



# Boards of Commissioners Meeting

June 25, 2019

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

## Regular Joint Meeting of the Boards of Commissioners of the Fresno Housing Authority

**5pm - June 25, 2019**

**1331 Fulton Street, Fresno, CA 93721**

Interested parties wishing to address the Boards of Commissioners regarding this meeting's Agenda Items, and/or regarding topics not on the agenda but within the subject matter jurisdiction of the Boards of Commissioners, are asked to complete a "Request to Speak" card which may be obtained from the Board Secretary (Tiffany Mangum) at 4:45 p.m. You will be called to speak under Agenda Item 3, Public Comment.

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made at least one (1) full business day prior to the meeting. Please contact the Board Secretary at (559) 443-8475, TTY 800-735-2929, or via email at [executiveoffice@fresnohousing.org](mailto:executiveoffice@fresnohousing.org).

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**5pm**

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**1. Call to Order and Roll Call**
**2. Approval of agenda as posted (or amended)**

*The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.*

**3. Public Comment**

*This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.*

**4. Potential Conflicts of Interest** – Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov. Code section 87105)**5. Consent Agenda**

*All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed the Consent Agenda and considered following approval of the Consent Agenda.*

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a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 466-191-09; 1828 Broadway St., Fresno, CA 93721 Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; Bains Sukhwant Singh & Gian Kaur Trs Under negotiation: Price and Terms	
b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 471-220-41; 4538 E. Hamilton Ave., Fresno, CA Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; Fresno Income Properties Under negotiation: Price and Terms	
c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 459-033-20, 459-034-05, 452-314-01, 459-182-26; Belmont Avenue Scattered Sites, Fresno, CA Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; James Hendricks & Assoc.; Cornerstone Realty; Rio Vista Realty; Better Homes & Gardens Realty Under negotiation: Price and Terms	
d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 445-204-12; 2825 E. Harvard Ave., Fresno, CA Agency Negotiator: Preston Prince	

Negotiating Parties: Fresno Housing Authority; Century  
21 – C. Watson Realty  
Under negotiation: Price and Terms

**11. Report on Closed Session Items**

**12. Adjournment**

**Minutes of the Joint Meeting**  
**Of the Boards of Commissioners of the**  
**HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO**

**Tuesday, May 28, 2019**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, May 28, 2019 at the HACCF offices, located at 1331 Fulton Street, Fresno, California.

1. The regular meeting was called to order at 5:03 p.m. by Board Vice Chair, Commissioner Christensen, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT:     Caine Christensen, Vice Chair  
                  Stacy Vaillancourt  
                  Terra Brusseau  
                  Sharon Williams  
                  Ruby Yanez

ABSENT:       Adrian Jones, Chair  
                  Rueben Scott

The meeting was called to order at 5:03 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT:     Stacy Sablan, Chair  
                  Mary G. Castro, Vice Chair  
                  Joey Fuentes  
                  Cary Catalano  
                  Valori Gallaher

ABSENT:       Nikki Henry

Also, in attendance were the following: Preston Prince, CEO/Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel.

## 2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

There were no public comments.

**CITY MOTION:** *Commissioner Brusseau moved, seconded by Commissioner Yanez, to approve the agenda as posted.*

**MOTION PASSED:** 4-0

**COUNTY MOTION:** *Commissioner Catalano moved, seconded by Commissioner Gallaher, to approve the agenda as posted.*

**MOTION PASSED:** 5-0

## 3. PUBLIC COMMENT

Mr. Eric Payne on behalf of the Central Valley Urban Institute and as a resident of Fresno spoke. He stated he gives his strong support to the consideration of Letter of Interest for the Moving to Work Program that will be submitted by the Fresno Housing Authority to HUD. He added that he has seen other cities' demonstration of this program and that they are successful. He is excited the Fresno Housing Authority administration is looking into closing the wage gap with many residents served in Fresno County.

## 4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest stated at this time.

## 5. RETIREMENT ACKNOWLEDGEMENTS

Mr. Preston Prince announced that four individuals retired at the beginning of this year. Three of the retirees are currently traveling and that the fourth retiree, Ms. Myrel Shropshire, was present at the Board meeting. Mr. Prince congratulated Ms. Shropshire for the 31 years and 7 months of service at Fresno Housing Authority.

Mr. Prince shared different positions Ms. Shropshire held. Ms. Myrel Shropshire was hired as an Administrative Clerk II. She held different positions such as the Housing Program Specialist, Housing Specialist II, Housing Program Coordinator II, Owner Services Coordinator, and Office Assistant II.

Ms. Shropshire shared that she has seen changes at the Fresno Housing Authority that she wanted to happen. Ms. Shropshire thanked attendees for joining her and allowing her to be at the Housing Authority.

## 6. CONSENT AGENDA

*All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered following approval of the Consent Agenda.*

### a. Consideration of the Minutes of April 23, 2019

**CITY MOTION:** Commissioner Yanez moved, seconded by Commissioner Williams to approve the Minutes of April 23, 2019 as posted.

**MOTION PASSED:** 4-0

**COUNTY MOTION:** Commissioner Catalano moved, seconded by Commissioner Gallaher to approve the Minutes of April 23, 2019 as posted.

**MOTION PASSED:** 5-0

## 7. INFORMATIONAL

### a. Resident Empowerment – Heaton Elementary Partnership

Ms. Mary Helen Caggianelli, Assistant Manager-Resident Services and the Principal of Heaton Elementary, Ms. Laura Gemetti, presented on this topic.

Commissioner Vaillancourt arrived around 5:30pm

### b. Agency Data Dashboard Update – Housing Choice Voucher Interest List

Ms. Cassie Morgan, Senior Database Administrator, and Ms. Aurora Ibarra, Senior Manager – Housing Choice Voucher, presented on this topic.

### c. Update on the HUD Proposed Rule on Mixed Families

Ms. Emily De La Guerra, Director of Finance and Administration, presented on this topic.

### d. 2018 Mixed Finance Results

Juan Lopez, Finance Manager, presented on this topic.



e. Real Estate Development Update

Mr. Michael Duarte, Director of Planning and Development, presented on this topic.

8. ACTION

Mr. Michael Duarte presented on item 8a. Ms. Emily De La Guerra presented on item 8b, 8c, and joined Mr. Jeremy Matthews in presenting on item 8d.

a. Consideration of Increased Predevelopment Loan Commitment – Orchard Apartments (Parlier)

**CITY MOTION:** *Commissioner Brusseau moved, seconded by Commissioner Williams to approve Increased Predevelopment Loan Commitment – Orchard Apartments (Parlier).*

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Catalano moved, seconded by Commissioner Fuentes to approve Increased Predevelopment Loan Commitment – Orchard Apartments (Parlier).*

**MOTION PASSED:** 5-0

b. Consideration of the Transfer of Excess Development Proceeds to the Housing Relinquished Fund Corporation (HRFC)

**CITY MOTION:** *Commissioner Brusseau moved, seconded by Commissioner Vaillancourt to approve the Transfer of Excess Development Proceeds to the Housing Relinquished Fund Corporation (HRFC).*

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Catalano moved, seconded by Commissioner Gallaher to approve the Transfer of Excess Development Proceeds to the Housing Relinquished Fund Corporation (HRFC).*

**MOTION PASSED:** 5-0

c. Consideration of Letter of Interest Submission – U.S. Department of Housing & Urban Development

**CITY MOTION:** Commissioner Williams moved, seconded by Commissioner Vaillancourt to approve the Letter of Interest Submission – U.S. Department of Housing & Urban Development.

**MOTION PASSED:** 5-0

**COUNTY MOTION:** Commissioner Fuentes moved, seconded by Commissioner Gallaher to approve the Letter of Interest Submission – U.S. Department of Housing & Urban Development.

**MOTION PASSED:** 5-0

Commissioner Brusseau left the board meeting at 8:37pm.

d. Consideration of the Amended Procurement Policy

**CITY MOTION:** Commissioner Vaillancourt moved, seconded by Commissioner Williams to approve the amended Procurement Policy.

**MOTION PASSED:** 4-0

**COUNTY MOTION:** Commissioner Catalano moved, seconded by Commissioner Gallaher to approve the amended Procurement Policy.

**MOTION PASSED:** 5-0

9. COMMISSIONERS' REPORT

Commissioner Catalano, thanked the Fresno Housing Authority staff for attending the press conference for Habitat of Humanity. He said they are breaking ground in a couple of weeks. He added that he is looking forward to the Homelessness Panel, on which, Mr. Prince will be presenting along with other speakers from the Fresno Rescue Mission, Poverello House. Westcare, and Department of Behavioral Health on Thursday, May 30, 2019. Mr. Prince shared that about 110 people signed up to attend. Commissioner Catalano shared that audience participation is encouraging.

Commissioner Sablan briefly talked about the Housing Is Summit, which Ms. Angie Nguyen and Mr. Prince also attended. This was CLPHA's fifth annual summit. She shared further about her experience at this conference. The conference had an amazing speaker on social inequities. Commissioner Sablan encouraged the speaker to be considered for Fresno Housing Authority staff in the future. Commissioner Sablan briefly talked about the interesting study of Baltimore, Maryland regarding the effect of poor housing and asthma. Ms. Angie Nguyen is

working on getting more information on this study and a presenter. Commissioner Sablan recommends attending this conference to her fellow commissioners.

Commissioner Williams shared her experience with PSWRC Conference in Anaheim. She stated she learned the responsibility of being a Commissioner and how to work with the Board Chairs. Commissioner Williams stated her ethics training is still pending. She said she had a wonderful time, learned a lot and asked a lot of questions. She added it is okay to have a difference of opinion, the importance of respecting Commissioners, and the importance of getting to know the staff. Commissioner Yanez concurred with her report.

#### 10. EXECUTIVE DIRECTOR'S REPORT

In addition to the written Director's report, the following items were announced:

- August 2, 2019 the Commissioner's Tour is scheduled.
- The Board Retreat is scheduled for August 23, 2019 at the Falls Event Center.
- There are two events hosted by the Fresno Police Department. On May 31, 2019, Fresno Police Activity League (PAL) is hosting the Program Showcase Fundraiser. On June 7, 2019, Officer Steve Hunt is hosting the West Fresno Family Carnival at Fairview Terrace from 11:00am to 3:00pm
- Mr. Prince shared he will be taking time-off; he is going to submit his out of state travel to the Boards for their consideration.
- He shared about the event Hope in Bloom hosted by Live Again Fresno on May 10, 2019.

#### 11. CLOSED SESSION

The Boards went into closed session at approximately 8:58 pm.

##### a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: APN: 466-191-09; 1828 Broadway St., Fresno, CA 93721

Agency Negotiator: Preston Prince

Negotiating Parties: Fresno Housing Authority; Bains Sukhwant Singh & Gian Kaur Trs

Under negotiation: Price and Terms

##### b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: APN: 416-040-09; 130 W. Barstow Ave., Fresno, CA 93704

Agency Negotiator: Preston Prince

Negotiating Parties: Fresno Housing Authority; Gary R. Perez

Under Negotiation: Price and Terms

*Joint Meeting*

*Action Minutes: 5.28.2019*

*Adopted:*

The Boards returned to open session at approximately 9:05 p.m.

12. REPORT ON CLOSED SESSION

There were no items to report at this time.

13. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 9:06 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

## BOARD MEMO

O (559) 443-8400

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TTY (800) 735-2929

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**TO:** Boards of Commissioners

**DATE:** June 21, 2019

Fresno Housing Authority

**BOARD MEETING:** June 25, 2019

**FROM:** Preston Prince



**AGENDA ITEM:** 5b

CEO/Executive Director

**AUTHOR:** Tiffany Mangum

**SUBJECT:** Consideration of Out of State Travel – CEO and Commissioners

### Executive Summary

Out-of-State Travel is requested for the CEO/Executive Director and/or Commissioners\* as follows:

Date	Location	Event
6/29-7/7/19	-	CEO - Annual Leave
10/10-10/12/19	San Antonio, TX	NAHRO National Conference

### Recommendation

It is recommended the Boards of Commissioners of the Fresno Housing Authority, approve the aforementioned out-of-state travel itinerary and attendee(s).

### Fiscal Impact

All travel and conference expenditures are within budget, and funds have been previously approved as part of the FY2019 Operating Budgets submitted and approved in December 2018.

*\*Commissioners may attend with the CEO.*

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 5C

**AUTHOR:** Sheila Scheitrum

**SUBJECT:** Approval to Accept Low-Income Housing Tax Credit Awards for Kingsburg Seniors Housing

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### Executive Summary

The purpose of this Board memo is to ask the Boards of Commissioners for approval to accept the recently awarded Low Income Housing Tax credits for the Kingsburg Seniors property.

On February 26, 2019, the Boards of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for the Kingsburg Seniors Housing development to the California Tax Credit Allocation Committee (CTCAC) for the purpose of securing new financing for the project. The LIHTC program provides incentives for the utilization of private equity in the development of affordable housing. CTCAC administers the federal and state LIHTC programs in California.

On March 2, 2019, Fresno Housing Authority (FH) submitted a funding application to CTCAC for 9% LIHTCs for the Kingsburg Seniors project. On June 12, 2019, CTCAC made its formal awards for the current round of 9% LIHTCs and has awarded LIHTCs to the Kingsburg Seniors project. CTCAC has provided FH with a preliminary reservation letter which FH will have until July 2, 2019 to accept the award and concurrently commit to start construction within approximately 180 days from award.

The Kingsburg Seniors Housing project is located on a 4.84 acre vacant parcel at the southwest corner of Sierra Street and Madsen Avenue in Kingsburg, CA. The project includes 47 units total consisting of 41 units targeting households with incomes at or below 80% AMI, five market rate units and one manager unit. The project will include (35) units of Project-Based Voucher (PBV) rental subsidy.

### Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolution approving the necessary actions needed to move forward with accepting the 9% Low-Income Housing Tax Credits award from the California Tax Credit Allocation Committee for the Kingsburg Seniors Housing project to conduct new construction and to secure new financing.

It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute documents on behalf of the Housing Authority of Fresno County, CA in connection with the approved actions.

**Fiscal Impact**

There is no direct cost associated with the acceptance of the LIHTC awards.

**Background Information**

The Kingsburg Seniors Housing project is located on the southwest corner of Madsen Avenue and Sierra Street in Kingburg, CA (APN: 396-020-017) FH staff currently envisions the project as new construction of 47 units, there will be (38) one-bedroom units, (8) two-bedroom units, and (1) three-bedroom manager's unit. Of the (47) units, (41) of the units will be rent restricted for qualified incomes ranging from 30% to 80% of the area median income, and (5) units will be market rate units. There will also be approximately 3,650 square feet of community space.

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF LOW-INCOME HOUSING TAX  
CREDITS AWARDED TO KINGSBURG SENIORS HOUSING PROJECT**

WHEREAS, the Housing Authority of Fresno County, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low and moderate income households within a variety of neighborhoods; and

WHEREAS, on February 26, 2019 the Board of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for Kingsburg Seniors Housing project (southwest corner of Sierra Street and Madsen Avenue in the City of Kingsburg) to the California Tax Credit Allocation Committee; and

WHEREAS, on March 2, 2019 the Agency submitted a funding application to the California Tax Credit Allocation Committee for LIHTCs for construction of the Kingsburg Seniors Housing project; and

WHEREAS, on June 14, 2019, Kingsburg Seniors Housing received a Preliminary Reservation Letter for 9% LIHTCs from the California Tax Credit Allocation Committee and the Agency desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California do hereby approve the acceptance of the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits for Kingsburg Seniors Housing and authorize Preston Prince, CEO/Executive Director, Tracewell



Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF JUNE, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 5d

**AUTHOR:** Dave Brenner

**SUBJECT:** Approval to Accept Low-Income Housing Tax Credit Award for Willow & Alluvial

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### Executive Summary

The purpose of this Board memo is to ask the Boards of Commissioners for approval to accept the recently awarded Low Income Housing Tax credits for the Willow & Alluvial property.

On February 26, 2019, the Boards of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for Willow & Alluvial (725 W Alluvial Avenue, Clovis, California) to the California Tax Credit Allocation Committee (CTCAC) for the purpose of securing new financing for the project. The LIHTC program provides incentives for the utilization of private equity in the development of affordable housing. CTCAC administers the federal and state LIHTC programs in California.

On March 2, 2019 the Fresno Housing Authority (FH) submitted a funding application for Willow & Alluvial to CTCAC. On June 12, 2019, CTCAC made its formal awards for the current round of 9% LIHTCs and issued a preliminary reservation letter for the Willow & Alluvial project. FH has until July 2, 2019 to accept the award and concurrently commit to start construction within approximately 180 days from award. The project will serve Clovis families who earn up to 80% AMI.

### Recommendation

It is recommended that the Boards of Commissioners accept the 9% Low-Income Housing Tax Credits award from the California Tax Credit Allocation Committee for Willow & Alluvial in order to conduct new construction and to secure new financing for the project.

It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of Fresno County in connection with the approved actions.

### Fiscal Impact

There is no direct cost associated with the acceptance of the LIHTC awards.

**Background Information**

The Willow & Alluvial project is located on the northeast corner of N. Willow and W. Alluvial Avenues in Clovis, CA (725 W Alluvial Avenue, Clovis; APN 561-020-51 S and portion of 561-020-50 S). The planset envisions 60 units (8 one-bedroom units, 34 two-bedroom units, 18 three-bedroom units) and 2,473 square feet of community space.

