



Boards of Commissioners Meeting

September 24, 2019

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 the Fresno Housing Authority

5pm - September 24, 2019

1331 Fulton Street, Fresno, CA 93721

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

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

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.

- | | |
|--|----|
| a. Consideration of the Minutes of August 23, 2019 and August 27, 2019 | 6 |
| b. Consideration of Amended Resolution of Contract – Office of Migrant Services | 14 |
| c. Consideration of Acceptance of Tax Credit Funding Allocation – The Villages at Broadway (<i>formerly</i> Econo Inn) | 17 |
| d. Consideration of Contract for General Contractor/Construction Management – The Villages at Paragon (<i>formerly</i> Plaza Terrace) | 22 |
| e. Consideration of Architectural Contract Award – The Villages at Paragon (<i>formerly</i> Plaza Terrace) | 26 |
| f. Consideration of the Application Submission for Continuum of Care Funding – U.S. Dept. of Housing and Urban Development | 30 |

6. **Informational**

- | | |
|--|----|
| a. Resident Empowerment Overview – United Farm Workers | 37 |
| b. Update on the 2020 Federal and Agency Budgets | 38 |
| c. Real Estate Development Update | 39 |

7. **PUBLIC HEARING**

2020 Public Housing Agency Plans (Five Year and Annual Plan, Admissions and Continued Occupancy Plan, Administrative Plan)

| | PAGE # |
|---|--------|
| 8. Action | |
| a. Consideration to Approve the Submission of the Five Year and 2020 Agency Annual Plans, Administrative Plans, and Admission & Continued Occupancy Plans | 40 |
| b. Consideration of the 2019 Early Retirement Program | 87 |
| 9. Commissioners' Report | |
| 10. Executive Director's Report | 104 |
| 11. Closed Session | |
| a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 466-191-09, 466-191-10; 1828 and 1840 Broadway St., Fresno, CA 93721 Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; Bains Sukhwant Singh & Gian Kaur Trs Under negotiation: Price and Terms | |
| b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 416-040-09; 130 W. Barstow Ave., Fresno, CA 93704 Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; Gary R. Perez Under Negotiation: Price and Terms | |
| c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 459-033-20, 459-034-05, 452-314-01, 459-182-26; Belmont Avenue Scattered Sites, Fresno, CA Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; James Hendricks & Assoc.; Cornerstone Realty; Rio Vista Realty; Better Homes & Gardens Realty Under negotiation: Price and Terms | |
| d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: APN: 445-204-12; 2825 E. Harvard Ave., Fresno, CA Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; Century 21 – C. Watson Realty Under negotiation: Price and Terms | |
| 12. Report on Closed Session | |

13. **Action**

- a. Consideration of Property Acquisition – 1828 Broadway Street 109
- b. Consideration of Funding Commitment – 1828 Broadway Street 113

14. **Adjournment**

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

Friday, August 23, 2019

9:00 A.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a board retreat on Friday, August 23, 2019 at the Falls Event Center, located at 4105 West Figarden Drive, Fresno, California.

1. The regular meeting was called to order at 9:00 a.m. by Board Chair, Commissioner Adrian 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
 Terra Brusseau
 Sharon Williams
 Ruby Yanez
 Rueben Scott

ABSENT: Stacy Vaillancourt

The regular meeting was called to order at 9:00 a.m. by Chair, Commissioner Stacy Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Stacy Sablan, Chair
 Mary G. Castro, Vice Chair
 Joey Fuentes
 Nikki Henry
 Valori Gallaher

ABSENT: Cary Catalano

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)

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Williams, to add item 6b to the agenda.*

MOTION PASSED: 6-0

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Gallaher, to add item 6b to the agenda.*

MOTION PASSED: 5-0

3. PUBLIC COMMENT

Eric Payne, Executive Director of the Central Valley Urban Institute, acknowledge the really good things the Fresno Housing Authority does. He mentions resident services focus on the youth and technological innovations. Additionally, Mr. Payne discussed potential new priorities for 2020, including the Transformative Climate Communities (TCC) process, Diversity, Equity and Inclusion framework, 202 Census, participatory budgeting, and the deterioration of housing stock, underfunding in housing, and the 2020/Five Year Agency Plans, specifying housing in rural communities.

4. POTENTIAL CONFLICTS OF INTERST

There were no conflicts of interest stated at this time.

5. INTRODUCTIONS AND OPENING REMARKS – EJP CONSULTING

Facilitated by Rhae Parkes and Naomi Byrne of EJP Consulting group.

6. DISCUSSION ON STAFF AND BOARD ROLES AND RESPONSIBILITIES

Facilitated by Rhae Parkes and Naomi Byrne of EJP Consulting group.

7. DISCUSSION ON THE AGENCY’S STRATEGIC GOALS AND PRIORITIES

Facilitated by Rhae Parkes and Naomi Byrne of EJP Consulting group.

8. DISCUSSION ON THE BOARDS OF COMMISSIONERS COMMUNICATIONS AND OPERATIONS

Facilitated by Rhae Parkes and Naomi Byrne of EJP Consulting group.

9. DISCUSSION ON IDENTIFYING THE NEXT STEPS

Facilitated by Rhae Parkes and Naomi Byrne of EJP Consulting group.

10. ADJOURNEMENT

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 4:00 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 27, 2019

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, August 27, 2019 at the Fresno Housing Authority offices, located at 1331 Fulton Street, Fresno, California.

1. The regular meeting was called to order at 5:04 p.m. by Board Chair, Commissioner Adrian 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

ABSENT: Terra Brusseau
 Rueben Scott
 Stacy Vaillancourt

The 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
 Nikki Henry
 Cary Catalano
 Valori Gallaher
 Joey Fuentes

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)

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

MOTION PASSED: 4-0

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

MOTION PASSED: 6-0

3. PUBLIC COMMENT

There were no public comments.

4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest stated at this time.

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 from the Consent Agenda and considered following approval of the Consent Agenda.

- a. Consideration of the Minutes of July 23, 2019
- b. Consideration of the Ratification of the Application to HUD – U.S. Department of Veterans Affairs Supportive Housing Program
- c. Consideration of Application Submission for Mainstream Voucher Program – U.S. Department of Housing and Urban Development.

CITY MOTION: Commissioner Williams moved, seconded by Commissioner Christensen to approve the consent agenda items as posted.

MOTION PASSED: 4-0

COUNTY MOTION: Commissioner Catalano moved, seconded by Commissioner Fuentes to approve the Minutes of July 23, 2019 as posted.

MOTION PASSED: 6-0**6. INFORMATIONAL****a. Resident Empowerment Overview – Summer Tech Camp**

Bobby Coulter, Senior Manager of ITS, and Jason Cooksey, Developer Fellow at Bitwise Industries, presented on this.

b. Board Retreat Debrief Discussion

Commissioner Sablan and Commissioner Jones presented on this.

c. Board Discussion - 2020 Agency Plans

Angie Nguyen, Chief of Staff, presented on this.

d. Update on the 2020 Federal Budget and Agency Budget Timeline

Emily De La Guerra, Director of Finance and Administrative Services, presented on this.

e. Real Estate Development Update - California Avenue Neighborhood Planning Update

Michael Duarte, Director of Planning & Community Development, presented on this.

f. Introduction of the Early Retirement Program

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

7. ACTION

Nicole Diaz, Controller, and Marc Davis, Partner of Davis Farr, presented on item 7a. Christina Husbands, Assistant Director, presented on item 7c. Emily De La Guerra, Director of Finance and Administration, presented on item 7d.

a. County: Consideration to Receive and File the 2018 Annual Audited Basic Financial Statements

COUNTY MOTION: *Commissioner Henry moved, seconded by Commissioner Gallaher to receive and file the 2018 annual audited basic financial statements.*

MOTION PASSED: 6-0

- b. City: Consideration to Receive and File the 2018 Annual Audited Basic Financial Statements

CITY MOTION: *Commissioner Williams moved, seconded by Commissioner Yanez to receive and file the 2018 annual audited basic financial statements.*

MOTION PASSED: 4-0

- c. Consideration of Funding Commitment – Veterans Affairs Hospital Parking Lot

CITY MOTION: *Commissioner Christensen moved, seconded by Commissioner Yanez, to approve the funding commitment for the veteran's affairs hospital parking lot.*

MOTION PASSED: 4-0

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Gallaher to approve the funding commitment for the veteran's affairs hospital parking lot.*

MOTION PASSED: 6-0

- d. Consideration of Contract Approval for Parking Lot Construction – Veterans Affairs Hospital

CITY MOTION: *Commissioner Williams moved, seconded by Commissioner Yanez to approve the contract for parking lot construction.*

MOTION PASSED: 4-0

COUNTY MOTION: *Commissioner Gallaher moved, seconded by Commissioner Gallaher to approve the contract for parking lot construction.*

MOTION PASSED: 6-0

8. COMMISSIONERS' REPORT

Commissioner Sablan recapped on time spent on information items and action items. She talked about the phrase “take our temperature” in order to keep an eye on the timing of meetings. This would ensure a more efficiently run meeting. She also mentions the meeting with Commissioner Jones and Eric Payne, Executive Director of the Central Valley Urban Institute. Mr. Payne had previously sent a letter requesting to put some thought in a convening surrounding diversity issues. During the meeting, they discussed Mr. Payne's ideas and a plan that the staff is working on. They project the plan to be rolled out next month. She has asked

to have this topic on the upcoming Executive Committee agenda and next month's Board agenda.

Commissioner Jones wanted to thank staff for all of the help setting up the Board Retreat. She also thanked the board members for sending the letters. She mentioned the board dinner date. Tiffany Mangum noted that it is scheduled for December, but will reach out to the board when it is confirmed. It is to be added to the executive committee agenda.

Commissioner Christensen wanted to appreciate the staff's work. He talks about his recent visit to Firebaugh. He felt a connection when he first witnessed Rio Villas in front of the school. He feels a deep appreciation for the change we are making in children's lives.

9. EXECUTIVE DIRECTOR'S REPORT

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

- First E-Newsletter is set to be released on August 28 in order to have more communication.
- Announcement of RAB meeting happening August 28
- Mr. Prince announced a couple of promotions within the Fresno Housing Authority.
- DRIVE Steering Community unveiling on September 10th
- Highlight of National Night Out in the newsletter
- Grand opening in Fowler at Magnolia Commons on August 29th at 10:30 a.m.

10. CLOSED SESSION

The Boards went into closed session at approximately 6:10 p.m.

The Boards returned to open session at approximately 6:13 p.m.

11. REPORT ON CLOSED SESSION

There were no items to report at this time.

12. 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 6:14 p.m.

Preston Prince, Secretary to the Boards of Commissioners

BOARD MEMO

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

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

www.fresnohousing.org

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

DATE: September 18, 2019
BOARD MEETING: Sept 24, 2019
AGENDA ITEM: 5b
AUTHOR: Hilda Reeves

SUBJECT: Consideration of Revised Resolution for Parlier Migrant Center
2019/2020-2020/2021 Operations Contract

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to adopt a revised resolution for the contract with the Office of Migrant Services (OMS) for the operations of the Parlier Migrant Center.

On July 23, 2019, the Boards of Commissioners approved the 2019/2020 and 2020/2021 Standard Agreement and Fiscal Year Operations Contract No. 19-OMS-12710, from the California Department of Housing and Community Development (HCD) Office of Migrant Services (OMS). After the Commissioners meeting and subsequent approval, OMS requested minor corrections to the adopted resolution in order to comply with OMS' legal and fiscal requirements. These corrections included a name change from "Housing Authority of Fresno County" to "Fresno County Housing Authority" and the verbiage addition of "not to exceed" in front of the contract dollar amount.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached revised resolution approving the Parlier Migrant Center 2019/2020 – 2020/2021 operations contract No. 19-OMS-12710, for an amount not to exceed \$1,412,443, and authorizing the CEO/Executive Director or Tracewell Hanrahan, Deputy Executive Director to execute the finalized standard agreement from the California Department of Housing and Community Development, subject to approval of general counsel.

Fiscal Impact

Approval of this contract for an amount not to exceed \$1,412,443 enables receipt of funding from the California Department of Housing and Community Development (HCD) as the two-year operating budget for the Parlier Migrant Center.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
FRESNO COUNTY HOUSING AUTHORITY

RESOLUTION APPROVING THE 2019/2020, AND 2020/2021 FISCAL YEARS OPERATION
AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE FRESNO
COUNTY HOUSING AUTHORITY CONTRACT NO. 19-OMS-12710
FOR THE PARLIER MIGRANT CENTER

WHEREAS, the California Department of Housing and Community Development and Office of Migrant Services has provided an Operation and Maintenance Contract for the 2019/2020 and 2020/2021 Fiscal Years for the Parlier Migrant Center; and

WHEREAS, the Fresno County Housing Authority acting through its Board of Commissioners desires to approve this Operation and Maintenance Contract for the 2019/2020 and 2020/2021 operation at the Parlier Migrant Center.

WHEREAS, it will allow for the Housing Authority to continue to serve the seasonal migrant farm worker population at the 131-unit location in Parlier, CA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Fresno County Housing Authority hereby approves the Operation and Maintenance Contract No. 19-OMS-12710 in the amount not to exceed \$1,412,443 and authorizes Preston Prince, CEO/Executive Director or Tracewell Hanrahan, Deputy Executive Director to execute said contract, and any amendments to said contract, on behalf of the Fresno County Housing Authority.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____

Stacy Sablan - Chairman
Board of Commissioners of the
Fresno County Housing Authority

BOARD MEMO


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

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: September 18, 2019

BOARD MEETING: September 24, 2019

AGENDA ITEM: 5c

AUTHOR: Quincy Boren

SUBJECT: Approval to Accept Low Income Housing Tax Credit Award for
The Villages at Broadway (Econo Inn)

Executive Summary

The purpose of this Board memo is to ask the Boards of Commissioners for approval to accept the anticipated award of 9% Low Income Housing Tax Credits (LIHTC) for The Villages at Broadway property (APN 466-191-09).

On June 25th, 2019, the Boards of Commissioners adopted a resolution approving the submission of a 9% LIHTC application for The Villages at Broadway (formerly Econo Inn) to the California Tax Credit Allocation Committee (CTCAC) for the purpose of securing new financing for the project. The LIHTC program provides incentives for the utilization of private equity in the development of affordable housing. CTCAC administers the federal and state LIHTC programs in California.

On July 2, 2019 the Fresno Housing Authority (FH) submitted a funding application to CTCAC for 9% LIHTCs for The Villages at Broadway project. On September 14th, 2019, CTCAC posted the agenda for its committee meeting scheduled for September 25th, 2019 along with its project list of preliminary award recommendations. The Villages at Broadway project is on CTCAC's list of preliminary recommendations and the funding award is expected to be official at the September 25th, 2019 committee meeting. The CTCAC Staff Report indicates the project is being recommended for a preliminary reservation of \$852,614 in Federal Credits and \$2,186,191 in State Credits. Once a LIHTC reservation is awarded, FH will have approximately 15 days to accept the award which would be ahead of the scheduled FH October 2019 board meeting. Therefore, Staff is requesting approval at the September FH Board meeting in anticipation of the funding award for the subject project. If the award is accepted, FH will have approximately 180 days from the date of award to begin construction.

In addition, The Villages at Broadway property was one of three locations selected for submission of an application to the State of California No Place Like Home (NPLH) Supportive Housing Program. At the January 22, 2019 Board meeting the Board authorized submission of the NPLH application as well as entering into a Memorandum of Understanding with the County of Fresno's

Department of Behavioral Health (DBH), to collaborate on the development of permanent supportive housing for Fresno County residents, allocating \$2,183,000 in non-competitive NPLH funds, as well as \$6,168,706 in SNHP funds to the Fresno Housing Authority (FH) for the development of permanent supportive housing. The County of Fresno's Department of Behavioral Health (DBH) served as the lead applicant and service provider, and FH's role is the development sponsor and project owner/borrower. The Villages at Broadway received an official award notice for \$3,303,884 in NPLH funds on June 14, 2019. The Villages at Broadway will consist of 26 studio apartment units, with one 1-bedroom unit reserved as a manager's unit. Community and open office space have been added to the rehabilitation plan to ensure tenants have access to these opportunities on site. The targeted income for the site is 20% to 60% AMI. The project is proposed to include Project Based Voucher rental subsidy.

Recommendation

It is recommended that the Boards of Commissioners authorize acceptance of the 9% Low-Income Housing Tax Credit allocation of \$852,614 in Federal Credits and \$2,186,191 in State Credits from the California Tax Credit Allocation Committee (estimated total equity of \$8,854,044) for The Villages at Broadway for purposes of substantial rehabilitation and to secure new financing for the property. It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of City of Fresno in connection with the approved actions.

Fiscal Impact

Although it is not anticipated that the project will require any financing from FH for the construction and permanent financing, interim pre-development financing will be necessary to acquire the property and cover other due diligence expenses. It is estimated that approximately \$2.4 million of predevelopment financing will be necessary for pre-development and is anticipated to be fully repaid with interest at the construction finance closing in early 2020.

Background Information

The Villages at Broadway complex is located on Broadway Ave, just north of Amador in downtown Fresno. The site is 0.64 acres and currently operated as a motel consisting of two parcels with approximately 30 motel rooms each or 60 rooms total. The site is technically two separate properties, however, the current development plan envisions only rehabilitating half of the complex. The other half will be developed at a later date. An initial outreach meeting to nearby residents, commercial tenants, schools and others has been held and was well attended.

The rehabilitation plan includes the addition of community space as well as open space and offices for property management and services to be operated onsite. There will be a full renovation of the units to provide for a kitchen area, upgraded bathrooms, appliances, new flooring, HVAC systems, roofing and exterior repair. The site will focus on housing tenants with extremely low incomes as well as having instances of homelessness over the past several years.

Past Board Actions:

- June 25, 2019: approved the allocation of up to twenty-five (25) Project Based Vouchers
- June 25, 2019: approved the submission of funding applications
- January 22, 2019: approved the submission of a funding application to the No Place Like Home program

- January 22, 2019: authorized approval to enter into a purchase and sale agreement for the subject property

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF LOW-INCOME HOUSING TAX
CREDITS AWARDED TO THE VILLAGES AT BROADWAY (ECONO INN) HOUSING
PROJECT, APN: 466-191-09**

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

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

WHEREAS, on June 25, 2019 the Board of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for The Villages at Broadway (submitted as Econo Inn) project (1828 Broadway Ave, Fresno, CA 93721 in the City of Fresno) to the California Tax Credit Allocation Committee; and

WHEREAS, on July 2, 2019 the Agency submitted a funding application to the California Tax Credit Allocation Committee for LIHTCs for rehabilitation of The Villages at Broadway Housing project; and

WHEREAS, on September 25, 2019, The Villages at Broadway (Econo Inn) is expected to receive formal notice of award of a Preliminary Reservation for \$852,614 in Federal Credits and \$2,186,191 in State Credits (estimated total equity of \$8,854,044) from the California Tax Credit Allocation Committee the Agency desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby approve the acceptance of an allocation of \$852,614 in Federal Credits and \$2,186,191 in State Credits from the California Tax Credit

Allocation Committee for 9% Low-Income Housing Tax Credits for The Villages at Broadway (awarded as Econo Inn) upon formal approval at the September 25th, 2019 CTCAC meeting; and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: September 18, 2019

BOARD MEETING: September 24, 2019

AGENDA ITEM: 5d

AUTHOR: Quincy Boren

SUBJECT: Award of General Contractor/Construction Manager (GCCM)

Contract: The Villages at Paragon (aka Plaza Terrace)

Executive Summary

In July 2019 staff issued a Request for Proposals (RFP) for General Contractor/Construction Management (GCCM) Services, including pre-construction consulting for The Villages at Paragon (formerly Plaza Terrace) development. The RFP was posted on the Fresno Housing Authority (FH) website, listed with the local Builders Exchange and advertised in the Fresno Bee. The Villages at Paragon submitted successful applications for No Place Like Home financing in January 2019 and low-income housing tax credits in March 2019. The successful award of tax credits requires a construction start in December 2019. At this time staff is recommending an award of the GCCM contract to allow for a substantial review of construction design drawings in order to obtain the most cost effective methods of construction.

