



Boards of Commissioners Meeting

July 26, 2016

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 July 26, 2016

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. 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)*

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Public Employment	
Pursuant to Government Code §54597	
11. Report on Closed Session Matters	
12. Adjournment	

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

Tuesday, June 21, 2016

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, June 21, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:07 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant, and the Commissioners present and absent were as follows:

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

COMMISSIONERS ABSENT: None.

The meeting was called to order at 5:07 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, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: STACY SABLAN, Chair
 RENEETA ANTHONY, Vice Chair

 JIM PETTY
 VENILDE MILLER
 JOEY FUENTES

COMMISSIONERS ABSENT: LEE ANN EAGER
 NANCY NELSON

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Lauren Layne, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Commissioner Sablan announced amendments to the agenda. The amended order of the agenda was as follows: 7(e), 5, 6(d), 7(a), 7(b), 7(c), 7(d), 7(f), 6(a), 6(b), 6(c), 8, 9, 10, and 11.

No public comment.

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

3. PUBLIC COMMENT

There was no public comment.

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.

Commissioner Scott announced that he had a conflict of interest with item 7(a), Fresno Edison Phase II – Consideration of Application Submission and Funding Commitment.

Commissioner Anthony announced that she had a conflict of interest with item 7(d), Memorial Village - Consideration of Entity Formation, Application Submission, Funding Commitment, Memorandum of Understanding, and Architectural Contract.

5. ACTION ITEM

- a. Consideration Of The Memorandum Of Understanding – Fresno Police Department

Note: This was item 7(e) of the posted Agenda.

Angie Nguyen, Director of Strategic Initiatives & Housing Programs, presented the Memorandum of Understanding (MOU) and renewal of Contract between the City of Fresno Police Department and Fresno Housing for Police Services. Ms. Nguyen introduced Officer Steve Hunt and Officer David Villasenor. Each Officer shared their experiences working with the residents and patrolling the properties. Each

Officer expressed how important their work builds community within the properties and with the residents.

Three Property Managers, Angela Dundore, Brittany Alvara, and Ken Cobarrubias, attended the Board meeting to briefly express their support towards having the Police Officers patrol the properties.

Angie Nguyen recommended for the Boards to approve the action continuing the partnership between the City of Fresno Police Department and the Fresno Housing Authority for the period of July 1, 2016 to June 30, 2017, in an amount not to exceed \$199,150.

Commissioner Scott motioned for the City Board's approval of the contract renewal between the City of Fresno Police Department and Fresno Housing for police services. This action was seconded by Commissioner Scharton, and by unanimous vote of the Board of Commissioners for the City, the contract renewal between the City of Fresno Police Department and Fresno Housing was approved.

Commissioner Fuentes motioned for the County Board's approval of the contract renewal between the City of Fresno Police Department and Fresno Housing for police services. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the contract renewal between the City of Fresno Police Department and Fresno Housing was approved.

6. CONSENT AGENDA

Note: This was item 5 of the posted Agenda.

- a. Consideration of the minutes of May 24, 2016
- b. City: Charge-off Uncollectible Accounts to Collection Losses for the 2nd Quarter 2016
- c. County: Charge-off Uncollectible Accounts to Collection Losses for the 2nd Quarter 2016
- d. Consideration to Approve Services Contract – AT&T

Preston Prince, CEO/Executive Director, noted an error on the minutes of May 24, 2016. Mr. Prince stated that on the notes from the Executive Director's report, Anthony Esparza's promotion was acknowledged during the June Board Meeting but not annotated in the minutes.

Commissioner Petty asked Staff if an online digital storage cloud was included in the services contract with AT&T. Bobby Coulter, Information Technology Systems and Project Manager, answered that it was not included but staff is currently researching for further information.

Commissioner Johnson 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 Anthony, and by unanimous vote of the Board of Commissioners for the County, the consent agenda was approved.

7. INFORMATIONAL

a. Real Estate Development Update

Note: This was item 6(d) of the posted Agenda.

Michael Duarte, Director of Planning and Community Development, presented the Real Estate Development Update. Mr. Duarte introduced Keith Bergthold the Executive Director of Fresno Metro Ministries. Mr. Bergthold and Mr. Duarte provided information on the Yosemite Village Community Garden Project. Mr. Duarte announced to the Board that the Agency was exploring potential development projects in Clovis and Northeast Fresno.

Additionally, Mr. Duarte provided an overview of the current pre-development and community projects. Mr. Duarte presentation focused on the details of the development actions items related to Fresno Edison Phase II, Magill Terrace, Parc Grove Commons Northeast Veterans, and Memorial Village.

8. ACTION ITEMS – COMMISSIONERS MAY CONSIDER, APPROVE, DENY, AND/OR CONTINUE

a. Fresno Edison Phase II – Consideration of Application Submission and Funding Commitment

Note: This was item 7(a) of the posted Agenda.

Commissioner Scott recused himself from this action item and left the meeting room.

Michael Duarte recommended for the Boards approval to move forward with submitting the Tax Credit application, and the funding commitment for Fresno Edison Phase II.

No public comment.

Commissioner Scharton motioned for the City Board's approval of the application submission and funding commitment for Fresno Edison Phase II. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of

Commissioners for the City, the application submission and funding commitment for Fresno Edison Phase II was approved.

Commissioner Fuentes motioned for the County Board's approval of the application submission and funding commitment for Fresno Edison Phase II. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the application submission and funding commitment for Fresno Edison Phase II was approved.

b. Magill Terrace - Consideration of Application Submission and Funding Commitment

Note: This was item 7(b) of the posted Agenda.

Commissioner Scott returned to the meeting.

Michael Duarte recommended for the Boards approval to move forward with submitting the Tax Credit application, and the funding commitment for Magill Terrace.

No public comment.

Commissioner Bedrosian motioned for the City Board's approval of the application submission and funding commitment for Magill Terrace. This action was seconded by Commissioner Scharton, and by unanimous vote of the Board of Commissioners for the City, the application submission and funding commitment for Magill Terrace was approved.

Commissioner Fuentes motioned for the County Board's approval of the application submission and funding commitment for Magill Terrace. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the application submission and funding commitment for Magill Terrace was approved.

c. Parc Grove Commons Northeast Veterans - Consideration of Entity Formation, Application Submission, Memoranda of Understanding, Funding Commitment, and Architectural Contract

Note: This was item 7(c) of the posted Agenda.

Michael Duarte recommended for the Boards to approve the consideration of the entity formation, the application submission, the memorandum of understanding (MOU), the funding commitment, and architectural contract for the Parc Grove Commons Northeast Veterans project.

No public comment.

Commissioner Scott motioned for the City Board's approval of the resolutions to move forward with the Parc Grove Commons Northeast Veterans project. This action was seconded by Commissioner Scharton, and by unanimous vote of the Board of Commissioners for the City, the resolutions for the Parc Grove Commons Northeast Veterans project were approved.

Commissioner Anthony motioned for the County Board's approval of the resolutions to move forward with the Parc Grove Commons Northeast Veterans project. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the resolutions for the Parc Grove Commons Northeast Veterans project were approved.

- d. Memorial Village - Consideration of Entity Formation, Application Submission, Funding Commitment, Memorandum of Understanding, and Architectural Contract

Note: This was item 7(d) of the posted Agenda.

Commissioner Anthony recused herself from this action item and left the meeting room.

Michael Duarte recommended for the Boards to approve the consideration of the entity formation, the application submission, the MOU, the funding commitment, and architectural contract for Memorial Village.

No public comment.

Commissioner Vaillancourt motioned for the City Board's approval of the resolutions to move forward with the Memorial Village project. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the resolutions for Memorial Village were approved.

Commissioner Petty motioned for the County Board's approval of the resolutions to move forward with the Memorial Village project. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the resolutions for Memorial Village were approved.

- e. Consideration of the Contract Amendment – CalPERS

Note: This was item 7(f) of the posted Agenda.

Commissioner Anthony returned to the meeting.

Scott Fetterhoff, Director of Human Resources & Organizational Development, presented an overview of the current contract with CalPERS. Mr. Fetterhoff included a brief history of the contract, applicable government codes, the amendment process,

the fiscal impact, staff education, and an internal controls action plan. Mr. Fetterhoff recommended the Boards' approval to amend Fresno Housing's CalPERS contract.

No public comment.

Commissioner Scott motioned for the City Board's approval to amend the CalPERS contract. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the request to amend the CalPERS contract was approved.

Commissioner Anthony motioned for the County Board's approval to amend the CalPERS contract. This action was seconded by Commissioner Miller, and by unanimous vote of the Board of Commissioners for the County, the request to amend the CalPERS contract was approved.

Commissioner Scharton left the meeting.

9. INFORMATIONAL

a. Policy Update

Note: This was item 6(a) of the posted Agenda.

Commissioner Scott asked for a status on our accepting individuals with felonies for our housing programs.

Preston Prince responded announcing that Staff will be participating in webinars regarding the subject including the HUD Secretary's notice on housing individuals with criminal records, and will bring an update to the Boards on this subject.

Commissioner Scott left the meeting.

Scott Fetterhoff provided the Boards with a brief update on the Agency Policy revisions. Mr. Fetterhoff's update included an overview of the policies that were approved in 2015 and the policies that will be presented to the Boards for 2016.

b. Update – Waitlist

Note: This was item 6(b) of the posted Agenda.

Tracewell Hanrahan announced that Staff has identified a need to close our preliminary waiting lists until October or November 2016. Ms. Hanrahan stated that the reason for the temporary closure was due to the agency conversion to the YARDI systems. Staff will update the Boards as updates are available.

c. Update – Low-Income Home Ownership Program

Note: This was item 6(c) of the posted Agenda.

Emily De La Guerra, Director of Finance and Administration, presented an update on the Low-Income Home Ownership Program. Ms. De La Guerra's presentation provided the Boards with a summary of the Home Ownership Program that included a list of properties that are currently vacant. Ms. De La Guerra announced that Staff expects that all vacant homes will be either sold or ready for resale by the end of the year.

10. COMMISSIONER'S REPORT

Note: This was item 8 of the posted Agenda.

The Commissioners had no information to report at this time.

11. EXECUTIVE DIRECTOR'S REPORT

Note: This was item 9 of the posted Agenda.

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

- Mayor Swearengin recently held a press event updating the public on the efforts of the Mayor's Challenge in ending chronic and veteran homelessness.
- The grand opening for 541 S. Tower will be on Wednesday, June 22, 2016 at 10:00 a.m.
- As a part of Father's Day, the Agency held a Heroes Event at various properties on June 16, 2016. Further information on this event will be presented in the July Board Meeting.

12. CLOSED SESSION

Note: This was item 10 of the posted Agenda.

The Boards went into closed session at approximately 7:21 p.m.

PUBLIC EMPLOYMENT

Pursuant to Government Code Section §54597

The Boards went into open session at approximately 7:54 p.m. with no action to report.

13. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 7:55 p.m.

Preston Prince, Secretary to the Boards of Commissioners

BOARD MEMO


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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 5b

AUTHOR: Bobby Coulter

SUBJECT: Extension of Software and Services Contract with Yardi Systems, Inc.

Executive Summary

The purpose of this memo is to seek the Boards of Commissioners' approval to extend the contract between the Fresno Housing Authority and Yardi Systems, Inc. from 8/1/16 to 7/31/17. The Agency currently has a contract with Yardi Systems Inc. to provide software licensing, support, implementation services and SAAS (Software as a Service).

Fiscal Impact

The Agency would like to extend its contract with Yardi Systems Inc. for an amount not to exceed \$367,073 over the next contract period. Of this cost, \$297,455 includes Yardi Voyager software, user licenses, web portal, and compliance add-on modules, and will be a annual recurring expense. The remaining \$69,618 is part of the implementation cost, which will be fully completed and expended by the end of 2016. The original contract included professional implementation and one-time only start-up fees of \$457,411, of which, \$387,793 has been spent as of July 2016. Included in the 2016 Agency Operating Budget was \$400,000 earmarked for Yardi software and implementation services, and will be revised based on current expenditures in the 2016 budget revision.

Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to extend the contract with Yardi Systems Inc. from 8/1/16 to 7/31/17 for an amount not to exceed \$367,073.

Background

In June 2014, a Request for Proposals (RFP) for an Enterprise Management System was made public to potential vendors. As a result of the RFP, the Agency received proposals from three software companies. After all the proposals were evaluated, the Agency entered into a contract for software licensing, support, SAAS, and implementation costs with Yardi Systems, Inc.

The original contract was approved by the Boards of Commissioners in July 2015. The initial term of the agreement lasted one (1) year, however, the Agency

has the option to renew for four successive, one (1) year terms. The contract term will not exceed a five (5) year period, per HUD procurement requirements. This will be the first extension of the contract and will cover the period of 8/1/16 to 7/31/17. Following this extension, there are three optional extension periods remaining.

Staff will be providing a full update on the Yardi implementation process in the August Board Update.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING THE EXTENSION OF THE YARDI SAAS SUBSCRIPTION
AGREEMENT**

WHEREAS, the Housing Authority of Fresno County (the "Agency") has a contract with Yardi Systems Inc. ("Yardi") to provide EMS Support and SAAS (Software as a Service); and

WHEREAS, the term of the aforementioned contract ends July 31, 2016 with an option to extend for another term; and

WHEREAS, the Agency has been fully satisfied with the service it has received under the contract with Yardi; and

WHEREAS, the Agency desires to maintain the continuity of the aforementioned services pertaining to work in progress; and

WHEREAS, the Agency desires to exercise its option to extend the contract with Yardi for EMS Support and SAAS (Software as a Service) for one year, beginning August 1, 2016, for an amount not to exceed \$367,073; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the one-year contract extension of the Yardi SAAS Subscription Agreement with Yardi and authorizes Preston Prince, Executive Director/CEO or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 26th DAY OF JULY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING THE EXTENSION OF THE YARDI SAAS SUBSCRIPTION AGREEMENT

WHEREAS, the Housing Authority of Fresno County (the "Agency") has a contract with Yardi Systems Inc. ("Yardi") to provide EMS Support and SAAS (Software as a Service); and

WHEREAS, the term of the aforementioned contract ends July 31, 2016 with an option to extend for another term; and

WHEREAS, the Agency has been fully satisfied with the service it has received under the contract with Yardi; and

WHEREAS, the Agency desires to maintain the continuity of the aforementioned services pertaining to work in progress; and

WHEREAS, the Agency desires to exercise its option to extend the contract with Yardi for EMS Support and SAAS (Software as a Service) for one year, beginning August 1, 2016, for an amount not to exceed \$367,073;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the one-year contract extension of the Yardi SAAS Subscription Agreement with Yardi and authorizes Preston Prince, CEO/Executive Director or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 26th DAY OF JULY, 2016. 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: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 6a

AUTHOR: Juan Lopez

SUBJECT: 2nd Quarter 2016 Memo on Leasing and Housing Assistance
Payments (HAP) Pacing for the Housing Choice Voucher (HCV) Program

Executive Summary

The U.S. Department of Housing and Urban Development (HUD) has used historical data as a benchmark to determine future funding, and this method will continue for Calendar Year (CY) 2016. HUD has preliminarily set 2016 HAP proration levels at 99.6% of 2015 HAP expenses. This level of proration will allow us to continue leasing activities and house as many families as allowed by HUD. Currently, the agency has 371 Vouchers designated for the Veterans Affairs Supportive Housing (VASH) program, all of which reside with the City HCV Program. These vouchers are referral-based and are tracked very closely and issued as quickly as families are referred from The United States Department of Veterans Affairs (VA).

In June, HUD disbursed fewer HAP funds than in prior months. This was a result of standard cash management procedures that seek to limit the amount of agency-held reserves. Undisbursed funds remain in our HUD-held reserve account and are available for withdrawal on very short notice.

As in the past, we will continue to diligently monitor our HAP and voucher utilization rates.

City HCV

HAP expenditures for the month of June totaled \$3,442,114. The Per Unit Cost (PUC) for the month was \$420 for VASH vouchers and \$497 for non-VASH vouchers. HAP expenditures for the year are projected at \$41.62 million, resulting in 95.63% utilization of HAP cash funding, and an expected year-end balance of \$5.51 million in total HAP reserves.

The overall projected regular, non-VASH voucher utilization for CY 2016 is 98.74%, ending the month of December at 100.88%.

County HCV

HAP expenditures for the month of June totaled \$2,732,882. The PUC for the month was \$494. HAP expenditures for the year are projected at \$33.25 million, resulting in 94.61% utilization of HAP cash funding, and an expected year-end balance of \$3.07 million in total HAP reserves.

The overall projected voucher utilization for CY 2016 is 99%, ending the month of December at 100.4%.

Recommendation

This item is informational only. No action is necessary.

CITY HAP ANALYSIS - CALENDAR YEAR 2016

Legend:

☐ = Projection for the remainder of CY

HAP	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	CY 2016 Total
Total HAP Revenue (99.6% proration)	3,595,168	2,962,980	3,636,150	3,362,091	3,527,452	1,967,859	3,506,222	3,506,222	4,365,050	4,365,050	4,365,050	4,365,050	43,524,344
HAP Expenses	3,455,787	3,437,473	3,395,760	3,391,527	3,436,772	3,442,114	3,455,144	3,463,206	3,479,218	3,523,191	3,560,906	3,581,169	41,622,268
Net HAP	139,381	(474,493)	240,390	(29,436)	90,680	(1,474,255)	51,078	43,016	885,833	841,859	804,144	783,881	1,902,077
Items Impacting NRA*	1,050	1,177	-	-	-	-	-	-	-	-	-	-	2,227
PHA-Held Reserve Balance	\$1,863,877	\$1,390,561	\$1,630,951	\$1,601,515	\$1,692,195	\$217,940	\$269,018	\$312,034	\$1,197,866	\$2,039,725	\$2,843,869	\$3,627,750	\$3,627,750
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HUD-Held Reserve Balance	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637	\$1,882,637
Total HAP Reserve Balance	\$3,746,514	\$3,273,198	\$3,513,588	\$3,484,152	\$3,574,832	\$2,100,577	\$2,151,655	\$2,194,671	\$3,080,503	\$3,922,362	\$4,726,506	\$5,510,387	\$5,510,387
Monthly HAP Revenue Utilization	96.12%	116.01%	93.39%	100.88%	97.43%	174.92%	98.54%	98.77%	79.71%	80.71%	81.58%	82.04%	
YTD HAP Revenue Utilization	92.97%	105.11%	100.93%	100.92%	100.20%	107.91%	106.46%	105.42%	101.73%	99.10%	97.14%	95.63%	95.63%

REGULAR VOUCHER UTILIZATION													
Baseline	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	81,420
Total Unit Months Leased	6,582	6,636	6,538	6,614	6,622	6,697	6,719	6,731	6,759	6,808	6,844	6,845	80,395
Variance	(203)	(149)	(247)	(171)	(163)	(88)	(66)	(54)	(26)	23	59	60	(1,025)
Monthly Utilization	97.01%	97.80%	96.36%	97.48%	97.60%	98.70%	99.03%	99.20%	99.62%	100.34%	100.87%	100.88%	
YTD Utilization	97.01%	97.41%	97.06%	97.16%	97.25%	97.49%	97.71%	97.90%	98.09%	98.31%	98.55%	98.74%	98.74%