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF LOW-INCOME HOUSING TAX CREDITS AWARDED TO WILLOW ALLUVIAL FAMILY HOUSING PROJECT**

WHEREAS, the Housing Authority of Fresno County, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low and moderate income households within a variety of neighborhoods; and

WHEREAS, on February 26, 2019 the Board of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for Willow Alluvial Family Housing project (northeast corner of Willow and Alluvial Avenues in the City of Clovis) to the California Tax Credit Allocation Committee; and

WHEREAS, on March 2, 2019 the Agency submitted a funding application to the California Tax Credit Allocation Committee for LIHTCs for construction of the Willow Alluvial Family Housing project; and

WHEREAS, on June 14, 2019, Willow Alluvial Family Housing received a Preliminary Reservation Letter for 9% LIHTCs from the California Tax Credit Allocation Committee and the Agency desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California do hereby approve the acceptance of the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits for Willow Alluvial Family Housing and authorize Preston Prince, CEO/Executive Director,

Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF JUNE, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO


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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 5e

**AUTHOR:** Quincy Boren

**SUBJECT:** Approval to Accept Low-Income Housing Tax Credit Awards for Plaza Terrace (submitted as Renaissance at Cincotta)

### Executive Summary

The purpose of this Board memo is to ask the Boards of Commissioners for approval to accept the recently awarded Low Income Housing Tax credits for the Plaza Terrace property.

On February 26, 2019, the Boards of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for Plaza Terrace (submitted as Renaissance at Cincotta) to the California Tax Credit Allocation Committee (CTCAC) for the purpose of securing new financing for the project. The LIHTC program provides incentives for the utilization of private equity in the development of affordable housing. CTCAC administers the federal and state LIHTC programs in California.

On March 2, 2019 the Fresno Housing Authority (FH) submitted a funding application to CTCAC for 9% LIHTCs for the subject project. On June 12, 2019, CTCAC made its formal awards for the current round of 9% LIHTCs and the preliminary reservation letter was received on June 14, 2019 for Plaza Terrace (awarded under Renaissance at Cincotta). FH has until July 2, 2019 to accept the award and concurrently commit to start construction within approximately 180 days from award.

In addition, the Plaza Terrace property was one of three locations selected for submission of an application to the State of California No Place Like Home (NPLH) Supportive Housing Program. At the January 22, 2019 Board meeting the Board authorized submission of the NPLH application as well as entering into a Memorandum of Understanding with the County of Fresno Department of Behavioral Health, (DBH) to collaborate on the development of permanent supportive housing for Fresno County residents and allocate \$2,183,000 in non-competitive NPLH funds, as well as \$6,168,706 in SNHP funds to the Fresno Housing Authority (FH) for the development of permanent supportive housing. The County of Fresno Department of Behavioral Health (DBH) served as the lead applicant and service provider, and FH's role is the development sponsor and project owner/borrower. Plaza Terrace received an official award notice for \$3,616,466 in NPLH funds on June 14, 2019. The Plaza Terrace will consist of 27

units of 1 & 2 bedroom housing, with 1 manager's unit. Community and open office space have been added to the rehabilitation plan to ensure tenants have access to these opportunities on site. The targeted income for the site is 20% to 60% AMI. The project is proposed to include Project Based Voucher rental subsidy.

### **Recommendation**

It is recommended that the Boards of Commissioners authorize acceptance of the 9% Low-Income Housing Tax Credit award from the California Tax Credit Allocation Committee for Plaza Terrace (awarded as Renaissance at Cincotta) for purposes of substantial rehabilitation and to secure new financing for the property. It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of City of Fresno in connection with the approved actions.

### **Fiscal Impact**

There is no direct cost associated with the acceptance of the LIHTC awards.

### **Background Information**

The Plaza Terrace property is located at the corner of Belmont and Cedar Ave. The site is .68 acres and currently has (30) existing units that were previously operated as reunification housing for mothers and families (the El Puente program). There are six 2-story buildings on site, four of which are used as residential living units, and the other two are used as a managers office and maintenance shop, along with laundry and storage space. As part of the rehabilitation process, FH envisions upgrades that will include amenities that will be comparable to high quality units in the community. These upgrades include but are not limited to flooring, windows, laundry facility, dishwashers, heating/cooling, and roofing upgrades. Rehabilitation of existing units will also involve the replacement of mechanical, electrical, and plumbing systems. With improvements made to the building envelopes and systems, FH is anticipating a 15-30% increase in energy efficiencies for all buildings.

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF LOW-INCOME HOUSING TAX  
CREDITS AWARDED TO PLAZA TERRACE (SUBMITTED AS RENAISSANCE AT  
CINCOTTA) HOUSING PROJECT**

WHEREAS, the Housing Authority of the City of Fresno, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low and moderate income households within a variety of neighborhoods; and

WHEREAS, on February 26, 2019 the Board of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for Plaza Terrace (submitted as Renaissance at Cincotta) project (4041 Plaza Drive West, Fresno CA 93702, in the City of Fresno) to the California Tax Credit Allocation Committee; and

WHEREAS, on March 2, 2019 the Agency submitted a funding application to the California Tax Credit Allocation Committee for LIHTCs for rehabilitation of the Plaza Terrace Housing project; and

WHEREAS, on June 14, 2019, Plaza Terrace (awarded as Renaissance at Cincotta) received a Preliminary Reservation Letter for 9% LIHTCs from the California Tax Credit Allocation Committee and the Agency desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby approve the acceptance of the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits for Plaza Terrace (awarded as Renaissance at Cincotta) and authorize Preston Prince,



CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF JUNE, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

O (559) 443-8400

F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

**DATE:** June 21 2019

Fresno Housing Authority

**BOARD MEETING:** June 25, 2019

**FROM:** Preston Prince



**AGENDA ITEM:** 5f

CEO/Executive Director

**AUTHOR:** Bobby Coulter

**SUBJECT:** Consideration of Lease Agreement for Printing Equipment and Services

---

### Executive Summary

The purpose of this memo is to seek the Boards of Commissioners' approval to negotiate and execute a lease agreement between the Fresno Housing Authority and American Business Machines (ABM) for printing equipment and services.

Over the past several years, the Agency has made significant investments in technology, which have resulted in increased productivity and substantial efficiency gains. Investments such as the implementation of Yardi in 2016 inspired staff to evaluate printing processes for potential fleet reductions. The result was a 36% decrease in printing devices in 2016. In addition, the variety of hardware manufacturers was decreased from nine to three, thus simplifying support and equipment maintenance.

Staff is proposing to enter into a lease agreement with American Business Machines (ABM) in order to utilize enhanced features that will increase efficiency and further reduce paper consumption. By utilizing ABM's updated technology and workflow capabilities, the Agency plans to further reduce the number of printers by 44%.

### Fiscal Impact

The proposed lease agreement with American Business Machines would be for an amount not to exceed \$650,000 over the course of five years, from July 1, 2019 to July 1, 2024. The \$10,820 monthly cost of the ABM lease is approximately \$4,000 less per month than what the Agency is currently paying for managed print services. These cost savings can be attributed to better data and metrics around printing quantities, right-sizing of the printer fleet and a reduction in printers overall. Furthermore, the new lease agreement will include language to ensure that data and maintenance is provided on a more consistent basis, all while providing a cushion should printing increase unexpectedly.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to negotiate and execute a lease agreement with

American Business Machines from July 1, 2019 to July 1, 2024 for an amount not to exceed \$650,000.

### **Background Information**

The Boards of Commissioners originally approved a lease agreement with Ricoh USA, Inc. as the provider for Agency printing and copying service on November 15, 2016. HUD procurement guidelines provide that Housing Authority's may purchase "supplies and services through a local, county or State government's supply, service or equipment contractor." This practice is also encouraged by 2 CFR § 200.318 (e) . These types of inter-governmental agreements are commonly referred to "Piggyback Justifications" (PBJ). The underlying Ricoh lease agreement was procured as a PBJ, in accordance with 2 CFR § 200.32 U.S. Communities purchasing cooperative.

The American Business Machines (ABM) lease agreement was also procured as a PBJ utilizing the NASPO ValuePoint Master Agreement No. 3091. American Business Machines (ABM) was selected as the highest-rated and most cost-effective vendor to provide the necessary service and devices, and staff recommends approval to negotiate and execute a lease agreement between the Fresno Housing Authority and American Business Machines (ABM)

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING THE APPROVAL OF AMERICAN BUSINESS MACHINES  
AGREEMENT FOR PRINTING EQUIPMENT AND SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") desires to enter a lease agreement with American Business Machines ("ABM") to provide Printing Equipment and Services; and

WHEREAS, the negotiated agreement includes a not-to-exceed amount of \$650,000; and

WHEREAS, the term of the negotiated agreement will be for five years with the option to cancel for convenience;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby authorize Preston Prince, Executive Director/CEO or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION AUTHORIZING THE APPROVAL OF AMERICAN BUSINESS MACHINES  
AGREEMENT FOR PRINTING EQUIPMENT AND SERVICES**

WHEREAS, the Housing Authority of Fresno County (the "Agency") desires to enter a lease agreement with American Business Machines ("ABM") to provide Printing Equipment and Services; and

WHEREAS, the negotiated agreement includes a not-to-exceed amount of \$650,000; and

WHEREAS, the term of the negotiated agreement will be for five years with the option to cancel for convenience;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize Preston Prince, Executive Director/CEO or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO


O (559) 443-8400  
F (559) 445-8981

1331 Fulton Mall  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 6a

**AUTHOR:** Angie Nguyen

**SUBJECT:** Fresno County Preterm Birth Collective Impact Initiative

---

### Executive Summary

Sandra Flores, Program Director at California State University, Fresno Foundation will present information regarding the Fresno County Preterm Birth Collective Impact Initiative. The Central California Center for Health and Human Services at Fresno State serves as the backbone organization, helping to drive all major local efforts of the initiative. Additional information will be provided at the Boards of Commissioners meeting.

### Recommendation

No action is necessary. This item is informational only.

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O (559) 443-8400

F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 6b

**AUTHOR:** Hilda Reeves

**SUBJECT:** Update on the 2020 Five-Year Plan and Agency Plans

---

### Executive Summary

Staff will be presenting an overview of the 2020 PHA Plan process and timeline. The PHA Plan consists of two major elements; the Five Year Plan and the Annual Plan.

- The Five Year Plan describes the mission of the Agency as well as its goals and objectives.
- The Annual Plan covers policies and procedures of the Agency. Any changes identified in the PHA's Annual Plan will be incorporated into the ACOP and Administrative Plan.

### Financial Impact

There is no fiscal impact.

### Recommendation

Informational only. No action is necessary.

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O (559) 443-8400  
F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 6c

**AUTHOR:** Bobby Coulter

**SUBJECT:** The Executive Summary Report - An Interactive Data Dashboard  
Series. Part 4: Organizational Demographics

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### Executive Summary

The purpose of this memo is to introduce the Boards of Commissioners to Part 4 of the Executive Summary Report – An Interactive Data Dashboard Series.

Over the last few months, the Information Systems team has been working to transform the Executive Summary Report into a series of interactive data dashboards. These visualizations will help to expand our culture of data collaboration and provide further insights into the work we do everyday. In part 4 of the series, we focus on the demographics and tenure of Agency staff.



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O (559) 443-8400  
F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

**DATE:** June 21, 2019

Fresno Housing Authority

**BOARD MEETING:** June 25, 2019

**FROM:** Preston Prince



**AGENDA ITEM:** 6d

CEO/Executive Director

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Update on Housing Relinquished Fund Corp. (HRFC) Reserves

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### Executive Summary

Staff will be presenting an update on the Housing Relinquished Fund Corporation (HRFC) cash reserves. The analysis will include actual inflows and outflows as of May 31, 2019, as well as current commitments.

### Recommendation

No action is necessary. This item is informational only.

## BOARD MEMO

O (559) 443-8400

F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

**DATE:** 06/18/2019

Fresno Housing Authority

**BOARD MEETING:** June 25, 2019

**FROM:** Preston Prince



**AGENDA ITEM:** 6e

CEO/Executive Director

**AUTHOR:** Michael Duarte

**SUBJECT:** Update on Acquisition/Rehabilitation Projects

---

### Executive Summary

The purpose of this memo is to present information to the Boards of Commissioners regarding the Fresno Housing Authority's work on acquisition/rehabilitation projects. The 2019-2020 Strategic Goals included developing and expanding the availability of quality housing, balancing new construction and renovation while investing in existing and new neighborhoods.

Staff has been working over the past six months to identify and analyze different purchase opportunities and financing structures for rehabilitation that would also meet the strategic financial goals of the Agency. These efforts will be presented to the Boards of Commissioners at the June board meeting.

### Recommendation

This item is informational. Action is not required.

## BOARD MEMO


O (559) 443-8400  
F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 6f

**AUTHOR:** Christina Husbands

**SUBJECT:** Real Estate Development Update

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### Executive Summary

Staff will present an overview of current real estate activities.

### Recommendation

None at this time. Informational only.

## BOARD MEMO

O (559) 443-8400  
F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 7a

**AUTHOR:** Tiffany B. Mangum

**SUBJECT:** Letter Opposing HUD's Proposed Rule on Mixed Families

### Executive Summary

During the May 28<sup>th</sup> Board Meeting, Staff presented information on the U.S. Department of Urban Development's (HUD) proposed rule on Mixed Families. This proposed rule will make changes to HUD's regulations, as they seek to implement Section 214 of the Housing and Community Development Act of 1980. Currently, this proposed rule is open for public comment through July 9, 2019.

Subsequently, and at the direction of the Boards, staff and General Counsel prepared a letter opposing the implementation of the proposed rule for their review and final consideration at the June 25, 2019 Board Meeting.

### Recommendation

It is recommended that the Boards of Commissioners consider and approve the attached letter; on behalf of the Boards, authorize the CEO/Executive Director, and Board Chairs of both the Housing Authority of the City of Fresno and the Housing Authority of Fresno County to apply their signature; and submit final letter to HUD on or before July 9, 2019 (close of the public comment period).

### Background

"Mixed families" are families where one or more of the members of the household are not citizens or eligible non-citizens. HUD assistance is prorated for mixed families, such that subsidy is not provided for ineligible family members. Therefore, a higher rent is charged for families with the same number of members in a household but where there are ineligible members. Proposed Rules must go through a public comment period and further review before they become Final Rules. The public comment period for this proposed rule will close on July 9, 2019.

While properties funded solely by the utilization of Low-Income Housing Tax Credits are not subject to the rule, Staff has done an analysis, reflecting the anticipated impact within Fresno County, which includes families on our Housing Choice Voucher, Public Housing, Multi-family project-based rental assistance, and USDA programs.

1331 Fulton Street  
Fresno, California 93721

(559) 443-8400  
TTY (800) 735-2929  
[www.fresnohousing.org](http://www.fresnohousing.org)

**City of Fresno**  
**Board of Commissioners**  
Adrian Jones, Chair  
Caine Christensen, Vice Chair  
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Stacy Vaillancourt  
Terra Brusseau  
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**Fresno County**  
**Board of Commissioners**  
Stacy Sablan, Chair  
Mary Castro, Vice Chair  
Joey Fuentes  
Cary Catalano  
Nikki Henry  
Valori Gallaher

**CEO/Executive Director**  
Preston Prince

June 26, 2019

United States Department of Housing & Urban Development  
J. Paul Compton, Jr., Esq.  
Regulations Division, Office of General Counsel  
451 7th Street, SW, Room 10276  
Washington, DC 20410-0500

Re: Proposed Rule on Mixed Families

Dear Mr. Compton,

On behalf of the Boards of Commissioners of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County, we write this letter to voice our strong opposition to the U.S. Department of Housing and Urban Development's (HUD) re-interpretation of Section 214 of the 1980 Housing and Community Development Act, which would make significant changes to the treatment of families with mixed immigration status. As explained below, this proposed revision to the rule could cause approximately 1,400 children in Fresno County to lose housing assistance.

We all share the concern that millions of families are struggling to find safe, quality and affordable housing. However, these proposed changes are unnecessary and will not reduce the number of families in need of housing assistance. In reality, revoking housing assistance, especially on such a large scale, would exacerbate the ongoing homelessness crisis and housing instability in our community and throughout the nation.

Current law already ensures that ineligible immigrants do not receive housing assistance. Under these proposed HUD requirements, mixed-status families would be forced to make an unimaginable decision between keeping their family together or losing their housing. Children who are eligible to receive assistance would be displaced from their homes if their parent cannot prove eligible status. In fact, an analysis conducted by HUD showed that over 55,000 children who are U.S. citizens could be terminated from housing assistance, including 1,400 children in Fresno County alone. Children are shaped by their environment, and we believe it is in our communities' best interest to ensure they have a safe, quality home to grow up in.

The core mission of our Agency is to create and sustain vibrant communities, which is reflected in programs and policies that build community, rather than disintegrate the core

of what community is – family. We advocate for keeping families together, knowing that strong families create strong communities.

We strongly urge HUD to not implement these harmful changes, and work with Congress to make significant new investments into housing programs and ensure increased access to quality housing for all of our families.

Sincerely,

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Stacy Sablan  
Board of Commissioners, Chair  
Housing Authority of the County of Fresno

---

Adrian Jones  
Board of Commissioner, Chair  
Housing Authority of the City of Fresno

---

Preston Prince  
CEO/Executive Director  
Fresno Housing Authority

## BOARD MEMO

O (559) 443-8400  
 F (559) 445-8981

1331 Fulton Street  
 Fresno, California 93721  
 TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

**DATE:** June 21, 2019

Fresno Housing Authority

**BOARD MEETING:** June 25, 2019

**FROM:** Preston Prince

CEO/Executive Director

**AGENDA ITEM:** 7b

**AUTHOR:** Brandon Gonzalez

**SUBJECT:** Authorization of Funding Applications for the Barstow Commons Project (APN: 416-040-09) and Request for Funding Commitment

### Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the development of an affordable housing property being contemplated at 130 W. Barstow Avenue, Fresno, California. This memo will request authorization of funding applications, which will include the submission of a Low-Income Housing Tax Credit (LIHTC) application to the California Tax Credit Allocation Committee (CTCAC) and a Fresno Housing Authority (FH) Capital Funds commitment.

