



# Boards of Commissioners Meeting

November 17, 2015

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

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

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

**5pm November 17, 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**

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. POTENTIAL CONFLICTS OF INTEREST – *Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov. Code section 87105)*

### 5. Consent Agenda

- a. Consideration of the minutes of October 27, 2015

	<b>PAGE #</b>
<b>6. Informational</b>	
a. Update on Leasing Activities	10
b. 2015 3 <sup>rd</sup> Quarter Budget Results	11
c. 2016 Operating and HAP Budget Review	14
d. Leveraging the HCV Program to Improve Quality Housing: Abatement Analysis	19
e. Real Estate Development Update	20
f. Overview of Homeless Initiatives Programs	21
<b>7. Action</b>	
a. Consideration of Application Submission – Continuum of Care Program Funding	22
b. Consideration of a Permanent Supportive Housing Partnership – Fresno EOC Project Phoenix	26
c. Consideration of a Permanent Supportive Housing Partnership – Fresno EOC Project Homestead and Project Hearth	33
d. Consideration of the Drought Housing Relocation Assistance Program – County of Fresno	37
e. Consideration of Contract Award for General Contracting Services – Firebaugh Gateway	40
f. Consideration of the Funding Application Submissions – Parc Grove Commons Northeast	44
g. Consideration of Contract Award for General Contracting Services – Fresno Edison Apartments	47
h. Consideration of Omnibus Resolutions – Fresno Edison Apartments	51
i. Consideration of Omnibus Resolutions – Firebaugh Gateway	70
<b>8. Executive Director’s Report</b>	89
<b>9. Closed Session</b>	
CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: 2250 Walnut Avenue, CA (APN’s: 477-144-01T through 477-144-31T, 477-142-20T through 477-142-25T, & 477-142-27T through 477-142-37T) Agency negotiator: Preston Prince Negotiating parties: Fresno Edison Apartments, LP and Fresno Housing Authority Under negotiation: Real Estate transaction	
<b>10. Report on Closed Session Items</b>	
<b>11. Action</b>	
Consideration of Amendment to CEO/Executive Director Contract	99
<b>12. Adjournment</b>	

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

**Tuesday, October 27, 2015**

**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 Tuesday, October 27, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:06 p.m. by Board Chair, Commissioner Scharton of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

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

COMMISSIONERS ABSENT:      None.

The meeting was called to order at 5:06 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:      STACY SABLAN, Chair  
   RENEETA ANTHONY, Vice Chair  
   JIM PETTY  
   NANCY NELSON  
   LEE ANN EAGER  
   JOEY FUENTES

COMMISSIONERS ABSENT:      VENILDE MILLER

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; and Ken Price, Baker Manock and Jensen - General Counsel.

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

Preston Prince, CEO/Executive Director recommended to the Boards to hold item 6(a) for a later meeting. Mr. Prince also advised the Boards to move items 7 and 8 before item 6.

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

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

## 3. PUBLIC COMMENT

No public comment at this time.

## 4. POTENTIAL CONFLICTS OF INTEREST

This was the time for any Commissioner who had a potential conflict of interest to identify the item and recuse themselves from discussing and voting on the matter per Government Code section 87105.

No conflicts of interests were identified.

## 5. CONSENT AGENDA

- a. Consideration of the minutes of September 22, 2015
- b. Adoption of the Agency 2016 Calendar
- c. Consideration of the Attendance and Tardiness Policy
- d. Consideration of the Alcohol and Drug Policy
- e. Consideration of the Investment Policy
- f. Ratification of the 2015 PHA Annual/5 Year Plans Resolution

No public comment.

*Commissioner Jones motioned for the City Board's approval of the consent agenda. This action was seconded by Commissioner Bedrosian, 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. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consent agenda was approved.*

## 6. ACTION

- a. Consideration of Rental Assistance Demonstration Application Submission – Memorial Village

Christina Husbands, Community Development Manager, gave a brief overview of the RAD application process and the background of previous actions considering Memorial Village. Ms. Husbands recommended that the County Board of Commissioners approve the RAD application submission to HUD for Memorial Village.

No public comment.

*Commissioner Scott motioned for the City Board's approval to submit the RAD application for Memorial Village. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the submission of the RAD application for Memorial Village was approved.*

*Commissioner Petty motioned for the County Board's approval to submit the RAD application for Memorial Village. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the submission of the RAD application for Memorial Village was approved.*

- b. Consideration of Award of Contract for Development Services – Real Estate Development Services

Christina Husbands presented to the Boards an action to consider the Award of Contract for Development Services. Ms. Husbands explained the process of the Request for Proposals (RFP) for Development Consultant Services. Christina Husbands described how the RFP was advertised and announced that the outcome of the solicitation was that the Agency received a single proposal from Real Estate Development Services (REDS). Ms. Husbands recommended the Boards approve entering into a contract with REDS for development consultant services on an as needed basis.

The Boards expresses concerns with the RFP and possible conflicts of interest with the procurement policy. Staff and the General Counsel provided clarification and assurance that there are no violations. Staff announced that there have been amendments to the procurement policy that will be in the next action item.

No public comment.

*Commissioner Scott motioned for the City Board's approval of the Award of Contract for Development Services to REDS. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the Award of Contract for Development Services was approved.*

*Commissioner Eager motioned for the County Board's approval of the Award of Contract for Development Services to REDS. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the Award of Contract for Development Services was approved.*

c. Consideration of the Amended Agency Procurement Policy

Emily De La Guerra, Senior Manager of Finance and Administrative Services, presented the amended Agency Procurement Policy recommended for the Boards' approval. Ms. De La Guerra explained that there have been changes in the HUD Policy and that the Agency has incorporated these updates into the proposed Procurement Policy.

No public comment.

*Commissioner Johnson motioned for the City Board's approval of the amended Agency Procurement Policy. This action was seconded by Commissioner Scott, and by unanimous vote of the Board of Commissioners for the City, the amended Agency Procurement Policy was approved.*

*Commissioner Anthony motioned for the County Board's approval of the amended Agency Procurement Policy. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the amended Agency Procurement Policy was approved.*

Commissioner Aguilar joined the Board Meeting.

7. CITY: NOMINATIONS FOR BOARD CHAIR AND VICE CHAIR FOR 2016-2017

Commissioner Scharton opened the floor for nominations for City Board Chair and Vice Chair for 2016-2017.

Commissioner Bedrosian nominated Commissioner Jones as Chair. This nomination was seconded by Commissioner Scharton.

Commissioner Jones nominated Commissioner Scott as Vice Chair. This nomination was seconded by Commissioner Johnson.

No public comment.

## 8. INFORMATIONAL

### a. HAP Report – 3rd Quarter 2015

This item was removed from the agenda.

### b. Introduction to the 2016 Operating and HAP Budgets

Emily De La Guerra presented an initial 2016 Agency Operating Budget. Ms. De La Guerra provided the Boards with supporting information on federal funding levels and internal factors that have influenced Staff's budgeting decisions.

