



Boards of Commissioners Meeting

January 27, 2015

AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

www.fresnohousing.org

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

5pm January 27, 2015

1331 Fulton Mall, 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 call the Board Secretary at (559) 443-8475, TTY 800-735-2929.

5pm Board Meeting

PAGE #

1. Call to Order and Roll Call

2. Approval of agenda as posted (or amended)

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. Consent Agenda

- | | |
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| a. Consideration of the Minutes of December 17, 2014 | 1 |
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| c. Consideration of the Return to Work Policy | 9 |
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a. Fresno Housing 75 th Anniversary Update	27
b. 2014 HAP Report and Presentation	29
c. Leveraging the HCV Program to Improve Quality Housing	33
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7. Action Items – Commissioners may Consider, Approve, Deny, and/or Continue	
a. Consideration of the Agreement with the Boys and Girls Clubs of Fresno County	59
b. Consideration of the Memorandum of Understanding – Edison Plaza II, LLC	63
c. Consideration of the 2015 Early Retirement Program	74
8. Executive Director’s Report	88
9. Closed Session	
CONFERENCE WITH REAL PROPERTY NEGOTIATORS	
(Pursuant to Government Code § 54954.5(b))	
Property: 2250 Walnut Ave., Fresno, CA 93706	
Agency negotiator: Preston Prince	
Negotiating parties: Fresno Housing Authority and Edison Plaza Partners, L.P.	
Under negotiation: Real Estate transaction	
10. Adjournment	

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

Wednesday, December 19, 2014

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Wednesday, December 17, 2014, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. CLOSED SESSION

Boards of Commissioners went into closed session at 4:05 P.M.

a. CONFERENCE WITH LABOR NEGOTIATORS

(Pursuant to Government Code § 54957.6)

Agency Designated Representatives: Tracewell Hanrahan, Rebecca Craig, Clayton Lucas, Lisa Bechtel, Emily Williams

Employee Organization: Service Employees International Union (SEIU) Local 521

b. PUBLIC EMPLOYMENT

Title: CEO/Executive Director

The Boards of Commissioners returned to open session at 4:40 P.M. There was no reportable activity or action.

2. The meeting reconvened in open session at 4:45 P.M. by Board Chair, Commissioner Scharton of the Board of Commissioners of the Housing Authority of the City of Fresno. Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:	CRAIG SCHARTON, Chair
	ADRIAN JONES, Vice Chair
	RUEBEN SCOTT
	STEVEN BEDROSIAN
	TIM LOWE
	KARL JOHNSON
	JORGE AGUILAR

COMMISSIONERS ABSENT:	None.
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The meeting was reconvened in open session at 4:45 P.M., lead by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: STACY SABLAN, Chair
JIM PETTY
NANCY NELSON
OSVALDO VERA
LEE ANN EAGER

COMMISSIONERS ABSENT: RENEETA ANTHONY, Vice Chair

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, CFO/Deputy Director; Rebecca Craigo, Chief Operations Officer; and Ken Price, Manock and Jensen - General Counsel

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Commissioner Scott motioned for the City Board's approval of the agenda as amended. This action was seconded by Commissioner Lowe, and by unanimous vote of the Board of Commissioners for the City, the agenda was approved as amended.

Commissioner Nelson motioned for the County Board's approval of the agenda as amended. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the agenda was approved as amended.

4. PUBLIC COMMENT

Commissioner Scharton opened the meeting for public comments.

No public comment.

5. EDUCATION ACKNOWLEDGEMENTS

Preston Prince, CEO/Executive Director requested to move the Education Acknowledgements to the Executive Director's Report.

6. ELECTION OF OFFICERS – COUNTY BOARD OF COMMISSIONERS

Commissioner Petty motioned for the County Board's approval of g Commissioner Sablan as Chair, and Commissioner Anthony as Vice Chair. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County,

Commissioner Sablan was announced as Chair and Commissioner Anthony as Vice Chair for the Board of Commissioners of the County.

7. CONSENT AGENDA

- a. Consideration of the Minutes of November 19, 2014
- b. City: Authorization to Charge-Off Uncollectible Accounts 4th Quarter 2014
- c. County: Authorization to Charge-Off Uncollectible Accounts 4th Quarter 2014
- d. Consideration of the Investment Policy
- e. Consideration of the Reasonable Accommodation Policy
- f. Consideration of the Workplace Violence Policy
- g. Consideration of Execution of Contract Agreement – Audit Services
- h. Consideration of Contract Extension – IT Services

Commissioner Petty acknowledged that there were some amendments that needed to be made on the November 19, 2014 Board of Commissioners Meeting Minutes. Specifically, for item 4(a) on the Consent Agenda, Commissioner Petty addressed that he was not the one who motioned for approval.

No public comment.

Commissioner Scott motioned for the City Board's approval of the consent agenda. This action was seconded by Commissioner Lowe, and by unanimous vote of the Board of Commissioners for the City, the consent agenda was approved.

Commissioner Petty motioned for the County Board's approval of the consent agenda, seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the consent agenda was approved.

8. PUBLIC NOTICE

Tracewell Hanrahan, CFO/Deputy Director presented the Early Retirement Incentive Program to the public. Ms. Hanrahan describes that in developing an Early Retirement Program, staff has tried to address employee concerns and provide a cafeteria style program that would meet as many individual circumstances as possible. Ms. Hanrahan continued to explain that the program mirrors the previous three Early Retirement Incentives offered in 2004, 2006, and 2013, all of which were successful and well-received by employees.

No public comment.

9. INFORMATIONAL/DISCUSSION

- a. Housing Relinquished Fund Corporation Update

Commissioner Scharton requested for Tracewell Hanrahan to give a brief explanation of the Housing Relinquished Fund Corporation to update Commissioner Aguilar. Ms. Hanrahan presented a brief overview of the Housing Relinquished Fund Corporation.

Emily Williams, Finance Manager presented an update of the Housing Relinquished Fund Corporation. Ms. William's analysis included the actual and projected fiscal inflows and outflows, as well as potential inflows and commitments for 2015.

b. Development Update

Michael Duarte, Senior Manager of the Development Department presented an update of the Agency's real estate projects in the pre-development phase. Mr. Duarte's update included Garden Valley, Parc Grove Commons Northeast, Edison Plaza, the Lowell Project, and Trailside Terrace.

Commissioner Eager asked why the Garden Valley was no longer being pursued and Mr. Duarte responded that it was determined to no longer be in the Agency's best interest. Tracewell Hanrahan further explained that the development would not generate the cash flow as preferred by the Boards of Commissioners; therefore, staff decided to no longer pursue the project.

10. ACTION

a. Consideration of HOME Funding Application and Various Funding Sources – Lowell Neighborhood (Calaveras)

Commissioner Scharton recused himself from this action item and left the board room.

Commissioner Scott requested an explanation of the project to clarify the subject for Commissioner Aguilar. Michael Duarte responded to Commissioner Scott's request and gave a brief overview of the project.

Commissioner Lowe arrived to the Boards of Commissioner's meeting at 5:07 P.M.

Michael Duarte presented the consideration of the HOME Funding Application and Various funding sources for the Lowell Neighborhood. Mr. Duarte recommended that the Board of Commissioners authorize and adopt the presented resolution that is provided for submission of funding applications. Mr. Duarte also recommended for the Boards of Commissioners to authorize a loan of up to \$1,000,000 from the HRFC and authorize the CEO/Executive Director, and/or the CFO/Deputy Director to execute documents on behalf of the Housing Authority.

No public comment.

Commissioner Scott motioned for the City Board's approval for consideration of the HOME funding application and various funding sources for the Lowell Neighborhood. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the HOME funding application and various funding sources for the Lowell Neighborhood was approved.

Commissioner Nelson motioned for the County Board's approval for consideration of the HOME funding application and various funding sources for the Lowell Neighborhood. This action was seconded by Commissioner Vera, and by unanimous vote of the Board of Commissioners for the County, the consideration of the HOME funding application and various funding sources for the Lowell Neighborhood was approved.

b. Consideration of HOME Funding Application and Various Funding Sources – Trailside Terrace

Michael Duarte presented the consideration of the HOME Funding Application and Various funding sources for the Trailside Terrace. Mr. Duarte recommended that the Board of Commissioners authorize and adopt the presented resolution that is provided for submission of funding applications. Mr. Duarte also recommended for the Boards of Commissioners to authorize a loan of up to \$3,000,000 from the HRFC and authorize the CEO/Executive Director, and/or the CFO/Deputy Director to execute documents on behalf of the Housing Authority.

No public comment.

Commissioner Bedrosian motioned for the City Board's approval for consideration of the HOME funding application and various funding sources for Trailside Terrace. This action was seconded by Commissioner Lowe, and by unanimous vote of the Board of Commissioners for the City, the consideration of the HOME funding application and various funding sources for Trailside Terrace was approved.

Commissioner Petty motioned for the County Board's approval for consideration of the HOME funding application and various funding sources for Trailside Terrace. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consideration of the HOME funding application and various funding sources for Trailside Terrace was approved.

Preston Prince, CEO/Executive Director acknowledged Michael Duarte and staff for all the work that has been done on the development projects.

c. Consideration of Rapid Re-Housing Agreement – Fresno County Department of Social Services

Doreen Eley, Assisted Housing Manager recommended that the Boards of Commissioners adopt the presented resolutions authorizing a partnership with Department of Social Services in administering the HSP program.

No public comment.

Commissioner Scott motioned for the City Board's approval to consider the Rapid Re-Housing Agreement with the Fresno County Department of Social Services. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of Rapid Re-Housing Agreement with the Fresno County Department of Social Services was approved.

Commissioner Petty motioned for the County Board's approval to consider the Rapid Re-Housing Agreement with the Fresno County Department of Social Services. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consideration of Rapid Re-Housing Agreement with the Fresno County Department of Social Services was approved.

d. Consideration of the 2015 HAP and Operating Budgets

Emily Williams, Finance Manager presented the consideration of the 2015 HAP and Operating Budgets, recommending that the Boards of Commissioners adopt the 2015 Annual Operating Budget, and the 2015 Annual Housing Assistance Payments Budget.

Commissioner Petty asked a question concerning EMS on the 2014 budget. Ms. Williams responded that the EMS budget is being carried over and is not being duplicated. Further discussion was held by Boards of Commissioner Members asking questions concerning the 2015 budget.

Commissioner Scott motioned for the City Board's approval to adopt the 2015 HAP and Operating Budgets. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the adoption of the 2015 HAP and Operating Budgets was approved.

Commissioner Petty motioned for the County Board's approval to adopt the 2015 HAP and Operating Budgets. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the adoption of the 2015 HAP and Operating Budgets was approved.

e. Consideration of the Tentative Employment Agreement – SEIU Local 521

Clayton Lucas, Director of Administrations presented a tentative employment agreement with SEIU Local 521 for the Boards of Commissioners to approve.

No public comment.

Commissioner Scott motioned for the City Board's approval of the Tentative Employment Agreement. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the Tentative Employment Agreement was approved.

Commissioner Petty motioned for the County Board's approval of the Tentative Employment Agreement. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the Tentative Employment Agreement was approved.

11. EXECUTIVE DIRECTOR'S REPORT

Preston Prince, CEO/Executive Director opened the Director's report by recognizing three Fresno Housing Authority Staff members for continuing education. In addition, the following items were addressed:

- Mr. Prince announced that Commissioner Zuloaga has resigned from the Board of Commissioners of the County of Fresno.
- Mr. Prince asked Tracewell Hanrahan to highlight B3. Ms. Hanrahan shared the news stories and articles documenting the success of the B3 program.
- Mr. Prince addressed homelessness. He shared a story that was in the Fresno Bee describing a woman who was recently homeless and her success in finding a home.

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 6:30 P.M.

Preston Prince, Secretary to the Boards of Commissioners

BOARD MEMO

O (559) 443-8400

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1331 Fulton Mall
Fresno, California 93721
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www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing Authority

DATE: January 23, 2015

BOARD MEETING: January 27, 2015

FROM: Preston Prince 
CEO/Executive Director

AGENDA ITEM: 4b

AUTHOR: Tiffany B. Mangum

SUBJECT: Out-of-State Travel

Executive Summary

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

Travel/Conference Agenda

Date	Location	Event
2/27-3/1/15	Brighton, UK	CIH Southeast Housing Conference
3/15-3/18/15	Washington, DC	NAHRO Legislative Conference*
4/14-4/17/15	Waukesha, WI	NCRC Regional Conference (NAHRO)
4/21-4/23/15	Salt Lake City, UT	Utah NAHRO Conference
4/28-5/1/15	Winnipeg, Canada	Canadian Housing and Renewal Association Conference
5/15-5/18/15	Seattle, WA	Pacific Northwest NAHRO Conference
5/19-5/22/15	Ocean City, MD	MARC NAHRO Conference
6/14-6/17/15	Louisville, KY	Southeast NARHO Regional Conference
6/21-6/23/15	North Falmouth, MA	North East NAHRO Regional Conference
6/9 -6/11/15	Boseman, MT	Mountain Plains NAHRO Conference
6/29-7/1/15	New Orleans, LA	Southwest NAHRO Conference
7/29-8/1/15	Austin, TX	Summer NAHRO Conference

Recommendation

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

Fiscal Impact

All travel and conference expenditures are within budget, and funds have been previously approved as part of the Operating Budgets submitted and approved in December 2014.

**Commissioners attend as approved by the Board Chair and/or CEO.*

BOARD MEMO


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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 4c

AUTHOR: Clayton E. Lucas II

SUBJECT: Return to Work Policy

Executive Summary

It is the policy of the Fresno Housing Authority (the "Agency") to ensure that the Agency is in compliance with all applicable state and federal laws that regulate the establishment and operation of Public Housing Authorities, and to ensure that all employees at the Agency are treated in a manner consistent with all applicable employment laws and regulations.

Staff is proposing a new Return to Work Policy that is in compliance with all applicable federal, state and local workers' compensation laws and regulations and is in accordance with the Americans with Disabilities Act (ADA) as well as the Family and Medical Leave Act (FMLA). The purpose of this proposed Policy is to assist employees who have sustained a work-related injury to return to gainful, productive employment with the Agency within the temporary limited physical restrictions recommended by the treating physician.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the attached Return to Work Policy.

Fiscal Impact

None.

RESOLUTION NO.
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION APPROVING THE ADOPTION OF THE RETURN TO WORK POLICY

WHEREAS, it is the policy of the Fresno Housing Authority (the “Agency”) to make sure that the Agency is in compliance with all applicable state and federal laws that regulate the establishment and operation of Public Housing Authorities, and to ensure that all employees at the Agency are treated in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, various state, federal and local employment laws and regulations require the Agency to adopt certain personnel rules and regulations applying to all employees; and

WHEREAS, the Agency, in compliance with all applicable federal, state, and local workers’ compensation laws and regulations and in accordance with the Americans with Disabilities Act (“ADA”) and the Family and Medical Leave Act (“FMLA”), is proposing a Return to Work Policy that assists employees who have sustained a work-related injury to return to gainful, productive employment with the Agency within the temporary physical limitations recommended by the treating physician; and

WHEREAS, the proposed Return to Work Policy is a necessary policy under the applicable state and federal laws that govern the operation of the Agency;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the City of Fresno does hereby adopt and incorporate the proposed policy.

PASSED AND ADOPTED THIS 27th day of January, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO.
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION APPROVING THE ADOPTION OF THE RETURN TO WORK POLICY

WHEREAS, it is the policy of the Fresno Housing Authority (the “Agency”) to make sure that the Agency is in compliance with all applicable state and federal laws that regulate the establishment and operation of Public Housing Authorities, and to ensure that all employees at the Agency are treated in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, various state, federal and local employment laws and regulations require the Agency to adopt certain personnel rules and regulations applying to all employees; and

WHEREAS, the Agency, in compliance with all applicable federal, state, and local workers’ compensation laws and regulations and in accordance with the Americans with Disabilities Act (“ADA”) and the Family and Medical Leave Act (“FMLA”), is proposing a Return to Work Policy that assists employees who have sustained a work-related injury to return to gainful, productive employment with the Agency within the temporary physical limitations recommended by the treating physician; and

WHEREAS, the proposed Return to Work Policy is a necessary policy under the applicable state and federal laws that govern the operation of the Agency;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the City of Fresno does hereby adopt and incorporate the proposed policy.

PASSED AND ADOPTED THIS 27th day of January, 2015. 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

Return-to-Work Policy

Introduction

It is the policy of the Agency to assist employees who have sustained a work-related injury to return to gainful, productive employment with the Agency. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Purpose

When an Agency employee sustains a work-related injury which is covered under the current workers' compensation system, the treating physician may release the employee to return to work with temporary physical restriction(s), which are intended to aid the employee in recovery from that injury. In such circumstances, the Agency will make all reasonable efforts to enable the injured employee to return to work within the temporary, physician-imposed physical restrictions.

Policy

When an employee is unable to return to work performing his/her regular job duties, that employee may be provided with a temporary job assignment which conforms to the treating physician's imposed limitations. In such circumstances, the temporary job assignment is termed "modified work," because the duties (or tasks) performed by that employee have been modified to meet the employee's temporary physical limitations.

The temporary job assignment may or may not be in the same classification or location as the employee's regular job. Additionally, the temporary job assignment may or may not be equivalent (in terms of weekly hours worked and/or monetary compensation received) to the employee's regular job.

Eligibility - All employees are eligible to return to work on a "modified work" status, provided that the following criteria exist:

1. The injury sustained by the employee has been determined to be work-related and compensable under current workers' compensation legislation; and
2. The physical restrictions imposed by the treating physician are specific (e.g. no lifting over 50 pounds); and
3. The physical restrictions imposed by the treating physician are for a specified, temporary period (e.g. 10 days); and
4. Work-related tasks within the physical limitations of the treating physician are available; and are within the physical and skill capacities of the injured employee.

Compensation – Employees who receive temporary modified work under this Policy will receive their normal wages. However, normal wages will be pro-rated for employees who work less than their normal schedule. In the event that a modified work assignment is available only for a portion of the employee's normal weekly hours, it is possible that the employee will be compensated, through workers' compensation benefits, for the difference between the amount earned and the amount of workers' compensation benefits which would have been paid in the complete absence of a modified work assignment. It is notable that workers' compensation benefits are based upon current workers' compensation legislation, and are calculated as a percentage of the employee's average weekly income.