As part of an effort to secure Low-Income Housing Tax Credit (LIHTC) financing for the development of the Barstow Commons project, FH is requesting board approval for the submission of a 9% LIHTC application to CTCAC. In addition to the LIHTC application submission, staff is also recommending a funding commitment from FH of up to \$1,500,000 of available Capital Funds to the proposed development.

At the January 22, 2019 Board meeting, the Boards approved the submission of an application for the Barstow Commons development for competitive funding to the No Place Like Home Program (NPLH) administered by the State of California Housing and Community Development Department (HCD). Subsequently, the project has been successful in securing a funding award totaling \$5,479,586 from the competitive NPLH program. In January, the Boards also approved a Memorandum of Understanding (MOU) with the County of Fresno Department of Behavioral Health (DBH) to collaborate on the development of permanent supportive housing. As part of the MOU, DBH committed \$2,183,000 of its non-competitive NPLH funds and \$6,168,706 of its Special Needs Housing Program (SNHP) funds which may be utilized in a number of potential projects that are mutually identified and agreed upon. Barstow Commons is one of the potential projects proposed and is planned to utilize a portion of the SNHP funds committed. DBH will serve as the lead applicant and service provider and Fresno Housing is the development sponsor and project owner/borrower.

Staff is proposing that FH enter into a Memorandum of Understanding (MOU) with Silvercrest, Inc. to co-develop the Barstow Commons project. Silvercrest Inc., as a wholly controlled instrumentality of FH, will act as the lead applicant in the LIHTC application. Upon formation of the “to be formed” limited partnership, Silvercrest, Inc. will take on the role of Managing General Partner and FH will serve as the Administrative General Partner.

In order to fully finance the project, it is necessary to submit a funding application to the California Tax Credit Allocation Committee (CTCAC) for an allocation of 9% Low-Income Housing Tax Credits (LIHTC). Staff has been working with design teams as well as service providers to ensure the project has the necessary approvals to submit the funding application. The recommended action in this memo is to authorize the submission of a funding application to CTCAC for the Barstow Commons project and to commit FH Capital Funds to the project along with other related actions.

### **Fiscal Impact**

Staff is requesting a Fresno Housing Authority Capital Funds commitment of up to \$1,500,000 for the Barstow project. Staff will continue to pursue additional gap financing sources to reduce this commitment. The \$2,000 CTCAC application fee and other due diligence is budgeted from the current approved predevelopment budget. It is expected that a request for predevelopment financing from the Housing Relinquished Fund Corporation would be necessary in the future should the CTCAC application be successful. The predevelopment financing would be necessary until the construction/permanent financing and FH Capital Funds close. The predevelopment funds would be fully reimbursed once the construction/permanent financing and FH Capital Funds close occurs.

### **Recommendation**

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward with funding application submissions for the Barstow Commons project (APN 416-040-09), and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the Housing Authority of the City of Fresno to enter into a Memorandum of Understanding with Silvercrest, Inc. to co-develop the project.
2. Authorize the Housing Authority of the City of Fresno to enter into a Partnership Agreement with Silvercrest, Inc., wherein the Authority would act as the Administrative General Partner (AGP) and Silvercrest, Inc. would act as the Managing General Partner (MGP); and to execute such documents as are necessary for such purposes.
3. Authorize approval of a funding commitment from the Fresno Housing Authority Capital Fund in an amount up to \$1,500,000 for the development of the Barstow Commons project. The most recent development pro forma (Exhibit B), detailed operating budget (Exhibit C) and 15-Year projections (Exhibit D) are attached.
4. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the California Tax Credit Allocation Committee (b) submission of a funding request to the County of Fresno Department of Behavioral Health (c) submission of an application for California Housing Finance Agency (CalHFA) funding, (d) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (e) submission of an



application for County of Fresno HOME funds, and (f) other grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.

5. Authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and their designees to execute documents on behalf of the Housing Authority of Fresno County, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
6. Provide for other matters related thereto.

## **Background**

Barstow/Blackstone (APN: 416-040-09) is a proposed 42-unit new construction project in Fresno, CA that will include twenty (20) one-bedroom units, fourteen (14) two-bedroom units, seven (7) three-bedroom units, and one (1) three-bedroom manager unit. The households will have access to common area facilities in an on-site community building with approximately 4,038 net square feet where resident services will be offered free of charge. The project will meet all accessibility requirements consistent with local law and TCAC regulations. The site is intended to serve a combination multi-family residential and permanent supportive housing tenants. All of the units will include amenities that are comparable to market rate units in the community. Residents of Barstow/Blackstone will have access to interior community spaces, outdoor play spaces for children and picnic-relaxation areas. The community room at Barstow/Blackstone will accommodate services for families and children, community events, and property management-related functions. The design of the project includes ideas, designs and discussions around the concept of “Trauma Informed Design”. The property will have two laundry facilities on-site and is being designed to Green Building standards. Emphasis will be placed on efficient mechanical systems (HVAC, water heating) and efficient shell measures (light color stucco, metal roofing/single-ply TPO). The site will also use drought resistant landscaping.

Attachments:   Exhibit A – Organizational Chart  
                      Exhibit B – Development Pro Forma  
                      Exhibit C – Operating Budget  
                      Exhibit D – 15-Year Projections  
                      Exhibit E – Site Plan

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION AUTHORIZING THE SUBMISSION OF FUNDING APPLICATIONS FOR  
THE BARSTOW COMMONS PROJECT (APN: 416-040-09), CAPITAL FUND  
COMMITMENT AND OTHER MATTERS RELATED THERETO**

WHEREAS, the Housing Authority of the City of Fresno, California (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in City of Fresno, California (“the County”); and,

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Barstow Commons site (130 W. Barstow Avenue, Fresno, CA) is located in an area with limited affordable housing opportunities and is generally in line with the Authority’s housing and development goals; and,

WHEREAS, a project concept and architectural plan envisions up to 41 low income units, 1 manager’s unit and approximately 4,038 square feet of community and office space; and,

WHEREAS, the Barstow Commons development was successful in receiving a No Place Like Home Program (NPLH) funding allocation of \$5,479,586 from the State of California Housing and Community Development Department (HCD); and,

WHEREAS, the Authority desires to commit available Low Income Public Housing Capital Funds (“Capital Funds”) in an amount up to \$1,500,000 to the Barstow/Blackstone project; and

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of City of Fresno, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to undertake the following actions needed to move forward with funding application submissions for the Barstow Commons project (APN 416-040-09):

1. Authorize the Housing Authority of the City of Fresno to enter into a Memorandum of Understanding with Silvercrest, Inc. to co-develop the project.

2. Authorize the Housing Authority of the City of Fresno to enter into a Partnership Agreement with Silvercrest, Inc., wherein the Authority would act as the Administrative General Partner (AGP) and Silvercrest, Inc. would act as the Managing General Partner (MGP); and to execute such documents as are necessary for such purposes.
3. Authorize approval of a funding commitment from the Fresno Housing Authority Capital Fund in an amount up to \$1,500,000 for the development of the Barstow Commons project.
4. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the California Tax Credit Allocation Committee (b) submission of a funding request to the County of Fresno Department of Behavioral Health (c) submission of an application for California Housing Finance Agency (CalHFA) funding, (d) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (e) submission of an application for County of Fresno HOME funds, and (f) other grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
5. Authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and their designees to execute documents on behalf of the Housing Authority of Fresno County, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
6. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF JUNE, 2019. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

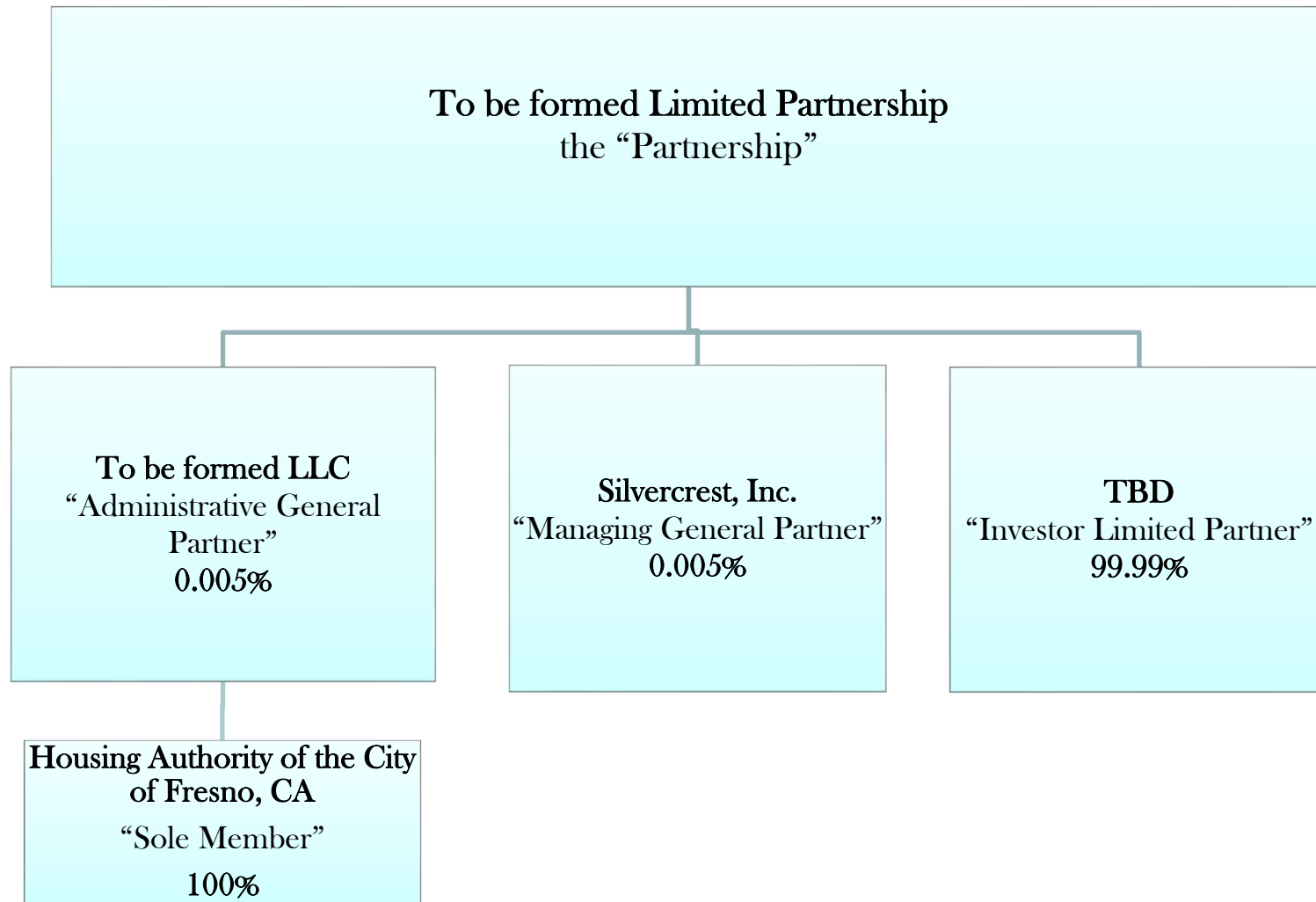
ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

# Ownership Structure Barstow Commons



## EXHIBIT B

### Barstow Commons Pro Forma

Development Sources and Uses	
Sources of Funds	Amount 6/21/2019
No Place Like Home (NPLH) Loan	\$ 2,739,793
Special Need Housing Program (SNHP) Loan	\$ 2,800,000
Fresno HA Capital Funds	\$ 1,500,000
LIHTC Equity	\$ 16,151,406
<b>Total Sources of Funds</b>	<b>\$ 23,191,199</b>
Uses of Funds	Amount
Construction Costs	\$ 13,580,000
Contingencies	\$ 879,000
Permits/Impact Fees/etc.	\$ 552,907
Professional Fees	\$ 890,000
Relocation	\$ 350,000
Loan Fees	\$ 1,259,986
Soft Costs	\$ 2,248,725
Reserves ***	\$ 1,883,397
Developer Fee	\$ 1,547,184
<b>Total Uses of Funds</b>	<b>\$ 23,191,199</b>

*\*Draft as of 6/21/2019*

*\*\*\* Additonal NPLH COSR (Capitalized Operating Subsidy Reserve)  
in the amount of \$2,739,793 is available and can be drawn down  
on an annual basis.*

## Exhibit C

### Barstow Commons Residential Component Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 BR / 1BA	10	20%	705-725	243	\$ 29,160
1 BR / 1BA	10	30%	725-1131	364	\$ 43,680
3 BR / 2BA	2	30%	1183	413	\$ 9,912
2 BA / 1 BA	10	60%	847-855	720	\$ 86,400
2 BA / 2 BA	4	60%	1091	720	\$ 34,560
3 BA / 2 BA	5	60%	1183	919	\$ 55,140
3Bd/1Bath**Managers Unit	1				\$ -
PBV Rental Subsidy					\$ 151,344
Year 1 Draw on COSR Reserve					\$ 60,000
Misc. Income					\$ 3,000
<b>TOTAL REVENUE</b>	<b>42</b>				<b>\$ 473,196</b>

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	791	33,210
Advertising/Marketing	24	1,000
Legal and Accounting	274	11,500
Utilities (water, trash, electricity, gas, etc.)	1,357	57,000
Payroll: Onsite Manager(s)/Staff	2,976	125,000
Maintenance/Repairs	2,429	102,000
Real Estate Property Tax	119	5,000
Insurance	476	20,000
Services Amenities	476	20,000
Security Alarm	60	2,500
Office Expense/Misc. Admin.	714	30,000
<b>Total Operating Expenses</b>	<b>9,695</b>	<b>407,210</b>
<b>Replacement Reserves</b>	<b>300</b>	<b>12,600</b>
<b>Total Operating and Reserve Budget</b>	<b>9,995</b>	<b>419,810</b>
<b>Vacancy Loss in Year 1</b>		<b>28,714</b>
<b>Total Net Operating Income</b>		<b>24,672</b>

Exhibit D

Barstow Commons RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.5%	\$ 258,852	\$ 265,323	\$ 271,956	\$ 278,755	\$ 285,724	\$ 292,867	\$ 300,189	\$ 307,694	\$ 315,386	\$ 323,271	\$ 331,352	\$ 339,636	\$ 348,127	\$ 356,830	\$ 365,751
DRAW from COSR Reserve		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 70,000	\$ 80,000	\$ 80,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 120,000	\$ 120,000	\$ 125,000	\$ 130,000	\$ 140,000
PBV Rental Subsidy		\$ 151,344	\$ 155,128	\$ 159,006	\$ 162,981	\$ 167,055	\$ 171,232	\$ 175,513	\$ 179,900	\$ 184,398	\$ 189,008	\$ 193,733	\$ 198,576	\$ 203,541	\$ 208,629	\$ 213,845
Misc. Income		\$ 3,000	\$ 3,075	\$ 3,152	\$ 3,231	\$ 3,311	\$ 3,394	\$ 3,479	\$ 3,566	\$ 3,655	\$ 3,747	\$ 3,840	\$ 3,936	\$ 4,035	\$ 4,136	\$ 4,239
GROSS POTENTIAL INCOME - HOUSING		\$ 473,196	\$ 483,526	\$ 494,114	\$ 504,967	\$ 526,091	\$ 547,493	\$ 559,181	\$ 581,160	\$ 603,439	\$ 616,025	\$ 648,926	\$ 662,149	\$ 680,703	\$ 699,595	\$ 723,835
VACANCY ASSUMPTIONS																
Vacancy Loss	-7.0%	\$ (28,714)	\$ (29,432)	\$ (30,167)	\$ (30,922)	\$ (31,695)	\$ (32,487)	\$ (33,299)	\$ (34,132)	\$ (34,985)	\$ (35,860)	\$ (36,756)	\$ (37,675)	\$ (38,617)	\$ (39,582)	\$ (40,572)
TOTAL VACANCY LOSS		\$ (28,714)	\$ (29,432)	\$ (30,167)	\$ (30,922)	\$ (31,695)	\$ (32,487)	\$ (33,299)	\$ (34,132)	\$ (34,985)	\$ (35,860)	\$ (36,756)	\$ (37,675)	\$ (38,617)	\$ (39,582)	\$ (40,572)
EFFECTIVE GROSS INCOME		\$ 444,482	\$ 454,094	\$ 463,947	\$ 474,045	\$ 494,396	\$ 515,006	\$ 525,882	\$ 547,029	\$ 568,454	\$ 580,166	\$ 612,170	\$ 624,474	\$ 642,086	\$ 660,013	\$ 683,263
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.5%	\$ 402,210	\$ 416,287	\$ 430,857	\$ 445,937	\$ 461,545	\$ 477,699	\$ 494,419	\$ 511,723	\$ 529,634	\$ 548,171	\$ 567,357	\$ 587,214	\$ 607,767	\$ 629,039	\$ 651,055
Real Estate Taxes	2.5%	\$ 5,000	\$ 5,125	\$ 5,253	\$ 5,384	\$ 5,519	\$ 5,657	\$ 5,798	\$ 5,943	\$ 6,092	\$ 6,244	\$ 6,400	\$ 6,560	\$ 6,724	\$ 6,893	\$ 7,065
Replacement Reserve		\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600
TOTAL EXPENSES & RESERVES		\$ 419,810	\$ 434,012	\$ 448,711	\$ 463,922	\$ 479,664	\$ 495,956	\$ 512,817	\$ 530,267	\$ 548,326	\$ 567,015	\$ 586,357	\$ 606,375	\$ 627,091	\$ 648,531	\$ 670,720
NET OPERATING INCOME		\$ 24,672	\$ 20,082	\$ 15,236	\$ 10,123	\$ 14,732	\$ 19,050	\$ 13,064	\$ 16,762	\$ 20,129	\$ 13,150	\$ 25,812	\$ 18,099	\$ 14,995	\$ 11,482	\$ 12,543
DEBT SERVICE																
Total Required Debt Service			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow		\$ 24,672	\$ 20,082	\$ 15,236	\$ 10,123	\$ 14,732	\$ 19,050	\$ 13,064	\$ 16,762	\$ 20,129	\$ 13,150	\$ 25,812	\$ 18,099	\$ 14,995	\$ 11,482	\$ 12,543
DEBT SERVICE COVERAGE RATIO		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