### c. Leveraging the HCV Program to Improve Quality Housing: Procedures for Discretionary Disapproval

Tracewell Hanrahan, Deputy Executive Director, presented the procedures for discretionary disapproval of owners, owner representatives, and/or property management companies.

Ms. Hanrahan also announced the Analysis Committee which includes Tracewell Hanrahan, Barbara Cavey, Aurora Ibarra, and Juan Lopez.

There was further discussion between Staff and the Boards regarding the reinstatement and appeals process.

### d. Information on Over Income Residents in Public Housing

Tracewell Hanrahan provided the Boards of Commissioners with additional information regarding the discretion a Public Housing Authority (PHA) may have to require over-income families in Public Housing to find housing in the private market. Ms. Hanrahan provided examples of the findings within the report and Staff findings within the Fresno Housing Authority. Ms. Hanrahan expressed that there is a great deal of discussion at the national level regarding this issue and staff wanted to provide the Boards with additional information on this topic.

Preston Prince shared with the Boards that he was interviewed by KMPH Fox 26 and that it will be airing on Thursday, October 29, 2015 at 10:00 p.m.

There was some further discussion on over income residents in public housing between Staff and the Board.

### e. Real Estate Development Overview

Michael Duarte, Director, Planning & Community Development, provided the Boards of Commissioners with a brief update on the Real Estate Development



Workshop, including the development pipeline, real estate activities, and an overview of development priorities.

A detailed presentation was provided to the Boards during the Boards Workshop that took place prior to the Board Meeting. The presentation was followed by discussion between Staff and the Boards.

## 9. EXECUTIVE DIRECTOR'S REPORT

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

- Fresno Housing new hires and promotions: Bobby Coulture, Information Technology Systems and Project Manager; Sabrina Kelly; Resident Engagement Manager; and Joseph De George, Quality Assurance Analyst.
- The Grand Opening for Viking Village will be on Wednesday, October 28, 2015, at 1:00 p.m.
- The Grand Opening for Marion Village will be on Thursday, November 12, 2015, at 11:00 a.m.
- The highlight of traveling to the CLPHA conference was the conversation around the federal budget and "move to work" opportunities. The Agency will pursue the "move to work" opportunity as much as possible.
- The Connect HOME Steering Meeting will be on Thursday, October 29, 2015. Fresno is one of 28 cities that have been selected to bridge the digital divide with low income kids.
- Announced that the Form 700s will now be signed electronically.
- The Executive Committee Meeting will take place on Tuesday, November 10, 2015.
- A video was played that was shared during the National NAHRO Conference on October 16, 2015 for Preston Prince's last day as the President of NAHRO.

## 10. 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 6:36 p.m.

---

Preston Prince, Secretary to the Boards of Commissioners



1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

**TO:** Boards of Commissioners **DATE:** 11/13/15  
Fresno Housing Authority

**FROM:** Preston Prince *PP* **BOARD** 11/17/15  
CEO/Executive Director **MEETING:**

**AUTHOR** Tracewell Hanrahan **AGENDA** 6a  
Deputy Executive Director **ITEM:**

**RE:** Update on Leasing and Housing Assistance  
Payments (HAP) Pacing for the Housing Choice  
Voucher (HCV) Program

### **Executive Summary**

Staff is finalizing leasing rates as well as HAP funding and reserve levels, and will be bringing up to date leasing information to the Boards during the November meeting.



## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**DATE:** 11/13/2015  
**BOARD MEETING:** 11/17/2015  
**AUTHOR:** Michael Van Putten  
Budget Analyst  
**AGENDA ITEM:** 6b  
**RE:** Financial Operating Results through September 30, 2015

### Executive Summary

The purpose of this memo is to present the third quarter financial results for the Fresno Housing Authority. Attached to this memo is a budget report showing the third quarter budget compared to the actual financial results for each division of the Agency as of September 30, 2015. Projections have been incorporated into the year-to-date budget to account for the timing of cash flows and known variable expenses. These adjustments were based on historical trends and the most current information available.

Overall the Agency performed better than projected during this 9-month period. Total income fell short of projections by \$470 thousand (1.8%); however, expenses bettered the projections by \$1.12 million (4.3%), producing a favorable net income variance of \$650 thousand.

There are two main reasons for the shortfall in revenue at the 9-month mark. First, P&CD revenues of \$1.14 million have not yet been collected as of September 30, but are expected to be collected by the end of the year. Second, offsetting the first, Assisted Housing (AHD) received \$600 thousand more than was budgeted as a result of increased HUD funding for operations. Other minor variances are primarily due to timing. Management anticipates that year end results will reveal an overall favorable variance between the 2015 budgeted revenue and actual revenue.

The favorable expense variance is mainly attributable to cost containment in administrative overhead and fleet and facilities. The Agency exceeded the budget in travel, training and staff development believing that these activities are a prudent investment as the Agency becomes more complex and diverse.

Shown below is a summary of the third quarter results:

In millions:	<u>2015 Approved Budget</u>	<u>January - September Budget</u>	<u>January - September Results</u>	<u>Favorable (Unfavorable) Variance</u>	<u>% of Annual Budget</u>
Income	35.36	26.52	26.05	(0.47)	74%
<u>Expenses</u>	<u>35.09</u>	<u>26.27</u>	<u>25.15</u>	<u>1.13</u>	<u>72%</u>
Net Income	0.27	0.24	0.90	0.66	