Refusal of Modified Work Assignment - As previously noted, the Agency will make every reasonable effort to provide employees with modified work assignments following a work-related injury for which the treating physician imposes temporary physical restrictions. As long as these modified work assignments do not violate the treating physician's imposed physical restrictions, and as long as these modified work assignments are within the employee's physical and skill level capabilities, the employee is expected to return to work.

Modified Work Coordinator - To ensure appropriate and consistent application of the Return-to-Work policy, the Agency has designated the Human Resources Department as the "Modified Work Coordinator." This role has the following responsibilities:

- Maintain a sound knowledge of the Agency's Return-to-Work Policy.
- Maintain constant communication with the representatives of the workers' compensation organization to report the injured employees' physician-imposed physical restrictions (including amendments to the initial restrictions), the work/employment status of those employees, etc.
- Communicate with the treating physician regarding written temporary, physician-imposed physical restrictions for employees who have sustained a work-related injury. If an employee sustains a work-related injury and the treating physician has prescribed time "off work" (as opposed to temporary physical restrictions), then Human Resources will contact the representatives at workers' compensation organization and report that a "modified work" assignment is (or may be) available, if the physician is willing to prescribe temporary physical restrictions, as opposed to time "off work."
- Maintain a working list of potential modified work assignments which are available for employees who are released to return-to-work on a modified work status. As this is a working list, entries can and should be made on an ongoing basis.
- Assign modified work assignments to eligible employees, consistent with temporary, physician-imposed physical restrictions.
- For each employee assigned to a modified work position, assign a supervisor to monitor the injured employee and to ensure that the injured employee adheres to the physician-imposed physical restrictions.
- Adapt modified work assignments as the injured employee's medical condition improves and physician-imposed physical restrictions are changed.

- Return the injured employee to his/her regular job assignment when the employee is released by the treating physician to return to full-duty employment.

Injured Employee's Responsibilities - The following are responsibilities of all employees involved in a work-related injury. Employees must:

- Report any work-related injury or illness to a supervisor immediately. (Failure to report a work-related injury or illness in a timely manner may result in denial of workers' compensation benefits.)
- Know that the Agency has assigned the Human Resources Department to serve as the "Modified Work Coordinator."
- If released to return to work following a work-related injury with temporary, physician-imposed physical restrictions, report to work and immediately provide the "Modified Work Coordinator" with the form on which the treating physician prescribed temporary physical restrictions. If seen by a physician during the normal business hours of this Agency, then the employee must report back to work on the day of the injury, unless otherwise instructed by the supervisor or the Modified Work Coordinator. If seen by a physician after the normal business hours of this Agency, then the employee must report back to work the day after the injury (at normal reporting time), unless otherwise instructed by the supervisor or the Modified Work Coordinator.
- Adhere to the applicable physical restrictions imposed by the treating physician for the entire period for which those physical restrictions were imposed.
- Maintain a positive attitude toward working within the temporary, physician-imposed physical restrictions.
- Continue to seek appropriate medical care throughout the recovery period, as directed by the treating physician, and report any changes in temporary, physician-imposed physical restrictions (in writing) to the Agency's Modified Work Coordinator immediately.

Objective

The objectives of the Return-to-Work Policy are as follows:

- To promote unity in establishing a positive working relationship between the employee and the employer
- To assist in the return to meaningful work within the employee's capabilities
- To maintain productivity
- To monitor injured employees to ensure physician-imposed physical restrictions are followed
- To discourage malingering
- To aid in the reduction of workers' compensation costs (including future premiums)

Responsibility

Each and every employee, officer, and commissioner is required to abide by the provisions set forth in this policy and is responsible for implementing equal employment practices within each respective area. The Human Resources Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations. The Executive Director or his/her designee is responsible for the administration, interpretation, and application of this policy and procedure. The Boards of Commissioners are responsible for policy adoptions and revisions.

BOARD MEMO


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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince, 
 CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 21, 2015

AGENDA ITEM: 4d

AUTHOR: Clayton E. Lucas II

SUBJECT: Approval of CalPERS Employer Paid Member Contribution (EPMC)

Executive Summary

On December 17, 2014, the Boards of Commissioners approved the Memorandum of Understanding (MOU) as ratified by the members of Service Employees International Union (SEIU), Local 521. One of the economic provisions agreed upon includes changing the employee contribution of the retirement cost in 2015 and 2016. This change impacts the agreement between the Agency and CalPERS and can only be changed with Board approval.

Per the agreed upon MOU between the Agency and SEIU, Local 521, effective January 1, 2015 all "Classic" employees will contribute an additional 1% toward their retirement in 2015, for a total of 2%. Beginning in 2016 an additional 1% will be contributed by all Classic employees, for a total of 3% of the total employee contribution of their retirement. In order to offset the additional retirement cost to the employee, the Agency agreed to increase the salary schedule by an equivalent 1% in each respective year.

CalPERS requires any change in the Employer Paid Member Contribution (EPMC) to be documented by a Resolution from the Boards of Commissioners of the Fresno Housing Authority. As a result of the two year agreement with SEIU, Local 521 CalPERS will require an additional resolution approved in 2016 for the additional 1% change to the EPMC. The attached Resolution satisfies the requirements of CalPERS.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing Authority approve the changes to the EPMC, which are to become effective January 1, 2015.

Fiscal Impact

None. The increase paid by the employee is offset by the increase in salary paid by the Agency.

Background Information

On September 12, 2012 the Governor signed pension reform AB 340, which the California State Legislature approved on August 31, 2012. Within AB 340 is the California Public Employees' Pension Reform Act of 2013 (PEPRA), which affects most California retirement systems, including CalPERS, effective January 1, 2013. The intent of PEPRA was to generate approximately \$55 billion over the next 30 years by generally restricting current pension provisions and increasing flexibility for employee/employer cost sharing, raising the retirement age of public employees and establishing a cap on the amount of compensation that can be used to calculate a retirement benefit. The reform categorizes employees into either "Classic" members (employees hired before January 1, 2013 or "New" members (employees hired on or after January 1, 2013).

On December 18, 2013, the Boards of Commissioners approved the first change to the Employer Paid Member Contributions (EPMC) in accordance with the new regulations under PEPRA, which legally requires all employees hired on or after January 1, 2013 to pay the employee contribution their total retirement costs. The Agency's employer contribution of retirement cost is approximately 6.5% of the employee's annual salary and the employee contribution of retirement cost is approximately 7% of their annual salary.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE CALPERS EMPLOYER PAID MEMBER
CONTRIBUTIONS**

WHEREAS, the governing body of the Fresno Housing Authority has the authority to implement Government Code Section 20691; and,

WHEREAS, the governing body of the Fresno Housing Authority has a written labor agreement which specifically provides for the normal member contributions to be paid by the employer; and,

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Fresno Housing Authority of a Resolution to commence said Employer Paid Member Contributions (EPMC); and,

WHEREAS, the governing body of the Fresno Housing Authority has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all "Classic" employees.
- This benefit shall consist of "Classic" employees paying 2% of the total employee retirement contribution.
- The effective date of this Resolution shall be January 1, 2015.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the changes to the EPMC, as set forth above.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. 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 AUTHORITIES 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 February 1, 2015 through May 1, 2015 for eligible, employed members in the Housing Authority of the City of Fresno.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

RESOLUTION TO APPROVE THE CALPERS EMPLOYER PAID MEMBER
CONTRIBUTIONS

WHEREAS, the governing body of the Fresno Housing Authority has the authority to implement Government Code Section 20691; and,

WHEREAS, the governing body of the Fresno Housing Authority has a written labor agreement which specifically provides for the normal member contributions to be paid by the employer; and,

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Fresno Housing Authority of a Resolution to commence said Employer Paid Member Contributions (EPMC); and,

WHEREAS, the governing body of the Fresno Housing Authority has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all "Classic" employees.
- This benefit shall consist of "Classic" employees paying 2% of the total employee retirement contribution.
- The effective date of this Resolution shall be January 1, 2015.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the changes to the EPMC, as set forth above.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. 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 AUTHORITIES 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 February 1, 2015 through May 1, 2015 for eligible, employed members in the Housing Authority of Fresno County.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. 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
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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 4e

AUTHOR: Dave Brenner

SUBJECT: Ratification of Broadband Internet Grant Applications - California Public Utilities Commission, California Advanced Services Fund

Executive Summary

On December 18, 2014, the California Public Utilities Commission (PUC) released a notice of availability of funds (NOFA) for the installation of broadband internet infrastructure. Once installed, the infrastructure will allow residents to access high-speed internet free of charge. The PUC has proposed four total funding rounds in 2015.

Fresno Housing remains committed to improving access to services for our residents. The opportunity to provide our residents with access to free internet will help to reduce the “digital divide” for low-income families in our community.

Staff partnered with the technology firm Innovative IT to compile applications for the first round of funding. A prioritized list of properties was created through discussions between the Housing Management, Assisted Housing, and Planning and Community Development divisions. The resulting applications, totaling ten properties (see chart below), were submitted on January 15, 2015.

If successful, the Fresno Housing Authority will be responsible for the cost to maintain and run the broadband for the duration of the five year compliance period (see Fiscal Impact). The grant will cover the installation of the infrastructure.

Recommendation

It is recommended the Board of Commissioners of the Fresno Housing Authority ratify the submission of applications listed in the table below authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, CFO/Deputy Executive Director, or their designee, to negotiate and execute documents in connection with the approved action.

Submitted Properties

Staff and Innovative IT submitted the following ten properties in Round 1, on January 15, 2015. These properties contain a total of 833 units.

Text	Units	Applicant
Villa Del Mar	48	Better Opportunity Builders
Parc Grove Commons	215	Silvercrest, Inc
Parc Grove Northwest	148	Silvercrest, Inc
Inyo Terrace	44	Silvercrest, Inc
Yosemite Village	69	Silvercrest, Inc
Dayton Square	66	Fresno Housing Authority
El Cortez	48	Fresno Housing Authority
Brierwood	75	Better Opportunity Builders
Maldonado Migrant Center	64	Fresno Housing Authority
Pacific Gardens	56	Silvercrest, Inc

Fiscal Impact

If the applications are successful, the appropriate applicant (shown above) will receive between \$25,000 and \$65,000 in grant funds per property to install broadband internet.

Each property will be responsible for maintenance fees and internet service provider (ISP) fees during the compliance period. It is expected these costs will add between \$2,500 and \$5,400 annually to each property's operating budget.

Once the compliance period ends, the agency will have the option of continuing to provide service using the infrastructure or discontinue the said service.

Background

A White House report released in 2013 indicated that only four out of ten families in America making less than \$25,000 per year had broadband access at home compared to nine out of ten families making more than \$100,000. Broadband access is becoming increasingly important for full participation in America's economic, political and social life.

RESOLUTION NO. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CA
BROADBAND INTERNET GRANT APPLICATION**

WHEREAS, the Housing Authority of the City of Fresno, CA (HACF), seeks to extend services to residents living within agency-owned developments; and

WHEREAS, the California Public Utilities Commission – California Advanced Services Fund (CPUC- CASF) has made grant money available for the installation of broadband internet infrastructure; and

WHEREAS, HACF desires to utilize grant funds to construct broadband internet infrastructure at a number of its properties and thereby offer free internet to residents within the premises; and

WHEREAS, on January 15, 2015, HACF submitted applications for CPUC-CASF grant funds; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA, hereby authorizes Preston Prince, CEO/Executive Director, and/or Tracewell Hanrahan, CFO/Deputy Executive Director, or their designee, to ratify the submission of grant applications for broadband internet infrastructure finance.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONER OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

BROADBAND INTERNET GRANT APPLICATION

WHEREAS, the Housing Authority of Fresno County (HAFC), seeks to extend services to residents living within agency-owned developments; and

WHEREAS, the California Public Utilities Commission – California Advanced Services Fund (CPUC- CASF) has made grant money available for the installation of broadband internet infrastructure; and

WHEREAS, HAFC desires to utilize grant funds to construct broadband internet infrastructure at a number of its properties and thereby offer free internet to residents within the premises; and

WHEREAS, on January 15, 2015, HAFC submitted applications for CPUC-CASF grant funds; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County hereby authorizes Preston Prince, CEO/Executive Director, and/or Tracewell Hanrahan, CFO/Executive Deputy Director, or their designee, to ratify the submission of grant applications for broadband internet infrastructure finance.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

SUBJECT: 2014 Agency Highlights

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 5

AUTHOR: Tiffany B. Mangum

Executive Summary

During the January meeting, Staff will have a presentation that indicates some of Fresno Housing's highlights during the 2014 year. Resident information, program information, partnerships and other information will be presented.

Recommendation

Informational only.

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 6a

AUTHOR: Tracewell Hanrahan

SUBJECT: Fresno Housing's 75th Anniversary Update

Executive Summary

Fresno Housing will reach a significant milestone in 2015 when it celebrates its 75th anniversary. We will be celebrating a 75 year legacy that lays the groundwork for a bold and innovative future. Staff will present an overview of the celebration that is intended to honor the past, recognize the present, and strategically consider the coming years. The goal is to use purposeful communications, events and activities to educate the community, engage policymakers, broaden support, acknowledge staff, and inspire action for the next quarter century.

Attached you will find our goals and an overview of some of the activities that are being planned for the year.

Recommendation

None at this time. Informational only.



Our Goals

Increase Visibility and Image

- Tell the stories
- Expand understanding of Public Housing
- Launch signature program/Project

Break Stereotypes

- Address misperceptions
- Inform broad community
- Promote Fresno Housing mission/vision
- Housing more than building; role in education

Acknowledge Accomplishments

- Promote achievements
- Advance stature
- Emphasize commitment
- Bolster staff pride in working at Fresno Housing

Enhance Communications

- Brand existing annual/regular events with 75th identity/message
- Launch 75-related outreach campaign
- Promote the story and messages
- Set stage for ongoing communications

Signature Strategies/Actions/Events

- “Soft Launch” of the celebration for Staff
- Strategic Media, Public Relations, and Promotional Events
- State of Housing Event
- Community Outreach Activities and Events
- Staff-Lead Community Engagement Activities
- Re-Branding of Fresno Housing with 75th Anniversary Messaging
- Launch of our Signature Program – Fresno Housing Scholars in partnership with the Fresno Housing Education Corps

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 17, 2015

AGENDA ITEM: 6b

AUTHOR: Avtar Boyal

SUBJECT: January 2015 Update on Leasing and Housing Assistance
Payments (HAP) Pacing for the Housing Choice Voucher (HCV) Program

Executive Summary

Both City and County HCV Programs ended the Calendar Year (CY) 2014 in excellent positions in terms of HAP and Voucher utilization. These utilization rates will maximize 2015 HAP funding as 2014 activity serves as the basis for the 2015 funding. 2015 HAP funding eligibility is expected to be 99% of 2014 usage.

City HCV

HAP expenditures for the year totaled \$43.9 million, resulting in an overall utilization rate of 101.89%, with HAP reserves used to cover the difference. The average Per Unit Cost (PUC) has decreased from \$533 in 2013 to \$529 in 2014. The HAP reserve balance at year-end is \$1.86 million.

The City's overall Voucher utilization for CY 2014 was 98.72%, ending the month of December at 105.24% and starting CY 2015 with a slightly high utilization rate.

Under the lease-up Indicator of the Section Eight Management Assessment Program (SEMAP), a minimum of 98% in either HAP or voucher utilization rates will result in the full 20 points, as in the case of the City's HCV Program.

County HCV

HAP expenditures for the year totaled \$33.1 million, resulting in an overall utilization rate of 101.8%, with HAP reserves used to cover the difference. The average PUC has decreased from \$515 in 2013 to \$514 in 2014. The HAP reserve balance at year-end is \$1.47 million.

The County's overall voucher utilization for CY 2014 was 98.41%, ending the month of December at 96.8% and starting CY 2015 with a slightly low utilization rate. Leasing activity is in progress and the voucher utilization rate is expected to increase in 2015.

As with the City, the County's HCV Program will also receive the full 20 points under the lease up indicator of SEMAP.

Recommendation

This item is informational only. No action is necessary.