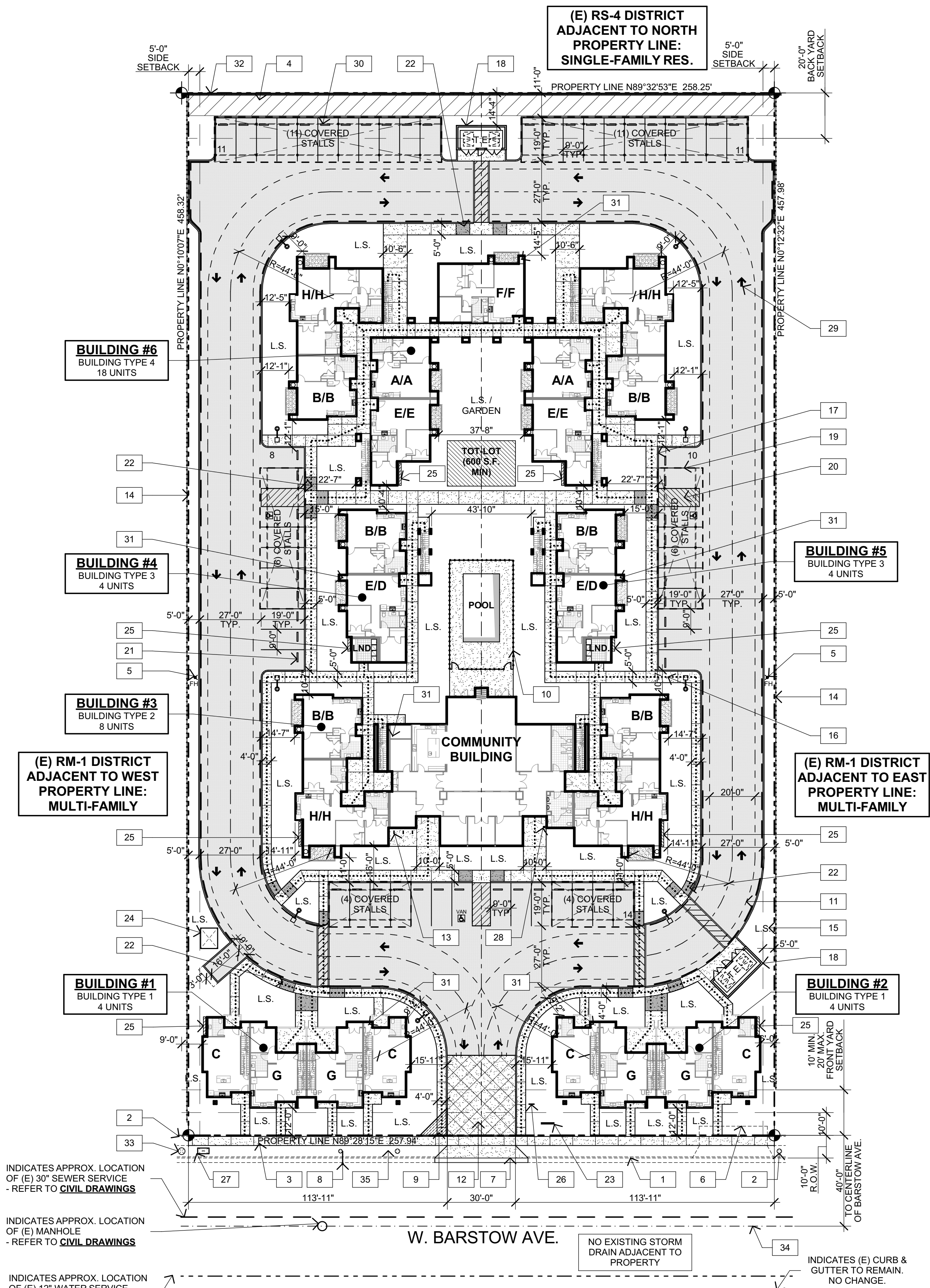
SITE NOTES

- A. THE DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE POLICIES OF 2035 FRESNO GENERAL PLAN.
- B. THE DEVELOPMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARDS, SPECIFICATIONS AND STANDARD DRAWINGS OF THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT.
- C. APPROVAL OF THIS PERMIT MAY BECOME NULL AND VOID IN THE EVENT THAT DEVELOPMENT IS NOT COMPLETED IN ACCORDANCE WITH ALL THE CONDITIONS AND REQUIREMENTS IMPOSED ON THIS SPECIAL PERMIT, THE ZONING ORDINANCE, AND ALL PUBLIC WORKS STANDARDS AND SPECIFICATIONS. THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT SHALL NOT ASSUME RESPONSIBILITY FOR ANY DELETIONS OR OMISSIONS RESULTING FROM THE SPECIAL PERMIT REVIEW PROCESS OR FOR ADDITIONS OR ALTERATIONS TO CONSTRUCTION PLANS NOT SPECIFICALLY SUBMITTED AND REVIEWED AND APPROVED PURSUANT TO THIS SPECIAL PERMIT OR SUBSEQUENT AMENDMENTS OR REVISIONS.
- D. NO USES OF LAND, BUILDINGS OR STRUCTURES OTHER THAN THOSE SPECIFICALLY APPROVED PURSUANT TO THIS SITE PLAN SHALL BE PERMITTED.
- E. ANY BUILDING MODIFICATIONS AND/OR ADDITIONS NOT INCLUDED WITH THIS APPLICATION ARE NOT APPROVED WITH THIS PERMIT AND WOULD BE SUBJECT TO A NEW PERMIT.
- F. FUTURE FENCES SHALL BE REVIEWED AND APPROVED BY THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT PRIOR TO INSTALLATION.
- G. NO STRUCTURES OF ANY KIND (INCLUDING SIGNS AND/OR FENCES) MAY BE INSTALLED OR MAINTAINED WITHIN THE REQUIRED LANDSCAPED AREAS, NO EXPOSED UTILITY BOXES, TRANSFORMERS, METERS, PIPING, ETC. (EXCEPTING THE BACKFLOW PREVENTION DEVICE) ARE ALLOWED TO BE LOCATED IN THE LANDSCAPE OR SETBACK AREAS OR ON THE STREET FRONTAGES OF THE BUILDING. THE BACKFLOW PREVENTION DEVICE SHALL BE SCREENED BY LANDSCAPING OR SUCH OTHER MEANS AS MAY BE APPROVED.
- H. TREES SHALL BE MAINTAINED IN GOOD HEALTH. HOWEVER TREES MAY NOT BE TRIMMED OR PRUNED TO REDUCE NATURAL HEIGHT OR OVERALL CROWN OF THE TREE, EXCEPT AS NECESSARY FOR HEALTH OF THE TREE AND PUBLIC SAFETY, OR AS MAY BE APPROVED BY DEVELOPMENT DEPARTMENT.
- I. LANDSCAPING MUST BE IN PLACE BEFORE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY. A HOLD ON OCCUPANCY SHALL BE PLACE ON THE PROPOSED DEVELOPMENT UNTIL SUCH TIME THAT LANDSCAPING HAS BEEN APPROVED AND VERIFIED FOR PROPER INSTALLATION BY THE DEVELOPMENT SERVICES DIVISION.
- J. PRIOR TO FINAL INSPECTION, A WRITTEN CERTIFICATION, SIGNED BY A LANDSCAPE PROFESSIONAL APPROVED BY THE DIRECTOR, SHALL BE SUBMITTED STATING THAT THE REQUIRED LANDSCAPING AND IRRIGATION SYSTEM WAS INSTALLED IN ACCORDANCE WITH THE LANDSCAPING AND IRRIGATION PLANS APPROVED BY THE DEVELOPMENT SERVICES DIVISION, DEVELOPMENT DEPARTMENT.
- K. ALL ACCESSIBLE PARKING STALLS SHALL BE MARKED WITH THE INTERNATIONAL SYMBOL OF SPACES AND A WARNING THAT VEHICLES IN VIOLATION OF SECTION 10-1017 OF THE MUNICIPAL CODE SHALL BE TOWED AWAY. THE INTERNATIONAL SYMBOL AND TOW-AWAY WARNING SHALL BE POSTED CONSPICUOUSLY ON 7-FOOT POLES.
- L. ALL ACCESSIBLE PARKING STALLS SHALL BE PLACED ADJACENT TO FACILITY ACCESS RAMPS OR IN STRATEGIC AREAS WHERE THE HANDICAPPED SHALL NOT HAVE TO WHEEL OR WALK BEHIND PARKED VEHICLES WHILE TRAVELING TO OR FROM ACCESSIBLE PARKING STALLS AND RAMPS.
- M. LIGHTING WHERE PROVIDED TO ILLUMINATE PARKING, SALES OR DISPLAY AREAS SHALL BE HOODED AND SO ARRANGED AND CONTROLLED SO AS NOT TO CAUSE A NUISANCE EITHER TO HIGHWAY TRAFFIC OR TO THE LIVING ENVIRONMENT. THE AMOUNT OF LIGHT SHALL BE PROVIDED ACCORDING TO THE STANDARDS OF THE DEPARTMENT OF PUBLIC WORKS.
- N. BICYCLE PARKING SPACES SHALL BE PROVIDED AT A RATE OF 5% OF THE AUTOMOBILE SPACES PROVIDED. BICYCLE PARKING SPACES SHALL EACH CONSIST OF ONE SLOT IN A BIKE RACK. BIKE RACKS SHALL BE GROUPED IN RACKS WHICH PROVIDE ADEQUATE SPACE BETWEEN RACK SLOTS TO PARK, LOCK, AND REMOVE BICYCLES. BICYCLE PARKING SPACES AND THE REQUIRED FOUR-FOOT CLEARANCE SHALL BE PROTECTED FROM MOTOR VEHICLE ENCROACHMENT BY MEANS OF FIXED BARRIERS NOT LESS THAN SIX INCHES OR MORE THAN THREE IN HEIGHT. BICYCLE PARKING SPACES SHALL NOT ENCRDACH INTO PEDESTRIAN WAYS, LANDSCAPED AREAS, OR OTHER REQUIRED OPEN SPACES, AND SHALL BE LOCATED PROXIMAL TO STRUCTURES.
- O. ALL FUTURE SIGNS SHALL BE ARCHITECTURALLY COMPATIBLE WITH THE PROPOSED BUILDING(S). PROVIDE A SET OF DRAWINGS, WITH DESCRIPTIVE INFORMATION, INCLUDING, MATERIALS, DESIGN AND COLORS TO ALLOW FOR A PRELIMINARY ASSESSMENT OF THE FUTURE SIGNAGE.
- P. SIGNS, OTHER THAN DIRECTIONAL SIGNS, IF APPLICABLE ARE NOT APPROVED FOR INSTALLATION AS PART OF THIS PERMIT. SHOULD ADDITIONAL SIGNS BE REQUIRED, THE APPLICANT SHALL SUBMIT FOR A SEPARATE SIGN REVIEW PERMIT. APPLICATIONS AND REQUIREMENTS FOR SUBMITTAL ARE AVAILABLE AT THE DEVELOPMENT SERVICES DIVISION'S PUBLIC FRONT COUNTER.
- Q. SCREEN ALL ROOF-MOUNTED EQUIPMENT FROM THE VIEW OF PUBLIC RIGHTS-OF-WAY.
- R. IF ARCHAEOLOGICAL AND/OR ANIMAL FOSSIL MATERIAL IS ENCOUNTERED DURING PROJECT SURVEYING, GRADING, EXCAVATION OR CONSTRUCTION, WORK SHALL STOP IMMEDIATELY.
- S. IF THERE ARE SUSPECTED HUMAN REMAINS, THE FRESNO COUNTY CORNERER SHALL BE IMMEDIATELY CONTACTED. IF THE REMAINS OR OTHER ARCHAEOLOGICAL MATERIAL IS POSSIBLY NATIVE AMERICAN IN ORIGIN, THE NATIVE AMERICAN HERITAGE COMMISSION (PH. (916) 453-4082) SHALL BE IMMEDIATELY CONTACTED AND THE CALIFORNIA ARCHAEOLOGICAL INVENTORY/SOUTHERN SAN JOAQUIN VALLEY INFORMATION CENTER (PH. (805) 644-2289) SHALL BE CONTACTED TO OBTAIN A REFERRAL LIST OF RECOGNIZED ARCHAEOLOGISTS. AN ARCHAEOLOGICAL ASSESSMENT SHALL BE CONDUCTED FOR THE PROJECT. THE SITE SHALL BE FORMALLY RECORDED, AND RECOMMENDATIONS MADE TO THE COUNTY AS TO ANY FURTHER SITE INVESTIGATION OR SITE AVOIDANCE/PRESERVATION.
- T. IF ANIMAL FOSSILS ARE UNCOVERED, THE MUSEUM OF PALEONTOLOGY U.C. BERKELEY SHALL BE CONTACTED TO OBTAIN A REFERRAL LIST OF RECOGNIZED PALEONTOLOGISTS. AN ASSESSMENT SHALL BE MADE BY A PALEONTOLOGIST AND, IF THE PALEONTOLOGIST DETERMINES THE MATERIAL TO BE SIGNIFICANT, IT SHALL BE PRESERVED.
- U. OUTDOOR STORAGE OF MATERIALS, INCLUDING ISO CONTAINERS, IS PROHIBITED. ALL MATERIALS SHALL BE STORED WITHIN A COMPLETELY ENCLOSED BUILDING, UNLESS APPROVED BY THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT.
- V. IF VIDEO SURVEILLANCE CAMERAS ARE REQUIRED OR INSTALLED, PROVIDE SIGNS UNDER THE SURVEILLANCE CAMERAS WHICH NOTIFY THE PUBLIC THAT THE SUBJECT PROPERTY IS MONITORED BY VIDEO SURVEILLANCE.
- W. ANY SURVEY MONUMENTS WITHIN THE AREA OF CONSTRUCTION SHALL BE PRESERVED OR RESET BY A PERSON LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF CALIFORNIA.
- X. REPAIR ALL DAMAGED AND/OR OFF-SITE CONCRETE STREET IMPROVEMENTS AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY. PEDESTRIAN PATHS OF TRAVEL MUST ALSO MEET CURRENT ADA STANDARDS. ALL EXISTING SIDEWALKS IN EXCESS OF 2% MAXIMUM CROSS SLOPE, MUST BE BROUGHT INTO COMPLIANCE PRIOR TO ACCEPTANCE BY PUBLIC WORKS.
- Y. THE REQUIRED 4 FOOT MINIMUM PATH OF TRAVEL SHALL BE PROVIDED ALONG THE PUBLIC SIDEWALK DIRECTLY IN FRONT OF PROPERTY AS REQUIRED BY THE CALIFORNIA ADMINISTRATION CODE (TITLE 24) A PEDESTRIAN EASEMENT MAY BE REQUIRED IF REQUIREMENTS ARE NOT MET.
- Z. ALL OFF-STREET PARKING FACILITIES AND GEOMETRICS SHALL CONFORM TO THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT, PARKING MANUAL AND STANDARD DRAWINGS P-21, P-22 & P-23.
- AA. ALL ASPHALT PAVING CONSTRUCTION SHALL COMPLY WITH THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT, STANDARD DRAWINGS P-21, P-22 & P-23.
- AB. 2 WORKING DAYS BEFORE COMMENCING EXCAVATION OPERATIONS WITHIN THE STREET RIGHT-OF-WAY AND/OR UTILITY EASEMENTS, ALL EXISTING UNDERGROUND FACILITIES SHALL HAVE BEEN LOCATED BY "UNDERGROUND SERVICES ALERT" (USA). CALL 1-800-642-2444.
- AC. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL CONSTRUCTION TRADES AND ENSURING THAT ALL FINISHED WORK COMPLIES WITH ALL FEDERAL AND STATE ACCESSIBILITY REQUIREMENTS INCLUDING BUT NOT LIMITED TO: SLOPE OF PATH OF TRAVEL, ETC.
- AD. REFER TO CIVIL ENGINEERING DRAWINGS FOR HORIZONTAL CONTROL. DIMENSIONS SHOWN ON ARCHITECTURAL SITE PLAN INDICATES MIN. DISTANCE BETWEEN BUILDINGS OR ADJACENCIES.
- AE. ALL OPEN NON-PAVED AREAS SHALL BE LANDSCAPED (TYP.)
- AF. ALL TRAFFIC CONTROL DEVICES AND GATES PROPOSED WITHIN THE PROJECT SHALL BE REVIEWED AND APPROVED BY THE FIRE DEPARTMENT PRIOR TO ISSUANCE OF BUILDING PERMITS.
- AG. THE CONSTRUCTION SITE SHALL BE WATERED FOR DUST CONTROL AS DIRECTED BY THE DEPARTMENT OF PUBLIC WORKS/ AND CITY REQUIREMENTS.
- AH. ALL LIGHTING DEVICES SHALL BE PROTECTED BY WEATHER AND VANDAL RESISTANT COVERS.
- AI. OPEN PARKING LOTS AND CARPORTS SHALL BE PROVIDED WITH A MAINTAINED MINIMUM OF ONE FOOT-CANDLE OF LIGHT ON THE ENTIRE PAVED AREA OF THE PARKING SURFACE 30 MINUTES BEFORE SUNSET & 30 MINUTES BEFORE SUNRISE.
- AJ. SEE CIVIL DRAWINGS FOR FIRE HYDRANT LOCATIONS
- AK. REFER TO SITE ELECTRICAL PLAN FOR LIGHTING & POWER REQUIREMENTS.
- AL. EMERGENCY VEHICLE ACCESS SHALL BE DESIGNATED BY PAINTING THE CURB RED (TOP AND SIDE) AND STENCILING "FIRE LANE NO PARKING" IN 3-INCH WHITE LETTERS ON THE MOST VERTICAL CURB, AT LEAST EVERY 50 FEET. IF NO CURB IS PRESENT, A MINIMUM 6-INCH WIDE RED STRIPE SHALL BE PAINTED ALONG THE EDGE OF THE ROADWAY WITH "FIRE LANE" IN 3-INCH WHITE LETTERS AT LEAST EVERY 50 FEET. (FFD DEVELOPMENT POLICY 403.005)
- AM. PROVIDE SIGNS (17'-0" MINIMUM) AT ALL PUBLIC ENTRANCE DRIVES TO THE PROPERTY WHICH STATE "WARNING - VEHICLES STOPPED, PARKED OR LEFT STANDING IN FIRE LANES WILL BE IMMEDIATELY REMOVED AT OWNER'S EXPENSE - 22658(A) CALIFORNIA VEHICLE CODE - FRESNO POLICE DEPARTMENT 621-2300."
- AN. OVERHEAD UTILITY AND POWER LINES SHALL NOT BE LOCATED OVER THE AERIAL FIRE APPARATUS ACCESS ROAD OR BETWEEN THE AERIAL FIRE APPARATUS ROAD (FIRE ACCESS LANES) AND THE BUILDING. (FFD DEVELOPMENT POLICY 403.002)
- AO. THE MINIMUM SIZE OF ALL FIRE DEPARTMENT CONNECTIONS SHALL BE BASED UPON THE SYSTEM TYPE. NO CONNECTION SHALL BE LESS THAN 2 1/2" IN SIZE. (FFD DEVELOPMENT POLICY 405.025)