A total of 3 proposals were received for the subject site in response to the solicitation. However, one firm was deemed “not responsive” due to missing information that was not received. The review panel was comprised of FH staff from Planning & Community Development, Housing Management and Resident Services departments, along with two external panel members from the County of Fresno Department of Behavioral Health (DBH), which is the partner who will provide services at the site.

After a comprehensive review of the proposal packages, the review panel is recommending Johnston Contracting for The Villages at Paragon development. Johnston Contracting had the highest rated proposal and is the most advantageous for FH. The proposals were ranked based on firm history, capability, track record and relevant experience, project team, project schedule, price/fee structure and economic opportunities outreach.

Recommendation

It is recommended that the Boards of Commissioners award the General Contractor/Construction Management Services Contract for The Villages at Paragon to Johnston Contracting, at \$75,000 for pre-construction consultancy services and for an amount not to exceed 14.00% of construction costs for General Contracting services. It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

Fiscal Impact

The proposed contract with Johnston Contracting is to be paid from the project development budget. However, until the construction and permanent financing is formally closed in December 2019, it may be necessary to pay for the pre-construction consulting fee from the approved pre-development budget. No additional funds are being requested at this time.

Background Information

The Villages at Paragon apartment complex is located near the corner of Belmont and Cedar Ave (APN: 454-295-09T). The site is 0.68 acres and currently has 30 existing units that were previously operated as reunification housing for families (the El Puente program). Outreach has been conducted to nearby residents, commercial tenants, schools and others to inform them and seek input about the project. Outreach was conducted by both Fresno Housing and DBH. The renovated site will have the community space and managers office in one of the residential buildings. There will be full renovation of kitchens, bathrooms, appliances, new flooring, HVAC systems, roofing and exterior repair. DBH will provide services onsite to residents at no charge. The site will focus on housing tenants at risk or with instances of homelessness with no or low incomes..

Past Board Actions:

- June 25, 2019: approved the allocation of up to twenty-seven (27) project based vouchers
- June 25, 2019: authorized the acceptance of Low-Income Housing Tax Credit (LIHTC) award
- February 26, 2019: authorized the submission of a 9% LIHTC application and other funding applications
- January 22, 2019: approved the submission of an application to the No Place Like Home program

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION
MANAGEMENT SERVICES TO JOHNSTON CONTRACTING FOR THE VILLAGES AT
PARAGON PROJECT IN FRESNO, CALIFORNIA**

WHEREAS, the Housing Authority of the City of Fresno, California (the "Authority") seeks to expand the development and availability of low-income housing to residents in the City of Fresno and Fresno County; and,

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management ("GC/CM") Services for The Villages at Paragon rehabilitation project; and,

WHEREAS, the request for proposals was available on the Authority website, advertised in the Fresno Bee and listed with the local Builders Exchange; and,

WHEREAS, Johnston Contracting was the firm recommended by a diverse panel of Authority staff and two external panelists and demonstrated the capacity and experience to complete the project; and,

WHEREAS, the Authority desires to enter into a contract with Johnston Contracting for the services specified in their proposal, at a cost of \$75,000 for pre-construction consultancy services and for a fee not to exceed 14% of the construction budget; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorizes Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to negotiate and execute on behalf of the Authority a GC/CM contract with Johnston Contracting for The Villages at Paragon project.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

O (559) 443-8400
 F (559) 457-4294

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 18, 2019

BOARD MEETING: Sept. 24, 2019

AGENDA ITEM: 5e

AUTHOR: Quincy Boren

SUBJECT: The Villages at Paragon Development – Architectural Services
 Contract

Executive Summary

The Villages at Paragon housing development project received an award of Low Income Housing Tax Credits (LIHTC's) on June 12th, 2019. Staff also received an award of No Place Like Home (NPLH) housing funds on June 14th, 2019. These funds will be used to develop much needed housing for homeless individuals.

At the January 22, 2019 Board meeting, the Boards authorized entering into a Memorandum of Understanding with the County of Fresno's Department of Behavioral Health (DBH), to collaborate on the development of permanent supportive housing for Fresno County residents, allocating \$2,183,000 in non-competitive NPLH funds, as well as \$6,168,706 in Special Needs Housing Programs (SNHP) funds to the Fresno Housing Authority (FH). The County of Fresno's Department of Behavioral Health (DBH) served as the lead applicant and service provider, and FH's role is the development sponsor and project owner/borrower. Plaza Terrace received an official award notice for \$3,616,466 in NPLH funds on June 14, 2019.

The project consists of one existing 30 unit property located 4041 Plaza Drive West, Fresno CA 93702 (APN: 454-295-09T) on approximately 0.68 acres. The site is zoned RS-5 Medium Density Residential. Staff has a rehabilitation plan that will allow for the complete redevelopment of the site, along with the addition of community and open space.

As the result of an Agency Request for Qualifications (RFQ) (Q16001) on March 6th, 2017, Anne Phillips Architecture was one of the selected successful proposers as part of a general architectural services vendor pool. Anne Phillips Architecture was brought on board to complete preliminary architectural drawings for the submission of a site plan review to the City of Fresno for The Villages at Paragon housing development.

The purpose of this memo is to recommend an expansion of the Anne Phillips Architecture contract for the development of detailed construction drawings and the administration of the construction phase for The Villages as Paragon housing development. The proposed contract totals approximately \$415,000.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority approve the proposed contract totaling approximately \$415,000 with Anne Phillips Architecture, to perform architectural services for The Villages at Paragon housing development and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute all agreements and ancillary document in connection therewith.

Fiscal Impact

Staff is seeking approval for an architectural contract of approximately \$415,000. The work will ultimately be paid for out of the project development budget with the sources of funding generated for this project. Until the construction finance closes, the design contract work will be funded with the approved pre-development budget.

Background Information

The Villages at Paragon apartment complex is located near the corner of Belmont and Cedar Ave (APN: 454-295-09T). The site is 0.68 acres and currently has 30 existing units that were previously operated as reunification housing for mothers and families (the El Puente program). Outreach has been conducted to nearby residents, commercial tenants, schools and others to inform them and seek input about the project. Outreach was conducted by both Fresno Housing and DBH. The renovated site will have community space and a manager's office in one of the residential buildings. There will be full renovation of kitchens, bathrooms, appliances, new flooring, HVAC systems, roofing and exterior repair. DBH will provide services onsite to residents at no charge. The site will focus on housing tenants at risk or with instances of homelessness with no or low incomes.

Past Board Actions:

- June 25, 2019: approved the allocation of up to twenty-seven (27) project-based vouchers
- June 25, 2019: authorized the acceptance of Low-Income Housing Tax Credit (LIHTC) award
- February 26, 2019: authorized the submission of a 9% LIHTC application and other funding applications
- January 22, 2019: approved the submission of an application to the No Place Like Home program

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

**RESOLUTION APPROVING AWARD OF ARCHITECTURAL CONTRACT TO ANNE
PHILLIPS ARCHITECTURE FOR THE VILLAGES AT PARAGON, A 28 UNIT
DEVELOPMENT IN FRESNO, CA**

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

WHEREAS, FH is obligated to provide housing opportunities for low and moderate income households within a variety of neighborhoods; and,

WHEREAS, FH has secured an award of funding from the State Housing and Community Development Department (HCD) No Place Like Home Program (NPLH) for the rehabilitation of The Villages at Paragon permanent supportive housing community that will serve households with incomes between 20-60% of the Area Median Income; and,

WHEREAS, an award of Low Income Housing Tax Credits (LIHTCs) was allocated to The Villages at Paragon from the California Tax Credit Allocation Committee in June 2019; and,

WHEREAS, FH is the developer of The Villages at Paragon, a permanent supportive housing development located at 4041 Plaza Drive West, Fresno, CA 93702 (APN 454-295-09T); and,

WHEREAS, FH desires to enter into an Architectural contract with Anne Phillips Architecture for architectural services at said project for a total of approximately \$415,000 for construction permit drawings and construction administration during the rehabilitation; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director or their designee to negotiate the terms of the aforementioned contract and supporting documents with Anne Phillips Architecture for architectural services at The Villages at Paragon development in Fresno, CA.

PASSED AND ADOPTED THIS 24th DAY OF September 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

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

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

www.fresnohousing.org

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

DATE: September 17, 2019

BOARD MEETING: Date

AGENDA ITEM: Number

AUTHOR: Angie Nguyen

SUBJECT: Approval of Application Submission to the U.S. Department of Housing and Urban Development for 2019 Continuum of Care Funding

Executive Summary

Fresno Housing intends to submit nine (9) renewal applications for a total of \$2,547,823 to the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) for the continued operation of homeless assistance programs.

Renewal applications to be submitted to HUD comprise the following programs: two (2) legacy Shelter Plus Care programs; three (3) Renaissance programs; one (1) rapid rehousing program for families; one (1) rapid rehousing for individuals/families; two (2) Homeless Management Information System grants; and one (1) CoC Planning Cost. These applications were submitted to the local review panel on August 12, 2019. This local review panel met on August 19-20, 2019, with final results announced on September 5, 2019.

HUD requires the Board of Commissioners approve submission of all CoC applications. The final applications, along with the community Consolidated Application is due to HUD on September 30, 2019.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno and the Board of Commissioners of the Housing Authority of the County of Fresno adopt the attached resolutions authorizing: (a) submission of application to the U.S. Department of Housing and Urban Development for Continuum of Care program funding; (b) execution, by the Executive Director, or his designee, of any resulting contract(s), and associated amendments; (c) to hire related personnel to administer the program(s) in accordance with the funding requirements.

Fiscal Impact

CoC regulations require a 25% cash or in-kind match for funding awarded. Although FH has submitted funding proposals; adjustments may be made

through either the local review or HUD final award. Please see the attached chart for anticipated 2019 funding amounts and match requirements.

Background Information

Across the country communities establish Continuums of Care to provide a coordinated response system to persons experiencing homelessness. These organizations are comprised of various stakeholders engaged in homeless services. The Fresno Madera Continuum of Care (FMCoC) has thirty (30) organizations including domestic violence, substance abuse, county mental health, county social services and nonprofit organizations.

Annually HUD conducts a national competition for CoC funding which lasts approximately ten weeks. Resultant rewards are largely based on the strength of the community Consolidated Application which is completed by the Collaborative Applicant - Fresno Housing acts as the Collaborative Applicant for the FMCoC. In this application, the Collaborant Applicant details the community coordinated response to homelessness with strategies as alignment of resources across both CoC and non-CoC funding, the use of streamlined processes to provide appropriate housing services, known as Coordinated Entry and use of data analysis to gauge community progress towards reduction of homelessness. In recent years, Fresno has consistently scored in the top 20% of the country.

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF 2019 U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD) CONTINUUM OF CARE (CoC) PROGRAM
FUNDING**

WHEREAS, the Housing Authority City of Fresno intends to submit grants for funding under the U.S. Department of Housing and Urban Development Continuum of Care Program; and,

WHEREAS, said program is intended to provide housing for individuals and families experiencing homelessness residing in Fresno County; and,

WHEREAS, grant funding for varying renewal projects in the amount of \$2,547,823 and will collectively encompass the period of February 1, 2020 – December 31, 2021; and,

WHEREAS, the Housing Authority of the City of Fresno (Agency), as the Collaborative Applicant appointed by the Fresno Madera Continuum of Care, will act as the lead agency to ensure a coordinated response to homelessness; and,

WHEREAS, the CEO/Executive Director, Preston Prince and/or his designee(s), on behalf of the Agency, is the representative for the advocacy of homeless solutions and related services; and,

WHEREAS, the Agency remains committed to its role to contribute to its efforts and resources towards evidence-based best practices to end homelessness, including but not limited to Housing First,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorize the Executive Director or his designee to proceed with negotiation and execute all ancillary documents in connection therewith for grant submission and agreement with the U.S. Department of Housing and Urban Development pursuant to a Continuum of Care grant.

PASSED AND ADOPTED THIS 24th DAY OF September, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE COUNTY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF 2019 U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD) CONTINUUM OF CARE (CoC) PROGRAM
FUNDING**

WHEREAS, the Housing Authority City of Fresno intends to submit grants for funding under the U.S. Department of Housing and Urban Development Continuum of Care Program; and,

WHEREAS, said program is intended to provide housing for individuals and families experiencing homelessness residing in Fresno County; and,

WHEREAS, grant funding for varying renewal projects in the amount of \$2,547,823 and will collectively encompass the period of February 1, 2020 – December 31, 2021; and,

WHEREAS, the Housing Authority of the City of Fresno (Agency), as the Collaborative Applicant appointed by the Fresno Madera Continuum of Care, will act as the lead agency to ensure a coordinated response to homelessness; and,

WHEREAS, the CEO/Executive Director, Preston Prince and/or his designee(s), on behalf of the Agency, is the representative for the advocacy of homeless solutions and related services; and,

WHEREAS, the Agency remains committed to its role to contribute to its efforts and resources towards evidence-based best practices to end homelessness, including but not limited to Housing First,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno, hereby authorize the Executive Director or his designee to proceed with negotiation and execute all ancillary documents in connection therewith for grant submission and agreement with the U.S. Department of Housing and Urban Development pursuant to a Continuum of Care grant.

PASSED AND ADOPTED THIS 24th DAY OF September, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

Fresno Housing CoC Funding

| Project Name | Target Population | 2018 Application | Match | Source |
|--------------------------------------|--|---------------------|-------------------|--|
| Renaissance at Alta Monte | 29 units; Permanent Supportive Housing; Chronic Homeless; Severe Mental Health Issue | \$ 44,130 | \$ 11,033 | Fresno Housing Supportive Services/Admin |
| Permanent Supportive Housing Trinity | 20 units; Permanent Supportive Housing; Chronic Homeless; Severe Mental Health Issue | \$ 64,783 | \$ 16,196 | Dept of Behaviorial Health Supportive Services |
| Renaissance at Santa Clara | 20 units onsite; 2 offsite; Permanent Supportive Housing; Chronic Homeless | \$ 81,587 | \$ 11,490 | Fresno Housing Supportive Services/Admin |
| Rapid Rehousing Project | 14 families with children; Rapid Rehousing | \$ 233,801 | \$ 58,540 | Fresno Housing Supportive Services/Admin |
| Shelter Plus Care 4 | 41 units; Chronic Homeless w/disability | \$ 366,547 | \$ 93,637 | Dept of Behaviorial Health Supportive Services |
| Shelter Plus Care 1 | 117 units; Chronic Homeless w/disability | \$ 934,110 | \$ 233,528 | Dept of Behavioral Health/VA Supportive Services |
| A Rapid Way Home | 12 units; individuals; Raprid Rehousing | \$ 186,802 | \$ 44,469 | City of Fresno HOME TBRA grant |
| <i>Housing Programs</i> | | \$ 1,911,760 | | |
| HMIS | CoC Infrastructure | \$ 245,770 | \$ 34,425 | Dept of Social Services CalWORKs grant; FMCoC agencies shared cost |
| HMIS Expansion | CoC Infrastructure | \$ 76,500 | \$ 19,125 | City ESG HMIS; FMCoC agencies shared cost |
| CA-514 CoC Planning Application * | CoC Infrastructure | \$ 313,793 | \$ 68,430 | FMCoC Executive Committee, FH staff |
| <i>CoC Infrastructure</i> | | \$ 636,063 | | |
| GRAND TOTAL | | \$ 2,547,823 | \$ 590,873 | |

* Derived by a HUD formula

BOARD MEMO

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

1331 Fulton Mall
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 18, 2019
BOARD MEETING: Sept 24, 2019
AGENDA ITEM: 6a
AUTHOR: Angie Nguyen

SUBJECT: United Farm Workers Foundation

Executive Summary

Linda Duran, Outreach Assistant at United Farm Workers Foundation (UFW Foundation), will present information regarding immigration services provided to Fresno County residents. UFW Foundation's mission includes providing individuals and families with resources to receive immigration legal advice, such as navigating the citizenship and Deferred Action for Childhood Arrivals (DACA) renewal processes. Additional information will be provided at the Boards of Commissioners meeting.

Recommendation

No action is necessary. This item is informational only.

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

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 18, 2019

BOARD MEETING: Sept. 24, 2019

AGENDA ITEM: 6b

AUTHOR: Emily De La Guerra

SUBJECT: Update on the 2020 Federal Budget and Agency Budget Timeline

Executive Summary

The purpose of this memo is to inform the Boards of Commissioners that staff will be presenting information regarding the 2020 Federal budget as well as the Agency's 2020 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 Authority

FROM: Preston Prince



CEO/Executive Director

DATE: September 18, 2019

BOARD MEETING: September 24, 2019

AGENDA ITEM: 6c

AUTHOR: Michael Duarte

SUBJECT: Real Estate Development Update

Executive Summary

Staff will present an overview of current real estate activities.

Recommendation

None at this time. Informational only.

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall
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 18, 2019

BOARD MEETING: September 24, 2019

AGENDA ITEM: 8a

AUTHOR: Hilda Reeves

SUBJECT: Consideration to Approve the Submission of the 2020 Five-Year Plan and Agency Plans

Executive Summary

The purpose of this memo is to request the Boards of Commissioners' approval to submit the 2020 Agency Plans which include the Five-Year Plan, Annual Plan, Administrative Plan, and the Admissions & Continued Occupancy Plan for the Housing Authority of the City of Fresno and the Housing Authority of Fresno County to the U.S. Department of Housing and Urban Development (HUD). These documents must be approved by the Boards of Commissioners and submitted to HUD at least 75 days before the end of the Agency's fiscal year, which is no later than October 17, 2019.

As reported to the Boards of Commissions in July and August, staff has been working internally along with the Resident Advisory Board (RAB) committee to incorporate feedback into the 2020 Agency Plans.

45-Day Comment Period

The 45-day public comment period began on July 26, 2019 and ended on September 8, 2019. During the public comment period the four (4) draft versions of the Plans were made available electronically via the Fresno Housing (FH) website for review. The public comment period was announced via the Fresno Bee and the FH website. The notice instructed the public on how to access, review, and comment on the proposed changes to the Plans. Comments were accepted 24 hours, 7 days a week via the dedicated email account. Comments were also accepted by phone or in person during FH business hours. Hard copies of all four (4) draft Plans were also made available for viewing at the six (6) locations listed below:

- Main Office – 1331 Fulton Street, Fresno, CA
- Fairview Heights Terrace – 2195 S. Maud, Fresno, CA
- Sequoia Courts Terrace – 515 S. Modoc, Fresno, CA
- Wedgewood Commons – 2415 5th Street, Sanger, CA
- Firebaugh (Housing Authority Office) 1625 Allardt Drive, Firebaugh, CA
- Parkside Apartments – 36200 North Giffen Avenue, Huron, CA

Staff from the Assisted Housing Division (AHD) and Housing Management Division (HMD) programs held RAB meetings with the applicable program participants during the Agency Plan process. Both departments also collaborated in “office hours” held throughout Fresno County. As mentioned in the July and August Board meetings, the office hours were set to give residents an opportunity to speak to staff, ask questions, and provide general information about the Agency Plans. These efforts increased interest and participation in the RAB committee. The RAB members were given the opportunity to establish the meeting times and were reminded of the meetings via mail, email and/or by phone. The general public was advised of the office hours and RAB meetings via the FH website, social media and via email blasts to residents and participants. The RAB minutes and comments are attached to this memo as Attachment E1-E2.

Staff received seventeen (17) comments, one (1) from the public, seven (7) from Fresno Housing Authority (FH) staff/consultant and nine (9) from residents. There were nine (9) comments that resulted in proposed changes to the current draft plans. There were seven (7) proposed changes to the Admin Plan, two (2) proposed changes to the ACOP and two (2) proposed changes to the City and County Annual Plans. These changes are notes in **Orange** on the Summary of Proposed Changes and are in the documents listed below. The comments and responses are attached to this memo as Attachment E3. Below are the documents that will be submitted to HUD for review.