CITY HAP ANALYSIS - CALENDAR YEAR 2014

HAP	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	CY 2014 Total
Total HAP Revenue	3,699,287	4,053,429	3,685,899	3,718,414	3,710,158	2,868,847	3,713,351	3,681,778	3,633,516	3,623,401	3,743,527	2,925,437	43,057,044
HAP Expenses	3,589,377	3,511,665	3,597,119	3,581,380	3,651,233	3,657,170	3,621,415	3,713,225	3,598,123	3,694,974	3,765,916	3,890,682	43,872,278
Net HAP	109,910	541,764	88,780	137,034	58,925	(788,323)	91,936	(31,447)	35,393	(71,573)	(22,389)	(965,245)	(815,234)
Items Impacting NRA*	168	407	2,058	475	1,243	1,003	594	563	450	615	(335)	431	7,672
PHA-Held Reserve Balance	\$951,389	\$1,493,560	\$1,584,398	\$1,721,907	\$1,782,075	\$994,755	\$1,087,285	\$1,056,401	\$1,092,244	\$1,021,286	\$998,562	\$33,748	\$33,748
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$841,311	\$0	\$0	\$638,123	\$0	\$0	-\$102,244	\$1,377,190
HUD-Held Reserve Balance	\$447,187	\$447,187	\$447,187	\$447,187	\$447,187	\$1,288,498	\$1,288,498	\$1,288,498	\$1,926,621	\$1,926,621	\$1,926,621	\$1,824,377	\$1,824,377
Total Reserve Balance	\$1,398,576	\$1,940,747	\$2,031,585	\$2,169,094	\$2,229,262	\$2,283,253	\$2,375,783	\$2,344,899	\$3,018,865	\$2,947,907	\$2,925,183	\$1,858,125	\$1,858,125
Monthly Utilization	97.03%	86.63%	97.59%	96.31%	98.41%	127.48%	97.52%	100.85%	99.03%	101.98%	100.60%	132.99%	
YTD Utilization	97.03%	91.59%	93.53%	94.21%	95.04%	99.32%	99.06%	99.28%	99.26%	99.53%	99.63%	101.89%	101.89%

VOUCHER UTILIZATION													
Baseline	6,994	6,994	6,994	6,994	6,994	6,994	7,000	7,000	7,000	7,000	7,000	7,000	83,964
Total Unit Months Leased	6,737	6,658	6,744	6,741	6,854	6,856	6,864	6,942	6,910	7,045	7,169	7,367	82,887
Variance	(257)	(336)	(250)	(253)	(140)	(138)	(136)	(58)	(90)	45	169	367	(1,077)
YTD Baseline	6,994	13,988	20,982	27,976	34,970	41,964	48,964	55,964	62,964	69,964	76,964	83,964	83,964
YTD Unit Months Leased	6,737	13,395	20,139	26,880	33,734	40,590	47,454	54,396	61,306	68,351	75,520	82,887	82,887
Monthly Utilization	96.33%	95.20%	96.43%	96.38%	98.00%	98.03%	98.06%	99.17%	98.71%	100.64%	102.41%	105.24%	
YTD Utilization	96.33%	95.76%	95.98%	96.08%	96.47%	96.73%	96.92%	97.20%	97.37%	97.69%	98.12%	98.72%	98.72%

ADMINISTRATIVE FEES													
Administrative Fees Earned (79.731%)	359,557	355,367	359,928	359,769	363,853	499,576	397,347	393,795	393,795	399,602	406,593	417,650	4,706,832
Administrative Expenses	358,111	395,788	389,636	366,043	403,350	416,481	419,760	552,620	457,303	540,089	444,871	431,277	5,175,330
Monthly Surplus/(Deficit)	1,446	(40,421)	(29,708)	(6,274)	(39,497)	83,095	(22,413)	(158,825)	(63,508)	(140,487)	(38,278)	(13,627)	
YTD Surplus/(Deficit)	1,446	(38,975)	(68,683)	(74,957)	(114,454)	(31,359)	(53,772)	(212,597)	(276,105)	(416,592)	(454,870)	(468,497)	(468,497)

AVG HOUSEHOLD INCOME													
Avg Household Inc.	10,361	10,395	10,394	10,304	10,398	10,409	10,412	10,397	10,360	10,360	10,360	10,360	10,376
Per Unit Cost	533	527	533	531	533	533	528	535	521	524	525	528	529

*Items impacting NRA include: Fraud Recoveries, FSS Escrow Forfeitures, Interest earned on HAP Reserves, and HUD - Required Reserve Utilization

COUNTY HAP ANALYSIS - CALENDAR YEAR 2014

HAP	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	CY 2014 Total
Total HAP Revenue	2,886,002	3,138,099	2,886,002	2,820,106	2,869,528	2,119,488	2,869,528	2,894,189	2,900,939	2,868,936	2,816,661	2,447,719	33,517,197
HAP Expenses	2,904,722	2,942,255	2,929,286	2,900,486	2,867,814	2,860,748	2,841,690	2,793,024	2,752,307	2,759,475	2,763,155	2,807,109	34,122,071
Net HAP	(18,720)	195,844	(43,284)	(80,380)	1,714	(741,260)	27,838	101,165	148,632	109,461	53,506	(359,390)	(604,874)
Items Impacting NRA*	208	318	1,398	382	760	469	105	228	489	247	565	260	5,429
PHA-Held Reserve Balance	\$778,535	\$974,697	\$932,811	\$852,813	\$855,287	\$114,496	\$142,439	\$243,832	\$392,953	\$502,661	\$556,733	\$197,603	197,603
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$750,040	\$0	\$0	\$0	\$0	\$0	\$265,743	\$1,015,783
HUD-Held Reserve Balance	\$252,097	\$252,097	\$252,097	\$252,097	\$252,097	\$1,002,137	\$1,002,137	\$1,002,137	\$1,002,137	\$1,002,137	\$1,002,137	\$1,267,880	\$1,267,880
Total Reserve Balance	\$1,030,632	\$1,226,794	\$1,184,908	\$1,104,910	\$1,107,384	\$1,116,633	\$1,144,576	\$1,245,969	\$1,395,090	\$1,504,798	\$1,558,870	\$1,465,483	\$1,465,483
Monthly Utilization	100.65%	93.76%	101.50%	102.85%	99.94%	134.97%	99.03%	96.50%	94.88%	96.18%	98.10%	114.68%	
YTD Utilization	100.65%	97.06%	98.50%	99.54%	99.62%	104.10%	103.36%	102.48%	101.61%	101.06%	100.79%	101.80%	101.80%

VOUCHER UTILIZATION													
Baseline	5,604	5,604	5,604	5,604	5,604	5,604	5,604	5,652	5,652	5,652	5,652	5,652	67,488
Total Unit Months Leased	5,653	5,681	5,676	5,605	5,587	5,561	5,516	5,459	5,408	5,403	5,400	5,471	66,406
Variance	49	77	72	1	(17)	(43)	(88)	(193)	(244)	(249)	(252)	(181)	(1,082)
YTD Baseline	5,604	11,208	16,812	22,416	28,020	33,624	39,228	44,880	50,532	56,184	61,836	67,488	67,488
YTD Unit Months Leased	5,653	11,334	17,010	22,615	28,202	33,763	39,279	44,738	50,146	55,549	60,949	66,420	66,420
Monthly Utilization	100.87%	101.37%	101.28%	100.02%	99.70%	99.23%	98.43%	96.59%	95.68%	95.59%	95.54%	96.80%	
YTD Utilization	100.87%	101.12%	101.18%	100.89%	100.65%	100.41%	100.13%	99.68%	99.24%	98.87%	98.57%	98.42%	98.41%

ADMINISTRATIVE FEES													
Administrative Fees Earned (79.731% Proration)	302,070	303,555	303,962	299,524	299,153	479,589	313,401	310,187	307,312	307,030	306,861	310,864	3,843,508
Administrative Expenses	261,936	291,562	284,243	345,194	285,359	308,734	285,593	378,938	316,771	318,534	311,490	381,987	3,770,340
Monthly Surplus/(Deficit)	40,134	11,993	19,719	(45,670)	13,794	170,855	27,808	(68,751)	(9,459)	(11,504)	(4,629)	(71,123)	
YTD Surplus/(Deficit)	40,134	52,127	71,846	26,176	39,970	210,825	238,633	169,882	160,423	148,919	144,291	73,168	73,168

AVG HOUSEHOLD INCOME													
Avg Household Inc.	10,259	10,277	10,298	10,271	10,195	10,200	10,174	10,204	10,149	10,149	10,149	10,149	10,206
Per Unit Cost	514	518	516	517	513	514	515	512	509	511	512	513	514

*Items impacting NRA include: Fraud Recoveries, FSS Escrow Forfeitures, Interest earned on HAP Reserves, and HUD - Required Reserve Utilization

BOARD MEMO

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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
 CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 6c

AUTHOR: Juan Lopez

SUBJECT: Leveraging the HCV Program to Improve Quality Housing: HCV Program Statistics and Introduction to HQS Inspections

Executive Summary

During the calendar year of 2015, staff will be making regular monthly presentations to the Boards of Commissioners that will overview components of the Housing Choice Voucher (HCV) Program. The purpose of the presentations is to facilitate an understanding of the tools that Fresno Housing has available to influence quality housing standards for neighborhoods across Fresno County, and therefore improve the quality of the housing for its residents and across the neighborhood, in general. Based on guidance coming from these discussions with the Boards, Fresno Housing staff will work to collaborate with property owners and other partners to positively impact quality housing in Fresno County.

The first presentation will review some general statistics regarding the HCV program and provide an overview of the Housing Quality Standards (HQS) under which the program operates.

Statistical Information

The following is some statistical information regarding the Fresno Housing Authority's HCV portfolio and participating owners.

We administer nearly 13,000 vouchers across both City and County programs

- 69% of participating families live in Multi-Family housing
- 31% of participating families live in Single-Family homes

We serve nearly 40,000 residents between both City and County programs

- 17,000 residents are children ages 0-18
- 4,000 are children ages 0-5
- 1,700 residents are seniors (aged 62+)
- Over 200 are veterans served through our VASH program

Our residents are diverse

- 52.1% are of Hispanic origin
- 27.8% are African-American
- 9.7% are Asian
- 9.3% are White

We have nearly 3,700 active owners between both City and County programs

- 98.2% live in California
- 73.4% live in Fresno County
- 85% of owners are individuals

53.3% of units are owned or managed by individuals

- 70% of these individuals own or manage 1 unit
- 24.5% own or manage 2-5 units
- 3.5% own or manage 6-10 units
- 2% own or manage more than 10 units

15% of owners are corporations or business entities

- 46.7% of units are owned or managed by corporations or business entities
- 36% of these entities own or manage 1 unit
- 32% own or manage 2-5 units
- 9% own or manage 6-10 units
- 23% own or manage more than 10 units

HQS Performance Requirements

The goal of the Housing Choice Voucher (HCV) Program is to provide decent, safe and sanitary housing at an affordable cost to low-income families. To accomplish this, program regulations set forth basic HQS which all units must meet before assistance can be paid on behalf of a family, and at least annually throughout the term of the assisted tenancy. HQS defines standard housing and establishes the minimum criteria necessary for the health and safety of HCV Program participants.

Housing authorities (HAs) conduct inspections of units to determine compliance with HQS prior to the execution of the Housing Assistance Payments (HAP) contract, and at least annually thereafter.

HQS consists of the following 13 performance requirements:

1. Sanitary facilities
2. Food preparation and refuse disposal
3. Space and security
4. Thermal environment
5. Illumination and electricity
6. Structure and materials
7. Interior air quality
8. Water supply
9. Lead-based paint
10. Access
11. Site and neighborhood
12. Sanitary condition
13. Smoke/carbon monoxide detectors

Acceptability criteria for each performance requirement help HAs determine if the unit meets mandatory minimum standards.

Inspection Types and Results

HAs are required to conduct three types of inspections:

1. Initial
2. Annual
3. Special inspections, including quality control inspections.

Inspections result in pass, fail, or inconclusive reports. Pass inspections require no further action by the HA. Fail or inconclusive inspections require follow-up reinspections or HA verification to confirm the correction of the HQS deficiencies. Depending upon the nature of the item, responsibility for correction of fail or inconclusive items may be the responsibility of the owner or tenant and are identified in the Inspection Report, of which a copy is attached. Failure to comply with correction notices results in sanctions against the owner, such as abatement of rent or contract termination, or sanctions against the tenant, such as termination of housing assistance following opportunity for due process.

Recommendation

This item is informational only. No action is necessary.

Inspection Checklist

Housing Choice Voucher Program

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(Exp. 4/30/2014)

Public reporting burden for this collection of information is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the name and address of both family and the owner is mandatory. The information is used to determine if a unit meets the housing quality standards of the Section 8 rental assistance program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family participation.

Name of Family	Tenant ID Number	Date of Request (mm/dd/yyyy)
Inspector	Neighborhood/Census Tract	Date of Inspection (mm/dd/yyyy)
Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection	Date of Last Inspection (mm/dd/yyyy)	PHA

A. General Information		Housing Type (check as appropriate) <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex or Two Family <input type="checkbox"/> Row House or Town House <input type="checkbox"/> Low Rise: 3, 4 Stories, Including Garden Apartment <input type="checkbox"/> High Rise: 5 or More Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Other
Inspected Unit	Year Constructed (yyyy)	
Full Address (including Street, City, County, State, Zip)		
Number of Children in Family Under 6		
Owner		
Name of Owner or Agent Authorized to Lease Unit Inspected		Phone Number
Address of Owner or Agent		

B. Summary Decision On Unit (To be completed after form has been filled out)			
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive	Number of Bedrooms for Purposes of the FMR or Payment Standard	Number of Sleeping Rooms	

Inspection Checklist						
Item No.	1. Living Room	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
1.1	Living Room Present					
1.2	Electricity					
1.3	Electrical Hazards					
1.4	Security					
1.5	Window Condition					
1.6	Ceiling Condition					
1.7	Wall Condition					
1.8	Floor Condition					

* Room Codes: 1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room); 2 = Dining Room or Dining Area;
3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other

Item No.		Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
1. Living Room (Continued)						
1.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
2. Kitchen						
2.1	Kitchen Area Present					
2.2	Electricity					
2.3	Electrical Hazards					
2.4	Security					
2.5	Window Condition					
2.6	Ceiling Condition					
2.7	Wall Condition					
2.8	Floor Condition					
2.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
2.10	Stove or Range with Oven					
2.11	Refrigerator					
2.12	Sink					
2.13	Space for Storage, Preparation, and Serving of Food					
3. Bathroom						
3.1	Bathroom Present					
3.2	Electricity					
3.3	Electrical Hazards					
3.4	Security					
3.5	Window Condition					
3.6	Ceiling Condition					
3.7	Wall Condition					
3.8	Floor Condition					
3.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
3.10	Flush Toilet in Enclosed Room in Unit					
3.11	Fixed Wash Basin or Lavatory in Unit					
3.12	Tub or Shower in Unit					
3.13	Ventilation					

Item No.	4. Other Rooms Used For Living and Halls	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left	(Circle One) Front/Center/Rear	____ Floor Level		
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left	(Circle One) Front/Center/Rear	____ Floor Level		
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left	(Circle One) Front/Center/Rear	____ Floor Level		
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					

Item No.	4. Other Rooms Used For Living and Halls	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear ____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint				<input type="checkbox"/> Not Applicable	
	Are all painted surfaces free of deteriorated paint?					
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?					
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear ____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint				<input type="checkbox"/> Not Applicable	
	Are all painted surfaces free of deteriorated paint?					
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?					
4.10	Smoke Detectors					
	5. All Secondary Rooms (Rooms not used for living)					
5.1	None Go to Part 6					
5.2	Security					
5.3	Electrical Hazards					
5.4	Other Potentially Hazardous Features in these Rooms					

Item No.	6. Building Exterior	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
6.1	Condition of Foundation					
6.2	Condition of Stairs, Rails, and Porches					
6.3	Condition of Roof/Gutters					
6.4	Condition of Exterior Surfaces					
6.5	Condition of Chimney					
6.6	Lead Paint: Exterior Surfaces Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed 20 square feet of total exterior surface area?				<input type="checkbox"/> Not Applicable	
6.7	Manufactured Home: Tie Downs					
7. Heating and Plumbing						
7.1	Adequacy of Heating Equipment					
7.2	Safety of Heating Equipment					
7.3	Ventilation/Cooling					
7.4	Water Heater					
7.5	Approvable Water Supply					
7.6	Plumbing					
7.7	Sewer Connection					
8. General Health and Safety						
8.1	Access to Unit					
8.2	Fire Exits					
8.3	Evidence of Infestation					
8.4	Garbage and Debris					
8.5	Refuse Disposal					
8.6	Interior Stairs and Common Halls					
8.7	Other Interior Hazards					
8.8	Elevators					
8.9	Interior Air Quality					
8.10	Site and Neighborhood Conditions					
8.11	Lead-Based Paint: Owner's Certification				<input type="checkbox"/> Not Applicable	

If the owner is required to correct any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified lead-based paint risk assessor, or certified lead-based paint inspector, the PHA must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received by the PHA before the execution of the HAP contract or within the time period stated by the PHA in the owner HQS violation notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.

C. Special Amenities (Optional)

This Section is for optional use of the HA. It is designed to collect additional information about other positive features of the unit that may be present. Although the features listed below are not included in the Housing Quality Standards, the tenant and HA may wish to take them into consideration in decisions about renting the unit and the reasonableness of the rent.
Check/list any positive features found in relation to the unit.

1. Living Room

- ☐ High quality floors or wall coverings
- ☐ Working fireplace or stove
- ☐ Balcony, patio, deck, porch
- ☐ Special windows or doors
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

2. Kitchen

- ☐ Dishwasher
- ☐ Separate freezer
- ☐ Garbage disposal
- ☐ Eating counter/breakfast nook
- ☐ Pantry or abundant shelving or cabinets
- ☐ Double oven/self cleaning oven, microwave
- ☐ Double sink
- ☐ High quality cabinets
- ☐ Abundant counter-top space
- ☐ Modern appliance(s)
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

3. Other Rooms Used for Living

- ☐ High quality floors or wall coverings
- ☐ Working fireplace or stove
- ☐ Balcony, patio, deck, porch
- ☐ Special windows or doors
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

4. Bath

- ☐ Special feature shower head
- ☐ Built-in heat lamp
- ☐ Large mirrors
- ☐ Glass door on shower/tub
- ☐ Separate dressing room
- ☐ Double sink or special lavatory
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

5. Overall Characteristics

- ☐ Storm windows and doors
- ☐ Other forms of weatherization (e.g., insulation, weather stripping)
- ☐ Screen doors or windows
- ☐ Good upkeep of grounds (i.e., site cleanliness, landscaping, condition of lawn)
- ☐ Garage or parking facilities
- ☐ Driveway
- ☐ Large yard
- ☐ Good maintenance of building exterior
- ☐ Other: (Specify)

6. Disabled Accessibility

Unit is accessible to a particular disability. ☐ Yes ☐ No
Disability _____

D. Questions to ask the Tenant (Optional)

1. Does the owner make repairs when asked? Yes ☐ No ☐
2. How many people live there? _____
3. How much money do you pay to the owner/agent for rent? \$ _____
4. Do you pay for anything else? (specify) _____
5. Who owns the range and refrigerator? (insert O = Owner or T = Tenant) Range _____ Refrigerator _____ Microwave _____
6. Is there anything else you want to tell us? (specify) Yes ☐ No ☐

E. Inspection Summary/Comments (Optional)

Provide a summary description of each item which resulted in a rating of "Fail" or "Pass with Comments."

Tenant ID Number	Inspector	Date of Inspection (mm/dd/yyyy)	Address of Inspected Unit
Type of Inspection	Initial <input type="checkbox"/>	Special <input type="checkbox"/> Reinspection <input type="checkbox"/>	
Item Number	Reason for "Fail" or "Pass with Comments"		Rating

BOARD MEMO


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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 6d

AUTHOR: Angie Nguyen

SUBJECT: Resident Services Overview

Executive Summary

Staff will present a brief overview of the ongoing work of the Resident Services Division. The presentation will include information on current partners, programs, and services being provided, as well as an introduction to the objectives and overall plan for the Resident Services Division. The key objectives or areas of focus for Resident Services include:

- Education
- Health and Wellness
- Wage Progression

Staff will also outline the emerging goals and metrics for each objective.