PARKING DEVELOPMENT DATA

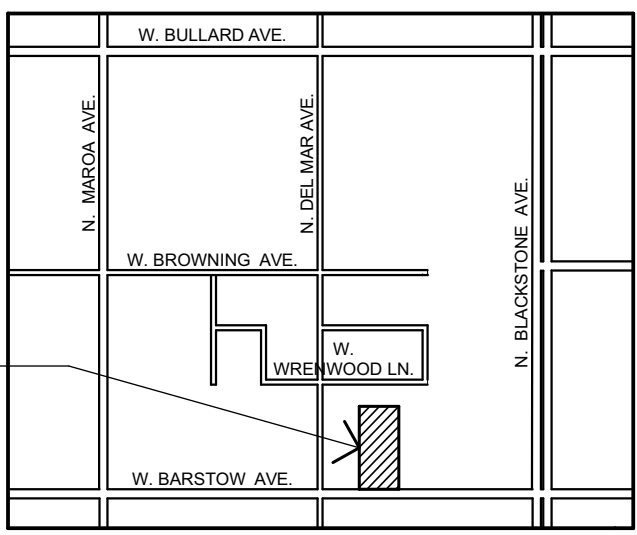
<b>REQUIRED PARKING: AFFORDABLE HOUSING - PER FRESNO MUNICIPAL CODE 15-2409</b>			
<b>FOR: 1 BD. &amp; 2 BD. UNITS</b>			
= 0.75 STALL P/ UNIT + 0.25 STALL P/ UNIT		= 1.0 STALL P/ UNIT TOTAL	
34 (1 BD. & 2 BD.) x 1.0		= 34 STALLS	
<b>FOR: 3 BD. UNITS</b>			
= 1.5 STALL P/ UNIT + 0.25 STALL P/ UNIT		= 1.75 STALLS P/ UNIT TOTAL	
8 (3 BD. UNITS) x 1.75		= 14 STALLS	
<b>TOTAL PARKING REQUIRED</b>		<b>= 48 STALLS</b>	
<b>PARKING PROVIDED:</b>			
COVERED STALLS	=	42	
OPEN STALLS	=	15	
<b>TOTAL PARKING PROVIDED:</b>		<b>= 57 STALLS</b>	
		<b>1.36 STALLS / UNIT</b>	
<b>ACCESSIBLE STALLS REQUIRED</b>			
PARKING STALL PROVIDED		=	3 (2 COVERED)
<b>MIN. PARKING STALL SIZE REQUIRED</b>			
PARKING STALL SIZE PROVIDED:		= 9'-0" x 19'-0"	
DRIVEWAY WIDTH PROVIDED:		= 27'-0"	
<b>BICYCLE PARKING REQUIRED</b>			
BICYCLE PARKING PROVIDED		=	3 (57 PARKING STALLS x .05)

REQUIRED YARDS:		FENCES:	
FRONT, BARSTOW AVE. (SOUTH):		10'-0" MIN.	
REAR, (NORTH):		20'-0" MAX.	
SIDE, (EAST):		4'-0" MIN.	
SIDE, (WEST):		4'-0" MIN.	
SIDE YARDS SHALL NOT BE LESS THAN 10'-0" COMBINED		NEW 6'-0" HIGH CMU WALL	



SITE PLAN

SCALE: 1" = 30'



VICINITY MAP:  
FRESNO, CA  
SCALE: N.T.S.

SHEET INDEX

- P-101 SITE PLAN  
P-102 OPEN SPACE PLAN  
P-103 ARCHITECTURAL SITE DETAILS
- P-201 UNIT FLOOR PLANS  
P-202 UNIT FLOOR PLANS  
P-203 COMMUNITY BUILDING FLOOR PLAN
- P-211 BUILDING TYPE '1' COORDINATION PLANS  
P-221 BUILDING TYPE '2' COORDINATION PLANS - FIRST FLOOR  
P-231 BUILDING TYPE '2' COORDINATION PLANS - SECOND FLOOR  
P-241 BUILDING TYPE '4' COORDINATION PLANS - FIRST FLOOR  
P-242 BUILDING TYPE '4' COORDINATION PLANS - SECOND FLOOR
- P-301 TYPICAL EXTERIOR ELEVATIONS
- L-101 CONCEPTUAL LANDSCAPE SITE PLAN

PROJECT INFORMATION

APPLICANT / DEVELOPER:		FRESNO HOUSING AUTHORITY 1331 FULTON MALL FRESNO, CALIFORNIA 93721	
SITE ADDRESS:		130 W. BARSTOW AVENUE FRESNO, CALIFORNIA 93704	
A.P.N.:		416-040-09	
LEGAL DESCRIPTION:		THE EAST HALF OF THE WEST 25thS OF THE SOUTH 34thS OF LOT 236 OF PERRIN COLONY NO. 2, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORD TO THE MAP THEREOF RECORDED APRIL 1, 1891 IN BOOK 4 PAGE 69 OF PLATS, FRESNO COUNTY RECORDS.	
GENERAL PLAN DESIGNATION:		RESIDENTIAL MULTI-FAMILY	
COMMUNITY PLAN:		BULLARD COMMUNITY PLAN	
EXISTING USE:		VACANT	
PROPOSED USE:		MULTI-FAMILY APARTMENTS	
EXISTING ZONING:		RM-1, FRESNO	
PROPOSED ZONING:		RM-1, FRESNO	
TOTAL SITE AREA:		2.71 ACRES (GROSS) = ±118,237 S.F.	
ALLOWED DENSITY:		12 - 16 UNITS / ACRE = 43 UNITS MAX.	
PROPOSED DENSITY:		42 UNITS > 43 UNITS	
FIRE SPRINKLERS:		YES - NFPA-13 w/ ATTIC SPRINKLERS	
ALLOWED BUILDING HEIGHT:		40'-0" (PER FRESNO MUNICIPAL CODE)	
PROPOSED BUILDING HEIGHT:		40'-0" MAX.	

SITE DEVELOPMENT DATA

UNITS:			
'A' UNIT - 1 BD. / 1 BA. @ 705 S.F.	=	4	20 TOTAL 1 BD. UNITS
'B' UNIT - 1 BD. / 1 BA. @ 725 S.F.	=	12	
'C' UNIT - TOWNHOME - 1 BD. / 1 1/2 BA. @ 1,131 S.F.	=	4	
'D' UNIT - 2 BD. / 1 BA. @ 855 S.F.	=	2	14 TOTAL 2 BD. UNITS
'E' UNIT - 2 BD. / 1 BA. @ 847 S.F.	=	6	
'F' UNIT - 2 BD. / 1 BA. @ 849 S.F.	=	2	
'G' UNIT - TOWNHOME - 2 BD. / 2 BA. @ 1,091 S.F.	=	4	8 TOTAL 3 BD. UNITS
'H' UNIT - 3 BD. / 2 BA. @ 1,183 S.F.	=	8	
TOTAL NUMBER OF UNITS:		42 UNITS	
UNIT MIX:			
TOTAL 1 BD. / 1 BA. UNITS		= 20 (48%)	
TOTAL 2 BD. / 1 BA. UNITS		= 14 (33%)	
TOTAL 3 BD. / 2 BA. UNITS		= 8 (19%)	
CONDITIONED AREA @ UNITS:		= 38,362 S.F.	
BUILDING TYPE '1' (2 BUILDINGS)			
UNIT TYPE BREAKDOWN:			
'C' UNIT - 1 BD. / 1 1/2 BA.	=	2 @	1,131 S.F.
'G' UNIT - 2 BD. / 2 BA.	=	2 @	1,091 S.F.
SUB-TOTAL		= 4 UNITS	
TOTAL CONDITIONED BUILDING AREA:		4,444 S.F.	
TOTAL UNCONDITIONED BUILDING AREA: (INCLUDES COVERED BALCONIES, PATIOS, BREEZEWAYS, STAIRS & STORAGE CLOSETS)		178 S.F.	
TOTAL GROSS BUILDING AREA: (FIRST FLOOR-2,874, SECOND FLOOR-1,748 S.F.)		4,622 S.F.	
LOT COVERAGE:		2,884 S.F.	
BUILDING TYPE '2' (1 BUILDING)			
UNIT TYPE BREAKDOWN:			
'B' UNIT - 1 BD. / 1 BA.	=	4 @	725 S.F.
'H' UNIT - 3 BD. / 2 BA.	=	4 @	1,183 S.F.
SUB-TOTAL		= 8 UNITS	
COMMUNITY BUILDING		= 1 @	4,038 S.F.
TOTAL CONDITIONED BUILDING AREA:		11,670 S.F.	
TOTAL UNCONDITIONED BUILDING AREA: (INCLUDES COVERED BALCONIES, PATIOS, BREEZEWAYS, STAIRS & STORAGE CLOSETS)		2,963 S.F.	
TOTAL GROSS BUILDING AREA: (FIRST FLOOR-8,549, SECOND FLOOR-5,084 S.F.)		14,633 S.F.	
LOT COVERAGE:		9,293 S.F.	
BUILDING TYPE '3' (2 BUILDINGS)			
UNIT TYPE BREAKDOWN:			
'B' UNIT - 1 BD. / 1 BA.	=	2 @	725 S.F.
'D' UNIT - 2 BD. / 1 BA.	=	1 @	855 S.F.
'E' UNIT - 2 BD. / 1 BA.	=	1 @	847 S.F.
SUB-TOTAL		= 4 UNITS	
LANDRY ROOM		= 1 @	136 S.F.
TOTAL CONDITIONED BUILDING AREA:		3,288 S.F.	
TOTAL UNCONDITIONED BUILDING AREA: (INCLUDES COVERED BALCONIES, PATIOS, BREEZEWAYS, STAIRS & STORAGE CLOSETS)		539 S.F.	
TOTAL GROSS BUILDING AREA: (FIRST FLOOR-2,181, SECOND FLOOR-1,936 S.F.)		4,107 S.F.	
LOT COVERAGE:		1,946 S.F.	
BUILDING TYPE '4' (1 BUILDING)			
UNIT TYPE BREAKDOWN:			
'A' UNIT - 1 BD. / 1 BA.	=	4 @	705 S.F.
'B' UNIT - 1 BD. / 1 BA.	=	4 @	725 S.F.
'E' UNIT - 2 BD. / 1 BA.	=	4 @	847 S.F.
'F' UNIT - 2 BD. / 1 BA.	=	2 @	849 S.F.
'H' UNIT - 3 BD. / 2 BA.	=	4 @	1,183 S.F.
SUB-TOTAL		= 18 UNITS	
TOTAL CONDITIONED BUILDING AREA:		15,538 S.F.	
TOTAL UNCONDITIONED BUILDING AREA: (INCLUDES COVERED BALCONIES, PATIOS, BREEZEWAYS, STAIRS & STORAGE CLOSETS)		5,870 S.F.	
TOTAL GROSS BUILDING AREA: (FIRST FLOOR-10,850, SECOND FLOOR-10,558 S.F.)		21,408 S.F.	
LOT COVERAGE:		10,013 S.F.	
COMMUNITY BUILDING			
TOTAL GROSS BUILDING AREA: (LOT COVERAGE INCLUDED IN BUILDING TYPE '2')		4,038 S.F.	
MAXIMUM ALLOWED LOT COVERAGE		= 50%	
PROPOSED LOT COVERAGE		= 24% (28,966 S.F. / 118,237 S.F.)	
REQUIRED OPEN SPACE		= 23,647 S.F. @ 20% (118,237 S.F. x 0.2)	
25% REDUCTION PER FRESNO MUNICIPAL CODE SECTION 15-1004-D.2.a		= 17,736 S.F. (23,647 S.F. x 0.75)	
PROPOSED OPEN SPACE		= 18,320 S.F.	
MINIMUM ALLOWED STREET FRONTAGE		= 50%	
PROPOSED STREET FRONTAGE		= 68% (88'-0" x 21' + 258')	
PAVED AREA:		= 41,235 S.F. 42,869 S.F.	
LANDSCAPED AREA: (LOT AREA - LOT COVERAGE - PAVED AREA) (118,237 S.F. - 28,966 S.F. - 41,235 S.F.)		= 48,036 S.F. 44,470 S.F.	

SITE PLAN LEGEND:

MARK	DESCRIPTION
U.N.O.	UNLESS NOTED OTHERWISE
	36" x 36" INTERNATIONAL SYMBOL OF ACCESSIBILITY. PAINTED ON PAVEMENT AT ACCESSIBLE PARKING SPACE - REFER TO ..... SHT. A-801 / DET. 4 & 5
	ACCESS AISLE AT ACCESSIBLE PARKING. - REFER TO ..... SHT. A-801 / DET. 4
	POLE MOUNTED SIGNAGE SHALL BE LOCATED BEYOND OF STALL & OUTSIDE OF FRONT OF CAR OVERHANG AREA.
	INDICATES ACCESSIBLE PATH OF TRAVEL/ VERIFY W/ CIVIL - 5% MAX. SLOPE IN DIRECTION OF TRAVEL - 2% MAX. CROSS SLOPE
	INDICATES RED PAINTED CURB FOR FIRE LANE - REFER TO DETAIL ..... SHT. P-103 / DET. 11 & 12
	NEW CONCRETE PAVING / SIDEWALK
	NEW A/C PAVING or NEW COMPACTED AGGREGATE BASE PER CIVIL DRAWINGS AND GEOTECH REPORT - REFER TO CIVIL DRAWINGS FOR EXTENT OF PAVING AND NEW UNDERGROUND STORM DRAIN - CONSTRUCT PER CITY STD'S. P-21, P-22 & P-23
	INDICATES NEW ON-SITE POLE MTD. LIGHT FIXTURES - REFER TO ELECTRICAL SITE PLAN
L.S.	LANDSCAPE AREA
C.A.V.	INDICATES VEHICLE PARKING STALL TO BE MARKED "CLEAN AIR / VANPOOL / EV" PER CALGREN 5.106.5.2 - REFER TO ..... SHT. P-103 / DET. 26

NOTE:

SEE LANDSCAPE PLAN SHEET L-101 FOR LANDSCAPE REQUIREMENTS  
PROPERTY CURRENTLY VACANT. ALL ON-SITE IMPROVEMENTS ARE CONSIDERED NEW / PROPOSED U.N.O.

SITE KEYNOTES:

THE FOLLOWING KEYNOTES SHALL APPLY WHERE INDICATED ON THIS SHEET.