	YTD Budget as of September 30, 2015							2015 Results as of September 30, 2015							2015 YTD Budget to 2015 Q3 Actuals	
	Core	Inst	P&CD	AHD	HSM	Aff	Total	Core	Inst	P&CD	AHD	HSM	Aff	Total	Fav/(Unfav)	
HAP BUDGET																
HAP RENTAL ASSISTANCE	-	-	-	60,637,233	-	-	60,637,233	-	-	-	60,508,916	-	-	60,508,916	(128,317)	-0.2%
OPERATING BUDGET																
INCOME																
ADMIN & MANAGEMENT FEES	3,789,994	-	-	6,302,106	353,188	-	10,445,288	3,990,713	22,809	-	6,752,712	369,099	-	11,135,333	690,045	6.6%
RENTAL INCOME	-	-	-	-	3,364,502	1,282,751	4,647,254	-	-	-	-	3,091,995	1,431,486	4,523,481	(123,773)	-2.7%
HUD GRANTS	-	-	-	273,456	3,713,186	-	3,986,642	-	-	-	277,197	2,878,520		3,155,717	(830,925)	-20.8%
MISCELLANEOUS	116,325	1,118,139	2,773,856	596,841	101,559	20,475	4,727,195	59,664	973,258	1,630,063	492,800	619,807	32,920	3,808,512	(918,683)	-19.4%
GRANT FUNDING (Non-HUD)	-	-	-	115,901	1,413,543	-	1,529,443	-	-	-	347,979	1,875,864	-	2,223,843	694,399	45.4%
SOFTWARE, EQUIP & OCCUPANCY	1,179,860	-	-	-	-	-	1,179,860	1,205,325	-	-	-	-	-	1,205,325	25,465	2.2%
SALES OF INVESTMENTS/ASSETS	3,750	-	-	-	-	-	3,750	-	-	-	-	-	-	-	(3,750)	-100.0%
Total Income	5,089,929	1,118,139	2,773,856	7,288,303	8,945,978	1,303,226	26,519,432	5,255,702	996,067	1,630,063	7,870,687	8,835,284	1,464,406	26,052,210	(467,222)	-1.8%
EXPENSES																
Salaries & Benefits	2,125,109	78,620	777,172	3,120,150	1,705,099	22,369	7,828,518	2,106,874	86,228	637,681	3,195,676	1,791,748	4,548	7,822,755	5,764	0.1%
Benefits and taxes	768,309	34,370	289,359	1,290,974	868,380	12,509	3,263,901	800,082	51,096	232,345	1,228,964	911,020	2,221	3,225,727	38,174	1.2%
TOTAL SALARIES & BENEFITS	2,893,418	112,990	1,066,530	4,411,124	2,573,479	34,878	11,092,419	2,906,956	137,324	870,026	4,424,640	2,702,768	6,769	11,048,482	43,938	0.4%
Admin, Acctg, Management, PILOT fees	-	308,250	-	2,171,259	1,490,382	3,570	3,973,461	-	300,000	-	2,274,139	1,544,161	-	4,118,300	(144,839)	-3.6%
Professional/Administrative fees	1,223,100	57,073	837,972	332,455	383,752	4,021	2,838,373	961,031	22,249	548,249	144,028	423,963	3,582	2,103,102	735,271	25.9%
Software, Equipment and Occupancy	645,401	-	116,483	847,287	138,417	3,121	1,750,708	643,724	11,774	116,455	765,716	165,369	1,269	1,704,308	46,400	2.7%
Other	406,500	410,364	-	114,375	665,746	3,176	1,600,162	567,890	412,004	-	161,033	282,156	1,887	1,424,970	175,191	10.9%
Supplies, advertising, subscriptions	120,038	-	14,325	109,125	78,733	2,197	324,417	148,411	5,751	17,425	104,225	78,476	3,668	357,957	(33,540)	-10.3%
Insurance	15,727	37,583	3,076	17,220	114,292	13,630	201,528	20,627	58,024	5,836	26,162	135,301	11,532	257,482	(55,954)	-27.8%
Payments to external property managers	-	-	-	-	-	164,243	164,243	-	-	-	-	-	195,008	195,008	(30,765)	-18.7%
TOTAL ADMINISTRATIVE OVERHEAD	2,410,765	813,271	971,855	3,591,720	2,871,321	193,959	10,852,891	2,341,684	809,802	687,965	3,475,304	2,629,425	216,946	10,161,126	691,765	6.4%
Landscaping, repairs, security, etc.	134,175	-	-	-	1,098,474	384,188	1,616,836	110,614	-	-	-	980,634	279,190	1,370,438	246,399	15.2%
Utilities, garbage, sewer, etc.	121,058	-	-	-	1,577,707	108,986	1,807,751	120,109	-	-	-	1,389,394	131,647	1,641,150	166,602	9.2%
Automobile costs	22,725	-	17,100	46,313	91,220	922	178,280	55,221	-	11,822	29,954	81,189	1,873	180,059	(1,778)	-1.0%
TOTAL FLEET AND FACILITIES	277,958	-	17,100	46,313	2,767,401	494,096	3,602,868	285,943	-	11,822	29,954	2,451,217	412,711	3,191,646	411,222	11.4%
TRAVEL, TRAINING, STAFF DEVELOPMENT	218,879	-	7,578	13,087	40,180	221	279,944	248,929	5,638	35,257	74,693	19,988	16	384,520	(104,576)	-37.4%
Debt-related costs	-	-	-	15,000	184,267	247,329	446,596	-	-	-	-	114,297	247,324	361,621	84,975	19.0%
TOTAL OTHER	-	-	-	15,000	184,267	247,329	446,596	-	-	-	-	114,297	247,324	361,621	84,975	19.0%
Total Expenses	5,801,021	926,261	2,063,063	8,077,243	8,436,648	970,483	26,274,718	5,783,511	952,764	1,605,070	8,004,590	7,917,695	883,765	25,147,395	1,127,323	4.3%
Net Operating Income	(711,091)	191,878	710,793	(788,940)	509,330	332,743	244,714	(527,809)	43,304	24,993	(133,903)	917,589	580,640	904,815	660,101	269.7%



## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**DATE:** November 13, 2015  
**BOARD MEETING:** November 17, 2015  
**AUTHOR:** Michael van Putten  
Budget Analyst  
**AGENDA ITEM:** 6c  
**SUBJECT:** 2016 Budget 2<sup>nd</sup> Draft

### Executive Summary

The purpose of this Board memo is to provide updated information to the Boards regarding the development of the 2016 draft budget. The budget scenario included with this memo represents updates and refinements to the first draft presented at the October 27<sup>th</sup> Board meeting. In addition, this memo will address the year-end projections for 2015 and discuss the items that are relevant to the 2016 budget. This memo will further describe the significant anticipated differences in income and expenses relative to the initial draft of the 2016 budget and to the 2015 approved budget.

### 2015 Year-End Projections

Overall, the Agency is expected to perform better than projected for 2015, mostly in the unrestricted program areas including Core, P&CD, Assisted Housing and Affordable Housing. Net Operating Income was budgeted to be \$270 thousand and is now projected to be \$2.84 million, for a positive difference of \$2.57 million. The majority of this difference, \$2.19 million, is unrestricted. The net positive result in unrestricted programs is largely a combination of increased income levels for both Core and Assisted Housing Divisions as well as developer fees for P&CD. Income decreased in Instrumentalities mainly due to lower interest income collected by the Housing Relinquished Fund and lower claim reimbursements to Housing Self Insurance. With the exception of instrumentalities, expense levels decreased across all divisions contributing to the positive outcome.

### 2016 Budget Development Comparison

The most recent draft of the 2016 budget dated 11/13/15 includes refinements to income based on additional work by staff, as well as additional adjustments to expense levels. Overall, Net Operating Income went down slightly from \$1.82 million to \$1.66 million, while Unrestricted Funds increased by \$209 thousand from \$145 thousand to \$354 thousand.

Refinements to income versus the draft budget presented to the Boards on 10/27/15 include an increase of approximately \$688 thousand. This includes an additional \$258 thousand in Mixed Finance Management Fees and \$400 thousand in Agency Management Fees paid to Core as well as roughly \$30 thousand in Developer Fees paid to P&CD.

Refinements to expenses include an additional \$839 thousand of expenses. An additional \$408 thousand in salaries and benefits includes updates to the salary schedule and additional positions in Assisted Housing. Additional expenses of \$380 thousand in Administrative Overhead are attributable to additional consulting services needed for P&CD.