Recommendation

No action necessary. Informational purposes only.

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 6e

AUTHOR: Dave Brenner

SUBJECT: Development Pipeline Update

Executive Summary

Staff will be presenting on four projects that are anticipated for submission of California Tax Credit Allocation Committee "CTCAC" 2015 Round 1 funding applications. Details regarding the projects can be found in the attached draft presentation.

Potential 2015 Round #1 Tax Credit Applications

County Projects
Firebaugh Gateway
Trailside Terrace (Reedley)
City Projects
Lowell Neighborhood (formerly Calaveras)
Edison Plaza I



Real Estate Development Update:

Pre-development Activities

Board of Commissioners Meeting

January 27, 2015

Development Pipeline

- 2015 intended first round CTCAC submissions
 - Fresno County:
 - Firebaugh Gateway
 - Trailside Terrace (Downtown Reedley)
 - City of Fresno:
 - Lowell Neighborhood (Formerly Calaveras Court)
 - Edison Plaza



Firebaugh Gateway

- Goals:
 - Increase supply of high quality senior affordable housing in County jurisdictions
 - Infill development that can contribute to revitalization of “downtown” area with services component
 - Support intergenerational programming in connection with local school

Firebaugh Gateway Overview

- Proposed 30 Units of senior housing on the corner of 13th & P Streets in Firebaugh
- Acquisition and demolition of existing complex
- Commitment of AHP funds
- Potential transfer site for RAD public housing subsidy

Firebaugh Gateway Overview

- Board Actions to Date:
 - Authorization of Architectural contract (Oct 2012)
 - Authorization of Pre-Dev funds of \$400k (Jan 2013)
 - Negotiate Purchase & Sale Agmt (Sep 2014)
 - Authorization for PBV application (Dec 2014)
- Anticipated Board Action:
 - Approval of final Purchase and Sale Agmt and approval of TCAC Round #1 application submission (Feb 2015)
 - HRFC funding request up to \$1.5 million (Feb 2015)



Trailside Terrace (Reedley)

- Goals:
 - Increase supply of high quality affordable housing in County jurisdictions
 - Infill development that can contribute to revitalization of “main street” area with commercial component
 - Partner with County and City of Reedley to achieve common goals



Trailside Terrace Overview

- Proposed 55 units of senior and family housing
- One, two, and three bedroom units
- Fresno County HOME application submitted on January 5, 2015
- Potential transfer site for RAD public housing subsidy



Trailside Terrace (Reedley)

- Board Actions to Date:
 - Ratification of Purchase and Sale agreement (May 2014)
 - Authorization to submit for County HOME funds and other sources (Dec 2014)
 - HRFC commitment of up to \$3m (Dec 2014) **On HRFC Agenda Jan 2015*
- Anticipated Board Action
 - Approval of Architectural contract (PBWS) and final financing approval (Feb 2015)



Lowell Project (Calaveras)

- Goals for Project
 - Partner with stakeholders to develop plan in key target neighborhood
 - Renovate deteriorating housing stock & add new construction infill targeting workforce housing
 - Consider homeownership component on vacant lot(s)
 - Support services for residents including possible education-related PBV model



Lowell Project (Calaveras)

- Proposed 30 units of family housing
 - 22 existing units in need of extensive rehab (Calaveras Street)
 - 8 units of new construction (Glenn Street)
- Partnership with Lowell CDC
- Submission of City of Fresno HOME application for \$1.3 million



Lowell Project (Calaveras)

- Board Actions to Date:
 - Ratification of Purchase and Sale Agreement (April 2014)
 - Authorization of funding applications (Dec 2014)
 - HRFC commitment of \$1m*
**On HRFC Agenda Jan 2015*
- Anticipated Board Actions
 - Approval of Architectural contract (R.L. Davidson) and approval of final commitment (Feb 2015)



Edison Plaza

- Goals:
 - Increase supply of high quality affordable family housing in West Fresno
 - Infill development that can contribute to revitalization of West Fresno



Edison Plaza Overview

- Apprx. 6 acres of vacant land near Edison High School
- 128 units of new construction
- Potentially developed in 2 phases with LIHTC's
- Potential partnership w/HAW Group and Penstar
- \$5.6 million RDA commitment



Edison Plaza

- Anticipated Board Actions
 - Partnership MOU (Jan 2015)
 - Limited partnership formation and approval of submission for various funding sources (Feb 2015)

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
 CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 7a

AUTHOR: Angie Nguyen

SUBJECT: Boys and Girls Club of Fresno

Service Agreements for FY 2015

Executive Summary

The Housing Authority of the City and County of Fresno (FH) has had a long-standing partnership with the Boys and Girls Club of Fresno (B/G Club) for the delivery of social, educational, recreational, and prevention services to residents from public housing. In the County area, the B/G Club has provided such services on eight (8) FH public housing properties in Del Rey, Firebaugh, Huron, Orange Cove, Parlier, Pinedale, Reedley, and Sanger. A new B/G Club in Mendota will serve youth beginning in 2015. In the City area, youth may access services at any of the B/G Clubs strategically placed in East, West, Central, and South Fresno areas.

Historically, financial support for the provision of services has been allocated to B/G Clubs with the highest levels of participation from public housing residents, as verified via annual enrollments. However, regulatory changes limiting the access to eligible funding sources, and the need to diversify the supportive services offered within our housing programs have resulted in a ten percent (10%) decrease in financial support to the B/G Club for fiscal year 2015.

Both organizations worked on a transition plan throughout 2014 to prepare for the reduced financial support, and improve our alignment of goals and outcomes. FH will host a strategic planning session with B/G Club (and other partner agencies) in early 2015 to communicate and discuss our agency's goals for services in the three Focus Areas: Education, Health & Wellness, and Wage Progression. The intent of the strategic planning session is to communicate our agency's goals to our service partners and discuss options for their role in achieving positive outcomes in the three Focus Areas. This will also help guide their pursuit of other funding sources, community partnerships, and methodologies for gathering data.

Fiscal Year Comparison of Financial Support

The chart below reflects the overall financial support for services delivered by B/G Club in their respective fiscal years and jurisdictions.

	City Sites	County Sites	Total
FY 2014	101,080	306,981	408,061
FY 2015	90,972	276,283	367,255
% Change	-10%	-10%	-10%

Please note, the total contract amount shown above includes both the public housing sites, and the limited partnership properties. Payments to Boys & Girls Club will be made from each specific funding source, as appropriate.

Recommendation

It is recommended that the Board of Commissioners ratify six (6) Service Agreements with the B/G Club and authorize the execution of Service Agreements between FH and B/G Club for the total amounts noted above for FY15. The Agreements will be for the term of January 1, 2015 to December 31, 2015.

Fiscal Impact

Funding for the agreements with B/G Club are included in the 2015 budgets for the Housing Authority and appropriate Limited Partnerships. A total of six (6) Service Agreements will be executed to reflect the financial source for services in the County (one (1) agreement to cover seven sites listed below), City (one (1) agreement to cover five sites listed below), and four (4) Limited Partnerships.

County LIPH Operating Funds and/or Reserves	City LIPH Operating Funds and/or Reserves	Limited Partnerships
Del Rey	Sequoia Courts	Orange Cove RAD
Huron	Sequoia Courts Terrace	Mendota RAD
Pinedale	Fairview Heights Terrace	Yosemite Village
Reedley	Sierra Plaza	SE Fresno RAD
Parlier	DeSoto Gardens	
Firebaugh		
Sanger		

Background Information

The B/G Club of Fresno is a nationally recognized non-profit organization that is highly respected in our community. It is common for Public Housing Agencies throughout the nation to partner with B/G Clubs. Large metropolitan cities with high densities of youth have sought B/G Club partnerships to mediate the prevalence of risky behaviors; rural communities seek the same but with the added challenge of scarce resources. The geographic and demographic landscape of the City and County of Fresno poses both scenarios, particularly in the County where the B/G Club is often the only youth service provider within reach.

Representatives from the B/G Club of Fresno will provide a brief overview of FY14 outcomes and goals for FY15.

RESOLUTION NO. _____

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

Boys and Girls Club of Fresno Service Agreement

WHEREAS, the Housing Authority of the City of Fresno enters into an agreement with the Boys and Girls Club of Fresno for social, educational, recreational and prevention program services to residents with emphasis on Education, Health & Wellness, & Wage Progression; and,

WHEREAS, Boys and Girls Club of Fresno will deliver services to residents in Sequoia Courts, Sequoia Courts Terrace, Sierra Plaza, Fairview Heights Terrace, Yosemite Village, DeSoto Gardens, Cedar Courts, and Viking Village; and,

WHEREAS, upon submission of invoice and report of such services, the Housing Authority of the City of Fresno or the specific Limited Partnership will compensate the Boys and Girls Club of Fresno in an amount not to exceed \$90,972 for the eight properties listed above in the operating period of January 1, 2015 to December 31, 2015;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorizes the Executive Director or his designee to negotiate and execute a service agreement, its applicable amendments, and other ancillary documents in connection to said partnership.

PASSED AND ADOPTED THIS 27th DAY OF January, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

Boys and Girls Club of Fresno Service Agreement

WHEREAS, the Housing Authority of the County of Fresno enters into an agreement with the Boys and Girls Club of Fresno for social, educational, recreational and prevention program services to residents with emphasis on Education, Health & Wellness, and Wage Progression; and,

WHEREAS, Boys and Girls Club of Fresno will deliver services to residents in Del Rey, Huron, Pinedale, Reedley, Parlier, Firebaugh, Sanger, Orange Cove RAD, and Mendota RAD; and,

WHEREAS, upon submission of invoice and report of such services, the Housing Authority of Fresno County or the specific Limited Partnership will compensate the Boys and Girls Club of Fresno in an amount not to exceed \$276,283 for the nine properties listed above during the operating period of January 1, 2015 to December 31, 2015;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno hereby authorizes the Executive Director or his designee to negotiate and execute a service agreement, its applicable amendments, and other ancillary documents in connection to said partnership.

PASSED AND ADOPTED THIS 27th DAY OF January, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
 CEO/Executive Director

DATE: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 7b

AUTHOR: Michael Duarte

SUBJECT: Memorandum of Understanding with Edison Plaza Partners, L.P.
 for the Edison Plaza Project

Executive Summary

At the December 17, 2014 board meeting, staff presented the Edison Plaza project as a potential development opportunity in the development pipeline. Edison Plaza is proposed to be developed in two phases, collectively (the "Project").

Edison Plaza is currently being developed by Edison Plaza Partners, L.P. ("EPP") which is an existing partnership between The Penstar Group, Essayons, and Jackson J&J, LLC (dba H.A.W. Fifty Six). Staff is negotiating general terms of a Memorandum of Understanding (MOU) with EPP that allows for a partnership with the Housing Authority of the City of Fresno ("HACF") for the development and possible joint ownership in the proposed tax credit Project. A formal limited partnership will be drafted based on the terms outlined in the MOU which will ultimately govern the proposed partnership. Further, the partnership will be contingent upon the successful award of low-income housing tax credits. A draft of the proposed MOU partnership and ownership terms further describing the options contemplated is attached. An organizational chart of a possible partnership is also attached.

Staff is requesting that the Boards of Commissioners consider approval and execution of the MOU and subsequent formation of a limited partnership and authorize the CEO/Executive Director or his designee to negotiate terms and execute all ancillary documents in connection therewith subject to satisfactory review and approval of general counsel.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority approve the proposed Memorandum of Understanding (MOU) and formation of a limited partnership for the Edison Plaza Project and authorize the CEO/Executive Director, Preston Prince, CFO/Deputy Director, Tracewell Hanrahan, or their designee to negotiate terms and execute all ancillary documents in connection therewith subject to satisfactory review and approval of general counsel.

Fiscal Impact

An initial financial pro forma for the Project is attached and may be subject to change. A complete analysis and updated financial pro forma will be brought to the Boards at the February 2015 Board meeting. It is likely that pre-development funds will be requested as part of the financing package at the February 2015 Board meeting; however, any pre-development funds expended would be reimbursed at the time of financial closing. Until the Boards approve a final project, there is no fiscal impact. The partnership as specified in the MOU is conditional upon the award of sufficient 9% low-income housing tax credits.

Background

The Edison Plaza project consists of two phased development of vacant parcels generally located at 2250 Walnut Avenue in SW Fresno (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T). Combined, the parcels are approximately 6.08 acres. Edison Plaza is proposed to include 128-units of workforce housing, to be developed in two phases of 64 units each, and a community building. The Project has been awarded City of Fresno Housing Successor ("Housing Successor") funds (formerly Redevelopment Agency) in the amount of \$5,655,000. Further, the Partnership proposed to purchase the subject land from the Housing Successor at the appraised market value of \$655,000, subject to securing of all financing necessary. The Project has been in the predevelopment process since 2011 and the EPP team has completed several development activities and entered into a number of consulting contracts that will be assigned to the proposed new partnership with the Housing Authority.

Attachments: Organizational chart
Draft Memorandum of Understanding

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

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE CITY OF FRESNO TO
ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH EDISON PLAZA
PARTNERS, L.P. FOR THE DEVELOPMENT OF EDISON PLAZA (APNS 477-142-01T
THROUGH 06T, 477-142-12T THROUGH 21T, 477-144-01T THROUGH 06T, 477-144-09T,
477-144-12T THROUGH 16T, 477-144-31T).**

WHEREAS, the mission of the Housing Authority of the City of Fresno (HACF) includes the development and provision of affordable housing units; and

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

WHEREAS, the HACF intends to partner with Edison Plaza Partners, L.P. ("EPP") for the development of Edison Plaza consisting of 128 units, to be developed in two-phases, collectively (the "Project"); and

WHEREAS, the Edison Plaza project is currently being developed by Edison Plaza Partners, L.P.; and

WHEREAS, said partnership is contingent upon the successful award of low income housing tax credits, and

WHEREAS, the development of Edison Plaza located generally at 2250 Walnut Avenue, Fresno, CA (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T) is in line with the Housing Authority's development goals; and

WHEREAS, EPP has received an award of funds from the City of Fresno Housing Successor (formerly RDA) for the Edison Plaza West development in the amount of \$5,655,000; and

WHEREAS, staff has negotiated general terms of a Memorandum of Understanding with EPP for the development and possible joint ownership of the subject Project; and

WHEREAS, HACF will subsequently cause the formation of a limited partnership to serve as the ultimate owner of Project and ownership structure thereof will be consistent with the terms negotiated in the proposed MOU; and

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the Memorandum of Understanding with Edison Plaza Partners, L.P. for the development of the Edison Plaza project, subsequent limited partnership formation and authorize the CEO/Executive Director, Preston Prince, CFO/Deputy Director, Tracewell

Hanrahan, or their designee to negotiate final terms of the proposed MOU and execute on behalf of the Housing Authority of the City of Fresno all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 27th day of January, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

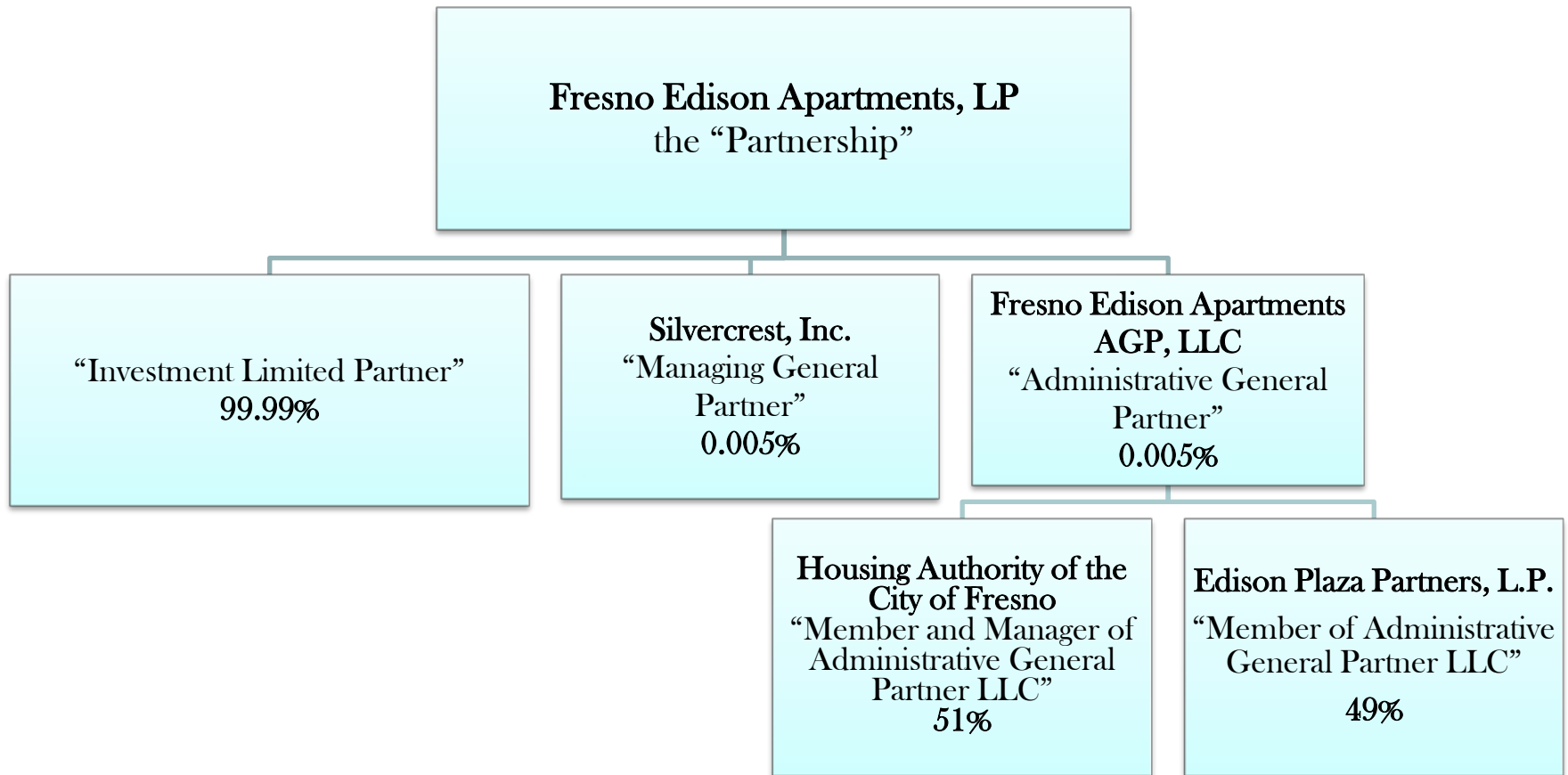
ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

Ownership Structure

Fresno Edison Apartments



The purpose of this memorandum of understanding is to set forth the proposed terms for a joint venture among the Housing Authority of the City of Fresno, California ("HACF") a public body corporate and politic, Silvercrest, Inc., a California non-profit corporation ("Silvercrest"), and Edison Plaza Partners, L.P., ("EPP") a California limited partnership, for the construction of an affordable housing project located at located in Fresno (APNs XXX-XXX-XX) commonly known as Edison Plaza II (the "Project"). Edison Plaza Partners, L.P is an existing partnership between The Penstar Group ("Penstar"), Essayons, and Jackson J&J, LLC (dba H.A.W. Fifty Six). The Project is currently conceived as being a two-phase project with a total of approximately 128 units (65 in Phase I and 63 in Phase II). It is intended that there will be approximately 10 market rate units among the total 128 units and that these market rate units will be built in Phase I. It is anticipated that the Project will be financed utilizing 9% Low Income Housing Tax Credits, as well as a variety of other sources including RDA Funds and other public funds.

