



Boards of Commissioners Meeting

September 22, 2020

AGENDA

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

Regular Joint Meeting of the Boards of Commissioners of Fresno Housing

5:00pm - September 22, 2020 – Per Executive Order N-25-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this Board Meeting will be held via conference call and can be accessed as follows:

To join via Zoom: <http://bit.ly/FHBoard09222020>

**To join via teleconference, call: (669) 900-6833. Meeting ID: 945 1630 9044.
Password: 262530.**

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. Please email your request to speak to executiveoffice@fresnohousing.org.

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 call the Board Secretary at (559) 443-8475, TTY 800-735-2929.

5pm

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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b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: 1254 Fulton Street, Fresno, CA 93721 (APN: 466-154-14) Agency negotiator: Preston Prince Negotiating parties: Fresno Housing Authority; Michael G. Marderosian Under negotiation: Price and Terms	
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12. Action	
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Minutes of the Joint Meeting
Of the Boards of Commissioners of the
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

Wednesday, August 19, 2020

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special session on Wednesday, August 19, 2020, via teleconference.

1. The regular meeting was called to order at 5:04 p.m. by Board Chair, Commissioner Jones, 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: Adrian Jones, Chair
 Caine Christensen, Vice Chair
 Sharon Williams
 Ruby Yanez
 Stacy Vaillancourt
 Terra Brusseau

ABSENT: None

The regular meeting was called to order at 5:04 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
 Cary Catalano
 Joey Fuentes
 Nikki Henry
 Valori Gallaher

ABSENT: None.

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)

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

MOTION PASSED: 6-0

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

MOTION PASSED: 6-0

3. PUBLIC COMMENT

No public comment at this time.

4. POTENTIAL CONFLICTS OF INTEREST

There were no potential conflicts of interest presented at this time.

5. PRESENTATIONS

- a. Diversity Equity and Inclusion Assessment and Draft Strategic Plan Report – presented by Ivy Planning Group

Preston Prince, Chief Executive Officer, and Ivy Planning Group presented on this.

Stacy Sablan, County Chair, left the meeting at 5:57 pm.

Public Comment:

Eric Payne, Executive Director at Central Valley Urban Institute, was grateful to hear the positive reinforcement to mitigate some of Fresno Housing's issues. These issues were outlined in the Ivy Planning Group's presentation and through of hiring a Chief Diversity Officer. He asked if the full report would be available in next month's meeting. He stated that there were some comments in the summary of the report that were alarming. He wants to see a great sense of accountability within the organization.

6. 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 6:57 p.m.

Preston Prince, Secretary to the Boards of Commissioners

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

Tuesday, August 25, 2020

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, August 25, 2020, via teleconference.

1. The regular meeting was called to order at 5:01 p.m. by Board Chair, Commissioner Jones, 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: Adrian Jones, Chair
 Caine Christensen, Vice Chair
 Sharon Williams
 Ruby Yanez
 Stacy Vaillancourt
 Terra Brusseau

ABSENT: None

The regular meeting was called to order at 5:01 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
 Cary Catalano
 Nikki Henry
 Valori Gallaher

ABSENT: Joey Fuentes

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)

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

MOTION PASSED: 5-0

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

MOTION PASSED: 6-0

3. PUBLIC COMMENT

There was no public comment at this time.

4. POTENTIAL CONFLICTS OF INTEREST

There were no potential conflicts of interest presented at this time.

5. CONSENT AGENDA

- a. Consideration of the Minutes of June 23, 2020 (*continued from the July 28, 2020 Board Meeting*)
- b. Consideration of the Minutes of July 28, 2020
- c. Consideration of Property Acquisition – City of Huron, CA
- d. Consideration of Rental Assistance Demonstration (RAD) Conversion - Wedgewood Commons (Sanger, CA)
- e. Consideration of Funding Application and Entity Formation for Multifamily Housing Program (MHP) Grant – Firebaugh Family
- f. Consideration of Funding Application and Entity Formation for Multifamily Housing Program (MHP) Grant – Huron Family
- g. Consideration of Funding Application for City of Fresno HOME Funds – Chestnut/Alluvial

Public Comment:

A written comment from David Perez:

“As a resident in Fresno, I urge and demand that fellow citizens not have their voices censored or silenced. Please vote that we, the people, are able to participate in the democratic process by having our voices heard.”

A written comment from Natasha Moiseyev:

“Hello, as an attorney and a citizen, I am alarmed at the idea that the board would entertain the idea of censoring the minutes of a public board meeting because public comments contained are unflattering or unpleasant. In a democracy, many voices and viewpoints are heard. The Sunshine Law support that principle. Censoring the minutes would be anti-democratic and would, in effect, falsify the records so that that future citizen who undertook to examine the history of the debate would not have the accurate and complete record. The way to handle this was either to tell the speakers to maintain decorum by expressing their views or to adopt the accurate minutes with a statement of disagreement or disapproval of the tone or language used to express the opposition. People already distrust government enough. Please, don’t give use another empirical reason to do so. Sincerely, Natasha Moiseyev from Fresno.”

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

MOTION PASSED: 5-0

CITY MOTION: *Commissioner Christensen moved, seconded by Commissioner Williams to approve the consent agenda item.*

MOTION PASSED: 6-0

6. INFORMATIONAL

- a. Update on Brierwood Limited Partnership
Emily De La Guerra, Director of Finance and Administration, presented on this item.
- b. Diversity, Equity, and Inclusion Overview
Preston Prince, Chief Executive Officer, presented on this item.
- c. Overview of the HomeKey Program – State of CA
Michael Duarte, Director of Real Estate Development, presented on this item.

Public Comment:

Eric Payne, Executive Director at Central Valley Urban Institute, stated that all the information with the DEI work was overwhelming. He intends to send a letter with their,

Central Valley Urban Institute's, position. He was thankful for the partnership with Fresno Housing and with the hiring of a Chief Diversity Officer.

- d. California Avenue Neighborhood (CAN) Update
Tiffany Mangum, Project Manager/Executive Operations Manager, presented on this item.

Public Comment:

Eric Payne, strongly supported this item. He is thankful for Tiffany Mangum, Project Manager/Executive Operations Manager, and Tracewell Hanrahan, COO/Deputy Executive Director, for doing a great job coordinating these efforts, getting a strong focus on the people aspect, and getting community partners and resident leaders to the table.

7. ACTION

- a. Consideration of Submission of Funding Application – Choice Neighborhood Initiative (West Fresno)

COUNTY MOTION: *Commissioner Henry moved, seconded by Commissioner Catalano to approve the Submission of Funding Application – Choice Neighborhood Initiative (West Fresno).*

MOTION PASSED: 5-0

CITY MOTION: *Commissioner Christensen moved, seconded by Commissioner Brusseau to approve the Submission of Funding Application – Choice Neighborhood Initiative (West Fresno).*

MOTION PASSED: 6-0

- b. Consideration of Planning Coordinator Contract – Choice Neighborhood Initiative (West Fresno)

COUNTY MOTION: *Commissioner Henry moved, seconded by Commissioner Gallaher to approve the Planning Coordinator Contract – Choice Neighborhood Initiative (West Fresno).*

MOTION PASSED: 5-0

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Williams to approve the Planning Coordinator Contract – Choice Neighborhood Initiative (West Fresno).*

MOTION PASSED: 6-0**8. COMMISSIONERS' REPORT**

Commissioner Jones wanted to remind the Boards about going onto the NAHRO Advocacy Center and sending out the letters of support.

9. EXECUTIVE DIRECTOR'S REPORT

- School supplies were given out to 400 Housing Choice Voucher kids on August 22, 2020.
- Over 100 applications for Education Advancement Scholarship.
- Virtual Staff Event on September 1, 2020 at 8:30 am.
- Next Board Retreat will be on September 15, 2020.
- Virtual Groundbreaking of Monarch @ Chinatown on September 9, 2020.
- Promotions
 - o Clara Cruz Zurita, Accounting Specialist (promoted from Accounting Assistant)

10. CLOSED SESSION

The Board of Commissioners entered closed session at approximately 6:32 pm.

- a. **PUBLIC EMPLOYEE EVALUATION**
Title: CEO
- b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Pursuant to Government Code § 54954.5(b))
Property: 1254 Fulton Street, Fresno, CA 93721
(APN: 466-154-14)
Agency negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; Michael G. Marderosian
Under negotiation: Price and Terms
- c. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Pursuant to Government Code § 54954.5(b))
Property: 1101 N Parkway Drive, Fresno, CA 93728
(APN: 449-270-41)
Agency negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; Day's Inn of Fresno Partnership

Under negotiation: Price and Terms

- d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: 1240 Crystal Avenue, Fresno, CA 93728
(APN: 449-232-02 & 449-232-01)
Agency negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; Adinath Hospitality
Under negotiation: Price and Terms

- e. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: 777 N Parkway Drive, Fresno, CA 93728
(APN: 449-335-19 & 449-342-01)
Agency negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; Shrigi, Inc.
Under negotiation: Price and Terms

- f. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: 1415 W. Olive Ave, Fresno, CA 93728
(APN: 449-270-56)
Agency negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; Akshar, Inc.
Under negotiation: Price and Terms

- g. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: 36010 S. Lassen Ave., Huron, CA 93234
(APN: 075-110-16S)
Agency negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; Patel Avni
Under negotiation: Price and Terms

11. REPORT ON CLOSED SESSION ITEMS

The Boards of Commissioners returned to open session at approximately 8:11 pm.

County Chair Sablan stated that there was no action to report from Closed Session.

12. ACTION

- a. Consideration to Ratify Project HomeKey Application and Purchase Agreement – Day’s Inn

COUNTY MOTION: Commissioner Gallaher moved, seconded by Commissioner Castro to Ratify Project Homekey Application and Purchase Agreement – Day’s Inn.

MOTION PASSED: 5-0

CITY MOTION: Commissioner Vaillancourt moved, seconded by Commissioner Yanez to Ratify Project Homekey Application and Purchase Agreement – Day’s Inn.

MOTION PASSED: 6-0

- b. Consideration to Ratify Project HomeKey Application and Purchase Agreement – Alamos Motel (Huron)

COUNTY MOTION: Commissioner Catalano moved, seconded by Commissioner Castro to Ratify Project Homekey Application and Purchase Agreement – Alamos Motel (Huron).

MOTION PASSED: 5-0

CITY MOTION: Commissioner Christensen moved, seconded by Commissioner Vaillancourt to Ratify Project Homekey Application and Purchase Agreement Alamos Motel (Huron).

MOTION PASSED: 6-0

- c. Consideration to Ratify Project HomeKey Application and Purchase Agreement – Welcome Inn

COUNTY MOTION: Commissioner Gallaher moved, seconded by Commissioner Henry to Ratify Project Homekey Application and Purchase Agreement – Welcome Inn.

MOTION PASSED: 5-0

CITY MOTION: Commissioner Brusseau moved, seconded by Commissioner Vaillancourt to Ratify Project Homekey Application and Purchase Agreement – Welcome Inn..

MOTION PASSED: 6-0

- d. Consideration to Ratify Project HomeKey Application and Purchase Agreement – Motel 99

COUNTY MOTION: *Commissioner Catalano moved, seconded by Commissioner Gallaher to Ratify Project Homekey Application and Purchase Agreement – Motel 99.*

MOTION PASSED: 5-0

CITY MOTION: *Commissioner Vaillancourt moved, seconded by Commissioner Christensen to Ratify Project Homekey Application and Purchase Agreement – Motel 99.*

MOTION PASSED: 6-0

- e. Consideration to Ratify Project HomeKey Application and Purchase Agreement – Parkside Inn

COUNTY MOTION: *Commissioner Henry moved, seconded by Commissioner Castro to Ratify Project Homekey Application and Purchase Agreement – Parkside Inn.*

MOTION PASSED: 5-0

CITY MOTION: *Commissioner Christensen moved, seconded by Commissioner Brusseau to Ratify Project Homekey Application and Purchase Agreement – Parkside Inn.*

MOTION PASSED: 6-0

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 8:22 p.m.

Preston Prince, Secretary to the Boards of Commissioners

BOARD MEMO

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

DATE: September 17, 2020
BOARD MEETING: September 22, 2020
AGENDA ITEM: 5b
AUTHOR: Aysha Hills

SUBJECT: Consideration of the Conflict of Interest Code

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and approve the amended Conflict of Interest Code for Fresno Housing Authority.

The purpose of a Conflict of Interest Code is to identify and prevent potential financial conflicts between the official conduct of public officials and employees and their personal financial interests. The Fair Political Practices Commission (FPPC) requires that the Agency's Conflict of Interest Code is updated every two years and consistently reflects the current structure of the agency and properly identifies all positions required to file a Form 700. The Code also establishes disclosure requirements for specific positions designated by the Conflict of Interest Code Appendices.

Key changes this year include the addition of positions that are new to the Agency and updates to the assigned disclosure categories.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the attached resolutions authorizing incorporation by reference, the Conflict of Interest Code as adopted by the Fair Political Practices Commission.

Fiscal Impact

None.

Background

The Political Reform Act (Government Code 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes every two years. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard Conflict of Interest Code and may be incorporated by reference in an agency's code. The standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO**

APPROVAL OF REVISED CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, *et seq.*, (“the Act”) requires State and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the terms of the 2 California Code of Regulations Section 18730 (“the Code”) adopted by the Fair Political Practices Commission in compliance with the Act, require that an agency’s conflict of interest code consistently reflects the current structure of the agency and properly identifies all positions required to file a Form 700; and

WHEREAS, the Housing Authority of the City of Fresno (“the Agency”), in compliance with the terms set forth in the Code and at the recommendation of the Fair Political Practices Commission, is proposing an update to the Agency’s Conflict of Interest Code Appendices to include new positions designated to file a Form 700.

NOW, THEREFORE, BE IT RESOLVED THAT the proposed update to the Agency’s Conflict of Interest Code Appendices is hereby incorporated and constitutes the Conflict of Interest Code of the Housing Authority of the City of Fresno.

PASSED AND ADOPTED THIS 22nd day of September, 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Board of Commissioners

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY**

APPROVAL OF REVISED CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, *et seq.*, (“the Act”) requires State and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the terms of the 2 California Code of Regulations Section 18730 (“the Code”) adopted by the Fair Political Practices Commission in compliance with the Act, require that an agency’s conflict of interest code consistently reflects the current structure of the agency and properly identifies all positions required to file a Form 700; and

WHEREAS, the Housing Authority of Fresno County (“the Agency”), in compliance with the terms set forth in the Code and at the recommendation of the Fair Political Practices Commission, is proposing an update to the Agency’s Conflict of Interest Code Appendices to include new positions designated to file a Form 700.

NOW, THEREFORE, BE IT RESOLVED THAT the proposed update to the Agency’s Conflict of Interest Code Appendices is hereby incorporated and constitutes the Conflict of Interest Code of the Housing Authority of Fresno County.

PASSED AND ADOPTED THIS 22nd day of September, 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Board of Commissioners

BOARD MEMO

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Fresno, California 93721

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TO: Boards of Commissioners

DATE: September 17, 2020

Fresno Housing

BOARD MEETING: September 22, 2020

FROM: Preston Prince

AGENDA ITEM: 5c

CEO/Executive Director

AUTHOR: Lyric Aguigam

SUBJECT: Consideration of Agreement with Quadel Consulting & Training, LLC for Remote Recertification Services

Executive Summary

The purpose of this memo is to seek the Boards of Commissioners' approval to negotiate and execute an agreement between Fresno Housing and Quadel Consulting & Training, LLC for Remote Recertification Services.

Fresno Housing (FH) is requesting Quadel's assistance with remote completion of annual recertifications beginning with July 2020 cases. Public housing authorities who administer a Housing Choice Voucher program are required to recertify households with a Housing Choice Voucher each year to confirm they still meet program eligibility requirement. Fresno Housing is required to complete approximately 1,000 recertifications each month. Due to the COVID-19 pandemic, Fresno Housing has faced delays in completing these required recertification each month, and as such, FH is requesting that Quadel assist with completing approximately 500 recertifications each month. FH will provide remote Yardi access to Quadel staff working on this project. Quadel staff have completed the annual HUD EIV Training and will provide copies of the Training certificate to FH.

Quadel has been providing technical assistance, program support services, and training to Public Housing Authorities for more than 40 years. Their ability to help FH achieve its goals comes from direct experience administering affordable housing programs, as well as significant knowledge of best practices identified through their training and consulting engagements. In addition, Quadel has served in PHA senior management positions including Executive Director, Deputy Director, and HCV and Public Housing operational roles. Quadel specializes in:

- HCV and PBCA Direct Management and Contract Administration
- Public Housing and Voucher Program Consulting and Technical Assistance
- Training and Education
- HUD and Academic Research and Guidebook Creation
- Technology Solutions

– Disaster Recovery Program Management

The Agency procured for the remote recertifications services by piggybacking an existing agreement with The Alameda Housing Authority (AHA). The AHA agreement allows the Fresno Housing to enter into an agreement with Quadel and allow Remote Recertification Services to begin. AHA performed the procurement process for Remote Recertification Services by soliciting an RFP, documenting proof of publication, evaluations, and award letters. The Agency will use AHA's procurement documentation for their files. The Agency determined that Quadel provided the most comprehensive services, and has extensive experience with Housing Agencies.

Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to negotiate and execute an agreement with Quadel Consulting & Training, LLC for Remote Recertification services from September 23, 2020 to December 31, 2021 for an amount not to exceed \$650,000.

Fiscal Impact

The fiscal impact of the contract will be no more than \$650,000 per our contract limits. This amount will be paid by the CARES Act Supplemental Funds.

RESOLUTION NO. _____

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

**RESOLUTION AUTHORIZING THE APPROVAL OF QUADEL CONSULTING &
TRAINING, LLC AGREEMENT FOR REMOTE RECERTIFICATION SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") desires to enter a contract with Quadel Consulting & Training, LLC to provide remote recertification services for Fresno Housing; and

WHEREAS, the negotiated contract term includes services from September 23, 2020 to December 31, 2021 with a not-to-exceed amount of \$650,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the contract for Remote Recertifications Services with Quadel Consulting & Training, LLC and authorizes Preston Prince, Executive Director/CEO or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF September 2020. 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 QUADEL CONSULTING & TRAINING, LLC AGREEMENT FOR REMOTE RECERTIFICATION SERVICES

WHEREAS, the Housing Authority of Fresno County (the "Agency") desires to enter a contract with Quadel Consulting & Training, LLC to provide remote recertification services for Fresno Housing; and

WHEREAS, the negotiated contract term includes services from September 23, 2020 to September 22, 2021 with a not-to-exceed amount of \$650,000; and

WHEREAS, the term of the negotiated contract will be for one year with no option to extend;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the contract for Remote Recertifications Services with Quadel Consulting & Training, LLC and authorizes Preston Prince, Executive Director/CEO or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF September 2020. 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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Fresno, California 93721
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TO: Boards of Commissioners
Fresno Housing
FROM: Preston Prince
CEO/Executive Director

DATE: September 14, 2020

BOARD MEETING: September 22, 2020

AGENDA ITEM: 5d

AUTHOR: Lyric Aguigam

SUBJECT: Consideration of Contract for HVAC Installation at Monte Vista Terrace

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award the contract for the removal of evaporative coolers and installation of HVAC units at Monte Vista Terrace.

An Invitation for Bids (IFB) was publicly solicited in August of 2020. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder Exchange, E-procurement website, public job walks, and direct calls to potential vendors. The deadline for responses was September 3, 2020 at 4:00pm. The Agency received a total of three bids from qualified bidders:

1. STW Contractors, Inc.: \$418,000
2. Todd D. Philips dba Buildings Unlimited: \$450,750
3. KC Construction: \$490,000

Procurement staff determined STW Contractors, Inc. to be the top responsive and responsible bidder, with a proposed starting date of October, 2020.

Recommendation

Staff recommends the Boards of Commissioners adopt a resolution authorizing Preston Prince, CEO/Executive Director, and/or his designee, to enter into contract negotiations and execute the contract for removal of evaporative coolers and installation of HVAC units at Monte Vista Terrace with STW Contractors, Inc. for \$418,800.

Fiscal Impact

The fiscal impact of the contract will be no more than \$418,800 per our contract limits. This amount will be paid by the U.S. Department of Housing and Urban Development (HUD) Capital Funds.

Background Information

Located at 1332 Sherman Court, Fresno, California, Monte Vista Terrace has 41 apartment units that need evaporative coolers removed and HVAC gas dual packs installed. The scope of repairs funded by HUD Capital Funds has included

HVAC conversion, new roofs, new windows, site lighting improvements, asphalt repairs, and exterior trim and paint.

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE CONTRACT FOR THE REMOVAL OF EVAPORATIVE
COOLERS AND INSTALLATION OF HVAC UNITS AT MONTE VISTA TERRACE

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has received bids from qualified general contractors to remove evaporative coolers and install the HVAC units at Monte Vista Terrace; and

WHEREAS, STW Contractors, Inc. was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with STW Contractors, Inc. for evaporative cooler removal and HVAC unit installation for the amount of \$418,800; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize the Executive Director/CEO, or his designee, to negotiate and execute the contract for the removal of evaporative coolers and installation of HVAC units at Monte Vista Terrace with STW Contractors, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF September, 2020. 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 THE COUNTY OF FRESNO

RESOLUTION APPROVING THE CONTRACT FOR THE REMOVAL OF EVAPORATIVE
COOLERS AND INSTALLATION OF HVAC UNITS AT MONTE VISTA TERRACE

WHEREAS, the Housing Authority of the County of Fresno (the “Agency”) has received bids from qualified general contractors to remove evaporative coolers and install HVAC units at Monte Vista Terrace; and

WHEREAS, STW Contractors, Inc. was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency’s procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with STW Contractors, Inc. for evaporative cooler removal and HVAC unit installation for the amount of \$418,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno do hereby authorize the Executive Director/CEO, or his designee, to negotiate and execute the contract for the removal of evaporative coolers and installation of HVAC units at Monte Vista Terrace with STW Contractors, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF September, 2020. 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

#

#

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

DATE: September 17, 2020
BOARD MEETING: September 22, 2020
AGENDA ITEM: 5e
AUTHOR: Lyric Aguigam

SUBJECT: Consideration of Contract for Removal and Installation of Roofs
at Monte Vista Terrace

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award the contract for the removal and installation of the roofs at Monte Vista Terrace.

An Invitation for Bids (IFB) was publicly solicited in August of 2020. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder Exchange, E-procurement website, public job walks, and direct calls to potential vendors. The deadline for responses was September 3, 2020 at 4:00pm. The Agency received a total of three bids from qualified bidders:

1. KC Construction, Inc.: Non-Responsive
2. On Top Roofing: \$343,800
3. Graham Prewett, Inc.: \$553,000

Procurement staff determined On Top Roofing to be the top responsive and responsible bidder, with a proposed starting date of October 2020.

Recommendation

Staff recommends the Boards of Commissioners adopt a resolution authorizing Preston Prince, CEO/Executive Director, and/or his designee, to enter into contract negotiations and execute the contract for removal and installation of roofs at Monte Vista Terrace with On Top Roofing for \$343,800.

Fiscal Impact

The fiscal impact of the contract will be no more than \$343,800 per the contract limits. This amount will be paid by U.S. Department of Housing and Urban Development (HUD) Capital Funds.

Background Information

Located at 1332 Sherman Court, Fresno, California, Monte Vista Terrace has eighteen (18) single story residential duplexes and two (2) story residential duplexes that need roof replacements. The work will also include structural repairs to sagging overhangs at the front of nine (9) buildings. Monte Vista has

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE CONTRACT FOR THE REMOVAL AND
INSTALLATION OF ROOFS AT MONTE VISTA TERRACE

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has received bids from qualified general contractors to remove and install the roofs at Monte Vista Terrace; and

WHEREAS, On Top Roofing was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with On Top Roofing for roof removal and installation for the amount of \$343,800; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize the Executive Director/CEO, or his designee, to negotiate and execute the contract for the removal and replacement of roofs at Monte Vista Terrace with On Top Roofing and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF September, 2020. 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 THE COUNTY OF FRESNO

RESOLUTION APPROVING THE CONTRACT FOR THE REMOVAL AND
INSTALLATION OF ROOFS AT MONTE VISTA TERRACE

WHEREAS, the Housing Authority of the County of Fresno (the "Agency") has received bids from qualified general contractors to remove and install the roofs at Monte Vista Terrace; and

WHEREAS, On Top Roofing was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with On Top Roofing for roof removal and installation for the amount of \$343,800; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno do hereby authorize the Executive Director/CEO, or his designee, to negotiate and execute the contract for the removal and replacement of roofs at Monte Vista Terrace with On Top Roofing and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF September, 2020. 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

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Fresno, California 93721
TTY (800) 735-2929

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TO: Boards of Commissioners
Fresno Housing
DATE: September 17, 2020
BOARD MEETING: September 22, 2020
FROM: Preston Prince
CEO/Executive Director
AGENDA ITEM: 5f
AUTHOR: Mary Helen Caggianelli,
Manager

SUBJECT: Authorization to Submit Application for the Housing Choice
Voucher Mobility Demonstration as Lead PHA in Joint Partnership

Executive Summary

The purpose of this memo is to request approval from the Housing Authority of the City of Fresno Board of Commissioners to submit as a Lead Applicant in a joint funding application with the Housing Authority of Fresno County for the Implementation of the Housing Choice Voucher Mobility Demonstration.

The Department of Housing and Urban Development (HUD) is awarding a total of \$50 million to PHAs, up to \$10 million for new vouchers for families with children and \$40 million for mobility related services. The demonstration will be implemented over a six-year period serving a minimum of 1,950 families. Families participating in the demonstration will be randomly assigned to a control group or one of two treatment groups; one group receiving full mobility services and the second group receiving HCV program business-as-usual services. Families participating in the demonstration will be a combination of primarily existing voucher holders (min. 1,800), and new admissions (min. 150) based on criteria stipulated in the NOFA.

If awarded for the Mobility Demonstration, a Regional Housing Mobility Plan (RHMP) must be developed and agencies must agree to implement the following;

- Make regular turnover vouchers available for new admissions, which is estimated that it is half the number of the Mobility Demonstration Vouchers awarded.
- Establish a waitlist preference for families having at least one child 13 years and under and living in a census tract with poverty rate of 30% or higher.
- Adopt payment standards adequate for attracting landlords in high-opportunity areas.
- Participate in HUD sponsored program evaluation and comply with reporting requirements.

Background

According to the requirements of the NOFA, when submitting a joint application, each housing authority is required to submit their own resolution with clear identification of which PHA will be the Lead Applicant. Therefore there was a need for two memos, one for each entity.

Recommendation

It is recommended that the Board of Commissioner of the Housing Authority of the City of Fresno adopt the attached resolution approving the necessary actions to move forward with the application of the HCV Mobility Demonstration. It is recommended that the Board of Commissioners authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to execute documents in connection with the approved actions.

1. Enter into a partnership agreement with the Housing Authority of Fresno County to submit a joint application with the Housing Authority of the City of Fresno.

Fiscal Impact

There is no fiscal impact at this time since this is only approval to submit the application. Any future fiscal impact would be dependent upon award of funds.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING THE APPROVAL OF THE JOINT SUBMISSION OF THE APPLICATION OF THE HOUSING CHOICE VOUCHER MOBILITY DEMONSTRATION

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) desires to submit as a “Lead Applicant” in a joint funding application with the Housing Authority of Fresno County; and

WHEREAS, the Agency will enter into an agreement with the Housing Authority of Fresno County; and

WHEREAS, if awarded, agree as the Lead Applicant to receive mobility-related services funding

WHEREAS, if awarded, a Regional Housing Mobility Plan will be developed; and

WHEREAS, if awarded, the Agency will make regular turnover vouchers available for new admissions; and

WHEREAS, if awarded, the Agency will establish a waitlist preference for families having at least one child 13 years and under living in a census tract with poverty rate of 30% or higher; and

WHEREAS, if awarded, the Agency will adopt payment standards adequate for attracting landlords in high opportunity areas; and

WHEREAS, if awarded, the Agency will participate in HUD sponsored program evaluation; and

WHEREAS, if awarded, The Agency will comply with HUD reporting requirements; and

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

PASSED AND ADOPTED THIS 22nd DAY OF September 2020. 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

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Fresno, California 93721
TTY (800) 735-2929

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TO: Boards of Commissioners
Fresno Housing

DATE: September 17, 2020

BOARD MEETING: September 22, 2020

FROM: Preston Prince
CEO/Executive Director

AGENDA ITEM: 5g

AUTHOR: Mary Helen Caggianelli,
Manager

SUBJECT: Authorization to Submit a Joint Application for the Housing
Choice Voucher Mobility Demonstration

Executive Summary

The purpose of this memo is to request approval from the Housing Authority of Fresno County Board of Commissioners to submit as a partner in a joint funding application with the Housing Authority of the City of Fresno for the Implementation of the Housing Choice Voucher Mobility Demonstration.

The Department of Housing and Urban Development (HUD) is awarding a total of \$50 million to PHAs, up to \$10 million for new vouchers for families with children and \$40 million for mobility related services. The demonstration will be implemented over a six-year period serving a minimum of 1,950 families. Families participating in the demonstration will be randomly assigned to a control group or one of two treatment groups; one group receiving full mobility services and the second group receiving HCV program business-as-usual services. Families participating in the demonstration will be a combination of primarily existing voucher holders (min. 1,800), and new admissions (min. 150) based on criteria stipulated in the NOFAs.

If awarded for the Mobility Demonstration, a Regional Housing Mobility Plan (RHMP) must be developed and agencies must agree to implement the following;

- Make regular turnover vouchers available for new admissions, which is estimated that it is half the number of the Mobility Demonstration Vouchers awarded.
- Establish a waitlist preference for families having at least one child 13 years and under and living in a census tract with poverty rate of 30% or higher.
- Adopt payment standards adequate for attracting landlords in high-opportunity areas.
- Participate in HUD sponsored program evaluation and comply with reporting requirements.

The purpose of this memo is to request approval from the Housing Authority of Fresno County Boards of Commissioners to submit as a partner in a joint funding application with the Housing Authority of the City of Fresno for the Implementation of the Housing Choice Voucher Mobility Demonstration.

The Department of Housing and Urban Development (HUD) is awarding a total of \$50 million to PHAs, up to \$10 million for new vouchers for families with children and \$40 million for mobility related services. The demonstration will be implemented over a six-year period serving a minimum of 1,950 families. Families participating in the demonstration will be randomly assigned to a control group or one of two treatment groups; one group receiving full mobility services and the second group receiving HCV program business-as-usual services. Families participating in the demonstration will be a combination of primarily existing voucher holders (min. 1,800), and new admissions (min. 150).

If awarded for the Mobility Demonstration, a Regional Housing Mobility Plan (RHMP) must be developed and agencies must agree to implement the following;

- Make regular turnover vouchers available for new admissions, which is estimated that it is half the number of the Mobility Demonstration Vouchers awarded.
- Establish a waitlist preference for families having at least one child 13 years and under and living in a census tract with poverty rate of 30% or higher.
- Adopt payment standards adequate for attracting landlords in high-opportunity areas.
- Participate in HUD sponsored program evaluation and comply with reporting requirements.

Background

According to the requirements of the NOFA, PHA's submitting in a joint application, each housing authority is required to submit their own resolution with clear identification of which PHA will be the Lead Applicant. Therefore there was a need for two memos, one for each entity.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of Fresno County adopt the attached resolution approving the necessary actions to move forward with the joint application of the HCV Mobility Demonstration. It is recommended that the Board of Commissioners authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to execute documents in connection with the approved actions.

1. Enter into a partnership agreement with the Housing Authority of the City of Fresno. (Lead Applicant) to submit a joint application with the the Housing Authority of Fresno County.

Fiscal Impact

There is no fiscal impact at this time since this is only approval to submit the application. Any future fiscal impact would be dependent upon award of funds.

RESOLUTION NO. _____
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION AUTHORIZING THE APPROVAL OF THE JOINT SUBMISSION OF THE
APPLICATION OF THE HOUSING CHOICE VOUCHER MOBILITY DEMONSTRATION**

WHEREAS, the Housing Authority of Fresno County (the “Agency”) desires to submit as a “Partnership” in a joint funding application with the Housing Authority of the City of Fresno; and

WHEREAS, the Agency will enter into an agreement with the Housing Authority of the City of Fresno; and

WHEREAS, if awarded, a Regional Housing Mobility Plan will be developed; and

WHEREAS, if awarded, the Agency will make regular turnover vouchers available for new admissions; and

WHEREAS, if awarded, the Agency will establish a waitlist preference for families having at least one child 13 years and under living in a census tract with poverty rate of 30% or higher; and

WHEREAS, if awarded, the Agency will adopt payment standards adequate for attracting landlords in high opportunity areas; and

WHEREAS, if awarded, the Agency will participate in HUD sponsored program evaluation; and

WHEREAS, if awarded, The Agency will comply with HUD reporting requirements; and

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

PASSED AND ADOPTED THIS 22nd DAY OF September 2020. 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

TO: Boards of Commissioners
Fresno Housing
DATE: September 17, 2020
BOARD MEETING: September 22, 2020
FROM: Preston Prince
CEO/Executive Director
AGENDA ITEM: 5h
AUTHOR: Juan Lopez
SUBJECT: Consideration of Authorization to Sell Home Ownership Program (HOP) Home: 5177 W. Donner Ave, Fresno, CA

Executive Summary

The purpose of this memo is to request the authorization from the Housing Authority of the City of Fresno Board of Commissioners to sell one of the three remaining single family homes owned by the Housing Authority as part of a discontinued HUD program called the Home Ownership Program (HOP).

In June 2020, staff provided an updated list of assets held by either the Housing Authority of the City of Fresno or the Housing Authority of Fresno County. That asset list included three single family HOP homes owned by the City and five single family HOP homes owned the the County.