VASH VOUCHER UTILIZATION													
Baseline	343	343	343	343	343	343	343	371	371	371	371	371	4,256
Total Unit Months Leased	263	249	260	261	267	273	278	283	288	293	298	303	3,316
Variance	(80)	(94)	(83)	(82)	(76)	(70)	(65)	(88)	(83)	(78)	(73)	(68)	(940)
YTD Baseline	343	686	1,029	1,372	1,715	2,058	2,401	2,772	3,143	3,514	3,885	4,256	4,256
YTD Unit Months Leased	263	512	772	1,033	1,300	1,573	1,851	2,134	2,422	2,715	3,013	3,316	3,316
Monthly Utilization	76.68%	72.59%	75.80%	76.09%	77.84%	79.59%	81.05%	76.28%	77.63%	78.98%	80.32%	81.67%	
YTD Utilization	76.68%	74.64%	75.02%	75.29%	75.80%	76.43%	77.09%	76.98%	77.06%	77.26%	77.55%	77.91%	77.91%

ALL VOUCHER UTILIZATION													
Baseline	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,156	7,156	7,156	7,156	7,156	85,676
Total Unit Months Leased	6,845	6,885	6,798	6,875	6,889	6,970	6,997	7,014	7,047	7,101	7,142	7,148	83,711
Variance	(283)	(243)	(330)	(253)	(239)	(158)	(131)	(142)	(109)	(55)	(14)	(8)	(1,965)
Monthly Utilization	96.03%	96.59%	95.37%	96.45%	96.65%	97.78%	98.16%	98.02%	98.48%	99.23%	99.80%	99.89%	
YTD Utilization	96.03%	96.31%	96.00%	96.11%	96.22%	96.48%	96.72%	96.88%	97.06%	97.28%	97.51%	97.71%	97.71%

PER UNIT COSTS													
Regular Vouchers	508	502	501	496	502	497	497	497	497	499	502	504	500
VASH Vouchers	432	415	453	427	421	420	420	420	420	422	424	426	425
ALL VOUCHERS	505	499	500	493	499	494	494	494	494	496	499	501	497

*Items impacting NRA include: Fraud Recoveries and FSS Escrow Forfeitures

COUNTY HAP ANALYSIS - CALENDAR YEAR 2016

Legend:
= Projection for the remainder of CY

HAP	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	CY 2016 Total
Total HAP Revenue (99.6% proration)	3,023,490	2,783,898	3,010,383	2,809,477	2,882,680	2,091,538	2,882,680	2,882,680	3,194,960	3,194,960	3,194,960	3,194,960	35,146,667
HAP Expenses	2,916,096	2,826,157	2,781,353	2,781,951	2,696,865	2,732,882	2,715,576	2,703,214	2,707,170	2,747,540	2,797,167	2,847,149	33,253,121
Net HAP	107,394	(42,259)	229,030	27,526	185,815	(641,344)	167,104	179,466	487,790	447,420	397,794	347,811	1,893,547
Items Impacting NRA*	2,060	-	-	-	-	-	-	-	-	-	-	-	2,060
PHA-Held Reserve Balance	\$895,105	\$852,846	\$1,081,876	\$1,109,402	\$1,295,217	\$653,873	\$820,977	\$1,000,443	\$1,488,233	\$1,935,653	\$2,333,447	\$2,681,258	\$2,681,258
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HUD-Held Reserve Balance	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835	\$383,835
Total HAP Reserve Balance	\$1,278,940	\$1,236,681	\$1,465,711	\$1,493,237	\$1,679,052	\$1,037,708	\$1,204,812	\$1,384,278	\$1,872,068	\$2,319,488	\$2,717,282	\$3,065,093	\$3,065,093
Monthly HAP Revenue Utilization	96.45%	101.52%	92.39%	99.02%	93.55%	130.66%	94.20%	93.77%	84.73%	86.00%	87.55%	89.11%	
YTD HAP Revenue Utilization	96.45%	98.88%	96.66%	97.23%	96.50%	100.81%	99.83%	99.05%	97.26%	96.01%	95.16%	94.61%	94.61%

VOUCHER UTILIZATION													
Baseline	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	67,824
Total Unit Months Leased	5,868	5,728	5,649	5,635	5,502	5,527	5,492	5,467	5,475	5,529	5,601	5,673	67,146
Variance	216	76	(3)	(17)	(150)	(125)	(160)	(185)	(177)	(123)	(51)	21	(678)
YTD Baseline	5,652	11,304	16,956	22,608	28,260	33,912	39,564	45,216	50,868	56,520	62,172	67,824	67,824
YTD Unit Months Leased	5,868	11,596	17,245	22,880	28,382	33,909	39,401	44,868	50,343	55,872	61,473	67,146	67,146
Monthly Utilization	103.82%	101.34%	99.95%	99.70%	97.35%	97.79%	97.17%	96.73%	96.87%	97.82%	99.10%	100.37%	
YTD Utilization	103.82%	102.58%	101.70%	101.20%	100.43%	99.99%	99.59%	99.23%	98.97%	98.85%	98.88%	99.00%	99.00%

PER UNIT COST													
Per Unit Cost	497	493	492	494	490	494	494	494	494	497	499	502	495

*Items impacting NRA include: Fraud Recoveries and FSS Escrow Forfeitures

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 6b

AUTHOR: Emily De La Guerra

SUBJECT: Financial Operating Results through March 31, 2016

Executive Summary

The purpose of this memo is to present the financial operating results as of March 31, 2016 along with a brief summary of variances from the current approved budget. 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.

The attachment provided with this memo shows the consolidation of all Agency programmatic budgets combined into six divisions. Each budget, separately and together as a whole, is intended to ensure that the Fresno Housing Authority remains fiscally sound while investing in the Agency's future, and delivering services in accordance with our mission statement.

Overall, the Agency is performing better than budgeted for the first quarter of the year. Total net operating income is about \$545 thousand better than projected, and unrestricted cash flow is \$308 thousand better than budgeted. These positive variances are mainly attributable to expenses reductions across the Agency, particularly in the Planning & Community Development (P&CD), Assisted Housing (AHD), and Housing Management (HSM) divisions.

Total income is showing both positive and negative variances across divisions. Within the Planning & Community Development (P&CD) division, there has been some delays in the receipt of scheduled Developer Fees. Staff expects that revenues originally expected in the first quarter of 2016, will be received in the second and third quarter of 2016. Within the Assisted Housing (AHD) division, the Housing Choice Voucher program has seen a significant increase in Administrative Fee Revenue under the HUD Grant Income line item due an increase in proration levels at the Federal level. Staff originally budgeted 70% proration for FY2016, however estimated Federal proration levels have been increased to 84%, which will earn the Agency an additional \$1 million dollars over the original budgeted revenue. Other variances in Other Grant Income in

Assisted Housing (AHD) and Housing Management (HSM) are due to timing delays and will be accounted for in the second quarter of 2016.

Year-to-date expenditures have been lower than originally budgeted for the first three months of the year across all divisions. Total expenses are more than a million dollars lower than projected due to a reduction in payroll-related costs, and administrative expenses. These expenses will start to increase during the year as we backfill open positions, finalize the workforces analyses in both Assisted Housing (AHD) and Housing Management (HSM) divisions, and begin key initiatives in our Planning & Community Development (P&CD) and in Core.

See below for a summary of the 2016 Operating Results through March 31, 2016, and the attached spreadsheet for more detail.

	Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
AGENCY OPERATING BUDGET				
TOTAL INCOME	8,637,216	8,036,198	(601,018)	-7%
TOTAL EXPENSES	8,418,947	7,273,185	(1,145,762)	-14%
NET OPERATING INCOME	218,270	763,014	544,744	250%
TOTAL NON-OPERATING EXPENSES	583,637	330,898	(252,740)	-43%
NET CASH FLOW	(365,368)	432,116	797,484	-218%
UNRESTRICTED CASH FLOW	(627,736)	(319,516)	308,221	-49%

Housing Assistance Payments (HAP) are the subsidies paid to landlords on behalf of residents participating in the Housing Choice Voucher program (formerly known as "Section 8") and the Shelter Plus Care program. Revenues and expenses for Housing Assistance Payments are slightly off budget as of March 31, 2016. Revenues are approximately \$1 million dollar less than anticipated due to lower expense levels at the end of 2015 and HUD's forced utilization of Agency held HAP reserves in February 2016, in which we used approximately \$500 thousand of our own reserves. HAP expenditures are lower than originally budgeted due to low voucher utilization rates in the City and decreasing Per Unit Costs (PUC) across both programs. Staff is currently leasing up in the City program to increase voucher utilization rates. PUC is also being addressed as we look at increasing payment standards in the third quarter of 2016. As we expend additional dollars in 2016, HUD will readjust the HAP income to match our expenses. Below is a summary of HAP revenues and expenses as of March 31, 2016.

	Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
HOUSING ASSISTANCE PAYMENTS				
HAP INCOME	20,154,871	19,063,290	(1,091,581)	-5%
HAP EXPENSES	19,916,762	19,233,843	(682,919)	-3%
NET HAP INCOME	238,109	(170,553)	(408,662)	-172%

Recommendation

No action is necessary. This item is informational only.

Background Information

The 2016 Operating Budget was approved with revenues of \$36.42 million and expenses of \$35.01 million, resulting in total net income of approximately \$1.41 million. Of the \$1.41 million in net income, \$360

thousand is unrestricted and will be added to the Agency's unrestricted reserves by the end of 2016. The budget for Housing Assistance Payments was approved with \$80.29 million in revenue and \$79.49 million in expenses, leaving \$0.79 million to be added to restricted reserves.

Fresno Housing Authority
Financial Results as of March 31, 2015

	Core Budget	Core Actuals	Instrum. Budget	Instrum. Actuals	P&CD Budget	P&CD Actuals	AHD Budget	AHD Actuals	HSM Budget	HSM Actuals	Aff Hsg Budget	Aff Hsg Actuals	Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
INCOME																
NET TENANT INCOME	-	-	-	-	-	-	-	-	1,241,478	1,430,381	490,708	494,490	1,732,187	1,924,871	192,684	11%
INTEREST INCOME	1,077	-	278,250	230,028	-	-	113	11,533	264	-	-	337	279,703	241,898	(37,805)	-14%
OTHER INCOME	108,317	93,695	33,688	14,270	65,250	1,540	125,814	108,410	8,300	13,556	9,644	9,976	351,012	241,447	(109,565)	-31%
ADMIN & MANAGEMENT FEE INCOME	1,723,309	1,653,923	15,000	-	-	-	-	-	184,877	294,235	-	4,605	1,923,186	1,952,763	29,577	2%
DEVELOPER FEE INCOME	-	-	-	-	800,000	280,386	-	-	-	-	-	-	800,000	280,386	(519,614)	-65%
HUD GRANT INCOME	-	-	-	-	-	-	1,995,116	2,214,699	1,197,646	1,175,816	-	-	3,192,762	3,390,515	197,753	6%
OTHER GRANT INCOME	-	-	-	-	-	-	153,488	4,318	204,879	-	-	-	358,367	4,318	(354,050)	-99%
TOTAL INCOME	1,832,703	1,747,619	326,938	244,298	865,250	281,926	2,274,530	2,338,959	2,837,444	2,913,989	500,352	509,408	8,637,216	8,036,198	(601,018)	-7%
EXPENSES																
PAYROLL EXPENSES	1,170,215	1,068,832	-	6,931	359,594	313,561	1,531,128	1,279,939	929,159	854,341	58,241	38,001	4,048,337	3,561,605	(486,732)	-12%
ADMINISTRATIVE EXPENSES	677,002	725,720	206,909	124,406	337,324	119,421	1,166,376	1,115,571	680,892	549,604	39,396	34,507	3,107,898	2,669,229	(438,669)	-14%
TENANT SERVICES EXPENSES	26,502	27,035	-	-	-	-	-	3,669	2,649	5,350	-	170	29,151	36,224	7,073	24%
UTILITY EXPENSES	31,512	28,503	-	-	-	-	-	-	427,242	311,433	47,472	48,299	506,226	388,236	(117,990)	-23%
MAINTENANCE EXPENSES	97,937	70,130	12,500	(14,628)	2,125	1,324	10,625	1,659	370,137	391,444	125,220	94,072	618,544	544,001	(74,544)	-12%
TAXES & INSURANCE EXPENSES	7,010	10,811	62	5,197	650	644	525	937	94,866	54,323	5,675	1,977	108,789	73,889	(34,900)	-32%
TOTAL EXPENSES	2,010,178	1,931,031	219,471	121,906	699,693	434,950	2,708,653	2,401,775	2,504,946	2,166,496	276,004	217,026	8,418,946	7,273,184	(1,145,762)	-14%
NET OPERATING INCOME	(177,476)	(183,412)	107,466	122,392	165,557	(153,024)	(434,123)	(62,816)	332,498	747,493	224,348	292,382	218,270	763,014	544,744	250%
NON-OPERATING EXPENSES																
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	-	-	12,886	116,218	86,549	7,600	798	123,818	100,233	(23,586)	-19%
TOTAL FINANCING EXPENSES	315,996	139,074	-	-	-	-	-	-	61,377	36,616	82,446	51,911	459,819	227,601	(232,218)	-51%
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	10,000	-	-	-	(2,024)	-	-	-	(4,912)	-	-	-	3,064	3,064	0%
TOTAL NON-OPERATING EXPENSES	315,996	149,074	-	-	-	(2,024)	-	12,886	177,595	118,254	90,046	52,709	583,637	330,898	(252,740)	-43%
NET CASH FLOW	(493,472)	(332,486)	107,466	122,392	165,557	(151,000)	(434,123)	(75,702)	154,903	629,239	134,302	239,673	(365,367)	432,116	797,483	-218%
UNRESTRICTED CASH FLOW																
	(493,472)	(332,486)	-	-	165,557	(151,000)	(434,123)	(75,702)	-	-	134,302	239,673	(627,736)	(319,515)	308,221	-49%

BOARD MEMO

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 6c

AUTHOR: Joseph De George

Analyst- Quality Assurance

SUBJECT: Introduction to the 2017 Public Housing Agency (PHA) Annual Plans

Executive Summary

PHA's are governed by three prevailing policy and administration documents. The **Annual Plan** is submitted every year outlining progress on activities for the PHA. This is also an opportunity for the PHA to amend and/or include significant changes to the Agency's Five Year Plan (2015-2019) forecasted activities affecting the overall mission and goals, financial and asset management, current and proposed developments, etc. The **Administrative Plan (Admin Plan)** encompasses and clarifies the policies applicable to the administration of the Housing Choice Voucher Program (HCV). Finally, the **Admissions & Continued Occupancy Policy (ACOP)**, encompasses the policies and some procedures applicable to the Low Income Public Housing Program (LIPH). Annual updates to the Admin Plan and ACOP present an opportunity to streamline processes for efficiency, consistency, and flexibility. In accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, 24 CFR Part 903 and subsequent U.S. Department of Housing and Urban Development notices, Fresno Housing (FH) staff has prepared updates to the 2017 Plans for the City and County noted above.

Significant policy changes are being proposed across both HCV and LIPH program as a result of PIH Notice 2016-05, also known as the ***Final Streamlining Rule***. Published on March 8, 2016, the final rule contains 16 provisions. All of the provisions touch on programs administered by HUD's Office of Public and Indian Housing; some of the provisions also apply to multifamily programs administered by HUD's Office of Housing and/or HUD's Office of Community Planning and Development. The background section of the rule explains in detail how the provisions were selected for inclusion in the rule.

While some of the provisions included in the final rule are fairly simple and therefore require no implementation guidance, others are less straightforward and require further clarification and implementation guidance.

The proposed policy changes are identical for both the Housing Authority of the City of Fresno and the Housing Authority of Fresno County, unless

otherwise noted. A separate draft PHA Annual Plan is provided for each housing authority. Attached are the following documents:

- Attachment A: Summary of 2017 Proposed Changes for Admin Plan
- Attachment B: Summary of 2017 Proposed Changes for ACOP
- Attachment C: Summary of 2017 Proposed Changes for Asset Management (Public Housing)

The 45-day public comment period for the PHA Plan, which begins on August 13, 2016, will be announced in the Fresno Bee and posted on our website. The notice instructs the public on how they may access, review, and comment on the proposed Plan. The 45-day comment period ends on September 27, 2016.

Staff have met with the Resident Advisory Boards in June and July to discuss proposed policy changes and receive their feedback. Any comments received from the public and the Resident Advisory Boards will be presented to the Commissioners at the Public Hearing to be held concurrently with the regular September Board meeting in the Central Office Boardroom on September 27, 2016. At that time the Commissioners will be asked to adopt the 2017 PHA Annual Plans for submission to HUD by October 1, 2016.

Recommendation

Informational only.

Summary of Proposed Changes **2017 Housing Choice Voucher (HCV) Administrative Plan** **Effective January 1, 2017**

Below is a summary of the proposed changes to be incorporated into the 2017 HCV Administrative Plan regarding the policies for the programs.

Eligibility, Selection, and Admissions Policies

Updated policies for optional and/or mandatory changes per the final rule published in PIH Notice 2016-05.

❖ Verification of Social Security Numbers

Update policy to allow a 90-day period during which an applicant family may become a program participant, even if the family lacks the documentation necessary to verify the Social Security Number (SSN) of a family member under the age of 6 years. An extension of one additional 90-day period must be granted if FH determines that, in its discretion, the applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside of the control of the applicant.

If the SSN has still not been verified at the end of the initial 90-day period, then FH must determine whether a 90-day extension is merited. If it is not merited, then FH must terminate the assistance or terminate the tenancy or both of a participant and a participant's household.

If a 90-day extension is merited, then FH must either verify the SSN for the child by the end of the 90-day extension period or terminate the assistance or terminate the tenancy or both of a participant and a participant's household.

❖ Exclusion of mandatory education fees from income

This provision amends the definition of "income" to exclude from calculations of individual income any financial assistance received for mandatory fees and charges (in addition to tuition). Notice PIH 2015-21; implemented by FHA on November 18, 2015, provides guidance as to what constitutes such fees. The notice discusses the definitions of tuition and a fee used by the Department of Education, provides examples on calculating income, and explains how to verify fee information.

❖ Earned Income Disregard

Addition of section to differentiate the Earned Income Disallowance for eligible participants. The timeframe for eligibility has been reduced to a maximum 2 consecutive years beginning May 9, 2016. For individuals qualifying prior to May 9, 2016, the 4 year timeframe still applies.

❖ **Family Declaration of Assets**

Removed all temporary compliance language for verifying assets equal to or less than \$5,000.

❖ **Exception Payment Standards**

Removed all temporary compliance language for *Exception Payment Standard* and added language to clarify eligibility requirements.

❖ **Family Income & Composition: regular and interim examinations**

Added discretionary language for future consideration of policy adoption to conduct an interim examination without verifying income when a new family member is added to the household. PHAs are still required to verify other aspects of the program (SSNs, criminal history, etc.) to determine the eligibility of any household additions.

❖ **Utility Reimbursements**

Update policy to allow FH to make utility reimbursement payments quarterly, rather than monthly, if the total quarterly reimbursement payment due to a family is equal to or less than \$45 per quarter. Reimbursement payments paid retroactively, must permit a family to request a hardship exemption, in accordance with 24 CFR 5.630(b)(2). If a family receives a hardship exemption, then FH may either reimburse the family on a monthly basis or it may make *prospective* payments to the family, on a quarterly basis.

❖ **Biennial Inspections**

PIH Notice 2016-05 authorizes PHAs to conduct unit inspections every other year instead of annually. Permitting biennial inspections will reduce the administrative burden and costs by allowing PHAs to focus their inspection resources on more marginal and high-risks units.

❖ **HQS Re-inspection Fees**

The provision offers PHAs the option to establish a reasonable fee that reflects local practices to owners for a re-inspection under two circumstances:

- If an owner notifies the PHA that an owner deficiency cited in the previous inspection has been repaired and a re-inspection reveals that it has not.
- If the allotted time for the repairs has elapsed and a re-inspection reveals that any owner deficiency previously cited has not been corrected.
- Fees collected under the re-inspection fee authority will be considered unrestricted net assets.

Waiting List, Additions, and Verifications

Updated policies reflective of internal review and submissions made by the Assisted Housing Division staff and management.