1. **Partnership Structure.** The Project will be developed and owned by a limited partnership to be created jointly by the parties hereto (the "Partnership"). Silvercrest shall act as the managing general partner ("Managing General Partner"). An LLC will be created to act as the administrative general partner ("Administrative General Partner"), of which HACF or an affiliate will own approximately a 51% interest, and the other member will be the EPP, which will own an approximately 49% interest of such LLC. Each of the Managing General Partner and the Administrative General Partner will own a .005% interest in the Partnership and a to-be-approved tax credit investor ("Investor") will act as the investor limited partner (the "Syndication Limited Partners") and will own approximately 99.99% of the interests in the Partnership.

2. **Financial Participation.**

2.1 **Developer Fee.** The Project will be structured to include a developer fee, which amount shall be maximized as allowed by funding partners. The current estimated developer fee for the Project is approximately \$1.6 million per phase. The California Tax Credit Allocation Committee has a maximum developer fee limit of up to two million (\$2,000,000) dollars per project. The exact amount of this fee could change and a portion may be deferred as may be required to make the Project feasible. At the initial closing of the construction loan, EPP and HACF shall be reimbursed from funding proceeds for all Project development expenses previously paid relating to the Project. Such prior reimbursable expenses should be identified concurrently (with supporting documentation) with the execution of this MOU. HACF shall be entitled to a fee of XX (XX%) percent of the total developer fee and EPP shall receive XX (XX%) percent of the total developer fee. A portion of the developer fee equal to XX% of the total developer fee earned by the Project and XX% of the total developer fee paid to EPP shall be gifted by EPP to the XX, a California nonprofit corporation that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code in accordance with the associated Restricted Gift Agreement. EPP and HACF shall receive XX% (provided that XX% thereof shall be paid directly to FHEC in accordance with the Restricted Gift Agreement) and XX%, respectively, of each developer fee payment as may be further identified in a limited partnership agreement. Any deferred fee is to be paid out of cash flow once the Project is leased

up, provided funds are not available at closing. EPP and HACF will jointly negotiate the schedule for the delivery of developer fees with the investor and fees will be paid according to the Limited Partnership Agreement of the Partnership. Payments will generally follow the schedule below:

- Construction Closing: 25%
- During Construction: 15%
- Conversion: 40%
- Delivery of 8609s and final LP Pay-in: 20%

2.2 **Social Services.** Social services costs shall be borne by the Project, including a to-be-agreed upon fee to HACF if such services are to be provided by HACF and shall be set forth in each annual operating budget.

2.3 **Totality of Fees.** The portion of the developer fee, reimbursement of predevelopment expenses shall comprise the entire monetary consideration payable to HACF and/or EPP for its participation in the Project (exclusive of social services fees and/or any additional services or fees outside of this agreement to be provided), as/if applicable.

3. **Guarantees and Reimbursements.** EPP shall cause Penstar to provide all construction guarantees and HACF shall provide operating guarantees required in connection with the Project. Construction guarantees will be released following confirmation of a lien-free construction completion. After such time that HACF and EPP have expended an equal amount of predevelopment funds, EPP and HACF will be equally responsible for payment of all pre-development expenses incurred after the date of this agreement.

4. **Property Management.** The Partnership will retain a reputable licensed property management company to provide services for the Project. The property manager will be paid a maximum management fee of the lesser of six (6%) percent of the effective gross revenues generated by the Project or \$40 per unit per month (the "Property Management Fee") for property management services at the Project. The Property Management Fee will be paid "above the line" as a fixed operating expense of the Partnership (subject to the requirements of the Syndication Limited Partners).

5. **Timing.** The Partnership will be formed pursuant to a Limited Partnership Agreement and a Certificate of Limited Partnership (Form LP-1 or LP-2), which will be filed with the California Secretary of State. Such limited partnership agreement will be amended and restated (the "Amended and Restated Limited Partnership Agreement") in its entirety to admit the Syndication Limited Partners, and to reflect the general terms of this memorandum of understanding, as well as the terms and conditions required by the Syndication Limited Partners.

6. **Roles and Responsibilities.** HACF and EPP will be mutually responsible for coordinating the design, planning, entitlement, and financing of the Project prior to and following the "Partnership" being formed. HACF and EPP will jointly be responsible for management of the construction of the Project.

During the operational phase of the Project, Silvercrest shall be primarily responsible for the Partnership's operations. HACF shall also prepare and submit financing applications to government agencies required for the development of the Project. EPP shall cooperate and assist as may be necessary to in all aspects of the development process. Each party shall dedicate the appropriate personnel support to ensure milestones and deadlines are satisfied.

6.1.1 **Additional Responsibilities.**

6.1.1.1 EPP and HACF shall work jointly to prepare and submit any financing applications required for the development of the Project. EPP and HACF shall advance any and all predevelopment funds required for the applications and will also pay any other costs incurred prior to the start of construction.

6.1.1.2 EPP and HACF shall seek construction and permanent financing for the Project suitable to both HACF and EPP. It is understood that this agreement is conditional upon the award of sufficient 9% low-income housing tax credits.

6.1.1.3 Provided the award of financing sufficient for Project development, EPP and HACF shall work jointly to obtain all federal, state and local approvals necessary to develop the Project, and shall further execute any and all documents and/or agreements, subject to appropriate review, as may be necessary to move the Project forward.

6.1.1.4 HACF agrees to perform, at no additional cost or consideration, such other tasks and duties as may be required for non-profit general partners in order to maintain property tax abatement under the welfare tax exemption of the California Revenue and Taxation Code. Silvercrest will apply for the welfare tax exemption each year.

6.1.1.5 It is understood that Penstar will take the lead in securing the General Contractor and that Johnston Construction will participate in the Project as that GC and perform pre-construction consulting activities as needed.

6.1.1.6 It is understood that HACF will take the lead in selecting and coordinating with outside legal counsel with appropriate experience in affordable housing development and financial consulting professionals with appropriate experience in affordable housing finance.

7. **Purchase Option.** The Partnership shall grant HACF or it's designee an option to purchase the Project at the end of the 15-year tax credit compliance period. Said option(s) to purchase will be at a purchase price equal to the greater of (a) fair market value of the Project taking into consideration rent restrictions binding on the Project; and (b) the sum of (i) the debt encumbering the Project at the time of such sale, which debt may be assumed by HACF, plus, (ii) the tax liability of the Syndication Limited Partners as the result of such sale transaction.

8. **501(c)(3) Status.** Silvercrest shall at all times perform their functions in a manner consistent with federal and state laws that govern their organizations and 501(c)(3) nonprofit corporations. Silvercrest shall not perform any act that potentially jeopardizes any organization's or affiliates' nonprofit status.
9. **HACF Board Approvals.** It is understood that this MOU, future partnership agreements, Project financing, and Project related agreements are subject to final authorization and approval by the HACF Board of Commissioners.
10. **Assignment of Contracts and Site Control.** Penstar shall assign all development rights, contracts and work product to the proposed limited partnership, Fresno Edison Apartments, L.P., as needed for submission of a low-income housing tax credit application.
11. **Procurement Requirements.** It is understood that HACF is subject to competitive procurement requirements and that such requirements will be followed where appropriate. It is understood that as part of this agreement, Penstar has previously selected the General Contractor for this Project.
12. **Representations and Warranties of HACF.** HACF represents and warranties as follows:
- 12.1 That HACF currently possesses the experience and credentials necessary to serve as a general partner (or member thereof) in a 9% Low Income Housing Tax Credit partnership as required under Section 42 of the Internal Revenue Code and Section 10325(c)(2)(A) of California Code of Regulations, Title 4, Division 17, Chapter 1 (the CTCAC Regulations).
- 12.2 That HACF's experience in Low Income Housing Tax Credit projects qualifies it for the maximum number of points available in the CTCAC Regulations and will certify to that effect as required under the CTCAC Regulations.
- 12.3 That HACF (or its affiliates) is a duly formed California non-profit public benefit corporation organized under the laws of the state of California, is a non-profit corporation under Section 501(c)(3) of the Internal Revenue Code which is eligible under Section 214(g) of the California Revenue and Taxation Code pursuant to an Organization Clearance Certificate issued by the California State Board of Equalization, is in good standing, and qualifies accordingly for property tax abatements under the welfare exemption under the California Revenue and Taxation Code. HACF shall give notice immediately to the other partners of any audit or examination by the IRS of the tax-exempt status.
13. **MOU Contingent Upon Project Going Forward.** This Memorandum of Understanding is contingent upon the Project receiving all financing commitments required, including without limitation, City of Fresno Housing Successor funds (RDA) and a 9% tax credit allocation, as well as all entitlements. Should the Project not receive funding or entitlements by the Second CTCAC round of 2016, at the option of any party, this Memorandum of Understanding will be of no further force and effect with no liability of any party to the other.

The terms of this memorandum of understanding are intended to summarize the key partnership terms and supersedes all prior and contemporaneous understandings or agreements of the parties. Any modification of the terms herein must be in written form and signed by all parties to be binding. Upon execution of this memorandum of understanding, its terms will be binding on the parties thereto.

DRAFT

Housing Authority of the City of Fresno, California
a public body corporate and politic

Preston Prince
CEO/Executive Director

Silvercrest, Inc.,
a California non-profit public benefit corporation,

Preston Prince
Secretary/Director

Agreed and accepted this ____ **day of** _____ **2015**

Edison Plaza Partners, L.P

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: January 22, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM: 7c

AUTHOR: Clayton E. Lucas II

SUBJECT: Early Retirement Incentive Program

Executive Summary

On December 17, 2014, the Boards of Commissioners announced to the public the Agency's intention to offer the Early Retirement Incentive Program (the "Program") to qualifying employees beginning February 1, 2015 and ending May 1, 2015, as required by CalPERS.

In addition to the notice announced to the public at the December Board Meeting, CalPERS requires that the Boards approve a resolution authorizing the Agency to offer Two Years Additional Service Credit for eligible employees, in accordance with the Government Code Section 20903, which is attached. This resolution must be accompanied by a Certification of Compliance with Government Code Section 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 February 1, 2015 and ending May 1, 2015, approve the certification of the governing body's action to adopt the resolution, and approve the certification of compliance with government code section 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:

In the scenario where 20% of 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 2016 is estimated to be \$297 thousand.

In a scenario similar to the past implementations of the retirement incentive program where 30% of 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 2016 is estimated to be \$445 thousand.

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

Background Information

The Fresno Housing Authority receives 88% of its total funding from the federal government, specifically the U.S. Department of Housing and Urban Development (HUD). The Agency's two largest programs are the Housing Choice Voucher program and Low-Rent Public Housing. The operating dollars provided by HUD for these two programs equals about \$11 million dollars per year, which is used to employ approximately 161 individuals, of which, 122 are represented by SEIU.

Funding levels for these programs is determined by the annual federal budget, which is proposed by Congress and approved by the President. Each year, the House of Representatives and the Senate produce separate budget resolutions that sets total spending limits depending on their priorities for the year. Once both houses of Congress agree on a total budget for the year (called a "conference report"), it is then sent to the President to either be signed into law or vetoed.

The 2015 Federal Budget is expected to be approved on or before October 1st, 2014. At this point in time, only preliminary information on the House and Senate budgets is available. Both houses still need to negotiate the differences between the two budgets in order to present the conference report to the President. Below is a summary of the two current proposals compared to the 2014 enacted funding levels:

	FY 2014 Enacted	FY 2015 House Proposal	% Change from 2014	FY 2015 Senate Proposal	% Change from 2014
HUD Programs					
HCV Administrative Fees	1,485	1,340	-10%	1,545	4%
Public Housing Operating Fund	4,400	4,400	0%	4,475	2%

As you can see, the House is proposing to cut Administrative Fees for the Housing Choice Voucher program by 10%, and keep low rent public housing operating funds flat as compared to 2014. The Senate is proposing to increase Administrative Fees by 4%, and increase public housing operating funds by 2% in 2015. The most likely scenario will be somewhere between the two proposals, with funding remaining flat or slightly lower in 2015.

The biggest variable will come into play in 2016, when a new President is elected to office. For several years now, Republicans have been trying to cut funding for housing programs, and they may get their opportunity depending on the outcome of the 2016 election.

Staff recognizes that the next step in our overall reduction strategy is to offer eligible employees an incentive to retire sooner than they might otherwise do so. This, of course results in costs savings because we anticipate backfilling only a portion of the positions across the organization, with the remaining work

to be distributed among the remaining employees, or prioritized differently. Our analysis shows that there will be significant ongoing cost savings as a result of this incentive, which could prevent, or at least delay, the need to take more onerous measures, such as freezing or reducing wages, reducing benefits, demotions, and an involuntary layoff or personnel.

In developing an Early Retirement Program, we have tried to address employee concerns and provide a cafeteria style program that would meet as many individual circumstances as possible. This program mirrors the previous three Early Retirement Incentives offered in 2004, 2006, and 2013, all of which were successful and well-received by employees.

An overview of the program is attached to this memo. The program provides for a 90-day window of opportunity for eligible employees (active, full time regular employees as of February 1, 2015) to receive a combination of an addition (2) years of CalPERS service credits and/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 63 employees would meet the eligibility requirements for the program. Based on the results of the previous programs and staff analysis, we are conservatively estimating that 20-30% of the eligible employees will accept the incentive which will enable the Agency to realize permanent labor cost savings in the range of \$297 thousand to \$445 thousand starting in 2016. The savings realized in 2015 would pay for the retirement incentive program in year one.

The future annual cost for all 63 eligible employees is approximately \$1,730,083. However, we do not anticipate all 63 eligible employees will retire and take this option. Based on past employee response, we estimate that a range of 20-30% of the eligible employees will take advantage of the program, at an estimated cost of \$281 thousand to \$422 thousand.

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITIES 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 February 1, 2015 through May 1, 2015 for eligible, employed members in the Housing Authority of the City of Fresno.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. 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 AUTHORITIES 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 February 1, 2015 through May 1, 2015 for eligible, employed members in the Housing Authority of Fresno County.

PASSED AND ADOPTED THIS 27th DAY OF JANUARY, 2015. 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

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Customer Account Services Division

Retirement Account Services Section

(888) CalPERS (225-7377)

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)

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Customer Account Services Division
Retirement Account Services Section
(888) CalPERS (225-7377)

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 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.
4. Multiply the annual pay rate by the cost factor.
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 0.95.
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 1.09 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:

<http://www.calpers.ca.gov/eip-docs/about/pubs/member/internal-revenue-code-section415.pdf>

**COMMISSIONERS
OF THE
FRESNO CITY HOUSING AUTHORITY
RESOLUTION
TO
GRANT ANOTHER DESIGNATED PERIOD
FOR
TWO YEARS ADDITIONAL SERVICE CREDIT**

WHEREAS, the 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 Commissioners does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from

_____ through _____ for
eligible _____ members in the
_____.

Adopted and approved this _____ day of _____, _____.

**COMMISSIONERS
OF THE
FRESNO CITY HOUSING AUTHORITY**

BY _____
Presiding Officer

Attest:

Clerk/Secretary

(Rev. 1/96)

**COMMISSIONERS
OF THE
FRESNO COUNTY HOUSING AUTHORITY
RESOLUTION
TO
GRANT ANOTHER DESIGNATED PERIOD
FOR
TWO YEARS ADDITIONAL SERVICE CREDIT**

WHEREAS, the 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 Commissioners does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from
_____ through _____ for
eligible _____ members in the
_____.

Adopted and approved this _____ day of _____, _____.

**COMMISSIONERS
OF THE
FRESNO COUNTY HOUSING
AUTHORITY**

BY _____
Presiding Officer

Attest:

Clerk/Secretary

(Rev. 1/96)

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
Customer Account Services Division
Retirement Account Services Section
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (225-7377)

CERTIFICATION OF GOVERNING BODY'S ACTION

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

_____ of the
(governing body)

(public agency)

on _____
(date)

Clerk/Secretary

Title

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Customer Account Services Division
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on _____
(date)

Clerk/Secretary

Title

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Employer Services Division
Contract Maintenance Unit
P.O. Box 942709
Sacramento, CA 94229-2709

**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 Commissioners of the Fresno City 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 Commissioners of the Fresno City Housing Authority hereby elects to provide the benefits of Government Code Section 20903 to all eligible members who retire within the designated period, _____ through _____.