Staff will continue to explore opportunities for additional income including the following:

- Developer fees from additional successful first round tax credit projects
- Grants opportunities to support Resident Services
- Positive pro-ration adjustments

### **Significant Variances Compared to 2015 Budget**

Overall income is up compared to the 2015 Approved Budget. This increase of approximately \$1.9 million is the combined result of increased developer fees for P&CD, increased rent revenue for Housing Management, and increased Management fees to Core. Expenses are slightly higher by a combined \$511 thousand, primarily coming from increases in salaries and benefits due to anticipated changes in the salary schedule and additional positions in Assisted housing.

### **Unrestricted Funds**

Overall this draft budget will result in a positive Net Operating Income of \$1.66 million, and contribute \$354 thousand to the Agency's unrestricted reserves.

The projected ending balance in the Agency Unrestricted Operating Reserves for 2015 is \$4.46 million. After the addition of the \$354 thousand to reserves for the 2016 budget, the balance in the Agency Unrestricted Operating Reserves would be \$4.82 million at the end of 2016.

### **Recommendation**

This item is informational only. No action is necessary.

	2015 Approved Budget							2015 Projections							2015 Approved Budget to 2015 Projected	
	Core	Inst	P&CD	AHD	HSM	Aff	Total	Core	Inst	P&CD	AHD	HSM	Aff	Total	Fav/(Unfav)	
OPERATING BUDGET																
INCOME																
ADMIN & MANAGEMENT FEES	5,053,326	-	-	8,402,808	470,917	-	13,927,050	5,454,671	30,412	-	8,988,960	492,132	-	14,966,175	1,039,124	7.5%
RENTAL INCOME	-	-	-	-	4,486,003	1,710,335	6,196,338	-	-	-	-	4,122,660	1,908,648	6,031,308	(165,030)	-2.7%
HUD GRANTS	-	-	-	364,608	4,950,915	-	5,315,523	-	-	-	338,264	3,838,026	-	4,176,290	(1,139,233)	-21.4%
MISCELLANEOUS	155,100	1,490,852	3,698,475	795,788	135,412	27,300	6,302,927	79,552	1,297,678	3,904,428	630,712	826,409	43,893	6,782,673	479,746	7.6%
GRANT FUNDING (Non-HUD)	-	-	-	154,534	1,884,724	-	2,039,258	-	-	-	341,541	2,501,152	-	2,842,693	803,435	39.4%
SOFTWARE, EQUIP & OCCUPANCY	1,573,147	-	-	-	-	-	1,573,147	1,607,099	-	-	-	-	-	1,607,099	33,953	2.2%
SALES OF INVESTMENTS/ASSETS	5,000	-	-	-	-	-	5,000	-	-	-	-	-	-	-	(5,000)	-100.0%
INTERNAL EQUITY TRANSFER							-	-	-	-	-	-	-	-	-	
Total Income:	6,786,572	1,490,852	3,698,475	9,717,737	11,927,971	1,737,635	35,359,243	7,141,323	1,328,090	3,904,428	10,299,476	11,780,379	1,952,541	36,406,237	1,046,995	3.0%
EXPENSES																
SALARIES (inc temps)	2,833,479	104,827	1,036,229	4,160,199	2,273,466	29,825	10,438,024	2,809,165	114,971	850,241	4,162,371	2,388,997	6,064	10,331,809	106,216	1.0%
BENEFITS & TAXES	1,024,412	45,827	385,812	1,721,299	1,157,839	16,679	4,351,868	1,066,776	68,128	309,793	1,598,855	1,214,693	2,961	4,261,206	90,662	2.1%
Salaries & Benefits	3,857,891	150,654	1,422,040	5,881,498	3,431,305	46,504	14,789,893	3,875,941	183,099	1,160,034	5,761,226	3,603,690	9,025	14,593,015	196,877	1.3%
ADMIN, ACCTG, MANAGEMENT, PILOT FEES	-	411,000	-	2,895,012	1,987,176	4,760	5,297,948	-	400,000	-	3,032,185	2,027,108	-	5,459,293	(161,345)	-3.0%
PROFESSIONAL/ADMINISTRATIVE FEES	1,630,800	76,098	1,117,295	443,273	511,669	5,362	3,784,497	1,317,184	29,665	804,249	257,230	565,283	4,776	2,978,388	806,109	21.3%
SOFTWARE, EQUIPMENT & OCCUPANCY	860,534	-	155,311	1,129,716	184,556	4,161	2,334,277	868,159	15,698	155,274	1,163,152	220,492	1,692	2,424,467	(90,190)	-3.9%
OTHER	542,000	547,152	-	152,500	887,661	4,235	2,133,549	635,271	549,338	-	192,915	376,208	2,515	1,756,248	377,301	17.7%
OFFICE SUPPLIES, ADVERT., SUBSCRIPTIONS	160,050	-	19,100	145,500	104,977	2,930	432,557	233,869	7,669	23,234	138,419	104,635	4,891	512,716	(80,160)	-18.5%
INSURANCE	20,969	50,111	4,101	22,959	152,390	18,173	268,704	27,502	77,366	7,781	33,740	180,402	15,376	342,167	(73,464)	-27.3%
PAYMENTS TO EXTERNAL PROP MGRS	-	-	-	-	-	218,991	218,991	-	-	-	-	-	260,011	260,011	(41,020)	-18.7%
Administrative Overhead	3,214,354	1,084,361	1,295,807	4,788,960	3,828,428	258,611	14,470,522	3,081,985	1,079,736	990,538	4,817,642	3,474,127	289,261	13,733,290	737,232	5.1%
LANDSCAPING, REPAIRS, SECURITY, ETC.	178,900	-	-	-	1,464,632	512,250	2,155,782	176,246	-	-	-	1,307,511	372,254	1,856,011	299,771	13.9%
UTILITIES, GARBAGE, SEWER, ETC.	161,411	-	-	-	2,103,610	145,315	2,410,335	160,145	-	-	-	1,852,525	175,529	2,188,200	222,135	9.2%
AUTO COSTS	30,300	-	22,800	61,750	121,627	1,230	237,707	33,718	-	15,763	41,500	108,252	2,497	201,731	35,976	15.1%
Fleet & Facilities	370,611	-	22,800	61,750	3,689,868	658,795	4,803,824	370,109	-	15,763	41,500	3,268,289	550,281	4,245,941	557,883	11.6%
TRAVEL, TRAINING, STAFF DEVELOPMENT	291,838	-	30,310	52,347	55,118	334	429,947	331,905	7,517	47,009	101,792	26,651	22	514,895	(84,948)	-19.8%
DEBT RELATED COSTS	-	-	-	20,000	245,689	329,772	595,461	-	-	-	-	152,396	329,765	482,161	113,300	19.0%
Other	-	-	-	20,000	245,689	329,772	595,461	-	-	-	-	152,396	329,765	482,161	113,300	19.0%
Total Expenses:	7,734,694	1,235,014	2,770,957	10,804,556	11,250,408	1,294,016	35,089,646	7,659,940	1,270,352	2,213,343	10,722,161	10,525,153	1,178,354	33,569,303	1,520,343	4.3%
Net Operating Income:	(948,122)	255,838	927,518	(1,086,819)	677,563	443,619	269,596	(518,617)	57,738	1,691,085	(422,685)	1,255,226	774,187	2,836,935	2,567,338	952.3%
Unrestricted Funds	(948,122)	-	927,518	(1,086,819)	-	443,619	(663,804)	(518,617)	-	1,691,085	(422,685)	-	774,187	1,523,971	2,187,775	-329.6%