Documents Attached

Please follow the link to view attachments A1-D4: <http://fresnohousing.org/2020agencydrafts/>

- Attachment A1 – 2020 Five Year Plan – Housing Authority of the City of Fresno (draft)
- Attachment A2 – 2020 Five Year Plan – Housing Authority of Fresno County (draft)
- Attachment B1 – 2020 Annual Plan – Housing Authority of the City of Fresno (draft)
- Attachment B2 – 2020 Annual Plan – Housing Authority of Fresno County (draft)
- Attachment C1 – Summary of 2020 Proposed Changes HCV Administrative Plan (draft)
- Attachment C3 – 2020 Administrative Plan - Housing Authority of the City of Fresno (draft)
- Attachment C4 – 2020 Administrative Plan - Housing Authority of Fresno County (draft)
- Attachment D1 – Summary of 2020 Proposed Changes to ACOP (draft)
- Attachment D3 – 2020 ACOP - Housing Authority of the City of Fresno (draft)
- Attachment D4 – 2020 ACOP - Housing Authority of Fresno County (draft)
- Attachment E1 – RAB Meeting Summary – LIPH
- Attachment E2 – RAB Meeting Summary – HCV
- Attachment E3 – Public Comments

Any further comments received from the public and the Resident Advisory Boards will be presented to the Commissioners at the Public Hearing to be held concurrently with the regular September Board meeting in the Central Office Boardroom on September 24, 2019. At that time, the Boards of Commissioners will be asked to adopt the 2020 Agency Plans (Five-Year Plan, Annual Plan, Administrative Plan and Admissions and Continued Occupancy Policy) for submission to HUD no later than October 17, 2019.

Recommendation

It is recommended that the Boards of Commissioners approve the attached resolutions and authorize the CEO/Executive Director, Preston Prince, and/or his designee, to submit the 2020 Agency Plans:

Five-Year Plan, Annual Plan, Administrative Plan, and Admissions & Continued Occupancy Policy on behalf of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County by the deadline of October 17, 2019.

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the ACOP informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for determining eligibility for admission and continued occupancy in public and affordable housing programs; and

WHEREAS, HUD requires each PHA to submit an ACOP for all low-income public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2020 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 ADMINISTRATIVE PLAN
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the Administrative Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for the administration of the Housing Choice Voucher program (HCV); and

WHEREAS, HUD requires each PHA to submit an Administrative Plan that clearly outlines the policies that govern the PHA's administration of rental assistance programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2020 Administrative Plan and authorize the CEO/Executive Director, and/or designee, to submit the Administrative Plan to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 ANNUAL PLAN TO THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Annual Plan; and,

WHEREAS, the PHA Annual Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and

WHEREAS, HUD requires each PHA to submit an Annual Plan for tenant-based assistance and public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2020 Public Housing Agency Annual Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 FIVE YEAR PLAN TO THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Five Year Plan; and,

WHEREAS, the PHA Five Year Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and

WHEREAS, HUD requires each PHA to submit a Five Year Plan for tenant-based assistance and public housing programs, once every five years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2020 Public Housing Agency Five Year Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the ACOP informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for determining eligibility for admission and continued occupancy in public and affordable housing programs; and

WHEREAS, HUD requires each PHA to submit an ACOP for all low-income public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2020 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 ADMINISTRATIVE PLAN
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the Administrative Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for the administration of the Housing Choice Voucher program (HCV); and

WHEREAS, HUD requires each PHA to submit an Administrative Plan that clearly outlines the policies that govern the PHA's administration of rental assistance programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2020 Administrative Plan and authorize the CEO/Executive Director, and/or designee, to submit the Administrative Plan to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 ANNUAL PLAN TO THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Annual Plan; and,

WHEREAS, the Annual Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and

WHEREAS, HUD requires each PHA to submit an Annual Plan for all tenant-based assistance and public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2020 Public Housing Agency Annual Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING SUBMISSION OF THE 2020 FIVE YEAR PLAN TO THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Five Year Plan; and,

WHEREAS, the Five Year Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and

WHEREAS, HUD requires each PHA to submit a Five Year Plan for all tenant-based assistance and public housing programs, once every five years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2020 Public Housing Agency Five Year Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 17, 2019.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

Proposed Summary of Changes
2020 Housing Choice Voucher (HCV) Administrative Plan
Effective January 1, 2020

Below is a summary of changes incorporated into the 2019 HCV Administrative Plan. The changes in **Green** text represent HUD regulation and/or regulatory changes mandated per the Housing Opportunities Through Moderation Act of 2016 (HOTMA)¹. Changes highlighted in **Yellow** represent significant proposed changes. Significant changes are those that impact the eligibility and admissions policies as delineated by HUD. Changes in **Blue** represent additional changes suggested by staff. Changes in **Orange** represent additional changes received during the comment period. Staff recommendations (blue) are discretionary at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners.

Please Note: For the year 2020, staff are not proposing any significant changes (yellow). This may change during Public Comment.

Chapter 1: Statement of Policies and Objectives

1. **Section 1.3** – Added the 3 VASH vouchers awarded by HUD in 2018 to the HCV City Administrative Plan.
2. **Section 1.12** – Document Reproduction Policy: Removed policy to align with HMD resulting in no fees for document reproduction.
3. **Section 1.14.2** – Correcting the reference to “mental retardation” to the new legal reference of “intellectual disability.”
4. **Section 1.14.5** – Requesting a Reasonable Accommodation: Added language allowing for Senior Manager review in the event an appeal is requested.

Chapter 2: Applications and Interest List

5. **Section 2.6** – The policy is being updated to clarify what information is gathered for the head of household, co-head/spouse on the online pre-application.

¹Law signed in 2016 that provides updates and improvements to statutes that authorize and prescribe requirements for multiple HUD programs.

Chapter 3: Selection from the Interest List for Admission

6. **Section 3.3** – Method of Selection: Clarified language on how preference are applied to the random draw and placed on the waiting list.

Chapter 4: Eligibility for Admission

7. **Section 4.4** – Definitions Related to Family Composition: Added language prohibiting applications or vouchers to be issued to individuals not listed on the pre-application when the original HOH is no longer interested in receiving assistance.
8. **Section 4.4.4** - Live-In Aide: Added language consistent with 24 CFR 5.403 stating that the owner of a unit may never be a live-in aide.
9. **Section 4.7** – Applicant Family Breakups – Aligned the title of this section with 24 CFR 982.315 and added language from CFR part 5, subpart L that VAWA victims retain assistance in the event of a family break-up.
10. **Section 4.12** – Local Preferences, Displacement Referrals – Added additional language when displacement referrals is received from a unit of government to coordinate referral with the Agency.

Chapter 5: Subsidy Standards

11. **Section 5.2** – Subsidy/Voucher Size: Updated the language clarifying FH will expend HAP within its eligible Budget Authority.

Chapter 6: Income and Rent Determinations

12. **Section 6.2.2** – Annual Income Exclusions: Added Achieving a Better Life Experience (ABLE) account language consistent with the ABLE Act of 2014.

Chapter 7: Verification Procedures

13. **Section 7.3.1, 7.3.2, and 7.4.1** – Hierarchy of Verification: Added HUD's mandatory Income Validation Tool Language.
14. **Section 7.5.2** – Updated the time frame for which applicants must submit a current benefit letter from the Social Security Administration for purposes of verifying Supplemental Security Income (SSI).
15. **Section 7.9.8** – Verification of Social Security Numbers: Added HUD's mandatory language regarding acceptance of Social Security documents.

Chapter 8: Voucher Issuance and Briefings

16. **Section 8.6** - Applicant Family Breakups – Aligned the title of this section with 24 CFR 982.315 and added language from CFR part 5, subpart L that VAWA victims retain assistance in the event of a family break-up.

Chapter 10: Housing Quality Standards and Inspections

17. **Section 10.4.1** – Changed policy so that emergency deficiencies not corrected with 24 hours would result in a HAP abatement but the contract would not be cancelled, unless the deficiencies were not corrected within 5 days from the reinspection date, in which case the contract would cancel.

Chapter 12: Reexaminations

18. **Section 12.7** - A decrease in family income more than \$200 per month will take effect on the 1st day of the following month when processing an annual reexamination within 120 days of the due date.
19. **Section 12.10.1, 12.11.1, and 12.11.2** – Changed reporting requirements so that income increases will only need to be reported by the family at the next scheduled annual reexamination, unless requested by the family.

Chapter 13: Allowable Moves and Portability

20. **Section 13.7.2** – Exceptions to the non-resident restriction: Added an exception to the Non-Resident restriction exception for moving due to Natural Disaster as specified in chapter 3.4.1.

Chapter 14: Contract Terminations

21. **Section 14.4.3** – Updating the language to include “other” good cause as not a valid reason when an owner seeks to terminate the lease when in foreclosure status in accordance with the Foreclosure Act of 2009.

Chapter 17: Continuum of Care

22. **Section 17.18** – Updating the policy to align with changes made in the prior year, allowing families 30 days to report changes in household composition and/or income.

Chapter 22: Project Based Vouchers (PBV)

23. [Section 22.21](#) – Updating the policy to clarify that PBV applicants receive the same briefing materials as a Housing Choice Voucher (HCV) applicant.

DRAFT

Proposed Summary of Changes
2020 Admissions and Continued Occupancy Policy (ACOP)
City and County
Effective January 1, 2020

Below is a summary of changes to be incorporated into the 2020 Admissions and Continued Occupancy Policy (ACOP). The changes in **Green** text represent HUD regulation and/or regulatory changes mandated per HUD's Public and Indian Housing (PIH) Notices or regulatory changes. Changes highlighted in **Yellow** represent significant proposed changes. Significant changes are those that impact the eligibility and admissions policies as delineated by HUD. Changes in **Blue** represent additional changes suggested by staff. Changes in **Orange** represent additional changes received during the comment period. Staff recommendations are discretionary at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners.

Please Note: For the year 2020, staff are not proposing any significant changes (yellow). This may change during Public Comment.

Chapter 1 – Statement of Policies and Objectives

1. **Section 1.8** – Violence Against Women Act (VAWA) – Language required by HUD to clarify when applicants and residents receive notification of their rights under VAWA. This language is consistent throughout other section regarding VAWA.

Chapter 3 - Eligibility and Suitability for Admissions Policies

2. **Section 3.35** – Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking [24 CFR Part 5, Subpart L] - Added "HUD Regulation" and citation language to align with CFR. "Definitions under VAWA" from Section 3.35 to Section 16.5 definitions were repeated, removed to avoid inconsistencies and referenced where to locate in the ACOP.

Chapter 4 – Pre-Application, Management of the Interest List and Resident Selection

3. **Section 4.2** – Interest List Structure – Added "phone" as an added communication method for an applicant.
4. **Section 4.4** – Opening and Closing of the Interest List – Added additional methods of announcing when establishing an interest list.

5. **Section 4.12** – Local Preferences, Displacement Referrals – Added additional language when displacement referrals is received from a unit of government to coordinate referral with the Agency.

Chapter 5 - Occupancy Standards & Unit Offers

6. **Section 5.0** – Determining Unit Size - Updated the Guidelines for maximum persons in household for all bedroom sizes to allow flexibility and to be in line with industry standards.
7. **Section 5.1** – Exceptions to Occupancy Standards – Added clarifying language regarding accessible units, when an applicant who does not need the features accepts an accessible unit.
8. **Section 5.2** – Occupancy Standards Are Applicable to Transfers – Added clarifying language of when a Resident on the transfer list may take priority over an applicant.
9. **Section 5.3** – Plan For Unit Offers – Removed language regarding oldest vacancy due to site based wait lists.
10. **Section 5.4** – Time Limit for Unit Offer Acceptance or Refusal – Added clarifying language to clarify which list an applicant may reapply to.
11. **Section 5.5** – Offer of Accessible Units [CFR 960.206 (b)(2)(c)] – Updated language to clarify and to align with Section 5.2.
12. **Section 5.6** – Applicants Unable To Take Occupancy – Removed language under “good cause” reason as would not be a reason to hold up a move in.

Chapter 6 – Income And Rent Determinations [24 CFR Part 5, Subparts E and F; 24 CFR 960, Subpart C]

13. **Section 6.9** – Periodic Payments – Added additional required language per PIH Notice 2018-24.
14. **Section 6.13** – Additional Exclusions From Annual Income - Annual Income Exclusions: Added Achieving a Better Life Experience (ABLE) account language consistent with the ABLE Act of 2014.

Chapter 7 – Verification

15. **Section 7.1** – Items To Be Verified [24 CFR 982.516] – Added clarifying language regarding what items will not need to be verified at annual eligibility.
16. **Section 7.2** - Use of HUD’s Enterprise Income Verification (EIV) System - Added HUD’s mandatory Income Validation Tool Language.
17. **Section 7.3** – HUD’s Verification Hierarchy [Notice PIH 2018-18] - Added HUD’s mandatory Income Validation Tool Language.
18. **Section 7.5** – Verification of Income – Added clarifying language regarding acceptable methods of verifications.
19. **Section 7.11** – Family Relationships – Verification of Citizenship/Eligibility Immigrant Status [24 CFR 5.508] – Added language for Program Alignment.
20. **Section 7.14** - Local Preferences – Clarified language about the Residency Preference. Added examples of acceptable forms of verification for Veteran’s Preference.

Chapter 8 – Leasing and Inspections

21. **Section 8.2** – Execution of Lease [24 CFR 966.4(A)(3)] – Clarified language of when an new Resident Lease Agreement would be executed as the terms of the lease remain the same and amended to reflect the new family member (s).

Chapter 9 – Standards for Continued Occupancy & Reexaminations

22. **Section 9.17** – Reporting Interim Changes – Removed language regarding reporting requirements for increase in income.
23. **Section 9.22** - Timely Reporting changes in Income and Assets – Removed language regarding reporting requirements for increase in income or assets.

Chapter 10 – Pets

24. **Section 10.0** – Overview – Added language regarding a Service Animal consistent with regulations.

Chapter 14 – Grievance Procedures

25. **Section 14.2** – Hearing And Appeal Provisions For Non-Citizens [24 CFR 5.514] – Added language to be consistent with regulation.
26. **Section 14.5** – Applicability [24 CFR 966.51] – Added language to be consistent

with regulation.

27. [Section 14.7](#) – Procedures to Obtain A Formal Hearing – Added CFR citation.

28. [Section 14.10](#) – General Procedures – Added CFR citation.

Chapter 16 – Program Administration

29. [Section 16.10](#) – Repayment Agreements at Conclusion of Tenancy or Resolution of Eviction Proceedings – Added required language consistent with regulation.

30. [Section 16.25](#) – Definitions [24 CFR 5.2003., FR Notice 11/16/16] – Added definitions per regulation. Moved from Section 3.35.

Chapter 17 – Mixed Finance Developments [24 CFR Part 940 Subpart F]

31. [Section 17.5](#) – Rents – Added language to align with Section 42 Tax Credit Regulations.

Housing Management Division (HMD)

Resident Advisory Board (RAB) Meeting Minutes

Date: Thursday, August 8, 2019 @ 4:30 PM

Location: 1331 Fulton Street, Fresno, California

The meeting was called to order by Blanca Navarro at 4:37 PM, and members present are as follows:

PRESENT: M. C. Resident
J. E., Resident
A. V., Resident
A. E., Resident
M. G., Resident
M. L., Resident
Michael Duarte, Director Planning and Community Development
Hilda Reeves, Assistant Director, Property Management
Kerissa Teel, District Manager
Tracy Navarro, District Manager
Blanca Navarro, Quality Assurance Analyst

1. FRESNO HOUSING STAFF INTRODUCTIONS

Blanca Navarro welcomed all who attended the meeting. The meeting started with Fresno Housing (FH) staff and RAB member introductions. A quick summary of the site visit meetings was provided along with a brief explanation of the function and purpose of the Resident Advisory Board. Binders including the 5 Year Plan, Annual Plan and ACOP were provided to each RAB member along with a comment form. It was emphasized how valuable their feedback is to the process. The meeting was conducted in English with Spanish translation.

2. GUIDED TOPICS

Presentation Overview:

Hilda Reeves presented a brief explanation of what significant changes, staff recommendations, and Housing and Urban Development (HUD) regulatory changes. The presentation also went through a timeline including important dates in the annual policy review process. Attendees were given an opportunity to ask questions after each section was explained.

Significant Changes:

No Significant Changes this year.

Staff Recommendations:

No comments received.

HUD Regulatory Changes:

No comments received.

Additional Questions:

Q: Why do you close the waitlist?

A: The list may be long for some of the list. This gives an opportunity to go through the applications to house accordingly. With the list being longer, chances are people move and do not update their information so we are not able to house them.

Comment: There should be volunteer programs for youth. Kids are using drugs because they do not have much to do.

Response: Comment acknowledged will need further discuss or review.

Questions asked specific to resident's individual needs, i.e. work orders, complaints, etc. were referred to their site office.

3. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Blanca thanked everyone for attending and advised that the next meeting is expected to be held on August 29, 2019, prior to the closing of the comment period.

4. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 5:30 PM.

Housing Management Division (HMD)

Resident Advisory Board (RAB) Meeting Minutes

Date: Thursday, August 8, 2019 @ 4:30 PM

Location: 1331 Fulton Street, Fresno, California

The meeting was called to order by Blanca Navarro at 4:37 PM, and members present are as follows:

PRESENT: M.C., Resident
J. E., Resident
A. V., Resident
A. E., Resident
M. G., Resident
M. L., Resident
Michael Duarte, Director Planning and Community Development
Hilda Reeves, Assistant Director, Property Management
Kerissa Teel, District Manager
Tracy Navarro, District Manager
Blanca Navarro, Quality Assurance Analyst

1. FRESNO HOUSING STAFF INTRODUCTIONS

Blanca Navarro welcomed all who attended the meeting. The meeting started with Fresno Housing (FH) staff and RAB member introductions. A quick summary of the site visit meetings was provided along with a brief explanation of the function and purpose of the Resident Advisory Board. Binders including the 5 Year Plan, Annual Plan and ACOP were provided to each RAB member along with a comment form. It was emphasized how valuable their feedback is to the process. The meeting was conducted in English with Spanish translation.

2. GUIDED TOPICS

Presentation Overview:

Hilda Reeves presented a brief explanation of what significant changes, staff recommendations, and Housing and Urban Development (HUD) regulatory changes. The presentation also went through a timeline including important dates in the annual policy review process. Attendees were given an opportunity to ask questions after each section was explained.

Significant Changes:

No Significant Changes this year.

Staff Recommendations:

No comments received.

HUD Regulatory Changes:

No comments received.

Additional Questions:

Q: Why do you close the waitlist?

A: The list may be long for some of the interest/waitlist. This gives an opportunity to go through the applications to house accordingly. With the list being longer, chances are people move and do not update their information so we are not able to house them.

Comment: There should be volunteer programs for youth. Kids are using drugs because they do not have much to do.

Response: Comment acknowledged will need further discuss or review.

Questions asked specific to resident's individual needs, i.e. work orders, complaints, etc. were referred to their site office.

3. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Blanca thanked everyone for attending and advised that the next meeting is expected to be held on August 29, 2019, prior to the closing of the comment period.

4. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 5:30 PM.

Housing Management Division (HMD)

Resident Advisory Board (RAB) Meeting Minutes

Date: Thursday, August 29, 2019 @ 4:30 PM

Location: 1331 Fulton Street, Fresno, California

The meeting was called to order by Blanca Navarro at 4:38 PM. Members present were as follows:

PRESENT: M.V., Resident
 L.A., Resident
 G. B., Resident
 M.C., Resident
 A.E., Resident
 J. E., Resident
 M. G., Resident
 J. H., Resident
 M. L., Resident
 A.V., Resident
 J.W., Resident
 R.Y., Resident
 Lorena Betancourt, District Manager
 Tracy Navarro, District Manager
 Blanca Navarro, Quality Assurance Analyst, HMD
 Adam Smith, Quality Assurance Analyst, HCV
 Aurora Ibarra, Sr. Manager, HCV
 Hilda Reeves, Assistant Director, Property Management

INTRODUCTIONS

Blanca Navarro welcomed everyone in attendance. The meeting started with Fresno Housing (FH) staff and RAB member introductions. There were a couple of new RAB members in attendance. The meeting was conducted in English with Lorena Betancourt translating in Spanish for RAB members who requested translation.

1. AGENCY PLANS

Presentation Overview:

Blanca Navarro presented a recap of the process along with where we are on the timeline. The last day to receive Public Comments is September 8, 2019. That will be followed by a Public Hearing on September 24, 2019 at 5:00 PM and Board Approval.