COMMISSIONERS
OF THE
FRESNO CITY HOUSING AUTHORITY

BY _____
Presiding Officer

Attest:

Clerk/Secretary

Date

2yr certification-PA (Rev. 4/04)

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Employer Services Division

Contract Maintenance Unit

P.O. Box 942709

Sacramento, CA 94229-2709

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COMMISSIONERS
OF THE
FRESNO COUNTY HOUSING
AUTHORITY

BY _____
Presiding Officer

Attest:

Clerk/Secretary


Date

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: Executive Director's Report – January 2015

DATE: January 22, 2015
BOARD MEETING: January 27, 2015
AGENDA ITEM: 8
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	Description/Type	Total Units
Southeast Fresno RAD	Rehab Underway	Cedar Courts I & II, Inyo Terrace Multi-Family	193
Orange Cove RAD	Rehab Underway	Kuffel Terrace I & II, Mountain View Multi-Family	90
Mendota RAD	Rehab Underway	Rios Terrace I & II, Mendota Apts. Multi-Family	124

Name of Property	Status	Description/Type	Total Units
Viking Village RAD	Rehab Underway	Multi-Family	40
City View @ Van Ness (formerly Droge)	Lease Up	802 Van Ness Ave Mixed-Use	45 Units/ 3,000 sf commercial
Parc Grove Commons Northwest	Stabilization	Southeast Corner of Fresno/Clinton Ave Multi-Family	148
Marion Villas	Under Construction	Marion & Ellis St, Kingsburg, CA Senior Housing	46
Kings River Commons	Stabilization	2020 E. Dinuba Ave, Reedley, CA Muti-family	60
Bridges at Florence	Stabilization	649 E. Florence Avenue Senior Housing	34
San Ramon Court	Stabilization	1328 & 1346 E. San Ramon Rehab/Multi-Family	32
Fulton West/Cedar Heights Scattered Site	Pre-Development	541 N. Fulton Street and 4532 E. Hamilton Ave Multi-Family	45
Trailside Terrace	Pre-Development	1233 & 1245 G Street, Reedley, CA	55
Firebaugh Gateway	Pre-Development	1238 & 1264 P St., Firebaugh, CA	30
Lowell Neighborhood	Pre-Development	240-250 N. Calaveras, Fresno, CA	30
Edison Plaza I	Pre-Development	Walnut/Edison West Fresno	64

Project Highlights

- City View @ Van Ness is currently at 100% construction completion. Lease up efforts with GSF are ongoing and move-ins are projected to begin by January 19, 2015. The grand opening is scheduled for January 28, 2015.
- The Fulton West/Cedar Heights projects have an anticipated closing date of March 1, 2015. Staff is currently working with Brown Construction to procure subcontractors with a bid closing date of January 15, 2015.

- On December 22, 2014, the City Council of Reedley approved the Site Plan Review and Rezone for the Trailside Terrace project. This allows for possible March tax credit application if the Boards commit to the project.
- On December 31, 2014, a Site Plan Review with Re-Zone application (Glenn parcels) and Conditional Use Permit (CUP) minor amendment (Calaveras) were submitted to the City of Fresno for the Lowell Neighborhood Project. An application for City of Fresno HOME funds was submitted for the Project on January 16, 2015.

CITY AMPs and TAX CREDIT PROPERTIES

December City Occupancy <u>90.08%</u>					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	179	4	98%
City AMP 2	8	251	245	4	98%
Southeast Fresno RAD	3	193	191	66	65%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	1	98%
Renaissance Trinity	1	21	20	0	100%
Renaissance Alta Monte	1	30	29	3	90%
Renaissance Santa Clara	1	70	69	4	94%
Total City	19	843	827	82	90.08%

December City Occupancy (GSF Managed) <u>97.7%</u>					
Parc Grove	1	215	213	7	96.7%
Parc Grove - NW	1	148	147	2	98.6%
Yosemite Village	1	69	68	1	98.5%
Total City	3	432	428	10	97.66%

December County Occupancy <u>98.01%</u>					
COUNTY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
County AMP 1	6	151	143	3	98%
County AMP 2	6	194	192	2	99%
County AMP 3*	3	90	89	4	96%
County AMP 4	4	152	151	2	99%
County AMP 5*	2	52	52	1	98%
County AMP 6	5	112	111	2	98%
Granada Commons	1	16	15	1	93%
Total County	27	767	753	15	98.01%

–

December Special Programs Occupancy <u>95.74%</u>					
SPECIAL PROGRAMS	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mariposa Farm Labor	1	40	40	1	98%
Parlier Farm Labor	1	40	40	2	95%
Orange Cove Farm Labor	1	30	30	4	87%
Mendota Farm Labor	1	60	60	1	98%
Firebaugh Family Apts.	1	34	34	1	97%
Garland Gardens (CalHFA)	1	51	51	3	94%
Parkside Apartments (CalHFA)	1	50	50	1	98%
Total Special Programs	7	305	305	13	95.74%

- *Properties within these AMPs are transitioning under the Rental Assistance Demonstration (RAD) project.
- **Note:** Both Migrant Centers are closed for the season.

Housing Choice Voucher (HCV) Utilization & Leasing Activity

Date Range: 12/1/2014 – 12/31/2014

Current Month Status						YTD		
Program	Current Waiting List	Applicants Pulled	New Vouchers Issued	Total Vouchers Searching	New Vouchers Leased	Applicants Pulled	New Vouchers Issued	New Vouchers Leased
City	33,837	0	35	291	109	10,275	1,935	998
County	32,699	0	6	47	69	1,100	263	234

Wait List Report as of December 31, 2014

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	10,027	6,705	3,393	746	20,871
County LIPH	8,099	7,137	3,538	431	19,205

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		13	94		107
Parkside-S8N/C		6	2	50	58

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Granada:					
tax credit units			10	7	17
subsidized units			72	18	90
Pacific Gardens :					
tax credit units	18	6	5		29
subsidized units	106	78			184
Parc Grove:					
tax credit units	95	26	19	12	152
subsidized units	1,617	1,039	216	51	2,923
Yosemite Village	800	227	20	6	1,053

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.

Resident Services

Health & Wellness

During the month of December, Fresno Housing collaborated with the Central California Regional Obesity Prevention (CCROP) by introducing the “Champions for Change” peer-led training. The five consecutive trainings focused on helping FH residents at LIPH sites increase their level of physical activity and their access to and consumption of healthy foods such as fruits and vegetables. In addition, participants learned about related chronic conditions disproportionately impacting low-income communities.

Workshops were held at Fairview Heights and Sequoia Courts. At Fairview Heights, the final workshop was a onetime training known as the Mock Training, which gave participants the opportunity to build upon their knowledge, role play a lesson in front of their peers and build confidence in delivering their presentations. Now participants will have the opportunity to conduct presentations with their peers at

schools, churches, community centers, or other venues. Follow-up workshops will be held to update and mentor each other to continue reaching out to their communities.

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.

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.

PARTNERSHIP

Overview

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

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

Project	Organization	Role
Museum and multi-family housing development concept (1857 Fulton Street, Fresno)	African American Historical and Cultural Museum of the San Joaquin Valley	Development partner and service provider. A meeting was held with the partners and Mogavero on November 25th to discuss planning needs.
Hmong Cultural Project – museum/cultural center, communal/event center, housing and relocation site for Fresno Center for New Americans	Fresno Housing Authority Fresno Center for New Americans General Vang Pao Foundation	Planning partner, possible development partner and service provider

Fulton West/Cedar Heights Scattered Site	U.S. Bancorp Community Development Corporation	Equity investor (first equity collaboration between U.S. Bancorp and the Fresno Housing Authority)
Edison Plaza Phase I	HAWGroup and Penstar	Potential Development Partnership

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

Enterprise Management System: Our search for the best and most comprehensive computerized Enterprise Management System is nearing completion. In the following month a group of 4 members of the selection committee will visit the main offices of the two top-rated service providers. Each member will observe and interact with specific modules, programs and processes in an effort to ascertain which system will best meet the requirements of this Agency. These same team members will also visit other PHAs where these systems are currently in operation. We have spoken to various PHAs over the phone, but we believe that face-to-face interviews and real-world demonstrations would be prudent in light of the impact of this monumental decision. We expect to have our selection completed in March of 2015, and then we will bring our recommendation before the Boards.

Banking Services Conversion: We are now in the process of establishing a plan and timeline for the conversion of Agency accounts from Bank of the West to Wells Fargo. Because we are seeking to take advantage of cost and time saving technologies to the greatest extent practicable, we are working closely with the Wells Fargo team to match our needs to their services. Specifically, we will be working to minimize physical check production to near zero, and we are working on ways to make rent collections an easier and more efficient process for the residents as well as the staff. We are also taking this opportunity to streamline the numbers of accounts necessary for efficient operations. Although our primary banking services will transition to Wells Fargo, we are preserving our well-established relationship with Bank of the West. Bank of the West may remain as a treasury advisory & educational resource for staff and residents. Bank of the West may also continue to provide lines of credit and term loans, and may continue as the primary service provider for some entities managed by the Agency.

2014 Audits Have Begun: Our auditors for the Single Audits, Mayer, Hoffman & McCann, began field work here at the Agency on January 12th. Currently they are concentrating on federal compliance and

internal controls. Novogradac, our auditors for most of the limited partnerships, will begin their field work here on Monday, January 19th. Our staff is working very hard to close 2014, meet the needs of the auditors and maintain 2015 business as usual.

Asset Management: The Fiscal Services Department is pleased to announce the hiring of Vicki Glicher as the Senior Analyst for Asset Management. Ms. Glicher has over 10 years experience in the asset management of market rate, tax credit, and HUD affordable housing communities, working with both non-profit and for-profit entities. This new sub-department of Fiscal Services will be responsible for monitoring and maintaining the Housing Authority's assets in order to provide the greatest social and financial return. Some of the initial tasks will include overseeing the performance of our assets, monitoring project compliance, and helping to develop strategic business plans (including end-of-life-cycle planning) for our tax credit properties.

Procurement

The Procurement Department has worked closely with various Agency departments to acquire the following goods and services:

Recent Solicitations:

- An Enterprise Management System (EMS) RFP closed on 7/25/14. The Agency is now in the process of scheduling site interviews for the evaluation committee to further test potential software.
- Work related to the Agency's Site Plan and Feasibility Analysis RFP is set to begin in January. The contract was awarded to Dave Paul Rosen & Associates (DRA).
- A solicitation for Temporary Employment and Job Placement Services was posted on 8/25/14. The deadline for the solicitation was extended until 10/17/14 at 4:00pm. The Agency was pleased to receive a large number of proposals and they are currently being evaluated.
- An RFP for Independent Audit Services was posted on 10/6/14 and its deadline was 10/16/14 at 4:00pm. The Agency was pleased to receive a large number of proposals, and the highest rated proposal came from Mayer Hoffman McCann of Irvine, Ca.
- A Background Checks (Criminal, Eviction, Credit) RFP was posted on 12/3/14, and proposals are due 1/15/15 at 4:00pm.
- A Communications and Graphic Design Services RFP was issued on 1/8/15, and proposals are due on 1/28/15 at 4:00pm.

Solicitations for the Near Future:

The procurement department is working with various user departments to create scopes of work for the following services:

- Property Management
- Real Estate Agent
- Janitorial
- Development Consultant
- Security Guard Service

Human Resources

Labor negotiations with the Union were completed and an agreement was reached that was ratified by members of the Union. Benefits open enrollment was concluded with all employees selecting their benefits for the upcoming plan year by the deadline. Human Resources staff met with United Healthcare and Kaiser Permanente representatives to become more familiar with the medical plans and gain an understanding of the resources available to employees to more fully utilize their benefits. The representatives provided information on other resources available to employees to provide additional benefits for their well being.

Recruitment was completed with the hiring of a new Senior Financial Analyst of Asset Management, who will provide guidance in the lifecycle of the Agency owned asset portfolio and ensure they are functioning at the optimal performance to support the mission and goals of the Agency.

IT Services

CMTi renewed the warranty and maintenance agreement for the Barracuda Message Archiver. This device provides archival backup of all agency email for disaster recovery purposes and litigation holds. The device is configured to capture all email as it arrives in the inbox so that the agency can recover emails that were deleted the same day they arrived.

CMTi updated the phone system to include Agency closure notifications for 2015. These changes inform anyone who calls into the Agency during Holidays and Friday closures that the Agency is unavailable and indicates when normal business operations will resume.

CMTi worked quickly to identify an issue with the legacy domain name hafresno.org. Unfortunately the process of restoring the domain took much longer than anticipated. As a result, we have put into motion plans to migrate all legacy web based services over to the new fresnohousing.org domain in an effort to promote the new direction the Agency has taken.

CMTi also deployed the new server that was ordered in October. This server has been added to the VMware virtualization server farm and is approximately 4 times more powerful than the server it replaced. This server provides the foundation for future framework that will allow us to virtualize 80% to 90% of the Agency's server infrastructure. Some of the benefits of virtualization are fault tolerance, redundancy, lower cooling requirements, and reduced hardware costs.

Structure

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

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.

Strategic Outreach

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

Communications

In 2015, the Communications Department will be leading the Fresno Housing 75th Anniversary to celebrate both external and internal efforts that highlight the importance of quality housing and the

relationship between housing and education. The Communications Department has worked to develop a plan that includes a “soft launch” with staff and new branding (January-March) and a strategic focused set of events, media outreach and increased visibility during a 75 day celebration period (April-July).

The 75th Anniversary year will close 2015 with a high visibility event and/or activity that sets the stage for continued outreach throughout 2016 and beyond.

To launch the year-long celebration, the Communications Department has planned and implemented activities for the All Staff Event, January 23, 2015 which highlights the importance of the 75th Anniversary, reflects on the agency’s accomplishments and creates the focus for the year-long celebration as well as the future of Fresno Housing.

We will be communicating with the Boards on a regular basis so everyone knows the activities and events associated with the 75th Anniversary celebration. An overview of the year’s activities will be presented at this month’s Board meeting with regular updates to follow.



2014 Fresno Housing Highlights

*Board of Commissioners Meeting
January 27, 2015*

Who we serve...

- We serve 50,000 residents across Fresno County.
- We administer nearly 13,000 Housing Choice Vouchers.
- We own and manage over 4,000 units serving 12,000 residents.
- We assist 215 formerly homeless Veterans using Housing Choice Vouchers.
- We assist 160 formerly homeless individuals with disabilities using Shelter Plus Care certificates.

Our residents....

- Nearly 50,000 individuals
- 17,000 Families
- 24,000 Children (ages 0-18)
- 1,900 Seniors
- Average Resident Annual Income: \$10,600
- Average Tenant Rent: \$237/per month
- Our Residents are diverse:
 - 57% are of Hispanic origin
 - 25% are African American
 - 9% Asian

Our Staff...

- 220 employees based at 22 Fresno Housing locations across the County.
- Greeted nearly 68,000 walk-in clients and received nearly 22,000 phone calls at the Central Office.

Administrative Services

- Issuance and completion of 35 individual procurement solicitations.
- Continued the implementation of Pay for Performance to include Analyst and Supervisory level employees.
- Union negotiations were completed with a 2-year agreement signed December 2014.
- Completion of transition from Blue Shield to United Health Care and implementation of new benefits carrier.

Fiscal Services

- Fiscal Services department of 20 staff members...
 - Recorded over 120,000 transactions totaling over \$450 million dollars
 - Manage and track \$382 million worth of assets
 - Account for 150 separate programs
 - Supervise the annual audits for 18 separate entities, and the tax filings for 35 entities
 - Completed the audits for the City and County Housing Authorities in record time (July)

Construction

- San Ramon Apartments completion
- Helm Home Restoration completion
- Kings River Commons completion
- Bridges at Florence completion
- Parc Grove Commons Northwest completion
- Commencement of 4 RAD projects in Mendota, Orange Cove and Fresno
- Commencement of Marion Villas

Development

- Successful permanent financing at Renaissance at Alta Monte and Santa Clara
- Tax Credit Awards at Fultonia West/Cedar Heights

Housing Management

- Maintained public housing occupancies of 97%+
- Conversion of LIPH Waiting Lists to an online application process
- Coordinated 209 RAD resident transfers and move ins
- Converted 440 units from LIPH to Tax Credit/PBRA (Section 8 Project based rental Assistance)

Housing Choice Voucher

- 25 Case Workers....
 - managing nearly 13,000 cases
 - serving nearly 38,000 individuals
- Inspections team of 10 staff members...
 - performed 22,900 annual inspections
 - 4,940 initial inspections
 - 340 complaint inspections

Homeless Initiatives

- Fresno First Steps Home housed 75 households.
- Recipient of 81 additional HUD-VASH vouchers to end Veteran homelessness, bringing the total to 296 vouchers.
- 100K Homes Campaign reached milestone goal housing over 105,000 individuals – here in Fresno 439 vulnerable individuals were housed.
- Lead role in the 25 Cities Campaign seeking to end Veteran homelessness by the end of 2015 and chronic homelessness by the end of 2016.

Resident Services

- Streamlined focus of service delivery to partners who could provide consistent level of services.
 - WestCare provided Nutrition Program through a Kaiser Grant
 - Reading & Beyond provided ongoing afterschool programming and Summer Academy to prevent Summer Reading Loss
 - First5 focused on early learning and parent engagement
 - Healthy Smiles provided dental services

Fresno Housing Education Corp

- Wine Festival raised \$153,000 to provide educational programming at our sites.
- Through the B3 initiative and the Resident Services staff of Fresno Housing, 34 early learning slots in Firebaugh-Las Deltas Unified were filled with Fresno Housing 3 and 4 year olds.
- FHEC has partnered with six school districts throughout the county to begin aggregate data sharing for research and evaluation through MOUS.



Fresno Housing Celebrates 75 Years

*Boards Of Commissioners Meeting
January 27, 2015*



Celebrations

- Birthdays
- Anniversaries
- New Jobs
- Graduations
- Promotions
- ...etc

CELEBRATING QUALITY HOUSING



Why Celebrate 75?

- Increase awareness
 - Inform a broader audience about the lack of quality affordable housing in Fresno County
- Expand the relevance of our work
 - Help more people understand why our work is important
- Bring our work to life
 - Tell the stories that make people care about our work and our residents
- Other reasons...

Soft Launch

- Jan-Mar
- Staff and Board
- Brochure

Sustaining

- Aug - Sept
- Stories
- Event

75 Days!

- April - July
- State of Housing
- Media and Press

CELEBRATING VIBRANT COMMUNITIES



How will we celebrate?