	2015 Approved Budget							2016 Budget (as of 11/13/2015)							2015 Approved Budget to 2016 Proposed Budget	
	Core	Inst	P&CD	AHD	HSM	Aff	Total	Core	Inst	P&CD	AHD	HSM	Aff	Total	Fav/(Unfav)	
OPERATING BUDGET																
INCOME																
ADMIN & MANAGEMENT FEES	5,053,326	-	-	8,402,808	470,917	-	13,927,050	5,520,004	60,000	-	7,645,319	456,077	-	13,681,400	(245,650)	-1.8%
RENTAL INCOME	-	-	-	-	4,486,003	1,710,335	6,196,338	-	-	-	-	5,087,003	1,962,833	7,049,836	853,498	13.8%
HUD GRANTS	-	-	-	364,608	4,950,915	-	5,315,523	-	-	-	335,144	4,790,115	-	5,125,259	(190,264)	-3.6%
MISCELLANEOUS	155,100	1,490,852	3,698,475	795,788	135,412	27,300	6,302,927	72,651	1,247,750	5,332,917	870,569	115,036	38,575	7,677,498	1,374,571	21.8%
GRANT FUNDING (Non-HUD)	-	-	-	154,534	1,884,724	-	2,039,258	-	-	-	243,545	1,819,760	-	2,063,305	24,047	1.2%
SOFTWARE, EQUIP & OCCUPANCY	1,573,147	-	-	-	-	-	1,573,147	1,668,343	-	-	-	-	-	1,668,343	95,196	6.1%
SALES OF INVESTMENTS/ASSETS	5,000	-	-	-	-	-	5,000	-	-	-	-	-	-	-	(5,000)	-100.0%
INTERNAL EQUITY TRANSFER							-	-	-	-	-	-	-	-	-	
Total Income:	6,786,572	1,490,852	3,698,475	9,717,737	11,927,971	1,737,635	35,359,243	7,260,998	1,307,750	5,332,917	9,094,577	12,267,992	2,001,408	37,265,641	1,906,399	5.4%
EXPENSES																
SALARIES (inc temps)	2,833,479	104,827	1,036,229	4,160,199	2,273,466	29,825	10,438,024	3,256,993	-	1,047,640	4,487,297	2,356,212	5,976	11,154,118	(716,094)	-6.9%
BENEFITS & TAXES	1,024,412	45,827	385,812	1,721,299	1,157,839	16,679	4,351,868	1,243,273	-	377,201	1,868,700	1,244,956	3,544	4,737,675	(385,806)	-8.9%
Salaries & Benefits	3,857,891	150,654	1,422,040	5,881,498	3,431,305	46,504	14,789,893	4,500,265	-	1,424,842	6,355,997	3,601,168	9,520	15,891,793	(1,101,900)	-7.5%
ADMIN, ACCTG, MANAGEMENT, PILOT FEES	-	411,000	-	2,895,012	1,987,176	4,760	5,297,948	-	411,000	-	2,911,075	2,026,500	4,760	5,353,335	(55,387)	-1.0%
PROFESSIONAL/ADMINISTRATIVE FEES	1,630,800	76,098	1,117,295	443,273	511,669	5,362	3,784,497	1,230,800	42,000	1,127,149	224,139	501,825	6,300	3,132,213	652,284	17.2%
SOFTWARE, EQUIPMENT & OCCUPANCY	860,534	-	155,311	1,129,716	184,556	4,161	2,334,277	887,097	-	150,833	1,018,913	211,299	1,691	2,269,832	64,445	2.8%
OTHER	542,000	547,152	-	152,500	887,661	4,235	2,133,549	546,000	372,113	-	82,000	894,262	10,635	1,905,010	228,539	10.7%
OFFICE SUPPLIES, ADVERT., SUBSCRIPTIONS	160,050	-	19,100	145,500	104,977	2,930	432,557	220,390	-	21,800	167,250	92,767	9,191	511,398	(78,841)	-18.2%
INSURANCE	20,969	50,111	4,101	22,959	152,390	18,173	268,704	21,556	50,000	5,413	19,035	133,074	22,392	251,470	17,233	6.4%
PAYMENTS TO EXTERNAL PROP MGRS	-	-	-	-	-	218,991	218,991	-	-	-	-	-	304,663	304,663	(85,672)	-39.1%
Administrative Overhead	3,214,354	1,084,361	1,295,807	4,788,960	3,828,428	258,611	14,470,522	2,905,843	875,113	1,305,195	4,422,412	3,859,727	359,632	13,727,921	742,601	5.1%
LANDSCAPING, REPAIRS, SECURITY, ETC.	178,900	-	-	-	1,464,632	512,250	2,155,782	171,700	-	-	-	1,452,337	562,365	2,186,402	(30,620)	-1.4%
UTILITIES, GARBAGE, SEWER, ETC.	161,411	-	-	-	2,103,610	145,315	2,410,335	126,050	-	-	-	2,062,969	199,788	2,388,807	21,528	0.9%
AUTO COSTS	30,300	-	22,800	61,750	121,627	1,230	237,707	45,358	-	18,900	63,220	111,570	2,500	241,548	(3,841)	-1.6%
Fleet & Facilities	370,611	-	22,800	61,750	3,689,868	658,795	4,803,824	343,108	-	18,900	63,220	3,626,876	764,653	4,816,757	(12,933)	-0.3%
TRAVEL, TRAINING, STAFF DEVELOPMENT	291,838	-	30,310	52,347	55,118	334	429,947	358,455	-	39,114	134,500	56,590	487	589,146	(159,199)	-37.0%
DEBT RELATED COSTS	-	-	-	20,000	245,689	329,772	595,461	-	-	-	-	245,500	329,784	575,284	20,177	3.4%
Other	-	-	-	20,000	245,689	329,772	595,461	-	-	-	-	245,500	329,784	575,284	20,177	3.4%
Total Expenses:	7,734,694	1,235,014	2,770,957	10,804,556	11,250,408	1,294,016	35,089,646	8,107,671	875,113	2,788,051	10,976,130	11,389,861	1,464,076	35,600,901	(511,255)	-1.5%
Net Operating Income:	(948,122)	255,838	927,518	(1,086,819)	677,563	443,619	269,596	(846,673)	432,637	2,544,866	(1,881,553)	878,130	537,332	1,664,741	1,395,144	517.5%
Unrestricted Funds	(948,122)	-	927,518	(1,086,819)	-	443,619	(663,804)	(846,673)	-	2,544,866	(1,881,553)	-	537,332	353,973	1,017,777	-153.3%