Once approved the Plans will be submitted to HUD on October 10, 2019 and the changes will take effect on January 1, 2020.

2. Updates to Comments received

Hilda Reeves explained that we have reviewed the comments received up to date and most of them were not specific to the currently proposed policy changes, but are good information for us to review and discuss further with our Property Operations and Maintenance team. The comments received were mostly related to lease enforcement and operational procedures. Hilda explained that although the feedback and comments received were unrelated to the policy changes, we understood that they are important to our residents and that we would be sure to address them. Follow up meetings will be scheduled to review any items not addressed as part of the Agency Plan review. It was emphasized how valuable their feedback has been to the process.

3. ADMISSIONS AND OCCUPANCY POLICY (ACOP)

Hilda explained that the ACOP is a very large document and can be overwhelming. She understood that they may not have had an opportunity to review it in its entirety. She reminded them that during the first RAB meeting we provided and reviewed the summary of changes proposed by staff for the upcoming year. She explained that the ACOP covers so much more, such as the process of how to apply for housing, rent determination, continued eligibility, and terminations. She reminded the members that the ACOP is available electronically or as a hard copy. Each RAB member was provided with a copy of the Table of Contents of the ACOP to review in the meeting and were asked to let us know what areas they were interested in discussing further. The ACOP was displayed on the screen. With each question, the corresponding policy was displayed and read through with the group. During the review process there were several questions regarding the Pet Policy. Specific questions are covered in Section 5 of these minutes. The RAB members were also interested in the reasons that someone can be denied housing for. We displayed Sections 3.24, Section 3.25, and Section 9.10. It was explained that HUD has mandatory guidelines for denials that we must follow; such as being a registered lifetime sex offender or manufacturing methamphetamines in public housing. There are other reasons that HUD says that someone can be denied for which we also reviewed in the above Sections.

4. QUESTIONS AND ANSWERS

Q. A. E. (resident) asked about the reporting period for household and income changes and how it would affect his rent, Section 17.18.

A. The section Mr. E. was referring to was a proposed change for the Administrative Plan for the Housing Choice Voucher program not the ACOP. Blanca and Hilda explained that for Public Housing the change was made to the 2019 Policy and was already in effect. Before the 2019 changes, the time allowed to report a change was ten (10) days. The new Policy changed that to thirty (30) days. This allows more time if someone has a change, such as has a baby or has a change in income. It was explained that in addition we also changed when we would increase the rent if the income increased. The policy allows Fresno Housing Authority to capture the increase in income at the next annual certification rather than increasing the rent the following month.

Q. G. B. (resident) asked about On-Site Managers at his complex, his concern was the site person is not there every day.

A. Hilda explained she will look into the matter, however explained that the site person has two (2) properties in Sanger and half of the time would be spent at Blossom Trail and the other half would be at Wedgewood.

Comment: A. E. (resident) asked to review Section 10.5, Refusal to Register Pets. He also commented that where he lives there are big dogs and they have spoken to the Manager about them.

Response: Section 10.5 was displayed and Hilda explained that we have a Pet Policy for all our properties that addresses breed restrictions, weight limit, pet deposit, the number of pets you can have, and rules for taking care of the pet. Everyone signs the Pet Policy and if a pet is approved, then a pet deposit is collected. The policy also explains what rules apply regarding how to care for a pet, such as picking up after the pet, keeping them on a leash, providing proof of shots and maintaining a sign in the window/door letting maintenance staff know there is an animal in the home. She also explained that the law provides for a person with a disability to request an accommodation for a service animal or companion animal. These animals are not considered pets. Service or companion animals cannot be limited by a breed restriction or weight limit and do not have to pay a deposit; however, all other rules apply; how to care for a pet, such as picking up after the pet, keeping them on a leash, providing proof of shots and maintaining a sign in the window/door letting maintenance staff know there is an animal in the home. If the animal creates a problem such as biting or attacking someone, then the action must be addressed. Management can then require that animal be removed because of the action, not because of the weight or breed. There is a process for requesting the service animal or companion animal through a reasonable accommodation request, which is confidential. If you see dogs on the property, you can

call the site office to report it but we may not be able to share our findings with the reporting resident.

Q. R. Y. (resident) asked what Breach of Lease meant in Section 18.2

A. Hilda gave a hypothetical example of a minor lease violation that would constitute a breach of the lease but not be considered a material violation. This type of violation would allow management to issue a lease violation and conference the family. However, if the same behavior continued to be a problem, it could then become a material violation depending on the seriousness and frequency of the action.

Q. A. E. (resident) asked about illegal drug activity and lease terminations, Section 13.5, Terminations by FH-Other Authorized Reasons. What can be done when there is illegal drug activity, someone is selling drugs.

A. Hilda advised that we get calls regarding some of these issues; however, no one puts it in writing or wants to call the police. In order for management to enforce the lease we often times need something that will hold up in court; in other words, we need to be able to prove it. It is a legal matter and there needs to be evidence. The help of our residents and RAB Committee members can be crucial. This will be discussed in the individual follow up meetings that will be held at the individual sites.

Q. Vehicle parking and disabled parking

A. Hilda explained that this is a hot topic. If the property has covered parking then we can assign a parking space to each resident, however if there is no car ports then we would need to mark parking stalls as "resident parking only". Each resident would receive one parking sticker that would allow them to park in a marked stall. Any additional vehicles would have to park in visitor parking or unmarked parking stalls. Handicap stalls are a legal issue. If the parking is a designated handicap, then only a person with the disabled placard or plate can park in that stalls. Likewise, a handicap stall cannot be assigned to a resident as anyone with a handicap placard or plate can legally park there.

Concerns: Lighting issues at Monte Vista

Tracy made a note to have maintenance check the lighting at Monte Vista.

5. **CLOSING AND NEXT PROPOSED RAB MEETING DATE**

Blanca and Hilda thanked everyone for attending and advised that the next meeting will be on September 5, 2019, prior to the closing of the comment period.

6. **ADJOURNMENT**

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 5:30 PM.

Housing Management Division (HMD)

Resident Advisory Board (RAB) Meeting Minutes

Date: Thursday, September 5, 2019 @ 4:30 PM

Location: 1331 Fulton Street, Fresno, California

The meeting was called to order by Blanca Navarro at 4:37 PM, and members present are as follows:

PRESENT: M.H., Resident
M. C., Resident
A. E., Resident
J. E., Resident
M. G., Resident
M. L., Resident
A. V., Resident
J.W., Resident
R.Y., Resident
Eric Payne, Central Valley Urban Institute
Lorena Betancourt, District Manager
Julie Woodard, Property Manager
Blanca Navarro, Quality Assurance Analyst, HMD
Adam Smith, Quality Assurance Analyst, HCV
Aurora Ibarra, Sr. Manager, HCV
Michael Duarte, Director, Planning & Community Development

1. WELCOME

Blanca Navarro started the meeting by thanking the RAB members for their attendance and participation in the Agency Plan process. The meeting was to address any questions or concerns they may have regarding the policies and to collect any comments or suggestions before the comment period ends. The meeting was conducted in English with Lorena Betancourt translating in Spanish for RAB members who requested translation.

2. AGENCY PLANS RECAP

Ms. Navarro reminded the RAB members of the Agency's two (2) main policies, one for the Section 8 program and one for Public Housing, which is the policy we follow for the program they live in. As discussed at the beginning of this process, HUD has rules and

regulations that housing authorities must follow and rules that HUD gives the Agency discretion on. Through these meetings, there have been great discussions on the current policies. As discussed the Summary of Proposed Changes are recommendations to provide clarity or improve processes. If there are any questions or concerns on these, this is the time to make suggestions. RAB members were reminded that the last day to submit public comments is September 8, 2019. There is a Public Hearing on September 24, 2019 at 5:00 PM followed by the request for the Boards to approve the Agency Plans for submission to HUD no later than October 17, 2019. These changes would then become effective on January 1, 2020. The members were encouraged to attend the meeting on September 24, 2019. The members were also advised that there are monthly Board meetings held at our Central Office and that they are welcome to attend. These meetings are held the last Tuesday of each month at 5:00 PM and are open to the public.

3. QUESTIONS AND ANSWERS

Concerns: Eric Payne had concerns regarding the time of the meetings, he suggested they should be after 5:00 PM to give working families an opportunity to attend. Mr. Payne also voiced his concerns regarding providing childcare during these meetings so that more families with these barriers can attend. Fresno Housing should provide translation services in the form of head set equipment for individuals that do not speak English. Mr. Payne asked if the RAB Committee had received the documents for review prior to the meeting (09/05/2019). He mentioned these are preliminary concerns and his agency is preparing formal comments to submit by the public comment period deadline of September 8, 2019. Mr. Payne also addressed concerns regarding a few sections on the Summary of Proposed Changes to the ACOP. His concerns were regarding the following sections:

Section 5.0, Occupancy Standards, the maximum person guidelines were updated to meet industry standards, there were questions about industry standards?

Section 7.5, Verification of Income – what if the family does not have the means to obtain the needed income verification?

Section 7.11, Family Relationships – Verification of Citizenship/Eligibility Immigrant Status, added language for Program alignment.

Mr. Payne added that his agency had concerns about the Resident Lease Agreement, stating that the lease imposed public safety issues for public housing residents and punitive actions against children, guests, and residents. He used the examples of “laughter in the hallways” and residents facing possible evictions due to the actions of their guests. Mr. Payne stated that there is a culture of fear with immigrant housing

and over policing. He encouraged the RAB Committee to ask these questions in regards to these policies.

Response: Ms. Navarro responded to Mr. Payne's question with regard to Section 7.5, Verification of Income, the changes were made for clarification of what documents are acceptable for income verification. Ms. Navarro also explained that HUD requires FH to pull a report from EIV, which is reviewed with the residents regarding income from wages, unemployment, or social security and SSI. This report is used to confirm income and send out verifications. Regarding Section 7.11, Ms. Navarro explained that HUD requires verification of Citizenship/Eligibility Immigrant Status. This language was added to the ACOP to be consistent with the Housing Choice Voucher Program. The procedure itself, did not change. Ms. Navarro advised Mr. Payne that his concerns were noted however, he needed to complete and submit a public comment form.

Comments: Mr. J. E. (resident) advised the committee that he and A.E. have gone around their complex to share the discussions on the proposed changes. They have the comment forms with them for the residents to complete.

Response: This is a great way to get your community involved in the process. Thank you for reaching out to your community.

4. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Ms. Navarro thanked everyone for attending and for everyone's participation and collected comments from the RAB Committee. They were encouraged to attend the Public Hearing and Board Meeting on September 24, 2019 at 5:00 PM at the Central office.

5. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 5:30 PM.

**Minutes of the Meeting
Of the Fresno Housing Authority**

HCV RAB Meeting

Friday, May 24, 2019

2:00p.m.

There was a 1st meeting of HCV RAB of the City and County of Fresno (HACCF) on Friday, May 24, 2019, at the offices of HACCF, located at 1331 Fulton Street, Fresno, California.

1. The meeting was called to order by Aurora Ibarra at 2:07p.m., and members present were as follows:

PRESENT: Aurora Ibarra, Senior Housing Manager
 Brenda Smith, Assistant Manager
 Christine Muro, Assistant Manager
 Adam Smith, Quality Assurance Analyst
 Mary Helen Caggianelli, Assistant Manager
 Annette Lazzareschi, Office Supervisor
 Stephanie Varela, Office Supervisor
 Anna Barajas, Office Assistant II
 Laura G. Cortes, Office Assistant II
 WT, HCV Resident
 VG, HCV resident
 RR, HCV resident
 TJ, HCV resident
 GG, HCV resident
 LC, HCV resident

TOPICS:

2. **WELCOME AND STAFF INTRODUCTIONS**

Aurora Ibarra welcomed all who were in attendance of the meeting. She began the meeting by having each staff member and resident introduce himself or herself along with a brief explanation of how long they have been a RAB member. Staff also did introductions and explained their job functions at the agency.

3. **RESIDENT INTRODUCTIONS**

BT is a resident who has been on our HCV program since 2002 and this is his second year on the RAB committee.

GG was very happy to attend another RAB meeting. Adam Smith congratulated GG on her most recent graduation from Fresno State.

LC became a participant in December 2017 or January 2018.

RR was also happy to attend again.

VG has been on our program since 2010.

TJ expressed his excitement to be on the RAB committee again.

BACKGROUND AND TIMELINE

- A. Aurora gave background on the Agency Plan, Five Year Plan, and the Agency Annual Plan. She defined that the Agency Plan informs HUD and the public of PHA policies, operations, funding, asset management, and program activities in place or planned for meeting local housing needs and goals.

She stated that the Five Year Plan is submitted every 5 years and describes the agency's mission and long-term plan for achieving the mission over the subsequent 5 years. The Annual Plan updates on progress, amendments or significant changes.

- B. Administrative Plan

Aurora explained how the purpose of the Administrative Plan is to clearly outline the policies that govern the Housing Authority's administration of rental assistance programs. The plan includes program requirements established by HUD, as well as discretionary policies established by the Housing Authority. She emphasized how our Admin. Plan is our commitment to our community.

- C. Time line

Aurora reviewed the time line for this year's RAB committee meetings:

March: Internal kickoff review and chapter assignments
 May - Sep: Resident engagement meetings
 June: Update Housing Authority commissioners on proposed changes
 July: Presenting proposed changes to Housing Authority Commissioners
 July (1st 2 weeks): 45-Day Public Comment period began
 Aug: Public Comment period closes
 Sept: Public Hearing/Request Board Adoption
 October 17: – Submit Annual plan to HUD

4. UPDATES TO INTEREST LIST APPLICATION

A reminder was given for the Interest list that opens on June 5th of this year.

Aurora went over the changes to the online application process based on feedback given by the committee the previous year. Aurora went over the application process step-by-step and pointed out updates to the Eligibility section for clarification. She also made note of any new recommended changes that could be helpful for the upcoming opening date. One new recommendation that was given was for the Special needs screen that needed wording to be removed to help explain that the screen is for statistical purposes only and not for preference.

5. DISCUSSION ON HCV POLICIES

Aurora discussed about a new policy that will soon be implemented by HUD is the Achieving a Better Life Experience (ABLE) Account. An ABLE Act. is a tax advantage savings account for individuals with disabilities and their families. The beneficiary of the account is the account owner, and income earned by the accounts will not be taxed. Contributions to the account, which can be made by any person (the account beneficiary, family and friends), must be made using post-taxed dollars and will not be tax deductible for purposes of federal taxes, however some states may allow for state income tax deductions for contribution made to an ABLE account.

For the first time in public policy, the ABLE Act recognizes the extra and significant costs of living with a disability. These include costs, related to raising a child with significant disabilities or a working age adult with disabilities, for accessible housing and transportation, personal assistance services, assistive technology and health care not covered by insurance, Medicaid or Medicare.

6. PROGRAM MARKETING

Several concepts were suggested in regards to marketing strategies for our agency. Aurora stated that there are three larger Housing Authorities that participate in a Rent Reform Pilot Program, and our agency has submit a letter expressing interest in participating in that program as well for our own marketing purposes. Last year Fresno Housing Authority (FHA) participated in a pilot program of our own, the Outreach to Landlords to help educate, inform and entice new owners in participating with Section 8.

One suggestion made by LC was to create a way for Fresno Housing Authority to recover funds for damages caused by tenants to owners that exceed the amount of the tenant's deposits such as a contract that is signed by both owner and tenant as a new incentive. Aurora explained how not all funding we receive is FHA's; therefore our agency is not in a positon to compensate owners in that manner at this time.

VG stated that when she was a participant of Section 8 in another state, that agency required their participants to sign very strict inspection contracts every six to eight months that stipulated as to what was allowed and not allowed in Section 8 units/homes. She felt that a similar contract for Fresno could help hold tenants accountable for damages and aid as an incentive for owners.

Aurora also explained on the possibility of mandatory meetings for participants that are in the move process to help participants with the skill set of responsible unit searching and help maintain good residents. It was also suggested to categorize participants by those who put in better effort by attending the mandatory meetings.

7. QUESTIONS AND ANSWERS

One question asked throughout the meeting by TJ was the difference between Low Income Public Housing (LIPH) and Housing Choice Voucher (HCV) programs. Aurora explained that for LIPH the assistance was attached to the unit assigned to the resident, and for HCV

the assistance is given to the resident to follow the resident wherever they move in the program.

Another question asked by BT was whether having a case manager helps a person's chances of obtaining Section 8? BT was answered by Mary Helen Caggianelli that he previously participated in Fresno Housing's Special Programs before he obtained Section 8, but it did not help his chances of obtaining Section 8 since the draws are done on lottery base selection regardless of whether they belong to one of our other programs or not.

TJ also asked whether an applicant could change information that was already entered during the application process. Christine Muro answered, most likely no. The only information that can be changed or updated is the applicant's contact information such as the address.

8. CLOSING

Aurora and Adam Smith thanked everyone for attending the meeting.

9. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 4:09p.m.

**Minutes of the Meeting
Of the Fresno Housing Authority**

HCV RAB Meeting

Friday, Aug. 16, 2019

2:00p.m.

There was an HCV RAB meeting of the Housing Authority City and County of Fresno (HACCF) on Friday, Aug. 16, 2019, at the offices of HACCF, located at 1331 Fulton Street, Fresno, California.

1. The meeting was called to order by Adam Smith at 2:05p.m., and members present were as follows:

PRESENT: Angie Nguyen, Chief of Staff
 Aurora Ibarra, Senior Housing Manager
 Christine Muro, Manager
 Brenda Smith, Assistant Manager
 Adam Smith, Quality Assurance Analyst
 Blanca Navarro, Quality Assurance Analyst
 Anna Barajas, Office Assistant II
 WT, HCV Resident
 TJ, HCV resident
 CB, LIPH resident
 GB, LIPH resident
 AE, LIPH resident
 JE, LIPH resident

TOPICS:

2. **WELCOME AND STAFF INTRODUCTIONS**

Adam Smith welcomed all who were in attendance at the meeting. The meeting started with an overview of the Annual Plans and HCV Admin Plan timeline. Each staff member introduced themselves, along with the title of their position. An explanation of the purpose for the resident advisory board was provided.

3. **RESIDENT INTRODUCTIONS**

Residents introduced themselves and identified whether they were from the Housing Choice Voucher program or the Low Income Public Housing program.

4. UPDATES TO INTEREST LIST APPLICATION

Christine Muro provided updates made to the interest list application as a result of resident feedback gathered during previous RAB meetings. The following updates were provided:

- a. The “Special Needs” section on the application is for statistical information purposes only. To help avoid confusion that section was placed at the end of the application, and the header was changed to bold letters that read “Informational purposes only”.
- b. Language was reworded to include Yes or No type questions to help applicants understand preference descriptions.
- c. The list of cities in Fresno County’s jurisdiction were posted in the boardroom during the opening of the Interest List.

5. SUMMARY OF PROPOSED 2020 ADMIN PLAN CHANGES

Adam Smith reviewed the following proposed 2020 admin plan changes. Attendees were given an opportunity to ask questions after each item was explained.

- a. Removed previous policy to align with HMD’s policy, resulting in no fees for document reproduction.
- b. Section 2.6 is being updated to clarify what information is gathered for the head of household, co-head/spouse on the online pre-application.
- c. Section 3.3-Method of Selection: Clarified language on how preferences are applied to the random draw and placed on the waiting list.
- d. Section 4.4-Definitions related to family composition: Added language prohibiting applications or vouchers to be issued to individuals not listed on the pre-application when the original head of household is no longer interest in receiving assistance.
- e. Section 4.7 Applicant family break-ups: Language was removed to clarify as to who shall retain assistance in the instance of specific violence’s, assault or stalking in household at the discretion of Fresno Housing Authority.
- f. Section 7.9.8-Verification of social security numbers: HUD’s mandatory language was added regarding acceptance of social security documents.
- g. Section 13.7.2-Exception to the non-resident restriction: Added an exception to the Non-Resident restriction exception for moving due to Natural Disasters as specified in chapter 3.4.1.