- January - March
 - Launch with staff and board
 - Broadly distribute our brochure
 - Update the logo, website, materials
 - Banners and Posters
 - Speaker Team
 - Column in newspapers

CELEBRATING QUALITY HOUSING



How will we celebrate?

- Mid-April – Mid July
 - State of Housing Luncheon
 - Launch signature education initiative
 - Community Building Day
 - Fresno Film Festival
 - 75 Facts/Tweets
 - Fulton Mall Banners

CELEBRATING VIBRANT COMMUNITIES



How will we celebrate?

- August – December
 - Release 7 new resident stories and 5 new videos
 - All staff event
 - Resident celebrations
 - Community event



2014 HCV Leasing and Housing Assistance Payments (HAP) Results

January 27, 2015

Baseline and Voucher Utilization

- HUD establishes a baseline (maximum) number of vouchers
- One Unit Month Leased (UML) = one voucher leased for one month during the Fiscal Year
- Utilization is calculated by dividing the # of UMLs reported by 12 months and comparing to the baseline

2014 Leasing Results

- HUD expects a well-managed PHA to maintain an average voucher utilization rate at, or above, 98 percent.
- The City and County programs had voucher utilization rates of 98.7% and 98.4%, respectively.
- Both programs will receive the full 20 points for the purposes of this Section Eight Management Assessment Program (SEMAP) indicator

HAP Utilization

- Generally, PHAs require a tenant to pay at least 30% of their income towards rent
- Housing Assistance Payments (HAP) represent the subsidized portion of a tenant's rent
- HUD establishes a current year Budget Authority (BA) based on prior year HAP Expenses and, based on legislation, may prorate an agency's funding eligibility
- Proration has fluctuated between 94% (2013) and 99.7% (2014)

2014 HAP Reserves

HAP	City	County
2014 Actual Revenue	43.06	33.52
2014 HAP Expenses	43.87	34.12
<i>+/- PHA-Held Reserve</i>	<i>(0.81)</i>	<i>(0.60)</i>
<i>+/- HUD-Held Reserve</i>	<i>1.38</i>	<i>1.02</i>
<i>+/- Total Reserves</i>	<i>0.57</i>	<i>0.42</i>

- Actual HAP Revenues and Expenses show a deficit but Total Reserves actually increased as HUD withheld BA from the agencies

* **HAP Reserves** are a combination of reserves held at the agency and those held at HUD.

* figures are shown in millions of dollars and rounded to the nearest ten thousand

2014 HAP Reserves

	City	County
+/- Total Reserves	0.57	0.42
Begin Reserve Balance	1.29	1.05
Ending Reserve Balance	1.86	1.47

- As a result of HUD's cash management procedures, funds are disbursed on an as-needed basis
- Reserve balances are sufficient to maintain high leasing and serve more families

* **HAP Reserves** are a combination of reserves held at the agency and those held at HUD.

* figures are shown in millions of dollars and rounded to the nearest ten thousand

Questions?



Fresno Housing Authority
Housing Choice Voucher Program

January 27, 2015



Agenda Topics

- Overview of the HCV Program
 - Tenant Composition
 - Landlord Composition
 - Contracts and Responsibilities
 - Housing Quality Standards (HQS) Inspections



Who we serve...

- We administer nearly 13,000 vouchers, between City and County programs, that serve nearly 40,000 tenants
- Average Annual Income of \$11,600
- 69% of the 13,000 voucher families live in Multi-Family housing
 - 9,000 families
- 31% live in Single-Family, detached homes
 - 4,000 families

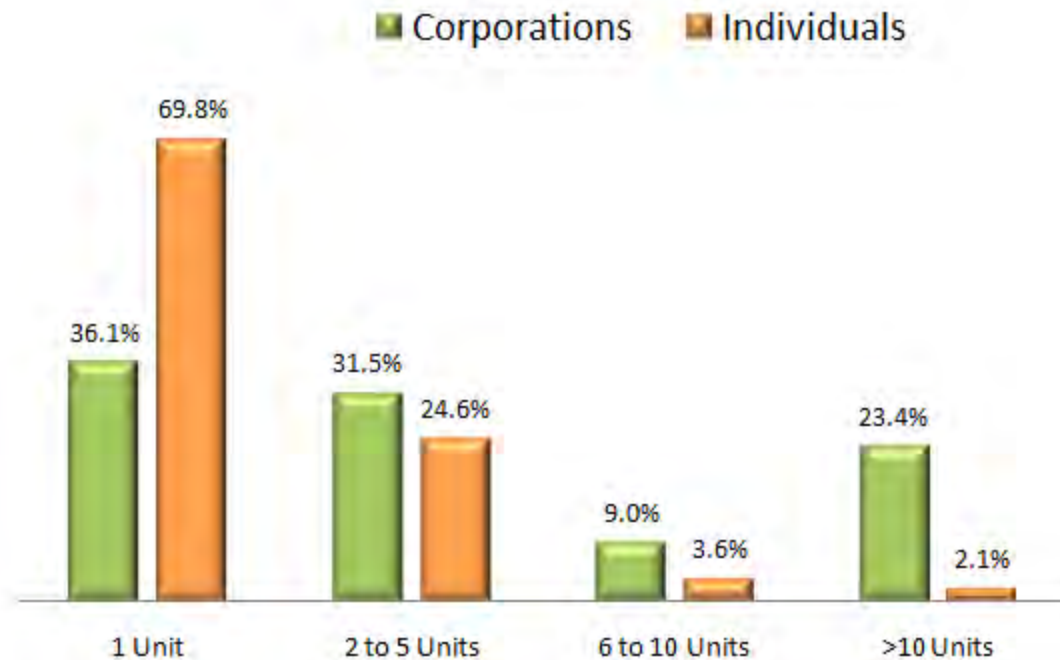
Our nearly 40,000 residents ...

- 17,000 residents are children 0-18
- 4,000 are children 0-5
- 1,700 families have an Elderly head of household (62+)
- 4,200 families have a Disabled head of household
- We serve over 200 veterans (VASH)
- Our residents are diverse
 - 52.1% are of Hispanic origin
 - 27.8% are African-American
 - 9.7% are Asian
 - 9.3% are White
 - 1.1% are Native-American

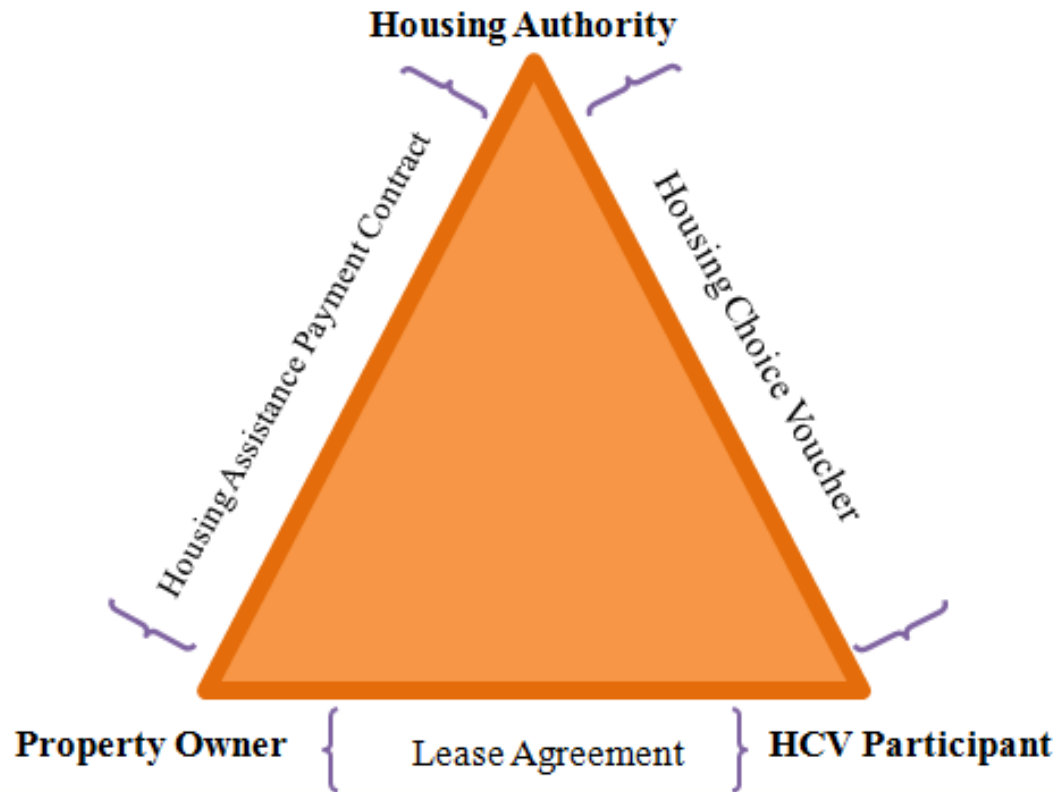
Landlords /Owners

- Nearly 3,700 landlords between both programs
 - 98.2% live in California
 - 73.4% live in Fresno County
- 85% of owners are individuals
 - 53.3% of units are owned or managed by individuals
- 15% of owners are corporations or business entities
 - 46.7% of units are owned or managed by corporations or business entities

Landlord/Owner Composition



Three-Way Partnership



Rights and Responsibilities - Tenant

- Supply any information that the PHA or HUD determines to be necessary
- Allow the PHA to inspect the unit at reasonable times and after reasonable notice
- Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease

Rights and Responsibilities - Owner

- **Maintain the unit and premises in accordance with the Housing Quality Standards (HQS) established by HUD**
- Perform all management and rental functions for the unit, including tenant screening and selection
- Comply with equal opportunity/fair housing requirements



Housing Quality Standard Inspections

“Housing Quality Standards (HQS) are set in place to ensure that the assisted housing is decent, safe and sanitary.

HQS standards apply to the building and premises, as well as the unit.”

Types of Inspections

- **Initial/Move-in**
- **Annual**
- **Special/Complaint**
- **Quality Control**

Annual Inspections

- Conducted at least once every 12 months
- An adult must be present to allow the inspector to access the unit

Inspection Results

- **Pass**
 - See you next year!
- **No Entry**
 - Tenant is non-compliant
 - Rescheduled for one additional inspection
- **Fail**
 - Re-inspection conducted within 30 days

Re-inspection

- **Pass**
 - See you next year!
- **Fail**
 - Housing Assistance Payment will be abated the 1st of the following month – Owner-responsible items only
 - The abatement re-inspection will be conducted upon owner request if received prior to the cancellation date
- **No Entry**
 - The unit will be considered a fail

Abatement Re-inspection

- The owner notifies FHA that repairs are complete
- If the re-inspection passes, there are no retroactive payments to the owner for the period of time the rent was abated
- Tenant is not responsible for FHA's portion of rent that is abated

Re-Inspection Tenant Responsibilities

- **Pass**
 - Tenant is compliant
- **Fail**
 - FHA will begin the termination of assistance process
 - Owner's rent will not be abated for tenant responsibilities (provided there were no owner failed items or owner repairs were completed).
- **No Entry**
 - The unit will be considered a fail

Prepare for Better Results

- Remind tenants of their upcoming inspections
- Schedule a walk-through with tenants prior to the inspection
- Visit FHA website for a list of items that are commonly known to fail

Inspection Checklist

The goal of the Housing Choice Voucher Program is to provide "decent, safe and sanitary" housing at affordable cost to low income families. To accomplish this, HUD regulations (Section 982.401) set forth basic Housing Quality Standards which all units must meet before and during assisted tenancy.

The Fresno Housing Authority will conduct an inspection throughout the property, which includes but is not limited to the following areas:

- | | |
|--|--|
| <input type="checkbox"/> Living Room | <input type="checkbox"/> All Secondary Rooms |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Detached Buildings |
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Building Exterior |
| <input type="checkbox"/> Other Rooms Used for Living and Halls | <input type="checkbox"/> General Health & Safety |
| <input type="checkbox"/> Garages | <input type="checkbox"/> Heating and Plumbing |

Check these conditions/areas so that your unit will be ready to pass inspection

<input type="checkbox"/> All utilities must be turned on. <input type="checkbox"/> The heating and cooling unit must be properly installed and in good working order regardless of time of year. <input type="checkbox"/> Appliances must be present, clean and in working condition. All stove/oven knobs must be in present and readable. <input type="checkbox"/> There must be hot and cold running water in the kitchen and bathroom(s). <input type="checkbox"/> There must not be plumbing leaks or plugged drains. <input type="checkbox"/> A shower or bath tub must be present and in good working condition. <input type="checkbox"/> There must be a flush toilet that is securely mounted, works properly and does not leak. <input type="checkbox"/> Bathrooms must have a window that can be opened or an operable exhaust fan for ventilation. <input type="checkbox"/> Hot water tank must be in good working condition, have a pressure release valve and downward discharge pipe that extends within 18" of the floor.	<input type="checkbox"/> Security bars in the bedroom(s) must have a quick-release device or handle. <input type="checkbox"/> There must be no missing, broken, or badly cracked window panes. <input type="checkbox"/> All electrical outlets must have cover plates that are not broken. <input type="checkbox"/> The floor coverings must be clean, free of tripping and cutting hazards. <input type="checkbox"/> Stairs and railings must be secure. Stairwells that have four or more steps require a rail. Railings are also required where the fall is 30 inches or greater. <input type="checkbox"/> There can be no rodent or insect infestation. <input type="checkbox"/> There must be at least one properly operating smoke detector on each level of the unit. <input type="checkbox"/> Property must be free of debris in and around the unit. <input type="checkbox"/> No chipping, cracking or scaling paint inside or outside of the unit.
<p>Please remove items from under the kitchen/bathroom sinks so that the pipes can be inspected for evidence of leaks.</p> <p>Please remove items from inside the oven and from stove top burners so that they can inspected</p>	

COMMONLY MISSED ITEMS

This form is a courtesy provided to owners and residents for use in preparing for initial or yearly inspections. Please note that all utilities (water and PG&E) must be operating at the time of the inspection.

The following list will help identify the most common items that arise during inspections. Please correct any deficiencies prior to the inspection date. There may be additional consideration at the time of the inspection.

Thank you for your attention.

1. All utilities (PG&E, Water, Garbage and Sewer) must be operating at the time of the inspection.
2. Electrical Hazards: Those electrical outlets located in wet areas (Kitchen outlets – near sink area; Bathrooms outlets – near the basin; Utility or Laundry Rooms) must have three-pronged, grounded outlets or have GFCI (Ground Fault Circuit Interrupter Outlet).
Missing or damaged electrical cover plates
3. Floor Conditions: Permanent floor coverings (carpet, linoleum, tile or floor boards) that present a tripping hazard. (i.e. Holes or buckling).
4. Smoke Alarms that are inoperable (i.e. No battery or dysfunctional).
Note: Chirping noise may mean weak battery.
Alarms must be installed on each level of the unit including basement.
5. Hot Water Heaters with no temperature pressure relief valve or discharge line.
6. Window Conditions: Dangerously loose cracked panes, missing or broken out panes. Missing or broken window locks.
7. Plumbing: Kitchen Sink (faucet and drain pipe), Bathroom Basin, Tub/Shower, Laundry Room sink must be free of leaks.
8. Cooling and Heating system must be able to provide adequate heating or cooling directly or indirectly all rooms used for living, regardless of the season.
9. Garage: no loose or exposed wiring below 6ft.
10. Unsound or hazardous, Stairs, Porches, Balconies, or Decks with severe structural defects. (Broken, missing steps or absence of a handrail when there are extended lengths of steps).
11. Peeling paint (exterior/interior) must be removed and repainted.

ATTENTION!

Contract Effective Dates: The contract will be made effective on the 1st of the following month that the unit passes inspection. If the unit fails the inspection, the CONTRACT WILL NOT BE BACKDATED. If the resident moves into the unit prior to the effective date of the HAP Contract, the resident is responsible for the full contract rent.

Example: The unit passes inspection on the 15th of the month
The HAP Contract will not be made effective until the 1st of the following month.

Questions?

Comments?



BOYS & GIRLS CLUBS
of Fresno County

FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING
HOUSING
AUTHORITY ENGAGED
RESIDENTS

Making A Difference For The Youth Of Fresno



Club Update, January 2015



BOYS & GIRLS CLUBS
of Fresno County

**Overall 17 club sites that serve 12,000 youth;
11 Club sites with the Housing Authority**

3 Clubs in the City:

**Fink-White
East Fresno
West Fresno**



West Fresno Club

8 Clubs in the County

**Del Rey
Firebaugh
Huron
Orange Cove
Parlier
Pinedale
Reedley
Sanger**



Huron Club

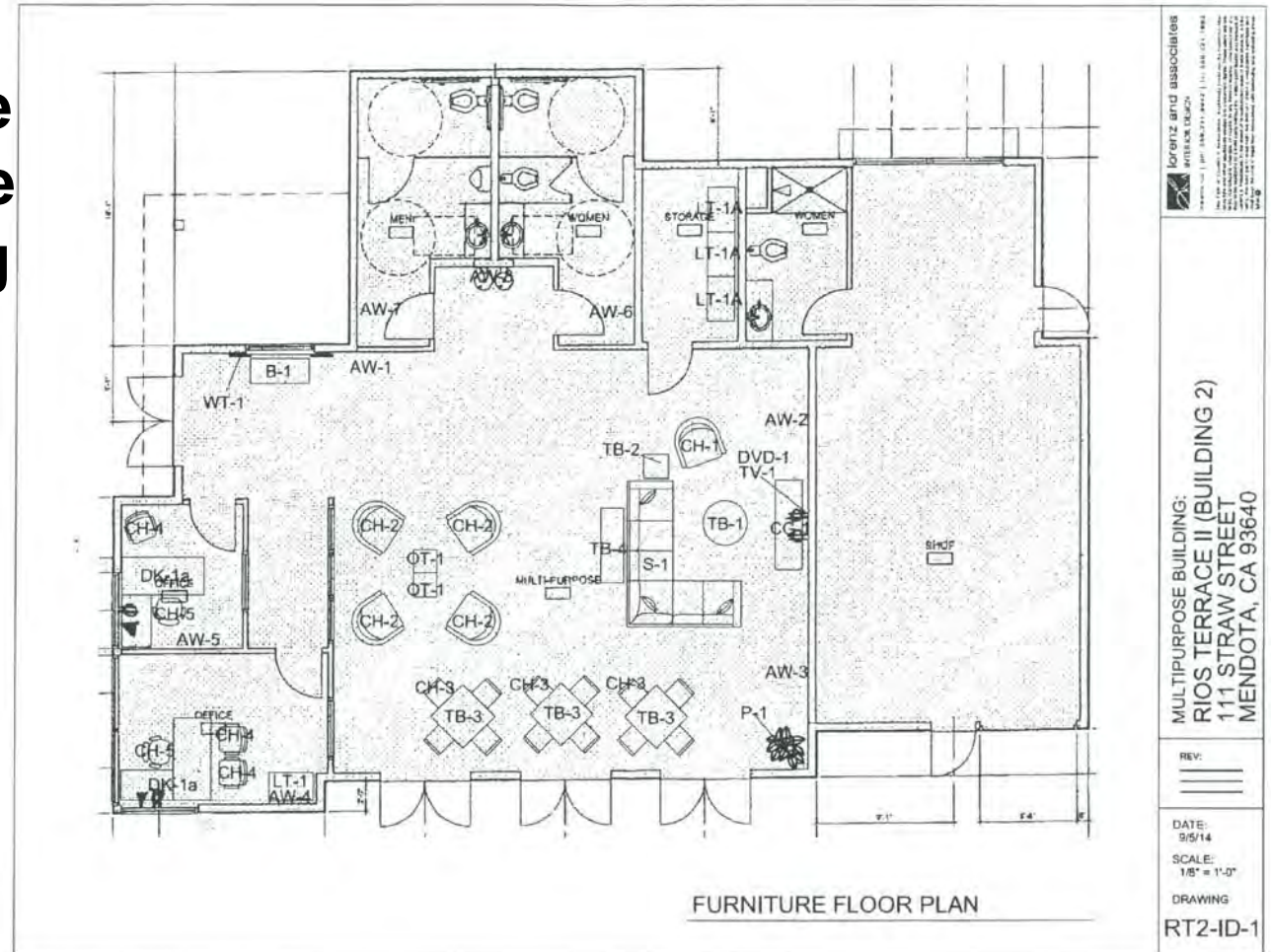
Orange Cove Renovation - open in 2015



Housing Authority has renovated the Kuffel Terrace site so we have been at the Orange Cove Community Center and are excited about the re-opening...coming soon!