	2016 Budget (Proposed 10/27/2015)							2016 Budget (as of 11/13/2015)							1st Draft 2016 Budget to 2nd Draft 2016 Budget	
	Core	Inst	P&CD	AHD	HSM	Aff	Total	Core	Inst	P&CD	AHD	HSM	Aff	Total	Fav/(Unfav)	
OPERATING BUDGET																
INCOME																
ADMIN & MANAGEMENT FEES	4,862,271	60,000	-	7,645,316	456,070	-	13,023,656	5,520,004	60,000	-	7,645,319	456,077	-	13,681,400	657,744	5.1%
RENTAL INCOME	-	-	-	-	5,087,003	1,962,833	7,049,836	-	-	-	-	5,087,003	1,962,833	7,049,836	-	0.0%
HUD GRANTS	-	-	-	335,137	4,790,115	-	5,125,252	-	-	-	335,144	4,790,115	-	5,125,259	7	0.0%
MISCELLANEOUS	72,913	1,647,750	5,021,853	751,440	115,096	38,575	7,647,627	72,651	1,247,750	5,332,917	870,569	115,036	38,575	7,677,498	29,871	0.4%
GRANT FUNDING (Non-HUD)	-	-	-	243,539	1,819,760	-	2,063,300	-	-	-	243,545	1,819,760	-	2,063,305	5	0.0%
SOFTWARE, EQUIP & OCCUPANCY	1,668,341	-	-	-	-	-	1,668,341	1,668,343	-	-	-	-	-	1,668,343	2	0.0%
SALES OF INVESTMENTS/ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
INTERNAL EQUITY TRANSFER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Income:	6,603,524	1,707,750	5,021,853	8,975,432	12,268,044	2,001,408	36,578,011	7,260,998	1,307,750	5,332,917	9,094,577	12,267,992	2,001,408	37,265,641	687,630	1.9%
EXPENSES																
SALARIES (inc temps)	3,283,016	-	1,045,055	4,126,898	2,354,361	5,976	10,815,307	3,256,993	-	1,047,640	4,487,297	2,356,212	5,976	11,154,118	(338,811)	-3.1%
BENEFITS & TAXES	1,253,812	-	376,757	1,789,504	1,244,947	3,544	4,668,564	1,243,273	-	377,201	1,868,700	1,244,956	3,544	4,737,675	(69,111)	-1.5%
Salaries & Benefits	4,536,828	-	1,421,812	5,916,402	3,599,309	9,520	15,483,871	4,500,265	-	1,424,842	6,355,997	3,601,168	9,520	15,891,793	(407,922)	-2.6%
ADMIN, ACCTG, MANAGEMENT, PILOT FEES	-	411,000	-	2,911,075	2,026,500	4,760	5,353,335	-	411,000	-	2,911,075	2,026,500	4,760	5,353,335	(0)	0.0%
PROFESSIONAL/ADMINISTRATIVE FEES	1,230,800	36,000	627,149	224,139	504,875	6,300	2,629,263	1,230,800	42,000	1,127,149	224,139	501,825	6,300	3,132,213	(502,950)	-19.1%
SOFTWARE, EQUIPMENT & OCCUPANCY	891,615	-	150,833	1,027,950	210,999	1,691	2,283,088	887,097	-	150,833	1,018,913	211,299	1,691	2,269,832	13,255	0.6%
OTHER	546,000	493,432	-	82,000	893,262	10,635	2,025,329	546,000	372,113	-	82,000	894,262	10,635	1,905,010	120,320	5.9%
OFFICE SUPPLIES, ADVERT., SUBSCRIPTIONS	220,390	-	21,800	155,750	90,117	9,191	497,248	220,390	-	21,800	167,250	92,767	9,191	511,398	(14,150)	-2.8%
INSURANCE	21,645	50,000	5,413	19,214	136,134	22,392	254,798	21,556	50,000	5,413	19,035	133,074	22,392	251,470	3,328	1.3%
PAYMENTS TO EXTERNAL PROP MGRS	-	-	-	-	-	304,663	304,663	-	-	-	-	-	304,663	304,663	-	0.0%
Administrative Overhead	2,910,450	990,432	805,195	4,420,128	3,861,887	359,632	13,347,724	2,905,843	875,113	1,305,195	4,422,412	3,859,727	359,632	13,727,921	(380,197)	-2.8%
LANDSCAPING, REPAIRS, SECURITY, ETC.	171,700	-	-	-	1,412,707	586,615	2,171,022	171,700	-	-	-	1,452,337	562,365	2,186,402	(15,380)	-0.7%
UTILITIES, GARBAGE, SEWER, ETC.	126,050	-	-	-	2,029,972	199,788	2,355,810	126,050	-	-	-	2,062,969	199,788	2,388,807	(32,997)	-1.4%
AUTO COSTS	45,358	-	18,900	63,220	111,167	2,500	241,145	45,358	-	18,900	63,220	111,570	2,500	241,548	(403)	-0.2%
Fleet & Facilities	343,108	-	18,900	63,220	3,553,846	788,903	4,767,977	343,108	-	18,900	63,220	3,626,876	764,653	4,816,757	(48,780)	-1.0%
TRAVEL, TRAINING, STAFF DEVELOPMENT	358,586	-	39,114	134,761	54,590	487	587,538	358,455	-	39,114	134,500	56,590	487	589,146	(1,608)	-0.3%
DEBT RELATED COSTS	-	-	-	-	245,500	329,784	575,284	-	-	-	-	245,500	329,784	575,284	-	0.0%
Other	-	-	-	-	245,500	329,784	575,284	-	-	-	-	245,500	329,784	575,284	-	0.0%
Total Expenses:	8,148,972	990,432	2,285,021	10,534,511	11,315,132	1,488,326	34,762,394	8,107,671	875,113	2,788,051	10,976,130	11,389,861	1,464,076	35,600,901	(838,507)	-2.4%
Net Operating Income:	(1,545,448)	717,318	2,736,832	(1,559,079)	952,912	513,082	1,815,617	(846,673)	432,637	2,544,866	(1,881,553)	878,130	537,332	1,664,741	(150,877)	-8.3%
Unrestricted Funds	(1,545,448)	-	2,736,832	(1,559,079)	-	513,082	145,387	(846,673)	-	2,544,866	(1,881,553)	-	537,332	353,973	208,586	143.5%



## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

<b>TO:</b>	Boards of Commissioners Fresno Housing Authority	<b>DATE:</b>	11/13/15
<b>FROM:</b>	Preston Prince <i>PP</i> CEO/Executive Director	<b>BOARD MEETING:</b>	11/17/15
<b>AUTHOR</b>	Tracewell Hanrahan Deputy Executive Director	<b>AGENDA ITEM:</b>	6d
<b>RE:</b>	Leveraging the HCV Program to Improve Quality Housing		

### Executive Summary

Staff will present an update on the abatement analysis.