The current occupant of the home has obtained financing to purchase the property at 5177 W. Donner Ave, Fresno, CA 93722. As such, staff is requesting authorization by the Board of Commissioners to complete the transaction to sell the home to the current occupant.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, Angelina Nguyen, Chief of Staff, and/or their designee to establish a contract price based on current market conditions, execute sales agreements and any related documents for the HOP Home located at 5177 W Donner Ave, Fresno, CA 93722.

Fiscal Impact

Staff are in negotiations to establish an updated contract price for the home. The contract price, pending a market appraisal, is expected to be greater than \$151,000 but no more than \$205,000. Proceeds from the sale, net of the sales price and standard real estate transaction fees, will be available for the housing authority to use for the purposes relating to the low-income housing.

Background Information

In 1982 the Housing Authority (HA) of the City of Fresno created a homeownership program for residents residing in public housing called the

Home Ownership Program (HOP). This program is authorized under section 5(h) of the United States Housing Act (USHA) of 1937. Section 6(c) 4(d) of the USHA authorizes the Secretary to prescribe requirements for development by the HA of viable HOP for lower income families capable of assuming the responsibilities of homeownership. The HA entered into a 5(h) Implementing Agreement with HUD in 1993, and subsequent HOP agreements and sales contracts were created with homebuyers. In September of 1999, HUD promulgated a new rule in 24 CFR Part 906 that offers a replacement for the prior HOP programs allowing for the sale of the homes.

There are currently three homes in the City of Fresno. All three of the homes are occupied by residents who entered into agreements with options to purchase the homes and continue to work towards obtaining enough down payment and proof of income to qualify to purchase the home. One of the occupants, at 5177 W. Donner Ave, has accumulated a reserve account balance that is sufficient to use towards the down payment and other expenses related to the home purchase. The initial purchase price of the home was established at \$222,000 in 2005. That price was revised to \$151,000 in 2018, to better capture market conditions.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING THE SALE OF A HOMEOWNERSHIP PROGRAM (HOP)
HOME AT 5177 W. DONNER AVENUE**

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) administered a Homeownership Program (HOP) to make public housing dwelling units, public housing projects, and other housing projects available for purchase by low-income families, and

WHEREAS, the Agency owns and has listed for sale 5177 W. Donner Ave, Fresno CA 93722 (the “Home”); and

WHEREAS, the Agency will sell the Home to buyers who meet minimum eligibility requirements, which include income eligibility requirements of no more than 80% of area median income; and

WHEREAS, the Agency is in negotiations to establish and execute a purchase agreement with the occupants and eligible buyers Bazezew Tedemet and Belainesh Reta;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby approve the Agency to establish a sale price based on current market conditions, execute sales agreements and any related documents to amend the homeowner opportunity agreement and sell the Home to eligible buyers and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF SEPTEMBER, 2020. 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

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

DATE: September 17, 2020
BOARD MEETING: September 22, 2020
AGENDA ITEM: 5i
AUTHOR: Brandon Gonzalez

SUBJECT: Approval to Submit Rental Assistance Demonstration (RAD)
Application for Low-Income Public Housing (LIPH) Units located in San
Joaquin, CA

Executive Summary

On October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of several applications to the Department of Housing and Urban Development (HUD) for the Rental Assistance Demonstration (RAD) program that included five (5) Low Income Public Housing (LIPH) complexes within the County of Fresno and one (1) LIPH complex in the City of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the City and County of Fresno. Since that time, a number of developments have been successfully converted including Paseo 55, Cueva De Oso @ William Shockley Plaza, Legacy Commons Phase II, Blossom Trail Commons, Magnolia Commons @ James Magill Plaza and Oak Grove Commons.

The agency has made great progress in completing RAD conversions to ensure long term sustainability for our portfolio; however, there are still several properties with a capital needs backlog that are pending plans for conversion. As a result, staff is proposing to submit an application for the conversion of LIPH assistance for 48 units in San Joaquin, CA to Project-Based Vouchers under the RAD program. The subject properties are:

Site Name	County AMP #	Location	Unit Count
San Joaquin Apartments	CA028000006	22297 W. Idaho St. San Joaquin, CA	20
Taylor Terrace	CA028000006	8421 Fifth St. San Joaquin, CA	28

Neither the submission of the RAD application nor the award of a RAD project application obligates the Fresno Housing Authority to implement the

conversions. Should the Board of Commissioners accept the award, staff would pursue project financing to undertake the proposed revitalization of the property and would return to the Board for financing commitments at that time.

Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for 48 units in San Joaquin, CA (Conversion of 48 units in County AMP CA028000006) and authorize Preston Prince, the Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute any and all ancillary documents connected herewith.

Fiscal Impact

A RAD Application Submission does not require a financing commitment request at this time

Background Information

RAD is a federal program that allows projects funded under Low-Income Public Housing (LIPH) to convert the rental assistance to long-term, Project-Based Rental Assistance (PBRA) or Project-Based Voucher (PBV) contracts. No incremental funds are authorized under RAD, and Public Housing Authorities must convert their assistance at current subsidy levels.

The San Joaquin Apartments and Taylor Terrace are currently funded under the Low-Income Public Housing (LIPH) program.

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY TO
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SAN
JOAQUIN APARTMENTS & TAYLOR TERRACE (COUNTY AMP CA028000006, FRESNO)**

WHEREAS, the mission of the Housing Authority of Fresno County (the Agency) includes the development and provision of affordable housing units within the boundaries of Fresno County; and

WHEREAS, the Agency is obligated to provide housing opportunities for low and moderate-income households within a variety of communities; and

WHEREAS, the U.S. Department of Housing and Urban Development is conducting a demonstration program that allows the conversion of public housing subsidy; and

WHEREAS, the conversion of the public housing subsidy will allow much needed revitalization; and

WHEREAS, staff has performed an evaluation process of the Agency's existing public housing stock in Fresno County, CA fits with the intended demonstration program goals; and

WHEREAS, staff has been conducting updates and informational sessions with residents who will be affected by the rehabilitation work;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for the San Joaquin Apartments & Taylor Terrace (County AMP CA028000006), and authorizes Preston Prince, the Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute all contracts and ancillary documents in connection therewith..

PASSED AND ADOPTED THIS 22nd DAY OF September 2020. 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

TO: Boards of Commissioners
Fresno Housing Authority

FROM: Preston Prince
CEO/Executive Director

DATE: September 1 , 2020

BOARD MEETING: Sept. 22, 2020

AGENDA ITEM: –

AUTHOR: Lela Schwartz

SUBJECT: Approval to Submit Rental Assistance Demonstration (RAD)
Application for Low-Income Public Housing (LIPH) Units at Pacific
Gardens (Fresno, CA)

Executive Summary

On October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of several applications to the Department of Housing and Urban Development (HUD) for the Rental Assistance Demonstration (RAD) program that included five (5) Low Income Public Housing (LIPH) complexes within the County of Fresno and one (1) LIPH complex in the City of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the City and County of Fresno. Since that time, a number of developments have been successfully converted including Paseo 55, Cueva De Oso @ William Shockley Plaza, Legacy Commons Phase II, Blossom Trail Commons, Magnolia Commons @ James Magill Plaza and Oak Grove Commons.

The agency has made great progress in completing RAD conversions to ensure long term sustainability for our portfolio; however, there are still several properties with a capital needs backlog that are pending plans for conversion. As a result, staff is proposing to submit an application for the conversion of LIPH assistance for twenty-two (22) units at the Pacific Gardens site in Fresno, CA to Project-Based Vouchers under the RAD program.

Pacific Gardens is located at 5161 E. Kings Canyon, Fresno, CA 93727 (APN: 463-050-27) and belongs to City AMP CA006000008. Of the total fifty-six (56) units, 34 were converted to Low Income Housing Tax Credit (LIHTC) units in 2010. The remainder twenty-two (22) units are also LIHTC but are also layered with subsidy through a HUD LIPH Annual Contributions Contract (ACC). These twenty-two (22) units are intended for RAD conversion to PBV subsidy. As the property was recently redeveloped there are no planned capital improvements for Pacific Gardens as part of the conversion process. However, the conversation will reduce the compliance and regulatory burden of the management and accounting and further reduce restrictions.

Neither the submission of the RAD application nor the award of a RAD project application obligates the Fresno Housing Authority to implement the conversions. Should the Board of Commissioners accept the award, staff would pursue project financing to undertake the proposed conversion of the property and would return to the Board for financing commitments at that time.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, CA approve the RAD application submission to HUD for twenty-two (22) units at the Pacific Gardens site in Fresno, CA (Conversion of twenty-two (22) units in City AMP CA006000008) and authorize Preston Prince, Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute any and all ancillary documents connected herewith.

Fiscal Impact

A RAD application submission does not require a financing commitment request at this time.

Background Information

RAD is a federal program that allows projects funded under Low-Income Public Housing (LIPH) to convert the rental assistance to long-term, Project-Based Rental Assistance (PBRA) or Project-Based Voucher (PBV) contracts. No incremental funds are authorized under RAD, and Public Housing Authorities must convert their assistance at current subsidy levels.

The subject twenty-two (22) units at the Pacific Gardens site are currently funded under the Low-Income Public Housing (LIPH) program and the Capital Funds Grant program.

RESOLUTION NO. _____

**BEFORE THE BOARDS OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE CITY OF FRESNO, CA
TO SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR PACIFIC
GARDENS (CITY AMP CA006000008, FRESNO)**

WHEREAS, the mission of the Housing Authority of the City of Fresno, CA (the Agency) includes the development and provision of affordable housing units within the boundaries of Fresno County; and

WHEREAS, the Agency is obligated to provide housing opportunities for low and moderate-income households within a variety of communities; and

WHEREAS, the U.S. Department of Housing and Urban Development is conducting a demonstration program that allows the conversion of public housing subsidy; and

WHEREAS, the conversion of the public housing subsidy will allow for financing opportunities; and

WHEREAS, the Pacific Gardens Site located at 5161 E. Kings Canyon, Fresno, CA 93727 (the Property) remains in part a Low Income Public Housing site; and

WHEREAS, staff has performed an evaluation process of the Agency's existing public housing stock in the City of Fresno, CA and the Property fits with the intended demonstration program goals; and

WHEREAS, staff has been conducting updates and informational sessions with residents who will be affected by conversion;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for the Pacific Gardens site (City AMP CA006000008), and authorizes Preston Prince, the Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute all contracts and ancillary documents in connection therewith..

PASSED AND ADOPTED THIS 22nd DAY OF September 2020. 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

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

DATE: September 17, 2020
BOARD MEETING: September 22, 2020
AGENDA ITEM: 5k
AUTHOR: Dave Brenner

SUBJECT: Homekey Application – Resolution Amendments

Executive Summary

On August 25, 2020, the Boards of Commissioners approved the submission of funding applications to the Department of Housing and Community Development's Homekey Program. The Homekey program was created by HCD utilizing \$550,000,000 in funding from the Coronavirus Relief Fund (CRF) and \$50,000,000 from the State of California. In addition, the board approved entry into Purchase and Sale Agreements for five subject properties. The purpose of this memo is to update key information in the resolution approved on August 25, 2020, by request from HCD.

Homekey uses federal Coronavirus Relief Fund (CRF) money to acquire under-utilized hotels, motels or other available properties. Once acquired, these properties will provide refuge for individuals or families that are experiencing homelessness or at risk of homelessness and who are at high risk for serious illness and are impacted by COVID-19. The Coronavirus Relief Fund has a expenditure deadline of December 30, 2020. Homekey provides a unique opportunity to not only increase the supply of permanent supportive housing but it also supports the City of Fresno's efforts to transform the Parkway Drive neighborhood.

Homekey Program Timeline:

- NOFA released - July 16, 2020
- Priority application deadline - August 13, 2020
- Awards – rolling between August-October 2020
- Acquisition Deadline for Initial Awardees – November 11, 2020
- Deadline for expenditure of operating support funds - June 20, 2022
- Full Occupancy – 90 days after acquisition

Approving the amended HCD resolution will enable HCD to proceed with their review of the Homekey Application.

Fiscal Impact

Based on guidance from HCD, we are increasing our requests for funding and this change requires a modification of the previously approved resolutions. The previous resolutions amounts were \$6,253,179 for Day's Inn, \$5,268,125 for Motel 99, \$3,706,980 for Parkside Inn, \$4,906,163 for Welcome Inn, and \$1,680,974 for Alamos Motel. The revised resolutions reflect maximum loan amounts and not the final value of the awards. These maximum amounts are \$12,152,000 for Day's Inn, \$12,276,000 for Motel 99, \$6,200,000 for Parkside Inn, \$9,920,000 for Welcome Inn, and \$3,100,000 for Alamos Motel.

Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the amended project amounts by adopting the attached resolution, 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. Approve amendment of the resolution and resubmission to the Department of Housing and Community Development (HCD)'s Project Homekey program.
2. Authorize the undertaking of all actions necessary to secure financing for the temporary operations of the project and the provision of supportive services.

AUTHORIZING RESOLUTION

Resolution No.: XXX Day's Inn (Fresno)

A RESOLUTION OF THE GOVERNING BODY OF HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA AUTHORIZING APPLICATION TO THE HOMEKEY PROGRAM

WHEREAS:

A. The Department of Housing and Community Development (Department) has issued a Notice of Funding Availability ("**NOFA**"), dated July 16, 2020, for the Homekey Program ("**Homekey**" or "**Homekey Program**"). The Department has issued the NOFA for Homekey grant funds pursuant to Health and Safety Code section 50675.1.1 (Assem. Bill No. 83 (2019-2020 Reg. Sess.), § 21.)

B. **HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA** ("**Applicant**") desires to apply for Homekey grant funds. Towards that end, Applicant is submitting an application for Homekey funds ("**Application**") to the Department for review and consideration.

C. The Department is authorized to administer Homekey pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement ("**Standard Agreement**"), and all other legal requirements of the Homekey Program.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department in response to the NOFA, dated July 16, 2020, and to apply for Homekey grant funds in a total amount not to exceed **\$12,152,000**. That amount includes up to **\$9,800,000** for capital expenditures (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(1)-(6)) and up to **\$2,352,000** for a capitalized operating subsidy (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(7)).
2. If the Application is approved, Applicant is hereby authorized and directed to ensure that any funds awarded for capital expenditures are spent by **December 30, 2020**, and that any funds awarded for capitalized operating subsidies are spent by **June 30, 2022**.
3. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed **\$12,152,000**, any and all other documents required or deemed necessary or appropriate to secure the Homekey funds from the Department and to participate in the Homekey Program, and all amendments thereto (collectively, the "**Homekey Documents**").
4. Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.
5. **Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, Chief of Staff Angie Nguyen, or their designee**, is authorized to execute the Application and the Homekey Documents on behalf of Applicant for participation in the Homekey Program.

PASSED AND ADOPTED this <u> 22 </u> day of <u> September </u> , 2020, by the following vote:	
AYES: <u> </u> NAYES: <u> </u> ABSTAIN: <u> </u> ABSENT: <u> </u>	
The undersigned, Adrian Jones, Chair of the Boards of Commissioners , of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.	
SIGNATURE:	DATE: September 22, 2020
NAME: Adrian Jones	TITLE: Board Chair

AUTHORIZING RESOLUTION

Resolution No.: XXX Motel 99 (Fresno)

A RESOLUTION OF THE GOVERNING BODY OF HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA AUTHORIZING APPLICATION TO THE HOMEKEY PROGRAM

WHEREAS:

A. The Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (“**NOFA**”), dated July 16, 2020, for the Homekey Program (“**Homekey**” or “**Homekey Program**”). The Department has issued the NOFA for Homekey grant funds pursuant to Health and Safety Code section 50675.1.1 (Assem. Bill No. 83 (2019-2020 Reg. Sess.), § 21.)

B. **HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA (“Applicant”)** desires to apply for Homekey grant funds. Towards that end, Applicant is submitting an application for Homekey funds (“**Application**”) to the Department for review and consideration.

C. The Department is authorized to administer Homekey pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement (“**Standard Agreement**”), and all other legal requirements of the Homekey Program.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department in response to the NOFA, dated July 16, 2020, and to apply for Homekey grant funds in a total amount not to exceed **\$12,276,000**. That amount includes up to **\$9,900,000** for capital expenditures (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(1)-(6)) and up to **\$2,376,000** for a capitalized operating subsidy (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(7)).
2. If the Application is approved, Applicant is hereby authorized and directed to ensure that any funds awarded for capital expenditures are spent by **December 30, 2020**, and that any funds awarded for capitalized operating subsidies are spent by **June 30, 2022**.
3. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed **\$12,276,000**, any and all other documents required or deemed necessary or appropriate to secure the Homekey funds from the Department and to participate in the Homekey Program, and all amendments thereto (collectively, the “**Homekey Documents**”).
4. Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.
5. **Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, Chief of Staff Angie Nguyen, or their designee**, is authorized to execute the Application and the Homekey Documents on behalf of Applicant for participation in the Homekey Program.