❖ **Waiting List**

All references to the waiting list and application process are now aligned with regulatory

language and Yardi Voyager 7 system workflows.

❖ **Voucher Extensions**

Addition of language for supervisor approval on extensions beyond 120 days with documentation.

❖ **Adult Household Additions**

Added language to allow one time exemption for single adult children 18-26 previously removed from the household within the past year to be added back to the composition. Eligibility is required before approving the addition.

❖ **Verifying Familial Relationships of persons not related by blood, marriage, adoption, or any operation of law**

The allowance of a written self-certification from the person requesting to be added explaining what benefits they provide to the family will no longer be accepted. The removal of this allowance will prevent administrative burdens of conducting multiple interims to add and remove household members. Households will continue to provide other verifiable documents to qualify for the addition of persons to the household.

❖ **Criminal Background Checks**

Updated language to include consideration of circumstance in the application of the “look back” time period for criminal activity that may lead to termination of assistance. Application of the consideration of circumstance will be applied according to section 15.6 of the Administrative Plan.

❖ **Criminal Background**

Updated language to provide guidance on the use of “preponderance of evidence” used to determine that the tenant, or other household member, or guest engaged in criminal activity associated with an arrest. Specifically, before a PHA or owner denies admission to, terminates the assistance of, or evicts an individual or household on the basis of criminal activity by a household member or guest, the PHA or owner must determine that the relevant individual engaged in such activity.

Target Programs & Homelessness

- ❖ Chapter on *Shelter Plus Care* has been renamed to *Continuum of Care*. The program is now part of the HEARTH ACT CoC Program, and chapter language has been update to conform to the Act and to FMCoC coordinated entry and partnerships.
- ❖ Added FSS & FUP Demo as a new targeted program: The program extends the youth 18-month time limited to match the length of the FSS contract of participation; typically 5 years.

- ❖ *Homeless Prevention and Rapid Rehousing (HPRP)* has been updated to *Homeless Programs Initiatives and Partnerships*. A chart is being utilized to describe the following programs: California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP), Housing Opportunities for Persons with AIDS (HOPWA), HOME Tenant Based Rental Assistance (TBRA), and Fresno Madera Continuum of Care (FMCoC) Partnerships

Summary of Proposed Changes 2017 Admissions and Continued Occupancy Policy (ACOP) Effective January 1, 2017

Below is a summary of the proposed changes to be incorporated into the 2017 Admissions and Continued Occupancy Policy (ACOP) regarding the policies for the programs.

Eligibility, Selection and Admissions Policies

Update policies for optional and/or mandatory changes per the final rule published in PIH Notice 2016-05 .

❖ **Earned Income Disregard**

Addition of section to differentiate the Earned Income Disallowance for eligible participants under new Streamlining Final Rule. The timeframe for eligibility has been reduced to a maximum 2 consecutive years beginning May 9, 2016. For individuals qualifying prior to May 9, 2016, the 4 year timeframe still applies.

❖ **Streamlined annual reexamination for fixed sources of income**

Update policy to allow Fresno Housing Authority (FH) to conduct a streamlined income determination for any family member with a fixed source of income. Upon request of the family, the FH must perform third party verification of all income sources. FH must continue to conduct third-party verification of deductions.

The term “fixed-income” includes income from:

- Social Security payment, to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI)
- Federal, state, local, and private pension plans; and
- Other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic payments.

The determination will be made by applying a verified cost of living adjustment (COLA) or current rate of interest to the previously verified or adjusted income amount. The COLA or current interest rate applicable to each source of fixed income must be obtained either from a public source or from tenant-provided, third-party generated documentation. In the absence of such verification for any source of fixed income, third-party verification of income amounts must be obtained.

This provision applies to program participants only and may be implemented at the family's next annual reexamination.

❖ **Utility Reimbursements**

Update policy to allow FH to make utility reimbursement payments quarterly, rather than monthly, if the total quarterly reimbursement payment due to a family is equal to or less than \$45 per quarter. Reimbursement payments paid retroactively, must permit a family to request a hardship exemption, in accordance with 24 CFR 5.630(b)(2). If a family receives a hardship exemption, then FH may either reimburse the family on a monthly basis or it may make *prospective* payments to the family, on a quarterly basis.

❖ **Public housing rents for mixed families**

Update policy on calculating rent for mixed-families. A mixed family is a family whose members include those with citizenship or eligible immigration status *and* those without citizenship or eligible immigration status.

This provision changes the methodology for calculating public housing rents for mixed families by using the established flat rent applicable to the units. Currently, FH determines the maximum rent by establishing the 95th percentile of all total tenant payments (TTP) for each bedroom size. This rule eliminates an error in the current regulations and in HUD's PIC system which incorrectly reduces the rent of some mixed-families below their TTP.

When the mixed family's TTP is greater than the maximum rent, FH must use the TTP as the mixed family TTP.

This method of prorating assistance applies to new admissions and annual re-examinations.

❖ **Public Housing grievance Procedures**

Update policy to eliminate many prescriptive requirements that are not statutory. Specifically, these provisions:

- Redefines a hearing officer to include a single hearing officer or a panel of hearing officers;
- Eliminates specific procedures that a complainant must undertake to obtain a hearing;

- Eliminates the requirements related to how a FH may choose a hearing officer, including the requirement to consult with residents about FH choice for the hearing officer;
- Requires FH to incorporate policies for selecting a hearing officer in the dwelling lease and to revise the lease accordingly;
- Eliminates the provision that outlines the consequences to a complainant for failure to properly request a hearing;
- Eliminates the requirements regarding how a grievance must be submitted in the informal settlement process;
- Eliminates a provision that would require an escrow deposit by the complainant in any grievance related to tenant rent;
- Eliminates a requirement that a hearing will be scheduled only after a complainant has adequately requested a hearing, completed an informal settlement process, and paid rent due into escrow if necessary;
- Eliminates the requirement that a hearing be conducted informally;
- Requires that a written notification specifying the time, place, and the procedures governing the hearing must be delivered to the complainant and the appropriate official;
- Eliminates the requirement that a FH must make available for inspection a previous hearing officer decision for prospective complainants;
- Requirement to create a log of hearing officer decisions and make the log available to the hearing officer, prospective complainants and his representative. At a minimum, the log must include: the date of the hearing decision, the general reason for the grievance hearing (failure to pay rent, community service and self-sufficiency noncompliance, etc.) and whether the decision was in the favor of the complainant or FH.

❖ **Verification of Social Security Numbers**

Update policy to allow a 90-day period during which an applicant family may become a program participant, even if the family lacks the documentation necessary to verify the Social Security Number (SSN) of a family member under the age of 6 years. An extension of one additional 90-day period must be granted if FH

determines that, in its discretion, the applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside of the control of the applicant.

If the SSN has still not been verified at the end of the initial 90-day period, then FH must determine whether a 90-day extension is merited. If it is not merited, then FH must terminate the assistance or terminate the tenancy or both of a participant and a participant's household.

If a 90-day extension is merited, then FH must either verify the SSN for the child by the end of the 90-day extension period or terminate the assistance or terminate the tenancy or both of a participant and a participant's household.

❖ **Community Service**

Update policies regarding administering community service and self-sufficiency requirements per PIH Notice 2015-12 which includes clarification and guidance on previously published PIH Notice 2009-48.

Update policies regarding administering the self-certification flexibility when verifying community service and self-sufficiency requirement per PIH Notice 2016-06.

Summary of Proposed Changes 2017 – Asset Management (Public Housing) Effective January 1, 2017

Below is a summary of the proposed changes to be incorporated into the 2017 Annual Plan.

Asset Management

This section describes how the PHA will carry out its asset management functions with respect to the PHA's public housing inventory, including how the PHA will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

❖ City

In 2015 HACF completed the conversion and rehabilitation of 233 public housing units under the RAD program. In that same year, HUD issued a portfolio conversion award to HACF. HACF anticipates a conversion of the 426 remaining public housing units to Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV) utilizing the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program, Low-Income Housing Tax Credit program, or Section 18 disposition program. These conversions may include demolition, rehabilitation, and new construction of the residential units to preserve their long-term affordability.

2017 Potential Financing Applications:

City AMP 1 (182 Units)

Monte Vista Terrace (44 Units)
Sequoia Courts (60 Units)
Sequoia Courts Terrace (78 Units)

City AMP 2 (244 Units)

Sierra Plaza (partial, 26 Units)
Fairview Heights Terrace (74 Units)
Sierra Terrace (72 Units)
Desoto Gardens (28 Units)

Schedule:

03/01/2017 & 07/01/2017 Tax Credit Applications
12/01/2017 & 03/01/2018 Construction Starts
12/01/2018– 03/01/2019 Construction Completions

❖ **County**

In 2015 HAFC completed the conversion and rehabilitation of 214 public housing units under the RAD program. In that same year, HUD issued a portfolio conversion award to HAFC. The HAFC anticipates a conversion of the remaining 744 public housing units to Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV) utilizing the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program, Low-Income Housing Tax Credit program, or the Section 18 disposition program. These conversions may include demolition, rehabilitation, and new construction of the residential units to preserve their long-term affordability.

2017 Potential Financing Applications:

County AMP 1 (144 Units)

Pinedale Apartments (50 Units)
Pinedale Apartments (30 Units)
Desoto Gardens (40 Units)
Marcelli Terrace (24 Units)

County AMP 2 (169 Units)

Memorial Village (35 Units)
Magill Terrace (20 Units)
Del Rey Complex (30 Units)
Laton Apartments (20 Units)
Wedgewood Commons (64 Units)

County AMP 3 (70 Units) Partial

Sunset Terrace (20 Units)
Oak Grove Apartments (50 Units)

County AMP 4 (152 Units)

Mendoza Terrace (50 Units)
Mendoza Terrace II (40 Units)
Firebaugh Elderly (30 Units)
Cardella Courts (32 Units)

County AMP 5 (52 Units) Partial

Helsem Terrace (40 Units)
Biola Apartments (12 Units)

County AMP 6 (112 Units)

Cazares Terrace (24 Units)
Cazares Terrace II (20 Units)
Huron Apartments (20 Units)
Taylor Terrace (28 Units)
San Joaquin Apartments (20 Units)

Schedule: 2017 RAD Tax Credit Submissions:

03/01/2017 - Tax Credit Application

12/01/2017 - Construction Start

12/01/2018 - Construction Completion

07/01/2017 - Tax Credit Application

03/01/2017 - Construction Start

03/01/2018 - Construction Completion

DRAFT

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 6d

AUTHOR: Jeremy Matthews

SUBJECT: Update on Agency Procurement Activities

Executive Summary

The purpose of this memo is to update the Board of Commissioners on the status of the Agency's Procurement actions. This update includes information about the corrective action in response to the 2015 audit completed by the Office of Inspector General (OIG), an overview of the Agency's procurement operations and procedures, key performance indicators, and an overview of upcoming notable contracts.

Recommendation

No action is necessary. This item is informational only.

Background Information

In January 2015, the Agency was notified of an upcoming audit by the Office of Inspector General (OIG) focusing directly on procurement activities. The OIG is responsible for preventing and detecting fraud, waste, and abuse of Federal funds, and as such, the purpose of the audit was to determine if any Federal funds were misused by the Agency. The OIG arrived at the Agency for the audit in May 2015, and the audit was deemed completed in September 2015. The final report from the OIG imposed no monetary penalty, meaning the Agency did not misuse any Federal funds, however they had two recommendations to improve our procurement practices.

1. Develop written procedures to ensure adequate documentation is maintained to support the significant history of each procurement.
2. Develop written procedures to ensure that adequate competition is obtained or all of its required procurements.

As part of our corrective action plan to address these two recommendations, the Agency has taken several steps. The Boards of Commissioners adopted a revised Procurement Policy in October 2015 to incorporate updated procedures in accordance with the Federal regulation transition from 24 CFR 85.36 *Procurement*, to 2 CFR 200, *Procurement Standards*. To further ensure our internal practices are consistent with current Federal standards, Agency staff

completed a Procurement Procedures Manual which details standard operating procedures for maintaining adequate documentation for each procured activity or service, and provides a framework to promote full and open competition in all procurement transactions. In addition, the Procurement staff is implementing Agency-wide training on the updated procurement standards, and creating new forms and templates to ensure adequate documentation is being retained. Staff is confident that all recommendations by the Office of Inspector General are being addressed and the procurement practices across the Agency are in line with updated standards.

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
 CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 6e

AUTHOR: Emily De La Guerra

SUBJECT: Update on the Sierra Pointe Community

Executive Summary

As part of our on-going analysis of Agency assets, staff will be presenting an update on the Sierra Pointe community. The Sierra Pointe First-Time Homebuyers development consists of 53 manufactured homes built in southwest Fresno. The purpose of the project was to:

- Provide high-quality, affordable housing in place of aging and obsolete public housing,
- Act as a stabilizing presence within the community,
- Provide homeownership opportunities for families who would otherwise be priced-out of the private market, and
- Attract further investment in the community.

The original goal was for potential homebuyers to obtain first mortgages from private lending institutions, however due to market and lending conditions at the time, buyers could not qualify for private mortgages. Therefore, the Housing Relinquishment Fund Corporation (HRFC), utilizing HOPE III and LIHOP funds, provided first mortgages on the properties based on the homeowner's income levels. HRFC owns 51 mortgages of the 53 homes, with a principle balance of \$3,636,099 and interest rate of 5.5%. The Fresno Housing Authority, using HOPE VI grant funds, provided the second mortgage, which is deferred for 30 years with 0% interest and has a current balance of \$2,324,836. Two of the 53 homes have recently been refinanced with traditional, private lenders.

Recommendation

No action is necessary. This item is informational only.

Background Information

In 2004, the U.S. Department of Housing and Urban Development ("HUD") awarded the Authority a HOPE VI Implementation Grant for the greater revitalization of Fresno's Yosemite Village public housing development site. The Sierra Pointe homeownership development represented the third phase of

the Authority's HOPE VI revitalization plan. Under the terms of the HOPE VI Grant Agreement and Addendum, the Authority developed 44 affordable replacement units pursuant to a Section 24 Homeownership Program and 9 market rate units. Once constructed, the homes were sold between 2009 and 2010 via a direct sales program to eligible families with incomes between 60% and 80% of the area median income ("AMI") for Fresno County. To keep the units affordable homebuyers received first mortgage financing from HRFC, and received subordinate mortgages from the Fresno Housing Authority.

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 6f

AUTHOR: Christina Husbands

SUBJECT: Real Estate Development Update

Executive Summary

Staff will provide an overview of current pre-development and community projects.

Recommendation

None at this time. Informational only.



Real Estate Development Update

July 26, 2016

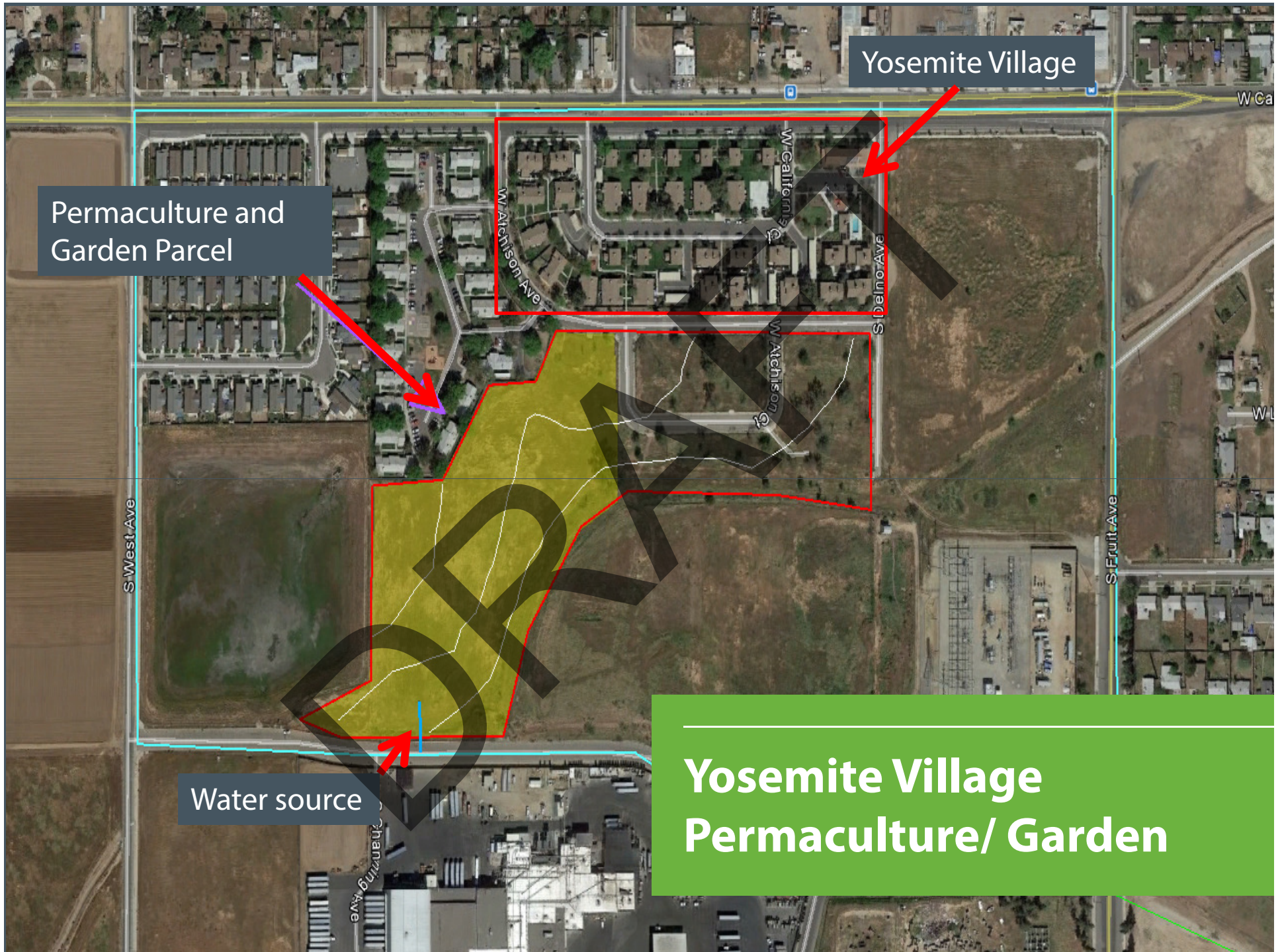
Board of Commissioners Meeting

Presentation Overview

- Community Projects
 - Yosemite Village Permaculture and Garden
- Potential Pre-development Projects
 - Clovis
 - Northeast Fresno
- Central Office Site