6. QUESTIONS AND ANSWERS

Comment: AE gathered information on behalf of the residents at his complex about illegal drug use by underage minors. He proposed the idea of a separate policy for complexes that any children 17 or younger caught doing illegal activity on HUD property will have 3 warnings sent to the parents, with a meeting from the manager and then involvement with a youth program. If the minor continues even after the warnings then a fine would be collected of \$25 for first violation, a \$50 fine for second violation, and \$350 for a third violation. These fines would be incentives for parents to keep the minors from illegal activity.

In response to his comment, the idea could be taken back to the Housing Management team for review. Legally the fines to parents would not be possible to implement due to Fair Housing issues. Counseling from the manager and involvement with youth programs could certainly be a recommendation.

Comment: TJ expressed that several applicants do not apply for Section 8 assistance because they have previous criminal history. They feel that even if Housing Authority approves them for the program, individual managers of complexes perform their own background checks and do not allow the applicants to move in to their complexes.

In response, it was suggested for a possible “Risk Mitigation Fund” as a security reassurance to compensate property owners for damages from different types of reasons or possible scenarios. This fund could entice property owners into taking the assumed risk of renting to these applicants. This fund could also be implemented in the next phase of the property owner outreach. Along with the understanding that Fresno Housing Authority can require documentation from applicants showing proof of improvement from their criminal history.

Comment: Another concern was in regards to rent increases from owners that seem to be at high percentage rates for some locations without the upkeep to the apartment complexes.

The reply to that concern was that Fresno Housing Authority has Market Specialists that perform rent comparables that are based on competitive market rates on assisted units in the area, or they have the option to send an inspector out to view the quality and condition of the complex. Either process is reviewed before an increase is determined and approved. The State has an Affordable Housing Program with Tax Credits, which set rent limits for properties with this type of funding. The program had not seen an increase in the past two (2) years. This year there was an increase of approximately 9%, which went into effect on April 24, 2019. All management companies are required to give tenants a 30-day notice if the increase is less than 10%.

Comment: BT asked how funding was going for Fresno Housing Authority.

BT was assured that Fresno Housing Authority is fully utilizing all of its vouchers allocated to the agency. As a continuing resolution, until Congress has finalized a budget, Fresno Housing Authority will continue to fund all of its participants.

Comment: A second question asked by BT was how does I.C.E. affect Fresno Housing Authority?

In response, BT was informed that our agency is under the “Housing” umbrella of the Department of Housing and Urban Development and not under the Homeland Security, therefore unaffected by I.C.E.

7. CLOSING

Adam Smith thanked everyone for attending and reminded everyone of the next RAB meeting, August 30, 2019 and the offsite meetings that will be held on August 28th, September 3rd, and September 4th.

8. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 3:29p.m.

**Minutes of the Meeting
Of the Fresno Housing Authority**

HCV RAB Meeting

Friday, August 30, 2019

3:00p.m.

There was a 3rd meeting of HCV RAB of the City and County of Fresno (HACCF) on Friday, August 30, 2019, at the offices of HACCF, located at 1331 Fulton Street, Fresno, California.

1. The meeting was called to order by Adam Smith at 3:07p.m., and members present were as follows:

PRESENT: Aurora Ibarra, Senior Housing Manager
Christine Muro, Housing Programs Manager
Brenda Smith, Assistant Manager

Adam Smith, Quality Assurance Analyst
Blanca Navarro, Quality Assurance Analyst
Anna Barajas, Office Assistant II
WT, HCV Resident
TJ, HCV resident

TOPICS:

2. **WELCOME AND INTRODUCTION**

Adam Smith welcomed all who were in attendance of the meeting. He began the meeting by updating the members on the RAB off-site Outreach meetings and their locations in which they are held in the hopes of increasing membership count. Each member in attendance was provided with a draft of the Proposed Summary of Changes, the Table of Contents of the Housing Choice Voucher (HCV) Administrative Plan. A copy of a submitted Comment by Robin Walls was also included.

Q: TJ asked if members were allowed to invite other residents.

A: Adam responded that TJ is welcome to invite other residents, however, to be a RAB member we (Fresno Housing Authority) do like to talk to the residents before attendance and make sure that the RAB committee is something each person would want to do.

Comment: TJ also added that he goes on his resident portal all the time. He feels the portal is easy to access, it is very well put together, not a children's website, looks professional and multi-cultural.

Adam informed members that the agency is also entertaining proposals for the lobby re-design. Aurora Ibarra explained that the agency is in the process of interviewing vendors and how a meeting was held last week with one vendor. Her primary concern is that she would really like to have an environment that is welcoming, that clients feel safe and

employees feel safe. Marrying the two ideas and making the lobby feel welcoming and not restrictive.

Comments: TJ said the client area is way too small, a lot of tension due to not enough seating, the problem of being able to hear other people's conversations with staff in booth areas, maybe adding two bathrooms for each gender.

BT feels the lobby is not kid friendly.

Adam asked both members what they thought about the Check-in system.

Comments: BT stated he did not need it due to only coming for the RAB meetings and checking in with the receptionists.

TJ felt it is beneficial. It makes people feel more important, clients can be sent to the right people.

BT expressed how other businesses are all different from each other but used the example of a kiosk in the center of the lobby where information is entered and clients are called by a number, similar to DMV. Everyone else, business wise makes clients take a number but not Housing Authority.

Aurora informed the members that our agency is also looking into a phone app that will tell you what the current lobby wait time is.

3. RE-CAP OF LAST MEETING

Adam reminded TJ about his topic of criminal activity and the reason people do not apply because of the background checks. He asked TJ if he had any follow up comments or concerns about it. Aurora asked if he looked at our policy and if he had questions or concerns on the policy.

Comment: TJ responded that he understood the policy in general. In addition, he understood that the agency has to be consistent with the state and federal government. He feels young men and women coming out of jail and incarceration, wanting to do right in life should not be penalized.

Adam reminded TJ of the topic of owners asking for high rent but not keeping up their units to that standard and if TJ had any follow up concerns to that topic.

Comment: He answered that he does not think Housing Authority has the power or jurisdiction to make a landlord maintain certain things even though clients live there. He gave the example of trash not cleaned up or towels and clothes over the balconies.

Aurora reminded members that we as the agency have a Complaint Inspection process. First step of protocol would be to contact the manager.

Brenda Smith added management should be notified first, give management three to five days, if you have not noticed movement from management then you could request a

Complaint inspection. An inspector can have a conversation with the manager, and it really determines if it is a health and safety type issue or if it is more of a curb appeal type issue.

Brenda also gave examples of a pass and a fail on Inspections. The specifications of a broken down car; a vehicle posing a safety risk vs. a car with expired tags. Neighborhoods; alley packed with garbage. Any items that fits within HQS (Inspection) for a fail item. However, we cannot write landlords/owners up on items that are not an HQS item.

Aurora explained that our agency has done a lot of training with our inspectors in the last few years, especially in regards to addressing common areas. The inspectors are trained to look beyond the unit.

Comment: TJ paid a compliment to a female inspector he had during his first inspection. He stated she was on her P's and Q's. He feels inspectors should check a place according to how you would want to live.

4. RECEIVED PUBLIC COMMENTS

Aurora gave a brief explanation of what a recent consultant for Fresno Housing Authority had submitted as a public comment. One of the policies the consultant wanted us to think about is if a family has an increase in income they are required to report it in 30 days. Our policy is that we do not process an increase even if you report it, unless the family requests that it be processed. If the family forgets to report it or does not report it, we consider that as unreported income and we go back and calculate it saying if it had been reported it this is how much the housing assistance payment should have been and what the families' portion of rent should have been.

The consultant is recommending removing the requirement. We would propose to put in our Administrative plan that says any changes in increases in income (earned income, unearned income) would not need to be reported until the next annual recertification. And we are not penalizing that family for getting a new job. We are proposing to remove the policy. Except for families who report zero income. If you report zero income, we want to follow up with the family every 90 days to see if there has been any changes.

Q: How do you feel about that?

Comment: TJ responded that anything could happen within a year's period. The one year sounds good. It gives the person a chance to focus on the next year. They know they have to focus on the next year.

Aurora reminded the members that we would process increases for families that want us to process their increase. We have families who are in the process of moving, and even though the annual recertification is not due, they may want us to increase it so that they may qualify for a higher cost unit. We have a small number of families (Family Self- Sufficiency) who get to earn escrow, like an escrow account. If they do get an increase, it goes into their escrow account and it helps them achieve a 5-year goal. Those families typically want us to process the increase so that they can put their money into their escrow account.

Comment: BT stated that not making it mandatory kind of takes the pressure off. Whenever there is a ticking clock for something, it is stressful.

Aurora also gave an example of another policy that goes hand in hand with the first policy's recommendation, which is the change of the effective date in regards to annual recertification dates. This is a staff proposal.

The caseworker would no longer backdate the anniversary effective date; FH would make it effective on the anniversary date, unless there was a hardship to the family. The example was given of a family member losing their job, reporting it and how the annual reexamination effective date applies. She quoted the 2019 Administrative Plan, 12.7 Annual Recertification effective dates:

"In general, a decrease in family income that results in a decrease in tenant's portion from an annual reexamination will take effect on the first day of the month following the date the change was reported."

TJ wanted clarification of how many recertification's there are per year. His account was checked in Yardi Voyager and his Reexamination effective date was clarified.

Comment: TJ expressed that his Caseworker (Doni Truax) is super; she is up on everything, very dedicated.

TJ felt that it was just a little bit of paperwork involved, and to him it sounded all right. Paperwork informing one another what has changed, no payment is different going up or down.

5. REVIEW TABLE OF CONTENTS OF 2020 ADMIN PLAN

Chapter 10.4.1 Emergency Fail Deficiencies.

Aurora went over the difference between owner-caused Housing Quality Standard (HQS) deficiencies as they relate to emergency life-threatening deficiencies. Thirteen deficiencies are listed in the Administrative Plan. Each item listed was analyzed. The proposal is to not cancel the contract (for these deficiencies); to work with the landlord, however we are going to Abate. Current policy was reviewed and each board member was asked how they felt about it.

Comment: BT stated he would be completely upset if the contract was cancelled.

Aurora quoted HUD regulation about having to take prompt and vigorous action on HQS violations, such as, you must abate HAP. Abatement was defined, as well as, the process and timeline. The question of what is a reasonable time frame to follow up with an owner to make sure that it gets corrected (for deficiencies) was asked.

Comments: BT responded you are going to have to come up with a better definition of emergency.

TJ gave examples to try to understand a definition of emergency. He asked what is wrong with it now (the current policy).

TJ recommended 5 to 10 days to allow for corrections to be made or a 24-hour notice according to the severity of what it is.

Aurora asked for TJ to explain on the 5 to 10 days. Was he recommending that it depended on what the situation is, but still Abate, without canceling the contract.

Emergency examples were discussed in regards to personal definitions and understandings and Admin wording.

Brenda gave clarification of the current definition vs. the new proposed policy.

Comment: BT stated he sees a big difference between emergencies. He felt that the whole section should be worded so that at least it reads that the landlord is punished and not the tenant.

6. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Adam thanked everyone for their input and reassured that the member's opinions are valued and discussed later. He reminded the members of the next off site outreach meetings in Selma and Reedley, the final public hearing on the September 24th board meeting. Aurora invited the members to come speak and represent the RAB Committee. Next RAB meeting is scheduled in October to finalize what was decided for this year.

7. ADJOURNEMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 4:50p.m.

| 2020 Agency Plan - Public Comments regarding plan changes | | | | | | |
|---|-----------|----------------|--------------|---|---|--|
| # | Date | Plan / Program | Submitted by | Recommended Plan Changes/Comments Received | Notes | |
| 1 | 8/8/2019 | HMD | HMD RAB (AV) | <ol style="list-style-type: none"> 1. Put fence around the area due to the homeless around our area. 2. More policing patrolling the area 3. Put more sprinklers on take all the stickers out of the grass there are so many around the area kids cant even play on the grass because of all the stickers. We need more maintenance help because there so my things that we all need done in our homes. They take so long to come out and do the repairs 4. Clean the AC filters out. Once a year at least 5. I think kids should have a swimming pool because some parents can't take them swimming at the park. I think we should be able to BBQ. 6. I think the people should not be able to have big dogs in there house I have the run form one big pit bull dog. 7. They should let us have party for the kids b-day because so people don't have transportation to get to the parks to have a party for there kids and also we should be able to have bounce houses and water slides to so kids can have fun because if there were your kids you would want the same for your kids. | Operational comment, this is not related to the Agency Plan process. The comment was shared with HMD Operational staff. | |
| 2 | 8/15/2019 | HCV | Robin Walls | <p>Section 12.10.1 Required Reporting - remove the requirement regarding changes in income, except for zero income households.</p> <p>New language: Changes and increase in income including cost of living adjustments to recipients of Social Security, TANF, and Veterans Assistance, and new or increased amounts of unearned income need not be reported until the next annual re-certification, except for families reporting Zero income.</p> | Recommended change added to proposed Summary of Changes. | |
| 3 | 8/16/2019 | HMD | HMD RAB (AE) | <ol style="list-style-type: none"> 1. A proposed idea was made to somehow implement a policy where there would be stricter rules on illegal activities being done by underage youth or any residents on HUD properties (private properties), and any resident seen/caught doing these activities would be asked to please be involved in a "New youth/adult involvement program". This would involve residents in the community, cleaning parks, work/job opportunities, to lead them away from illegal activities. If the minor continues to with the illegal activity, even after the warnings then a fine would be collected of \$25 for the first violation, a \$50 fine for the second violation, and \$350 for the third violation. These fines would be incentives for parents to keep the minors from doing illegal activity. | The recommendation is not being considered due to Fair Housing concerns. The information submitted with HMD Operational Staff for review. | |
| 4 | 8/16/2019 | HMD | HMD RAB (GB) | <ol style="list-style-type: none"> 1. Why is it when we renew our lease we don't get a renew and updated lease or contract (meaning paper copy of yearly renewal?) 2. Where we live our rec. room remains closed and resident are not able to use it for their activities, many times the restroom are closed also. Can you subject to manage to keep it open during business hours? | Operation comment, this is not related to the Agency Plan process. The comment was shared with HMD Operational staff as procedural. | |
| 5 | 8/16/2019 | HMD | HMD RAB (JE) | <ol style="list-style-type: none"> 1. Maintenance should be conduct annually on the air conditioners so they last longer and so to not spend \$5,000 for a new one and save money for other services. 2. Put protection of security gates at the primary entrance of the complex to protect the families. 3. Work together with our managers to participate in cleaning events. 4. Check that there are no big dogs in the apartments for resident's security. | Operational comment, this is not related to the Agency Plan process. The comment was shared with HMD Operational staff. | |

| 2020 Agency Plan - Public Comments regarding plan changes | | | | | |
|---|-----------|----------------|----------------------|---|---|
| # | Date | Plan / Program | Submitted by | Recommended Plan Changes/Comments Received | Notes |
| 6 | 8/30/2019 | HCV | HCV RAB (TJ) | Member recommended not cancelling the HAP contract and allowing the landlord time to repair the life-threatening deficiency based on the severity of the fail item. | FH discussed the inspection policy regarding emergency deficiencies and when not corrected, the contracted would be cancelled. This lead to further discussion regarding an reasonable time frame to give landlords time to make repairs before cancelling the contract and holding tenants accountable for full market rent. FH is proposing a reasonable time to allow repairs to not displace families. Recommended change in proposed Summary of Changes. |
| 7 | 8/30/2019 | HCV | HCV RAB (WT) | Member sought clarification regarding the term "emergency life-threatening deficiency" and stated that if a contract was cancelled due to an emergency, he would be upset. | FH discussed the inspection policy regarding emergency deficiencies and when not corrected, the contracted would be cancelled. This lead to further discussion regarding an reasonable time frame to give landlords time to make repairs before cancelling the contract and holding tenants accountable for full market rent. FH is proposing a reasonable time to allow repairs to not displace families. Recommended change in proposed Summary of Changes. |
| 8 | 9/5/2019 | HMD | HMD RAB (JW) | I'm in agreement with proposed summary of changes. | N/A |
| 9 | 9/5/2019 | HMD | HMD RAB (MH) | The ones that do the lawn, leave grass everywhere. | Operational comment, this is not related to the Agency Plan process. The comment was shared with Operational staff. |
| 10 | 9/5/2019 | HMD | HMD RAB (MC) | My comment is that I can never get a hold of my manager and also there are a few things in my apartment that do not work and they have not gone to fix them. Thank you. | Operational comment, this is not related to the Agency Plan process. The comment was shared with Operational staff. |
| 11 | 9/5/2019 | HMD | Eric Payne, External | <p>1. Concerns regarding the time of the meetings, he suggested they should be after 5:00 PM to give working families an opportunity to attend.</p> <p>2. Concerns regarding providing childcare during these meetings so that more families with these barriers can attend.</p> <p>3. Fresno Housing should provide translation services in the form of head set equipment for individuals that do not speak English.</p> <p>4. Did the RAB Committee received the documents for review prior to the meeting (09/05/2019). He mentioned these are preliminary concerns and his agency is preparing formal comments to submit by the public comment period deadline of September 8, 2019?</p> <p>5. Section 5.0, Occupancy Standards, the maximum person guidelines were updated to meet industry standards, there were questions about industry standards?</p> <p>6. Section 7.5, Verification of Income – what if the family does not have the means to obtain the needed income verification?</p> <p>7. Section 7.11, Family Relationships – Verification of Citizenship/Eligibility Immigrant Status, added language for Program alignment.</p> <p>8. Concerns about the Resident Lease Agreement, stating that the lease imposed public safety issues for public housing residents and punitive action against children, guests, and residents. He used the examples of “laughter in the hallways” and residents facing possible evictions due to the actions of their guests.</p> <p>9. Mr. Payne stated that there is a culture of fear with immigrant housing over policing.</p> <p>10.He encouraged the RAB Committee to ask these questions in regards to these policies.</p> | <p>1. These meetings are set specifically for the RAB Committee. Discussion and agreement on times were discussed at the beginning of the process.</p> <p>2. Concern noted and will be considered for future meetings.</p> <p>3. Concern noted and will be considered for future meetings.</p> <p>4. HMD provided the residents with the materials at the initial meetings and additional copies were available at each meeting.</p> <p>5. The proposed change to the Occupancy Standard is only changing the Maximum of individuals that would be considered per bedroom size if needed to accomodate the applicant/resident, it is an option.</p> <p>6. The proposed change to Section 7.5 only clarified what documents are acceptable.</p> <p>7. The proposed change to Section 7.11 is a HUD requirement to verify Citizenship/Eligibility Immigrant Status, update was made to acceptable forms of documentation for verification only.</p> <p>8. The comment is regarding the Resident Lease Agreement, the language in the lease does not state "laughter in hallways" will constitute evictions. Comment was shared with Operational staff.</p> <p>9. Comment was shared with Management Staff.</p> <p>10. Comment was shared with Management Staff.</p> |

| 2020 Agency Plan - Public Comments regarding plan changes | | | | | | |
|---|----------|----------------|----------------|---|--|--|
| # | Date | Plan / Program | Submitted by | Recommended Plan Changes/Comments Received | Notes | |
| 12 | 9/5/2019 | HCV | HCV Management | Currently, annual reexaminations are backdated when tenant rent portions decrease, regardless of the dollar amount. | Recommended change added to proposed Summary of Changes. | |
| 13 | 9/5/2019 | Admin Plan | FH Management | Section 3.4.1 Displacement Referrals, add language to Section 3.4.1 b.Federal, State or local government action related to code enforcement, public improvement or development. Verification to be provided by: Verification: Certification from a unit of government concerning displacement due to code enforcement, public improvement or development and coordinate referral with FH; | Recommended change added to proposed Summary of Changes. | |
| 14 | 9/5/2019 | ACOP | FH Management | Section 4.12 Local Preference 2.Displacement Referral: Certification from a unit of government concerning displacement due to code enforcement, public improvement or development and coordinate referral with FH; | Recommended change added to proposed Summary of Changes. | |
| 15 | 9/5/2019 | Annual Plan | FH Management | Annual Plan both City and County, Section B1 - Housing needs - Add language and statistical data regarding housing needs | Recommended change added to Annual Plan | |
| 16 | 9/5/2019 | Annual Plan | FH Management | Annual Plan both City and County, Section B1 - Financial Resources - Added Financial Resources data | Recommended change added to Annual Plan | |

BOARD MEMO


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

1331 Fulton Mall
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 18, 2019

BOARD MEETING: Sep. 24, 2019

AGENDA ITEM: 8b

AUTHOR: Emily De La Guerra

SUBJECT: Consideration of Resolution to Designate an Early Retirement Program

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to designate an Early Retirement Program (ERP) and offer two-years additional service credit for eligible employees, in accordance with Government Code Sections 7507 and 20903. The purpose of an ERP is to provide an opportunity and associated incentive for employees to retire sooner than they might have otherwise done so, which results in on-going cost savings as well as flexibility in backfilling positions.