PASSED AND ADOPTED this <u> 22 </u> day of <u> September </u> , 2020, by the following vote:	
AYES: <u> </u> NAYES: <u> </u> ABSTAIN: <u> </u> ABSENT: <u> </u>	
The undersigned, Adrian Jones, Chair of the Boards of Commissioners , of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.	
SIGNATURE:	DATE: September 22, 2020
NAME: Adrian Jones	TITLE: Board Chair

AUTHORIZING RESOLUTION

Resolution No.: **XXX** Parkside Inn (Fresno)

A RESOLUTION OF THE GOVERNING BODY OF HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA AUTHORIZING APPLICATION TO THE HOMEKEY PROGRAM

WHEREAS:

A. The Department of Housing and Community Development (Department) has issued a Notice of Funding Availability ("**NOFA**"), dated July 16, 2020, for the Homekey Program ("**Homekey**" or "**Homekey Program**"). The Department has issued the NOFA for Homekey grant funds pursuant to Health and Safety Code section 50675.1.1 (Assem. Bill No. 83 (2019-2020 Reg. Sess.), § 21.)

B. **HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA** ("**Applicant**") desires to apply for Homekey grant funds. Towards that end, Applicant is submitting an application for Homekey funds ("**Application**") to the Department for review and consideration.

C. The Department is authorized to administer Homekey pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement ("**Standard Agreement**"), and all other legal requirements of the Homekey Program.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department in response to the NOFA, dated July 16, 2020, and to apply for Homekey grant funds in a total amount not to exceed **\$6,200,000**. That amount includes up to **\$5,000,000** for capital expenditures (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(1)-(6)) and up to **\$1,200,000** for a capitalized operating subsidy (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(7)).
2. If the Application is approved, Applicant is hereby authorized and directed to ensure that any funds awarded for capital expenditures are spent by **December 30, 2020**, and that any funds awarded for capitalized operating subsidies are spent by **June 30, 2022**.
3. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed **\$6,200,000**, any and all other documents required or deemed necessary or appropriate to secure the Homekey funds from the Department and to participate in the Homekey Program, and all amendments thereto (collectively, the "**Homekey Documents**").
4. Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.
5. **Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, Chief of Staff Angie Nguyen, or their designee**, is authorized to execute the Application and the Homekey Documents on behalf of Applicant for participation in the Homekey Program.

PASSED AND ADOPTED this <u> 22 </u> day of <u> September </u> , 2020, by the following vote:	
AYES: <u> </u> NAYES: <u> </u> ABSTAIN: <u> </u> ABSENT: <u> </u>	
The undersigned, Adrian Jones, Chair of the Boards of Commissioners , of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.	
SIGNATURE:	DATE: September 22, 2020
NAME: Adrian Jones	TITLE: Board Chair

AUTHORIZING RESOLUTION

Resolution No.: XXX Welcome Inn (Fresno)

A RESOLUTION OF THE GOVERNING BODY OF HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA AUTHORIZING APPLICATION TO THE HOMEKEY PROGRAM

WHEREAS:

A. The Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (“**NOFA**”), dated July 16, 2020, for the Homekey Program (“**Homekey**” or “**Homekey Program**”). The Department has issued the NOFA for Homekey grant funds pursuant to Health and Safety Code section 50675.1.1 (Assem. Bill No. 83 (2019-2020 Reg. Sess.), § 21.)

B. **HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA (“Applicant”)** desires to apply for Homekey grant funds. Towards that end, Applicant is submitting an application for Homekey funds (“**Application**”) to the Department for review and consideration.

C. The Department is authorized to administer Homekey pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement (“**Standard Agreement**”), and all other legal requirements of the Homekey Program.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department in response to the NOFA, dated July 16, 2020, and to apply for Homekey grant funds in a total amount not to exceed **\$9,920,000**. That amount includes up to **\$8,000,000** for capital expenditures (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(1)-(6)) and up to **\$1,920,000** for a capitalized operating subsidy (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(7)).
2. If the Application is approved, Applicant is hereby authorized and directed to ensure that any funds awarded for capital expenditures are spent by **December 30, 2020**, and that any funds awarded for capitalized operating subsidies are spent by **June 30, 2022**.
3. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed **\$9,920,000** any and all other documents required or deemed necessary or appropriate to secure the Homekey funds from the Department and to participate in the Homekey Program, and all amendments thereto (collectively, the “**Homekey Documents**”).
4. Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.
5. **Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, Chief of Staff Angie Nguyen, or their designee**, is authorized to execute the Application and the Homekey Documents on behalf of Applicant for participation in the Homekey Program.

PASSED AND ADOPTED this <u>22nd</u> day of <u>September</u> , 2020, by the following vote:	
AYES: _____ NAYES: _____ ABSTAIN: _____ ABSENT: _____	
The undersigned, Adrian Jones, Chair of the Boards of Commissioners , of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.	
SIGNATURE: _____	DATE: September 22, 2020
NAME: Adrian Jones	TITLE: Board Chair

AUTHORIZING RESOLUTION

Resolution No.: XXX Alamos Motel (Huron)

A RESOLUTION OF THE GOVERNING BODY OF HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA AUTHORIZING APPLICATION TO THE HOMEKEY PROGRAM

WHEREAS:

A. The Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (“**NOFA**”), dated July 16, 2020, for the Homekey Program (“**Homekey**” or “**Homekey Program**”). The Department has issued the NOFA for Homekey grant funds pursuant to Health and Safety Code section 50675.1.1 (Assem. Bill No. 83 (2019-2020 Reg. Sess.), § 21.)

B. **HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA (“Applicant”)** desires to apply for Homekey grant funds. Towards that end, Applicant is submitting an application for Homekey funds (“**Application**”) to the Department for review and consideration.

C. The Department is authorized to administer Homekey pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement (“**Standard Agreement**”), and all other legal requirements of the Homekey Program.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department in response to the NOFA, dated July 16, 2020, and to apply for Homekey grant funds in a total amount not to exceed **\$3,100,000**. That amount includes up to **\$2,500,000** for capital expenditures (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(1)-(6)) and **\$600,000** for a capitalized operating subsidy (as allowed under Health and Saf. Code, § 50675.1.1, subd. (a)(7)).
2. If the Application is approved, Applicant is hereby authorized and directed to ensure that any funds awarded for capital expenditures are spent by **December 30, 2020**, and that any funds awarded for capitalized operating subsidies are spent by **June 30, 2022**.
3. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed **\$3,100,000**, any and all other documents required or deemed necessary or appropriate to secure the Homekey funds from the Department and to participate in the Homekey Program, and all amendments thereto (collectively, the “**Homekey Documents**”).
4. Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.
5. **Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, Chief of Staff Angie Nguyen, or their designee**, is authorized to execute the Application and the Homekey Documents on behalf of Applicant for participation in the Homekey Program.

PASSED AND ADOPTED this <u>22nd</u> day of <u>September</u> , 2020, by the following vote:	
AYES: _____ NAYES: _____ ABSTAIN: _____ ABSENT: _____	
The undersigned, Stacy Sablan, Chair of the Board of Commissioners , of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.	
SIGNATURE: _____	DATE: September 22, 2020
NAME: Stacy Sablan	TITLE: Board Chair

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing

FROM: Preston Prince

CEO/Executive Director

DATE: September 17, 2020

BOARD MEETING: September 22, 2020

AGENDA ITEM: 6a

AUTHOR: Tiffany B. Mangum

SUBJECT: Diversity, Equity & Inclusion (DEI) Strategic Plan Discussion and Overview

Executive Summary

The purpose of this memo is to follow up with the Boards of Commissioners on our timeline for finalizing the plan and the progress of our outreach to stakeholders, including staff, residents, and partners.

Additionally, this time will include comments, feedback, and discussion among Commissioners on the implementation of the plan moving forward.

Recommendation

None at this time. A final recommendation will be presented during the October 2020 Board Meeting.

Fresno Housing Authority Diversity, Equity, and Inclusion (DEI)

DEI Assessment Workforce, Workplace, and Marketplace Themes and Draft DEI Strategic Plan

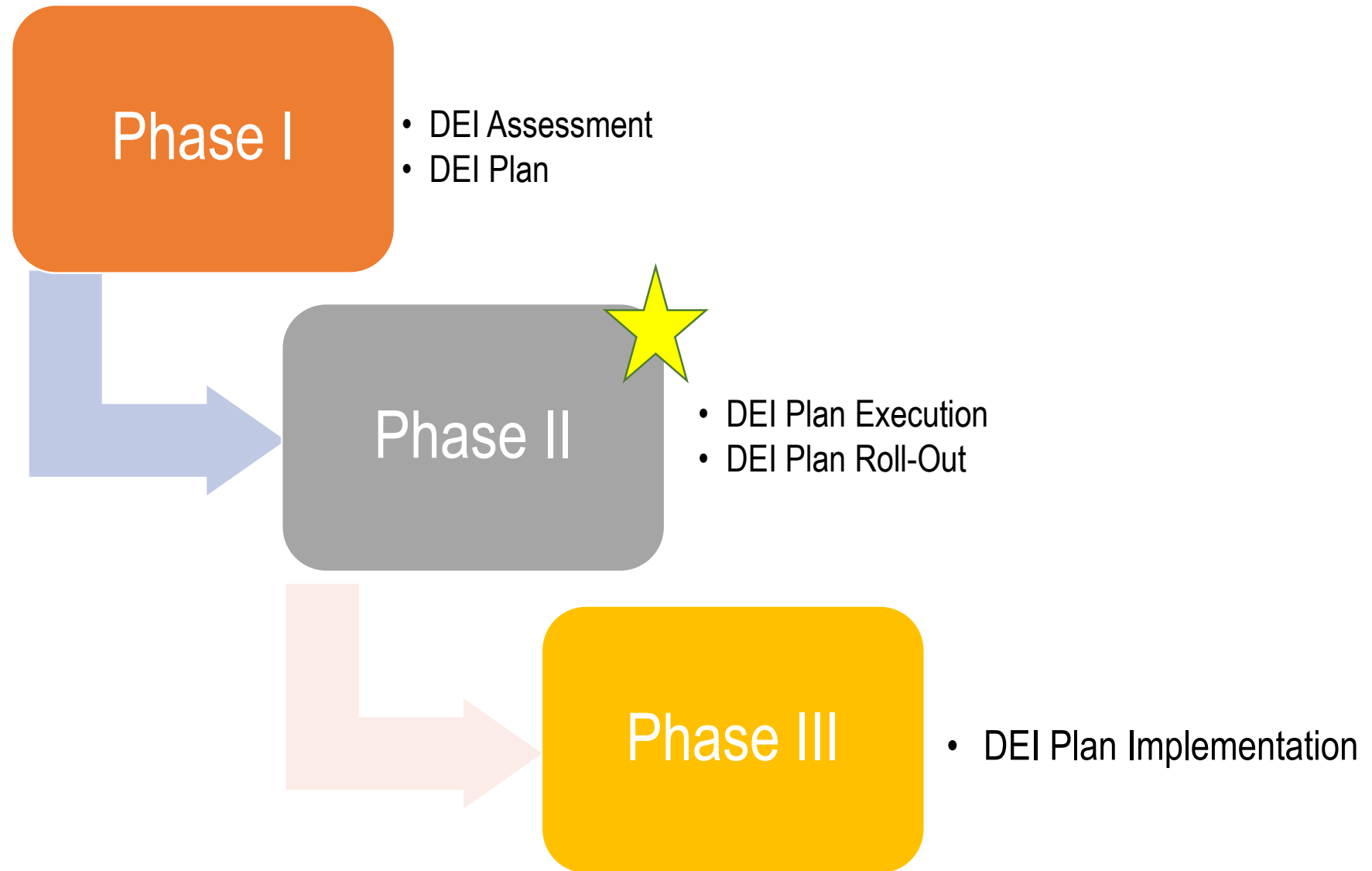
Project Objectives

Assess Fresno Housing Authority through a Diversity, Equity, and Inclusion (DEI) Lens and develop a plan to improve:

- 1. DEI in the FH workforce and workplace
- 2. How FH supports its residents and community through a DEI lens
- 3. How FH appropriately influences the well-being (equity/inclusion) of the community beyond its housing needs in order for FH to be better partners and participants in dialogues with our community partners. For example, shared prosperity, education, etc.



Where We Are and Next Steps



Methodology - Focus Groups, Interviews, Document Review, and data analysis



- Focus groups
 - 10 internal; 122 participants (~59%)
 - 4 external with residents from FH managed properties; 52 participants



- Interviews
 - 20 interviews with Senior Leadership and a sample of Board of Commissioner Members and Community Partners
 - 6 interviews with residents who are FH voucher holders
- Document review
- Limited data analysis

Summary of Workforce, Workplace, and Marketplace Themes

#1: FH has a good foundation from which to launch a more formalized approach to DEI

- Diversity is included in organizational values and principles
- Leadership engagement in DEI
- Formalizing human capital processes and practices
- There are success stories of FH's work

#2: There is some confusion on FH's mission and plan

- Staff perception that FH's mission and vision are too broad
- DEI can be better represented in FH's strategic plan and work

#3: Missed opportunities to achieve the mission using DEI as an enabler

- Business case for DEI is externally-driven
- Indications that some perceive difference as less than
- Unclear definition of DEI success and roles and responsibilities

Summary of Workforce, Workplace, and Marketplace Themes

#4: FH workplace is not perceived as inclusive or supportive of all staff

- Perceptions that access to opportunity is relationship-driven
- Limited focus and investment on workforce and workplace systems and processes and FH culture
- Employees are experiencing the organization inconsistently

#5: There are opportunities to determine FH's role beyond housing

- Residents and community partner perception that mission and vision are too broad
- Impact of programs and partnerships unclear
- Limited voucher resident engagement
- There are gaps in staff and resident experiences

#6: Bias is impacting how FH treats residents and gets in the way of what they think is possible

- Limited diversity of staff is noticeable and impacts perceptions of FH
- Staff are not consistently treating residents with dignity and respect
- FH is not consistently considering residents' diversity in its approaches and service delivery

UPDATED DRAFT DEI Vision and Goals 8.17.20

FH will demonstrate how diversity, equity, and inclusion can transform a community.



WORKFORCE

Increase the power and influence of diversity through an increase in representation of race/ethnic diversity and other dimensions of diversity across the organization, especially at the leadership level.



WORKPLACE

Elevate the importance of FH’s culture of inclusion and hold everyone accountable for adhering to FH’s behavioral standards.



MARKETPLACE

Use an appreciation of DEI to increase FH’s impact on creating and supporting vibrant communities throughout Fresno County.

- Data-driven decisions
- Awareness-Building, including Education and Training
- Accountability for DEI Progress and Outcomes

DRAFT Goal 1:	Increase the power and influence of diversity through an increase in representation of race/ethnic diversity and other dimensions of diversity across the organization, especially at the leadership level.
Strategy A	Continue recruitment of racially/ethnically diverse candidates and candidates with lived experience with housing assistance at the management & executive/leadership level.
Strategy B	Increase the representation of Black and Latino staff in order to better represent FH's Residents.
Strategy C	Continue to update and formalize human capital processes (job posting, recruiting, interviewing, screening/evaluation, hiring, onboarding) to ensure they are fair, focus on objective and measurable job requirements, and are unbiased.
Strategy D	Create opportunities for increased power and influence of diversity, broadly defined, as part of decision-making (e.g., percent of times staff diversity is involved in key decision-making processes, influence implementation approaches of business and/or division plans, etc.).
Measures	<ul style="list-style-type: none"> • Diverse slates of candidates (___% POC/___% gender) presented for at least ___% of open management and leadership positions • Succession plans and pipeline reflects at least ___% POC and ___% gender diversity • Internships reflect at ___% POC and ___% gender diversity • Inclusion of diversity (e.g., level, race/ethnic, division, etc.) in at least ___% of management and/or leadership meetings • Identify and report when exceptions to processes are made (e.g., hiring without an interview/outside the standard hiring process)

DRAFT Goal 2:	Elevate the importance of FH's culture of inclusion and hold everyone accountable for adhering to FH's behavioral standards.
Strategy A	Formalize FH's organizational values and desired culture.
Strategy B	Continue to update and formalize human capital processes (promotions, access to training and development, employee engagement, mentorship, sponsorship, performance management) to ensure they are fair, focus on objective and measurable job requirements, and are unbiased.
Strategy C	Increase inclusion and the consistency in employee experiences.
Measures	<ul style="list-style-type: none"> • Workforce data or employee perceptions show equity, across demographics, in: <ul style="list-style-type: none"> – Employee engagement / satisfaction results – Rank / level and pay and benefits – Rate and time to promotions – Access to special projects – Access to management and leadership / inclusion in decision-making

DRAFT Goal 3:	Use an appreciation of DEI to increase FH's impact on creating and supporting vibrant communities throughout Fresno County.
Strategy A	Recommit to an expectation of high-level of customer service to residents.
Strategy B	Conduct research to better understand the resident experience with FH and develop solutions to increase FH's impact.
Strategy C	Identify new funding sources, providers of resources, and partners by focusing on organizations with DEI-specific marketplace and/or philanthropy goals.
Strategy D	Increase engagement of residents and use of DEI in determining FH's educational / self-sufficiency programs and partner services.
Strategy E	Enhance FH's supplier diversity program.
Strategy F	Offer a diverse set of housing products that meet the needs of the community.
Measures	<ul style="list-style-type: none"> • Decrease in staff response times to residents and community partners • Increase in customer service ratings by __% by demographic • Increase of resident and HCV participants use of FH's educational / self-sufficiency programs and partner services • Use of at least 20% diverse suppliers in FH's procurement of construction and other goods and services • Increase the quantity and quality of housing to serve at least __% of Fresno residents who require housing assistance. • Engage __ new partners to yield an increase of __% in additional funding.