- INDICATES (E) CURB & GUTTER TO BE REPAIRED OR REPLACED PER CITY OF FRESNO STANDARD P-5  
- REFER TO CIVIL DRAWINGS.
- APPROXIMATE EXTENT OF (E) SIDEWALK AT ADJACENT PROPERTY ALONG BARSTOW AVE.
- INDICATES NEW 4'-0" WIDE PUBLIC R.O.W. CONCRETE SIDEWALK PER CITY OF FRESNO STANDARD P-2, P-3 & P5
- CROSS-HATCH INDICATES 10' LANDSCAPED BUFFER YARD ALONG PROPERTY LINE ADJACENT TO RS DISTRICT PER CITY OF FRESNO MUNICIPAL CODE.
- INDICATES TENTATIVE LOCATION OF NEW ON-SITE FIRE HYDRANT - REFER TO CIVIL DRAWINGS
- APPROXIMATE LOCATION OF (E) DRIVE APPROACH TO BE REMOVED AND REPLACE WITH NEW CURB AND GUTTER PER CITY OF FRESNO PUBLIC STANDARD P-5
- NEW 30'-0" WIDE DRIVE APPROACH PER CITY OF FRESNO PUBLIC WORKS STANDARDS P-2 & P-4  
- REMOVE (E) CURB PER CITY OF FRESNO STANDARD P-16  
- REFER TO CIVIL DRAWINGS.
- INDICATES (E) POWER POLE W/ STREET LIGHT TO REMAIN - NO WORK
- HATCHED AREA INDICATES 12' VISIBILITY TRIANGLE AT DRIVE APPROACH.
- INDICATES PROPOSED +6'-0" HIGH ORNAMENTAL IRON FENCE TO ENCLOSE POOL AREA.  
- GATES SHALL BE 36" MIN WIDE & SHALL BE SELF-CLOSING, SELF-LATCHING W/ LOCK SET @ +48" MIN A.F.F.
- INDICATES FIRE TRUCK / TRASH TRUCK TURNING SPACE - 44'-0" RADIUS TO CENTERLINE OF TRUCK SPACE
- DOUBLE CROSS-HATCH INDICATES NEW 6" THICK STAMPED & COLORED CONCRETE @ DRIVE APPROACH  
- PROVIDE #3 REBAR @ 18" O.C. BOTH WAYS
- INDICATES TENTATIVE LOCATION OF (3) NEW 2-SPACE BIKE RACKS - REFER TO ..... SHT. P-103 / DET. 24
- INDICATES APPROXIMATE LOCATION OF (E) +6'-0



## BOARD MEMO

O (559) 443-8400  
 F (559) 445-8981

1331 Fulton Street  
 Fresno, California 93721  
 TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners  
 Fresno Housing Authority  
**FROM:** Preston Prince  
 CEO/Executive Director

**DATE:** June 19, 2019  
**BOARD MEETING:** June 25, 2019  
**AGENDA ITEM:** 7c  
**AUTHOR:** Quincy Boren

**SUBJECT:** Authorization of Funding Applications for the Econo Inn Project  
 (APN: 466-191-09)

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### Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the development of an affordable housing property being contemplated at 1828 Broadway, Fresno, CA 93721 (APN: 466-191-09). This memo will request authorization of funding applications, which will include the submission of a Low-Income Housing Tax Credit (LIHTC) application to the California Tax Credit Allocation Committee (CTCAC).

As part of an effort to secure Low-Income Housing Tax Credit (LIHTC) financing for the development of the Econo Inn project, the Fresno Housing Authority (FH) is requesting board approval for the submission of a 9% LIHTC application to CTCAC.

At the January 22, 2019 Board meeting, the Boards approved the submission of an application for the Econo Inn development for competitive funding to the No Place Like Home Program (NPLH) administered by the State of California Housing and Community Development Department (HCD). Subsequently, the project has been successful in securing a funding award totaling \$3,303,884 from the competitive NPLH program. In January, the Boards also approved a Memorandum of Understanding (MOU) with the County of Fresno Department of Behavioral Health (DBH) to collaborate on the development of permanent supportive housing. As part of the MOU, DBH committed \$2,183,000 of its non-competitive NPLH funds and \$6,168,706 of its Special Needs Housing Program (SNHP) funds which may be utilized in a number of potential projects that are mutually identified and agreed upon. Econo Inn is one of the potential projects proposed and is planned to utilize a portion of the SNHP funds committed. DBH will serve as the lead applicant and service provider and Fresno Housing is the development sponsor and project owner/borrower.

FH will be entering into a Memorandum of Understanding (MOU) with Silvercrest, Inc. to co-develop the Econo Inn project. Silvercrest Inc., as a wholly controlled instrumentality of FH, will act as the lead applicant in the LIHTC application. Upon formation of the "to be formed" limited partnership,

Silvercrest, Inc. will take on the role of Managing General Partner and FH will serve as the Administrative General Partner.

In order to fully finance the project, it is necessary to submit a funding application to the California Tax Credit Allocation Committee (CTCAC) for an allocation of 9% Low-Income Housing Tax Credits (LIHTC). Staff has been working with design teams as well as service providers to ensure the project has the necessary approvals to submit the funding application. The recommended action in this memo is to authorize the submission of a funding application to CTCAC for the Econo Inn project along with other related actions.

### **Fiscal Impact**

The successful award of competitive NPLH funds, the investment of SNHP funds, along with 9% Tax Credit equity is anticipated to allow for 100% of the permanent supportive housing construction and permanent financing. The \$2,000 CTCAC application fee and other due diligence is budgeted from the current approved predevelopment budget. It is expected that a request for predevelopment financing from the Housing Relinquished Fund Corporation would be necessary in the future should the CTCAC application be successful. The predevelopment financing would be necessary until the construction/permanent financing close. The predevelopment funds would be fully reimbursed once the construction/permanent financing close occurs.

### **Recommendation**

It is recommended that the Boards of Commissioners of the Housing Authority of the City of Fresno adopt the attached resolutions approving the necessary actions needed to submit a funding application to CTCAC for the Econo Inn project (1828 Broadway, Fresno, California), and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% LIHTC equity; (b) submission of funding requests to the County of Fresno's Department of Behavioral Health, (c) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (d) submission of an application for City of Fresno HOME funds, and (e) other grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
2. Authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designees to execute funding application and related documents on behalf of the Housing Authority of the City of Fresno, CA; and
3. Authorize the Housing Authority of the City of Fresno to enter into a Memorandum of Understanding with Silvercrest, Inc. to co-develop the project.
4. Authorize the Housing Authority of the City of Fresno to enter into a Partnership Agreement with Silvercrest, Inc., wherein the Authority would act as the Administrative General Partner (AGP) and Silvercrest, Inc. would act as the Managing General Partner (MGP); and to execute such documents as are necessary for such purposes.
5. Provide for other matters related thereto.

### **Background**

The Econo Inn property is located at 1828 Broadway Avenue in Fresno, CA. The proposed development will encompass half of the .64 acre site that currently has 61 existing units that are being operated as a motel complex. The site is technically two separate properties, however the current development plan envisions only rehabilitating half of the complex under the current financing plan. The other half will be developed at a later date. An outreach plan to nearby residents, commercial tenants, schools and others will be developed and implemented by both Fresno Housing and DBH. The buildings are 2-story units that are used as residential living units. The rehabilitation plan includes the addition of community as well as open space and offices for property management and services to be operated out of. There will be a full renovation of the units to provide for a kitchen area, upgraded bathrooms, appliances, new flooring, HVAC systems, roofing and exterior repair. The site will focus on housing tenants with extremely low incomes as well as having instances of homelessness over the past several years.

Attachments:   Exhibit A – Organizational Chart  
                      Exhibit B – Development Pro Forma  
                      Exhibit C – Operating Budget  
                      Exhibit D – 15-Year Projections  
                      Exhibit E – Site Plan

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION AUTHORIZING THE SUBMISSION OF FUNDING APPLICATIONS FOR  
THE ECONO INN PROJECT (APN: 466-191-09) AND OTHER MATTERS RELATED  
THERE TO**

WHEREAS, the Housing Authority of the City of Fresno, California (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in City of Fresno, California (“the County”); and,

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Econo Inn site (1828 Broadway, Fresno, CA) is located in an area with limited affordable housing opportunities and is generally in line with the Authority’s housing and development goals; and,

WHEREAS, a project concept and architectural plan envisions up to 25 low income units, 1 manager’s unit and approximately 1,836 square feet of community and office space; and,

WHEREAS, the Authority intends to submit a request for financing to the County of Fresno’s Department of Behavioral Health, among other applications; and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of City of Fresno, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to undertake the following actions needed to move forward with funding application submissions for the Econo Inn project:

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% LIHTC equity; (b) submission of funding requests to the County of Fresno’s Department of Behavioral Health, (c) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (d) submission of an application for City of Fresno HOME funds, and (e) other grants,

operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.

2. Authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designees to execute funding application and related documents on behalf of the Housing Authority of the City of Fresno, CA; and
3. Authorize the Housing Authority of the City of Fresno to enter into a Memorandum of Understanding with Silvercrest, Inc. to co-develop the project.
4. Authorize the Housing Authority of the City of Fresno to enter into a Partnership Agreement with Silvercrest, Inc., wherein the Authority would act as the Administrative General Partner (AGP) and Silvercrest, Inc. would act as the Managing General Partner (MGP); and to execute such documents as are necessary for such purposes.
5. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF JUNE, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

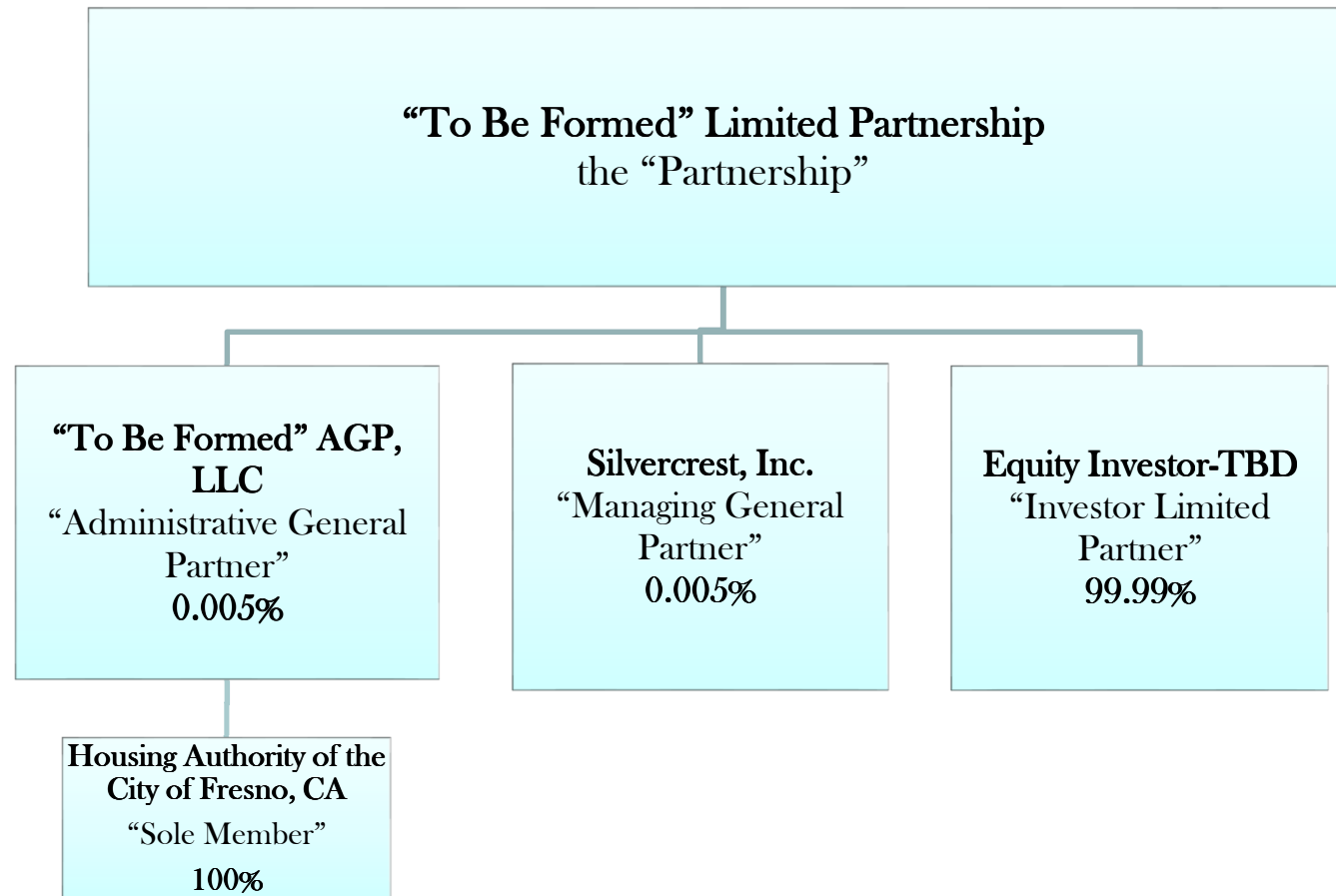
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Preston Prince, Secretary of the Boards of Commissioners

# Ownership Structure- Exhibit A

## Econo Inn

(To be formed)



## EXHIBIT B

### Econo Inn Pro Forma

<b>Development Sources and Uses</b>	
<b>Sources of Funds</b>	<b>Permanent Sources</b>
Special Needs Housing Program Loan	\$ 2,368,706
No Place Like Home Program	\$ 1,651,942
Investor Equity	\$ 9,066,369
<b>Total Sources of Funds</b>	<b>\$ 13,087,017</b>
<b>Uses of Funds</b>	<b>Amount</b>
Land/Building Acquisition Costs	\$ 1,702,127
Construction Costs	\$ 4,875,400
Contingencies	\$ 462,540
Permits/Impact Fees/etc.	\$ 278,000
Professional Fees	\$ 550,000
Financing Fees	\$ 603,898
Misc Soft Costs	\$ 1,161,981
Reserves**	\$ 2,175,751
Developer Fee	\$ 1,277,320
<b>Total Uses of Funds</b>	<b>\$ 13,087,017</b>

*\*Draft budget as of 6/20/2019*

*\*\* Additonal NPLH COSR (Capitalized Operating Subsidy Reserve)  
in the amount of \$1,651,942 is available and can be drawn down  
on an annual basis.*

## Exhibit C

### Econo Inn Residential Component Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
0bdrm	7	20%	300-308	\$ 227	\$ 19,068
0bdrm	5	30%	300-308	\$ 340	\$ 20,400
0bdrm	7	40%	300-308	\$ 454	\$ 38,136
0bdrm	6	60%	300-308	\$ 681	\$ 49,032
Managers Unit (1bdrm)	1		695		
Rental Subsidy					\$ 89,976
Draw on COSR reserve year 1					\$ 149,032
<b>TOTAL REVENUE</b>	<b>26</b>				<b>\$ 365,644</b>

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Administrative	506	13,168
Management Fee	635	16,500
Utilities	770	20,032
Payroll	2,308	60,000
Insurance	229	5,947
Maintenance	1,132	29,422
Misc: (security, noticing, etc)	2,034	52,881
Services	3,499	90,965
Replacement Reserve	600	15,600
<b>Total Operating Expenses</b>	<b>11,712</b>	<b>304,515</b>

*\*Draft budget as of 6/20/2019*

<b>Total Operating and Reserve Budget</b>	<b>11,712</b>	<b>304,515</b>
<b>Vacancy Loss in Year 1</b>		<b>36,564</b>
<b>Total Net Operating Income</b>		<b>24,565</b>



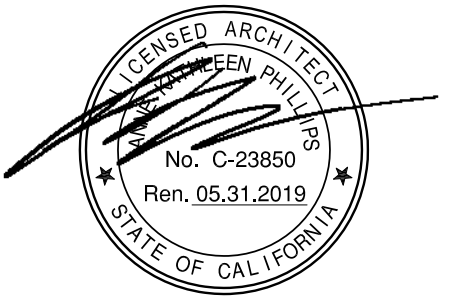
Exhibit D

Econo Inn - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.5%	\$ 275,668	\$ 282,560	\$ 289,624	\$ 296,864	\$ 304,286	\$ 311,893	\$ 319,690	\$ 327,683	\$ 335,875	\$ 344,272	\$ 352,878	\$ 361,700	\$ 370,743	\$ 380,011	\$ 389,512
Rental Subsidy		\$ 89,976	\$ 92,225	\$ 94,531	\$ 96,894	\$ 99,317	\$ 101,800	\$ 104,345	\$ 106,953	\$ 109,627	\$ 112,368	\$ 115,177	\$ 118,056	\$ 121,008	\$ 124,033	\$ 127,134
Draw on HCD COSR Reserve			\$ 14,000	\$ 14,350	\$ 14,709	\$ 15,076	\$ 15,453	\$ 15,840	\$ 16,236	\$ 16,642	\$ 17,058	\$ 17,484	\$ 17,921	\$ 18,369	\$ 18,828	\$ 19,299
Draw on COSR Reserve			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GROSS POTENTIAL INCOME - HOUSING		\$ 365,644	\$ 388,785	\$ 398,505	\$ 408,467	\$ 418,679	\$ 429,146	\$ 439,875	\$ 450,872	\$ 462,143	\$ 473,697	\$ 485,539	\$ 497,678	\$ 510,120	\$ 522,873	\$ 535,945
VACANCY ASSUMPTIONS																
Vacancy Loss	10.0%	\$ 36,564	\$ 37,479	\$ 38,415	\$ 39,376	\$ 40,360	\$ 41,369	\$ 42,403	\$ 43,464	\$ 44,550	\$ 45,664	\$ 46,806	\$ 47,976	\$ 49,175	\$ 50,404	\$ 51,665
TOTAL VACANCY LOSS		\$ 36,564	\$ 37,479	\$ 38,415	\$ 39,376	\$ 40,360	\$ 41,369	\$ 42,403	\$ 43,464	\$ 44,550	\$ 45,664	\$ 46,806	\$ 47,976	\$ 49,175	\$ 50,404	\$ 51,665
EFFECTIVE GROSS INCOME		\$ 329,080	\$ 351,307	\$ 360,089	\$ 369,091	\$ 378,319	\$ 387,777	\$ 397,471	\$ 407,408	\$ 417,593	\$ 428,033	\$ 438,734	\$ 449,702	\$ 460,945	\$ 472,468	\$ 484,280
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.5%	\$ 288,915	\$ 299,027	\$ 309,493	\$ 320,325	\$ 331,537	\$ 343,140	\$ 355,150	\$ 367,581	\$ 380,446	\$ 393,761	\$ 407,543	\$ 421,807	\$ 436,570	\$ 451,850	\$ 467,665
Replacement Reserves		\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600
TOTAL EXPENSES & RESERVES		\$ 304,515	\$ 314,627	\$ 325,093	\$ 335,925	\$ 347,137	\$ 358,740	\$ 370,750	\$ 383,181	\$ 396,046	\$ 409,361	\$ 423,143	\$ 437,407	\$ 452,170	\$ 467,450	\$ 483,265
NET OPERATING INCOME		\$ 24,565	\$ 36,680	\$ 34,996	\$ 33,166	\$ 31,182	\$ 29,036	\$ 26,721	\$ 24,227	\$ 21,547	\$ 18,671	\$ 15,591	\$ 12,295	\$ 8,774	\$ 5,018	\$ 1,015
DEBT SERVICE																
Total Required Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow		\$ 24,565	\$ 36,680	\$ 34,996	\$ 33,166	\$ 31,182	\$ 29,036	\$ 26,721	\$ 24,227	\$ 21,547	\$ 18,671	\$ 15,591	\$ 12,295	\$ 8,774	\$ 5,018	\$ 1,015
DEBT SERVICE COVERAGE RATIO		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