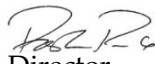


## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

<b>TO:</b>	Boards of Commissioners Fresno Housing Authority	<b>DATE:</b>	11/13/2015
<b>FROM:</b>	Preston Prince  CEO/Executive Director	<b>BOARD MEETING:</b>	11/17/2015
<b>AUTHOR</b>	Michael Duarte Director, Planning & Community Development	<b>AGENDA ITEM:</b>	6e
<b>RE:</b>	Development Pipeline Update		

### Executive Summary

Staff will give an overview of all projects within the development and pre-development stages, including: Firebaugh Gateway, Trailside Terrace, Fresno Edison Apartments, and others.

### Recommendation

None at this time. Information only.




## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

<b>TO:</b>	Boards of Commissioners Fresno Housing Authority	<b>DATE:</b>	11/13/15
<b>FROM:</b>	Preston Prince  CEO/Executive Director	<b>BOARD MEETING:</b>	11/17/15
<b>AUTHOR</b>	Angie Nguyen Director of Strategic Initiatives and Housing Programs	<b>AGENDA ITEM:</b>	6f
<b>RE:</b>	Overview of Homeless Initiative Programs		

### Executive Summary

Staff will be providing the Boards of Commissioners with an overview of selected Homeless Initiative Programs as follows:

U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Funding:

- Intention to submit renewal applications to HUD for a total of \$1,988,013, including Shelter Plus Care and Renaissance Programs;
- Intention to submit new applications to HUD for a total of \$511,060 for Rapid Rehousing and Coordinated Entry programs

Partnerships:

- Intention to partner with Fresno Economic Opportunities Commission for three (3) permanent supportive housing programs: Project Phoenix, Project Homestead and Project Hearth

### Recommendation

Action from the Boards is being requested subsequent to staff's presentation on these programs.



## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

**TO:** Boards of Commissioners  
Fresno Housing Authority

**DATE:** 11/13/15

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

**BOARD MEETING:** 11/17/15

**AUTHOR** Angie Nguyen  
Director of Strategic  
Initiatives and Housing  
Programs

**AGENDA ITEM:** 7a

**RE:** 2015 U.S. Department of Housing and Urban  
Development (HUD) Continuum of Care (CoC)  
Funding

### Executive Summary

Fresno Housing intends to submit renewal applications to the HUD CoC Program for the continued funding of the homeless assistance programs it currently operates in Fresno County. FH also intends to submit two (2) new proposals for funding to HUD CoC to support homeless families with children and Coordinated Entry.

Currently renewal applications to be submitted to HUD total \$1,988,013 for the following programs: two (2) Shelter Plus Care programs, three (3) Renaissance programs, two (2) Homeless Management Information Systems, a Rapid Rehousing project for families and CoC Planning Costs. These applications have been submitted to the local review panel and received approval for submission to HUD.

Based on need in the community and conversations with varying partners, FH has decided to apply for funding of a housing project to support families with children in short-, medium- or long term rental assistance along with case management. Funding in the amount of \$427,513 has been applied for and received local review approval for submission to HUD. FH has also applied for supportive services to support Coordinated Entry. This funding will provide case management to primarily chronically homeless individuals seeking housing services in varying CoC funded programs. Funding in the amount of \$83,547 has been applied for and received local review approval for submission to HUD.

HUD requires that the Boards of Commissioners approve submission of all CoC applications. Final NOFA application is due on November 20, 2015. We will return to the Boards with an update, following final submission.

### Recommendation

It is recommended that the Boards of Commissioners of the Housing Authorities of the City and County of Fresno adopt the attached resolution authorizing (a) the submission of application to the U.S. Department of HUD for funding for the CoC Program and (b) execution, by the CEO/Executive Director, of any resulting contract(s).

**Fiscal Impact**

Staff will provide fiscal impact details to the Boards upon analysis and completion of CoC application and award process.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITIES OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF 2015 U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT (HUD) CONTINUUM OF CARE (CoC) PROGRAM**

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

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

WHEREAS, grant funding for varying grants will collectively encompass the period of April 1, 2016 – December 31, 2017.

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

PASSED AND ADOPTED THIS 17nd DAY OF November, 2015. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Board of Commissioners



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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITIES OF THE COUNTY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF 2015 U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT (HUD) CONTINUUM OF CARE (CoC) PROGRAM**

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

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

WHEREAS, grant funding for varying grants will collectively encompass the period of April 1, 2016 – December 31, 2017.

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

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF November, 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 Board of Commissioners




## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

O (559) 443-8400  
F (559) 445-8981  
TTY (800) 735-2929

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

<b>TO:</b>	Boards of Commissioners Fresno Housing Authority	<b>DATE:</b>	11/13/15
<b>FROM:</b>	Preston Prince  CEO/Executive Director	<b>BOARD MEETING:</b>	11/17/15
<b>AUTHOR</b>	Angie Nguyen Director of Strategic Initiatives and Housing Programs	<b>AGENDA ITEM:</b>	7b
<b>RE:</b>	Approval to administer a Permanent Supportive Housing program (Project Phoenix) in partnership with Fresno Economic Opportunities Commission (EOC)		

### Executive Summary

The Fresno Economic Opportunities Commission (EOC) has received grant funding from the U.S. Department of Housing and Urban Development Continuum of Care program (HUD) to administer a permanent supportive housing project with attendant supportive services to sixteen (16) chronically homeless households entitled Project Phoenix. EOC has asked Fresno Housing Authority to partner in administering Project Phoenix, specifically utilizing our expertise in providing those processes endemic to housing, including rent calculations and conducting Housing Quality Standards inspections.

EOC has received \$364,400 in funding from HUD for this project for rental assistance, case management and associated administrative and operational costs. From the grant, Fresno Housing will be paid \$21,300 for expenses including staff costs to perform housing processes and all associated administrative and operational costs.

### Recommendation

It is recommended that the Boards of Commissioners of the Housing Authorities of the City and County of Fresno adopt the attached resolutions authorizing: (a) partnership with EOC in administering of the Project Phoenix program; (b) execution, by the CEO/Executive Director, of any resulting contract(s), and associated amendments; (c) to hire related personnel to administer the program(s) in accordance with the funding requirements.

### Fiscal Impact

HUD requires a 25% cash or in-kind match to grant funding, both EOC and FH will provide the match for their portions of this grant. FH's portion of the required match is \$5,325 and will be in-kind.

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE  
HOUSING AUTHORITIES OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING ADMINISTRATION OF PERMANENT SUPPORTIVE  
HOUSING PROGRAM PROJECT PHOENIX IN PARTNERSHIP WITH FRESNO COUNTY  
ECONOMIC OPPORTUNITIES COMMISSION

WHEREAS, the Fresno County Economic Opportunities Commission has requested Fresno Housing Authority to partner on administration of a U.S. Department of Housing and Urban Development Continuum of Care program funded permanent supportive housing program Project Phoenix; and,

WHEREAS, said program is intended to serve approximately sixteen (16) chronically homeless households; and,

WHEREAS, this joint effort is a best practice model to aid in obtaining and retaining housing along with efficient use of relevant expertise; and

WHEREAS, HUD Continuum of Care program requires a 25% cash or in kind match contribution;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorize the Executive Director or his designee to proceed with negotiation and execute all ancillary documents in connection therewith for an agreement with Fresno County Economic Opportunities Commission to partner in administering the Project Phoenix program.