DRAFT Goal 4:	Increase DEI communication, accountability, data, and awareness.
Strategy A	Update communication plan to include DEI.
Strategy B	Increase influence of DEI in decision-making and accountability for DEI results.
Strategy C	Increase use of disaggregated data, by demographic, to create baselines and the ability to measure FH's impact and progress against FH's mission.
Strategy D	Increase DEI awareness and provide DEI capacity-building experiences.
Measures	<ul style="list-style-type: none"> • Each leader and manager conducts at least two external speeches that includes DEI • Increase in DEI/cultural competency performance ratings • Increase in staff and community partner awareness and understanding of FH's mission • At least 90% attendance by Board members, leaders, managers, and staff in at least one (1) DEI education and training program

Next Steps

- Continue communicating DEI assessment results and draft strategic plan
- Create opportunities for small group discussions for Board, Management, and Staff to influence the final DEI strategic plan
- Create DEI implementation plan (e.g., identify priority actions, milestones, and owners)
- Present updated final DEI strategic plan for Board adoption
- Provide DEI education and training
- Identify how to update the Board and staff on DEI progress

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: September 17, 2020

BOARD MEETING: September 22, 2020

AGENDA ITEM: 6b

AUTHOR: Emily De La Guerra

SUBJECT: Update on the 2021 Federal Budget and Agency Budget

Executive Summary

The purpose of this memo is to inform the Boards of Commissioners that staff will be presenting information regarding the 2021 Federal budget and the Agency's 2021 annual budgeting process.

BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing
DATE: September 17, 2020
BOARD MEETING: September 22, 2020
FROM: Preston Prince
CEO/ Executive Director
AGENDA ITEM: 6c
AUTHOR: Michael Duarte

SUBJECT: Sanger Seniors, LP– Year 15 Repositioning - Better Opportunities Builder, Inc. and Silvercrest, Inc. partnership

Executive Summary

Sanger Seniors Limited Partnership (the “Partnership”) was formed in 2003 to construct, acquire, own, operate, manage and sell or otherwise dispose of a 74-unit rental housing project known as Elderberry at Bethel in Sanger, California (the “Project”). The project received a tax credit allocation in 2003 and was placed in service in 2005. The Partnership consists of Better Opportunities Builder, Inc. (“BOB”) as the Managing General Partner and Silvercrest, Inc. (“Silvercrest”) as the Co-General Partner, together forming the General Partner. PNC Bank, together with Columbia Housing/PNC Institutional Fund XVIII Limited Partnership and Columbia Housing SLP Corporation are the Investment/Special Limited Partners (together, the “Limited Partners”). Collectively, the General Partner and the Limited Partners entered into an Amended and Restated Agreement of Limited Partnership of Sanger Seniors Limited Partnership dated as of October 1, 2003, as amended by that certain First Amendment to Amended and Restated Agreement of Limited Partnership of Sanger Seniors Limited Partnership dated December 22, 2003, that certain Second Amendment to Amended and Restated Agreement of Limited Partnership of Sanger Seniors dated December 21, 2006.

The initial Year 15 Low Income Housing Tax Credit (LIHTC) compliance period ended on December 31, 2019. A sale may occur at any time after that year-end compliance date with PNC. BOB and Silvercrest, Inc. (“Silvercrest”), an instrumentality of the Housing Authority, have been presented with a draft of an Assignment and Assumption Agreement in connection with the purchase of the Limited Partners’ interest with the purchase price of Seventeen Thousand Four Hundred and 00/100 Dollars (\$17,400), plus any associated legal fees, which are currently estimated at approximately Ten Thousand and 00/100 Dollars (\$10,000), for a total of approximately Twenty-Seven Thousand Four Hundred and 00/100 Dollars (\$27,400), plus any real estate transfer taxes. BOB and Silvercrest would each purchase fifty percent (50%) of the Limited Partners’ Partnership interest and share the cost pro rata. A chart showing the current organizational structure of the Partnership and the proposed organizational structure of the Partnership after the purchase of the Limited Partners’ interests

is attached at Exhibit A. BOB and Silvercrest have previously partnered on similar projects, including Brierwood Court, City View @ Van Ness, Yosemite Village, Parc Grove Commons II, and Villa Del Mar. Attached at Exhibit B is a summary of the Partnership's financial statements as of December 31, 2019 and December 31, 2018. Overall, the Partnership has sufficient operating cash and reserves and has maintained positive net operating income for the past two years. The 2020 Budget contemplates positive net operating income of over \$100,000. Overall, the property is stable and performing well.

Fiscal Impact

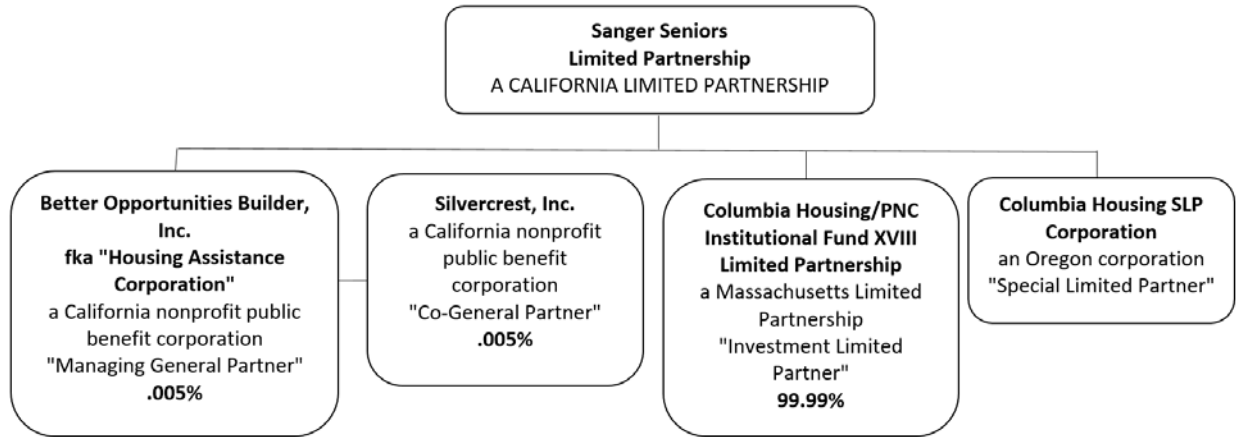
There is no fiscal impact to the Fresno Housing Authority associated with this item. Silvercrest, Inc. and Better Opportunities Builder, Inc., will be responsible for funding the LP interest acquisition costs totaling an estimated \$27,400, a pro-rata share based on the proposed ownership structure. Silvercrest's share is 50% or an estimated acquisition fee of \$13,700.

Recommendation

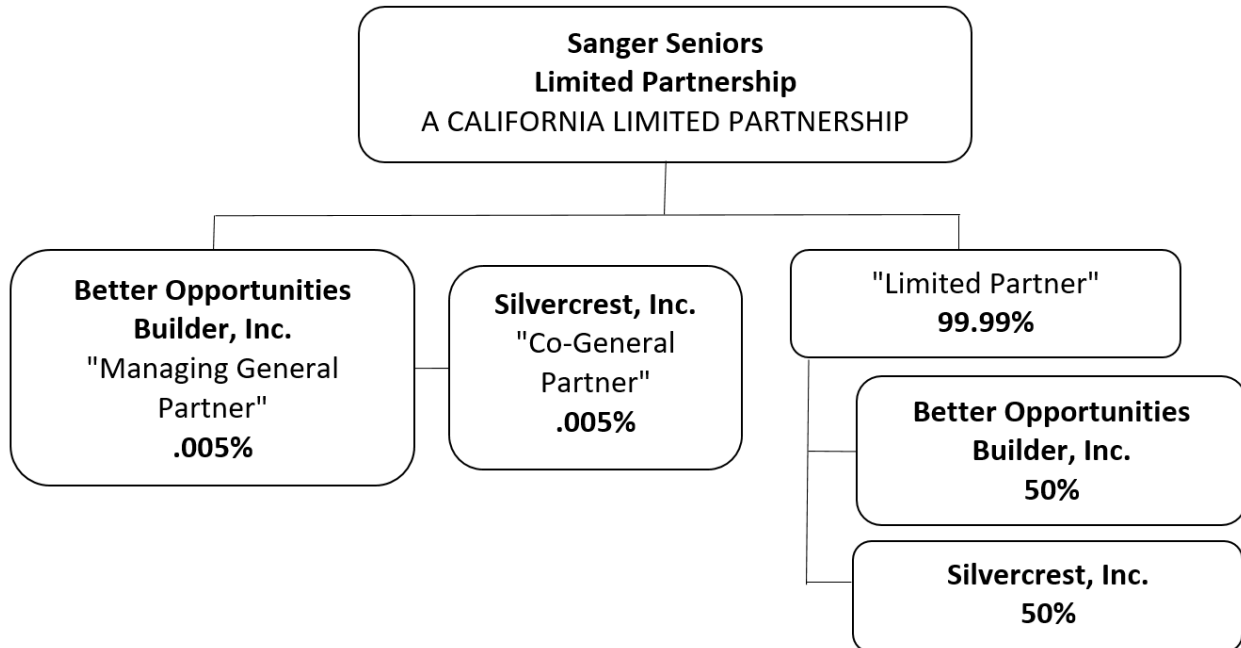
This item is informational only. No action is required. The Board of Directors for Silvercrest, Inc. will be asked to approve the related partnership actions.

Exhibit A

Current Organizational Structure of Sanger Seniors Limited Partnership



Organizational Structure of Sanger Seniors Investors Limited Partnership After Purchase of Limited Partners' Interest by BOB and Silvercrest and their admission into the Partnership as Limited Partners



SANGER SENIORS LIMITED PARTNERSHIP
BALANCE SHEETS
December 31, 2019 and 2018

ASSETS	2019	2018
Cash and cash equivalents	\$ 104,436	\$ 89,981
Restricted cash	545,745	526,149
Prepaid expenses	11,536	11,536
Fixed assets, net of accumulated depreciation	3,679,516	3,832,973
Deferred charges, net of accumulated amortization	-	2,735
	<hr/>	<hr/>
Total assets	\$ 4,341,233	\$ 4,463,374
	<hr/>	<hr/>
 LIABILITIES AND PARTNERS' CAPITAL		
Liabilities		
Accounts payable and accrued expenses	\$ 13,336	\$ 7,914
Tenant security deposits payable	37,325	36,700
Note payable - CCRC, net of unamortized debt issuance costs	490,068	505,217
Note payable - County of Fresno	287,266	373,559
Amounts payable to related parties:		
Accrued interest - note payable - BOB	9,596	4,798
Note payable - BOB	106,628	106,628
Investor services fee payable	8,321	8,078
Partnership management fee payable	16,398	8,078
Incentive partnership management fee payable	47,637	47,637
Total liabilities	<hr/> 1,016,575	<hr/> 1,098,609
Partners' capital	<hr/> 3,324,658	<hr/> 3,364,765
Total liabilities and partners' capital	<hr/> \$ 4,341,233	<hr/> \$ 4,463,374
	<hr/>	<hr/>

SANGER SENIORS LIMITED PARTNERSHIP
STATEMENTS OF OPERATIONS
For the years ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
REVENUE		
Rental revenue	\$ 491,967	\$ 475,708
Other revenue	<u>350</u>	<u>660</u>
Total revenue	492,317	476,368
OPERATING EXPENSES		
General and administrative	15,308	10,795
Professional fees	7,750	8,229
Utilities	77,075	71,403
Property management fees	31,045	30,940
Repairs and maintenance	113,815	91,222
Taxes and insurance	12,893	14,861
Wages and salaries	53,957	54,115
Advertising	<u>6,486</u>	<u>5,714</u>
Total operating expenses	<u>318,329</u>	<u>287,279</u>
Net operating income	173,988	189,089
OTHER INCOME AND EXPENSES		
Interest income	471	403
Interest expense	(41,734)	(42,893)
Depreciation and amortization	(156,192)	(156,831)
Other partnership expenses	<u>(16,640)</u>	<u>(63,793)</u>
Net other income and expenses	<u>(214,095)</u>	<u>(263,114)</u>
Net loss	<u><u>\$ (40,107)</u></u>	<u><u>\$ (74,025)</u></u>

BOARD MEMO

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

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

www.fresnohousing.org

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

DATE: September 17, 2020
BOARD MEETING: September 22, 2020
AGENDA ITEM: 6d
AUTHOR: Michael Duarte

SUBJECT: Real Estate Development Update

Executive Summary

Staff will present an overview of development activities.

Recommendation

None at this time. Informational only.

BOARD MEMO

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

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Fresno, California 93721
TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing
FROM: Preston Prince
CEO/ Executive Director
DATE: September 17, 2020
BOARD MEETING: September 22, 2020
AGENDA ITEM: 7a
AUTHOR: Nicole Diaz
SUBJECT: Consideration to Receive and File the 2019 Comprehensive Annual Financial Reports for the Housing Authority of Fresno County

Executive Summary

The purpose of this memo is to present the Comprehensive Annual Financial Reports of the Housing Authority of Fresno County for the year ending December 31, 2019, and ask the Boards of Commissioners to receive and file the audit results.

The auditors have issued an “unmodified opinion” that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An “unmodified opinion” is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor’s reports on the Schedule of Expenditures of Federal Awards, the Agency’s compliance with relevant laws and regulations, and its internal controls. During the course of audit, Davis Farr identified no material weaknesses and one significant deficiency related to financial statements.

The 2019 audit is the first year Fresno Housing has presented a Comprehensive Annual Financial Report (CAFR), which includes three sections: Introductory, Financial and Statistical. In comparison with the Annual Audited Basic Financial Statements submitted in the past, a CAFR presents a wider variety of information intended to help the readers properly understand the basic financial statements. Noteworthy changes from 2018 to 2019 can be found in Management’s Discussion and Analysis (MD&A) of the attached audit report.

Marc Davis, with Davis Farr, will also be in attendance to present a summary of the audit and answer any questions the Board of Commissioners may have.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of Fresno County receive and file the Comprehensive Annual Financial Reports for the year ending December 31, 2019.

Fiscal Impact

There is no fiscal impact.

Background Information

The audit was conducted by Davis Farr in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

**BEFORE THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF FRESNO COUNTY**

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF FRESNO
COUNTY TO RECEIVE AND FILE THE AUDITED FINANCIAL
STATEMENTS FOR YEAR ENDED DECEMBER 31, 2019**

WHEREAS, the Housing Authority of Fresno County retained Davis Farr to conduct the annual audit of the financial statements for the period ending December 31, 2019 and

WHEREAS, Davis Farr has completed the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2019.

PASSED AND ADOPTED THIS 22nd day of SEPTEMBER 2020. 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 Board 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

TO: Boards of Commissioners
Fresno Housing
DATE: September 17, 2020
BOARD MEETING: September 22, 2020
FROM: Preston Prince
CEO/ Executive Director
AGENDA ITEM: 7b
AUTHOR: Nicole Diaz
SUBJECT: Consideration to Receive and File the 2019 Comprehensive Annual Financial Reports for the Housing Authority of the City of Fresno

Executive Summary

The purpose of this memo is to present the Comprehensive Annual Financial Reports of the Housing Authority of the City of Fresno for the year ending December 31, 2019, and ask the Boards of Commissioners to receive and file the audit results.

The auditors have issued an “unmodified opinion” that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An “unmodified opinion” is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor’s reports on the Schedule of Expenditures of Federal Awards, the Agency’s compliance with relevant laws and regulations, and its internal controls. During the course of audit, Davis Farr identified no material weaknesses and no significant deficiencies over financial reporting and compliance.

The 2019 audit is the first year Fresno Housing has presented a Comprehensive Annual Financial Report (CAFR), which includes three sections: Introductory, Financial and Statistical. In comparison with the Annual Audited Basic Financial Statements submitted in the past, a CAFR presents a wider variety of information intended to help the readers properly understand the basic financial statements. Noteworthy changes from 2018 to 2019 can be found in Management’s Discussion and Analysis (MD&A) of the attached audit report.

Marc Davis, with Davis Farr, will also be in attendance to present a summary of the audit and answer any questions the Board of Commissioners may have.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno receive and file the Comprehensive Annual Financial Reports for the year ending December 31, 2019.

Fiscal Impact

There is no fiscal impact.

Background Information

The audit was conducted by Davis Farr in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

**BEFORE THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF FRESNO**

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY
OF FRESNO TO RECEIVE AND FILE THE AUDITED FINANCIAL
STATEMENTS FOR YEAR ENDED DECEMBER 31, 2019**

WHEREAS, the Housing Authority of the City of Fresno retained Davis Farr to conduct the annual audit of the financial statements for the period ending December 31, 2019 and

WHEREAS, Davis Farr has completed the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2019.