New Boys & Girls Club in Mendota Rios Terrace II site

**This year we are
working with the
County Housing
Authority to
open a
Boys & Girls
Club in the
Rios Terrace II
site in Mendota
next month.**





BOYS & GIRLS CLUBS
of Fresno County

Boys & Girls Clubs of Fresno County

2014

Membership Numbers:

County Housing Sites

8 Clubs = 1,982 members

City Housing Sites

3 Clubs = 1,809 members

Total Served = 3,791 youth





BOYS & GIRLS CLUBS
of Fresno County

Academic Success Programs



Power Hour

**Homework program;
98% of housing youth
were promoted again
to the next grade.**



Reading: Books for Bikes
**106 Public Housing youth
received bicycles as
rewards for summer
reading books.**



BOYS & GIRLS CLUBS
of Fresno County

Education - High Impact

Helping children to read at Grade Level by the 3rd grade



Boys & Girls Clubs at 2 City Housing Sites, East and West, in the “High Impact” grant with Fresno Regional Foundation; intentionally focused on getting Children to read at grade level by 3rd grade. In 2015 introducing “Reading Buddies” with teens assisting kids in summer to combat Summer Learning Loss.



In our 3rd Year of the High Impact grant we have served over 385 kids in partnership with Reading & Beyond; success rate of over 90% improved their DRA (Dev. Reading Assessment) score.



BOYS & GIRLS CLUBS
of Fresno County

Careers and Education



PG&E Summer Jobs Program:
Youth from eight HA Clubs (East, West, Pinedale, Fink White, Huron, Reedley, Sanger and Firebaugh) all participated in the PG&E Summer Jobs Program. 14 youth received jobs earning \$1,600 for the summer and invaluable job experience.

PG&E Summer Jobs Program: internships available in 2014	Number of Housing participants in Career Launch during the year	Number of Housing interns hired in 2014	All Summer Job participants open bank accounts.
105	82	14	100%



BOYS & GIRLS CLUBS
of Fresno County

Job Education and Career Exploration

Fresno State College Experience



Over 80 youth attended an overnight retreat. They learned about requirements to get into college, and this allowed them to visualize themselves in college.



All 80 youth participated in the challenges of the Ropes Course, learning communication, problem solving and teamwork.



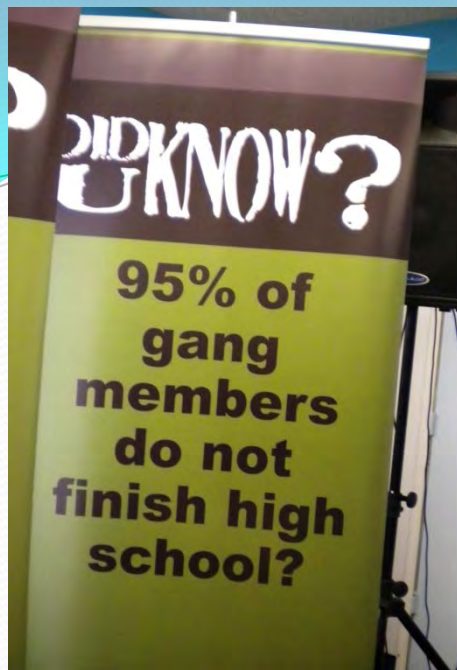
BOYS & GIRLS CLUBS
of Fresno County



**Youth from Sequoia
Courts celebrate
Red Ribbon Week
(Drug Prevention)**

Healthy Habits & Prevention SMART Moves (Skills Mastery And Resistance Training)

- Prevention program engaging youth, ages 6-18
- Learning how to resist risky behaviors including use of alcohol, tobacco, drugs, and premature sexual activity.
- Over 335 Housing Authority youth received these programs in the County and in the City.



Gang Prevention Programs

Fresno has 4th highest gang population in the USA:

- We provide a safe and positive place
- Alternatives to risky behaviors



Gang Prevention Initiatives:
Street Smart and Phoenix,
two evidence-based
programs, teaching
refusal skills & self esteem:
- Sanger, Reedley, Del Rey
supported by CDBG funds)



BOYS & GIRLS CLUBS
of Fresno County

Education – The Arts

“EYES ON MY VALLEY”



A PHOTOGRAPHIC EXHIBITION

by the youth of the

BOYS & GIRLS CLUBS

OF FRESNO COUNTY

THURSDAY

FEBRUARY 19, 2015

5:30 to 7:30 PM

AT

REEDLEY CITY COMMUNITY CENTER

100 N.EAST AVE, REEDLEY CA 93654

Made possible by a grant from

THE FRESNO REGIONAL FOUNDATION

**INVITATION!
JOIN US!**

An example of Education through the Arts: Six (6) County HA sites directly engaged in Digital Arts project with photography. Exhibition to be held at the **Reedley Club on Thursday February 19th.**

For more information contact

Luis Flores: luisf@bgclubfc.org

or at (559) 266-3117





BOYS & GIRLS CLUBS
of Fresno County

Recreation Activities



Adventure Based Learning
Building leadership skills in outdoor activities with river rafting, rock climbing.



**Orange Cove,
Firebaugh, and Huron
Clubs got the
Whitewater Rafting
experience in May, 2014**



**Wild Water
Adventure Park
summer trips.**



BOYS & GIRLS CLUBS
of Fresno County

Parent Participation

- Clubs are a safe & positive place for children of parents living in public housing.
- Parents attend special events at Jr. Giants, Flag Football, Thanksgiving and Christmas events
- Parents participate in arts & crafts, cooking, & sports.





BOYS & GIRLS CLUBS
of Fresno County

***Changing A
Generation
of Young People***



Real Estate Development Update: Pre-development Activities

*Board of Commissioners Meeting
January 27, 2015*

Development Pipeline

- 2015 intended first round CTCAC submissions
 - Fresno County:
 - Firebaugh Gateway
 - Trailside Terrace (Downtown Reedley)
 - City of Fresno:
 - Lowell Neighborhood (Formerly Calaveras Court)
 - Edison Plaza



Firebaugh Gateway

- Goals:
 - Increase supply of high quality senior affordable housing in County jurisdictions
 - Infill development that can contribute to revitalization of “downtown” area with services component
 - Support intergenerational programming in connection with local school

Firebaugh Gateway Overview

- Proposed 30 Units of senior housing on the corner of 13th & P Streets in Firebaugh
- Acquisition and demolition of existing complex
- Commitment of AHP funds
- Potential transfer site for RAD public housing subsidy

Firebaugh Gateway Overview

- Board Actions to Date:
 - Authorization of Architectural contract (Oct 2012)
 - Authorization of Pre-Dev funds of \$400k (Jan 2013)
 - Negotiate Purchase & Sale Agmt (Sep 2014)
 - Authorization for PBV application (Dec 2014)
- Anticipated Board Action:
 - Approval of final Purchase and Sale Agmt and approval of TCAC Round #1 application submission (Feb 2015)
 - HRFC funding request up to \$1.5 million (Feb 2015)



Trailside Terrace (Reedley)

- Goals:
 - Increase supply of high quality affordable housing in County jurisdictions
 - Infill development that can contribute to revitalization of “main street” area with commercial component
 - Partner with County and City of Reedley to achieve common goals



Trailside Terrace Overview

- Proposed 55 units of senior and family housing
- One, two, and three bedroom units
- Fresno County HOME application submitted on January 5, 2015
- Potential transfer site for RAD public housing subsidy



Trailside Terrace (Reedley)

- Board Actions to Date:
 - Ratification of Purchase and Sale agreement (May 2014)
 - Authorization to submit for County HOME funds and other sources (Dec 2014)
 - HRFC commitment of up to \$3m (Dec 2014) **On HRFC Agenda Jan 2015*
- Anticipated Board Action
 - Approval of Architectural contract (PBWS) and final financing approval (Feb 2015)



Lowell Project (Calaveras)

- Goals for Project
 - Partner with stakeholders to develop plan in key target neighborhood
 - Renovate deteriorating housing stock & add new construction infill targeting workforce housing
 - Consider homeownership component on vacant lot(s)
 - Support services for residents including possible education-related PBV model



Lowell Project (Calaveras)

- Proposed 30 units of family housing
 - 22 existing units in need of extensive rehab (Calaveras Street)
 - 8 units of new construction (Glenn Street)
- Partnership with Lowell CDC
- Submission of City of Fresno HOME application for \$1.3 million



Lowell Project (Calaveras)

- Board Actions to Date:
 - Ratification of Purchase and Sale Agreement (April 2014)
 - Authorization of funding applications (Dec 2014)
 - HRFC commitment of \$1m*
**On HRFC Agenda Jan 2015*
- Anticipated Board Actions
 - Approval of Architectural contract (R.L. Davidson) and approval of final commitment (Feb 2015)



Edison Plaza

- Goals:
 - Increase supply of high quality affordable family housing in West Fresno
 - Infill development that can contribute to revitalization of West Fresno



Edison Plaza Overview

- Apprx. 6 acres of vacant land near Edison High School
- 128 units of new construction
- Potentially developed in 2 phases with LIHTC's
- Potential partnership w/HAW Group and Penstar
- \$5.6 million RDA commitment



Edison Plaza

- Anticipated Board Actions
 - Partnership MOU (Jan 2015)
 - Limited partnership formation and approval of submission for various funding sources (Feb 2015)

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: January 15, 2015

BOARD MEETING: January 27, 2015

AGENDA ITEM:

AUTHOR: Clayton E. Lucas II

SUBJECT: Early Retirement Incentive Program

Executive Summary

On December 17, 2014, the Boards of Commissioners announced to the public the Agency's intention to offer the Early Retirement Incentive Program (the "Program") to qualifying employees beginning February 1, 2015 and ending May 1, 2015, as required by CalPERS.

In addition to the notice announced to the public at the December Board Meeting, CalPERS requires that the Boards approve a resolution authorizing the Agency to offer Two Years Additional Service Credit for eligible employees, in accordance with the Government Code Section 20903, which is attached. This resolution must be accompanied by a Certification of Compliance with Government Code Section 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 February 1, 2015 and ending May 1, 2015, approve the certification of the governing body's action to adopt the resolution, and approve the certification of compliance with government code section 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:

In the scenario where 20% of 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 2016 is estimated to be \$297 thousand.

In a scenario similar to the past implementations of the retirement incentive program where 30% of 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 2016 is estimated to be \$445 thousand.

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

Background Information

The Fresno Housing Authority receives 88% of its total funding from the federal government, specifically the U.S. Department of Housing and Urban Development (HUD). The Agency's two largest programs are the Housing Choice Voucher program and Low-Rent Public Housing. The operating dollars provided by HUD for these two programs equals about \$11 million dollars per year, which is used to employ approximately 161 individuals, of which, 122 are represented by SEIU.

Funding levels for these programs is determined by the annual federal budget, which is proposed by Congress and approved by the President. Each year, the House of Representatives and the Senate produce separate budget resolutions that sets total spending limits depending on their priorities for the year. Once both houses of Congress agree on a total budget for the year (called a "conference report"), it is then sent to the President to either be signed into law or vetoed.

The 2015 Federal Budget is expected to be approved on or before October 1st, 2014. At this point in time, only preliminary information on the House and Senate budgets is available. Both houses still need to negotiate the differences between the two budgets in order to present the conference report to the President. Below is a summary of the two current proposals compared to the 2014 enacted funding levels:

	FY 2014 Enacted	FY 2015 House Proposal	% Change from 2014	FY 2015 Senate Proposal	% Change from 2014
HUD Programs					
HCV Administrative Fees	1,485	1,340	-10%	1,545	4%
Public Housing Operating Fund	4,400	4,400	0%	4,475	2%

As you can see, the House is proposing to cut Administrative Fees for the Housing Choice Voucher program by 10%, and keep low rent public housing operating funds flat as compared to 2014. The Senate is proposing to increase Administrative Fees by 4%, and increase public housing operating funds by 2% in 2015. The most likely scenario will be somewhere between the two proposals, with funding remaining flat or slightly lower in 2015.

The biggest variable will come into play in 2016, when a new President is elected to office. For several years now, Republicans have been trying to cut funding for housing programs, and they may get their opportunity depending on the outcome of the 2016 election.

Staff recognizes that the next step in our overall reduction strategy is to offer eligible employees an incentive to retire sooner than they might otherwise do so. This, of course results in costs savings because we anticipate backfilling only a portion of the positions across the organization, with the remaining work

to be distributed among the remaining employees, or prioritized differently. Our analysis shows that there will be significant ongoing cost savings as a result of this incentive, which could prevent, or at least delay, the need to take more onerous measures, such as freezing or reducing wages, reducing benefits, demotions, and an involuntary layoff or personnel.

In developing an Early Retirement Program, we have tried to address employee concerns and provide a cafeteria style program that would meet as many individual circumstances as possible. This program mirrors the previous three Early Retirement Incentives offered in 2004, 2006, and 2013, all of which were successful and well-received by employees.

An overview of the program is attached to this memo. The program provides for a 90-day window of opportunity for eligible employees (active, full time regular employees as of February 1, 2015) 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 63 employees would meet the eligibility requirements for the program. Based on the results of the previous programs and staff analysis, we are conservatively estimating that 20-30% of the eligible employees will accept the incentive which will enable the Agency to realize permanent labor cost savings in the range of \$297 thousand to \$445 thousand starting in 2016. The savings realized in 2015 would pay for the retirement incentive program in year one.

The future annual cost for all 63 eligible employees is approximately \$1,730,083. However, we do not anticipate all 63 eligible employees will retire and take this option. Based on past employee response, we estimate that a range of 20-30% of the eligible employees will take advantage of the program, at an estimated cost of \$281 thousand to \$422 thousand.



Early Retirement Incentive

January 27, 2015



Overview

- Fiscal Environment
- Objective
- Program Overview
- Financial Analysis
- Public Notice
- Communication and Planning

Fiscal Environment

- Federal Budget Uncertainty
- Persistent Funding Concerns
- Ongoing Budget Reductions
- Growing Salary & Benefit Costs

Objective

- Respond in balanced way to increased fiscal uncertainty
- Consider all expense reduction strategies
- Protect, whenever possible, service to our residents by protecting our employees
- Reduce the possibility of impacts on staff for the 2015/2016 budget years

Program Overview

- 90 Day Participation Window
 - February 1, 2015 – May 1, 2015
- Eligibility Requirements
 - Active, full-time employee as of February 1, 2015, **and**
 - 50 years of age on or before May 1, 2015 with at least 5 years of service credit

Program Overview, cont'd

- Retirement Incentive
 - Cost of two years additional CalPERS service credit, **or**
 - One-half annual scheduled salary (up to a maximum of \$40,000)
 - Amount paid as wages; or
 - Paid into Non-Taxable Deferred Compensation Plan; or
 - Paid into Non-Taxable FHA Health Insurance Premium Trust

Program Overview, cont'd

- Retirement Incentive, cont'd
 - and-
 - Sick Leave Conversion Option - 100% Sick leave conversion
 - Amount paid as wages; or
 - Paid into Non-Taxable Deferred Compensation Plan; or
 - Paid into Non-Taxable FHA Health Insurance Premium Trust

Financial Analysis

- Eligible Employees
 - 63 are eligible for CalPERS retirement
- Conservative Participation
 - 20% of eligible employees elect
 - Backfill majority (75%) of positions
 - \$297 thousand labor savings after Year 1
- Past Participation in 2012
 - 30% of eligible employees elect
 - Backfill majority (75%) of positions

Public Notice

- The maximum cost if all 63 employees take the incentive and the two years service credit option
 - \$1,730,083
- Based on past experience, we anticipate a 20% - 30% participation rate, with a range of costs
 - \$281k to \$422k

Communication and Planning

- Electronic Information Packet sent to all 63 eligible employees
 - 1 on 1 interviews with all eligible employees to ensure they understand the program
- Early Retirement Resource Fair
 - February 5 and February 11
- Management Plan
 - Succession planning of employees planning to retire and positions to remain vacant
 - Recruitment Plan to fill up to 75% of vacant positions

Questions or Comments?