Yosemite Village Permaculture and Garden

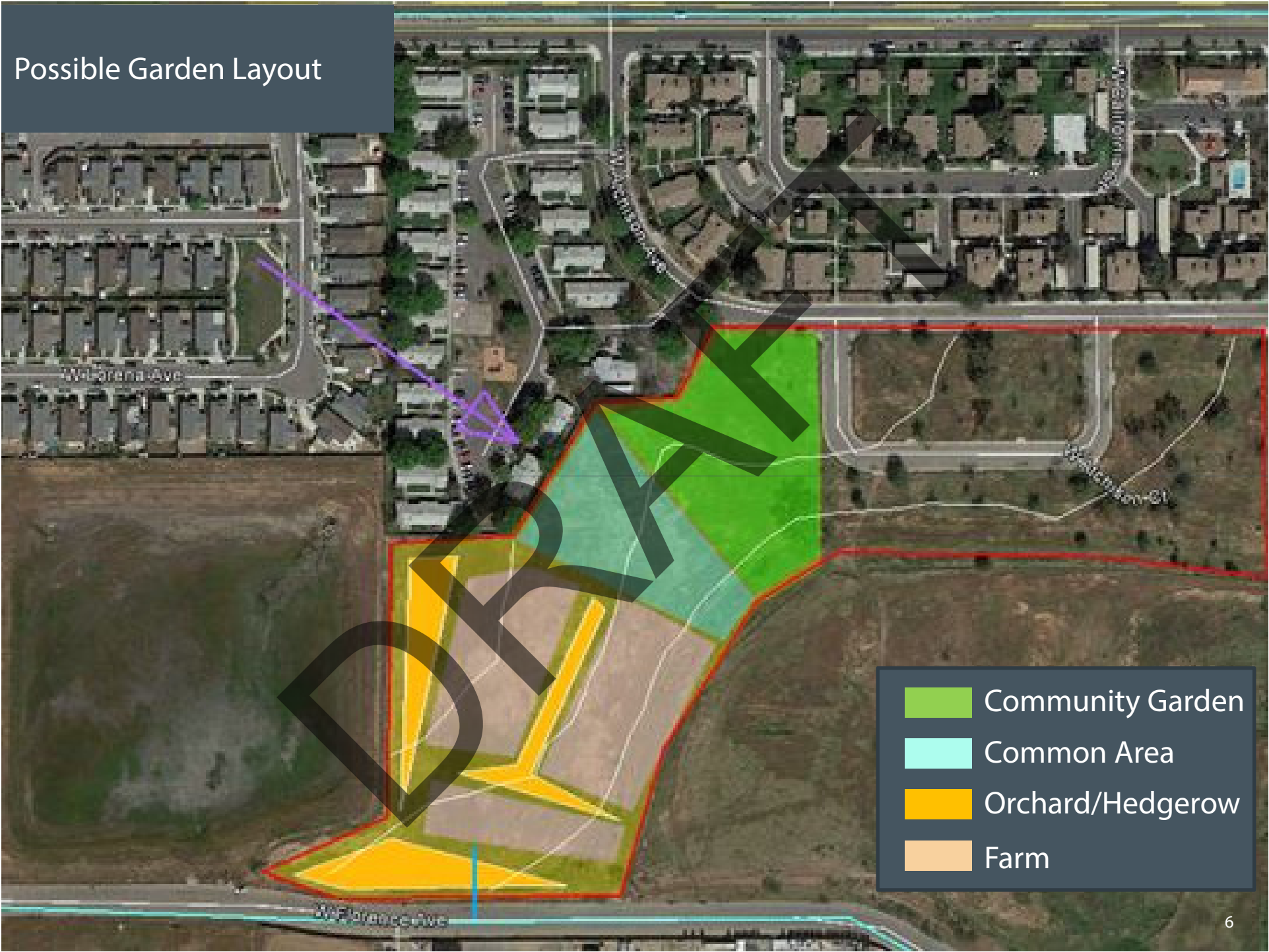
- Partnership with Fresno Metro Ministry (FMM)
- Project size: Approximately 10 acres
- FMM Awarded Wells Fargo Grant for Environmental Solutions (Permaculture)
- Potential for additional funding for Garden portion of the project through other federal sources
- Two projects on one site: Permaculture Farm and Community Garden
- Connections will be needed to existing water lines on Florence Avenue



Permaculture Defined and Vision for Site

- Integrated system of food production, housing development and community development
- Works with nature
- Utilizes rain water catchment, soil building, biodiversity, plant guilds, and active and passive solar
- Integrate nutrition and cooking classes
- Training site for farmers to learn organic permaculture style agricultural methods.
- Decreased use of water, increased production, and decreased need of pesticides and herbicides.

Possible Garden Layout



Permaculture and Garden Action Items

1. Authorize execution of an MOU between Fresno Metro Ministry and HACF
2. Approve LIPH Operating Reserve funds of up to \$40,000 over the next 5 years
3. Ratification and approval to submit grant applications

Development Consulting RFP

- Creates development partnership
- Includes:
 - Land
 - Architect
 - General Contractor
- Proposed for new sites in Northeast Fresno and Clovis
- Potential sites for RAD Transfers of Assistance



Kings River Commons RFP Example

Kings River Commons RFP Example

- RFP Issued May, 2012 for Development Consultant Services
 - Required criteria for response package:
 - Advisory services on parcel selection, design and construction management
 - Site control of land 3-5 acres, zoned multifamily, CEQA/NEPA clearance, scores maximum for CTCAC amenity points, and located in a HOME funds jurisdiction
 - Architectural Services (in-house or separate entity)

Kings River Commons RFP Cont'd

- General Contractor/Construction Management Services (in-house or separate entity)
 - Alternate #1 – Additional consulting services for financial planning and funding applications
 - Alternate #2 – Co-Developer arrangement with potential ownership/developer fee split

Outcome of RFP Solicitation

- Received multiple proposals
- Selected Real Estate Development Services (“REDS”) as the winning proposal
- Entered into Development Agreement for Development and Financing Advisory Services
 - Fee for services
 - Inclusive of land, architect and GC/CM
 - Shared costs during pre-development
 - REDS provides guarantees during construction
 - FH retains contracts and maintains ownership

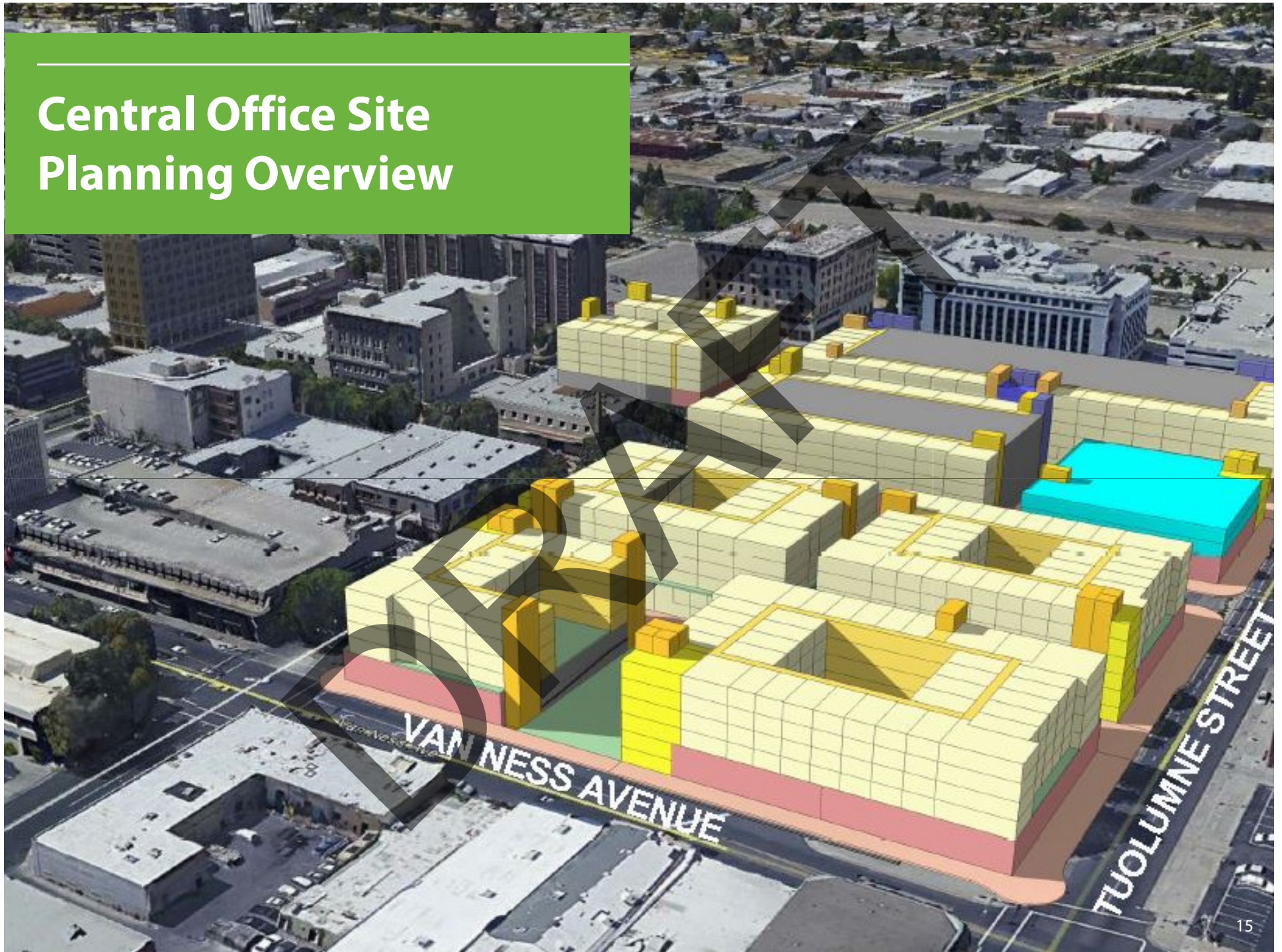
Consultant Role

- Role of the Consultant
 - Construction Guarantor
 - Land acquisition
 - Entitlements
 - Design and value engineering
 - Financing support
 - Construction oversight
 - Marketing and lease up
 - Stabilization/conversion

Benefits of Development Agreement

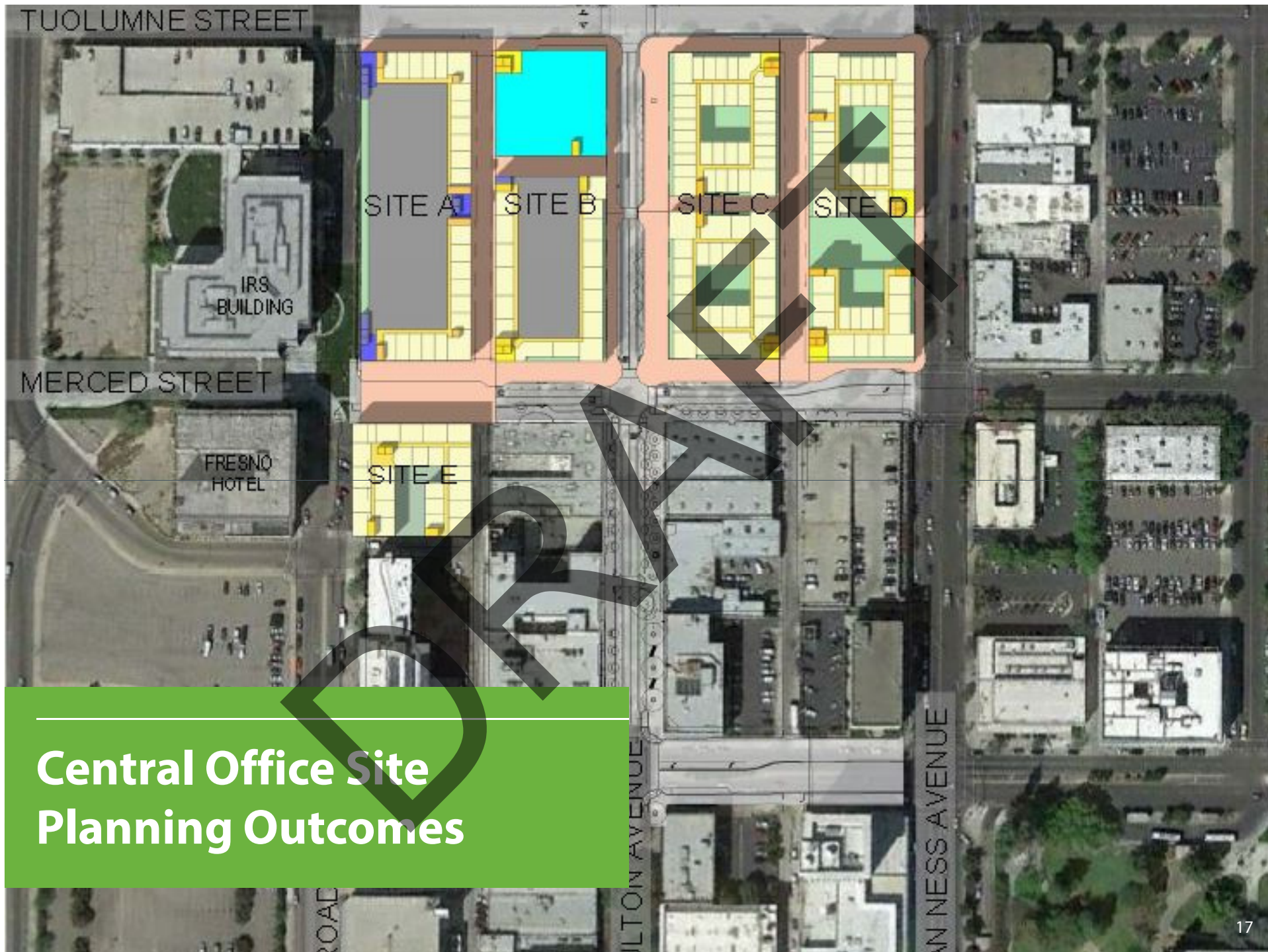
- Adds an additional tool to our Development Toolkit
 - Shared Financial Risk
 - Additional/Flexible Capacity
 - FH manages quality standards
 - Developer Fee
 - Communications partner

Central Office Site Planning Overview



Central Office Site Planning Process

- Steering Committee Meetings
 - Comprised of 11 local stakeholders with representation from the City of Fresno, RDA, County of Fresno, Fresno County EDC, Downtown Partnerships, and Property Owners
 - 4 Meetings held from 03/2015 thru 09/2015
- Local Developer Meetings
 - 7 one-on-one discussions with local developers held in Spring 2015



Central Office Site Planning Outcomes

Central Office Site Planning Outcomes

- Concept presented for master plan of Central Office Site and 4 adjacent properties
 - Recommendations for Central Office site include:
 - 38,588 s.f. of Office space
 - 28,774 s.f. of Retail
 - 54 units of Housing
 - 52,461 s.f. of Structured Parking

Central Office Site Planning Next Steps

- Outreach to property owners/potential partners
 - County of Fresno
 - CVS
 - RDA Successor Agency
 - High Speed Rail Authority
- Evaluate acquisition of RDA site
 - 1.38 acres; currently parking adjacent to office
- Architect RFQ

Questions?

DRAFT

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 7a & 7b

AUTHOR: Quincy Boren

SUBJECT: Award of General Contractor/Construction Manager (GCCM)
Contracts: Parc Grove Commons Northeast Veterans and Memorial Village

Executive Summary

The Planning and Community Development Staff has seen consistent increases in development costs over the last several years. Efforts to mitigate these rising costs include substantial reviews of construction design drawings in order to obtain the most cost effective methods of construction. With this in mind, Staff issued a Request for Proposals (RFP) for General Contractor/Construction Management (GCCM) Services, including pre-construction consulting in April 2016 for Memorial Village and Parc Grove Commons Northeast Veterans. The RFP allowed the option of submitting a proposal for work on one or all sites. A total of four proposals were received for the subject sites in response to the solicitation. Two of the proposers only submitted for the Memorial Village site, and two additional proposers submitted for both sites. The review panel was comprised of Fresno Housing Staff from Finance, Planning & Community Development, Housing Management and Resident Services departments, along with two external panel members absent of any conflict of interest.

After a comprehensive review, Staff is recommending Johnston Contracting for Memorial Village and Brown Construction, Inc. for Parc Grove Commons Northeast Veterans. The proposals were ranked based on firm history, capability, track record and relevant experience, project team, project schedule, fee structure and economic opportunities outreach. The ranking of the four proposals is as follows:

Proposer's Ranking Comparison

Name of Proposer	Average Ranking Memorial Village	Average Ranking PGC NE Vets
Ashwood Construction	92.0*	N/A
Johnston Contracting	91.7	N/A
Brown Construction	90.2	91.6
Quiring Construction	86.7	86.7

*Proposal withdrawn due to capacity limitations

Recommendation

It is recommended that the Board of Commissioners award the General Contractor/Construction Management Services Contract to:

1. Johnston Contracting for the Memorial Village project, at \$115,000 for pre-construction consultancy services and for an amount not to exceed 12.75% of construction costs for General Contracting services; and
2. Brown Construction, Inc. for the Parc Grove Commons Northeast Veterans project, at \$10,000 for pre-construction consultancy services and for an amount not to exceed 13.99% of construction costs for General Contracting services.

It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the contract subject to satisfactory review and approval by legal counsel.

Fiscal Impact

1. Memorial Village- The contract will be worth 12.75% of the total construction costs in the project budget, or approximately \$1,098,000 based on preliminary estimates, and will be paid from the project budget. Pre-construction consultancy services will be provided at a cost of \$115,000.
2. Parc Grove Commons Northeast Veterans- The contract will be worth 13.99% of the total construction costs in the project budget, or approximately \$832,500 based on preliminary estimates, and will be paid from the project budget. Pre-construction consultancy service will be provided at a cost of \$10,000.

Background Information

The Memorial Village parcel currently has 35 occupied housing units on approximately 75% of its land area. The site is located in a quiet residential neighborhood in Sanger, Ca. The site plan re-envision the site with two-story structures around a central community space. The 13 additional units and new community building will increase density and provide for onsite services.

The Parc Grove Commons Northeast Veterans site is currently 1.48 acres of undeveloped vacant land. The site is located at the southwest corner of Clinton Avenue and Angus Street, just north of Parc Grove Commons South and just east of Parc Grove Commons Northwest. The site plan envisions the site with two-story structures around a central community space, and large open green space. The 40 units of

veterans housing and community building will increase density and provide for onsite services designed to assist homeless and disabled veterans.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION
MANAGEMENT SERVICES FOR THE PARC GROVE COMMONS NORTHEAST
VETERANS PROJECT**

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

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management ("GC/CM") Services for the Project; and,

WHEREAS, Brown Construction was the highest rated firm of the submitted proposals; and

WHEREAS, the Authority desires to enter into a contract with Brown Construction for the services specified in their proposal, at a cost of \$10,000 for pre-construction consultancy services and for a fee not to exceed 13.99% of the construction budget for the work to be completed between the Project closing and the completion of construction;

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

PASSED AND ADOPTED THIS 26TH DAY OF JULY, 2016. 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, CA

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION
MANAGEMENT SERVICES FOR THE MEMORIAL VILLAGE PROJECT**

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

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management ("GC/CM") Services for the Project; and,

WHEREAS, Johnston Contracting was the highest rated firm with the capacity to accept an award of the submitted proposals;

WHEREAS, the Authority desires to enter into a contract with Johnston Contracting for the services specified in their proposal, at a cost of \$115,000 for pre-construction consultancy services and for a fee not to exceed 12.75% of the construction budget for the work to be completed between the Project closing and the completion of construction;

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

PASSED AND ADOPTED THIS 26TH DAY OF JULY, 2016. 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

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 7c

AUTHOR: Dave Brenner

SUBJECT: Yosemite Village Permaculture and Community Garden Project –
 MOU and Funding Commitment

Executive Summary

Fresno Housing (“FH”) Staff and Fresno Metro Ministry (“FMM”) are currently evaluating the suitability of a parcel (477-040-75ST) in Southwest Fresno for the development of a permaculture farm and community garden. The parcel is located just south of the Yosemite Village property, accessible off W. Florence Avenue (see Exhibit A).

FH and FMM began discussions in 2013 on a vision for community gardens that would benefit the families in our housing developments. The two agencies jointly submitted a funding application to the USDA for two community gardens; the funding outcome will not be known until Fall 2016. While the USDA grant submission is pending, Fresno Metro Ministry has also submitted and been awarded funding for a permaculture project through Wells Fargo Bank. Staff is proposing the combination of these two concepts – the permaculture project and the community garden – at the abovementioned location.

The proposed site is currently vacant land that is without irrigation. Staff is requesting a funding commitment from Low-Income Public Housing (“LIPH”) Operating Reserves to assist with a portion of costs necessary to facilitate the Project which may include water connection fees, water service fees and equipment.