PASSED AND ADOPTED THIS 22nd day of SEPTEMBER 2020. 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 Board of Commissioners

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

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

www.fresnohousing.org

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing

FROM: Preston Prince

CEO/Executive Director

DATE: September 17, 2020

BOARD MEETING: September 22, 2020

AGENDA ITEM: 9

AUTHOR: Staff

SUBJECT: September 2020 Executive Director's Report

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
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The Villages at Paragon	Under Construction	4041 Plaza Drive West, Fresno, CA	28	40%
Linnaea Villas	Under Construction	2530 Sierra Street, Kingsburg, CA	47	58%
Solivita Commons	Under Construction	725 W Alluvial Avenue, Clovis, Ca	60	55%
The Villages at Broadway	Under Construction	1828 Broadway Street, Fresno, CA	26	10%
The Monarch @ Chinatown	Closed August 2020 Under Construction	1101 F Street, Fresno, CA	57	0%
Alegre Commons (fka Barstow Commons/The Villages at Barstow)	Pre-Development NPLH funds awarded TCAC Award Received December 2020 Closing	130 W Barstow Avenue, Fresno, CA	42	N/A
The Arthur @ Blackstone (fka Blackstone/Simpson)	Pre-Development 2020 NPLH, IIG Awarded TCAC Award Pending HOME Award Pending	3039 N Blackstone Avenue, Fresno, CA	41	N/A
Esperanza Commons (fka Mendota Farm Labor)	Pre-Development TCAC Award Pending	241 Tuft Street, Mendota, CA	60	N/A
Corazón del Valle Commons (fka Huron RAD)	Pre-Development MHP Application Pending	Fresno and 12 th Street, Huron, CA	61	N/A
La Joya Commons (fka Firebaugh Family)	Pre-Development MHP Application Pending	1501 Clyde Fannon Road, Firebaugh, CA	68	N/A
Chestnut/Alluvial	Pre-Development HOME Application Pending	Chestnut and Alluvial Avenues, Fresno, CA	106	N/A
Elderberry at Bethel	Year 15 Investor Buyout (September 2020)	2505 Fifth Street, Sanger, CA	74	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Application Pending	Southwest Fresno - TBD	TBD	N/A

Project Highlights

The Monarch @ Chinatown held a virtual groundbreaking ceremony on September 9, 2020. Construction is anticipated to take 18 months, with a projected completion of March, 2022.

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.

Executive Summary

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 08/01/20 – 08/31/2020			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1,001	37	97.2%
COUNTY OF FRESNO			
County of Fresno	1263	20	99.04%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	193	12	94.81%

Property Management

Maintenance Staff assisted with the set up and tear down of HCV's Back to School Drive-Thru event on August 22, 2020. Similar events will be held at several of our County sites this month.

Additional Rent Café features were launched in the month of August; these features allow our residents to report a change, submit a work order, and pay their rent online 24 hours a day, 7 days a week.

The interest list for Firebaugh, San Joaquin, and Huron sites opened on July 8, 2020 and closed on August 24, 2020. The interest list for Cedar Courts and Inyo Terrace also opened on August 26, 2020 for 4, 5, and 6 bedrooms and will close on September 26, 2020 at 3:00 pm.

Viking Village had a 2020 HOME monitoring visit on August 10, 2020, with zero file findings. Mendota Farm Labor had a Department of Housing and Community Development (HCD) desk audit with one finding that was promptly corrected. Orange Cove RAD has a TCAC desk audit, 27 files were reviewed; results of the desk audit are pending.

On August 25th and 26th, seventy-one residents at the Parlier Migrant Center requested an extension for their stay; regular season ends October 1, 2020. Wi-Fi was installed at the Parlier Migrant Center Office and is now available to our families. Tables are set up around the office for children to have Wi-Fi access and complete their schoolwork. Wi-Fi was also installed at Orchard and Oak Grove with plans to expand the signal to ensure the signal reaches all ends of the properties. Central California Food Bank had a free food giveaway program at Parlier Migrant Center on August 24, 2020, Property Management staff assisted with the giveaway.

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.

Efforts are ongoing and we will report on those items 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
The Villages at Paragon	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Villages at Broadway	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Alegre Commons (fka Barstow Commons/The Villages at Barstow)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Arthur @ Blackstone (fka Blackstone/Simpson)	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.

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 continue to work in a remote work environment. Most accounting and finance functions continue to be completed through paperless processes. Accounting staff are finalizing the 2019 financial statements and audit. Staff will be asking the Boards of Commissioners to accept the audits at the September meeting. Once the audit is accepted, it can be submitted to various funders and investors, including HUD and the State Controller's Office. Additionally, staff will be submitting Comprehensive Financial Reports as part of the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program.

Finance staff has been preparing for the 2021 Budget season. Staff are meeting with budget managers to discuss 2020 year-to-date results and 2021 needs and expectations.

The accounting and finance leadership team continues to work closely with Human Resources to continue recruitments of several positions. These recruitments include Payroll Coordinator, Accountant and Senior Financial Analyst that were in progress prior to the COVID-19 pandemic. These positions were included in the 2020 budget and will help increase staffing as the department experienced significant staff turnover because of the recent early retirement program.

Information Technology and Information Systems

The Information Technology (IT) team began setting up the infrastructure for the Agency's Electronic Document Management project. COVID-19 has created opportunities for the staff to leverage digital tools to better serve the residents and staff working from home. By implementing a Document Management System that allows staff and residents to securely access documents online, the Agency can be nimble to meet the ever-changing needs of staff and residents.

The Information Systems (IS) team, along with the Housing Choice and Property Management team, launched a web-based intake system. Using Yardi's Rent Café module, potential residents can initiate their intake process online. In addition to various operational efficiencies gained using Rent Café (reduced printing, centralized information portal to communicate with potential residents, etc.), there are significant customer service and safety gains the Agency will realize. Prior to Rent Café, potential residents would

have to come into the Central Office to initiate this process at a specific time. This presented a wide variety of challenges with transportation and scheduling. Now, residents can participate in the process from anywhere and at any time. Better fitting the needs of our resident's schedule and giving them time back time that was used to commute in the past.

Administrative Services & Procurement

Procurement has been working on several projects ranging from simple solicitations such as "three quote projects" to more complex solicitations such as "Requests for Proposals" (RFPs).

Procurement's most recent "three quote" projects include the following:

1. Central Office parking lot repairs project – Project is finished as of August 31, 2020.
2. The Renaissance at Santa Clara Exterior walkway replacement - The Agency updated the original scope of work and will be sending out to contractors the week of September 14, 2020.
3. Brokerage Services – The Agency has reached out to three different Brokers and gathered quotes. Procurement is currently creating a contract for the lowest quoter.

Procurement's most recent Quotes for Small Purchases (QSP) include the following:

1. Maldonado Plaza Sidewalk Replacement and Demolition project - Awarded on August 28, 2020 and awaiting contract execution.

Procurement's complex solicitations such as Requests for Proposals (RFP) and Invitation for Bids (IFB) include the following:

1. Youth Education & Enrichment Services for Resident Services (RFP) - Agency is currently discussing evaluations with HA Board members.
2. Independent/Annual Audit (RFP) – Procurement is currently prepping the solicitation documents, and plan to have the RFP solicited the week of September 14, 2020.
3. General Contractor/Construction Management Services for Homekey Motel Rehabilitation (RFP) – Procurement is currently prepping the solicitation documents, and plan to have the RFP solicited in September, 2020.
4. Unarmed Security Guard Services – The Agency solicited an RFP for Unarmed Security Guard services in 2019, and just recently finalized the evaluations. The Agency awarded the contract to American Guard Services on September 8, 2020. The Agency anticipates contract execution in November of 2020.
5. Monte Vista Roof Replacement and HVAC Conversion (IFB) - Procurement tentatively awarded contractors on September 10, 2020, and currently awaiting Board Approval.

In addition, Procurement has been working on Piggyback and Non-Competitive Justification contracts for the following companies and services:

1. Planning Coordinator Services for HUD Choice Neighborhood Grant – The Agency piggybacked HACLA’s contract with EJP Consulting Group. The Board of Commissioners approved the contract amount in August, 2020. Procurement is currently working on the contract execution.
2. Human Resource Consultant Services – The Agency is currently gathering procurement documents from Biloxi Housing Authority for Human Resource Consultant Services. The Agency plans to contract with Human Capital Initiatives again.
3. Utility Allowance Services – The Agency is discussing the piggyback option with Nelrod. The Agency has contracted with Nelrod for the last 5 years.

Procurement is also working on implementing a Service Contract Module through Yardi with the Accounting Department. With the Service Contract Module implemented, purchase orders will be generated for each service contract and invoices will be paid against them. The module will help to prevent exceeding vendor’s contract values. Official implementation date is pending.

Human Resources

On September 16, 2020 Damian Rivera, Training and Development Analyst, attended the Resources for Humans Virtual Conference hosted by Lattice, a globally-recognized performance and people management company. This year the conference focus centered around diversity, equity and inclusion. With over 40 speakers, key aspects of Human Resources were addressed including recruiting, onboarding, performance management and employee engagement, learning and development. Some ideas and practices shared included strategies for HR leaders and managers to help identify, retain and reward top performers; methods for building a company culture that engages employees and attracts top talent; and approaches to development and career pathing.

The Human Resources Department is excited to announce the following promotion:

- Edgar Rodriguez Villanueva, Senior Systems Administrator (promoted from Database Administrator and Report Writer)

The Human Resources Department is currently recruiting for the Accounting, Property Management, Housing Programs, and Executive Office departments.

Structure

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

Efforts are ongoing and we will report on those items 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.

Efforts are ongoing and we will report on those items as outcomes are achieved.

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing

FROM: Preston Prince

CEO/Executive Director

DATE: September 17, 2020

BOARD MEETING: September 22, 2020

AGENDA ITEM: 12a

AUTHOR: Sevag Jierian

SUBJECT: Approval to Enter into a Purchase and Sale Agreement - 1254 Fulton St, Fresno, CA (APN 466-154-14)

Executive Summary

Fresno Housing (FH) staff has identified real property that can be utilized by FH to continue working towards fulfilling its mission and better serve its residents. The subject Property is located at 1254 Fulton St., Fresno, CA 93721 (APN 466-154-14) in downtown Fresno, CA. Entering into a Purchase and Sale Agreement (PSA) would provide FH with the opportunity to continue to explore and plan the visitor lobby areas and office spaces at our central office building and allow time to consider the acquisition of the Property.

The PSA has a proposed purchase price of \$2,900,000 for the property and has a closing date of on or before December 15, 2020. The PSA also has a set of Buyer contingencies including being subject to FH Board final approval. At this time, staff is recommending that the Board approve entering into the PSA.

Recommendation

It is recommended that the Board of Commissioners approve and ratify for FH to enter into a Purchase and Sale Agreement with the Michael G. Marderosian and Lorie Gay Trust at an acquisition price of \$2,900,000, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute said agreement.

Fiscal Impact

The acquisition cost is \$2,900,000. Per the PSA a \$50,000 Earnest Money Deposit will be deposited within 3 days of execution of the PSA. The deposit is fully refundable up to and until 5:00 pm on the sixtieth (60th) day following the effective date of the PSA and applicable toward the purchase price. FH will have 60 days following the execution of the PSA as an Initial Contingency Period, to inspect and approve the property and complete all due diligence at FH's sole discretion. FH will also have the Option to Extend the Initial Contingency Period by 15 additional days, with an additional \$20,000 Extension Deposit which is applicable toward the purchase price.

Background Information

The subject property is located at 1254 Fulton St., Fresno, CA 93721 (APN 466-154-14) which is across the street from FH's Central Office. The property consists of 0.26 acres of land, which has a building of approx. 19,350 square feet of office space across two floors, and 9,675 square feet of basement space.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

**RESOLUTION AUTHORIZING APPROVAL AND RATIFICATION TO ENTER INTO A
PURCHASE AND SALE AGREEMENT WITH MICHAEL G. MARDEROSIAN AND LORIE
GAY TRS, FOR REAL PROPERTY LOCATED AT 1254 FULTON STREET, FRESNO, CA
93721 (APN: 466-154-14)**

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 works diligently in providing staff with the necessary resources and means to fulfill job requirements that contribute in providing additional affordable rental housing and homeownership opportunities throughout the City and County of Fresno, CA; and

WHEREAS, the Agency is consistently working to identify long term investments that allows for the Agency to continue fulfilling its Mission; and

WHEREAS, the Agency has been in discussion with and desires to enter into a Purchase and Sale Agreement (PSA) with the Michael G. Marderosian and Lorie Gay Trust, (“the Seller”) to acquire real property located at 1254 Fulton Street (APN: 466-154-14) in the City of Fresno; and

WHEREAS, the proposed purchase price is \$2,900,000 for the property consisting of approximately 0.26 acres and 29,025 square feet of building and basement space; and

WHEREAS, the Purchase Agreement allows for 60 days to perform due diligence activities prior to acquisition, with a \$50,000 Earnest Money Deposit refundable for up to 60 days; and

WHEREAS, the ultimate acquisition of the subject Property is still contingent on additional Agency Board approvals; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby approve and ratify entering into a Purchase and Sale Agreement with the Michael G. Marderosian and Lorie Gay Trust for approximately 0.26 acres of land and 29,025 square feet of building and basement space (APN 466-154-14), and further authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the Purchase and Sale Agreement and all related documents.

PASSED AND ADOPTED THIS 22th DAY OF SEPTEMBER 2020. 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, CALIFORNIA

**RESOLUTION AUTHORIZING APPROVAL AND RATIFICATION TO ENTER INTO A
PURCHASE AND SALE AGREEMENT WITH MICHAEL G. MARDEROSIAN AND LORIE
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AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners



Diversity, Equity, Inclusion

Strategic Plan Update & Discussion

September 22, 2020



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS

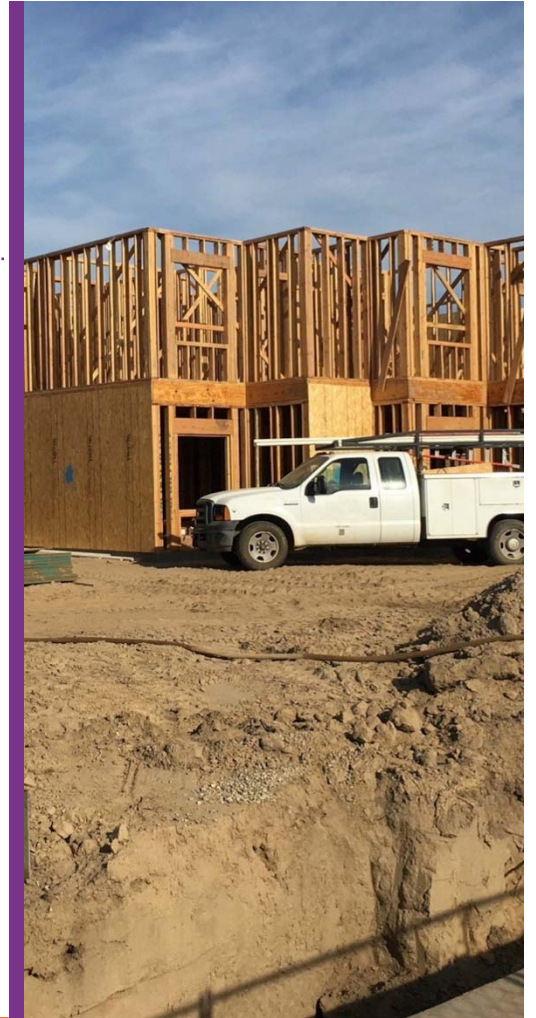


Today's Overview

- Brief Overview of Themes and Goals
- Where We Are
- What We Are Learning
- Discussion and Commissioner Feedback

Assessment Themes

- Fresno Housing has a good foundation from which to launch a more formalized approach to DEI.
- There is some confusion on Fresno Housing's mission and plan.
- There have been missed opportunities to achieve the mission using DEI as an enabler.
- Fresno Housing's workplace is not perceived as inclusive or supportive of all staff.
- There are opportunities to determine Fresno Housing's role beyond housing.
- Bias is impacting how Fresno Housing treats residents and gets in the way of what they think is possible.



FRESNO HOUSING

DEI Vision and Goals

Fresno Housing will demonstrate how diversity, equity, and inclusion can transform a community.



WORKFORCE

Increase the power and influence of diversity through an increase in representation of race/ethnic diversity and other dimensions of diversity across the organization, especially at the leadership level.



WORKPLACE

Elevate the importance of FH's culture of inclusion and hold everyone accountable for adhering to FH's behavioral standards.



MARKETPLACE

Use an appreciation of DEI to increase FH's impact on creating and supporting vibrant communities throughout Fresno County.

Data-driven Decisions

Awareness-Building including Education and Training

Accountability for DEI Progress and Outcomes

FRESNO HOUSING

DEI Vision and Goals

Fresno Housing will demonstrate how diversity, equity, and inclusion can transform a community.

Increase the power and influence of diversity through an increase in representation of race/ethnic diversity and other dimensions of diversity across the organization, especially at the leadership level.