On August 27, 2019, the Agency announced its intention to implement an Early Retirement Program to qualifying employees beginning October 1, 2019 and ending December 29, 2019. The Agency has received feedback from staff and, in order to allow staff more time for consideration and to provide administrative relief, decided to extend that window of opportunity to end on January 31, 2019. The new window of opportunity is within the 90-day to 180-day designated time period required by CalPERS. In addition to this announcement at the publicly-held August meeting, CalPERS requires that the Boards approve resolutions authorizing the Agency to offer Two Years Additional Service Credit for eligible employees, in accordance with Government Code Sections 7507 and 20903, which are attached. These resolutions must be accompanied by Certifications of Compliance with Government Code Sections 7507 and 20903 and a Certification of the Governing Body's Action that affirms the adopted resolution is true and correct, both of which are attached.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority approve the resolution to grant a designation period for two years additional service credit beginning October 1, 2019 and ending January 31, 2019; approve the certification of the governing body's action to adopt the resolution; and approve the certifications of compliance with Government Code Sections 7507 and 20903.

Fiscal Impact

Exact costs and benefits of the program would depend on the eligible employees who choose to participate in the program. This range is outlined below:

If 100% of the eligible employees choose to participate in the program and accept two years additional CalPERS service credit, Fresno Housing would be required to pay additional annual payments of \$404,636 over five years. Using a five-year amortization factor of 4.44 as required by CalPERS, these additional payments have a present value of \$1.8 million.

If 100% of the eligible employees choose to participate in the program and accept the one-half annual scheduled salary payout, the full cost, paid out in 2019, would be \$1.77 million.

If 100% of the eligible employees choose to participate in the program through a one-half annual scheduled salary payout and 75% of the positions are backfilled with employees in the same classification, the ongoing labor savings starting in 2020 is estimated to be \$1.9 million.

In the scenario where only 20% of the eligible employees choose to participate in the program and 75% of the positions are backfilled with employees in the same classification, the ongoing labor savings starting in 2020 is estimated to be \$388 thousand.

In a scenario similar to the past implementations of the retirement program, where 30% of the eligible employees choose to participate in the program and 75% of the positions are backfilled with employees in the same classification, the ongoing labor savings starting in 2020 is estimated to be \$582 thousand.

In the scenarios outlined above, the labor savings in year one would potentially pay for the implementation costs of the program.

Background Information

The purpose of an ERP is to provide an opportunity and associated incentive for employees to retire sooner than they might have otherwise done so, which results in on-going cost savings as well as flexibility in backfilling positions. CalPERS allows participating agencies the ability to offer two-years additional service credit for eligible employees who retire during a specified window.

In developing an Early Retirement Program, the Agency has tried to address employee concerns and provide a program that would meet as many individual circumstances as possible. This program has elements similar to the previous Early Retirement Incentives offered in 2004, 2006, 2013, and 2015, all of which were successful and well-received by employees. An overview of the program is attached to this memo. In summary, the program provides for a window of opportunity for eligible employees (active, full-time regular employees as of October 1, 2019) to receive an additional (2) years of CalPERS service credits or cash equal to one-half of their annual salary up to a maximum amount of \$40,000. A review of our employee demographics indicates that sixty-two employees would meet the eligibility requirements for the program.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**AUTHORIZATION TO GRANT ANOTHER DESIGNATED PERIOD FOR TWO YEARS
ADDITIONAL CALPERS SERVICE CREDIT**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Fresno is a contracting Public Agency of the Public Employees' Retirement System; and,

WHEREAS, said Public Agency desires to provide another designated period for Two Years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from October 1, 2019 through January 31, 2020 for eligible, employed members in the Housing Authority of the City of Fresno.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____

Adrian Jones - Chairman
Board of Commissioners of the
Housing Authority of the City of Fresno

RESOLUTION NO. _____

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

AUTHORIZATION TO GRANT ANOTHER DESIGNATED PERIOD FOR TWO YEARS
ADDITIONAL CALPERS SERVICE CREDIT

WHEREAS, the Board of Commissioners of the Housing Authority of Fresno County is a contracting Public Agency of the Public Employees' Retirement System; and,

WHEREAS, said Public Agency desires to provide another designated period for Two Years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from October 1, 2019 through January 31, 2020 for eligible, employed members in the Housing Authority of Fresno County.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____

Stacy Sablan - Chairman
Board of Commissioners of the
Housing Authority of Fresno County

2019 Early Retirement Program

Program Summary

This program is intended to provide incentives for eligible employees to retire from service with the Fresno Housing Authority.

Limited 123-day Window of Opportunity

- October 1, 2019 – January 31, 2020

Eligibility Requirements

- Active, full-time employee as of October 1, 2019, **and**
- 50 years of age on or before January 31, 2020 with at least 5 years of service credit

Retirement Incentive

1. Two years additional CalPERS service credit; **or**
One-half annual scheduled salary (up to a maximum of \$40,000) to be paid as wages

-and-

2. Sick Leave Conversion Option
100% Sick leave conversion to be paid as wages



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

TWO YEARS ADDITIONAL SERVICE CREDIT GOVERNMENT CODE SECTION 20903

A public agency may amend its contract to provide two years additional service credit to a retiring member because of an impending mandatory transfer, demotion or layoff.

The agency will need to:

1. Designate the job classification(s), department(s), or unit(s) eligible for this benefit (e.g. miscellaneous or safety employees, fire, police, secretaries, Finance Department, Human Resources Unit, etc.). Anyone employed in the designated unit or classification is eligible for the two years service credit if all other requirements are met. (The benefit cannot be provided on the basis of employee organization or unrepresented groups.)
2. Designate a time period of 90 to 180 days during which an eligible member must retire to receive the additional service credit. Because the member must be in employment status and retire during the designated period, the retirement date may not be the first day of the designated period. The designated period may begin as early as one day after the effective date of the initial contract to provide the two years additional service credit or, if providing an additional designated period as early as one day after the effective date of the Resolution adopted by the governing body.
3. Certify the governing body determined that because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency would be served by granting such additional service credit.
4. Certify the governing body is electing to become subject to the provisions of Section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least 1% of the designated job classification, department, or organizational unit resulting from the curtailment of, or change in the manner of performing its services.
5. Certify that it is the governing body's intention at the time Section 20903 becomes operative that any vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit shall remain permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.
6. Certify each member's eligibility to receive the additional service credit and non-receipt of unemployment insurance payments during the specified period

GENERAL PROCEDURES

1. The enclosed procedures and factors can be used to calculate the approximate cost to the agency.
2. If the agency wishes to proceed with an amendment to the contract to provide Section 20903, or if the contract has been amended and the agency wishes to provide an additional designated period, contact Public Agency Contract Services to request the necessary documents.
3. After the expiration of the designated period, the agency is required to submit a list of members eligible to receive the additional service credit who retired during the designated period and also certify the agency has checked against those reported to have applied for unemployment insurance payments. Any such retired member receiving unemployment insurance payments should be reported to CalPERS, Benefit Services Division.
4. The additional service will be credited to each eligible member after he/she is receiving a monthly retirement allowance. The adjustment to the member's allowance will include an increase for the additional service credit and a one-time payment for the allowance due retroactive to the effective date of retirement. (Questions concerning the adjustment should be directed to Benefit Services Division.)
5. The added cost to the retirement fund for all eligible employees who retire during the specified period will be included in the contracting agency's annual valuation report for the fiscal year that begins two years after the end of the designated period.

Attachment: COST FACTORS (CON3-PA)



Two Years Additional Service Credit Section 20903 Procedures for Calculation of Estimated Employer Cost

The cost of providing the two years additional service credit is calculated based on the member's annual reportable compensation, the cost factor and whether the agency's contract provides the Post-Retirement Survivor Allowance (Survivor Continuance) and/or an increased Cost-of-Living Allowance (COLA) of 3%, 4% or 5%.

The employer cost may be estimated as follows:

1. Determine all individuals who meet the minimum eligibility for retirement and who are employed in the designated classification, department or organizational unit.
2. Determine the annual pay rate for each person. "Pay Rate" indicates that amount of compensation a member is paid for a full unit of time. Always use the member's FULL TIME pay rate.
3. Determine the age for each person and locate the appropriate factor on the Cost Factor Chart located on page 2.
4. Multiply the annual pay rate by the cost factor, (annual pay rate) X (cost factor) = estimated cost.
5. Determine whether your agency's contract provides for the Post-Retirement Survivor Allowance. If yes, proceed to step #7.
6. If your agency's contract does not provide for the Post-Retirement Survivor Allowance, multiply the value determined in step #4, above, by 0.94.
7. Determine whether your agency's contract provides for the increased Cost-of-Living Allowance of 3%, 4% or 5%. If not, no further calculations are needed.
8. If your agency's contract provides the 3%, 4%, or 5% Cost-of-Living Allowance, multiply the value determined above by 1.05 to estimate the cost of providing the additional service credit.
9. Please note the cost of any Golden Handshakes' benefits paid out of PERF is calculated as the amount of present value of those benefits. Any benefit amounts over the IRC Section 415(b) limit will be paid from the Replacement Benefit Program (RBP) over the life of the participant. The RBP is a pay-as-you-go program. CalPERS will bill the employer annually for the benefits paid from the RBP. Please refer to the following link for the details of the IRC Section 415 & CalPERS RBP:
www.calpers.ca.gov/docs/forms-publications/irc-415b-fact-sheet.pdf

Two Years Additional Service Credit

Cost Factor Chart

Miscellaneous Members

| | 2% @ 60 formula | 2% @ 55 formula | 2.5% @ 55 formula | 2.7% @ 55 formula | 3% @ 60 formula | 2% @ 62 formula |
|-------------|--------------------|--------------------|----------------------|----------------------|--------------------|--------------------|
| Ages | | | | | | |
| 50 - 54 | 0.39 | 0.52 | 0.70 | 0.72 | 0.70 | 0.37 |
| 55 - 59 | 0.49 | 0.63 | 0.75 | 0.80 | 0.80 | 0.45 |
| 60 - 64 | 0.63 | 0.65 | 0.69 | 0.74 | 0.83 | 0.55 |
| 65+ | 0.60 | 0.60 | 0.62 | 0.67 | 0.75 | 0.62 |

Safety Members

| | 2% @ 55 formula | 2% @ 50 formula | 3% @ 55 formula | 3% @ 50 formula | 2% @ 57 formula | 2.5% @ 57 formula | 2.7% @ 57 formula |
|-------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|----------------------|
| Ages | | | | | | | |
| 50 - 54 | 0.53 | 0.74 | .085 | 0.97 | 0.51 | 0.69 | 0.71 |
| 55 - 59 | 0.61 | 0.83 | 0.92 | 0.92 | 0.61 | 0.76 | 0.83 |
| 60 - 64 | 0.57 | 0.77 | 0.85 | 0.85 | 0.57 | 0.71 | 0.77 |
| 65+ | 0.52 | 0.70 | 0.78 | 0.78 | 0.52 | 0.65 | 0.70 |

**Board of Commissioners
of The
Fresno City Housing Authority
Resolution
To
Grant Another Designated Period
For
Two Years Additional Service Credit**

WHEREAS, the Board of Commissioners of the Fresno City Housing Authority is a contracting Public Agency of the Public Employees' Retirement System; and

WHEREAS, said Public Agency desires to provide another designated period for Two Years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED, that said Fresno City Housing Authority does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from October 1, 2019 through January 31, 2020 for eligible CalPERS members in the Miscellaneous category.

Adopted and approved this 24th day of September, 2019.

BOARD OF COMMISSIONERS
OF THE
FRESNO CITY HOUSING AUTHORITY

BY _____
Presiding Officer
Adrian Jones

Attest:

Clerk/Secretary Preston Prince

**Board of Commissioners
of The
Fresno County Housing Authority
Resolution
To
Grant Another Designated Period
For
Two Years Additional Service Credit**

WHEREAS, the Board of Commissioners of the Fresno County Housing Authority is a contracting Public Agency of the Public Employees' Retirement System; and

WHEREAS, said Public Agency desires to provide another designated period for Two Years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED, that said Fresno County Housing Authority does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from
October 1, 2019 through January 31, 2020 for eligible
CalPERS members in the
Miscellaneous category.

Adopted and approved this 24th day of September, 2019.

BOARD OF COMMISSIONERS
OF THE
FRESNO COUNTY HOUSING AUTHORITY

BY _____
Presiding Officer
Stacy Sablan

Attest:

Clerk/Secretary Preston Prince



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Governing Body's Action

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

Board of Commissioners

of the

(governing body)

Housing Authority of the City of Fresno

(public agency)

on 9/24/19
(date)

Clerk/Secretary

CEO/Executive Director

Title



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Governing Body's Action

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

Board of Commissioners

of the

(governing body)

Housing Authority of Fresno County

(public agency)

on 9/24/19
(date)

Clerk/Secretary

CEO/Executive Director

Title



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Compliance with Government Code Section 7507

I hereby certify that in accordance with Government Code section 7507, the future annual costs as determined by the California Public Employees' Retirement System for the increase or change in retirement benefit(s) have been made public at a public meeting of the _____ of the _____

(governing body)

(public agency)

on 8/27/19 which is at least two weeks prior to the adoption of the Resolution /

(date)

Ordinance. Adoption of the retirement benefit increase or change will not be placed on the consent calendar.

Clerk/Secretary

CEO/Executive Director

Title

Date 9/24/19



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Compliance with Government Code Section 7507

I hereby certify that in accordance with Government Code section 7507, the future annual costs as determined by the California Public Employees' Retirement System for the increase or change in retirement benefit(s) have been made public at a public meeting of the _____ of the _____

(governing body)

(public agency)

on 8/27/19 which is at least two weeks prior to the adoption of the Resolution /

(date)

Ordinance. Adoption of the retirement benefit increase or change will not be placed on the consent calendar.

Clerk/Secretary

CEO/Executive Director

Title

Date 9/24/19



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Compliance With Government Code Section 20903

In accordance with Government Code section 20903 and the contract between the Public Employees' Retirement System, the Board of Commissioners of the Fresno Housing Authority hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the contracting agency's employer contribution rate for the fiscal year that begins two years after the end of the designated period.
3. It has elected to become subject to section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the Board of Commissioners of the Fresno Housing Authority hereby elects to provide the benefits of Government Code section 20903 to all eligible members who retire within the designated period, October 1, 2019 through January 31, 2020.

BOARD OF COMMISSIONERS
OF THE
FRESNO CITY HOUSING AUTHORITY

BY _____
Presiding Officer
Adrian Jones

Attest:

Clerk/Secretary Preston Prince

9/24/19

Date

2yr certification-PA (Rev. 12/18)



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Compliance With Government Code Section 20903

In accordance with Government Code section 20903 and the contract between the Public Employees' Retirement System, the Board of Commissioners of the Fresno Housing Authority hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the contracting agency's employer contribution rate for the fiscal year that begins two years after the end of the designated period.
3. It has elected to become subject to section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the Board of Commissioners of the Fresno County Housing Authority hereby elects to provide the benefits of Government Code section 20903 to all eligible members who retire within the designated period, October 1, 2019 through January 31, 2020.

BOARD OF COMMISSIONERS
OF THE
FRESNO COUNTY HOUSING AUTHORITY

BY _____
Presiding Officer
Stacy Sablan

Attest:

Clerk/Secretary Preston Prince

9/24/19

Date

2yr certification-PA (Rev. 12/18)

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

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

www.fresnohousing.org

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
 Fresno Housing Authority
FROM: Preston Prince
 CEO/Executive Director
SUBJECT: September 2019 Executive Director's Report

DATE: September 18, 2019
BOARD MEETING: Sept. 24, 2019
AGENDA ITEM: 10
AUTHOR: Staff

Executive Summary

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

PLACE

Overview

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

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

Development Project Overview

| Name of Property | Status/Type | Address | Total Units | Percent Complete |
|--|-------------|------------------------|-------------|------------------|
| Magnolia Commons (fka Magill Terrace) | Lease-Up | 325 E Vine, Fowler, CA | 60 | 100% |

| | | | | |
|--|---|--|-----|-----|
| Oak Grove Commons | Under Construction | 595 Bigger Street, Parlier, CA | 56 | 99% |
| Mariposa Meadows | Under Construction | 1011 W Atchison Avenue, Fresno, CA | 40 | 55% |
| Orchard Apartments | Under Construction | 295 S Newmark Avenue, Parlier, CA | 41 | 18% |
| Linnaea Villas (<i>fka Kingsburg Seniors</i>) | Pre-Development TCAC allocation received AHP funds awarded HOME funds awarded Dec. 2019 closing | Southwest Corner of Sierra St and Madsen Ave., Kingsburg, CA | 47 | N/A |
| Solivita Commons (<i>fka Willow/Alluvial</i>) | Pre-Development TCAC allocation received Dec. 2019 closing | Northeast Corner of Willow and Alluvial Avenues, Clovis, CA | 60 | N/A |
| The Villages at Paragon (<i>fka Plaza Terrace</i>) | Pre-Development TCAC allocation received NPLH funds awarded Dec. 2019 closing | 4041 Plaza Drive West, Fresno, CA | 28 | N/A |
| The Villages at Broadway (<i>fka Econo Inn</i>) | Pre-Development TCAC allocation recommended NPLH funds awarded | 1828 Broadway Street, Fresno, CA | 26 | N/A |
| The Villages at Barstow (<i>fka Barstow Commons</i>) | Pre-Development NPLH funds awarded Proposed 1 st Round 2020 TCAC | 130 W Barstow Avenue, Fresno, CA | 42 | N/A |
| Doragon @ Chinatown | Pre-Development Proposed November 2019 TCAC | 1101 F Street, Fresno, CA | 57 | N/A |
| Blackstone/Simpson | Pre- Development | 3039 N Blackstone Avenue, Fresno, CA | 41 | N/A |
| Renaissance at Parc Grove IV | Pre-Development VHHP funds awarded | 2620 E Clinton Avenue, Fresno, CA | 40 | N/A |
| California Avenue Neighborhood | Pre-Development | Southwest Fresno - TBD | TBD | N/A |

Project Highlights

Staff received a letter from the California Tax Credit Allocation Committee indicating that the Villages at Broadway (formally Econo Inn) received full points, and it is listed on TCAC's preliminary recommendations for a tax credit award on September 25, 2019.

HMD OPERATIONS

| FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 8/1 – 8/31/19 | | | |
|--|--------------------|--------------|-------------------|
| | Total No. of Units | Total Vacant | Current Occupancy |
| CITY OF FRESNO | | | |
| City of Fresno | 957 | 10 | 98.95% |
| COUNTY OF FRESNO | | | |
| County of Fresno | 1191 | 10 | 99.16% |
| COUNTY OF FRESNO - SEASONAL | | | |
| Seasonal Properties | 191 | 2 | 98.95% |

HMD OPERATIONS

Since National Night Out on August 6th, 2019, County West has started Neighborhood Watch Meetings at several properties. The first meeting was held in Firebaugh on September 11, 2019, in collaboration with the local Police Department. The meeting was a positive community event and was co-hosted by Fresno Housing and the Firebaugh Police Department. The seven properties in Firebaugh came together for this kick off event. There were 75 residents in attendance. Going forward, monthly meetings will be held at the properties. We will continue to invite the Police Department to attend each one.

In County East, staff continues to work hard on lease-ups. We have one unit left to fill at Magnolia Commons in Fowler. Staff are currently working with families as we move them back into their brand new homes at Oak Grove Commons in Parlier.