In order to move forward with the permaculture and community garden project, it is necessary for the Boards of Commissioners of the Housing Authority to adopt the attached board resolution that will allow for a list of significant actions to take place in order to facilitate the development.

Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward with the Project as conceived, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive

Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and/or their designees to enter into a Memorandum of Understanding with Fresno Metro Ministry on behalf of the Housing Authority of the City of Fresno, California;
2. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and/or their designees to ratify the submission of a USDA grant application on behalf of the Housing Authority of the City of Fresno, California and authorize the assembling of additional financing sources, which may include subsequent application submissions to the USDA and such other sources identified by the CEO/Executive Director;
3. Approve a funding commitment from Low-Income Public Housing ("LIPH") Operating Reserves in an amount up to \$40,000 for water connection and service fees for the permaculture and community garden project.

Fiscal Impact

The total estimated cost is \$40,000 over the 5-year term of the permaculture project. Staff is requesting the use of Low-Income Public Housing ("LIPH") Operating Reserve funding.

Exhibits

- Exhibit A: Map of the Proposed Site

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

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE CITY OF FRESNO,
CALIFORNIA TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH
FRESNO METRO MINISTRY, APPROVAL OF FUNDING APPLICATIONS, AND
APPROVAL OF A \$40,000 FUNDING COMMITMENT OF LOW-INCOME PUBLIC
HOUSING OPERATING RESERVES FOR THE DEVELOPMENT OF YOSEMITE VILLAGE
PERMACULTURE AND COMMUNITY GARDEN PROJECT (APN: 477-040-75ST)**

WHEREAS, the mission of the Housing Authority of the City of Fresno, California (HACF) includes the development of resident and community amenities; and

WHEREAS, the HACF intends to partner with Fresno Metro Ministry ("FMM") for the development of an approximate 8.5 acre permaculture and community garden site, to be developed in one or two phases, collectively (the "Project"); and

WHEREAS, FMM has received an award of funds from Wells Fargo Bank for a permaculture project and additional funding for the Project is currently being sought by Fresno Metro Ministry and the HACF; and

WHEREAS, said partnership is contingent upon the receipt of grant funds, and

WHEREAS, the development of the permaculture and garden site (APN: 477-040-75ST) is in line with the HACF's development goals; and

WHEREAS, staff has negotiated the general terms of a Memorandum of Understanding with FMM for the development of the Project; and

WHEREAS, the Board desires to commit up to \$40,000 in funding for the construction and operation of the project;

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the City of Fresno, California does hereby approve the Memorandum of Understanding with Fresno Metro Ministry for the development of the Yosemite Village Permaculture and Community Garden Project, and further authorize a funding commitment of up to \$40,000 in Low-Income Public Housing Operating Reserves, and authorize submission of funding applications to actualize the project and authorize the CEO/Executive Director, Preston Prince, Executive

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

PASSED AND ADOPTED THIS 26th day of July, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

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Fresno, California 93721

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: July 22, 2016

BOARD MEETING: July 26, 2016

AGENDA ITEM: 7d

AUTHOR: Scott Fetterhoff

Director of HR

SUBJECT: Resolution to Amend Fresno Housing Authority's CalPERS Contracts

Executive Summary

As part of our on-going analysis of Agency policies, contracts, and internal controls, staff has spent time analyzing and researching our contract with the California Public Employees' Retirement System, better known as CalPERS. Fresno Housing's current contracts with CalPERS date back to August 1, 1964, and have since been amended on several occasions. The purpose of this memo is to request amendment to our CalPERS contracts to allow for current and former employees who at one time worked for the Agency as "temporary employees," to receive service credit for that time, as required by law.

With the advent of Government Codes 20305 and 20283, employees who were once classified as "temporary" employees, but worked over 1,000 hours for the Agency, are entitled to service credit towards their retirement pension benefit through CalPERS. Based on these two pieces of legislation, Fresno Housing must amend our contracts in order to remove the exclusion of "persons compensated on an hourly basis...". The removal of this exclusion will enable employees to receive CalPERS service credit for periods of time they were employed by Fresno Housing as "temporary employees" and may not have been enrolled as CalPERS members.

Recommendation

It is recommended that the Boards of Commissioners of the Housing Authority of the City and County of Fresno approve the final resolutions to amend Fresno Housing's CalPERS contracts, to remove the exclusion of "persons compensated on an hourly basis..." Once approved, CalPERS will amend and make available to Fresno Housing, the updated contracts and no further Board action will be required on this change.

Fiscal Impact

Amending Fresno Housing's CalPERS contracts has no direct resulting fiscal impact. However, when employees request service credit for periods of time they were employed by Fresno Housing as "temporary," employers also bear financial responsibility for paying the contributions. Pursuant to the two

aforementioned government codes, in situations where temporary employees worked more than 1,000 hours (20305) without being enrolled, these are known as arrears situations (20283). The Human Resources Department is continuing to research how many current and former employees are included in this group, and are partnering with CalPERS to obtain official calculations on pension contributions owed for these employees. CalPERS' processing time to produce exact calculations will be approximately 90-120 days. Staff will report these calculations to the Boards as they are made available.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE AN AMENDMENT TO THE CONTRACT WITH THE
BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES'
RETIREMENT SYSTEM**

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Commissioners of the Housing Authority of the City of Fresno entered into a contract effective on August 1, 1964 providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW THEREFORE, BE IT RESOLVED, that said government body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body hereby authorizes, empowers and directs Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or designee, to execute said amendment for and on behalf of said public agency.

PASSED AND ADOPTED THIS 26st DAY OF July, 2016. 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 Commissioner

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

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BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES'
RETIREMENT SYSTEM**

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NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioner

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EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing Authority
DATE: July 21, 2016
BOARD MEETING: July 26, 2016
FROM: Preston Prince
CEO/Executive Director
AGENDA ITEM: 9
AUTHOR: Various Staff
SUBJECT: Director's Report – July 2016

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.

June Occupancy

June City Occupancy (GSF Managed) <u>97.7%</u>					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Parc Grove	1	215	213	6	97.2%
Parc Grove - NW	1	148	147	3	98.0%
Yosemite Village	1	69	68	1	98.5%
Total City	3	432	428	10	97.66%

June City Occupancy			99.03%		
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	1	99%
City AMP 2	8	244	243	3	99%
Southeast Fresno RAD	3	193	191	0	100%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	2	96%
Renaissance Trinity	1	21	20	1	95%
Renaissance Alta Monte	1	30	29	0	100%
Renaissance Santa Clara	1	70	69	1	99%
Total City	19	836	826	8	99.03%

*Trinity has one vacancy. The unit is preleased and scheduled for move-in

June County Occupancy			98.01%		
COUNTY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
County AMP 1	6	150	144	1	99%
County AMP 2	6	194	192	5	97%
County AMP 3	3	90	89	2	98%
County AMP 4	4	152	151	5	97%
County AMP 5	2	52	52	1	98%
County AMP 6	5	112	111	1	99%
Granada Commons	1	16	15	0	100%
Total County	27	766	754	15	98.01%
June Special Programs Occupancy			92.46%		
SPECIAL PROGRAMS	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mariposa Farm Labor	1	40	40	2	95%
Parlier Farm Labor	1	40	40	2	95%
Orange Cove Farm Labor *	1	30	30	14	53%
Mendota Farm Labor	1	60	60	2	97%
Firebaugh Family Apts.	1	34	34	0	100%
Garland Gardens (CalHFA)	1	51	51	2	96%
Parkside Apartments (CalHFA)	1	50	50	1	98%
Total Special Programs	7	305	305	23	92.46%

*Orange Cove F/L – Through our marketing efforts we were able obtain six solid leads. Two have submitted applications; one of which was from an HCV applicant. We continue to actively market throughout the surrounding areas.

June County RAD Occupancy <u>99.5%</u>					
SITE	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mendota RAD	1	124	123	0	100.0%
Orange Cove RAD	1	90	87	1	98.9%
Total County RAD	2	214	210	1	99.52%

JUNE CITY ACTIVITIES

FINK WHITE BOYS & GIRLS CLUB: Every Thursday at 6:00 p.m., Family Karaoke Night has been held at the Fink White Boys & Girls Club. The hour long event creates family fun. The Club has six club members who participated with at least one member of their family. Once the shyness wore off, there was plenty of singing, laughing, and fun.

On June 18th, Fink White teens were part of the Super Teen Night with Mar Anthony and Kid Cali. The event took place at the Zimmerman Club. There were only 5 members who were able to attend, but they really enjoyed the opportunity and also enjoyed the incentives that were given out. Fink White had three members who won a bike that day.

On June 24th, eleven members from the Fink White Club enjoyed a fun filled day at Wild Waters Park in Clovis. The majority of these members are youth who have been participating in many different programs throughout the week. Also provided were hamburgers, hot dogs, fruits, cookies, chip and dip, and many other snacks.

Susie Yang has been the Club's Healthy Habits instructor through the Kaiser Grant. She has been doing an excellent job at teaching youth how to cook, eat healthy and practice healthy living skills. So far Susie and her Cooking Crew have created healthy pizza, chips and dips. They drink fresh water every day that has been infused with fruit, lemons, cucumbers or fresh mint.

CITY BOYS & GIRLS CLUB: On June 11, Ten East Fresno Club members were able to participate in a trip to Sierra Sky Park. The aviation program included taking a tour of an aviation museum and listening to some pilots talk about their careers and the history of airplanes. Members also were able to partner with a pilot and fly on a plane for twenty-minutes. After their flight, members were presented with a certificate and log book from their experience.

The East Fresno Clubs NFL-Flag Football Team (10 & under) attended the Best of West Tournament in San Diego June 17 through June 19. This tournament was held at UC San Diego, which included the lodging for the team, along with their parents. The team qualified for this tournament by placing in the semi-finals regional which was held last Fall. Members also got to visit the beach, as well as go on a tour of the campus, during their stay in San Diego. The team played games against teams from Arizona, California, and Mexico.

On June 21, the East Fresno Club hosted a celebrating community special event. The event was part of the Taco Bell Grant, which held a graduation ceremony. The ceremony included an inspirational video, guest speaker, a performance by the clubs Folkloric Dance Team, and recognition of members and parents who

have graduated in past years or this recent year. A photo display was also set up for members and parents to take a photo with a cap and gown displaying the year they will graduate or have graduated. Members were also able to take a national pledge on the computer. Refreshments and a graduation cake were served following this ceremony. Over forty people participated in this event.

The West Fresno Club currently has 202 registered members. The club gained 18 new members and 11 members renewed their membership this month. There are currently 103 teens registered with an average daily attendance of 32 teens per day.

Child Evangelism Fellowship (CEF) provided fun and interactive games and activities for members 6-13 years of age at the West Fresno Club. CEF was able to speak to the youth about the importance of getting good grades and being a good role model; the activities were Christian based.

Representatives from the American Red Cross came to the West Fresno Club to teach personal and family emergency preparedness and emergency coping skills. Members were engaged in interactive groups and learned what to do in emergency situations. Each member received a pillowcase and items, along with a list of items that ought to go into the pillowcase in order to be prepared in case of an emergency situation. The idea was to be able to grab the case quickly.

A total of fifty-two members were recognized with a barbeque dinner for successfully advancing to the next grade level and successfully graduating from high school as part of the Taco Bell Grant at the West Fresno Club. Members were addressed by staff and encouraged to continue to strive for academic achievement. Five regular members successfully graduated from high school and were specifically recognized for their accomplishment.

PINEDALE BOYS & GIRLS CLUB: Passport To Manhood has been very active at the Pinedale Club this summer. Passport has become a favorite among the male youth at the Club because it is time for them to open up about personal questions they may have. One member stated that Passport has helped him break out of his shell a little more and that he trusts the staff with problems he may have with friends, family and girls. He also told staff that through the program he feels closer to some of the other male members who are also in the program, because they all seem to open up and have similar situations as they are growing up.

Arts & Craft segments have always been popular at the Pinedale Club. Ida held various Arts and Crafts activities for Club Members this month, which were all “under the sea” related. Members worked together to make paper mache sea creatures and have been excited to convert the art room into an “under the sea” themed room. One new member in particular has stood out this month in the art room. Elijah Stinson showed maturity beyond his years, at only six years old. He is polite to all of the staff, as well as the members. Elijah moved to California from Atlanta and is very excited to visit the ocean for the first time this month. Creating “under the sea” creatures has been his favorite past time at the Club, and his grandmother let all of the staff know how much he talks about the art room at home. Elijah is always the first member to help Ida clean up after an activity and never complains when he has to pick up after another member.

Club Members enjoyed a fun day of Bingo, tri-tip and awesome prizes. Ronald Samuel & Associates brought members a tri-tip lunch and played bingo with about 35 Club members. Club staff and

volunteers helped younger members during Bingo, and helped supervise the room. The prizes included candy and movie tickets.

JUNE COUNTY ACTIVITIES

COUNTY AMP 6: Housing Program Coordinator, Laura Robison, and Office Assistant Theresa Vasquez, collected signatures and paperwork from Parkside Apartments residents for a Utility Allowance Analysis to be conducted by the Fresno Housing Authority (FH). Follow-up letters will be mailed by the FH Quality Assurance Department to those residents whose paperwork and signatures were unable to be collected by County AMP 6 staff.

COUNTY BOYS & GIRLS CLUB: DEL REY – Members celebrated Father’s Day on June 10. Cards were made to accompany homemade stress balls. The balls were constructed from balloons and diaper gel. Parents were invited to the club for a small celebration. A movie was enjoyed by all that attended.

Members in the Healy Habits Club enjoyed making Popsicle treats. Different juice flavors were used to fill cups and a variety of fruits were added to the juice. After allowing them to sit in the freezer, members were able to enjoy a healthy, cooling treat the following day.

FIREBAUGH – Interns for the Career Launch/PG& E Program are in their second week of working in their jobs throughout the community. Interns came back to the club after the first week to provide details of their jobs and provide feedback and tips to members interested in the program for next year.

Torch Club Members have been providing a helping hand with the new lunch programs that provides lunch to youth from 3-4 pm weekdays. Everyone has been assigned their own duty which promotes responsibility and teamwork. Members have enjoyed being able to assist and become junior staff helpers at the club.

HURON – June was a month of many activities for club members. The club hosted an all girls sleep over which also included a tour of the new club. Members also had a trip to Superior Dairy in Hanford, and Wild Waters Adventure Park in Clovis.

Jr. Member of the Month for June was nine year old, Isabella Ybarra. She comes to the club everyday with a big smile, has always completed her homework, and participates in many club activities. Her favorite activity has been the Arts & Crafts segments. She volunteers to assist with anything the staff may require. When Isabella grows up, she wants to be a teacher and help her students go to college.

MENDOTA – In the month of June, the Smart Moves Club and the Girl Scouts joined forces to implement the Girl Scout Connection Program. The program taught participants about recycling and reusing. One topic that was emphasized was how to save electrical energy. Members also learned a new friendship song that is sung at the end of each session.

Kimberly Garcia, a participant in the Be Great Graduate Program, was awarded with various gifts for her commitment to the program during Spring. She received a journal, tee shirt, and a bag of school supplies. Since school has been out, the program will be focusing on member’s social/personal lives. Staff aims to help guide and mentor on how to improve their lives while being able to give back to their community.

ORANGE COVE – Member of the Month for June was six year old, Emerson Velasco. Each day Emerson greets staff with his happy and outgoing personality. He enjoys reading books and will be participating in the Books for Bikes Program. During his free time, Emerson likes to play foosball and enjoys Arts & Crafts segments. When he grows up, he would like to become a police officer.

Junior Baseball Opening Ceremonies was held on June 14. There are nearly three hundred players this season. Games are played Tuesday and Thursday evenings.

PARLIER – On June 24, twenty members of the club had the opportunity to attend a trip to Wild Waters Adventures in Clovis. Staff selected youth who demonstrated great behavior in recent weeks. This was a first time visiting the park for many of the members. Staff provided snacks and refreshments.

Jasmine and Annette Mendez were both selected to represent the Parlier Boys & Girls Club as members of the month. These two ladies are heavily involved in various programs. Staff appreciates their eagerness to learn and assist at whatever activities they have joined.

REEDLEY – Five members are part of the Safer Choices Program this summer. The participants are learning insightful information on respecting their bodies and the repercussions of having unprotected sex. Questions are filling the discussions as the participants are eager to learn more about the different types of STD's and the myths associated with preventing pregnancy.

In June, nine members experienced a weekend camping trip at the Sequoia National Park from the 24th to the 26th. The camp was set up at the Wishon Reservoir camp site. Participants slept in tents and were treated to games and food. There was also a campfire where everyone was able to build their own s'mores treat. On Saturday, volunteers took them on a boat ride around the lake and many participated in fishing. One of our members was successful in catching a fish and all were instructed on how to clean and prepare a fish for cooking.

SANGER – The Books for Bikes Program was designed to encourage members to pick up a book for the summer with the incentives to motivate the members to continue reading. Younger members receive a reward after they reach a pre-determined number of books. Older members must read books that contain a certain number of chapters in the book.

Project Learn was created to educate members to generate a passion for how things work. The main objective has been to academically engage the middle-school Club members in various activities to broaden their horizons. The members have been engaging in discussions before every activity thus leading to general understanding of the task at hand. The activities provided have been challenging but rewarding to the participants. Overall members feel that the activities have been a success. One of the activities this month was to continue to understand the chemical makeup of baking soda. For this particular experiment they mixed the baking soda and sugar, and then they burn it with lighter fluid to create a growing snake. Materials used were 10 grams of baking powder, 40 grams of sugar sand, lighter fluid and a lighter. This supervised experiment has been a favorite and the results resemble the black snakes created by a firework sold for the 4th of July.

Wait List Report as of June 30, 2016

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	17,224	9,058	4,966	1,183	32,431
County LIPH	21,652	19,651	7,471	841	49,615

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		28	31		59
Parkside-S8N/C		14	7	56	77

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Granada:					
tax credit units			0	2	2
subsidized units			12	3	15
Pacific Gardens :					
tax credit units	18	13	7		38
subsidized units	166	82			248
Parc Grove:					
tax credit units	86	64	29	8	187
subsidized units	2,044	746	174	68	3,032
Yosemite Village	861	180	13	13	1,067

Development Project Overview

Name of Property	Status	Description/Type	Total Units
Kings River Commons	Permanent Financing	2020 E. Dinuba Ave, Reedley, CA Multi-Family	60
Southeast Fresno RAD	Permanent Financing	Cedar Courts I & II, Inyo Terrace Multi-Family	193
Orange Cove RAD	Permanent Financing	Kuffel Terrace I & II, Mountain View Multi-Family	90
Mendota RAD	Permanent Financing	Rios Terrace I & II, Mendota Apts. Multi-Family	124
Viking Village RAD	Permanent Financing	4250 N. Chestnut, Fresno, CA Multi-Family	40
Marion Villas	Permanent Financing	Marion & Ellis St, Kingsburg, CA Senior Housing	46
541 @ South Tower and Cedar Heights	Fully Leased-Up/ Permanent Financing	541 N. Fulton St and 4532 E. Hamilton Ave, Fresno, CA Multi-Family	45
Trailside Terrace	Under Construction	1233 & 1245 G St, Reedley, CA	55

Edison Plaza I	Under Construction	Walnut/Edison West Fresno, CA	64
Firebaugh Gateway	Under Construction	1238 & 1264 P St., Firebaugh, CA	30
Shockley Terrace	Under Construction	1445 Peach Street, Selma, CA	48
Lowell Neighborhood	Under Construction	240-250 N. Calaveras Street and 146 N. Glenn Avenue, Fresno, CA	30
Edison Plaza II	Pre-Development June 2016 Application	Walnut/Edison West Fresno	64
Magill Terrace	Pre-Development June 2016 Application	401 Nelson, Fowler, CA	60
Memorial Village	Pre-Development Anticipated July 2016 Application	302 K St, Sanger, CA	48
Parc Grove Commons NE (Veterans Phase)	Pre-Development June 2016 Application	Clinton and Angus, Fresno, CA	40
Oak Grove	Pre-Development Anticipated March 2017 Application	Bigger Street and Parlier Avenue, Parlier, CA	50

Project Highlights

As of the end of June, the Fultonia West/Cedar Heights project (rebranded as 541 @ South Tower and Cedar Heights) has been fully leased. 541 @ South Tower held a grand opening on June 22, 2016. The Cedar Heights ribbon cutting took place on July 19, 2016.

