEs, the percentage of MBE, WBE and DSBF participation that is reasonably attainable through the exercise of Best and Good Faith Efforts is stated below as participation ranges. These percentages relate to the good faith estimated cost of the entire Project. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBF or WBE and DSBF) will only be credited toward one participation range as either an MBE or WBE or DSBF. The firm will not be credited toward more than one category. These ranges are based upon an analysis of factors such as the size and scope of the development and the availability of MBEs, WBEs, DSBFs and DBEs to participate in this Project:

MBE	WBE
25%	10%

B. Workforce Goals for a Diverse Workforce

²A list of "OEO approved certifying agencies" can be found at www.phila.gov/oed

³ The City of Philadelphia FY'16 Annual Disparity Study recommends an overall goal of 35% based upon an analysis of FY'16 utilization and availability.

As a benchmark for the expression of “Best and Good Faith Efforts” to provide meaningful and representative opportunities for diverse workers in the Project, the following goals have been established for the employment of minority persons and females in the Project workforce of apprentices and journeymen at the following levels⁴:

African American Journeypersons – 22% of all journey hours worked across all trades
Asian Journeypersons – 3% of all journey hours worked across all trades
Hispanic Journeypersons – 15% of all journey hours worked across all trades
Female Journeypersons – 5% of all journey hours worked across all trades

Minority Apprentices – 50% of all hours worked by all apprentices
Female Apprentices – 5% of all hours worked by all apprentices

III. Responsiveness

A. Purchaser shall, and shall cause its participants to identify all M/W/DSBE commitments and agree to employ a diverse workforce on the form entitled, “M/W/DSBE Participation and Workforce Commitments.” The commitments on this form constitute a representation that the identified M/W/DSBE is capable of providing commercially useful goods or services relevant to the commitments and that the Purchaser and its participants have entered into legally binding agreements with the listed M/W/DSBEs for the work or supply effort described and the dollar/percentage amount(s) set forth on the form. In calculating the percentage of M/W/DSBE participation, the standard mathematical rules apply in rounding off numbers. In the event of inconsistency between the dollar and percentage amounts listed on the form, the percentage will govern.

B. M/W/DSBE commitments are to be memorialized in a written subcontract agreement. Letters of intent, quotations, contracts, subcontracts and any other documents evidencing commitments with M/W/DSBEs, including the M/W/DSBE Participation and Workforce Commitments Form, become part of and an exhibit to this Plan.

C. DHCD will review the M/W/DSBE Participation and Workforce Commitments Form for the purpose of determining whether Best and Good Faith Efforts have been made. DHCD reserves the right to request further documentation and/or clarifying information at any time during the construction and development of the Project.

D. If Purchaser, its participants or any subsequent developer makes any changes in contracts that have been reviewed by DHCD under the Plan, or if Purchaser at the time of Closing has not yet identified contracts entered into for the development of the Project, then Purchaser, its participants or any subsequent developer shall have the obligation to inform DHCD of any changes to the approved Plan and shall use Best and Good Faith efforts to use M/W/DSBEs for any new contracts.

IV. Compliance and Monitoring of Best and Good Faith Efforts

⁴ These goals are informed by the City of Philadelphia's annual disparity assessment of workforce diversity, the “Economic Opportunity Plan Employment Composition Analysis Fiscal Year 2016.”

A. A hard copy of this Plan, as certified below by OEO, shall be filed with the Chief Clerk of City Council within fifteen (15) days of Closing. The Plan shall be filed with:

Chief Clerk of City Council
Room 402 City Hall
Philadelphia, Pennsylvania 19107

B. Purchaser and its participants agree to cooperate with DHCD in its compliance monitoring efforts, and to submit, upon the request of DHCD, documentation relative to their implementation of the Plan, including the items described below:

- Copies of signed contracts and purchase orders with M/W/DSBE subcontractors;
- Evidence of payments (cancelled checks, invoices, etc.) to subcontractors and suppliers to verify participation; and
- Telephone logs and correspondence relating to M/W/DSBE commitments.
- To the extent required by law, the Purchaser and its participants shall ensure that all its on-site contractors maintain certified payrolls which include a breakout of hours worked by minority and female apprentices and journeypersons; these documents are subject to inspection by the City.

C. Prompt Payment of M/W/DSBEs

1. The Purchaser and its participants agree and shall cause all its contractors to ensure that all M/W/DSBEs participating in the Project receive payment for their work or supply effort within five (5) business days after receipt of a proper invoice following satisfactory performance.

D. Oversight Process

1. Where the dollar value of development is in excess of Five Million Dollars (\$5,000,000), the Plan shall establish a Project Oversight Committee, consisting of, as appropriate, the contractor, developer or recipient of financial assistance and representatives of the Purchaser, PHDC, OEO, DCHD, City Council, and appropriate community organizations. Such Committee shall meet regularly, beginning no later than the initiation of the design phase of the project, and shall be responsible for facilitating compliance with the Plan. OEO will implement the Oversight Process, as required by Section 17-1603(b) of The Philadelphia Code. The Oversight Committee, through the Oversight Process, shall have within its purview the reconciliation of all compliance related issues or grievances. The Oversight Committee Process, as needed, will involve convening individual consultation or periodic small group meetings to include any or all of the constituent parties.