Elevate the importance of Fresno Housing's culture of inclusion and hold everyone accountable for adhering to Fresno Housing's behavioral standards.

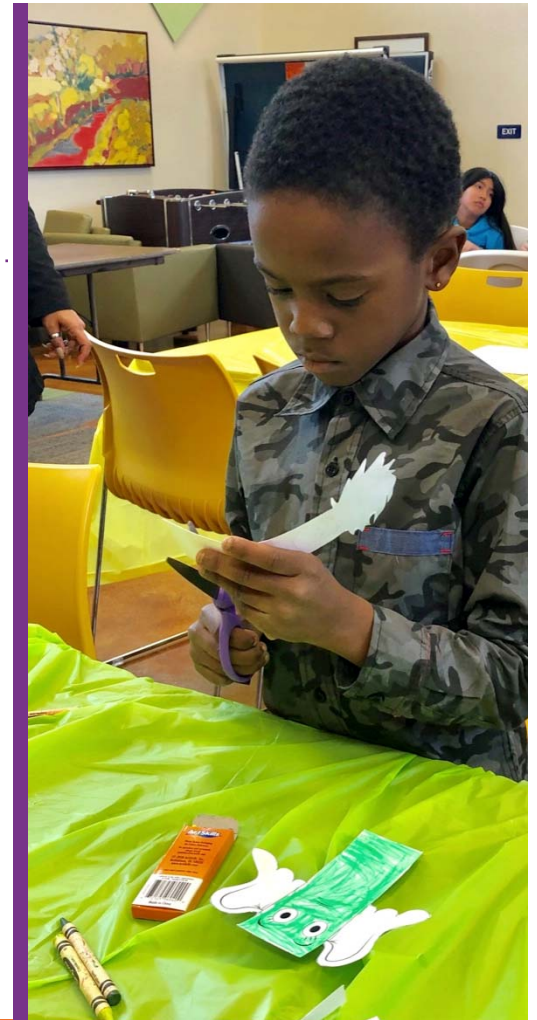
Use an appreciation of DEI to increase Fresno Housing's impact on creating and supporting vibrant communities throughout Fresno County.

Increase DEI communication, accountability, data, and awareness.

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Where We Are

- Training and Capacity Building
- Information Sharing – Local & National platforms
- Ongoing collection of Stakeholder feedback
- Establishing New Connections
- Open Recruitment for Chief Diversity Officer



FRESNO HOUSING

What We Are Learning

- Workforce – Human Capital
 - 86% of Staff understand how DEI strategies connect to their work
 - 71% of Staff believe DEI has made talent development, retention, and diversity a real priority
 - Assessment reflected the needs and concerns of staff
 - Opportunities for development and mentoring of existing staff



FRESNO HOUSING

What We Are Learning

- Workplace – *Building a Place of Belonging*
 - 68% of Staff believe that new DEI innovations and ideas will be encouraged*
 - 73% of Staff are confident leadership will develop, prioritize and encourage furthering DEI within the Agency*
 - Need to create a collective language to build efficacy and cohesion within the Agency



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What We Are Learning

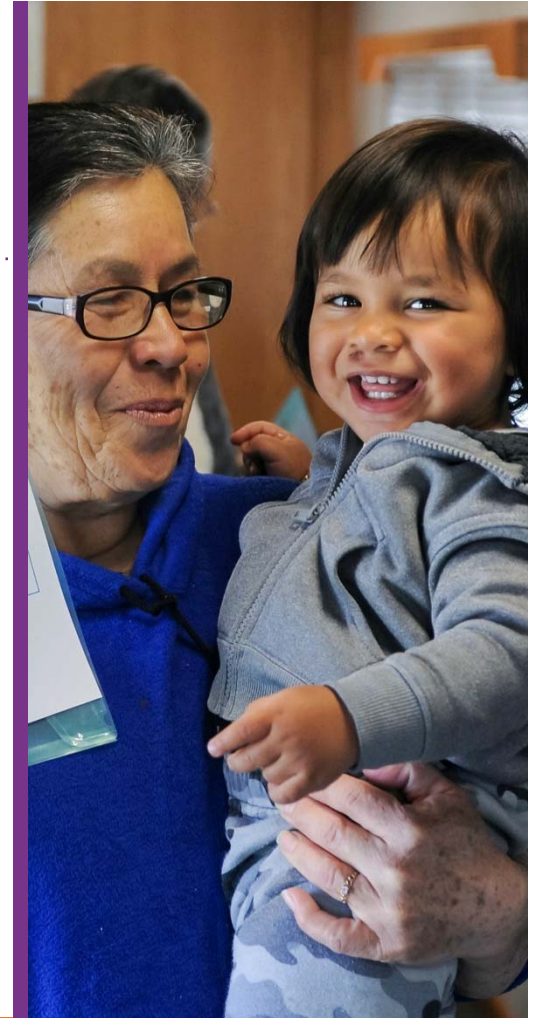
- Marketplace – *How we impact Community*
 - We want to prioritize customer service and staff
 - Opportunities to expand services and outreach for Voucher recipients
 - During the pandemic, customer service has been elevated and greater efforts are being made to be responsive to resident needs.




FRESNO HOUSING

Our Ask

- Input on the content of the Plan and its Goals
- Guidance on additional strategies the support of the outlined framework
- Reactions and Observations that would benefit our work



FRESNO HOUSING



Discussion.
Questions?

FRESNO HOUSING



Update on 2021 Agency Budget Process

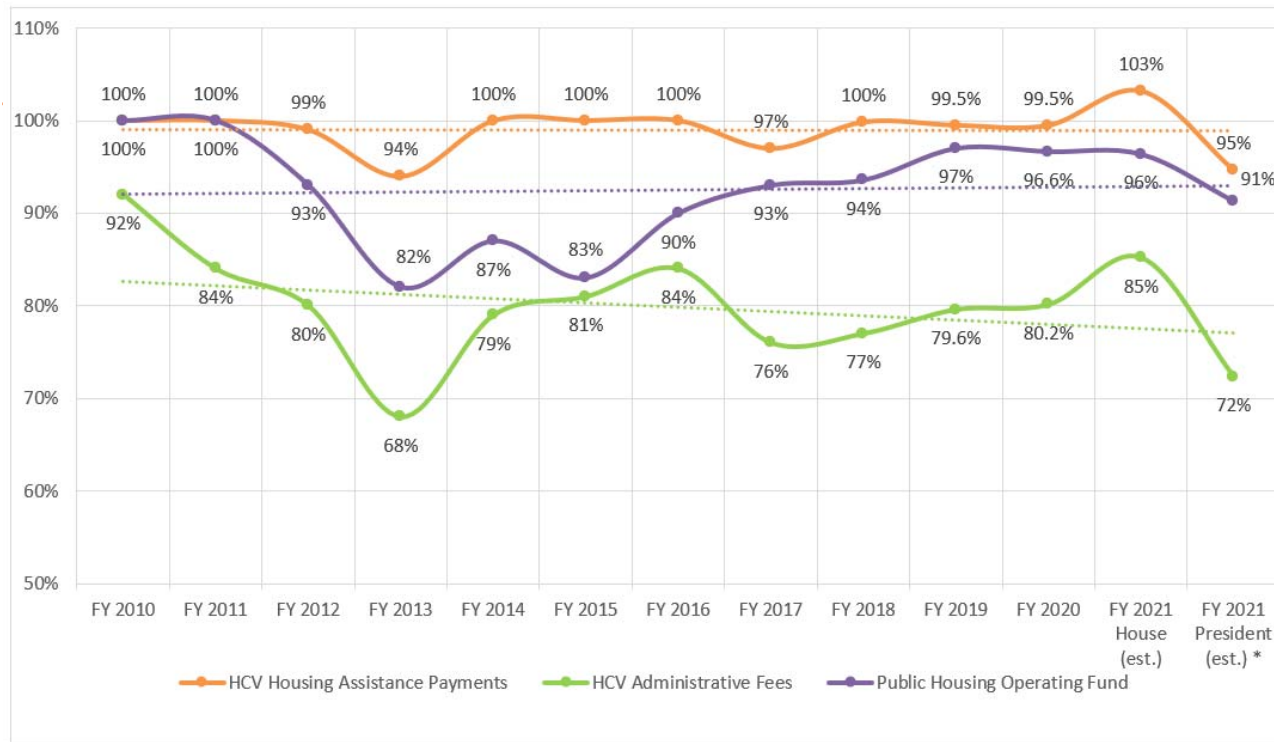
*Boards of Commissioners Meeting
September 22, 2020*



Federal Budget Update

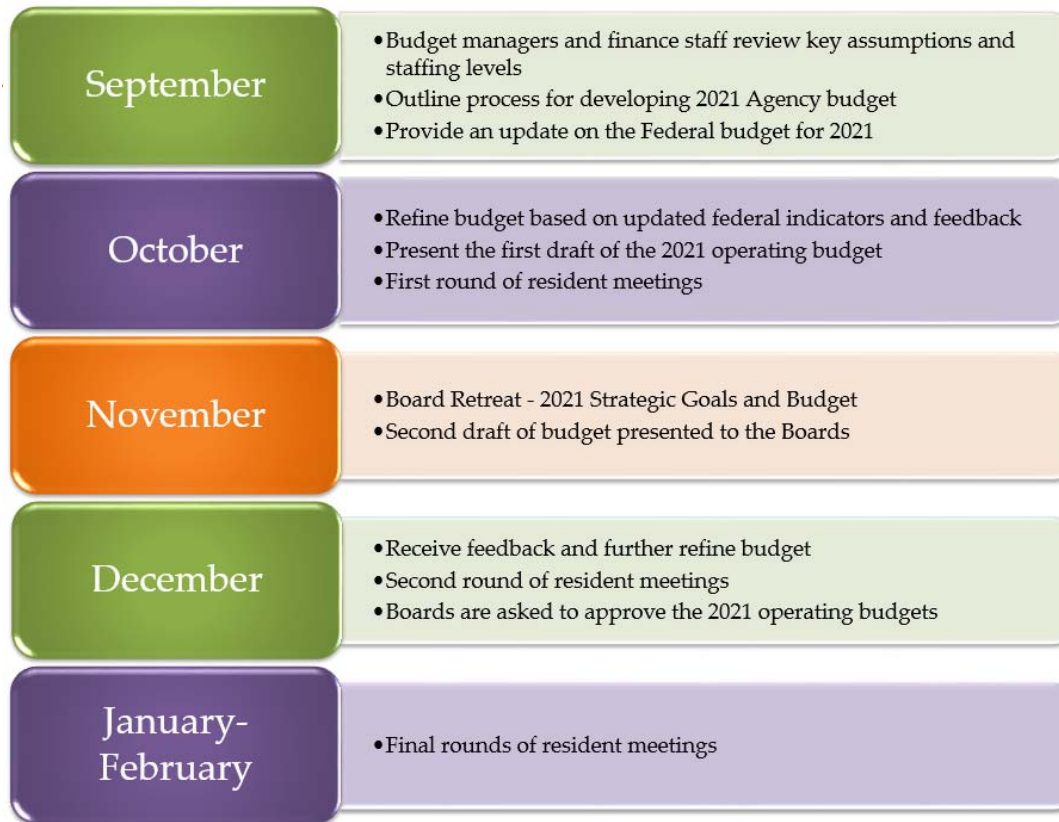
- Federal budget year begins on October 1st
- 2021 Federal Budget has yet to receive full approval from Congress
 - The House has approved 10 of 12 necessary funding bills, including a funding bill for Transportation, Housing and Urban Development (T-HUD)
 - The Senate has yet to consider any funding bills
- Congress will most likely consider a Continuing Resolution (CR) to fund the government through December in order to avoid a government shutdown

2020 & 2021 Federal Budget



* President's current 2021 budget request includes a reallocation of Public Housing and HCV funding as part of Moving to Work demonstration

Timeline for 2021 Budget Development



Questions or Comments?



Elderberry Partnership Update

September 22, 2020

Boards of Commissioners Meeting

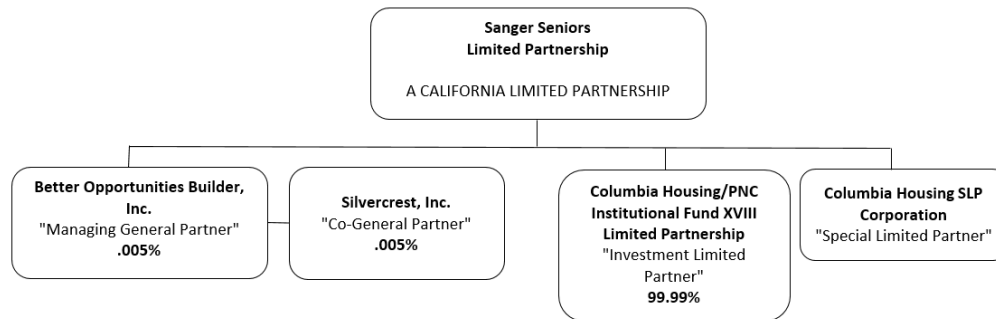


Elderberry at Bethel

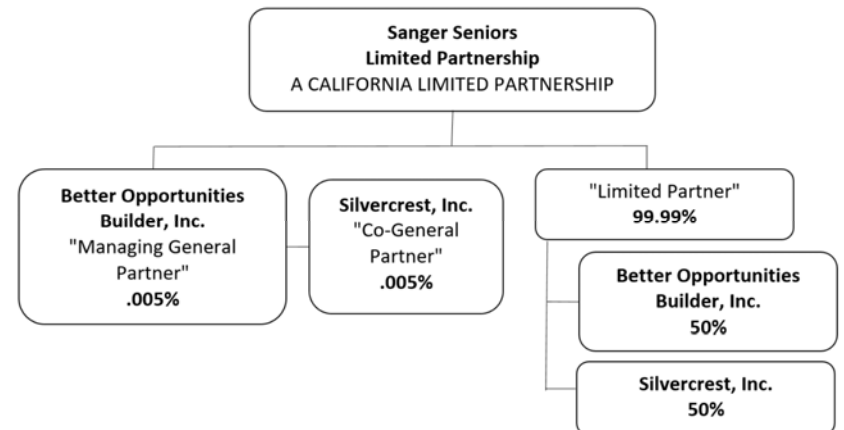
- 74 units of senior housing located at 2505 5th St, Sanger, CA
- The Partnership, Sanger Seniors, is made up of Better Opportunities Builder, Inc. (BOB) as the Managing General Partner, Silvercrest as the Co-General Partner and PNC Bank as the Limited Partner
- The property recently completed its initial 15-year compliance period
- PNC Bank, BOB and Silvercrest have negotiated to execute a buyout of the limited partner interest at \$27,400
- Silvercrest will pay about \$13,700 to purchase 50% of the limited partner interest.

Elderberry – Org Chart

Current



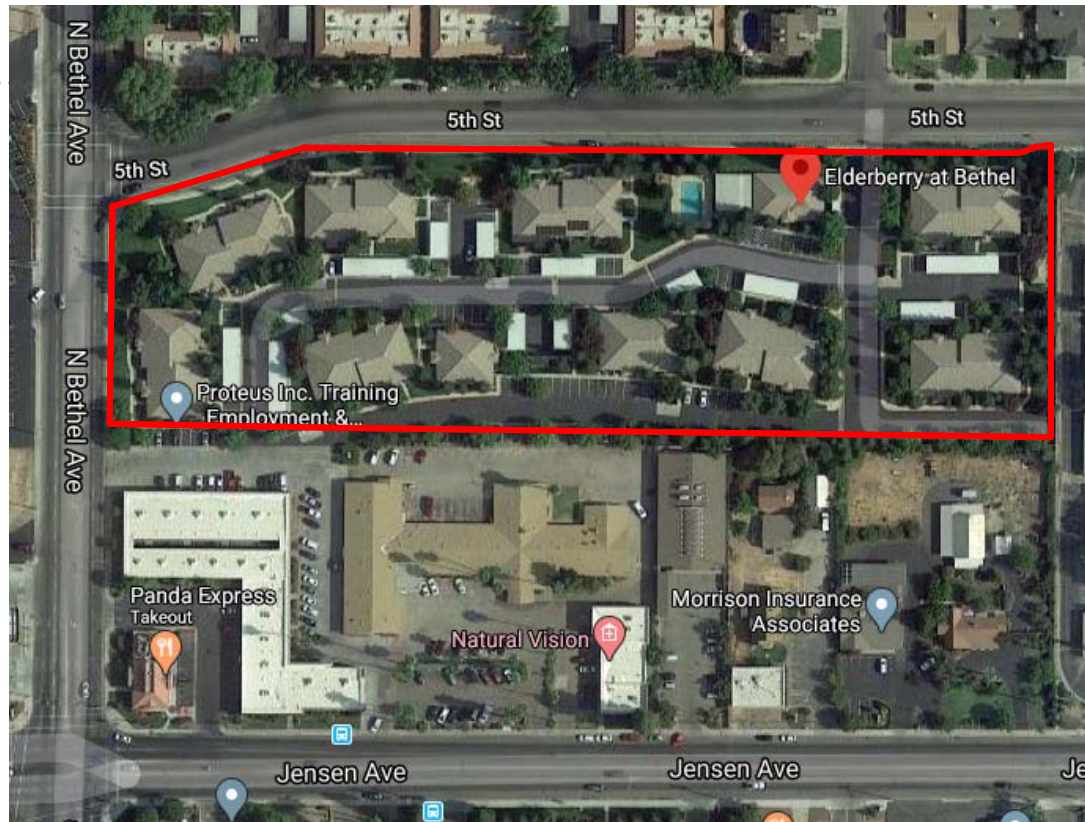
Proposed





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Elderberry – Aerial View



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This item is informational for Fresno Housing Boards of Commissioners

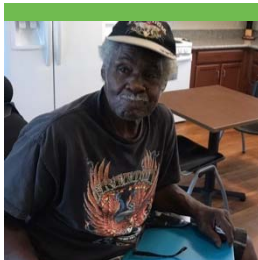
Silvercrest, Inc. will be asked to approve the related partnership actions

Questions or Comments?