On June 29, 2016 Staff submitted 4 funding applications to the California Tax Credit Allocation Committee (CTCAC) for Magill Terrace, Memorial Village, Parc Grove Commons Northeast Veterans, and Fresno Edison Apartment Phase II. On June 20, 2016, staff worked with PNC Bank to receive over \$25,000,000 in equity for the Orange Cove RAD and Mendota RAD projects. The majority of equity funds were used to pay off the construction bridge loans for the projects.

PEOPLE

Overview

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

Housing Navigator - Our Housing Navigator has assumed his position and been well received by our residents and owners, conducting outreach and focusing on assisting families with existing barriers such as poor credit histories and prior evictions. Within the first two weeks of his position, he facilitated three (3) families in locating housing; filling out housing applications and providing mediation with landlords. Primary areas of concern are families whose contracts have been abated and need to find new housing. Upon notification, he contacts the families and works with the Housing Specialist in an effort to ensure the family is issued their voucher quickly and assists with housing search for expedited lease up. Thus

far, informal interviews with families affected by abatement seem to struggle with issues related to security deposits and prior evictions.

My Hero Card Making Stations Honoring Fathers and Heroes

On June 16, 2016, fathers and heroes were celebrated by Fresno Housing youth during a card making event called My Hero. The My Hero event was created to help Fresno Housing youth celebrate their fathers and honor the heroes in their lives. More than 80% of Fresno Housing families are headed by single females and while not every child has a father that is present in the home every child has a hero they look up to. My Hero card making stations were held at four sites: Parc Grove Commons, Villa Del Mar, Sequoia Courts, and Oak Grove Boys & Girls Club. Each site was equipped with a My Hero kit that included card templates, arts supplies and craft paper. My Hero Selfie stations were set up at each site so every youth could take a memorable photo with their father or hero. This event was a multi-department project organized and supported by a host of staff volunteers from Resident Services, HCV, Homeless Services, Human Resources and Property Management. Over 80 youth participated and took home handmade cards.



Sequoia Courts Girl Scouts

During the month of June, the Central Valley Girl Scouts hosted a week long Girl Scouts series at Sequoia Courts. Nine girls completed 10 hours of classes and services, and earned certificates and merit badges.



Cedar Courts

Health Education Resources

During the month of June, Central La Familia provided 15 classes and workshops designed to build family health and resiliency. Classes are held every Monday at 9:00 AM in addition to a Cancer Support Group that meets every Tuesday at 10:00 AM.

Inyo Terrace

Mid Valley Disposal

During the month of June, a recycling expert from Mid Valley Disposal presented information and demonstrated to residents the correct way to dispose and recycle organics, plastics, and garbage.

Marion Villas

California Telephone Access Program (CTAP)

During the month of June, a representative from the California Telephone Access Program (CTAP) displayed an assortment of assistive phones and resources and informed residents on how to access resources. CTAP provides assistive telecommunications resources and equipment for eligible families. The mission of the program is to provide access to basic telephone service for Californians who have difficulty using the telephone.

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.

Leasing Update – During the month of June 2016, the following leasing activity took place for the Housing Choice Voucher (HCV) program.

There were 2,600 new applicants randomly selected from the HCV City preliminary waiting list and scheduled to attend criminal background screening appointments. There are 150 criminal background screening appointments scheduled per day with a 42% show rate.

Following cleared criminal background screening, full initial occupancy interviews to determine eligibility were scheduled at a rate of 30 per day with a 93% show rate. In the month of June 2016, 121 new applicant families were issued HCV City & County vouchers to search for housing. There were also 246 new applicant families that were successfully leased up and housed. We will continue to lease in the upcoming months.

Housing Quality Inspections – UPCS-V Inspections

On May 4, 2016, HUD published in the Federal Register a “Notice of Demonstration to Test a New Method of Assessing the Physical Conditions of Voucher-Assisted Housing.” The Assisted Housing Division applied to be part of the UPCS-V Demonstration and our application has been accepted.

Under the new demonstration, HUD will test the UPCS-V protocol and its surrounding processes on up to 250 PHAs over a time period of up to three years. For PHAs that take part in the demonstration:

- HUD will provide hands-on training and technical assistance,
- PHAs will have an opportunity to provide input to HUD on refining the UPCS-V standards and processes, and
- PHAs will have the ability to evaluate, test, and refine internal systems and processes.
- The UPCS-V Kick-off Conference Call on Monday 07/25/2016 will be the first of many interactions with HUD throughout the demonstration period.

PARTNERSHIP

Overview

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

National Alliance to End Homelessness Conference

From July 27-28, 2016 Fresno Housing staff members Doreen Eley, Melissa Mikel, Cassie Morgan and Tiffany Cantu will travel to Washington, D.C. to attend the National Alliance to End Homelessness (NAEH) annual conference. They will be joined by staff from WestCare California who works with homeless individuals, families and Veterans in addition to homeless persons affected by HIV-AIDS. This conference is considered to be the premier conference on homelessness; NAEH performs advocacy and disseminates a wealth of information on homeless issues. Sessions include criminal justice system and homelessness, working with victims of domestic violence, outreach and crisis response to homeless youth and system performance measurement. This conference is attended by representatives from most Continuum of Care around the nation, in addition to U.S. Department of Housing and Urban Development representation.

Pre-development Partnerships

Project	Organization	Role
Museum and multifamily housing development concept (1857 Fulton Street, Fresno)	African American Historical and Cultural Museum of the San Joaquin Valley	Development partner and service provider.
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
Parc Grove Commons Northeast (Veterans Phase)	WestCare	Potential partner in the provision of services to

		property residents
Highway City multifamily housing development/ Community Center	Highway City CDC Central Community Church Granville Central Unified School District Economic Opportunities Commission	Planning partners, potential development partner, potential service providers
Department of Community Services and Development - Low Income Weatherization Program	Association for Energy Affordability Grid Alternatives	Partners in portfolio assessment, project planning and design, and incentive approval

MANAGEMENT GOALS

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

Sustainability

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

Staff continues to make progress in this area and will report to the Boards upon outcomes being obtained.

Structure

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

Staff continues to make progress in this area and will report to the Boards upon outcomes being obtained.

Strategic Outreach

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

Staff continues to make progress in this area and will report to the Boards upon outcomes being obtained.



2016 2nd Quarter Housing Choice Voucher - Housing Assistance Payments (HAP) Report

July 26, 2016



Presentation Overview

- 2016 2nd Qtr Voucher Utilization
- 2016 2nd Qtr HAP Utilization
- 2016 HAP Reserves
- 2016 Leasing

Voucher Utilization

- HUD establishes a baseline (maximum) number of vouchers for a Public Housing Agency (PHA)
- One Unit Month Leased (UML) = one voucher (family) leased for one month during the Fiscal Year
- The benchmark of 98% voucher utilization has been set
 - Internally, we strive for 99% utilization

2016 2nd Quarter Voucher Utilization

Jan-June Voucher Utilization	City	County
Monthly	98.7%	97.8%
YTD	97.5%	99.99%
Projected Year-End	98.74%	99%

- The City program (non-VASH vouchers) projects to be at 98.74% year-end voucher utilization with a monthly utilization of 100.88% in December
- The County program projects to be at 99% year-end voucher utilization with a monthly utilization of 100.37% in December

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 101.2% (2015). Proration for 2016 has been set at 99.6%.

2016 2nd Quarter HAP Utilization

Jan-June HAP	City	County
Revenue	19.05	16.6
Expenses	20.56	16.73
<i>Net</i>	<i>-1.51</i>	<i>-0.13</i>
Begin Balance - PHA-held	1.73	0.79
PHA-held reserves as of 6/30	0.22	0.66
add HUD-held reserves	1.88	0.38
add proj July-Dec Net HAP	3.41	2.03
<u>Total Proj Reserves – Year-end 2016</u>	<u>5.51</u>	<u>3.07</u>

**All \$ amounts are in millions*

2016 Leasing

- Staff are working diligently to increase leasing in both programs, in order to increase 2016 leasing and establish strong initial leasing rates for 2017
- Leasing duties have been centralized to a team of leasing specialists to increase operational efficiency
- As part of the HCV program restructure, a Housing Navigator position was added to aid tenants who are having difficulty finding adequate housing
 - The Housing Navigator has been contacting and working with families whose vouchers are near their expiration date

2016 Leasing

- Wait Lists are currently closed for both programs to ensure data integrity as we convert to Yardi
- Staff will make a final draw from the preliminary wait lists to ensure that ample applicant files are prepared while the lists are closed and we convert to Yardi
- Payment standards were recently increased by 6% across all unit sizes
 - This increase will occur incrementally over the next 12 months
 - Staff will continue to monitor lease-up rates and payment standards, in an attempt to provide ample housing opportunities for voucher holders

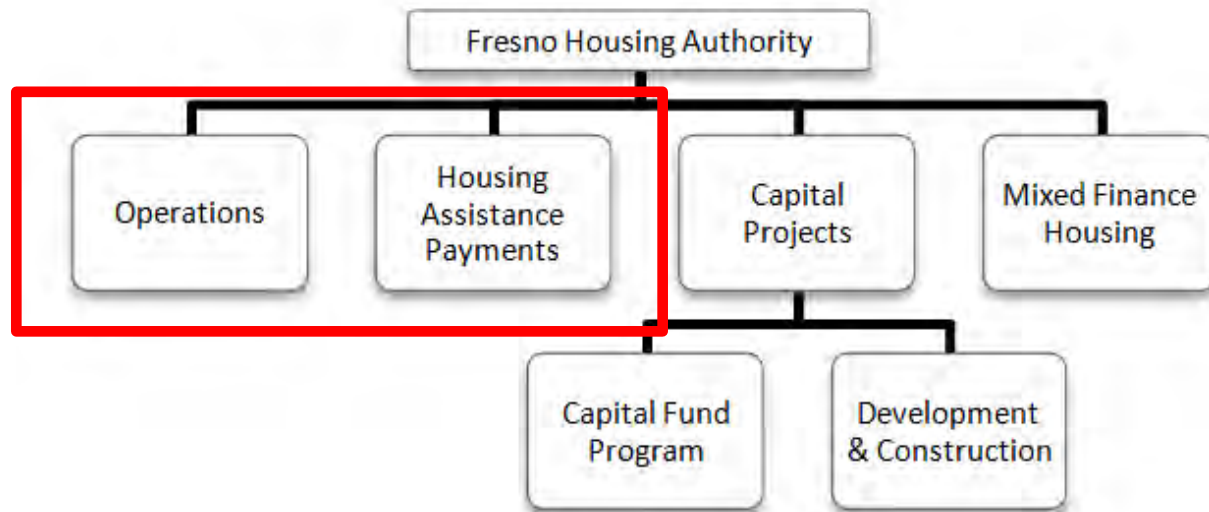
Questions or Comments?



Financial Results as of March 31, 2016

*Fresno Housing Authority
Boards of Commissioners Meeting
July 26, 2016*

Agency Budget's

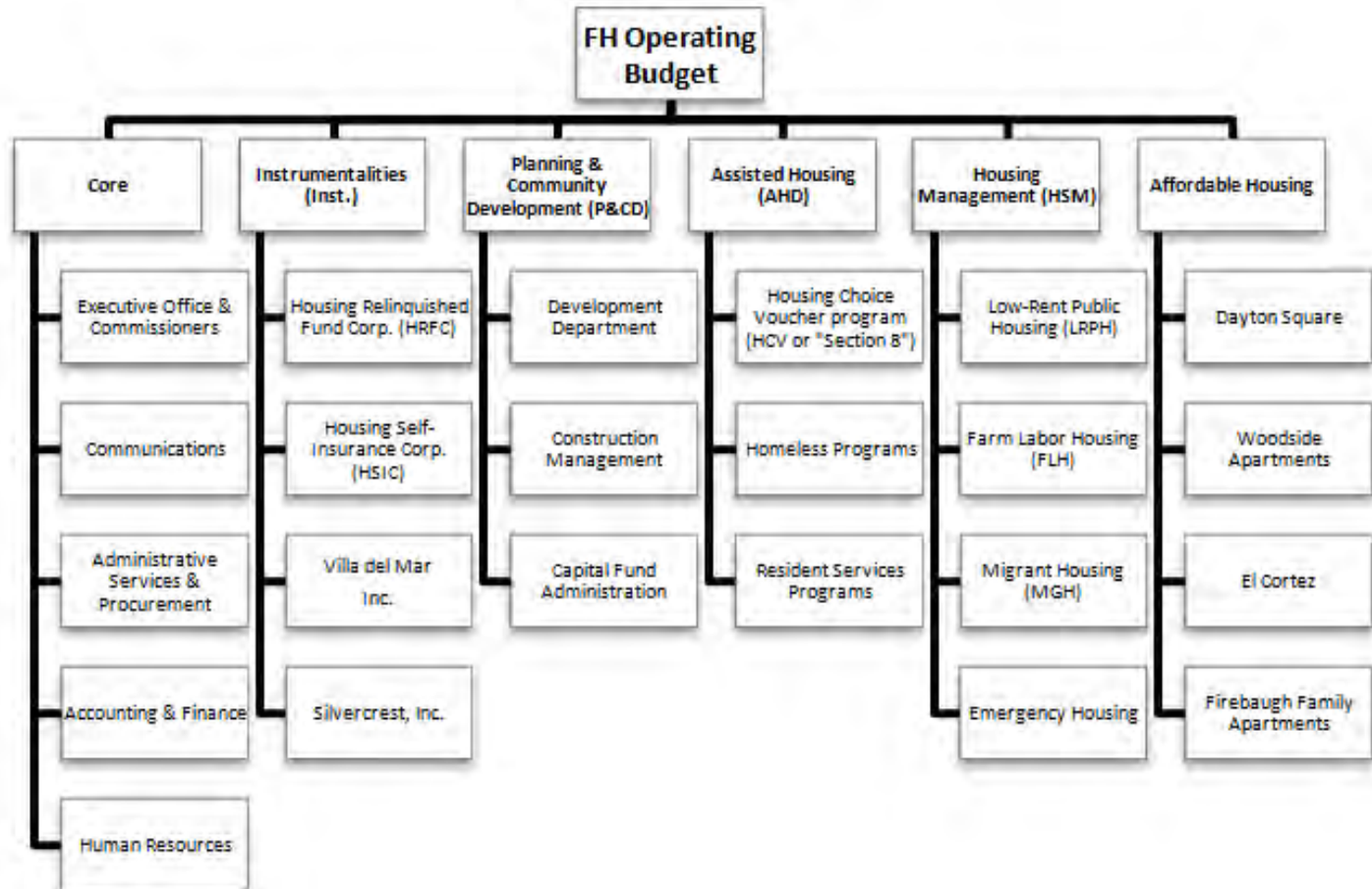


- Agency operates under four separate budgets.
- All are approved by the Boards at various times during the year.
- Today we are focusing on Operations and HAP.

Agency Operating Budget

- Approximately 80 separate budgets are combined into six divisions, and then into one operating budget.
- Each department and property has its own separate budget.
- City & County programs have their own budgets, but central administrative functions are combined for budgeting purposes and the split for financial reporting.
- This budget is typically approved by the Boards in December before the budget year begins.

Agency Operating Budget



2016 Operating Budget

	Core Budget	Instrum. Budget	P&CD Budget	AHD Budget	HSM Budget	Aff Hsg Budget	Total 2016 Budget
AGENCY OPERATING BUDGET							
TOTAL INCOME	7,330,810	1,307,750	5,332,917	9,098,121	11,349,774	2,001,408	36,420,780
TOTAL EXPENSES	7,987,709	877,885	2,800,772	10,834,614	10,019,784	1,104,018	33,624,782
NET OPERATING INCOME	(656,899)	429,865	2,532,145	(1,736,493)	1,329,990	897,390	2,795,998
TOTAL NON-OPERATING EXPENSES	316,000	-	-	-	710,382	360,184	1,386,566
NET CASH FLOW	(972,899)	429,865	2,532,145	(1,736,493)	619,608	537,206	1,409,432
UNRESTRICTED CASH FLOW	(972,899)	-	2,532,145	(1,736,493)	-	537,206	359,959
NET HAP INCOME	-	-	-	794,639	-	-	794,639

- Total Net Cash Flow of \$1.4 million, and Unrestricted Net Cash Flow of \$360 thousand
 - Unrestricted Cash Flow consists of Net Cash Flow from Core, P&CD, and Affordable Housing divisions, and any negative NOI in the Assisted Housing Division.
 - Restricted Funds consist of Net Cash Flow from the Housing Management and Instrumentalities divisions and any positive NOI in the Assisted Housing Division.

Operating Results as of 3/31/16

AGENCY OPERATING BUDGET

TOTAL INCOME

TOTAL EXPENSES

NET OPERATING INCOME

TOTAL NON-OPERATING EXPENSES

NET CASH FLOW

UNRESTRICTED CASH FLOW

Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
8,637,216	8,036,198	(601,018)	-7%
8,418,947	7,273,185	(1,145,762)	-14%
218,270	763,014	544,744	250%
583,637	330,898	(252,740)	-43%
(365,368)	432,116	797,484	-218%
(627,736)	(319,516)	308,221	-49%

- First quarter budget does not equal 25% of the annual budget because it has been adjusted for the timing of certain income and expenses. Projections have been incorporated into the year-to-date budget to account for the timing of cash flows and known variable expenses.

Operating Income

	Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
INCOME				
NET TENANT INCOME	1,732,187	1,924,871	192,684	11%
INTEREST INCOME	279,703	241,898	(37,805)	-14%
OTHER INCOME	351,012	241,447	(109,565)	-31%
ADMIN & MANAGEMENT FEE INCOME	1,923,186	1,952,763	29,577	2%
DEVELOPER FEE INCOME	800,000	280,386	(519,614)	-65%
HUD GRANT INCOME	3,192,762	3,390,515	197,753	6%
OTHER GRANT INCOME	358,367	4,318	(354,050)	-99%
TOTAL INCOME	8,637,216	8,036,198	(601,018)	-7%

- Developer Fees in P&CD
- HCV Admin Fees
- Other Grant Income

Operating Expenses

	Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
EXPENSES				
PAYROLL EXPENSES	4,048,337	3,561,605	(486,732)	-12%
ADMINISTRATIVE EXPENSES	3,107,898	2,669,229	(438,669)	-14%
TENANT SERVICES EXPENSES	29,151	36,224	7,073	24%
UTILITY EXPENSES	506,226	388,236	(117,990)	-23%
MAINTENANCE EXPENSES	618,545	544,001	(74,544)	-12%
TAXES & INSURANCE EXPENSES	108,789	73,889	(34,900)	-32%
TOTAL EXPENSES	8,418,947	7,273,185	(1,145,762)	-14%

- Payroll Expenses
- Administrative Expenses

Non-Operating Expenses

NON-OPERATING EXPENSES

TOTAL NON-OPERATING EXPENSES

TOTAL FINANCING EXPENSES

TOTAL ADJUSTMENTS & OPERATING TRANSFERS

TOTAL NON-OPERATING EXPENSES

Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
123,818	100,233	(23,586)	-19%
459,819	227,601	(232,218)	-51%
-	3,064	3,064	0%
583,637	330,898	(252,740)	-43%

- Debt Service Payments

Net Income & Cash Flows

	Total YTD Budget	Total YTD Actuals	\$ Variance	% Variance
NET OPERATING INCOME	218,270	763,014	544,744	250%
NET CASH FLOW	(365,368)	432,116	797,484	-218%
UNRESTRICTED CASH FLOW	(627,736)	(319,516)	308,221	-49%

- Overall, Agency is doing better than expected for the first three months of the year.

