



MEMORANDUM

TO: PHDC EMPLOYEES
FROM: DAVID S. THOMAS, PRESIDENT AND CEO
SUBJECT: PHDC ELECTED OFFICIALS REQUESTS POLICY
DATE: DECEMBER 6, 2023

Philadelphia Housing Development Corporation (PHDC) employees shall not respond in any way, shape, or fashion to any requests from elected officials (federal, state or city) or their staff or other representative for any actions, information, records, documents or other materials, and/or any statements (written and/or verbal), except to politely and respectfully refer any such requests to the Executive Office.