PASSED AND ADOPTED THIS 17nd DAY OF November, 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 COUNTY OF FRESNO

RESOLUTION AUTHORIZING ADMINISTRATION OF PERMANENT SUPPORTIVE  
HOUSING PROGRAM PROJECT PHOENIX IN PARTNERSHIP WITH FRESNO COUNTY  
ECONOMIC OPPORTUNITIES COMMISSION

WHEREAS, the Fresno County Economic Opportunities Commission has requested Fresno Housing Authority to partner on administration of a U.S. Department of Housing and Urban Development Continuum of Care program funded permanent supportive housing program Project Phoenix; and,

WHEREAS, said program is intended to serve approximately sixteen (16) chronically homeless households; and,

WHEREAS, this joint effort is a best practice model to aid in obtaining and retaining housing along with efficient use of relevant expertise; and;

WHEREAS, HUD Continuum of Care program requires a 25% cash or in kind match contribution;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno, hereby authorize the Executive Director or his designee to proceed with negotiation and execute all ancillary documents in connection therewith for an agreement with Fresno County Economic Opportunities Commission to partner in administering the Project Phoenix program.

PASSED AND ADOPTED THIS 17nd DAY OF November, 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

## MEMORANDUM OF UNDERSTANDING

Between

Fresno County Economic Opportunities Commission (Fresno EOC)

And

Housing Authorities City of Fresno (HACF)

### **Purpose:**

To provide comprehensive delivery of services under the Department of Housing and Urban Development (HUD) Supportive Housing Program a Continuum of Care (CoC) program for permanent supportive housing (PSH) to support PHoenix Project. Assistance in the program is provided to help thirty-five homeless persons meet three overall goals: 1.) Achieve residential stability, 2.) Increase their skill levels and/or incomes, and 3.) Obtain greater self-determination (i.e., more influence over decisions that affect their lives).

### **Responsibilities:**

1. Fresno EOC, under the Sanctuary and Youth Services Program, will be responsible for:
  - Providing outreach and information dissemination through its existing service networks, internal program referrals, and referrals from service collaborations.
  - Providing crisis intervention to address immediate needs, while assisting with development of individualized supportive service plan, and assistance with stabilization.
  - Screening for mental and /or emotional impairment to diagnose disabling condition; providing individual and/or group counseling services to aid in development of a service plan and linkages to appropriate services.
  - Providing case management to effectively and comprehensively address the health and human service needs and modifying service plans accordingly.
  - Facilitating life skills workshops.

- Providing linkages to and funding for pertinent supportive services (i.e., moving and/or storage costs, tuition, education supplies, employment supplies, bus passes, drivers education, document attainment, credit repair, health services, legal services, childcare assistance, substance and alcohol abuse treatment and counseling.)
- Assisting with purchase/attainment of basic household, hygiene, and emergency food supplies and home furnishings.
- Accessing and tracking progress of homeless individual and families through the Homeless Management Information System (HMIS).
- Assist clients with identifying affordable housing. Once identified and unit passes inspection, Fresno EOC will enter into Master Lease directly with property. Clients will sign Phoenix Program Agreement as “lease” between Fresno EOC and client.
- Issue rent, security deposits, and utility deposit payments to designated parties (i.e. property owner, utility company) after approval from HACCF.
- Collecting rent directly from clients and providing receipts. Client rent contribution is calculated during intake by HACCF and will be provided to Fresno EOC for client case files.
- Compliance with reporting requirements of grantor.

2. Housing Authorities City of Fresno will be responsible for:

- Screening for client eligibility including income verification, calculating client rent contribution (not to exceed 30% of client income), obtaining copies of documentation (i.e. Identification, social security card), and conducting Annual Re-Exams to ensure on-going eligibility.
- Performing unit inspections according to Housing Quality Standards and HUD guidelines.

**Payment:**

HACF will invoice Fresno EOC for all Operations expenses incurred by the 25<sup>th</sup> of each month and provide any requested supporting documentation (i.e. documentation of specific clients screened during billing cycle; allocation breakdown, etc). HACF will be reimbursed for their prior month’s expenses by the 30<sup>th</sup> of each month.

**Records and Audit:**

Fresno EOC and HACF will both maintain accurate records as required within each program/agency and will retain these records for a maximum of seven years from the grant expiration date. Each party shall also comply with all applicable laws, codes and regulations governing the storage, use and /or disclosure of records, and other information of a personal or confidential nature as required by the United States, Department of Housing and Urban Development.

**Termination and Cancellation of MOU:**

The initial term of this MOU will be from September 1, 2015 – August 31, 2016 and will automatically renew until August 31, 2020 based on the total project renewal term stipulated in the contractual agreement between Fresno EOC and U.S. Department of Housing and Urban Development.

Either party may terminate this MOU without cause or reason upon giving 30 days prior written notice thereof to the other.

If the appropriating agency should for any reasons discontinue funding to support the PHoenix Project in the city or county of Fresno, this agreement shall terminate upon thirty (30) days written notice by appropriate party.

**Amendments and Waivers:**

No provision of this MOU shall be considered waived, amended, or modified by either party without prior written and signed authorization from both parties.

**No License Granted:**

No license(s), expressed or implied, under any copyrights are granted hereunder. All brochures, programs, publications, documents, concepts, ideas, techniques or other work product developed by each party shall be the exclusive property of that party or funding agency.

**Release and Waiver of Liability:**

Each party agrees to indemnify, defend and hold harmless the other party and its respective trustees or directors, agents, officers and employees from and against any and all claims, demands, lawsuits or other proceedings, bodily injury, property damages, personal injury and other liabilities and damages, including attorney's fees and costs, arising out of the

indemnifying party's alleged or actual omission, act or negligence in the performance or failure to perform its obligations under this MOU. The indemnity, defense and hold harmless obligations herein set forth shall survive the termination of this MOU for any alleged or actual omission, act or negligence in the performance or failure to perform its obligations under this MOU that occurred during the term of this MOU.

**Independent Performance:**

Fresno EOC and HACF and their trustees or directors, officers, agents and employees shall act in independent capacities and not as trustees or directors, officers, employees and agents of the other party in the performance of this MOU.

**Terms of this Agreement:**

This MOU is dependent upon compliance with the terms listed above and shall commence upon notification of receipt of funding from the 2014 Department of Housing and Urban Development (HUD) Homeless Assistance Grant and shall continue for a 12 month period in effect until terminated by either party as per section "Amendments and Waivers" of this document.

This MOU represents the total and complete understanding of the parties regarding the subjects herein set forth. Any other oral understanding or other prior understandings shall have no force or effect. This MOU is intended to be comprehensive as an integrated agreement containing all of the understandings and contractual obligations of the parties regarding the subjects herein set forth.

Authorized Signatures:

---

Brian Angus  
Chief Executive Officer  
Fresno County Economic Opportunities Commission

---

Preston Prince  
CEO/Executive Director  
Housing Authority City of Fresno