2019 Audit Results

September 22, 2020



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS

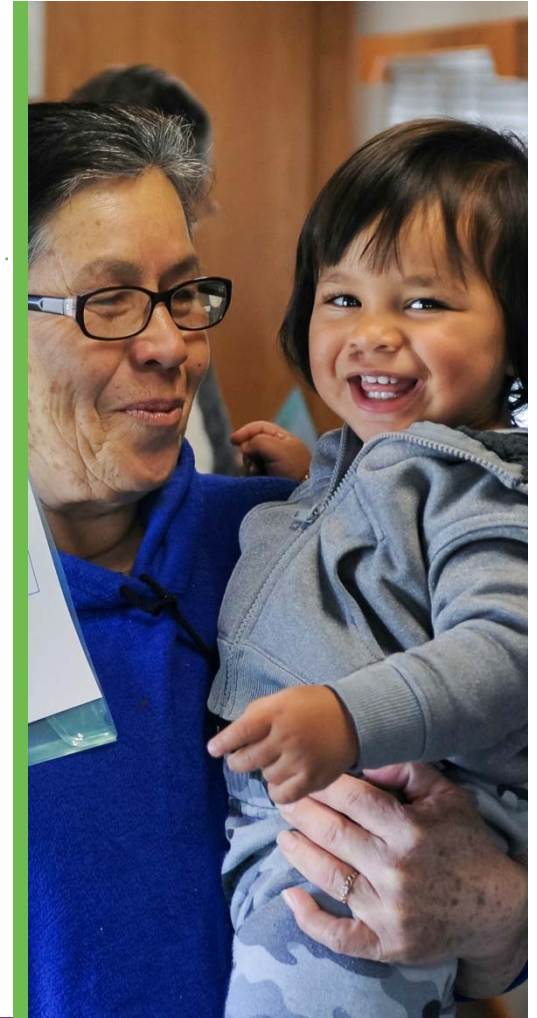


Overview

- Audit Process
- Auditor Presentation
- Management Response

Audit Ready Steps

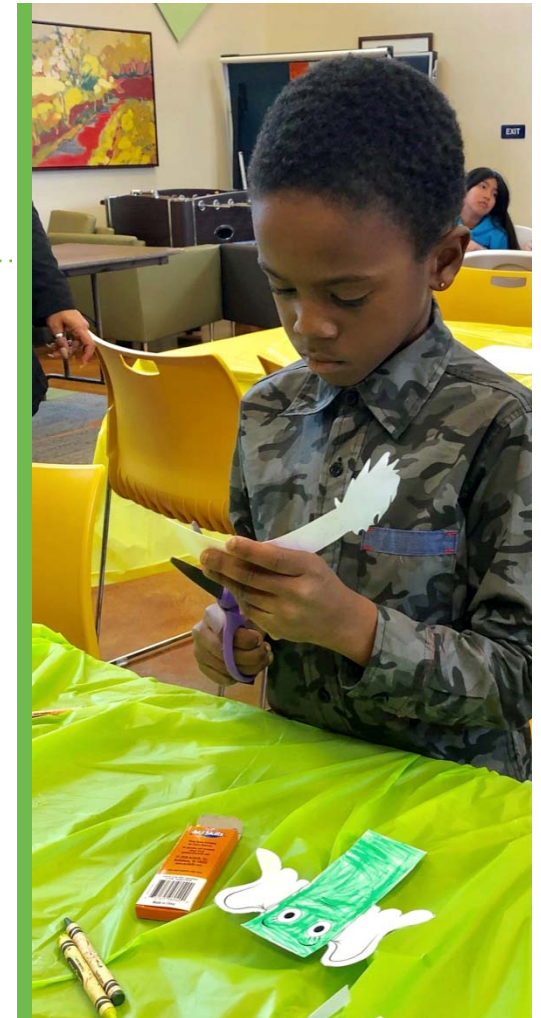
- Accounting staff record transactions throughout the year
- Follow Generally Accepted Accounting Principles (GAAP)
- First year prepare Comprehensive Annual Financial Reports
- Ensure strong Internal Controls in place
- Continue looking for improvements



FRESNO HOUSING

Audit Process

- 2/12 Entrance Interview with Audit Committee
- Auditors perform Internal Control Testing, Compliance and Financial test
- 9/9 Exit Interview with Audit Committee
- 9/18 Issuance of Comprehensive Annual Financial Reports
- 9/22 Auditors report results to the Board and management



FRESNO HOUSING



Presentation of Results of Audits



September 2,
2020

Discussion Topics

- ☐ CAFR vs Basic Financial Statements
- ☐ Scope of Audit
- ☐ Management Responsibilities
- ☐ Auditor Responsibilities
- ☐ Results of Audit

CAFR vs Basic Financial Statements

- ❑ CAFR contains 3 sections
 - ❑ Introductory
 - ❑ Financial
 - ❑ Statistical
- ❑ Benefits of a CAFR
 - ❑ Better consistency in reporting and more transparent
 - ❑ Better if issuing debt
 - ❑ Certificate of Achievement for Excellence in Financial Reporting

Scope of Engagement

- ☐ Annual financial audits of City and County
- ☐ Single Audits of City and County
- ☐ Garland Gardens Housing Project
- ☐ Parkside Apartments Housing Project
- ☐ Agreed-upon procedures applied to REAC submission of FDS

Management Responsibilities

- ☐ Preparation and fair presentation of financial statements, including notes
- ☐ Prepared in accordance with generally accepted accounting principles
- ☐ Design, implement and maintain a system of internal control
- ☐ Financial statements free from material misstatement, whether due to fraud or error

Auditor Responsibilities

- ❑ Express opinion on financial statements
- ❑ Conduct audit in accordance with generally accepted auditing standards and *Government Auditing Standards*
 - ❑ Plan and perform audit to obtain reasonable, not absolute assurance, that financial statements are free from material misstatement
- ❑ Procedures performed based on auditor's judgment

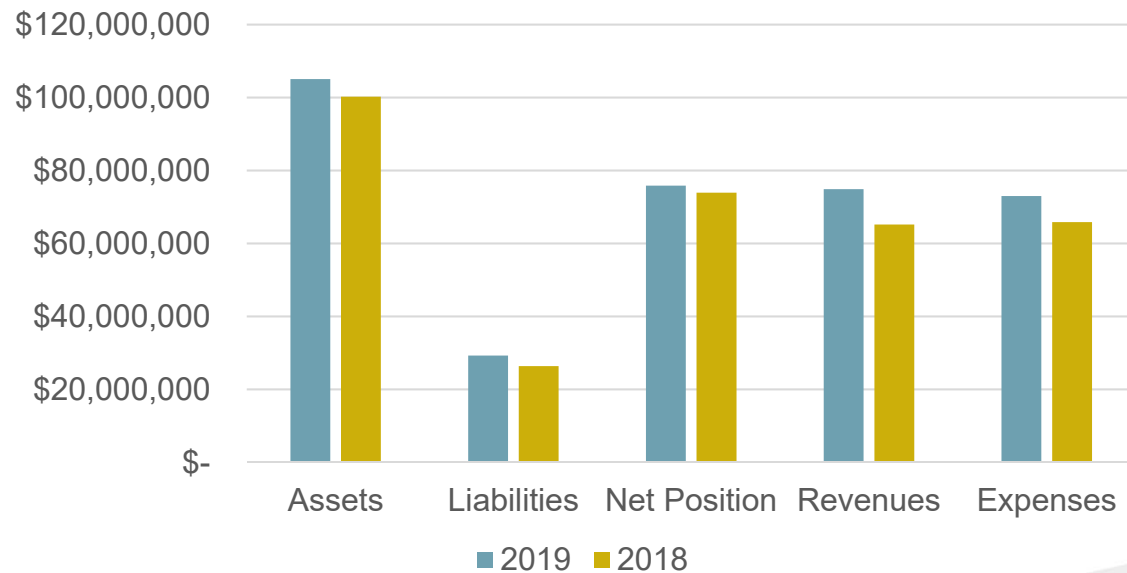
Results of Audit

- ☐ Initial communication to Audit Committee at 2/12/20 meeting
- ☐ Communicated results of audit to Audit Committee at 9/9/20 meeting
- ☐ Timing
 - ☐ Interim – February 2020
 - ☐ Final – April through early September 2020
- ☐ Unmodified opinions issued

Results of Audit

12

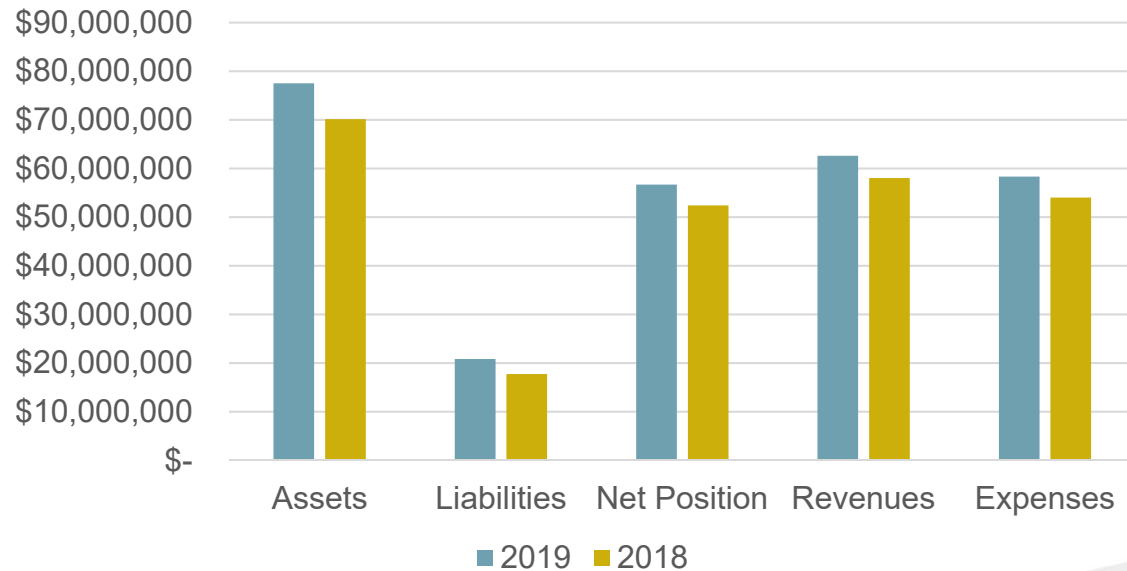
City Changes from Prior Year



Results of Audit

13

County Changes from Prior Year



Results of Audit

- Single Audit

- City

- \$60.7 million in federal expenditures

- Major Programs:

- Section 8 Housing Voucher Program (\$55.8 million)

- No findings or no questioned costs

Results of Audit

- Single Audit

- County

- *\$50.5 million in federal expenditures*

- Major Programs:

- *Section 8 Housing Voucher Program (\$44.0 million)*

- *Public Housing Capital Funds Program (\$2.4 million)*

- *1 finding related to adjustments detected during the audit process*

Results of Audit

- ☐ No changes in accounting principles
- ☐ Estimates in preparing statements
 - ☐ Useful lives, collectability of grants, notes and related party receivables, allowance for doubtful accounts, actuarial valuation of pension liability
 - ☐ All found to be reasonable and have a sound basis

Results of Audit

- ☐ 2 Best practice recommendations offered
- ☐ 1 Audit adjustment
- ☐ No disagreements with management
- ☐ Management provided representations to us at the end of the audit
- ☐ No consultations with other accountants
- ☐ We remain available as a resource throughout the year



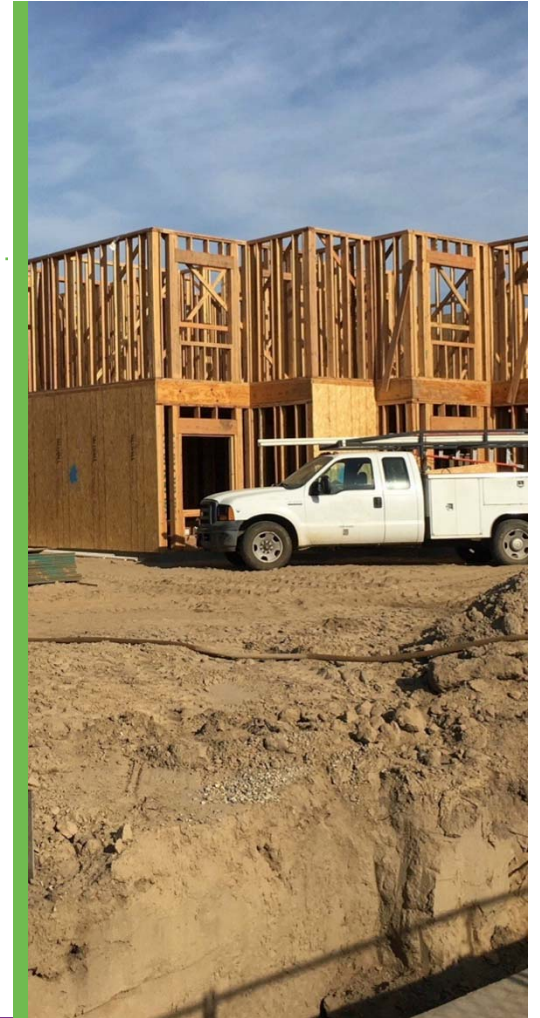
Questions



September 2,
2020

Findings

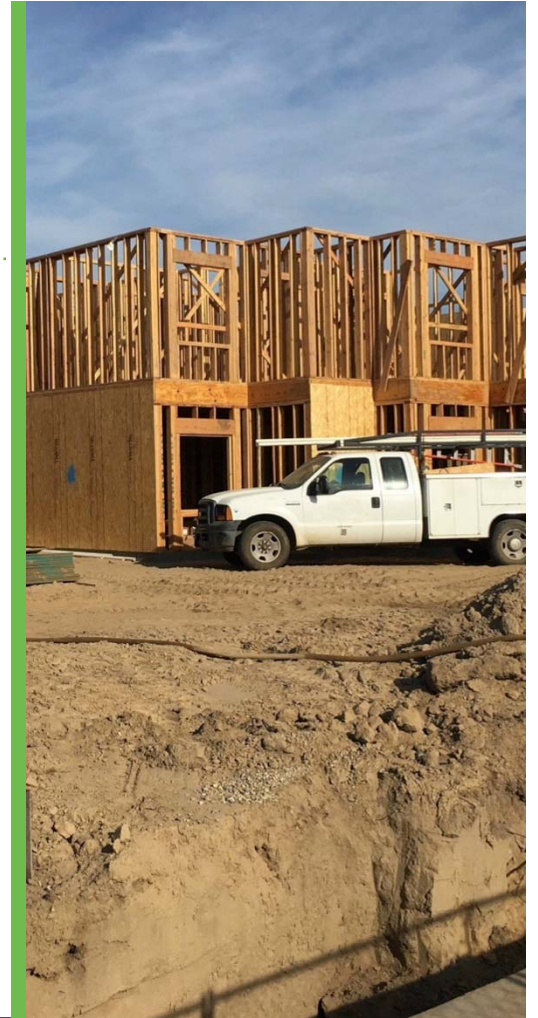
- One significant deficiency identified on the County audit related to adjustment detected by the audit process
 - The auditor identified \$1million out of \$1.8million grant received from USDA to be reclassified as unearned revenues
 - Auditors recommend that all journal entries and adjustments are properly reflected in the financial statements prior to the commencement of the audit
 - Entry for the unearned revenue was corrected in the financial statements. The Agency will continue reviewing the general ledger to reduce year end adjustments.



FRESNO HOUSING

Management Recommendation

- Schedules of Federal Financial Assistance
 - Auditor recommends to implement review procedures to ensure the SEFA presented for audit includes all Federal programs as required under the Uniform Guidance
 - Management agrees and will establish review process on SEFA.
- Allocated Salaries
 - Auditor recommends to utilize timesheets to track actual time incurred by each program or conduct period time studies to determine the reasonableness of allocation to the various programs.
 - Management agrees and will conduct time studies for staff allocated to various programs to support the payroll allocation.



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Questions or Comments?