\*Draft budget as of 6/20/2019





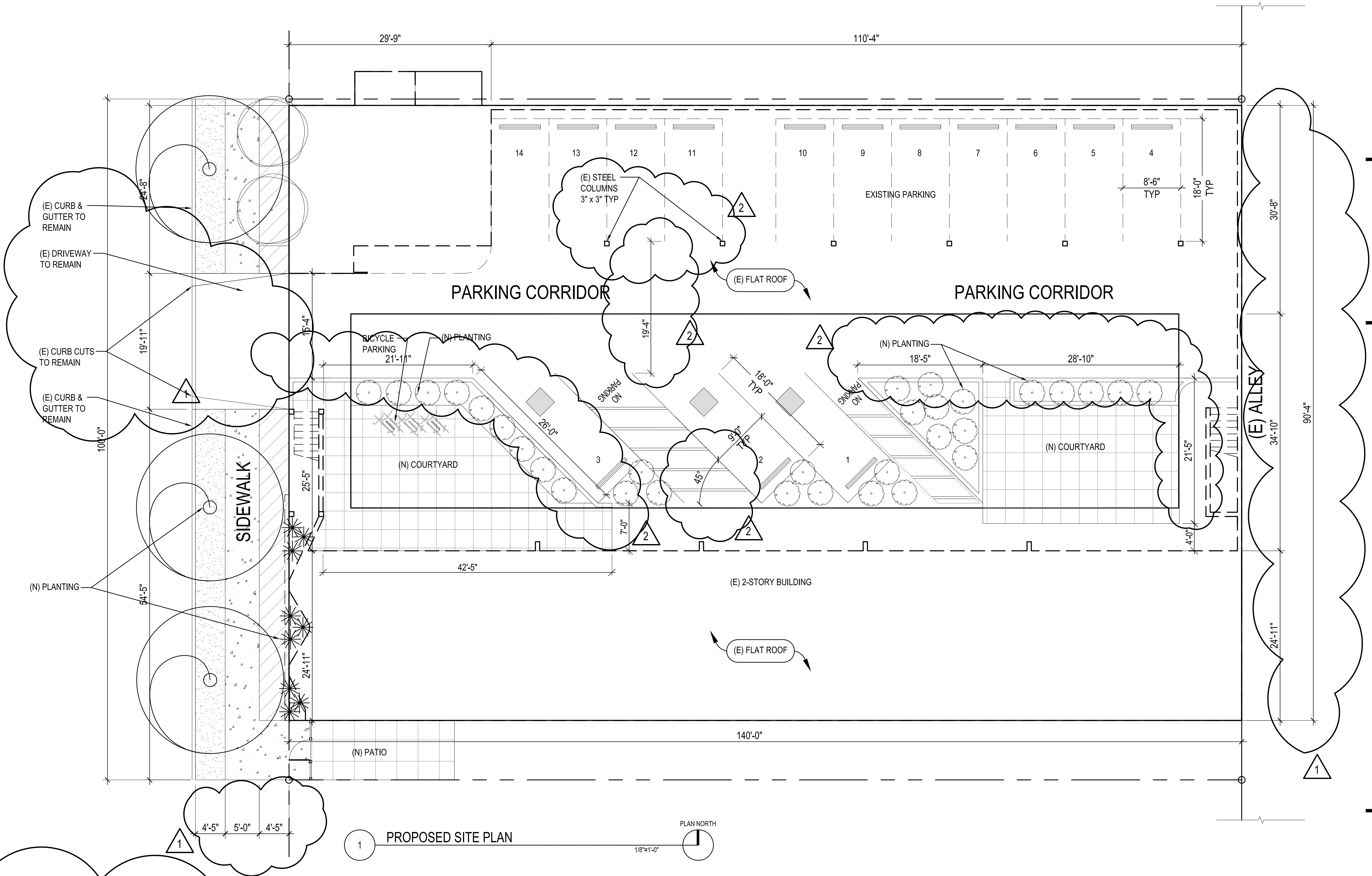
ECONO INN  
1828 BROADWAY  
FRESNO, CA 93721

12.07.2018 PLANNING SET  
01.03.2019 PLANNING RESUBMITTAL  
01.10.2019 PLANNING RESUBMITTAL

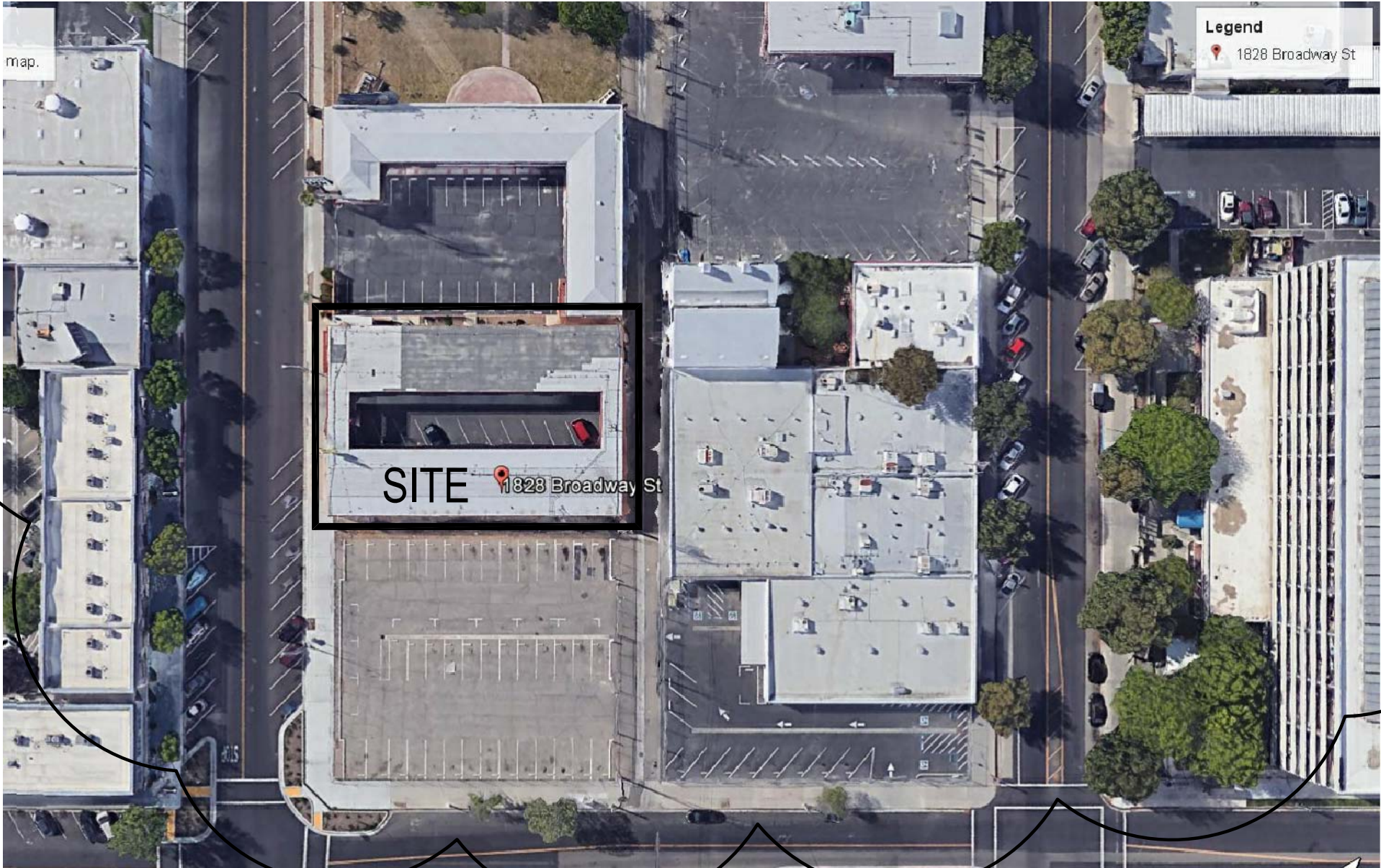
PROPOSED  
SITE PLAN

DATE:  
CHECKED BY: WW TH  
JOB: 18-08

A1.2



VICINITY MAP



(N) PAVING

SYMBOL	MATERIAL
	STABILIZED DG
	CONCRETE
	PERVIOUS PAVERS

(N) PLANTING LIST

SYMBOL	QUANTITY	SIZE	SCIENTIFIC NAME	COMMON NAME	WATER USE	SPACING
	(31)	5 GAL.	ASPIDISTRA ELATIOR	"CAST IRON PLANT"	LOW	3'-0" O.C.
	(9)	5 GAL.	BAMBUSA MULTIPLEX	"GOLDEN GODDESS BAMBOO"	LOW	3'-0" O.C.
	(3)	15 GAL.	PISTACIA CHINENSIS	"CHINESE PISTACHE"	LOW	
	350 SF	FLAT	FESTUCA GLAUCA	"BLUE FESCUE"	LOW	
			(E) PALM TO REMAIN			



## BOARD MEMO

O (559) 443-8400

F (559) 457-4294

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Board of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince 

CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 7d

**AUTHOR:** Brandon Gonzalez

**SUBJECT:** Allocation of Project Based Vouchers: Barstow Commons, 130 W. Barstow Avenue, Fresno, CA 93704 (APN: 416-040-09)

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### Executive Summary

The purpose of this Board Memo is to request that the Boards of Commissioners allocate project-based vouchers (PBVs) to the Barstow Commons property to facilitate the re-development of the property. The Barstow Commons development is a partnership with the County of Fresno Department of Behavioral Health (DBH) with approximately half of the units designated as Permanent Supportive Housing (PSH) units.

The Fresno Housing Authority ("FH") is committed to the development of affordable housing within this community, and the Barstow Commons project exemplifies the goals of this Agency.

Pursuant to the authority granted to FH under the Annual Contributions Contract (the "ACC") between FH and the U.S. Department of Housing and Urban Development ("HUD"), FH has access to Section 8 tenant assistance vouchers, which FH may choose to allocate as project-based vouchers ("PBV's") and attach to specific units rather than using them for tenant-based assistance pursuant to Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983. FH's desire is to facilitate the development and operation of an affordable 42-unit housing development located at 130 W. Barstow Avenue, Fresno, California 93704 (the "Project").

FH has the ability to commit to the Project up to twenty (20) project-based Section 8 vouchers for an initial Housing Assistance Payment contract term of 20 years, after which the initial term shall be renewed for an additional 20 year term. The Section 8 vouchers will be provided subject to and in accordance with Section 8 of the U.S. Housing Act of 1937 and all applicable regulations thereto.

The regulations from 24 CFR 983 provide for two methods of project selection – through a competitive RFP process and through the selection of a project that has been previously selected for competitive funding. The language that describes this second method is as follows:

983.51 (b) (2) *Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposal (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.*

On January 22, 2019, the FH Board approved a partnership between the Housing Authority of the City of Fresno (HACF) and the County of Fresno Department of Behavioral Health (DBH) for the submission of a competitive financing application to the Department of Housing and Community Developments' (HCD's) No Place Like Home (NPLH) program.

On June 14, 2019, the HACF in partnership with the County of Fresno DBH received an award of \$5,479,589 from HCD's No Place Like Home (NPLH) program. The funds from the NPLH award will be used in the development of the Barstow Commons project.

In accordance with CFR 983.51(d), a public notice announcing the selection of the proposal for award of PBV's to the Project was posted with the Fresno Bee, the local newspaper of general circulation, on June 23, 2019. The public notice contained a phone number for the public to ask questions. No comments or questions have been received.

### **Fiscal Impact**

The twenty (20) PBV's are anticipated to provide approximately \$120,000 in subsidy per year. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Housing Authority staff person or contractor, subject to program guidelines. The PBV's and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, California award up to twenty (20) Project Based Vouchers (PBV) for the Barstow Commons project and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 20 years, with a 20 year extension, with a to-be formed Limited Partnership, for the purposes of providing up to twenty (20) Project Based Vouchers to the Barstow Commons project affordable housing development.

### **Background Information**

Barstow Commons (APN: 416-040-09) is a proposed 42-unit new construction project in Fresno, CA that will include twenty (20) one-bedroom units, fourteen (14) two-bedroom units, seven (7) three-bedroom units, and one (1) three-bedroom manager unit. The families will have access to common area facilities in an on-site community building with 4,038 net square feet where Resident Services will be offered free of charge. The project will meet all accessibility requirements consistent with local law and TCAC regulations. The site is intended to serve a combination multi-family residential and permanent supportive housing tenants. All of the units will include amenities that are comparable to market rate units in the community. Residents of Barstow Commons will have access to interior community spaces, outdoor play spaces for children and picnic-relaxation areas. The community room at Barstow Commons will accommodate services for families and children, community events, and property management-related functions. The design of the project includes ideas, designs and discussions around the concept of "Trauma Informed Design". The property will have two laundry facilities on-site and is being designed to Green Building standards. Emphasis will be placed on efficient mechanical systems (HVAC, water heating) and efficient

shell measures (light color stucco, metal roofing/single-ply TPO). The site will also use drought resistant landscaping.

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA

**RESOLUTION APPROVING ALLOCATION OF UP TO TWENTY (20) PROJECT BASED  
VOUCHERS FOR THE BARSTOW COMMONS PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA (130 W. BARSTOW AVENUE, FRESNO, CALIFORNIA)**

WHEREAS, the Housing Authority of City of Fresno, California (the “Authority”) intends to be the developer of the Barstow Commons project, an affordable housing development located at 130 W Barstow Avenue in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low income families and special needs individuals; and

WHEREAS, the Authority has received a competitive funding allocation from the California Department of Housing and Community Development’s No Place Like Home (NPLH) Program; and,

WHEREAS, the Authority desires to commit up to twenty (20) Project-Based Vouchers to the Barstow Commons project for a term of 20 years, with an automatic renewal clause of an additional 20 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Preston Prince, Deputy Executive Director Tracewell Hanrahan, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twenty (20) Project Based Vouchers to a “to be formed” Limited Partnership for the Barstow Commons development in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2019. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

O (559) 443-8400

F (559) 457-4294

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Board of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** June 21, 2019

**BOARD MEETING:** June 25, 2019

**AGENDA ITEM:** 7e

**AUTHOR:** Quincy Boren

**SUBJECT:** Allocation of Project Based Vouchers: Econo Inn 1828 Broadway,  
Fresno, CA 93721 (APN: 466-191-09)

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### Executive Summary

The purpose of this Board Memo is to request that the Boards of Commissioners allocate project-based vouchers (PBVs) to the Econo Inn property to facilitate the re-development of the property. Econo Inn is a Permanent Supportive Housing (PSH) development in partnership with the County of Fresno Department of Behavioral Health (DBH).

The Fresno Housing Authority ("FH") is committed to the development of affordable housing within this community, and the Econo Inn project exemplifies the goals of this Agency.

Pursuant to the authority granted to FH under the Annual Contributions Contract (the "ACC") between FH and the U.S. Department of Housing and Urban Development ("HUD"), FH has access to Section 8 tenant assistance vouchers, which FH may choose to allocate as project-based vouchers ("PBV's") and attach to specific units rather than using them for tenant-based assistance pursuant to Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983. FH's desire is to facilitate the development and operation of an affordable 26-unit housing development located at 1828 Broadway, Fresno, California 93721 (the "Project").

FH has the ability to commit to the Project up to twenty-five (25) project-based Section 8 vouchers for an initial Housing Assistance Payment contract term of 20 years, after which the initial term shall be renewed for an additional 20 year term. The Section 8 vouchers will be provided subject to and in accordance with Section 8 of the U.S. Housing Act of 1937 and all applicable regulations thereto.

The regulations from 24 CFR 983 provide for two methods of project selection – through a competitive RFP process and through the selection of a project that has been previously selected for competitive funding. The language that describes this second method is as follows:

*983.51 (b) (2) Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services*



*program that requires competitive selection of proposal (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.*

On January 22, 2019, the FH Board approved a partnership between the Housing Authority of the City of Fresno (HACF) and the County of Fresno Department of Behavioral Health (DBH) for the submission of a competitive financing application to the Department of Housing and Community Developments' (HCD's) No Place Like Home (NPLH) program.