Housing Choice Voucher (HCV) Leasing Update

Staff continues to discuss program data and closely monitors the two-year tool both internally and with the HUD Shortfall Prevention Team (SPT) to assess 2019 HAP and Voucher utilization for both the HCV City and County programs.

In August, there were 410 applicants and participants with vouchers in hand, searching for housing (282, City and 128 County).

PEOPLE

Overview

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

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

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 |
| 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 |

MANAGEMENT GOALS

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

Sustainability

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

Fiscal Services

After the Boards of Commissioners approved the 2018 annual audit, Accounting staff submitted the financial results to HUD and all other required entities ahead of the September deadline. Staff are preparing 2019 mid-year financial statements for internal review. Review of the reports and internal controls will enhance process improvements in preparation for the 2019 annual financial audit and the eventual submission of the 2019 financial statements.

Finance staff has been preparing the 2020 operating budgets. Management and finance staff have been meeting to review 2019 year-to-date results and discuss 2020 needs and expectations. Budget templates are being prepared and distributed to each department and property budget manager to develop the first draft of the 2020 budget, which will be presented to the Boards of Commissioners in October.

Information Technology and Information Systems

Bobby Coulter, Sr. Manager of ITS and Mary Helen Caggianelli, Manager of Resident Services met with the Fresno State Design Innovation Department to expand the partnership created through the Fresno Housing Summer Tech Camp. The expansion will include pathways for Fresno Housing Kids that are looking to attend Fresno State after they graduate from High School.

Fresno Cradle 2 Career hosted their first Data Kickoff event. Edgar Rodriguez, Database Administrator, attended and worked with community partners, service providers, and data analysts to discuss data sharing and community data needs. The information gathered at the event will be incorporated into the county wide, Integrated Data System (IDS). IDS is one crucial piece of the much larger Central Valley Community Foundation Fresno DRIVE initiative.

Administrative Services & Procurement

Procurement staff is finalizing contracts for Pest Control and Landscaping Services for sites in both the City of Fresno and Fresno County. Contract start dates are projected to begin at the end of September and mid October. Procurement staff is pleased to report seven proposals were received in response to a Request for Qualifications ("RFQ") for Architectural Services. Staff successfully conducted an evaluation consisting of a panel of Agency staff and outside stakeholders. Staff is finalizing contract negotiations for Architectural Services for future large construction projects and small construction services for the Agency. Facilities staff is pleased to report a Quotes for Small Purchases ("QSP") produced four qualified quotes to provide space planning and design consultation services for the board room and lobby area at central office. Lorenz & Associates was selected to help lead the central office lobby and board room redesign and has started initial concept drawings with input from staff and other stakeholders.

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) 457-4294

1331 Fulton Mall
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 18, 2019

BOARD MEETING: September 24, 2019

AGENDA ITEM: 13a

AUTHOR: Quincy Boren

SUBJECT: Approval to Acquire the Real Property located at 1828 Broadway St. & 1840 Broadway St. in Fresno, CA

Executive Summary

In January 2019, the FH Board approved entry into a Purchase and Sale agreement (PSA) between the Housing Authority of the City of Fresno (HACF) and Sukhwant Singh Bains and Gian Kaur Bains, trustees of the Bains Living Trust for the real property consisting of two properties located at 1828 & 1840 Broadway St. Fresno, CA 93721 (APN 466-191-09 & 466-191-10), known as Econo Inn.

The PSA executed in January 2019 enabled FH to submit successful funding applications to the State of California Housing and Community Development (HCD) No Place Like Home Program and the California Tax Credit Allocation Committee for a component of the Econo Inn property, to be known as The Villages at Broadway. In order to meet funding award deadlines, it is necessary to move forward with the completion of property acquisition.

Recommendation

It is recommended that the Boards adopt the attached resolution authorizing Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to finalize the acquisition(s) of the subject properties APNs 466-191-09 & 466-191-10 in accordance with the executed Purchase and Sale Agreement and amendment(s) thereto.

Fiscal Impact

Concurrent with this action, FH will request an interim pre-development loan from the Housing Relinquished Fund Corporation for up to \$2.3 million for the acquisition and pre-development funding related to the low income housing tax credit financed component of the project. The pre-development loan will be repaid at the financial closing.

Background Information

The Econo Inn motel complex is located at 1828 & 1840 Broadway Street Fresno, CA 93721 (APN 466-191-09 & 466-191-10) in downtown Fresno. The site is 0.64 acres and currently operated as a motel consisting of two parcels with approximately 30 motel rooms each or 60 rooms total.

Past Board Actions:

- June 25, 2019: approved the allocation of up to twenty-five (25) project based vouchers
- June 25, 2019: approved the submission of funding applications
- January 22, 2019: approved the submission of a funding application to the No Place Like Home program
- January 22, 2019: authorized approval to enter into a purchase and sale agreement for the subject property

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION APPROVING THE ACQUISITION OF REAL PROPERTY KNOWN AS
ECONO INN LOCATED AT 1828 & 1840 BROADWAY ST, FRESNO CA 93721 (APN: 466-
191-09 & 466-191-10)**

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

WHEREAS, the acquisition of Econo Inn site at 1828 & 1840 Broadway (APN: 466-191-09 & 466-191-10) is in line with the Authority’s development goals; and,

WHEREAS, the Boards approved entry into a Purchase and Sale Agreement on January 22, 2019 between the Housing Authority of the City of Fresno & Sukhwant Singh Bains and Gian Kaur Bains, trustees of the Bains Living Trust; and

WHEREAS, amendments to the Purchase and Sale Agreement were executed on June 12, 2019 and September 16th, 2019 extending the closing deadlines, price and other related terms; and

WHEREAS, the agreed upon purchase price for the entire property consisting of two parcels is now \$2,565,957, excluding closing and partnership costs; and,

WHEREAS, the purchase price of 1828 Broadway, Fresno CA 93721 (APN: 466-191-09) is \$1,702,127 with a closing deadline of October 1, 2019; and

WHEREAS, the purchase price of 1840 Broadway, Fresno CA 93721 (APN 466-191-10) is \$863,830 with a closing deadline of May 1, 2020; and

WHEREAS, the Authority desires to complete the acquisition of the subject real properties; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to complete the acquisition of APNs 466-191-09 and 466-191-10 and to negotiate and execute documents related there to.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned,

hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

O (559) 443-8400
 F (559) 457-4294

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

www.fresnohousing.org

TO: Board of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director



DATE: September 18, 2019

BOARD MEETING: September 24, 2019

AGENDA ITEM: 13b

AUTHOR: Quincy Boren

SUBJECT: Approval of HRFC Funding for the Acquisition of Real Property at 1828 Broadway St. in Fresno (APNs: 466-191-09)

Executive Summary

In January 2019, the FH Board approved entry into a Purchase and Sale agreement (PSA) between the Housing Authority of the City of Fresno (HACF) and Sukhwant Singh Bains and Gian Kaur Bains, trustees of the Bains Living Trust for the real property consisting of two parcels located at 1828 and 1840 Broadway, Fresno, CA 93721 (APNs: 466-191-09 & 466-191-10), known as Econo Inn.

The PSA executed in January 2019 enabled the FH to submit successful funding applications to the State of California Housing and Community Development (HCD) No Place Like Home Program and the California Tax Credit Allocation Committee for a component of the Econo Inn property, to be known as The Villages at Broadway (APN: 466-191-09). In order to meet funding award deadlines, it is necessary to move forward with the completion of property acquisition.

This action requests Board approval for a loan commitment of \$2,300,000 from the Housing Relinquished Fund Corporation (HRFC) to complete the property acquisition and related due diligence for The Villages at Broadway located at 1828 Broadway, Fresno, CA 93721 (APN: 466-191-09). The acquisition of the second parcel located at 1840 Broadway (APN: 466-191-10) is deferred until May 2020. Staff will submit a request for funding at that time.

Recommendation

It is recommended that the Boards adopt the attached resolutions approving the necessary actions:

1. Approve a loan from the Housing Relinquished Fund Corporation of up to Two Million Three Hundred Thousand (\$2,300,000) for The Villages at Broadway (APN: 466-191-09) acquisition, related closing costs and predevelopment activities.
2. Provide for other matters related thereto.

Fiscal Impact

Staff is requesting a pre-development loan commitment of up to \$2,300,000 from the Housing Relinquished Fund Corporation sufficient to cover acquisition and pre-development expenses associated with the redevelopment of The Villages at Broadway. Loan funds disbursed will be repaid at financial closing from construction sources, resulting in no permanent commitment from HRFC for this parcel. The pre-development loan will carry 5% interest.

Background Information

The Econo Inn motel complex is located at 1828 & 1840 Broadway Avenue, Fresno, CA 93721 (APN 466-191-09 & 466-191-10) in downtown Fresno. The site is 0.64 acres and currently operated as a motel consisting of two parcels with approximately 30 motel rooms each or 60 rooms total.

Past Board Actions:

- June 25, 2019: approved the allocation of up to twenty-five (25) project based vouchers
- June 25, 2019: approved the submission of funding applications
- January 22, 2019: approved the submission of a funding application to the No Place Like Home program
- January 22, 2019: authorized approval to enter into a purchase and sale agreement for the subject property

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION APPROVING A LOAN FROM THE HOUSING RELINQUISHED FUND CORPORATION (HRFC) FOR ACQUISITION OF REAL PROPERTY LOCATED AT 1828 BROADWAY, FRESNO, CA 93721 (APN: 466-191-09), RELATED PRE-DEVELOPMENT ACTIVITIES, AND OTHER MATTERS RELATED THERETO

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

WHEREAS, the acquisition of real property located at 1828 Broadway, Fresno, CA, 93721 (APN: 466-191-09) is in line with the Authority’s development goals; and,

WHEREAS, the Boards approved entry into a Purchase and Sale Agreement on January 22, 2019 between the Housing Authority of the City of Fresno & Sukhwant Singh Bains and Gian Kaur Bains, trustees of the Bains Living Trust, and Motel Hotel Specialties, Inc.; and

WHEREAS, the agreed upon purchase price for the subject parcel is \$1,702,127, excluding closing and partnership costs; and,

WHEREAS, as the Authority is willing to accept a loan from HRFC for an amount of up to \$2,300,000 dollars for the purchase of the real property located at 1828 Broadway, Fresno, CA, 93721 (APN: 466-191-09); and,

WHEREAS, the Authority desires to complete the acquisition of the subject site and continue due diligence and evaluation of project options; and,

WHEREAS, the project requires pre-development funding in preparation for funding applications;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving \$2,300,000 of HRFC funding for the acquisition of the site, acquisition closing costs and related pre-development activities, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to close on the acquisition of the site pending reasonable due diligence.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned,
herby certify that the foregoing Resolution was duly adopted by the governing body with the
following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION APPROVING A LOAN FROM THE HOUSING RELINQUISHED FUND CORPORATION (HRFC) FOR ACQUISITION OF REAL PROPERTY LOCATED AT 1828 BROADWAY, FRESNO, CA 93721 (APN: 466-191-09), RELATED PRE-DEVELOPMENT ACTIVITIES, AND OTHER MATTERS RELATED THERETO

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

WHEREAS, the acquisition of real property located at 1828 Broadway, Fresno, CA, 93721 (APN: 466-191-09) is in line with the Authority’s development goals; and,

WHEREAS, the Boards approved entry into a Purchase and Sale Agreement on January 22, 2019 between the Housing Authority of the City of Fresno & Sukhwant Singh Bains and Gian Kaur Bains, trustees of the Bains Living Trust, and Motel Hotel Specialties, Inc.; and

WHEREAS, the agreed upon purchase price for the property is \$1,702,127, excluding closing and partnership costs; and,

WHEREAS, as the Authority is willing to accept a loan from HRFC for an amount of up to \$2,300,000 dollars for the purchase of the real property located at 1828 Broadway, Fresno, CA, 93721 (APN: 466-191-09); and,

WHEREAS, the Authority desires to complete the acquisition of the subject site and continue due diligence and evaluation of project options; and,

WHEREAS, the project requires pre-development funding in preparation for funding applications;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving a loan of \$2,300,000 from HRFC for the acquisition of the site, acquisition closing costs and related pre-development activities, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to close on the acquisition of the site pending reasonable due diligence.

PASSED AND ADOPTED THIS 24th DAY OF SEPTEMBER, 2019. I, the undersigned,
herby certify that the foregoing Resolution was duly adopted by the governing body with the
following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

Linda Duran

Fresno Housing

Board of Commissioners

September 24, 2019



Immigration Services

- Recognized and accredited by the Department of Justice
- Board of Immigration accredited
- Low cost assistance with:
 - Citizenship process
 - DACA renewal process
 - VAWA protection



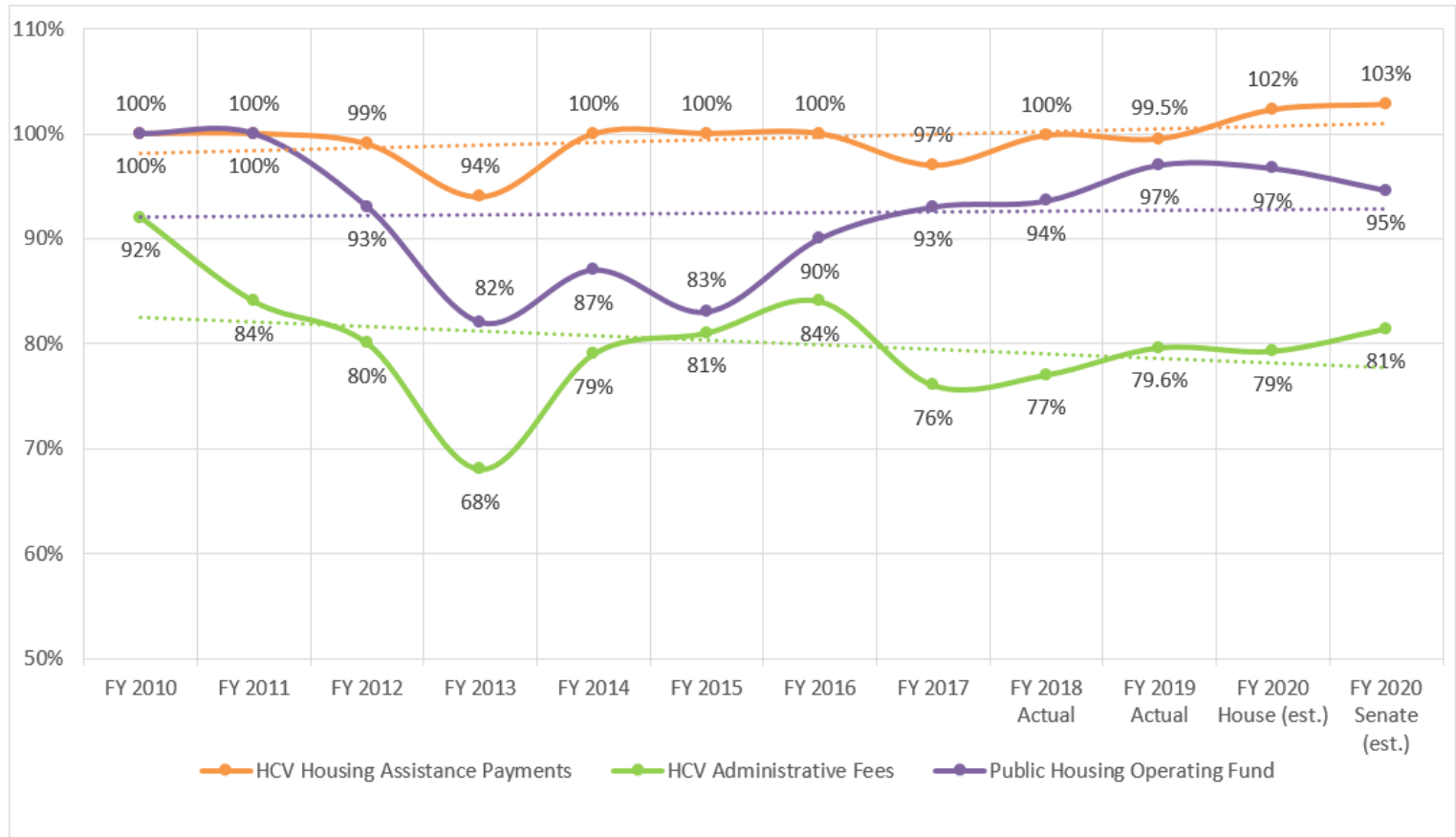
Update on 2020 Agency Budget Process

*Boards of Commissioners Meeting
September 24, 2019*

Federal Budget Update

- Federal budget year begins on October 1st
- 2020 Federal Budget has yet to receive full approval from Congress
 - The House and Senate have both approved separate, but similar, funding bills for Transportation, Housing and Urban Development (T-HUD)
 - Both chambers will need to convene in a budget conference to reconcile the differences in both bills before sending a full 2020 budget to the President for approval
- The House has passed a Continuing Resolution (CR) and the Senate will vote on the same CR to fund the government until November 21st in order to avoid a government shutdown

2019 & 2020 Federal Budget



Timeline for 2020 Budget Development



Questions or Comments?

BOARD MEMO

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

1331 Fulton Mall
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 28, 2019
BOARD MEETING: Sep. 24, 2019
AGENDA ITEM: 8b
AUTHOR: Emily De La Guerra

SUBJECT: Consideration of Resolution to Designate an Early Retirement Program

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to designate an Early Retirement Program (ERP) and offer two-years additional service credit for eligible employees, in accordance with Government Code Sections 7507 and 20903. The purpose of an ERP is to provide an opportunity and associated incentive for employees to retire sooner than they might have otherwise done so, which results in on-going cost savings as well as flexibility in backfilling positions.

On August 27, 2019, the Agency announced its intention to implement an Early Retirement Program to qualifying employees beginning October 1, 2019 and ending December 29, 2019. The Agency has received feedback from staff and, in order to allow more time of consideration and provide administrative relief, decided to extend that window of opportunity to end on January 31, 2020. The new window of opportunity is within the 90-day to 180-day designated time period required by CalPERS. In addition to this announcement at the publicly-held August meeting, CalPERS requires that the Boards approve resolutions authorizing the Agency to offer Two Years Additional Service Credit for eligible employees, in accordance with Government Code Sections 7507 and 20903, which are attached. These resolutions must be accompanied by Certifications of Compliance with Government Code Sections 7507 and 20903 and a Certification of Governing Body's Action that affirms the adopted resolution is true and correct, both of which are attached.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority approve the resolution to grant a designation period for two years additional service credit beginning October 1, 2019 and ending January 31, 2020, approve the certification of the governing body's action to adopt the resolution, and approve the certifications of compliance with Government Code Sections 7507 and 20903.

Fiscal Impact

Exact costs and benefits of the program would depend on the eligible employees who choose to participate in the program. This range is outlined below:

If 100% of the eligible employees choose to participate in the program and accept two years additional CalPERS service credit, Fresno Housing would be required to pay additional annual payments of \$404,636 over five years. Using a five-year amortization factor of 4.44 as required by CalPERS, these additional payments have a present value of \$1.8 million

If 100% of the eligible employees choose to participate in the program and accept the one-half annual scheduled salary payout, the full cost, paid out in 2019, would be \$1.77 million.

If 100% of the eligible employees choose to participate in the program through a one-half annual scheduled salary payout and 75% of the positions are backfilled with employees in the same classification, the ongoing labor savings starting in 2020 is estimated to be \$1.9 million.

In the scenario where only 20% of the eligible employees choose to participate in the program and 75% of the positions are backfilled with employees in the same classification, the ongoing labor savings starting in 2020 is estimated to be \$388 thousand.

In a scenario similar to the past implementations of the retirement program, where 30% of the eligible employees choose to participate in the program and 75% of the positions are backfilled with employees in the same classification, the ongoing labor savings starting in 2020 is estimated to be \$582 thousand.

In the scenarios outlined above, the labor savings in year one would potentially pay for the implementation costs of the program.

Background Information

The purpose of an ERP is to provide an opportunity and associated incentive for employees to retire sooner than they might have otherwise done so, which results in on-going cost savings as well as flexibility in backfilling positions. CalPERS allows participating agencies the ability to offer two-years additional service credit for eligible employees who retire during a specified window.