V. Remedies and Penalties for Non-Compliance

A. The Purchaser acknowledges and agrees that its compliance with the requirements of this Plan is a material inducement for the Ordinance of City Council and Purchaser's failure to substantially comply with the Plan may result in enforcement actions and the imposition of penalties as authorized by Sections 17-1605 and 17-1606 of The Philadelphia Code. Notwithstanding the foregoing, no privity of contract exists between PHDC, the City and any M/W/DSBE identified in any contract resulting from implementation of the Plan. Neither PHDC nor the City intends to give or confer upon any such M/W/DSBE any legal rights or remedies in connection with subcontracted services under any law or policy or by any reason of any contract resulting from implementation of the Plan except such rights or remedies that the M/W/DSBE may seek as a private cause of action under any legally binding contract to which it may be a party.

Heather Huot

5/14/2025

PRINT NAME OF PURCHASER

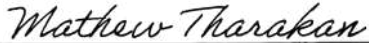
DATE



5/14/25

SIGNATURE OF PURCHASER


DATE



05-21-2025

MATHEW THARAKAN , DEPUTY DIRECTOR, DHCD

DATE



5/22/2025

LYNN T. NEWSOME, DEPUTY DIRECTOR OF COMMERCE, OEO

DATE

[See Forms on following pages; these Forms, must be submitted by Purchaser]



EQUAL OPPORTUNITY PLAN POLICY ACKNOWLEDGMENT FORM

PROJECT NAME: Saint Katharine Drexel Place

DEVELOPER: Catholic Housing and Community Services

GENERAL CONTRACTOR: Domus, Inc.

By signing this acknowledgment, the undersigned Philadelphia Housing Development Corporation ("PHDC") construction or rehabilitation subsidy recipient ("Developer"), and the Developer's general contractor ("GC") (Developer and GC together, the "Development Team"), hereby acknowledge that as the Development Team who will construct or rehabilitate certain properties located within the City of Philadelphia ("Project"), they have received a copy of PHDC's Equal Opportunity Plan Policy (the "EOP Policy") and have met with PHDC representatives and/or the City to review the EOP Policy on the date specified below. The Development Team hereby also acknowledges that they have carefully read and fully understand the EOP Policy and that failure to comply with the EOP Policy may result in the forfeiture of up to the entire retainage amount that PHDC typically holds until completion and approval of the Project.

The Development Team hereby further acknowledges that failure to comply with the EOP Policy for more than one (1) project may result in PHDC pursuing all legal remedies available to it pursuant to the Equal Opportunity Plan and Loan Commitment Letter, including suspension or debarment of the GC and ineligibility of the Developer to receive PHDC subsidies for future projects.

DEVELOPER

Date: _____

By: Heather Huot
Name: Heather Huot
Title: Executive Vice President

GENERAL CONTRACTOR

Date: 5/13/2025

By: Mark J. Halstead
Name: Mark J. Halstead
Title: Chief Estimator



EQUAL OPPORTUNITY PLAN: CURRENT & PAST PROJECTS

NAME OF DEVELOPER Catholic Housing and Community Services

NAME OF GENERAL CONTRACTOR Domus

TODAY'S DATE: 04/16/25 **PROJECT** St. Katherine Drexel Senior Housing

PLEASE LIST YOUR **CURRENT PROJECTS** WITH PHDC AND THE MINORITY PARTICIPATION GOALS:

- | | | | | | |
|--------------------|-------------------------------------|-------------|----------|-------------|-----------|
| 1. Project's Name: | <u>Triangle Senior Housing</u> | <u>WBE%</u> | <u>7</u> | <u>MBE%</u> | <u>17</u> |
| 2. Project's Name: | <u>Old First House</u> | <u>WBE%</u> | <u>7</u> | <u>MBE%</u> | <u>18</u> |
| 3. Project's Name: | <u>Good Shepherd Senior Housing</u> | <u>WBE%</u> | <u>7</u> | <u>MBE%</u> | <u>18</u> |

PLEASE LIST YOUR **LAST THREE (3) COMPLETED PROJECTS** WITH PHDC AND THE MINORITY PARTICIPATION ACHIEVED:

- | | | | | | |
|--------------------|---------------------------------|-------------|------------|-------------|-------------|
| 1. Project's Name: | <u>Artene Thorpe Townhomes</u> | <u>WBE%</u> | <u>8.4</u> | <u>MBE%</u> | <u>21.4</u> |
| 2. Project's Name: | <u>Janney Street Apartments</u> | <u>WBE%</u> | <u>9.4</u> | <u>MBE%</u> | <u>21.9</u> |
| 3. Project's Name: | <u>Mamie Nichols</u> | <u>WBE%</u> | <u>11%</u> | <u>MBE%</u> | <u>29</u> |