On June 14, 2019, the HACF in partnership with the County of Fresno DBH received an award of \$3,303,884 from HCD's No Place Like Home (NPLH) program. The funds from the NPLH award will be used in the development of the Econo Inn project.

In accordance with CFR 983.51(d), a public notice announcing the selection of the proposal for award of PBV's to the Project was posted with the Fresno Bee, the local newspaper of general circulation, on June 23, 2019. The public notice contained a phone number for the public to ask questions. No comments or questions have been received.

### **Fiscal Impact**

The twenty-five (25) PBV's are anticipated to provide approximately \$89,976 in subsidy per year. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Housing Authority staff person or contractor, subject to program guidelines. The PBV's and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, California award up to twenty-five (25) Project Based Vouchers (PBV) for the Econo Inn project and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 20 years, with a 20 year extension, with a to-be formed Limited Partnership, for the purposes of providing up to twenty-five (25) Project Based Vouchers to the Econo Inn affordable housing development.

### **Background Information**

The Econo Inn complex is located on Broadway Ave, just north of Amador. The proposed development will encompass half of the .64 acre site that currently has 61 existing units that are being operated as a motel complex. The site is technically two separate properties, however the current development plan envisions only rehabilitating half of the complex. The other half will be developed at a later date. An outreach plan to nearby residents, commercial tenants, schools and others will be developed and implemented by both Fresno Housing and DBH. The buildings are 2-story units that are used as residential living units. The rehabilitation plan includes the addition of community as well as open space and offices for property management and services to be operated out of. There will be a full renovation of the units to provide for a kitchen area, upgraded bathrooms, appliances, new flooring, HVAC systems, roofing and exterior repair. The site will focus on housing tenants with extremely low incomes as well as having instances of homelessness over the past several years.



RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA

**RESOLUTION APPROVING ALLOCATION OF UP TO TWENTY-FIVE (25) PROJECT  
BASED VOUCHERS FOR THE ECONO INN, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA (1828 BROADWAY, FRESNO, CALIFORNIA)**

WHEREAS, the Housing Authority of City of Fresno, California (the “Authority”) intends to be the developer of the Econo Inn project, an affordable housing development located at 1828 Broadway Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low income families and special needs individuals; and

WHEREAS, the Authority has received a competitive funding allocation from the No Place Like Home Program (NPLH) through the CA Housing and Community Development Department (HCD); and,

WHEREAS, the Authority desires to commit up to twenty-five (25) Project-Based Vouchers to the Econo Inn project for a term of 20 years, with an automatic renewal clause of an additional 20 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno the City of Fresno, California authorize and empower the CEO/Executive Director Preston Prince, Deputy Executive Director Tracewell Hanrahan, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twenty-five (25) Project Based Vouchers to a “to be formed” Limited Partnership for the Econo Inn development in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2019. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

O (559) 443-8400

F (559) 457-4294

1331 Fulton Street  
 Fresno, California 93721  
 TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Board of Commissioners

**DATE:** June 21, 2019

Fresno Housing Authority

**BOARD MEETING:** June 25, 2019

**FROM:** Preston Prince



**AGENDA ITEM:** 7f

CEO/Executive Director

**AUTHOR:** Quincy Boren

**SUBJECT:** Allocation of Project Based Vouchers: Plaza Terrace (aka Renaissance at Cincotta) 4041 Plaza Drive West, Fresno, CA 93702  
 APN: 454-259-09

### Executive Summary

The purpose of this Board Memo is to request that the Boards of Commissioners allocate project-based vouchers (PBVs) to the Plaza Terrace property to facilitate the re-development of the property. Plaza Terrace is a Permanent Supportive Housing (PSH) development in partnership with the County of Fresno Department of Behavioral Health (DBH).

Pursuant to the authority granted to FH under the Annual Contributions Contract (the "ACC") between FH and the U.S. Department of Housing and Urban Development ("HUD"), FH has access to Section 8 tenant assistance vouchers, which FH may choose to allocate as project-based vouchers ("PBV's") and attach to specific units rather than using them for tenant-based assistance pursuant to Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983. FH's desire is to facilitate the development and operation of an affordable 28-unit housing development located at 4041 Plaza Drive West, Fresno, California 93702 (the "Project").

FH has the ability to commit to the Project up to twenty-seven (27) project-based Section 8 vouchers for an initial Housing Assistance Payment contract term of 20 years, after which the initial term shall be renewed for an additional 20 year term. The Section 8 vouchers will be provided subject to and in accordance with Section 8 of the U.S. Housing Act of 1937 and all applicable regulations thereto.

The regulations from 24 CFR 983 provide for two methods of project selection – through a competitive RFP process and through the selection of a project that has been previously selected for competitive funding. The language that describes this second method is as follows:

*983.51 (b) (2) Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposal (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years*

*of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.*

On January 22, 2019, the FH Board approved a partnership between the Housing Authority of the City of Fresno (HACF) and the County of Fresno Department of Behavioral Health (DBH) for the submission of a competitive financing application to the Department of Housing and Community Developments' (HCD's) No Place Like Home (NPLH) program.

On June 14, 2019, the HACF in partnership with the County of Fresno DBH received an award of \$3,616,466 from HCD's No Place Like Home (NPLH) program. The funds from the NPLH award will be used in the development of the Plaza Terrace project.

In accordance with CFR 983.51(d), a public notice announcing the selection of the proposal for award of PBV's to the Project was posted with the Fresno Bee, the local newspaper of general circulation, on June 23, 2019. The public notice contained a phone number for the public to ask questions. No comments or questions have been received.

### **Fiscal Impact**

The twenty-seven (27) PBV's are anticipated to provide approximately \$127,212 in subsidy per year. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Housing Authority staff person or contractor, subject to program guidelines. The PBV's and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, California award up to twenty-seven (27) Project Based Vouchers (PBV) for the Plaza Terrace (aka Renaissance at Cincotta) project and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 20 years, with a 20 year extension, with a to-be formed Limited Partnership, for the purposes of providing up to twenty-seven (27) Project Based Vouchers to the Plaza Terrace affordable housing development.

### **Background Information**

The Plaza Terrace apartment complex is located at the corner of Belmont and Cedar Ave. The site is .68 acres and currently has 30 existing units that were previously operated as reunification housing for mothers and families (the El Puente program). There are six 2-story buildings on site, 4 of which are used as residential living units, and the other 2 are used as a managers office and maintenance shop, along with laundry and storage space. There will be a full renovation of kitchens, bathrooms, appliances, new flooring, HVAC systems, roofing and exterior repair. There will also be the creation of a community office space for residents to receive on-site services. The site will focus on housing tenants with extremely low incomes as well as having instances of homelessness over the past several years. An outreach plan to nearby residents, commercial tenants, schools and others will be developed and implemented by both Fresno Housing and DBH.

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA

RESOLUTION APPROVING ALLOCATION OF UP TO TWENTY-SEVEN (27) PROJECT  
BASED VOUCHERS FOR THE PLAZA TERRACE (AKA RENAISSANCE AT CINCOTTA),  
AN AFFORDABLE HOUSING DEVELOPMENT IN FRESNO, CA  
(4041 PLAZA DRIVE WEST, FRESNO, CALIFORNIA)

WHEREAS, the Housing Authority of City of Fresno, California (the “Authority”) intends to be the developer of the Plaza Terrace (aka Renaissance at Cincotta) project, an affordable housing development located at 4041 Plaza Drive West in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low income families and special needs individuals; and

WHEREAS, the Authority has received a competitive funding allocation from the No Place Like Home Program (NPLH) through the CA Housing and Community Development Department (HCD); and,

WHEREAS, the Authority desires to commit up to twenty-seven (27) Project-Based Vouchers to the Plaza Terrace project for a term of 20 years, with an automatic renewal clause of an additional 20 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno the City of Fresno, California authorize and empower the CEO/Executive Director Preston Prince, Deputy Executive Director Tracewell Hanrahan, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twenty-seven (27) Project Based Vouchers to a “to be formed” Limited Partnership for the Plaza Terrace development in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2019. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners



O (559) 443-8400  
F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

## EXECUTIVE DIRECTOR'S REPORT

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director  
**SUBJECT:** Directors Report – June 2019

**DATE:** June 19, 2019  
**BOARD MEETING:** June 25, 2019  
**AGENDA ITEM:** 9  
**AUTHOR:** Staff

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### Executive Summary

The Boards of the Fresno Housing Authority have established the four strategic goals as: Place, People, Public, and Partnership. In addition, the following have been outlined as the management goals: Sustainability, Structure, and Strategic Outreach. The following report demonstrates the efforts of the Executive Leadership and Staff to progress towards the realization of these goals.

### PLACE

#### Overview

*Fresno Housing seeks to develop and expand the availability of quality affordable housing options throughout the City and County of Fresno by growing and preserving appropriate residential assets and increasing housing opportunities for low-income residents.*

The matrix below outlines the Development Pipeline and status of each project.

#### Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Magnolia Commons (Magill Terrace)	Under Construction	401 Nelson Avenue, Fowler, CA	60	98%

Oak Grove	Under Construction	595 Bigger Street, Parlier, CA	56	96%
Mariposa Meadows	Under Construction	1011 W Atchison Avenue, Fresno, CA	40	9%
Orchard Farm Labor Housing	Pre-Development Closed May 31, 2019	295 S Newmark Avenue, Parlier, CA	41	N/A
Blackstone/Simpson Project	Pre- Development 2nd Round 2019 TCAC	3039 N Blackstone Avenue, Fresno, CA	41	N/A
Chinatown	Pre-Development	1101 F Street, Fresno, CA	57	N/A
Renaissance at Parc Grove IV	Pre-Development VHHP funds awarded	2620 E Clinton Avenue, Fresno, CA	40	N/A
Kingsburg Seniors	Pre-Development TCAC funds awarded Submitted to AHP HOME funds awarded Dec. 2019 closing	Southwest Corner of Sierra St and Madsen Ave., Kingsburg, CA	47	N/A
Huron	Pre-Development	Southwest Corner of Fresno and 12 <sup>th</sup> Streets, Huron, CA	61	N/A
Clovis	Pre-Development TCAC funds awarded Dec. 2019 closing	Northeast Corner of Willow and Alluvial Avenues, Clovis, CA	60	N/A
Renaissance at Cincotta	Pre-Development TCAC funds awarded NPLH funds awarded Dec. 2019 closing	4041 Plaza Drive West, Fresno, CA	28	N/A
Econo Inn	Pre-Development 2 <sup>nd</sup> Round 2019 TCAC NPLH funds awarded	1828 Broadway Street, Fresno, CA	26	N/A
Barstow Commons	Pre-Development 2 <sup>nd</sup> Round 2019 TCAC NPLH funds awarded	130 W Barstow Avenue, Fresno, CA	42	N/A

### Project Highlights

Kingsburg Senior Housing, Willow & Alluvial, and Renaissance at Cincotta were awarded Low Income Housing Tax Credit allocations on June 12, 2019. This award will not be finalized until the Boards of Commissioners of Fresno Housing approve acceptance. Orchard Apartments closed on May 31<sup>st</sup>, 2019 and

is commencing construction. Renaissance at Cincotta, Barstow Commons, and Econo Inn received No Place Like Home funding awards on June 14, 2019.

## HMD OPERATIONS

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 5/1 – 5/31/19			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	957	16	98.32%
COUNTY OF FRESNO			
County of Fresno	1132	3	99.73%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	192	0	100%

## HMD OPERATIONS

In collaboration with Bringing Broken Neighborhoods Back to Life and the southwest Fresno Police Department, HMD Staff participated in the family carnival hosted at Fairview Heights on June 7, 2019; it was a great turnout.

All families from Mariposa Meadows in Fresno and Orchard Apartments in Parlier have been relocated and rehab work has begun at both properties. Families are expected to return in phases as work is completed.

## PEOPLE

### Overview

*Fresno Housing works to respect community needs and knowledge – by listening, learning and researching – and respond to issues compassionately, intelligently, intentionally – by developing exceptional programs based on shared expectations.*

### Housing Choice Voucher (HCV) Leasing Update

During the month of May, staff closely monitored housing assistance payment trends, voucher issuances and lease-up rates. The assessed information led to a decision to not issue new applicant vouchers in the HCV County program and to reduce the number of voucher issuances in the HCV City program. The department continued to issue vouchers to movers. The most recent lease-up success rate for families searching for affordable housing is 45%.

Below is a breakdown of leasing activities that took place for the HCV City and County programs in May.

### HCV City

- 141 new applicants attended briefings to receive their vouchers.
- 202 HAP contracts were completed for families who leased up.

- 465 applicants and participants are searching for housing.

## HCV County

- 4 FUP new applicants attended briefings to receive their vouchers.
- 150 HAP contracts were entered for families who leased up.
- 241 applicants and participants are searching for housing.

## PUBLIC

### Overview

*Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno's low-income residents.*

Effort in this area are ongoing and will be reported as outcomes are achieved.

## PARTNERSHIP

### Overview

*Fresno Housing seeks to collaborate to strengthen its ability to address the challenges facing Fresno communities.*

Fresno Housing is exploring several partnerships in the course of pre-development activities.

Project	Organization	Role
844 S. Chance Avenue	Habitat for Humanity Fresno City College	Partner in the rehabilitation of a former Neighborhood Stabilization Program (NSP) property to provide a homeownership opportunity for a low-income family
Renaissance at Cincotta	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Econo Inn	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Barstow Commons	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations

## **MANAGEMENT GOALS**

*The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decisionmaking related to Sustainability (staffing, finances, effectiveness, evaluation, technology, facilities); Structure (governance); and Strategic Outreach (communications, image, visibility, public affairs, policy).*

### **Sustainability**

*Build and maintain an innovative, engaged, visible, and sustainable organization, committed to its mission of providing housing for low-income populations.*

### **Fiscal Services**

Accounting and Finance staff have been working to finalize the Agency audit as well as any remaining Limited Partnership (LP) audits. DavisFarr, the Agency auditor, will be on-site at the end of June to tie up any remaining action items. The Agency has received conditional approval of City unaudited financial statements and expects to have an approval for County financial statements in June. Staff would then begin producing drafts of audited financial statements to be entered into HUD's Financial Data Submission (FDS) system.

### **Administrative Services & Procurement**

Procurement staff is pleased to report it exceeded the goal of obtaining three quotes or proposals in response to the following solicitations. The Agency received nine submissions for consulting services for board development and board retreat; six proposals for landscaping and tree trimming services for the Housing Management Department (HMD); four quotes for Central Office board room and lobby redesign; and four quotes for market study services for the Planning and Community Development (P&CD) department. Agency staff and outside stakeholders will evaluate the results to determine which will be most advantageous for the Agency.

### **Information Technology**

As part of our continual enhancement strategy, the Information Technology (IT) team has implemented a new wireless technology solution. The new solution will provide faster response times, increased coverage, self-healing capabilities and a better overall all wireless experience.

In preparation for the annual Housing Choice Voucher (HCV) waitlist opening, IT staff worked with Resident Services and Housing Management staff to ensure that the public would have a variety of options if they need assistance with the online application.

### **Information Systems**

In preparation of the 2019 Housing Choice Voucher (HCV) Interest List Opening, the Information Systems (IS) team sent an email notification to 17,688 applicants. These applicants that were not selected in year 2018 and thus, are eligible were encouraged to reapply for the 2019 Housing Choice Voucher (HCV) Interest List.

Steven Grijalva and Edgar Rodriguez, Database Administrators and Report Writers, work with HCV staff to establish an electronic check-in system that streamlined the application process in the Central Office.

## **Human Resources**

Throughout the months of May and June Aysha Hills, Human Resources Senior Analyst, has trained management on the use of the Agency's new Recruiting Management System that will enable our Human Resources Department and all other hiring departments to view, track, submit and manage several recruitment-related processes more efficiently.

During the last week of May and first week of June the Training department facilitated three training sessions for the HCV interest list opening. Two of the sessions were for volunteers who would help clients sign up for the interest list. These sessions focused solely on the sign-up process. The third session was for troubleshooters who would help clients experiencing issues in logging in or signing up for the interest list. This is the third year where the Training department has assisted with the interest list opening process by providing training and materials for volunteers, recording call tree announcements, and creating handouts as well as videos for employees and clients in multiple languages.

On May 30, 2019 a customer service/conflict resolution training was also provided to the HCV staff. This training focused on types of conflicts, types of resolutions and key factors to avoid. The communication strategies reviewed during the training can be used with co-workers, clients or even within our own homes. Future courses are already being planned to help our employees with other facets of conflict.

On May 19, 2019 Damian Rivera, Training and Development Analyst, attended the Association of Training and Development (ATD) 2019 annual conference, the most extensive conference and training event for training professionals. This conference featured 300 educational sessions covering every aspect of the learning management industry as well as more than 400 exhibitors and vendors. Damian attended 19 sessions covering subjects from the "Neuroscience of Psychological Safety and Trust" to "Facilitating Knowledge Transfer Amidst Boomer Retirement" in addition to courses on Leadership Development. We look forward to implementing some of the best practices in adult learning for our employees and developing our learning culture further.

The Human Resources Department continues to recruit for positions within the Administrative Services (IT/IS), Housing Choice, and Housing Management Departments.

There are no new promotions or hires to announce at this time.

## **Structure**

*Maintain a committed, active, community-based Boards of Commissioners.*

Effort in this area are ongoing and will be reported as outcomes are achieved.

## **Strategic Outreach**

*Heighten agency visibility, facilitate community dialogue about housing solutions; and build support for the agency and quality affordable housing.*

Effort in this area are ongoing and will be reported as outcomes are achieved.