Housing Assistance Payments

- Housing Assistance Payments are the funds we receive from HUD and then pay to the landlords who participate in the HCV program.
- Tenants pay 30% of their income on average to the landlord, and then the HAP payment is made to supplement the rest.
- This budget is approved in December at the same time as our Operating Budget.
- Budget includes HAP payments for HCV and Shelter Plus Care program.

HAP Results as of 3/31/16

HOUSING ASSISTANCE PAYMENTS

HAP INCOME

HAP EXPENSES

NET HAP INCOME

Total YTD Budget	Total YTD Actuals
20,154,871	19,063,290
19,916,762	19,233,843
238,109	(170,553)

\$ Variance	% Variance
(1,091,581)	-5%
(682,919)	-3%
(408,662)	-172%

- Utilization of HAP Reserves
- Leasing and Payment Standards

Questions or Comments?

Operating Budget Line Definitions

ACCOUNT TITLE	DESCRIPTION
INCOME	
NET TENANT INCOME	Dwelling Rental Income, Vacany Loss, Tenant Charges, Prepaid Rents
INTEREST INCOME	Interest Income from Investments, Notes/Mortgages, or Related Parties
OTHER INCOME	Contributions, Repayment Agreements, General Partner Fees, Origination Fees
ADMIN & MANAGEMENT FEE INCOME	Management/Bookkeeping Fees, Allocation Revenues for Central Office Rent, IT, etc.
DEVELOPER FEE INCOME	Developer Fee Income Only
HUD GRANT INCOME	Public Housing Operating Grants, Capital Grants, HCV Admin Fees, RAD Subsidy from HUD
OTHER GRANT INCOME	Contract Income, Other Governmental Grants, Grants from State or Local Governments
TOTAL INCOME	
EXPENSES	
PAYROLL EXPENSES	Admin & Maintenance Salaries, Overtime, Benefits, Payroll Taxes, Workers Comp Insurance, Temporary Employees,
ADMINISTRATIVE EXPENSES	Travel, Training,, Professional & Consulting Fees, Legal, Auto Fuel & Maintenance, Management/Bookkeeping Fees, Allocation Expenses
TENANT SERVICES EXPENSES	Supportive Services, Resident Services Expense, Dwelling Rental Expense, Student Scholarships
UTILITY EXPENSES	Water, Gas, Electricity, Garbage, Sewer
MAINTENANCE EXPENSES	Materials & Supplies, Furniture & Equipment, Contract Costs, Unit Turnaround Expenses, Painting, Pest Control, Landscaping
TAXES & INSURANCE EXPENSES	Property Taxes & PILOT, Liability Insurance, Property Insurance, Auto Insurance
TOTAL EXPENSES	
NET OPERATING INCOME	Total Income minus Total Expenses
NON-OPERATING EXPENSES	
TOTAL NON-OPERATING EXPENSES	Amortization, Depreciation, Collection Losses, Bad Debts, Subsidy Pass Thru, Contributions to Reserves
TOTAL FINANCING EXPENSES	Investor Fees, Partnership Fees, Debt Service, Interest Expenses, Loan Servicing Fees
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	Prior Year Adjustments, Sales & Costs of Assets Held for Sale, Equity Transfer In/Out, Operating Transfers In/Out
TOTAL NON-OPERATING EXPENSES	
NET CASH FLOW	Net Operating Income minus Total Non-Operating Expenses
UNRESTRICTED CASH FLOW	Net Cash Flow from Unrestricted Programs



Public Housing Agency (PHA) Plan

July 26, 2016

Presentation Overview

- Background
- 3 Plans
- Process
- Resident Engagement
- 2017 Updates

Background

- Agency Plan informs HUD and the public of PHA operations, funding, asset management, and program activities in place or planned.
 - Submitted every 5 years w/annual updates on progress, amendments, or significant changes.
- Admin Plan is specific to the discretionary policies governing the administration of the HCV program.
- ACOP is specific to the discretionary policies, and some procedures, governing the administration of the LIPH program.

Process

- Updated annually
- Inter-department Collaboration
- Public comment
- Consultation & Approvals
- Timeline
 - June/July: RAB consultation
 - July: Board first peek
 - August 11th: Public Comment period opens
 - September: Seek Board adoption

Resident Engagement & RAB

- Resident Roundtables held early in the year to foster feedback, trust, leadership, and engage.
 - Resident satisfaction, challenges, services
 - Related discussions around program policy
 - Recruitment of diverse representation of various housing programs, locations, and subpopulations.
 - Resident friendly “fact sheet”
 - RAB mtg location & transportation

Updates to Annual Plan

- Description on how the PHA will carry out its Asset Management functions as applicable to its public housing inventory (new section)
- Updates to 2015-2019 Plan include:
 - Completed conversions and rehab in City & County
 - Anticipated conversions using demolition, rehab, or new construction

2017 Admin/ACOP Plan Updates

- Changes resulting from PIH Notice 2016-05 *Final HUD Streamlining Rule*
 - 16 provisions; Non-controversial
 - Applies to both; few differences
 - Mandatory/Discretionary
 - Discretionary language for future consideration of policy plan/adoption
 - Clarifies policies
 - Creates efficiencies and provides us with flexibilities benefitting both applicant/resident and agency

2017 Updates

- Income
 - inclusions/exclusions (education fees)
 - Fixed income: COLA adjust vs. annual Rx
 - Earned Income Disregard (2yrs)
- Verifications
 - Removal of temporary language
 - SS# for under 6 (mixed family); 90days +Ext
 - Declaration of assets under \$5k
 - Income of family member additions
- Utility Reimbursement Payments

2017 Plan Specific

- Admin Plan
 - Biennial Inspections
 - Inspection Fees
- ACOP
 - Grievance Procedures
 - Community Service Requirement

Considerations for Admissions & Terminations

- HUD PIH Notice 2015-19 *Guidance on Excluding the Use of Arrest Records in Housing Decisions*
- Flexibility and/or clarification in language to include:
 - Consideration of circumstance (look back period)
 - Allows for documentation of completed programs, targeted services, time served, etc
 - Preponderance of evidence (arrests)

Questions?



Procurement Overview

*Boards of Commissioners Meeting
Fresno Housing Authority
July 26, 2016*

OVERVIEW

- Review of OIG Audit
- Procurement 101
- Procurement Key Performance Indicators
- Upcoming Contracts
- Feedback and Comments

REVIEW OF OIG AUDIT

- **History**

- Conducted during Jan-May 2015
- Covered October 2012 – September 2014
- Reviewed 12 contracts valued at more than \$23.4 million

- **Findings**

- No evidence to substantiate compliant
- Additional documentation and competition

- **Corrective Action Plan**

- Procedures to ensure adequate documentation
- Procedures to ensure adequate competition

RESPONSE TO OIG AUDIT

- Our Response
 - Documentation
 - Agency Procurement Policy
 - Agency Board Approval (Oct, 2016)
 - Internal Procurement Review
 - Competition
 - Agency Procurement Procedures
 - Key Performance Indicators

PROCUREMENT 101 - PROCEDURES

- Procurement is the act of finding, acquiring, and/or buying goods or services from an external source, often via a competitive bidding process.
- The purpose of the Agency's procurement policy is to:
 - Clearly define the authority, responsibility, and guidelines for the Agency's purchasing and contracting functions,
 - Simplify and summarize the myriad of laws and regulations governing procurement,
 - Enable uniform purchasing procedures throughout the organization,
 - Provide fair and equitable treatment for all vendors,
 - Ensure that supplies and services are procured efficiently, effectively and at the most favorable prices,
 - Protect against corruption, waste, fraud, and abuse.

PROCUREMENT 101 - PROCEDURES

5 Stages of Procurement

- 1. Pre-Solicitation
 - Pre-procurement determinations. Steps 1 – 4.
- 2. Solicitation
- 3. Evaluation
- 4. Award
- 5. Post Award & Contract Administration

PROCUREMENT 101 PROCEDURES

Overview

- Stage 1 – Pre-Solicitation
 - Pre-Procurement Determinations
 - Step 1 – Funding Source & Budget Amount
 - Step 2 – Policy Amount & Proper Approval
 - Step 3 – Basis for Award
 - Step 4 – Scope of Work & Potential Vendor List

PROCUREMENT 101 - PROCEDURES

Pre-procurement determinations

- Step 1. Funding Source & Budget Amount
 - Before initiating any contract, the Agency **shall** ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification. (*Fresno Housing Authority Agency Procurement Policy, Article 17*).
 - Complete an Independent Cost Estimate for any purchase above the Micro Purchase level of \$3,000.

PROCUREMENT PROCEDURES

Pre-procurement determinations

- Step 2. Policy Amounts & Approval

<u>FEDERAL</u>	<u>NON-FEDERAL</u>	<u>PROCUREMENT ACTION</u>
Less than \$3,000	Less than \$10,000	1 Reasonable Quote
\$3,000 - \$150,000	\$10,000 to \$150,000	Multiple Quotes (3 minimum), and/or Formal Solicitation
\$150,000 - \$250,000	\$150,000 - \$250,000	Formal Solicitation
Greater than \$250,000	Greater than \$250,000	Formal Solicitation. Also requires Board Approval

PROCUREMENT PROCEDURES

Pre-procurement determinations

- Step 3. Basis for Award
 - Goods or Services?
 - Cost
 - Demonstrated Understanding of the Requirements
 - Appropriateness of Technical Approach
 - Quality of Work Plan
 - Technical Capabilities
 - Management Plan
 - Demonstrated Experience & Performance
 - Overall Quality
 - Professional Appearance of Proposal

PROCUREMENT 101 - PROCEDURES

Pre-procurement determinations

- Step 4. Scope of Work & Vendor List
 - During this process you will want to consider what the essential elements of the work are required.
 - Simple Scope of Work
 - Complex Scope of Work
 - Potential Vendor List

PROCUREMENT 101

Types of Procurement

- Step 5. Type of Procurement

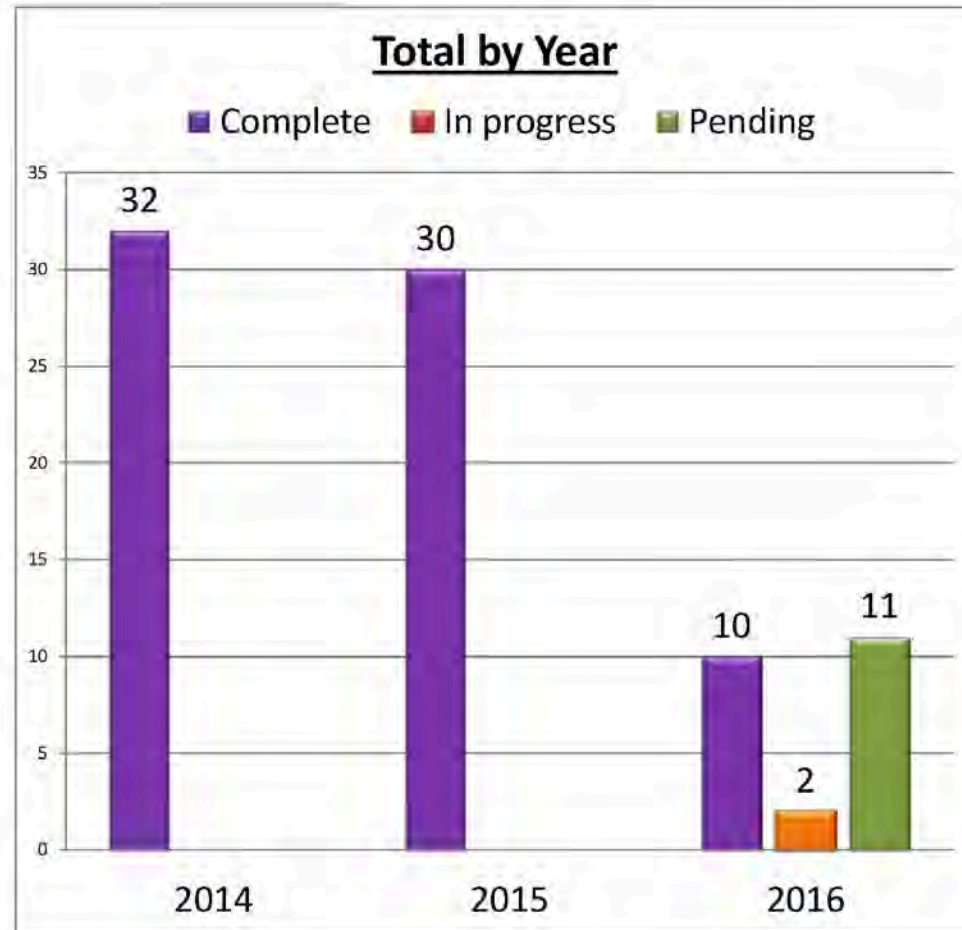
<u>AMOUNT</u>	<u>TYPE OF PROCUREMENT</u>	<u>EXAMPLE</u>
Less than \$3,000	Micro Purchase	Office Supplies, Keyboard, Lamp
\$3,000 - \$150,000	Quotes for Small Purchase (QSP)	Electrical, Plumbing, Repairs, Small Construction or Development Contracts
\$3,000 - Varies	Invitation for Bids (IFB)	Major Rehab Projects, Construction
\$3,000 - Varies	Request for Proposal (RFP)	Construction Development Contracts, Consultant Contracts, Professional Services
Varies	Non-Competitive Bids	Rare, Sole Source Purchases, Inadequate Competition

PROCUREMENT 101

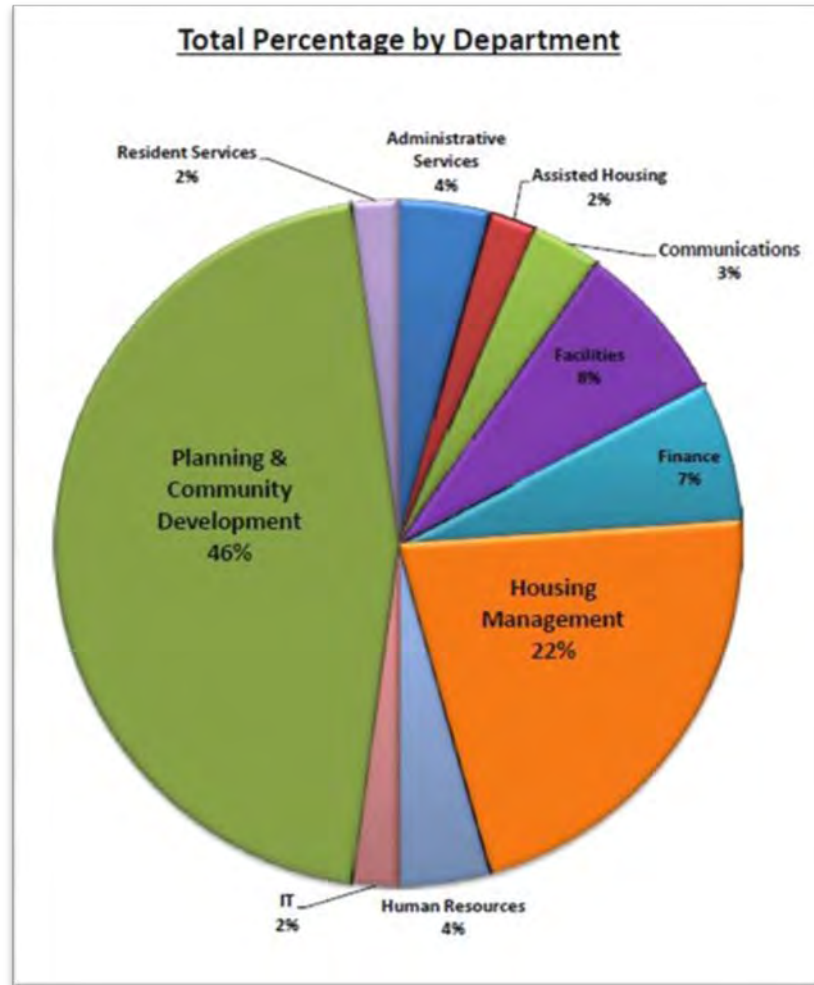
Resources and Aides

- Procurement Timeline
- Commonly Used Terms
- Independent Cost Estimate
- Requisition Form
- Procedures Checklist
- Key Performance Indicators

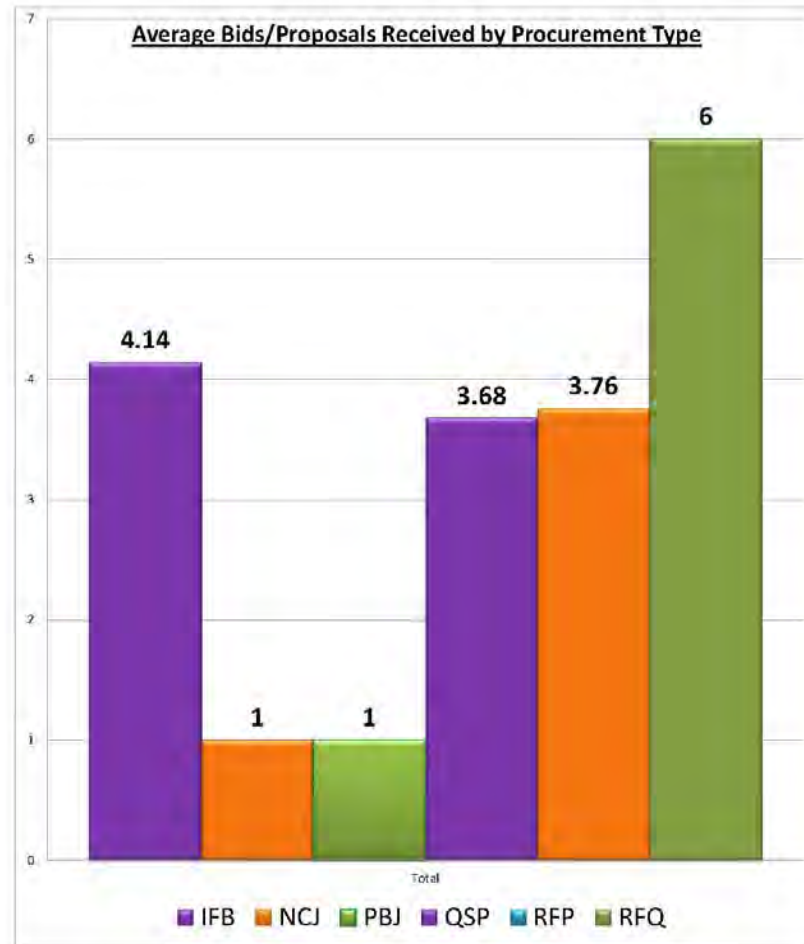
KEY PERFORMANCE INDICATORS



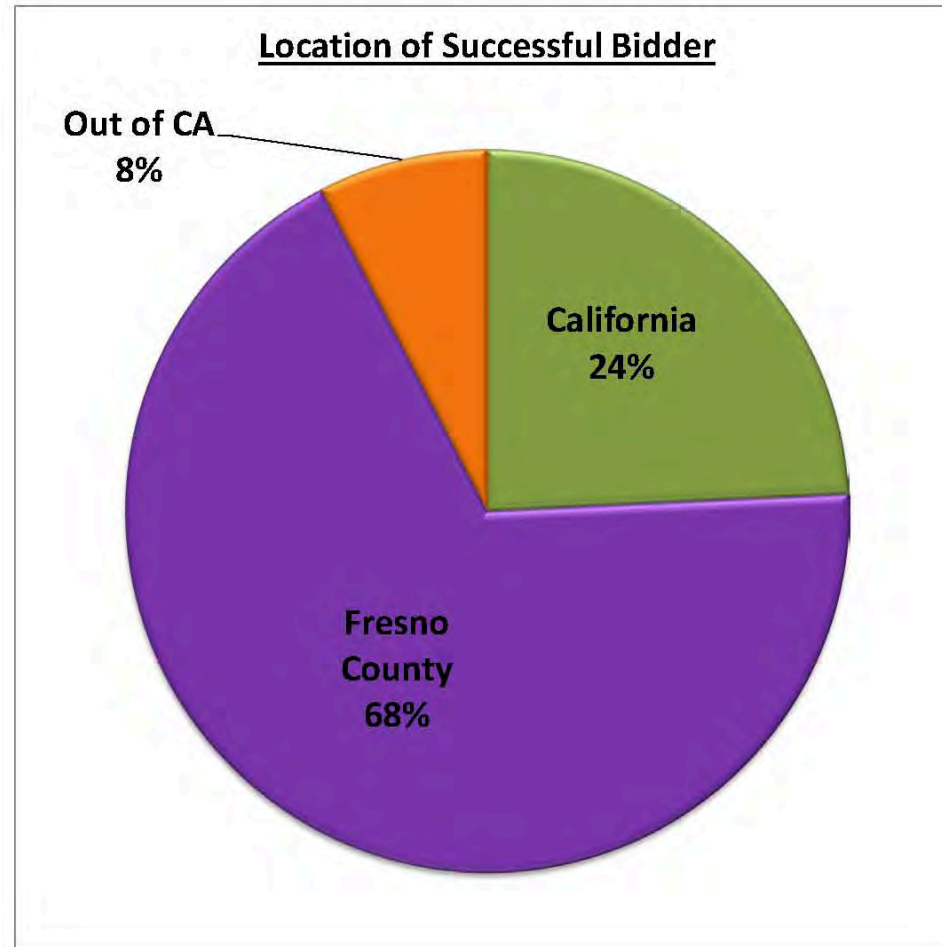
KEY PERFORMANCE INDICATORS



KEY PERFORMANCE INDICATORS



KEY PERFORMANCE INDICATORS



UPCOMING CONTRACTS

Trade Services

- Carpentry
- Concrete
- Electrical
- Fencing
- Masonry
- Plumbing Services
- Painting
- Window Replacement
- Mold
- HVAC