In developing an Early Retirement Program, the Agency has tried to address employee concerns and provide a program that would meet as many individual circumstances as possible. This program has elements similar to the previous Early Retirement Incentives offered in 2004, 2006, 2013, and 2015, all of which were successful and well-received by employees. An overview of the program is attached to this memo. In summary, the program provides for a window of opportunity for eligible employees (active, full-time regular employees as of October 1, 2019) to receive an additional (2) years of CalPERS service credits or cash equal to one-half of their annual salary up to a maximum amount of \$40,000. A review of our employee demographics indicates that sixty-two employees would meet the eligibility requirements for the program.

Early Retirement Program

2019 Program Summary

This program is intended to provide incentives for eligible employees to retire from service with the Fresno Housing Authority.

Limited 123-day window of opportunity:

– October 1, 2019 – January 31, 2020

Eligibility Requirements:

- Active, full-time employee as of October 1, 2019, **and**
- Classic Members: 50 years of age on or before January 31, 2020 with at least 5 years of service credit;
- PEPRAs Members: 52 years of age on or before January 31, 2020 with at least 5 years of service credit.

Retirement Incentive:

1. Cost of two years additional CalPERS service credit; **or**
2. One-half annual scheduled salary (up to a maximum of \$40,000)
 - Amount paid as wages; and/or
 - Paid into Non-Taxable Deferred Compensation Plan (e.g. 457 Plan) in accordance with the plan's guidelines and current deferred compensation plan contribution limits.

-and-

3. Sick Leave Conversion Option
100% Sick leave conversion
 - Sick leave converted to CalPERS service credit based on CalPERS current conversion formula; or
 - Amount paid as wages; and/or
 - Paid into Non-Taxable Deferred Compensation Plan (e.g. 457 Plan) in accordance with the plan's guidelines and current deferred compensation plan contribution limits.



Early Retirement Program

Boards of Commissioners Meeting

September 24, 2019

Program Overview

- Participation Window
 - October 1, 2019 – January 31, 2020
- Eligibility Requirements
 - Active, full-time employee as of October 1, 2019, and
 - At least 5 years of service credit
 - Either:
 - 50 years of age for Classic Members
 - 52 years of age for PEPRAs Members
- Incentive
 - Two years additional CalPERS service credit, **or** one-half annual scheduled salary (up to a maximum of \$40,000)
 - 100% sick leave conversion

Fiscal Impact

- 100% participation would cost ~\$1.8m in salary or service credit incentives*
- The Agency would strategically backfill approximately 75% of vacant positions to meet its current business needs
- Assuming 20%-30% participation, we anticipate that the program would pay for itself in year one
- The Agency would also realize \$270k to \$407k in ongoing salary savings in future years, depending on utilization

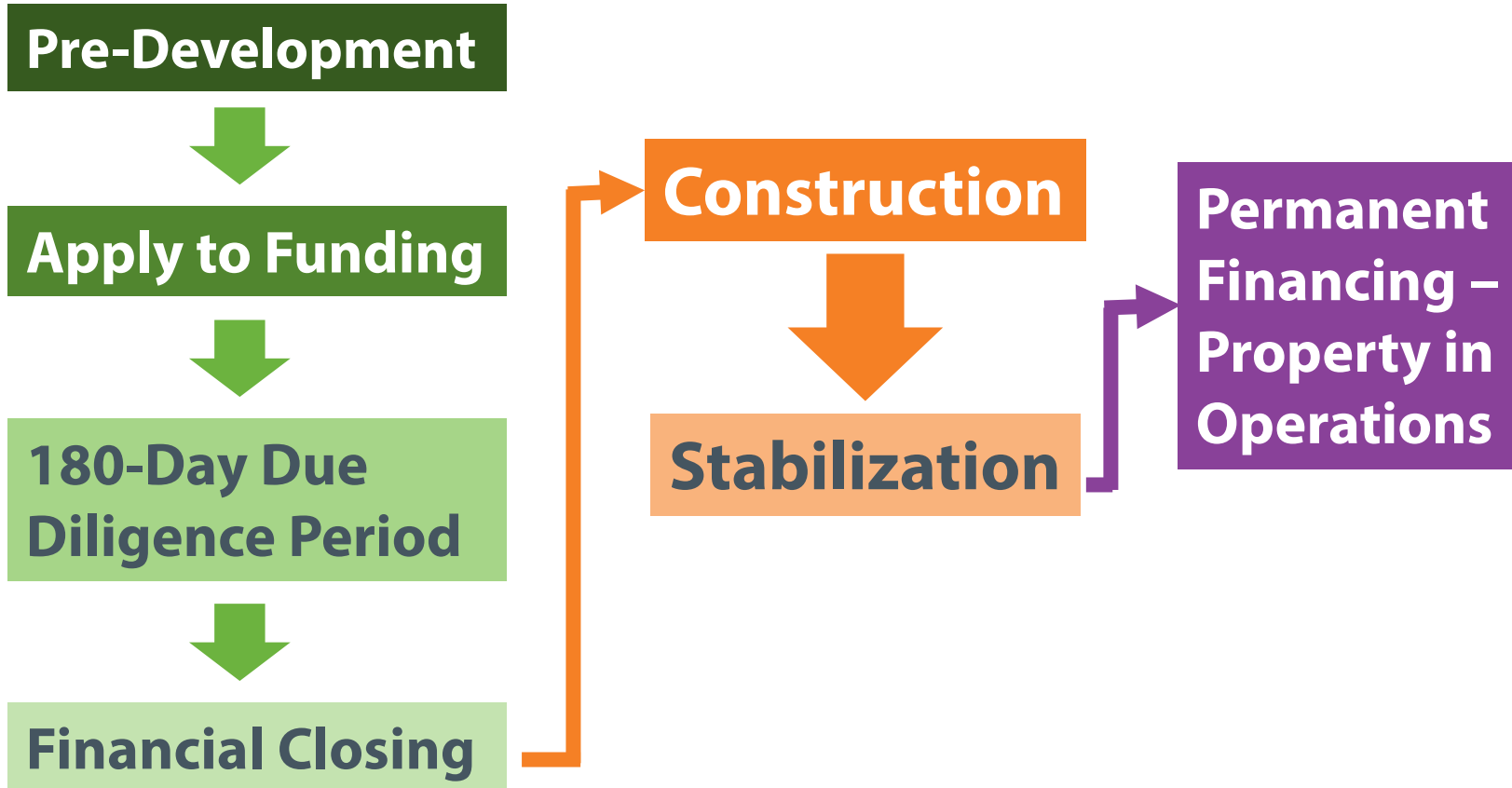
Questions or Comments?



Development Update

*Boards of Commissioners Meeting
September 24, 2019*

Development Life Cycle



Construction/Stabilization Phase

- Magnolia Commons (Magill) in Fowler
 - 100% leased Sep-19
- Oak Grove Commons (Parlier)
 - Construction to be completed Oct-19
 - Lease up underway
- Mariposa Meadows (Fresno)
 - Construction to be completed Jan-20
- Orchard Apartments (Parlier)
 - Construction to be completed Mar-20

Closing Due Diligence Phase

- Solivita Commons (Clovis) – Dec-19 Closing
- Linnaea Villas (Kingsburg) – Dec-19 Closing
- The Villages at Paragon (Fresno) – Dec-19 Closing
- The Villages at Broadway (Fresno) – Apr-20 Closing

Funding Application Phase (Tentative)

- Doragon @ Chinatown
 - 4% LIHTC + CDLAC Application – Est. Nov-19
- Blackstone & Simpson
 - No Place Like Home – Nov-19
 - Infill Infrastructure Grant – Nov-19
 - AHSC – Feb-20
 - LIHTC Q3 2020
- Barstow Commons
 - 9% LIHTC – Mar-20
- Huron
 - Potential IIG – Nov-19
 - Potential AHSC – Feb-20

Questions?



2020 Agency Plans

September 24, 2019

Board of Commissioners Meeting

Agency Plans

- Agency Plans
 - Five Year Plan
 - Annual Plan (updated)
 - Administrative Plan (updated)
 - Admissions and Continued Occupancy Plan (ACOP) (updated)

Timeline

- Internal on-going discussion
- June 25: Informational Board Presentation
- July/August: Resident Engagement/RAB Meetings
- July 25: Comment Period opens
- September 8: Comment Period ends
- September 24: Public Hearing
- September 24: Request Board adoption
- October 10: Final Submission to HUD

Color-Coding

- Proposed Changes to each Plan
 - HUD Regulatory Changes (GREEN)
 - Significant Changes (YELLOW highlight)
 - Staff Proposed Changes (BLUE)
 - Changes resulting from public comment, including staff comments (ORANGE highlight)

Admin Plan – Additional Changes (Orange)

- Section 3.41 – Local Preferences - Displacement Referrals- Added language when a displacement referral is received from unit of government, the referral will need to be coordinated with FH.
- Section 10.4.1 – HQS Deficiencies- changed policy so that emergency deficiencies not corrected within 24 hours would result in a HAP abatement, but contract would not be immediately cancelled.

Proposed Changes Withdrawn

- Withdrawn due to Housing Opportunity Through Modernization Act of 2016 (HOTMA) –public comment period on related policies
 - Section 12.7 – Annual Recertification effective date-decreases
 - Section 12.10.1, 12.11.1, and 12.11.2 – Interim Reporting Requirements

ACOP Additional Changes (Orange)

- Section 4.12 – Local Preferences, Displacement Referrals - Added language when a displacement referral is received from unit of government, the referral will need to be coordinated with FH.

Also Withdrawn due to HOTMA public comment period:

- Section 9.17 – Reporting Interim Changes
- Section 9.22 – timely Reporting Changes in Income and Assets

Annual Plan

- Updated data regarding wait list and financial resources

Questions?

Public Hearing - 2020 Agency Plans

Five Year Plan

Annual Plan

Administrative Plan

Admissions & Continued Occupancy Policy
(ACOP)



SEPTEMBER HIGHLIGHTS

Attendance Awareness Campaign

The attendance awareness campaign was the focus for the month of September. Workshops promoting the value of good attendance and reducing chronic absenteeism were offered to adult and youth residents. Several sites participated in this campaign, including:

Fairview Heights (Fresno) -

Tuesday, September 3, 3 p.m.

Yosemite Village (Fresno) -

Tuesday, September 3, 3 p.m.

Sequoia Courts (Fresno) -

Wednesday, September 4, 3 p.m.

Legacy Commons (Fresno) -

Wednesday, September 4, 3 p.m.

Viking Village (Fresno) -

Wednesday, September 4, 3:30 p.m.

Villa Del Mar (Fresno) -

Thursday, September 5, 3:30 p.m.

Parc Grove Commons (Fresno) -

Tuesday, September 17, 11 a.m.

Cedar Courts (Fresno) -

Tuesday, September 17, 3 p.m.

Pacific Gardens (Fresno) -

Thursday, September 26, 10 a.m.

Granada Commons (Kerman) -

Wednesday, September 11, 3 p.m.

Helsem Terrace (Kerman) -

Wednesday, September 11, 3 p.m.

Magnolia Commons (Fowler) -

Thursday, September 19, 11 a.m.

Blossom Trail (Sanger) -

Wednesday, September 4, 3:30 p.m.

Cueva De Oso (Selma) -

Tuesday, September 3, 3 p.m.

Paseo 55 (Reedley) -

Wednesday, September 4, 1 p.m.

Fresno State Parent University Digital Literacy Classes

Fresno State Parent University will host a 9-week digital literacy course at Mendoza Terrace I & II in Firebaugh. Participants will meet twice a week during the 9-week course, which will teach parents the skills they need to be engaged with their children's academic progress. Classes begin Tuesday, September 24, and will take place from 5-7 p.m. each Tuesday and Thursday during the 9-week course.

Mendoza Terrace I & II (Firebaugh)

Fresno County Health Assessment Initial Findings

Fresno Metro Ministries and Fresno County Department of Health will be sharing the initial findings of the Community Health Needs Assessments in and around Fresno County with each community that participated in health focus groups as part of the assessment.

Blossom Trail Commons (Sanger) - Thursday, September 26, 6 p.m.

Rios Terrace (Mendota) - Thursday, October 15, 6 p.m.

Legacy Commons (Fresno) - Wednesday, September 25, 6 p.m.



Cal-Fresh Sign Up

Representatives from the County of Fresno will be on site to help seniors and persons with disabilities to sign-up and receive benefits through the Cal-Fresh food stamp, or SNAPS, program.

Legacy Commons (Fresno) - Wednesday, September 11, 9 a.m.

Music Showcase

The Legacy Commons music program will have students performing guitar, piano, spoken word and rap. In addition, the community will have the opportunity to meet the teachers and sign up for the program. Dinner will be provided to those in attendance.

Legacy Commons (Fresno) - Friday, September 13, 5 p.m.

Faith and Finance

Faith and Finance provides a congregational approach to financial literacy. Classes provide participants with important training and resources that help prepare them for success.

Cedar Courts (Fresno) - Every Thursday from 4-6 p.m. from September 5-November 21

Neighborhood Dance Fitness

Neighborhood Dance Fitness, hosted by Every Neighborhood Partnership (ENP), provides residents with an hour of fun aerobic exercise activity and the chance to engage with their local community.

Parc Grove Commons (Fresno) - Every Tuesday and Thursday, 10-11 a.m.

Cedar Courts (Fresno) - Every Wednesday, 9-10 a.m.

Food to Share in partnership with Fresno Metro Ministry

Food to Share is a community food partnership that provides unique opportunities to address food insecurities through environmental solutions. Food distribution is offered weekly at the following locations:

Cedar Courts (Fresno) - Thursdays, 11 a.m.

Legacy Commons (Fresno) - Mondays, 4 p.m.

Renaissance at Parc Grove Commons (Fresno) - Tuesdays, 1:30 p.m.

Parc Grove Commons (Fresno) - Tuesdays, 3-5 p.m. and Wednesdays, 9 a.m.-12 p.m.

Babies First - Family Cafe

Family Cafe is about having important conversations about parenting and building healthy family relationships. Families come together to share their experiences and to connect with other families with children ages 0-8. As part of the event, families create a craft to take home.

Parc Grove Commons (Fresno) -
Wednesday, September 25, 11:30 a.m.-1 p.m.



BINGO and Game Day

Residents can strengthen cognitive development and hand coordination through playing games and bingo. Participants also have the opportunity to engage with their fellow community members.

Rio Villas (Firebaugh) - Thursday, September 5, 2 p.m.

Parc Grove Commons (Fresno) - Tuesday, September 17, 11 a.m.

Bridges at Florance (Fresno) - Tuesday, September, 3 p.m.

Early Learning Department - Play & Learn

Play & Learn groups offer an opportunity for families to meet new people and make friends within their community. Children learn how to play and socialize with other kids their age through playing, art, storytelling and outdoor activities. Additionally, parents receive handouts and information on other resources available to them.

Cedar Courts (Fresno) - Thursdays, 9:30 - 11 a.m.

Centro la Familia - Let's Talk

The support group discusses mental health awareness and provides fun activities to help residents improve their well-being. Activities include arts and crafts, relaxation techniques, bingo and others.

Cedar Courts (Fresno) - Every other Wednesday from 10-11:30 a.m. from September 4-25

Habitat for Humanity

An informational orientation was held for residents interested in becoming a homeowner through Habitat for Humanity. The non-profit plans to build a home on Chance Avenue in Fresno, which participants had the opportunity to visit after the meeting.

Cedar Courts (Fresno) - Tuesday, September 10, 5-7 p.m.

Fresno Library Sign-Up

This event will help introduce families to their local library and encourage them to actively use the services offered. The youth participating in Read Fresno will go on a walking tour of the local library.

Legacy Commons (Fresno) - Wednesday, September 25, 3 p.m.

Cedar Courts (Fresno) - Thursday, September 19, 3 p.m.

Neighborhood/Community Safety Meeting

Residents and staff initiated a neighbor safety meeting in response to local crime and incidents on properties and surrounding areas. Local law enforcement will facilitate a monthly neighborhood / community safety meeting at various properties. The first meetings were held at the following sites:

Villa Del Mar (Fresno) - Monday, September 23, 5:30 p.m.

Cardella Courts (Firebaugh) - Wednesday, September 11, 5:30 p.m.

Firebaugh Farm Labor (Firebaugh) - Wednesday, September 11, 5:30 p.m.

Mendoza Terrace II & II (Firebaugh) - Wednesday, September 11, 5:30 p.m.

Firebaugh Elderly (Firebaugh) - Wednesday, September 11, 5:30 p.m.

Rios Terrace (Mendota) - Wednesday, September 18, 3 p.m.

Granada Commons (Kerman) - Tuesday, September 17, 10 a.m.

Helsem Terrace (Kerman) - Tuesday, September 17, 10 a.m.

Resident Meeting

In an effort to learn about things happening in the community, residents will hold a monthly meeting in collaboration with Every Neighborhood Partnership. This meeting will provide residents with updates on community events and information related to the property.

Legacy Commons (Fresno) - First Monday of each month, 5 p.m.



Pathway to Employment

Pathway to employment is a series of workshops that help prepare individuals entering the workforce with the skills necessary to be competitive. The course will assist residents with developing the soft skills and tools to successfully search for and obtain employment. Each week will cover several key points such as employment goals, assessments, training opportunities, resume writing, job search, interview skills and more.

Fairview Heights (Fresno) - September 12, 13 and 17, 10 a.m.



OCTOBER HAPPENINGS

Babies First- Family Cafe

Fresno County Department of Public Health will host a café workshop for parents. The workshop will cover several topics, including parenting advice and tips, information on how parents can support fellow parents, and tips on how to build a sense of community. Participants will also learn about local resources.

Parc Grove Commons (Fresno) - Wednesday, October 30, 11:30 a.m.

BINGO and Game Day

Residents can strengthen cognitive development and hand coordination through playing games and bingo. Participants also have the opportunity to engage with their fellow community members.

Parc Grove Commons (Fresno) - Tuesday, October 8, 11a.m.

Bridges at Florence - Friday, October 25, 10 a.m.

Faith and Finance

Faith and Finance provides a congregational approach to financial literacy. Classes provide participants with important training and resources that help prepare them for success.

Cedar Courts (Fresno) - Every Thursday from 4-6 p.m. from September 5-November 21.

Neighborhood Dance Fitness

Neighborhood Dance Fitness, hosted by Every Neighborhood Partnership (ENP), provides residents with an hour of fun aerobic exercise activity and the chance to engage with their local community.

Parc Grove Commons (Fresno) - Every Tuesday and Thursday, 10-11 a.m.

Food to Share in partnership with Fresno Metro Ministry

Food to Share is a community food partnership that provides unique opportunities to address food insecurities through environmental solutions. Food distribution is offered weekly at the following locations:

Cedar Courts (Fresno) - Thursdays, 11 a.m.

Legacy Commons (Fresno) - Mondays, 4 p.m.

Renaissance at Parc Grove Commons (Fresno) - Tuesdays, 1:30 p.m.

Viking Village (Fresno) - Tuesdays, 5:30-6:30 p.m.

Early Learning Department - Play & Learn

Play & Learn groups offer an opportunity for families to meet new people and make friends within their community. Children learn how to play and socialize with other kids their age through playing, art, storytelling and outdoor activities. Additionally, parents receive handouts and information on other resources available to them.

Cedar Courts (Fresno) - Thursdays, 9:30-11 a.m.



Crime Prevention Month

October is crime prevention month. Workshops focusing on how to reduce crime in neighborhoods and communities will be offered at several sites.

Heaton Parent Conference

Parents will have the opportunity meet with their child's teacher to review first semester assignments, grades, attendance and behavior.

Parc Grove Commons (Fresno) - Wednesday, October 16, 2-4:30 p.m

Cooking Matters for Parents

Cooking Matters is a national program designed to teach parents and caregivers with limited food budgets to shop for and cook healthy meals. Each course covers meal preparation, grocery shopping, food budgeting and nutrition

Cedar Courts (Fresno) - Every Tuesday from 9:30 a.m.-12:30 p.m. from October 15-November 26

Teen Program Workshop

Care Fresno will be hosting a teen program workshop for teens in the community.

Cedar Courts (Fresno) - Friday, October 25, 6-8 p.m.