Vendor Engagement

- How to become a Housing Authority Vendor
- Vendor Outreach Event
- Tool for Agency Staff

UPCOMING CONTRACTS

LP Audit Contracts

- Annual Financial Audits
- Tax Returns
- Tax Credit Audits

FEEDBACK

- Question or Comments?



Real Estate Development Update

July 26, 2016

Board of Commissioners Meeting

Presentation Overview

- Community Projects
 - Yosemite Village Permaculture and Garden
- Potential Pre-development Projects
 - Clovis
 - Northeast Fresno
- Central Office Site

Yosemite Village Permaculture and Garden

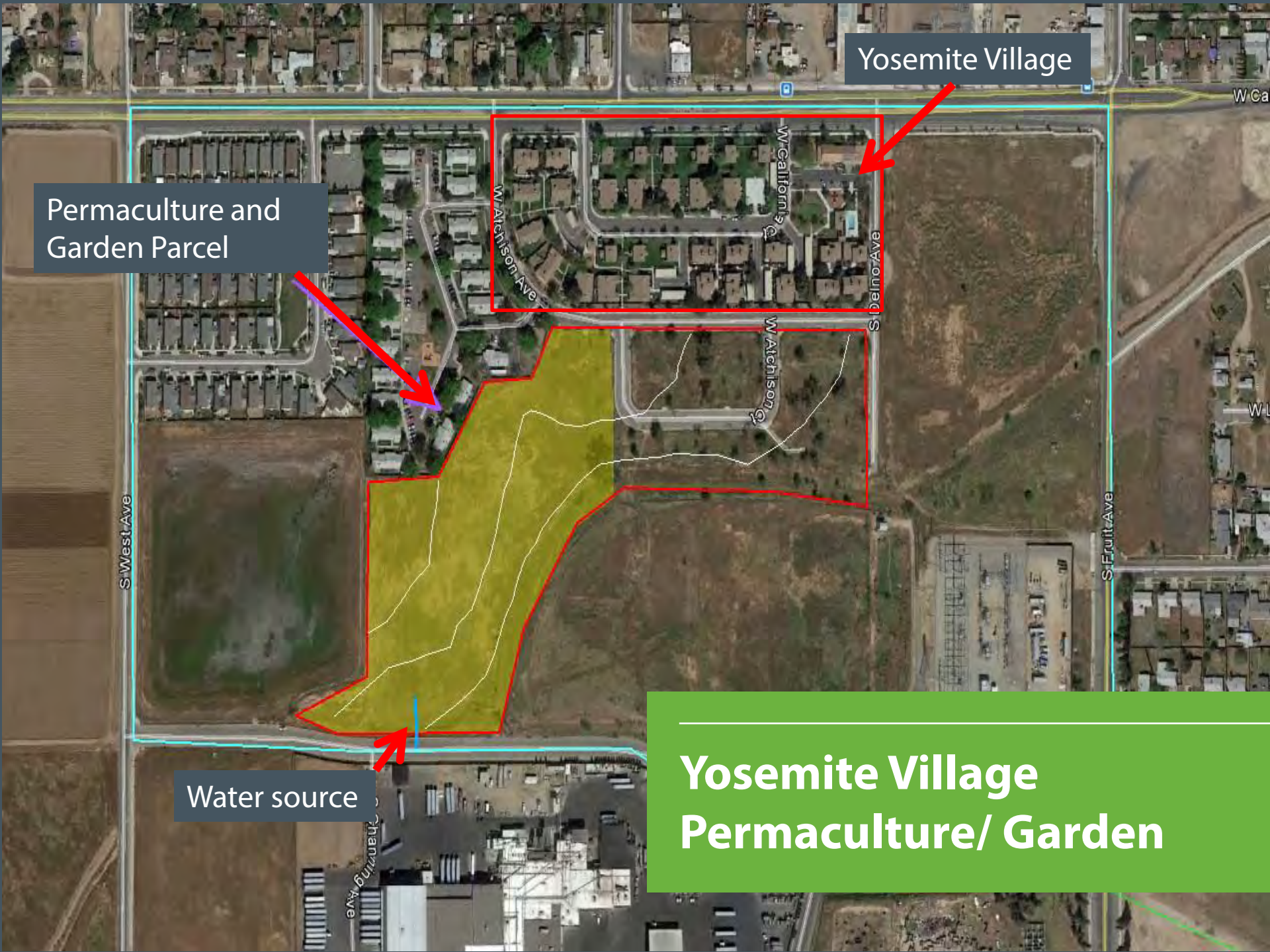
- Partnership with Fresno Metro Ministry (FMM)
- Project size: Approximately 10 acres
- FMM Awarded Wells Fargo Grant for Environmental Solutions (Permaculture)
- Potential for additional funding for Garden portion of the project through other federal sources
- Two projects on one site: Permaculture Farm and Community Garden
- Connections will be needed to existing water lines on Florence Avenue

Yosemite Village

Permaculture and
Garden Parcel

Water source

Yosemite Village
Permaculture/ Garden



Permaculture Defined and Vision for Site

- Integrated system of food production, housing development and community development
- Works with nature
- Utilizes rain water catchment, soil building, biodiversity, plant guilds, and active and passive solar
- Integrate nutrition and cooking classes
- Training site for farmers to learn organic permaculture style agricultural methods.
- Decreased use of water, increased production, and decreased need of pesticides and herbicides.

Possible Garden Layout



Permaculture and Garden Action Items

1. Authorize execution of an MOU between Fresno Metro Ministry and HACF
2. Approve LIPH Operating Reserve funds of up to \$40,000 over the next 5 years
3. Ratification and approval to submit grant applications

Development Consulting RFP

- Creates development partnership
- Includes:
 - Land
 - Architect
 - General Contractor
- Proposed for new sites in Northeast Fresno and Clovis
- Potential sites for RAD Transfers of Assistance



Kings River Commons RFP Example

Kings River Commons RFP Example

- RFP Issued May, 2012 for Development Consultant Services
 - Required criteria for response package:
 - Advisory services on parcel selection, design and construction management
 - Site control of land 3-5 acres, zoned multifamily, CEQA/NEPA clearance, scores maximum for CTCAC amenity points, and located in a HOME funds jurisdiction
 - Architectural Services (in-house or separate entity)

Kings River Commons RFP Cont'd

- General Contractor/Construction Management Services (in-house or separate entity)
 - Alternate #1 – Additional consulting services for financial planning and funding applications
 - Alternate #2 – Co-Developer arrangement with potential ownership/developer fee split

Outcome of RFP Solicitation

- Received multiple proposals
- Selected Real Estate Development Services (“REDS”) as the winning proposal
- Entered into Development Agreement for Development and Financing Advisory Services
 - Fee for services
 - Inclusive of land, architect and GC/CM
 - Shared costs during pre-development
 - REDS provides guarantees during construction
 - FH retains contracts and maintains ownership

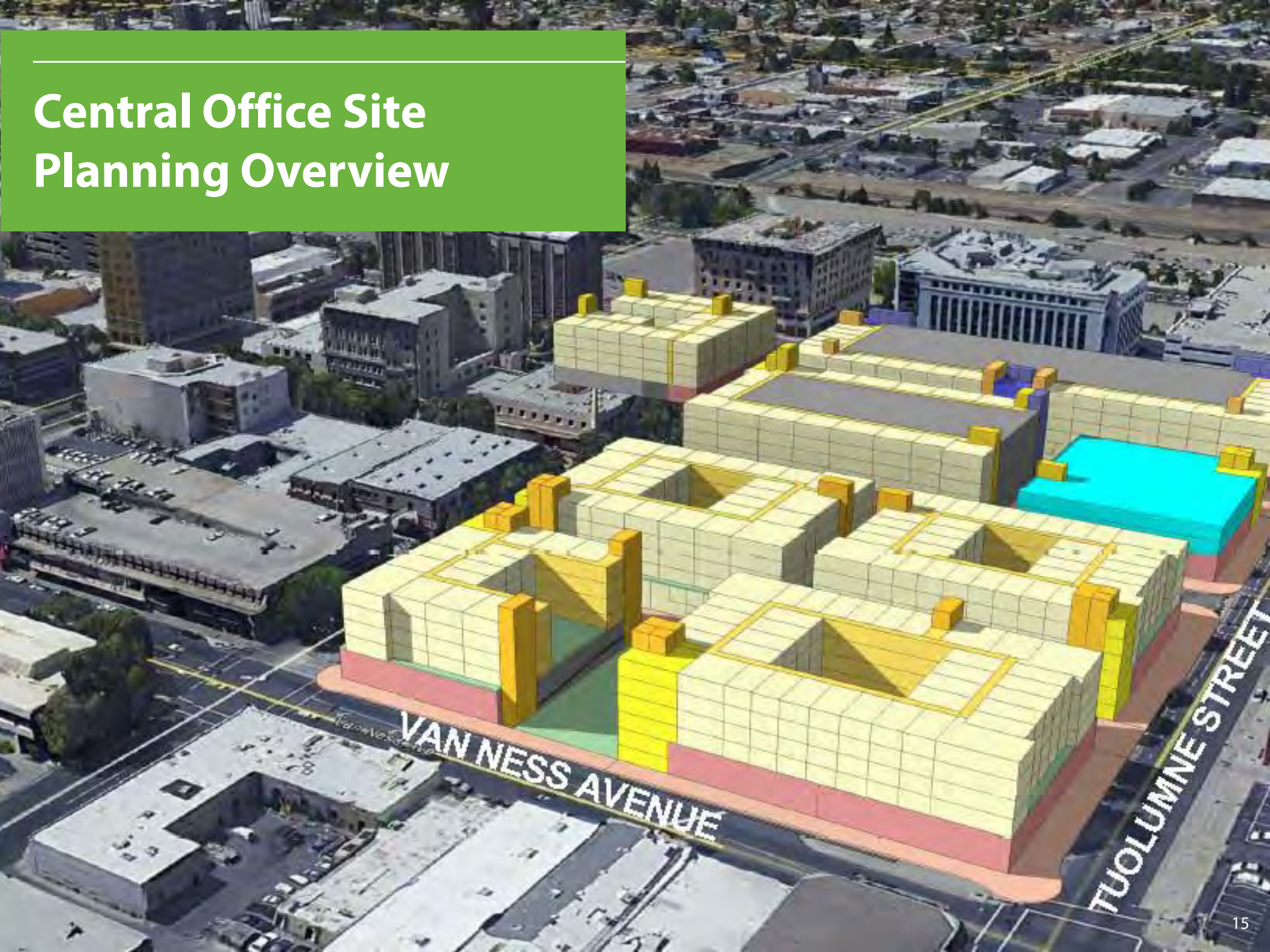
Consultant Role

- Role of the Consultant
 - Construction Guarantor
 - Land acquisition
 - Entitlements
 - Design and value engineering
 - Financing support
 - Construction oversight
 - Marketing and lease up
 - Stabilization/conversion

Benefits of Development Agreement

- Adds an additional tool to our Development Toolkit
 - Shared Financial Risk
 - Additional/Flexible Capacity
 - FH manages quality standards
 - Developer Fee
 - Communications partner

Central Office Site Planning Overview



Central Office Site Planning Process

- Steering Committee Meetings
 - Comprised of 11 local stakeholders with representation from the City of Fresno, RDA, County of Fresno, Fresno County EDC, Downtown Partnerships, and Property Owners
 - 4 Meetings held from 03/2015 thru 09/2015
- Local Developer Meetings
 - 7 one-on-one discussions with local developers held in Spring 2015

TUOLUMNE STREET

IRS
BUILDING

MERCED STREET

FRESNO
HOTEL

SITE A

SITE B

SITE C

SITE D

SITE E

Central Office Site Planning Outcomes

ROAD

JULTON AVENUE

AN NESS AVENUE

Central Office Site Planning Outcomes

- Concept presented for master plan of Central Office Site and 4 adjacent properties
 - Recommendations for Central Office site include:
 - 38,588 s.f. of Office space
 - 28,774 s.f. of Retail
 - 54 units of Housing
 - 52,461 s.f. of Structured Parking

Central Office Site Planning Next Steps

- Outreach to property owners/potential partners
 - County of Fresno
 - CVS
 - RDA Successor Agency
 - High Speed Rail Authority
- Evaluate acquisition of RDA site
 - 1.38 acres; currently parking adjacent to office
- Architect RFQ

Questions?



Amendment to Contract Between CalPERS and the Boards of Commissioners of the Fresno Housing Authority

July 26th, 2016

Agenda

- Background
- Objectives
- Amendment Process
- Fiscal Impact
- Staff Education & Internal Controls Action Plan

Background

- The need for this amendment was discovered while the Human Resources Department was conducting:
 - General policy revisions
 - In-depth review of internal departmental controls
 - Review of current staffing levels and succession planning
- In partnership with AALRR legal counsel, we have discovered why the contract amendment is needed
- The purpose of this amendment is to bring Fresno Housing in full compliance with two key pieces of CalPERS legislation
 - Government Code Section 20305 (*July 1, 1980*)
 - Government Code Section 20283 (*July 1, 1994*)

Objectives

- Approve the resolution to amend Fresno Housing's contracts, to remove the exclusion of "persons compensated on an hourly basis..." (e.g. *"temporary employees"*)
- This will allow CalPERS to allow an employee to request service credit for a period of time they were employed as "temporary," and will allow for the Agency to pay any corresponding employer pension contributions.

Amendment Process

- June 21, 2016: Approve Resolution of Intent to Amend Fresno Housing Authority's CalPERS Contracts
- 20-day waiting period during which CalPERS makes the necessary changes
- July 26, 2016: Approve Final Resolution to Amend

Fiscal Impact

- Some temporary employees were not enrolled when they should have been (Gov't Code 20305), and are entitled to CalPERS service credit for that time
- Arrears costs assessed for member contributions, and administrative costs of \$500 per member, pursuant to Gov't Code section 20283
- Staff is continuing to research the true number of current and former employees included in this group, and is partnering with CalPERS to obtain exact calculations on monies owed for these employees' member contributions

Action Plan

- To ensure comprehensive tracking and monitoring of temporary employee hours worked, and timely and accurate enrollment in CalPERS
- CalPERS Educational Forums (staff administration of the program)
- CalPERS on-site visits (staff education on personal retirement management)
- Review and analysis of other Ca PHA CalPERS audits
- Partner with expert legal counsel
- Process for obtaining and reviewing temp agency timecards / hours worked
- Leverage new employee on-boarding meetings, final separation meetings, and exit interviews as communication opportunities with staff

Questions or Comments?



California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Commissioners
Housing Authority of the City of Fresno



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective August 1, 1964, and witnessed May 12, 1964, and as amended effective April 20, 1967, February 1, 1969, September 3, 1983, January 1, 1994 and July 31, 2004 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective July 31, 2004, and hereby replaced by the following paragraphs numbered 1 through 15 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after August 1, 1964 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES.**
6. Removal of the exclusion of "Persons Compensated on an Hourly Basis Hired on or After February 1, 1969" pursuant to Section 20503, is declarative of agency's previous interpretation and does not mandate any new classes of employees into membership.

7. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 21536 (Local System Service Credit Included in Basic Death Benefit).
 - b. Section 20042 (One-Year Final Compensation) for classic members only.
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Section 21024 (Military Service Credit as Public Service).
 - e. Section 20903 (Two Years Additional Service Credit).
 - f. Section 20503 (To Remove the Exclusion of Persons Compensated on an Hourly Basis Hired on or After February 1, 1969, Prospectively from the effective date of this amendment to contract).
11. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on September 3, 1983. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.

12. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
13. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
14. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
15. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

COMMISSIONERS
HOUSING AUTHORITY OF THE CITY
OF FRESNO

BY _____
RENEE OSTRANDER, CHIEF
EMPLOYER ACCOUNT MANAGEMENT DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Commissioners
Housing Authority of the County of Fresno



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective August 1, 1964, and witnessed May 14, 1964, and as amended effective April 14, 1967, July 1, 1969, May 1, 1977, September 3, 1983, January 1, 1994 and July 31, 2004 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective July 31, 2004, and hereby replaced by the following paragraphs numbered 1 through 15 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after August 1, 1964 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES.**
6. Removal of the exclusion of "Persons Compensated on an Hourly Basis Hired on or after July 1, 1969" pursuant to Section 20503, is declarative of agency's previous interpretation and does not mandate any new classes of employees into membership.

7. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 21536 (Local System Service Credit Included in Basic Death Benefit).
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 - d. Section 21024 (Military Service Credit as Public Service).
 - e. Section 20903 (Two Years Additional Service Credit).
 - f. Section 20503 (To Remove the Exclusion of Persons Compensated on an Hourly Basis Hired on or after July 1, 1969, Prospectively from the effective date of this amendment to contract).
11. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on September 3, 1983. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.
12. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

13. Public Agency shall also contribute to said Retirement System as follows:
- a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
14. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
15. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

COMMISSIONERS
HOUSING AUTHORITY OF THE
COUNTY OF FRESNO

BY _____
RENEE OSTRANDER, CHIEF
EMPLOYER ACCOUNT MANAGEMENT DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk