



# Boards of Commissioners Meeting

April 25, 2017

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

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

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

**5pm - April 25, 2017**

**1331 Fulton Mall, Fresno, CA 93721**

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

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

### 5pm

	PAGE #
1. <b>Call to Order and Roll Call</b>	X
2. <b>Approval of agenda as posted (or amended)</b> <i>The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.</i>	X
3. <b>Acknowledgement of Lee Ann Eager</b>	
4. <b>Public Comment</b> <i>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 <u>not</u> 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.</i>	
5. <b>Potential Conflicts of Interest</b> – <i>Any Commissioner who has a potential conflict of interest may now identify the item and recuse</i>	

*themselves from discussing and voting on the matter. (Gov. Code section 87105)*

#### **6. Consent Agenda**

*All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed the Consent Agenda and considered following approval of the Consent Agenda.*

- |  |    |
|--|----|
| a. City: Charge-off Uncollectible Accounts to Collection Losses for the 1 <sup>st</sup> Quarter 2017   | 5  |
| b. County: Charge-off Uncollectible Accounts to Collection Losses for the 1 <sup>st</sup> Quarter 2017 | 9  |
| c. Consideration of the Recruitment and Selection Policy   | 13 |
| d. Consideration of the Revised Conflict of Interest Code  | 19 |
| e. Consideration of the Contract Renewal – California Employment Development Department                | 28 |
| f. Consideration of Services Agreement – CalWORKS – Fresno County Department of Social Services        | 46 |

#### **7. Informational**

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| a. Resident Services Presentation – Helm Home       | 50 |
| b. HAP Pacing Report – 1 <sup>st</sup> Quarter 2017 | 51 |

#### **8. Action**

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| h. Consideration of Out of State Travel – CEO and Commissioners   | 94 |

#### **9. Commissioners' Report**

#### **10. Executive Director's Report** 102

11. Adjournment

# BOARD MEMO

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

**DATE:** April 20, 2017

**BOARD MEETING:** April 25, 2017

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

**AGENDA ITEM:** 6a

**AUTHOR:** Hilda Reeves  
Sr. Hsg. Manager

**SUBJECT:** Authorization of Charge-off Uncollectible Accounts to Collection  
Losses for the 1st Quarter of 2017 for the City Housing Programs

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## Executive Summary

Fresno Housing Authority fulfills its affirmative responsibility to try to collect delinquent debts that are owed to the Agency, until it becomes evident that a debt is "uncollectible". When that occurs we terminate collection action and write off the debt. The Housing Authority engages in active collection efforts, such as demand letters, repayment agreements, credit bureau reporting, garnishments obtained by Judgments at Small Claims Courts and referrals to HUD's Enterprise Income Verification System (EIV). EIV blocks former tenants from receiving future assistance until debts owed are paid.

An analysis of uncollectible accounts for the City Housing Management Programs for the First Quarter of 2017 is found below.

## Financial Impact

First Quarter Collection Losses for the City total \$15,116.24.

## Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for City Housing Programs. The balances were determined to be uncollectible as of December 31, 2016 and are being reported as such under the accrual basis of accounting.

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

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

RESOLUTION AUTHORIZING CHARGE-OFF OF  
UNCOLLECTIBLE ACCOUNTS TO COLLECTION LOSSES  
FOR THE FIRST QUARTER 2017 FOR CITY HOUSING PROGRAMS

WHEREAS, the Housing Authority of the City of Fresno has made every reasonable effort to collect the delinquent accounts; and

WHEREAS, in accordance with established policy which provides that at the end of each quarterly period an examination shall be made by the project management of such delinquencies and that, after the Board of Commissioners of the Housing Authority of the City of Fresno has authorized charging uncollectible accounts to collection losses, such amount as determined uncollectible shall be charged to collection losses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno desires to comply with said policy and does hereby authorize charge-off to collection losses that total \$15,116.24. The balances were determined to be uncollectible as of December 31, 2016 and are being reported as such under the accrual basis of accounting.

PASSED AND ADOPTED THIS 25<sup>TH</sup> DAY OF APRIL, 2017. 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

**PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:**

LOW INC. PUB.HSG.	
TYPE OF CHARGES	AMOUNT
Dwelling Rent-Qrtly	276,787.05
Other Charges-Qrtly	0.00
Total Charges	<u>276,787.05</u>

**PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:**

LOW INCOME PUBLIC HSG.		
TYPE OF CHARGES	AMOUNT	PERCENT
Dwelling Rent	8,361.18	55.31%
Legal Action	4,385.19	29.01%
Miscellaneous Charges	2,369.87	15.68%
<i>Total Uncollectible</i>	<u>15,116.24</u>	<u>100.00%</u>

**PART III - COMPARISON OF NEW COLLECTION LOSSES TO PREVIOUS YEARS AND CURRENT YEAR-TO-DATE:**

	<u>Total</u> <u>Uncollectible</u>	<u>Amount</u> <u>of Loss</u>	<u>Recovered</u> <u>Losses</u>	<u>Percent of</u> <u>Dwelling Rent</u>	<u>Per Unit</u> <u>Per Month</u>
<b>LOW INC. PUB. HSG.</b>					
Calender Year 2013	36,759.84	34,954.34	1,805.50	9.53%	4.17
Calender Year 2014	25,504.38	25,504.38	0.00	2.09%	2.89
Calender Year 2015	44,049.23	44,049.23	0.00	3.14%	4.99
First Quarter 2016	15,312.23	14,932.23	380.00	5.53%	1.74
Second Quarter 2016	3,494.03	3,113.03	381.00	1.26%	0.40
Third Quarter 2016	7,827.94	7,827.94	0.00	2.83%	6.03
Fourth Quarter 2016	5,265.53	5,265.53	0.00	1.92%	4.05
First Quarter 2017	15,116.24	15,116.24	0.00	5.46%	11.64

**CHARGE-OFF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FIRST QUARTER 2017**

**CITY HOUSING PROGRAMS:**

AMP 1	\$ 4,732.02
AMP 2	<u>\$ 10,384.22</u>
<b>TOTAL LOW INCOME PUBLIC HOUSING</b>	<u><b>\$ 15,116.24</b></u>



## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** April 20, 2017

**BOARD MEETING:** April 25, 2017

**AGENDA ITEM:** 6b

**AUTHOR:** Hilda Reeves  
Sr. Hsg. Manager

**SUBJECT:** Authorization of Charge-off Uncollectible Accounts to Collection  
Losses for the 1st Quarter of 2017 for the County Housing Programs

---

### Executive Summary

Fresno Housing Authority fulfills its affirmative responsibility to try to collect delinquent debts that are owed to the Agency, until it becomes evident that a debt is "uncollectible". When that occurs we terminate collection action and write off the debt. The Housing Authority engages in active collection efforts, such as demand letters, repayment agreements, credit bureau reporting, garnishments obtained by Judgments at Small Claims Courts and referrals to HUD's Enterprise Income Verification System (EIV). EIV blocks former tenants from receiving future assistance until debts owed are paid.

An analysis of uncollectible accounts for the County Housing Management Programs for the First Quarter of 2017 is found below.

### Financial Impact:

First Quarter Collection Losses for the County total \$11,033.69.

### Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the County of Fresno adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for County Housing Programs. The balances were determined to be uncollectible as of December 31, 2016 and are being reported as such under the accrual basis of accounting.

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

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

RESOLUTION AUTHORIZING CHARGE-OFF OF  
UNCOLLECTIBLE ACCOUNTS TO COLLETION LOSSES  
FOR THE FIRST QUARTER 2017 FOR COUNTY HOUSING PROGRAMS

WHEREAS, the Housing Authority of Fresno County has made every reasonable effort to collect the delinquent accounts; and

WHEREAS, in accordance with established policy which provides that at the end of each quarterly period an examination shall be made by the project management of such delinquencies and that, after the Board of Commissioners of the Housing Authority of Fresno County has authorized charging uncollectible accounts to collection losses, such amount as determined uncollectible shall be charged to collection losses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County desires to comply with said policy and does hereby authorize charge-off to collection losses that total \$11,033.69. The balances were determined to be uncollectible as of December 31, 2016 and are being reported as such under the accrual basis of accounting.

PASSED AND ADOPTED THIS 25<sup>TH</sup> DAY OF APRIL, 2017. 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

PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:

LOW INC. PUB.HSG.	
AMPS 1 - 6	
TYPE OF CHARGES	AMOUNT
Dwelling Rent-Qtly	567,003.67
Other Charges-Qtly	0.00
NET RENT	567,003.67

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

LOW INCOME PUBLIC HSG.		
TYPE OF CHARGES	AMOUNT	PERCENT
Dwelling Rent	7,634.78	69.20%
Legal Action	1,942.86	17.61%
Miscellaneous Charges	1,456.05	13.20%
<i>Total Uncollectible</i>	11,033.69	100.00%

PART III - COMPARISON OF NEW COLLECTION LOSSES TO PREVIOUS YEARS AND CURRENT YEAR-TO-DATE

	<u>Total</u> <u>Uncollectible</u>	<u>Amount</u> <u>of Loss</u>	<u>Recovered</u> <u>Losses</u>	<u>Percent of</u> <u>Dwelling Rent</u>	<u>Per Unit</u> <u>Per Month</u>
LOW INC. PUB. HSG.					
Calender Year 2014	27,814.43	27,814.43	0.00	1.08%	9.53
Calender Year 2015	27,065.04	25,104.49	1,960.55	2.16%	9.27
First Quarter 2016	2,454.44	2,454.44	0.00	0.43%	0.84
Second Quarter 2016	11,576.49	11,576.49	0.00	2.04%	3.97
Third Quarter 2016	8,121.00	8,121.00	0.00	1.45%	2.78
Fourth Quarter 2016	6,609.34	6,609.34	0.00	1.10%	2.26
First Quarter 2017	11,033.69	11,033.69	0.00	1.95%	3.78

**CHARGE-OFF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FIRST QUARTER 2017**

**COUNTY HOUSING PROGRAMS:**

AMP 1	\$ 4,487.86
AMP 2	\$ 1,555.21
AMP 3	\$ 967.94
AMP 4	\$ 616.24
AMP 5	\$ 2,418.02
AMP 6	<u>\$ 988.42</u>

<b>TOTAL LOW INCOME PUBLIC HOUSING</b>	<u><b>\$11,033.69</b></u>
--	---------------------------

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince 

CEO / Executive Director

**DATE:** April 20, 2017

**BOARD MEETING:** April 25, 2017

**AGENDA ITEM:** 8c

**AUTHOR:** Scott Fetterhoff

Director of Human Resources

**SUBJECT:** Recruitment and Selection Policy

---

### Executive Summary

The Fresno Housing Authority ("Agency") strives to provide a recruitment and selection policy that is fair and consistent, timely and efficient, and effective. The Agency is an equal opportunity employer and will ensure compliance with all applicable federal and state laws as they pertain to the Agency's recruitment and selection practices. This is an update to a policy last approved in 2009. Key updates to this policy include: definitions of recruitment-related terms, providing key points of differentiation between external and internal recruitment, providing the term limitation for a temporary employee, and due to federal case law, the removal of pre-employment drug screening.

### Recommendation

It is recommended that the Boards of Commissioners act to approve and adopt the update to the Agency's Recruitment and Selection Policy.

### Fiscal Impact

With the removal of a pre-employment drug screening process, the Agency should realize approximately \$1,500-\$2,000 a year in cost savings.

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

(RESOLUTION APPROVING RECRUITMENT AND SELECTION POLICY)

WHEREAS, it is the policy of the Housing Authority of the City of Fresno (the "Agency") to provide a recruitment and selection policy that is fair, consistent, timely, efficient and effective.

WHEREAS, the Agency, is proposing an update to the Recruitment and Selection Policy to provide standards and consistency for the recruitment and selection process that is designed to attract and select the most qualified candidate. This policy is in place to ensure the selection process will not result in disparate impact or treatment against protected groups or individuals;

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

PASSED AND ADOPTED THIS 25th DAY OF April, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**(RESOLUTION APPROVING RECRUITMENT AND SELECTION POLICY)**

WHEREAS, it is the policy of the Housing Authority of Fresno County (the "Agency") to provide a recruitment and selection policy that is fair, consistent, timely, efficient and effective.

WHEREAS, the Agency, is proposing an update to the Recruitment and Selection Policy to provide standards and consistency for the recruitment and selection process that is designed to attract and select the most qualified candidate. This policy is in place to ensure the selection process will not result in disparate impact or treatment against protected groups or individuals;

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

PASSED AND ADOPTED THIS 25th DAY OF April, 2017. 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

## Recruitment and Selection Policy

### Introduction

The Fresno Housing Authority (“Agency”) strives to provide a recruitment and selection policy that is fair and consistent, timely and efficient, and effective. The Agency is an equal opportunity employer and will ensure compliance with all applicable federal and state laws as they pertain to the Agency’s recruitment and selection practices.

### Purpose

This policy provides consistent standards for the Agency’s recruitment and selection processes. These processes are designed and carried out, with the goal of attracting and selecting the most qualified candidates for open Agency positions. The Human Resources Department will manage a variety of recruitment sources while filling job vacancies. This policy is in place to ensure the Agency’s employment selection processes will not result in a discriminatory or disparate impact on job applicants.

### Definitions

*Classification* - Objective and accurate definition of the duties, responsibilities, tasks and authority level of a position.

*Temporary Employee* - A contingent worker provided by a third party staffing firm.

*Applicant* - Person who has submitted a formal job application.

*Candidate* - Person regarded as meeting the minimum qualifications for a position.

### Recruitment

The Agency actively recruits for both current and projected staffing needs. A vacant position, budgeted at a higher classification, may be filled at a lower classification level, provided that the candidate hired will only be required to perform the level of duties assigned to the lower classification. If a candidate interviews for a position and meets some of the qualifications but not all, he/she may be hired at a lower classification.



Whether or not recruitment for the lower classification is open to receive applications for additional candidates, is at Agency discretion and will be determined based on business necessity.

**External Recruitment** - Public recruitment will be conducted via the use of a variety of resources and for a reasonable period of time in order to ensure sufficient opportunity for an appropriate segment of the labor market to apply and be considered for employment. Employment announcements will indicate the Agency is an equal opportunity employer, and they will be posted for a minimum of three (3) calendar days. Job applications will be accessible through the Agency website, and will be completed online.

**Internal Recruitment** – Unless otherwise indicated, only those individuals who are employed by the Agency including regular full-time and temporary employees will be eligible to participate in recruitments designated as "Internal Only." Job announcements for recruitments designated as "Internal Only" can be accessed on the Agency's intranet website (SharePoint) and are available to all employees for a minimum of five (5) calendar days. Current Agency employees interested in open positions will also be required to submit a completed online application.

## **Selection**

The selection of candidates for appointment to regular full-time employment with the Agency, will be through a competitive process. Selection techniques will be job-related, based on business necessity and designed to maximize selection decision-making validity through the objective evaluation of each applicant's qualifications and the extent to which they align with the job competencies.

Selection processes for hire, transfer or promotion will be designed to ensure they are job-related, related to "essential job functions" (with or without reasonable accommodation). The selection process may include, but is not limited to: written tests, supplemental questionnaires, personal interviews, performance tests, physical agility tests, evaluation of work experience and training, medical examination, background investigation, successful completion of prescribed training, or any combination of these or other evaluation tools.

Prior to selection, other factors may be considered during the selection process for internal candidates, including performance evaluation ratings, the presence of disciplinary action in employee files, and relevant, job-related feedback from current and former supervisors and co-workers.

## **Temporary Employees**

Temporary employees may be needed to fill in for an employee on leave, to assist with temporary workload imbalances during recruitment for a regular position, and other circumstances that may require additional staff. Temporary employees are sourced through contracted staffing firms. Temporary assignments are limited to six months or 1,000 hours, whichever is reached first. Temporary employees may return for additional assignments so long as they have not reached their time limit, and have ended their assignment in good standing. All temporary assignment requests/proposals are submitted to the Human Resources Department for evaluation and processing.

## **Rehire**

Former employees are eligible to apply for vacant positions and may be considered if they are eligible for re-hire.

## **Responsibility**

The Human Resources Department is responsible for the overall management of the Agency's recruitment and selection processes, including the processing of new requisitions, offers of employment, and orienting new employees.

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince 

CEO/Executive Director

**SUBJECT:** Conflict of Interest Code

**DATE:** April 20, 2017

**BOARD MEETING:** April 25, 2017

**AGENDA ITEM:** 6d

**AUTHOR:** Scott Fetterhoff

Director of Human Resources &  
Organizational Development

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### Executive Summary

The office of the Clerk to the County Board of Supervisors (“the Office”) has requested changes to the Conflict of Interest Code submitted by the Agency per direction from their counsel. The Agency, in compliance with this request, applied those changes to the conflict of interest code, and requests consideration by the Boards of Commissioners at the regular joint board meeting on April 25, 2017.

### Recommendation

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

### Fiscal Impact

None.

### Background

The Political Reform Act (Government Code 8100, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes every two years. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

The purpose of a conflict of interest code is to identify and prevent potential financial conflicts between the official conduct of public officials and employees and their personal financial interests. This code establishes disclosure requirements only for specific positions designated by the Conflict of Interest Code Appendices, which have been updated within the new proposed Code.

**RESOLUTION No. \_\_\_\_\_**

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

**APPROVAL OF REVISED CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code Section 8100, *et seq.*, (“the Act”) requires State and local government agencies to adopt and promulgate conflict of interest codes; and

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

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

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

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Board of Commissioners

**RESOLUTION No. \_\_\_\_\_**

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

**APPROVAL OF REVISED CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code Section 8100, *et seq.*, (“the Act”) requires State and local government agencies to adopt and promulgate conflict of interest codes; and

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

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

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

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Board of Commissioners

CONFLICT-OF-INTEREST CODE FOR  
**HOUSING AUTHORITIES, CITY AND COUNTY OF FRESNO**  
**(doing business as FRESNO HOUSING AUTHORITY)**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the **The Fresno Housing Authority (the "Agency")**.

Individuals holding designated positions shall file their statements with the Agency, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board Members and the Chief Executive Officer/Executive Director, *Deputy Executive Director, Chief Financial Officer, Director of Finance, and any consultants involved in the investment of public funds*, the Agency shall make and retain

a copy and forward the original of these statements to the Clerk to the County Board of Supervisors. The Agency shall retain the originals of all other statements at its office.

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency are hereby superseded.

## APPENDIX A PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:

- Members of the Boards of Commissioners
- Chief Executive Officer/Executive Director
- Deputy Executive Director
- Chief Financial Officer
- Director of Finance
- Consultants involved in the investment of public funds

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.



## APPENDIX B DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Members	1, 3, 5, 6
Chief Executive Officer/Executive Director	2, 3
Deputy Executive Director	2, 3
Chief of Staff	2, 3, 4, 5, 6
Chief Financial Officer	1, 2, 3, 5, 6
General Counsel	1
Chief Operations Officer	2, 3
Chief Administrative Officer	2, 3, 5, 6
Any other Chief, Officer, Director or Manager	2, 3
Director of Housing Management	2, 3, 4, 6
Senior Manager of Housing Management	2, 3, 4, 6
District Manager	2, 3
Quality Assurance and Special Projects Manager	2, 3
Area Manager	2, 3, 4, 6
Property Operations Manager	2, 3, 4, 6
Area Manager	2, 3
Assistant Manager: Maintenance	2, 3, 4, 6
Property Manager	2, 3
Training & Special Projects Coordinator	2, 3
Director of Planning & Community Development	1, 3, 5, 6
Senior Manager Planning and Community Development	1, 3
Construction Operations Manager	2, 3
Construction Project Manager	2, 3
Senior Analyst Planning & Community Development	2, 3
All Planning & Community Development employees above the level of Administrative Assistant	2, 3
Director of Finance & Administrative Services	1, 2, 3, 5, 6
Controller	2, 3
Finance Manager	1
Accounting Manager	2, 3
Senior Accountant	2, 3
Accountant	2, 3
Senior Financial Analyst	1, 2, 3
Financial Analyst	1
Information Technology Manager	2, 3, 4, 5
Business Operations Analyst	2, 3, 5, 6
Procurement Coordinator	2, 3, 5, 6
Operations Coordinator	2, 3, 5, 6

Director of Human Resources	2, 3, 4, 5, 6
Human Resources Manager	2, 3, 4, 5
Senior Human Resources Analyst	2, 3, 4, 5
Human Resources Analyst	2, 3, 4, 5
Director of Strategic Initiatives & Housing Programs	2, 3, 4, 6
Housing Programs Manager	2, 3, 4, 6
Resident Engagement Manager	2, 3
Assisted Housing Manager	2, 3
Assistant Manager Housing Choice	2, 3
Communications Manager	2, 3
Communications Coordinator	2, 3
• Consultants*	1

\* Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

## APPENDIX C DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

### Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

### Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

### Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

### Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

### Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

### Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.

## BOARD MEMO

O (559) 443-8400

F (559) 445-8981


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

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

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

**DATE:** April 20, 2017

**BOARD MEETING:** April 25, 2017

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

**AGENDA ITEM:** 6e

**AUTHOR:** Michael Duarte, Director,  
Planning and Development

**SUBJECT:** California Employment Development Department Contract

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### Executive Summary

The purpose of this memo is to seek Board approval to renew the contract with the California Employment Development Department for wage and claim data regarding residents/participants. Wage and claim data is used to verify resident/participant annual income during certification processing for the Public Housing and Housing Choice Voucher programs. The Boards previously approved this contract in August 2014 in the amount of \$19,992. Staff is requesting to renew the contract with the California Employment Development Department (EDD) for a period of three years, effective July 1, 2017 – June 30, 2020 in the amount of \$10,032.

The amount of the contract is being reduced significantly based on an analysis of usage from the the period of July 2014 to September 2016. The usage has decreased because of FHA's conversion from the Public Housing to Multifamily program and use of the HUD provided Enterprise Income Verification system (EIV).

### Fiscal Impact

The Agency would like to renew its contract with the California Employment Development Department (EDD) for an amount not to exceed \$10,032.00.

### Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolution authorizing: (a) the acceptance of the Agreement between the Employment Development Department and Fresno Housing Authority, (b) term of Agreement effective July 1, 2017 through June 30, 2020 in the amount of \$10,032.00, (c) and authorize the CEO/Executive Director, Preston Prince, to negotiate and execute the agreement.

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

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

**RESOLUTION TO APPROVE THE AGREEMENT WITH THE  
CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT**

WHEREAS, the Housing Authority of the City of Fresno is required to verify income and unemployment benefit information for the resident certification and reexamination process; and,

WHEREAS, the Housing Authority of the City of Fresno has an Agreement with the California Employment Development Department for the provision of said wage and claim data; and

WHEREAS, the California Employment Development Department has agreed to continue to provide said information to the Housing Authority of the City of Fresno for a period of three years effective July 1, 2017 through June 30, 2020 at a cost not to exceed \$10,032.00;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno authorizes the CEO/Executive Director, Preston Prince, and/or his designee, to negotiate and execute a new Agreement with the California Employment Development Department.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. 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

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

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

**RESOLUTION TO APPROVE THE AGREEMENT WITH THE  
CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT**

WHEREAS, the Housing Authority of Fresno County is required to verify income and unemployment benefit information for the resident certification and reexamination process; and,

WHEREAS, the Housing Authority of Fresno County have an Agreement with the California Employment Development Department for the provision of said wage and claim data; and

WHEREAS, the California Employment Development Department has agreed to continue to provide said information to the Housing Authority of Fresno County for a period of three years effective July 1, 2017 through June 30, 2020 at a cost not to exceed \$10,032.00,

NOW, THEREFORE, BE IT RESOLVED that the Boards of Commissioners of the Housing Authority of Fresno County authorizes the CEO/Executive Director, and/or his designee, to negotiate and execute a new Agreement with the California Employment Development Department.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. 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

**STATE OF CALIFORNIA**

STANDARD AGREEMENT

STD. 213 (Rev 06/03)

EDD CUSTOMER CODE: **E00089**

PROJECT/ACTIVITY CODE: 215/051

REGISTRATION NUMBER

AGREEMENT NUMBER

M8105858

1. This Agreement is entered into between the Agency and the State of California Contractor named below:
- REQUESTER AGENCY NAME  
Housing Authority of the City of Fresno/Housing Authority of Fresno County
- STATE OF CALIFORNIA—CONTRACTOR'S NAME  
Employment Development Department
2. The term of this Agreement is: July 1, 2017 through June 30, 2020
3. The maximum amount of this Agreement is: \$10,032.00  
Ten Thousand and Thirty-Two Dollars and No Cents
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:
- |               |                                      |         |       |
|---------------|--------------------------------------|---------|-------|
| Exhibit A     | Scope of Work                        | 2       | Pages |
| Attachment A1 | Specifications                       | 4       | Pages |
| Exhibit B     | Budget Detail and Payment Provisions | 2       | Pages |
| Exhibit C*    | General Terms and Conditions         | GTC 610 |       |
| Exhibit D     | Protection of Confidentiality        | 3       | Pages |
| Attachment D1 | Confidentiality Agreement            | 1       | Page  |
| Attachment D2 | Indemnity Agreement                  | 1       | Page  |
| Attachment D3 | Statement of Responsibility          | 1       | Page  |

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this Agreement as if attached hereto.

These documents can be viewed at: [www.dqs.ca.gov/ols/Resources/StandardContractLanguage.aspx](http://www.dqs.ca.gov/ols/Resources/StandardContractLanguage.aspx).

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**STATE OF CALIFORNIA CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Employment Development Department

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Cory Buttler, Manager, Contract Services Group

ADDRESS

P.O. Box 826880, MIC 62-C  
Sacramento, CA 94280-0001**AGENCY**

AGENCY'S NAME

Housing Authority of the City of Fresno/Housing Authority of Fresno County

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Preston Prince, Chief Executive Officer

ADDRESS

P.O. Box 11985  
Fresno, CA 93721-1985**California Department of General  
Services Use Only**☐ Exempt per:

**EXHIBIT A**  
**(Standard Agreement)**

This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as the EDD, and the Housing Authority of the City of Fresno/Housing Authority of Fresno County, hereinafter referred to as the HA. It sets forth the terms and conditions for the release and use of the EDD's confidential information.

**SCOPE OF WORK**

**I. Purpose**

The EDD agrees to provide confidential wage and claim information to the HA. The HA agrees to use the confidential information provided by the EDD under this Agreement for the purpose of verifying applicants' and tenants' eligibility for, and continued entitlement to, housing assistance in accordance with Title 42, United States Code, Section 3544.

**II. Legal Authority**

The EDD shall make this information available to the HA pursuant to Title 42, United States Code, Section 503(i).

The HA shall request and use the specified information in accordance with the provisions of Title 24, Code of Federal Regulations, Part 5.230 and Title 42, United States Code, Section 3544.

**III. Contract Representatives**

1. The EDD's contact persons are:

**CONTRACT NEGOTIATIONS, CONFIDENTIALITY, AND TECHNICAL ASSISTANCE**

Maureen Lentz Martin, or Designee  
Employment Development Department  
Information Security Office, MIC 33  
P.O. Box 8268800  
Sacramento, CA 94280-0001

Phone: (916) 654-8261

Email: [Maureen.Lentz@edd.ca.gov](mailto:Maureen.Lentz@edd.ca.gov)

**FISCAL**

Erlinda Matienzo or designee  
Employment Development Department  
Accounts Receivable Unit, MIC 70  
P.O. Box 826217  
Sacramento, CA 94230-6217

Phone: (916) 653-4227

Email: [Erlinda.Matienzo@edd.ca.gov](mailto:Erlinda.Matienzo@edd.ca.gov)



EXHIBIT A  
(Standard Agreement)

2. The HA contact persons are:

**CONTRACT NEGOTIATIONS, ADMINISTRATION, AND FISCAL MATTERS**

Preston Prince, Chief Executive Officer/Executive Director  
Housing Authority of the City of Fresno/Housing Authority of Fresno County  
P.O. Box 11985, 1331 Fulton Mall  
Fresno, CA 93721-2985

Phone: (559) 443-8400 ext. 4175

Email: [p prince@fresnohousing.org](mailto:p prince@fresnohousing.org)

**CONFIDENTIALITY & DATA SECURITY**

Michael Duarte, Director of Planning & Operations  
Housing Authority of the City of Fresno/Housing Authority of Fresno County  
P.O. Box 11985, 1331 Fulton Mall  
Fresno, CA 93721-2985

Phone: (559) 443-8492

Email: [mduarte@fresnohousing.org](mailto:mduarte@fresnohousing.org)

3. Either party may make changes to the Contract Representatives information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

**ATTACHMENT A-1  
(Standard Agreement)**

**SPECIFICATIONS**

**I. METHODOLOGY**

1. The HA staff authorized under this Agreement to request the EDD's confidential information completes and submits data requests under the assigned Customer Code **E00089**, on the EDD form DE 8720HA, "Housing Authority Request for Wage, Claim and Address Information", for individuals who authorized the disclosure of the specified information by completing a valid consent authorization form.
2. The EDD key enters the Social Security Numbers (SSNs) submitted by the HA.
  - a. On matching records the EDD produces the Abstract System (ABS) reports authorized under this Agreement and mails them to the attention of the HA staff person responsible for internal distribution of the EDD's confidential information.
  - b. The EDD does not process unreadable or unsigned DE 8720HA forms.
3. On a quarterly basis the EDD invoices the HA for all SSN transactions key entered.

**II. RESPONSIBILITIES**

**1. The EDD Agrees to:**

- a. Provide an electronic template of the DE 8720HA, form for the HA to reproduce.
- b. Provide a PowerPoint "completion instructions" training module to be used by the HA to train its staff on how to complete the DE 8720 HA form and how to read the ABS reports provided by the EDD.
- c. Use the SSNs provided by the HA on the EDD form DE 8720HA, under the assigned customer code **E00089**, to search the EDD files. On positive matches the EDD will provide the following the EDD ABS reports:
  - (1) Current Wage and Claim Abstract (DE 507)
  - (2) Employer Address (DE 4989)
  - (3) Current Unemployment Insurance (UI) Claim History (Up to 2 years old)
  - (4) Current Disability Insurance (DI) Claim History (Up to 2 years old)
- d. Process only the DE 8720HA that are completed to the EDD's specifications and mailed by the HA to the EDD's Document Management Group, at:

**Employment Development Department  
Document Management Group, MIC 96  
P. O. Box 826880  
Sacramento, CA 94280-0001**

**ATTACHMENT A-1  
(Standard Agreement)**

- e. Mail the ABS reports to the HA's staff person responsible for the dissemination of the EDD's confidential information to other HA staff:

<b>Name and Title:</b>	Toni Bustamante, Manager, Quality Assurance & Special Projects
<b>Agency Name:</b>	Housing Authority of the City of Fresno/Housing Authority of Fresno County
<b>Mailing Address:</b>	P.O. Box 11985, 1331 Fulton Mall Fresno, CA 93721-2985

- f. Monitor and assess the status of the data to ensure that the terms, conditions, and disclosure constraints stipulated in this agreement are followed. This compliance review is part of the EDD contract monitoring process.

**2. The HA Agrees to:**

- a. Request only the EDD information specifically authorized under this Agreement.
- b. Train all the HA staff authorized to use and request the EDD's confidential information under this Agreement, on the proper completion of the DE 8720HA.
- c. Submit only the names and SSNs of individuals who authorized the disclosure of specific information through valid consent forms as authorized under this Agreement. The HA shall maintain valid consent forms meeting the requirements of Title 42, United States Code, §3544(b)(1) and the California Civil Code §1798.24(b). A valid consent authorization must be:
  1. In writing;
  2. Fully completed, signed and dated by the data subject;
  3. Presented to the EDD within 30 days of the date it is signed, or within the time limit specified in the consent authorization itself if a longer duration is applicable; and
  4. Specific in terms of:
    - a. To whom **(the EDD)** the consent authorization is directed;
    - b. The time period for the information requested; and
    - c. The type of information to be disclosed.
  5. State the purpose for the request and the benefit to the data subject.
- d. Submit all requests under the EDD Customer Code **E00089** and use the preparer code field on the DE 8720HA form for internal distribution purposes.
- e. Certify on the DE 8720 HA that a valid consent authorization, signed by the applicant, is retained in the applicant's file and will be made available to the EDD upon request, and that this certification constitutes actual authorization for the release of information.
- f. Request the ABS reports authorized in this Agreement on form(s) DE 8720HA, on an "as needed" basis. Mail the forms completed to the EDD specifications to:

**ATTACHMENT A-1  
(Standard Agreement)**

**Document Management Group, MIC 96  
Employment Development Department  
P. O. Box 826880  
Sacramento, CA 94280-0001**

- g. Use the specified ABS reports only for the purpose of verifying applicants' and tenants' eligibility for and continued entitlement to housing assistance in accordance with Title 42, United States Code, Section 3544.
- h. Comply with the California Unemployment Insurance Code (CUIC) on any matters pertaining to the access, use, and/or release of data under this agreement. Failure to comply with this provision shall be deemed a breach of this agreement and shall be grounds for cancellation of this agreement.
- i. Oversee the HA staff in their use of confidential information received from the EDD.
- j. Instruct all the HA staff with access to the information provided by the EDD under this Agreement regarding the: (1) the confidential nature of the information; (2) the requirements of this Agreement; (3) the need to adhere to the security and confidentiality provisions outlined in Exhibit D – Protection of Confidentiality Provisions; and (3) the sanctions and penalties against unauthorized use or disclosure found in CUIC Sections 1094 and 2111, the California Civil Code Section 1798.55, and the California Penal Code Section 502.
- k. Ensure that all HA staff assigned to work with the information provided by the EDD have signed the EDD Confidentiality Statement (Attachment D1. Rev 05/14/14).
- l. Comply with Title 20, Code of Federal Regulations Section 603.9 with respect to any of the EDD confidential information.
- m. Use the information provided by the EDD only as specifically authorized under this agreement. The CUIC 1095(u) prohibits a private collection agency from using any the EDD information the HA obtains under this Contract. Therefore, nothing in this Contract shall be construed to authorize or permit a private collection agency to use the EDD information for any purpose. Violation of this paragraph will be a basis for terminating the Contract.
- n. Dispose of the EDD's confidential information using an approved method of confidential destruction.
- o. Not release the EDD's confidential information to any other public or private entity without the EDD's prior written consent.
- p. Cooperate with the EDD's authority to monitor this Agreement in accordance with Exhibit D, Section II, paragraphs (e) and (f).
- q. **Comply with all the provisions of this Agreement. Pursuant to federal law, if the HA fails to comply with any provision of this Agreement, *including timely payment of the EDD's costs under this Agreement*, this Agreement shall be suspended and no further disclosures will be made until the EDD is satisfied that corrective action has been taken and there will be no further breach. In the absence of prompt and satisfactory corrective action, this Agreement will be cancelled and the HA shall surrender to the EDD all confidential information obtained under this Agreement which has not been previously returned to the EDD, and any other information relevant to the Agreement. 20 C.F.R. Part 603.10(c)(1).**

**ATTACHMENT A-1  
(Standard Agreement)**

**3. Joint Responsibilities. Both parties agree to:**

- a. Designate staff to have primary responsibility for program liaison, coordination of activities, and to meet, when necessary, to further redefine specific program procedures.
- b. Not disclose any of the EDD or the HA information to any person or agency other than those authorize specifically under this Agreement.
- c. Cooperate fully and furnish such assistance as may be mutually agreed upon by the parties hereto as being necessary and appropriate for proper performance of this Agreement.

**4. Disputes:**

In the event of a dispute between the EDD and the HA over any part of this Agreement, the dispute may be submitted to nonbinding arbitration upon the consent of both the EDD and the HA. An election for arbitration pursuant to this provision shall not preclude either party from pursuing any remedy for relief otherwise available.

**III. ACCURACY ASSESSMENT**

Individual employers and claimants report the information in the EDD's files. Since the EDD is not the originator of the information disclosed, the EDD cannot guarantee the accuracy of the information.

**IV. TERMINATION CLAUSE**

This agreement may be terminated by either party by giving written notice 30 days prior to the effective date of termination.

**EXHIBIT B**  
**(Standard Agreement)**

**I. BUDGET DETAIL AND PAYMENT PROVISIONS**

- a. The maximum amount of this Agreement shall not exceed Ten Thousand and Thirty-Two Dollars and No Cents (\$10,032.00).
- b. In consideration of the performance and completion of the foregoing in a satisfactory manner, and upon receipt of a detailed invoice, in triplicate, quarterly in arrears, the HA shall reimburse the EDD the total amount due, based on the following product rate structure:

**Requested Products Rate Structure**

<u>If the cumulative number of requests per product type, per quarter is:</u>	<u>Then the cost for <b>Current Data</b> per requested product type shall be:</u>	<u>Then the cost for <b>Archive Data</b> (UI/DI/Wage) per requested product type shall be:</u>
100 or less	\$ 1.0375	\$2.075
101 - 500	.4375	.875
501 or more	.25	.50

- c. The HA shall be charged for the total number of products requested. Each Social Security Number (SSN) submitted may generate 1 to 4 products, depending on the types of ABS reports requested.
- d. The maximum amount of this contract has been computed, based on an estimated 836 SSNs per quarter, as follows:

<b>EDD ABSTRACT</b>	<b>FORMULA</b>		<b>COST</b>
Current Wage & Claim (DE 507)	1 product	836 x .25 x 4Q x 3 yrs	\$2,508.00
Current Employer Address (DE 4989)	1 product	836 x .25 x 4Q x 3 yrs	\$2,508.00
Current DI Claim History	1 product	836 x .25 x 4Q x 3 yrs	\$2,508.00
Current UI Claim History	1 product	836 x .25 x 4Q x 3 yrs	\$2,508.00
<b>Total for 3-year contract</b>			<b>\$10,032.00</b>

- e. The EDD Invoices will reference the EDD Contract No. **M8105858** and the EDD customer code **E00089**; and shall be submitted for payment to:

Housing Authority of the City of Fresno/Housing Authority of Fresno County  
P.O. Box 11985, 1331 Fulton Mall  
Fresno, CA 93721-2985  
ATTN: Accounts Payable

- f. The HA payments must reference the EDD Invoice Number, the EDD contract number **M8105858**, and the EDD customer code **E00089**; and be submitted to:

**EXHIBIT B**  
**(Standard Agreement)**

Employment Development Department  
Accounting Section, MIC 70  
P.O. Box 826217  
Sacramento, CA 94230-6217

- g. Payment will be made in accordance with, and within the time specified in, Title 1, Division 3.6, Part 3, Chapter 4.5 of the Government Code.
- h. Nothing herein contained shall preclude advance payments, pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

## **EXHIBIT D (Standard Agreement)**

### **PROTECTION OF CONFIDENTIALITY**

Federal and state confidentiality laws, regulations, and administrative policies classify all the Employment Development Department (EDD) information provided under this Agreement as confidential. The federal and state laws prohibit disclosure of the EDD's confidential information to the public and mandate its protection against loss and against unauthorized access, use, disclosure, modification, or destruction.

The HA must therefore, agree to the following security and confidentiality requirements:

#### **I. ADMINISTRATIVE SAFEGUARDS**

- a. Adopt policies and procedures to ensure use of the EDD's confidential information solely for purposes specifically authorized under this Agreement that meet the requirements of Title 20, Code of Federal Regulations §603.10.
- b. Warrant by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. In the event of a breach or violation of this warranty, the EDD shall have the right to annul this Agreement without liability, in addition to other remedies provided by law.
- c. Warrant and certify that in the performance of this Agreement the HA will comply with all applicable statutes, rules and/or regulations, and Agreement information security requirements, including but not limited to the following:
  - **California Unemployment Insurance Code §1094** (Disclosure Prohibitions)
  - **Title 20, Code of Federal Regulations §603.9 and §603.10** (Federal Unemployment Compensation Safeguards and Security Requirements)
  - **California Civil Code §1798, et seq.** (Information Practices Act)
  - **California Penal Code §502** (Computer Fraud Act )
  - **Title 5, U.S. Code §552a** (Federal Privacy Act Disclosure Restrictions)
  - **Title 42, U.S. Code §503** (Social Security Act)
  - **Title 18, U.S. Code §1905** (Disclosure of Confidential Information)
- d. Except for state agencies, agree to indemnify the EDD against any loss, cost, damage or liability resulting from violations of these applicable statutes, rules and/or regulations, and Agreement information security requirements.
- e. Protect the EDD's information against unauthorized access, at all times, in all forms of media. Access and use the information obtained under this Agreement only to the extent necessary to assist in the valid administrative needs of the program receiving such information, and only for the purposes defined in this Agreement.
- f. Keep all the EDD's confidential information completely confidential. Make this information available to authorized personnel on a "need-to-know" basis and only for the purposes authorized under this Agreement. "Need-to-know" refers to those authorized personnel who need information to perform their official duties in connection with the use of the information authorized by this Agreement.



## **EXHIBIT D (Standard Agreement)**

- g. Notify the EDD Help Desk at (916) 654-1010, immediately upon discovery, that there may have been a breach in security which has or may have resulted in compromise to the confidential information. For purposes of this section, immediately is defined within 24 hours of discovery of the breach. The notification shall be by phone and email. **It is not sufficient to simply leave a message.** The notification must include a detailed description of the incident (such as time, date, location, and circumstances) and identify responsible personnel (name, title and contact information). The verbal notification shall be followed with an email notification to <InformationSecurityOffice@edd.ca.gov>.

### **II. MANAGEMENT SAFEGUARDS**

- a. Acknowledge that the confidential information obtained by the HA under this Agreement remains the property of the EDD.
- b. Instruct all personnel assigned to work with the information provided under this Agreement regarding the following:
- Confidential nature of the EDD information.
  - Requirements of this Agreement.
  - Sanctions specified in federal and state unemployment compensation laws and any other relevant statutes against unauthorized disclosure of confidential information provided by the EDD.
- c. Require that all personnel assigned to work with the information provided by the EDD complete the EDD Confidentiality Agreement (Attachment D1):
- d. Return the following completed documents to the EDD Contract Services Group:
- The EDD Indemnity Agreement (Attachment D2): Required to be completed by the HA Chief Financial Officer or authorized Management Representative, unless the HA is a State Agency.
  - The EDD Statement of Responsibility Information Security Certification (Attachment D3): Required to be completed by the Information Security Officer or authorized Management Representative.
- e. Permit the EDD to make on-site inspections to ensure that the terms of this Agreement are being met. Make available to the EDD staff, on request and during on-site reviews, copies of the EDD Confidentiality Agreement (Attachment D1) completed by personnel assigned to work with the EDD's confidential information, and hereby made a part of this Agreement.
- f. Maintain a system of records sufficient to allow an audit of compliance with the requirements under subsection (d) of this part. Permit the EDD to make on-site inspections to ensure that the requirements of federal and state privacy, confidentiality and unemployment compensation statutes and regulations are being met including but not limited to [Social Security Act §1137\(a\)\(5\)\(B\)](#).

### **III. USAGE, DUPLICATION, AND REDISCLOSURE SAFEGUARDS**

- a. Use the EDD's confidential information only for purposes specifically authorized under this Agreement. The information is not admissible as evidence in any action or special proceeding except as provided under §1094(b) of the California Unemployment Insurance Code (CUIC). Section 1095(u) of the CUIC does not authorize the use of the EDD's confidential information by any private collection agency.
- b. Extraction or use of the EDD information for any purpose outside the purposes stated in this Agreement is strictly prohibited. The information obtained under this Agreement shall not be reproduced, published, sold, or released in original or any other form not specifically authorized under this Agreement.

**EXHIBIT D**  
**(Standard Agreement)**

- c. Disclosure of any of the EDD information to any person or entity not specifically authorized in this Agreement is strictly prohibited. Personnel assigned to work with the EDD's confidential information shall not reveal or divulge to any person or entity any of the confidential information provided under this Agreement except as authorized or required by law.

**IV. PHYSICAL SAFEGUARDS**

- a. Take precautions to ensure that only authorized personnel are given access to physical, electronic and on-line files. Store electronic and hard copy information in a place physically secure from access by unauthorized persons. Process and store information in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means.
- b. Secure and maintain any computer systems (network, hardware, and software applications) that will be used in the performance of this Agreement. This includes ensuring that all security patches, upgrades, and anti-virus updates are applied as appropriate to secure data that may be used, transmitted, or stored on such systems in the performance of this Agreement.
- c. Store all the EDD's confidential documents in a physically secure manner at all times to prevent unauthorized access.
- d. Store the EDD's confidential electronic records in a secure central computer facility. Where in-use on a shared computer system or any shared data storage system, ensure appropriate information security protections are in place. The HA shall ensure that appropriate security access controls, storage protections and use restrictions are in place to keep the confidential information in the strictest confidence and shall make the information available to its own personnel on a "need-to-know" basis only.
- e. Store the EDD's confidential data in encrypted format when recorded on removable electronic storage media, or on mobile computing devices, such as a laptop computer.
- f. Maintain an audit trail and record data access of authorized users and authorization level of access granted to the EDD's data, based on job function.
- g. Direct all personnel permitted to use the EDD's data to avoid leaving the data displayed on their computer screens where unauthorized users may view it. Personnel should retrieve computer printouts as soon as they are generated so that the EDD's data is not left unattended in printers where unauthorized personnel may access them.
- h. Dispose of confidential information obtained from the EDD, and any copies thereof made by the HA, after the purpose for which the confidential information is disclosed is served. Disposal means return of the confidential information to the EDD or destruction of the information utilizing an approved method of confidential destruction, which includes electronic deletion (following Department of Defense specifications) shredding, burning, or certified or witnessed destruction.

## EMPLOYMENT DEVELOPMENT DEPARTMENT CONFIDENTIALITY AGREEMENT

Information resources maintained by the State of California Employment Development Department (EDD) and provided to your agency may be confidential or sensitive. Confidential and sensitive information are not open to the public and require special precautions to protect it from wrongful access, use, disclosure, modification, and destruction. The EDD strictly enforces information security. If you violate these provisions, you may be subject to administrative, civil, and/or criminal action.

\_\_\_\_\_, an employee of \_\_\_\_\_  
PRINT YOUR NAME PRINT YOUR EMPLOYER'S NAME

hereby acknowledge that the confidential and/or sensitive records of the Employment Development Department are subject to strict confidentiality requirements imposed by state and federal law include the California Unemployment Insurance Code (UIC) §§1094 and 2111, the California Civil Code (CC) §1798 et seq., the California Penal Code (PC) §502, Title 5, USC §552a, Code of Federal Regulations, Title 20 part 603, and Title 18 USC §1905.

\_\_\_\_\_ acknowledge that my supervisor and/or the Contract's Confidentiality and Data Security Monitor reviewed with me the confidentiality and security requirements, policies, and administrative processes of my organization and of the EDD.

\_\_\_\_\_ acknowledge responsibility for knowing the classification of the EDD information I work with and agree to refer questions about the classification of the EDD information (public, sensitive, confidential) to the person the Contract assigns responsibility for the security and confidentiality of the EDD's data.

\_\_\_\_\_ acknowledge responsibility for knowing the privacy, confidentiality, and data security laws that apply to the EDD information I have been granted access to by my employer, including UIC §§1094 and 2111, California Government Code § 15619, CC § 1798.53, and PC § 502.

\_\_\_\_\_ acknowledge that wrongful access, use, modification, or disclosure of confidential information may be punishable as a crime and/or result in disciplinary and/or civil action taken against me—including but not limited to: reprimand, suspension without pay, salary reduction, demotion, or dismissal—and/or fines and penalties resulting from criminal prosecution or civil lawsuits, and/or termination of contract.

\_\_\_\_\_ acknowledge that wrongful access, inspection, use, or disclosure of confidential information for personal gain, curiosity, or any non-business related reason is a crime under state and federal laws.

\_\_\_\_\_ acknowledge that wrongful access, use, modification, or disclosure of confidential information is grounds for immediate termination of my organization's Contract with the EDD.

\_\_\_\_\_ agree to protect the following types of the EDD confidential and sensitive information:

- Wage Information
- Employer Information
- Claimant Information
- Tax Payer Information
- Applicant Information
- Proprietary Information
- Operational Information (manuals, guidelines, procedures)

\_\_\_\_\_ hereby agree to protect the EDD's information on either paper or electronic form by:

- Accessing or using the EDD supplied information only as specified in the Contract for the performance of the specific work I am assigned.
- Never accessing information for curiosity or personal reasons.
- Never showing or discussing sensitive or confidential information to or with anyone who does not have the need to know.
- Placing sensitive or confidential information only in approved locations.
- Never removing sensitive or confidential information from the work site without authorization.
- Following encryption requirements for all personal, sensitive, or confidential information in any portable device or media.

**"I certify that I have read and initialed the confidentiality statements printed above and will abide by them."**

\_\_\_\_\_  
Print Full Name (last, first, MI)

**Housing Authority of the City of Fresno/Housing  
Authority of Fresno County**

\_\_\_\_\_  
Print Name of Requesting Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Check the appropriate box:**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Employee      | <input type="checkbox"/> Student   |
| <input type="checkbox"/> Subcontractor | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Other         |                                    |

\_\_\_\_\_  
Explain

## EMPLOYMENT DEVELOPMENT DEPARTMENT INDEMNITY AGREEMENT

In consideration of access to the EDD information which is personal, sensitive, or confidential,

Michael Duarte

(Enter name of Chief Financial Officer or authorized Management Representative)

agrees to indemnify the EDD against any and all liability costs, damages, attorney fees, and other expenses the EDD may incur by reason of or as a result of any unauthorized use of the personal, sensitive, or confidential information or any violation of the "Confidentiality Agreement" by any and all employees of:

Housing Authority of the City of Fresno/Housing Authority of Fresno County

(Enter Requesting Agency/Entity Name)

This obligation shall be continuous and may not be changed or modified unless agreed to in writing.

In addition, I understand that the following penalties may be incurred for any such misuse of the EDD Information:

1. Any individual who has access to returns, reports, or documents maintained by the EDD who fails to protect the confidential information from being published or open to the public may be punished by imprisonment in the county jail for up to one year or a fine of \$20,000.00 or both. (California Unemployment Insurance Code §§ 2111 and 2122).
2. Any person who intentionally discloses information, not otherwise public, which they knew or should have known was obtained from personal information maintained by a state agency, shall be subject to civil action for invasion of privacy by the individual to whom the information pertains. (California Civil Code §1798.53).
3. Any unauthorized access to the EDD computer data, computer systems, or unauthorized use of the EDD data is punishable by a fine or imprisonment in the county jail or both. (California Penal Code §502).

**I certify that I have read, understand, and agree with the above terms.**

### SIGNED BY REQUESTING ENTITY REPRESENTATIVE

Michael Duarte

Print Full Name (first, MI, last)

\_\_\_\_\_  
Signature

Director of Planning & Development

Print Title

\_\_\_\_\_  
Date Signed

Housing Authority of the City of Fresno/Housing  
Authority of Fresno County

Print Name of Requesting Entity

\_\_\_\_\_  
Enter Name Governmental Sponsor/Entity

**EMPLOYMENT DEVELOPMENT DEPARTMENT**

**STATEMENT OF RESPONSIBILITY**

**INFORMATION SECURITY CERTIFICATION**

We, the Director of Planning & Development and the Chief Executive Officer/Executive Director hereby certify that Housing Authority of the City of Fresno/Housing Authority of Fresno County, has in place the safeguards and security requirements stated in this Interagency Agreement. We therefore accept responsibility for ensuring compliance with these requirements, as set forth in Exhibit "D" of the EDD Contract No. M8105858.

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> INFORMATION SECURITY OFFICER SIGNATURE </div> <div style="text-align: center; margin-bottom: 5px;"> Michael Duarte </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PRINT NAME OF INFORMATION SECURITY OFFICER </div> <div style="text-align: center; margin-bottom: 5px;"> Director of Planning &amp; Development </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PRINT TITLE </div> <div style="text-align: center; margin-bottom: 5px;"> (559) 443-8492 </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> TELEPHONE NUMBER </div> <div style="text-align: center; margin-bottom: 5px;"> <a href="mailto:mduarte@fresnohousing.org">mduarte@fresnohousing.org</a> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> E-MAIL ADDRESS </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> DATE SIGNED </div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PROGRAM DIRECTOR OR CHIEF INFORMATION OFFICER SIGNATURE </div> <div style="text-align: center; margin-bottom: 5px;"> Preston Prince </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PRINT NAME </div> <div style="text-align: center; margin-bottom: 5px;"> Chief Executive Officer/Executive Director </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> PRINT TITLE </div> <div style="text-align: center; margin-bottom: 5px;"> (559) 443-8475 </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> TELEPHONE NUMBER </div> <div style="text-align: center; margin-bottom: 5px;"> <a href="mailto:pprince@fresnohousing.org">pprince@fresnohousing.org</a> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> E-MAIL ADDRESS </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> DATE SIGNED </div>
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**NOTE:**     *Return this Information Security Certification to the EDD Contract Manager with the signed copies of the Contract.*

FOR THE EDD USE ONLY

1. Information Security Certification received by:

EDD CONTRACT MANAGER NAME	DATE RECEIVED
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2. The EDD information asset access approved by:

CONTRACT MANAGER OR DISCLOSURE COORDINATOR	DATE APPROVED (AFF, EMAIL, ETC.)
--	----------------------------------

**NOTE:**     *The EDD must have a signed "Information Security Certification" in its possession prior to disclosure of any personal, confidential, or sensitive information to the Housing Authority of the City of Fresno/Housing Authority of Fresno County*

# BOARD MEMO

O (559) 443-8400  
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[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** April 20, 2017

**BOARD MEETING:** April 25, 2017

**AGENDA ITEM:** 6f

**AUTHOR:** Angie Nguyen

**SUBJECT:** Approval of Amendment to the partnership with County of Fresno Department of Social Services CalWORKs Housing Support Program

## Executive Summary

The County of Fresno Department of Social Services (DSS) has received a grant from the State of California to administer a Housing Support Program (HSP) with attendant supportive services to house homeless families with children who receive California Work Opportunity and Responsibility to Kids (CalWORKs) benefits. DSS has asked Fresno Housing Authority (FH) to continue the partnership in administering HSP, specifically in providing a rapid rehousing program for the target population. Fresno Housing has administered this grant on behalf of DSS since February 2015. This grant was renewed by the State in 2016 with Fresno Housing being awarded \$840,000. With renewed State funding, DSS intends to fund Fresno Housing in the amount of \$730,000 for the period July 1, 2017- June 30, 2018 and \$710,000 for the period July 1, 2018 – June 30, 2019. These funding amounts are a decrease from the prior year of \$110,000 and \$130,000 respectively. It is the intention of DSS to use these dollars to fund two staff positions that will specifically enhance the working of the CalWORKs HSP program and the housing efforts of the Fresno Madera Continuum of Care (FMCoC).

To continue the partnership, DSS is requesting to amend the original contract that began in February 2015. It is the intent of FH to continue to utilize expertise in administering a rapid rehousing program and case management services.

## Recommendation

It is recommended that the Board of Commissioners of the Housing Authorities of the City and County of Fresno adopt the attached resolution authorizing: (a) the amendment with the County of Fresno Department of Social Services in the administration of the California Work Opportunity and Responsibility to Kids Housing Support program (CalWORKs HSP), (b) negotiation and execution, by the Executive Director or his designee, of any resulting contract(s), and associated amendments; and, (c) to incorporate the new funding into the HACF approved Fiscal Year 2017 budget when the agreement is executed.

**Fiscal Impact**

Currently, the program assists CalWORKs families with rental assistance and case management for a three (3) to six (6) month period. DSS and Fresno Housing have made the decision to employ a more robust program serving harder-to-house families; providing assistance for a minimum of six (6) months to a maximum of two (2) years. With enhanced services and reduction in funding, the program will serve fewer families. The funding level will be sufficient to fund staff activities associated with the program.

**Background**

As stated Fresno Housing and DSS have partnered in the administration of CalWORKs HSP since February 2015. Fresno Housing receives referrals for the program from the DSS Homeless Assistance Unit. DSS has advertised availability of this program to county school districts as well as Marjaree Mason Center. To date, the program has assisted 264 families with three (3) to six (6) months of rental assistance and supportive services. The program has benefitted families in Fresno, Clovis, Sanger, Selma, Reedley, Riverdale, Coalinga and Kerman.

CalWORKs HSP funding is flexible, with the ability for DSS to not only fund rental assistance and case management of the program, but activities that would enhance program operations to ensure successful housing retention. In addition, DSS has been a committed partner of the FMCoC and endeavors to align DSS programs to the wider homeless housing efforts. As such, going forward, DSS intends to use this funding for two (2) positions to enhance the program specifically and the general housing efforts of the FMCoC. One position would be within the DSS Homeless Assistance Unit where the Family Vulnerability Index Services Prioritization Decision Assistance Tool (F-VI-SPDAT) will be utilized to enhance assessment of family housing and services needs, then referred to appropriate programs within DSS or the wider community. The other position is intended to focus on recruiting property owners to benefit CalWORKs HSP families and participants in the various Fresno Madera Continuum of Care programs. At this time, securing quality housing for homeless individuals and families has been a challenge. It is felt the community needs staff dedicated to this issue. In addition, in the July 1, 2017 – June 30, 2018 period, DSS and Fresno Housing intend to facilitate training on various topics related to housing homeless individuals and/or families including diversion from system tactics and enhanced case management strategies.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING APPROVAL OF AMENDMENT TO THE PARTNERSHIP  
WITH COUNTY OF FRESNO DEPARTMENT OF SOCIAL SERVICES CALWORKS HOUSING  
SUPPORT PROGRAM

WHEREAS, the County of Fresno Department of Social Services has requested Fresno Housing Authority to partner on administration of a State of California funded Housing Support Program; and,

WHEREAS, said program is intended to serve homeless families with children who receive California Work Opportunity and Responsibility to Kids benefits; and,

WHEREAS, grant funding is amended to \$730,000 for the period July 1, 2017 – June 30, 2018 and \$710,000 for the period July 1, 2018 – June 30, 2019;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, do hereby authorize the Executive Director or his designee, to proceed with negotiation and execute all ancillary documents in connection therewith for an amendment to the agreement with County of Fresno Department of Social Services to partner in administration of the State of California funded California Work Opportunity and Responsibility to Kids Housing Support Program.

PASSED AND ADOPTED THIS 25th DAY OF April, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



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

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

RESOLUTION AUTHORIZING APPROVAL OF AMENDMENT TO THE PARTNERSHIP  
WITH COUNTY OF FRESNO DEPARTMENT OF SOCIAL SERVICES CALWORKS HOUSING  
SUPPORT PROGRAM

WHEREAS, the County of Fresno Department of Social Services has requested Fresno Housing Authority to partner on administration of a State of California funded Housing Support Program; and,

WHEREAS, said program is intended to serve approximately 140 homeless families with children who receive California Work Opportunity and Responsibility to Kids benefits; and,

WHEREAS, grant funding is amended to \$730,000 for the period July 1, 2017 – June 30, 2018 and \$710,000 for the period July 1, 2018 – June 30, 2019;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno, do hereby authorize the Executive Director or his designee, to proceed with negotiation and execute all ancillary documents in connection therewith for an amendment to the agreement with County of Fresno Department of Social Services to partner in administration of the State of California funded California Work Opportunity and Responsibility to Kids Housing Support Program.

PASSED AND ADOPTED THIS 25th DAY OF April, 2017. 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  
TTY (800) 735-2929

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

**TO:** Boards of Commissioners

**DATE:** April 20, 2017

Fresno Housing Authority

**BOARD MEETING:** April 25, 2017

**FROM:** Preston Prince  
CEO



**AGENDA ITEM:** 7a

**AUTHOR:** Angelina Nguyen

**SUBJECT:** Helm Home Play & Learn Center

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### Executive Summary

This memo serves as a placeholder for Deanna Mathies, Executive Officer for Early Learning Department at Fresno Unified School District to present at the Board Meeting on Tuesday, April 25, 2017. A Partnership between Fresno Housing, Packard Foundation, and Fresno Unified as the lead of Packard's Starting Smart & Strong Initiative.

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince



CEO/Executive Director

**DATE:** April 20, 2017

**BOARD MEETING:** April 25, 2017

**AGENDA ITEM:** 7b

**AUTHOR:** Aurora Ibarra

**SUBJECT:** 1<sup>st</sup> Quarter 2017 Update on Leasing and Housing Assistance  
Payments (HAP) Pacing for the Housing Choice Voucher (HCV) Program

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### Executive Summary

During the April Board Meeting, staff will report on Housing Assistance Payment (HAP) utilization and Voucher utilization for the Housing Choice Voucher City and County Programs.

### Recommendation

This information is informational only. No action is necessary.

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**TO:** Board of Commissioners  
Fresno Housing  
Authority  
**DATE:** 04/20/2017

**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**BOARD MEETING:** 04/25/2017

**AUTHOR** Brandon Gonzalez  
Community  
Development  
Coordinator  
**AGENDA ITEM:** 8a

**RE:** Approval to Submit Rental Assistance Demonstration  
(RAD) Application for Low-Income Public Housing  
(LIPH) Units located in Firebaugh, CA

### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the County of Fresno. A number of developments have been successfully converted including Paseo 55, Cueva De Oso, and Memorial Village. Magill Terrace and Oak Grove have both received CHAP's but have not been converted to the RAD program at this time. However, we have many properties still in the queue for implementation. On May 15, 2017, the Fresno Housing Authority's portfolio award option to convert units under the Rental Assistance Demonstration (RAD) program within the County of Fresno will expire. Although the portfolio commitment is due to expire, we have the opportunity to get individual Commitments to enter into a Housing Assistance Payment (CHAP) for properties. As a result, staff will be preparing an application for the conversion of LIPH assistance for 122 units located in Firebaugh, CA to PBRA under the RAD program. The application will cover the conversion of units at the following apartment communities located in Firebaugh, CA.

Site Name	County AMP #	Location	Unit Count
Mendoza Terrace I	CA028000004	Firebaugh	50
Mendoza Terrace II	CA028000004	Firebaugh	40
Cardella Courts	CA028000004	Firebaugh	32

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

### **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for 122 units located in Firebaugh, CA (Conversion of 122 units in County AMP CA028000004) and authorize Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute any and all ancillary documents connected herewith.

### **Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

### **Background Information**

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

Units located in Firebaugh are currently funded under the Low-Income Public Housing (LIPH) program.

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY TO  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR MENDOZA  
TERRACE I & II, AND CARDELLA COURTS (COUNTY AMP CA028000004, FIREBAUGH)**

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Mendoza Terrace I & II, and Cardella Courts (County AMP CA028000004), and authorizes Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

*Resolution County – RAD Application Submission – Firebaugh Sites*

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## Attachment 1A: Board Approval Form

### Housing Authority of Fresno County RAD Application for MENDOZA TERRACE-FIREBAUGH

AMP No:	CA028000004
Units	151

#### Type of Conversion

PBRA (Project Based Rental Assistance)

#### Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	121	30	6
Explanation for de minimis reduction			Unit Count
Partial conversion			30

#### Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$3,411,000	\$27,959
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$3,376,713	\$27,678
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
FHLB AHP & County HOME	\$1,700,000	\$13,934
Income from operations & developer fee (deferred)	\$752,046	\$6,164
Seller Finance	\$6,100,000	\$50,000
<b>Total Sources of Funds</b>	<b>\$15,339,759</b>	<b>\$125,736</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$6,115,000	\$50,123
Construction Costs	\$4,168,296	\$34,166
Relocation Costs	\$755,000	\$6,189
Professional Fees	\$816,100	\$6,689
Loan Fees and Costs	\$833,165	\$6,829
Reserves	\$1,221,123	\$10,009
Developer Fees	\$1,431,075	\$11,730
<b>Total Uses of Funds</b>	<b>\$15,339,759</b>	<b>\$125,736</b>

5.617% + 0.000% MIP / 30.0 years

#### Stabilized Cash Flow Pro Forma

	Total	PUPA
Gross Potential Rents for RAD Units	\$1,122,624	\$9,278
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$78,584)	-\$644
Other Income	\$3,000	\$25
<b>Effective Gross Income</b>	<b>\$1,047,040</b>	<b>\$8,582</b>
Total Operating Expenses	(\$716,829)	(\$5,876)
Annual Deposit to Replacement Reserve	(\$36,600)	(\$300)
<b>Net Operating Income</b>	<b>\$293,611</b>	<b>\$2,407</b>
First Mortgage Debt Service	(\$235,421)	(\$1,930)
<b>Operating Cash Flow</b>	<b>\$58,190</b>	<b>\$477</b>

#### PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$755,000)

The Fresno Housing Authority will develop a relocation plan based on required benefits under the Uniform Relocation Act. Construction. It is expected families will be temporarily relocated to a nearby area. The Fresno Housing Authority is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

#### PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion

The Fresno Housing Authority has closed and converted (7) RAD projects to date - Fresno RAD (193 units), Mendota RAD (124 units), Orange Cove RAD (90 units), Viking Village RAD (40 units), Trailside Terrace (20 units), and Shockley Terrace (48 units), and Memorial Village RAD (35 units).



## Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for MENDOZA TERRACE-FIREBAUGH

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$900,436	\$917,491	#N/A	\$908,964	\$716,829

The proposed operating expenses represent roughly 80% of the units in the AMP. The proposed represents a 13% decrease in operating expenses over the historical.

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

The Fresno Housing Authority is proposing a moderate rehabilitation of the units. Annual replacement reserves have been set at a standard of \$300 per unit/year to cover recurring capital needs such as appliance replacement. Year 1 Capital Needs are the sum of all construction cost including but not limited to New Construction, General Requirements, Contractor Overhead, Contractor Profit-Mgt. Supervision, and Hard Cost Contingency.

### Discussion of QAP timing

The Fresno Housing Authority is intending to apply for 4% tax credits from the California Tax Credit Allocation Committee

### Demonstration of recent success obtaining 9% LIHTCs

Since 2009, the Fresno Housing Authority has been responsible for the construction and completion of (15) 9% tax credit projects. The FHA currently has 5 projects in the construction phase. Fresno Housing's core development team includes, Preston Prince (CEO/ED 9 years), Michael Duarte (Director of Planning and Community Development 10 years), Gary Grinstead (Construction Operations Manager 4 years), Christina Husbands (Senior Manager, Planning and Community Development 26 years), and Quincy Boren (Senior Development Analyst 8 years).

### Likelihood of obtaining 9% LIHTCs

This RAD application is not proposing a 9% submission.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

PHA Certification: By Preston Prince (Executive Director)

Signature:


April 25, 2017  
Date:

1331 Fulton Mall  
Fresno, California 93721

(559) 443-8400  
TTY (800) 735-2929

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

**TO:** Board of Commissioners  
Fresno Housing  
Authority  
**DATE:** 04/20/2017

**FROM:** Preston Prince   
CEO/Executive Director  
**BOARD MEETING:** 04/25/2017

**AUTHOR** Brandon Gonzalez  
Community  
Development  
Coordinator  
**AGENDA ITEM:**

**RE:** Approval to Submit Rental Assistance Demonstration  
(RAD) Application for Low-Income Public Housing  
(LIPH) Units in Huron, CA

### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of a Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the County of Fresno. A number of developments have been successfully covered including Paseo 55, Cueva De Oso, and Memorial Village. Magill Terrace and Oak Grove have both received CHAP's but have not been converted to the RAD program at this time. However, we have many properties still in queue for implementation. On May 15, 2017, the Fresno Housing Authority's portfolio award option to convert units under the Rental Assistance Demonstration (RAD) program within the County of Fresno will expire. Although the portfolio commitment is due to expire, we have the opportunity to get individual Commitments to enter into a Housing Assistance Payment (CHAP) for properties. As a result, staff will be preparing an application for the conversion of LIPH assistance for 64 units located in Huron, CA to PBRA under the RAD program. The application will cover the conversion of units at the following apartment communities located in Huron, CA.

Site Name	County AMP #	Location	Unit Count
Cazares Terrace I	CA028000006	Huron	24
Cazares Terrace II	CA028000006	Huron	20
Huron Apartments	CA028000006	Huron	20

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

### **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for 64 units located in Huron, CA (Conversion of 64 units in County AMP CA028000006) and authorize Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute any and all ancillary documents connected herewith.

### **Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

### **Background Information**

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

Units located in Huron are currently funded under the Low-Income Public Housing (LIPH) program.

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF FRESNO COUNTY**

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Cazares Terrace I & II and Huron Apartments (County AMP CA028000006), and authorizes Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. 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

## Attachment 1A: Board Approval Form

### Housing Authority of Fresno County RAD Application for CAZARES TERRACE-HURON

AMP No:	CA028000006
Units	111

#### Type of Conversion

PBRA (Project Based Rental Assistance)

#### Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	64	47	6
Explanation for de minimis reduction			Unit Count
Partial conversion			128

#### Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$1,904,000	\$29,750
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$2,068,153	\$32,315
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
Fresno HA - Seller Loan plus Sponsor Perm Loan	\$3,200,000	\$50,000
Income from Op/Def. Dev. Fee	\$586,812	\$9,169
AHP	\$300,000	\$4,688
<b>Total Sources of Funds</b>	<b>\$8,058,965</b>	<b>\$125,921</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$3,205,000	\$50,078
Construction Costs	\$1,954,000	\$30,531
Relocation Costs	\$200,000	\$3,125
Professional Fees	\$1,148,801	\$17,950
Loan Fees and Costs	\$581,777	\$9,090
Reserves	\$239,687	\$3,745
Developer Fees	\$729,700	\$11,402
<b>Total Uses of Funds</b>	<b>\$8,058,965</b>	<b>\$125,921</b>

5.750% + 0.000% MIP / 30.0 years

#### Stabilized Cash Flow Pro Forma

	Total	PUPA
Gross Potential Rents for RAD Units	\$544,128	\$8,502
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$38,089)	-\$595
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$506,039</b>	<b>\$7,907</b>
Total Operating Expenses	(\$325,540)	(\$5,087)
Annual Deposit to Replacement Reserve	(\$19,500)	(\$305)
<b>Net Operating Income</b>	<b>\$160,999</b>	<b>\$2,516</b>
First Mortgage Debt Service	(\$133,335)	(\$2,083)
<b>Operating Cash Flow</b>	<b>\$27,664</b>	<b>\$432</b>

#### PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$200,000)

Fresno Housing will develop a relocation plan based on required benefits under the Uniform Relocation Act. Families will be temporarily relocated to a nearby area while their units are being rehabbed and will not be relocated for longer than (11) months. Fresno Housing is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

#### PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion

Fresno Housing has closed and converted four RAD projects to date - Fresno RAD (193 units), Mendota RAD (124 units), Orange Cove RAD (90 units), and Viking Village RAD (40 units). The Total Development Cost of the projects combined is \$88 million, with \$60 million in 9% tax credit equity and HOME funds leveraged. In each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's current core RAD team includes, Preston Prince, Tracewell Hanrahan, Michael Duarte, Gary Grinstead, Christina Husbands, and Quincy Boren, all of whom played roles in the implementation of the first four RAD deals.

## Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for CAZARES TERRACE-HURON

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$417,685	\$502,161	#N/A	\$459,923	\$325,540

Budget only represents (64) units from the entire AMP.

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

We are proposing to rehab the existing units. Annual Replacement Reserves have been set at a standard \$300/door/year to cover recurring capital needs, like appliance replacement.

### Discussion of QAP timing

Based on the California Tax Credit Allocation Committee (CTCAC) funding cycle, Fresno Housing contemplates submitting a 4% tax credit application in March 2018.

### Demonstration of recent success obtaining 9% LIHTCs

In the last four years, Fresno Housing has completed or is under construction on fifteen (15) 9% tax credit projects. Projects include new construction, rehab, family, senior, and permanent supportive housing. On each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's core development team includes, Preston Prince (8 years), Tracwell Hanrahan (5 years), Michael Duarte (8 years), Gary Grinstead (3 years), Christina Husbands (25 years), and Quincy Boren (7 years).

### Likelihood of obtaining 9% LIHTCs

This project is not applying for 9% LIHTCs, per Section 1.9(B) of the RAD Notice a letter is not required for 4% LIHTC applications.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

PHA Certification: By Preston Prince (Executive Director)

Signature:

January 0, 1900

Date:

1331 Fulton Mall  
 Fresno, California 93721

(559) 443-8400  
 TTY (800) 735-2929

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

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

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

**AUTHOR** Brandon Gonzalez  
 Community Development Coordinator

**RE:** Approval to Submit Rental Assistance Demonstration (RAD) Application for Low-Income Public Housing (LIPH) Units located in Highway City, CA

**DATE:** 04/20/2017

**BOARD MEETING:** 04/25/2017

**AGENDA ITEM:** 8c

#### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of a Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the County of Fresno. A number of developments have been successfully converted including Paseo 55, Cueva De Oso, and Memorial Village. Magill Terrace and Oak Grove have both received CHAP's but have not been converted to the RAD program at this time. However, we have many properties still in queue for implementation. On May 15, 2017, the Fresno Housing Authority's portfolio award option to convert units under the Rental Assistance Demonstration (RAD) program within the County of Fresno will expire. Although the portfolio commitment is due to expire, we have the opportunity to get individual Commitments to enter into a Housing Assistance

Site Name	County AMP #	Location	Unit Count
Highway City	CA028000001	Highway City	24

Payment (CHAP) for properties. As a result, staff will be preparing an application for the conversion of LIPH assistance for 24 units in Highway City, CA to PBRA under the RAD program.



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

### **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for 24 units located in Highway City, CA (Conversion of 24 units in County AMP CA028000001) and authorize Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute any and all ancillary documents connected herewith.

### **Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

### **Background Information**

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

Units located at Highway City are currently funded under the Low-Income Public Housing (LIPH) program.

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY TO  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR HIGHWAY CITY  
(COUNTY AMP CA028000001, HIGHWAY CITY)**

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Highway City (County AMP CA028000001), and authorizes Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

*Resolution County – RAD Application Submission – Highway City*

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## Attachment 1A: Board Approval Form

### Housing Authority of Fresno County RAD Application for PINEDALE COMPLEX

AMP No:	CA028000001
Units	150

#### Type of Conversion

PBRA (Project Based Rental Assistance)

#### Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	24	126	8
Explanation for de minimis reduction			Unit Count
Partial conversion			126

#### Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$467,000	\$19,458
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$773,940	\$32,248
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
Fresno HA - Seller Loan plus Sponsor Perm Loan	\$1,200,000	\$50,000
FHLB AHP/HOME	\$500,000	\$20,833
FHLB AHP/Income from Operations	\$327,940	\$13,664
<b>Total Sources of Funds</b>	<b>\$3,268,880</b>	<b>\$136,203</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$1,205,000	\$50,208
Construction Costs	\$340,200	\$14,175
Relocation Costs	\$0	\$0
Professional Fees	\$979,130	\$40,797
Loan Fees and Costs	\$254,263	\$10,594
Reserves	\$217,122	\$9,047
Developer Fees	\$273,165	\$11,382
<b>Total Uses of Funds</b>	<b>\$3,268,880</b>	<b>\$136,203</b>

5.750% + 0.000% MIP / 30.0 years

#### Stabilized Cash Flow Pro Forma

	Total	PUPA
Gross Potential Rents for RAD Units	\$200,616	\$8,359
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$16,049)	-\$669
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$184,567</b>	<b>\$7,690</b>
Total Operating Expenses	(\$129,540)	(\$5,398)
Annual Deposit to Replacement Reserve	(\$7,500)	(\$313)
<b>Net Operating Income</b>	<b>\$47,527</b>	<b>\$1,980</b>
First Mortgage Debt Service	(\$32,703)	(\$1,363)
<b>Operating Cash Flow</b>	<b>\$14,824</b>	<b>\$618</b>

#### PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$0)

Fresno Housing will develop a relocation plan based on required benefits under the Uniform Relocation Act. Families will be temporarily relocated to a nearby area while their units are being rehabbed and will not be relocated for longer than (11) months. Fresno Housing is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

#### PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion

Fresno Housing has closed and converted four RAD projects to date - Fresno RAD (193 units), Mendota RAD (124 units), Orange Cove RAD (90 units), and Viking Village RAD (40 units). The Total Development Cost of the projects combined is \$88 million, with \$60 million in 9% tax credit equity and HOME funds leveraged. In each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's current core RAD team includes, Preston Prince, Tracewell Hanrahan, Michael Duarte, Gary Grinstead, Christina Husbands, and Quincy Boren, all of whom played roles in the implementation of the first four RAD deals.

## Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for PINEDALE COMPLEX

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$1,035,435	\$1,087,316	#N/A	\$1,061,376	\$129,540

Budget only represents (24) units from the entire AMP.

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

Annual Replacement Reserves have been set at a standard \$300/door/year to cover recurring capital needs, like appliance replacement.

### Discussion of QAP timing

Based on the California Tax Credit Allocation Committee (CTCAC) funding cycle, Fresno Housing contemplates submitting a 4% tax credit application in March 2018.

### Demonstration of recent success obtaining 9% LIHTCs

In the last four years, Fresno Housing has completed or is under construction on fifteen (15) 9% tax credit projects. Projects include new construction, rehab, family, senior, and permanent supportive housing. On each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's core development team includes, Preston Prince (8 years), Tracewell Hanrahan (5 years), Michael Duarte (8 years), Gary Grinstead (3 years), Christina Husbands (25 years), and Quincy Boren (7 years).

### Likelihood of obtaining 9% LIHTCs

This project is not applying for 9% LIHTCs, per Section 1.9(B) of the RAD Notice a letter is not required for 4% LIHTC applications.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

PHA Certification: By Preston Prince (Executive Director)

Signature:


April 25, 2017  
Date:

1331 Fulton Mall  
Fresno, California 93721

(559) 443-8400  
TTY (800) 735-2929

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

**TO:** Board of Commissioners  
Fresno Housing  
Authority  
**DATE:** 04/20/2017

**FROM:** Preston Prince   
CEO/Executive Director  
**BOARD MEETING:** 04/25/2017

**AUTHOR** Brandon Gonzalez  
Community  
Development  
Coordinator  
**AGENDA ITEM:** 8d

**RE:** Approval to Submit Rental Assistance Demonstration  
(RAD) Application for Low-Income Public Housing  
(LIPH) Units at Wedgewood Commons

### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of a Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the County of Fresno. A number of developments have been successfully covered including Paseo 55, Cueva De Oso, and Memorial Village. Magill Terrace and Oak Grove have both received CHAP's but have not been converted to the RAD program at this time. However, we have many properties still in queue for implementation. On May 15, 2017, the Fresno Housing Authority's portfolio award option to convert units under the Rental Assistance Demonstration (RAD) program within the County of Fresno will expire. Although the portfolio commitment is due to expire, we have the opportunity to get individual Commitments to enter into a Housing Assistance Payment (CHAP) for properties. As a result, staff will be preparing an application for the conversion of LIPH assistance for 64 units at Wedgewood Commons located in Sanger, CA to PBRA under the RAD program.

Site Name	County AMP #	Location	Unit Count
Wedgewood Commons	CA028000002	Sanger	64

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

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

### **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for units at Wedgewood Commons located in Sanger, CA (Conversion of 64 units in County AMP CA028000002) and authorize Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute any and all ancillary documents connected herewith.

### **Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

### **Background Information**

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

Wedgewood Commons is currently funded under the Low-Income Public Housing (LIPH) program.

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY TO  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR WEDGEWOOD  
COMMONS (COUNTY AMP CA028000002, SANGER)**

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Wedgewood Commons (County AMP CA028000002), and authorizes Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:



*Resolution County – RAD Application Submission – Wedgewood Apartments*

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## Attachment 1A: Board Approval Form

### Housing Authority of Fresno County RAD Application for SANGER ELDERLY/WEDGEWOOD

AMP No:	CA028000002
Units	192

#### Type of Conversion

PBRA (Project Based Rental Assistance)

#### Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	64	128	10
Explanation for de minimis reduction			Unit Count
Partial conversion			128

#### Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$0	\$0
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$1,412,762	\$22,074
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
Fresno HA - Seller Loan plus Sponsor Perm Loan	\$3,200,000	\$50,000
Fresno HA/HRFC Gap Loan	\$1,547,031	\$24,172
HOME/AHP/Deferred Developer Fee	\$950,000	\$14,844
<b>Total Sources of Funds</b>	<b>\$7,109,793</b>	<b>\$111,091</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$3,205,000	\$50,078
Construction Costs	\$1,169,700	\$18,277
Relocation Costs	\$200,000	\$3,125
Professional Fees	\$882,000	\$13,781
Loan Fees and Costs	\$600,835	\$9,388
Reserves	\$453,520	\$7,086
Developer Fees	\$598,738	\$9,355
<b>Total Uses of Funds</b>	<b>\$7,109,793</b>	<b>\$111,091</b>

#### Stabilized Cash Flow Pro Forma

	Total	PUPA
Gross Potential Rents for RAD Units	\$383,196	\$5,987
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$26,824)	-\$419
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$356,372</b>	<b>\$5,568</b>
Total Operating Expenses	(\$312,540)	(\$4,883)
Annual Deposit to Replacement Reserve	(\$19,500)	(\$305)
<b>Net Operating Income</b>	<b>\$24,332</b>	<b>\$380</b>
First Mortgage Debt Service	\$0	\$0
<b>Operating Cash Flow</b>	<b>\$24,332</b>	<b>\$380</b>

#### PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$200,000)

Fresno Housing will develop a relocation plan based on required benefits under the Uniform Relocation Act. Families will be temporarily relocated to a nearby area while their units are being rehabbed and will not be relocated for longer than (11) months. Fresno Housing is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

#### PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion

Fresno Housing has closed and converted four RAD projects to date - Fresno RAD (193 units), Mendota RAD (124 units), Orange Cove RAD (90 units), and Viking Village RAD (40 units). The Total Development Cost of the projects combined is \$88 million, with \$60 million in 9% tax credit equity and HOME funds leveraged. In each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's current core RAD team includes, Preston Prince, Tracewell Hanrahan, Michael Duarte, Gary Grinstead, Christina Husbands, and Quincy Boren, all of whom played roles in the implementation of the first four RAD deals.

## Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for SANGER ELDERLY/WEDGEWOOD

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$1,105,163	\$1,129,150	#N/A	\$1,117,157	\$312,540

Budget only represents (64) units from the entire AMP.

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

Wedgewood was built in 1986, we are proposing to rehab the existing units. Annual Replacement Reserves have been set at a standard \$300/door/year to cover recurring capital needs, like appliance replacement.

### Discussion of QAP timing

Based on the California Tax Credit Allocation Committee (CTCAC) funding cycle, Fresno Housing contemplates submitting a 4% tax credit application in March 2018.

### Demonstration of recent success obtaining 9% LIHTCs

In the last four years, Fresno Housing has completed or is under construction on fifteen (15) 9% tax credit projects. Projects include new construction, rehab, family, senior, and permanent supportive housing. On each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's core development team includes, Preston Prince (8 years), Tracewell Hanrahan (5 years), Michael Duarte (8 years), Gary Grinstead (3 years), Christina Husbands (25 years), and Quincy Boren (7 years).

### Likelihood of obtaining 9% LIHTCs

This project is not applying for 9% LIHTCs, per Section 1.9(B) of the RAD Notice a letter is not required for 4% LIHTC applications.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

PHA Certification: By Preston Prince (Executive Director)

Signature:

April 25, 2017  
Date:

1331 Fulton Mall  
Fresno, California 93721

(559) 443-8400  
TTY (800) 735-2929

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

**TO:** Board of Commissioners **DATE:** 04/20/2017  
Fresno Housing  
Authority  
**FROM:** Preston Prince *P. Prince* **BOARD MEETING:** 04/25/2017  
CEO/Executive Director  
**AUTHOR** Brandon Gonzalez **AGENDA ITEM:** 8e  
Community  
Development  
Coordinator  
**RE:** Approval to Submit Rental Assistance Demonstration  
(RAD) Application for Low-Income Public Housing  
(LIPH) Units located in Pinedale, CA and Fresno, CA

### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of a Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the County of Fresno. A number of developments have been successfully converted including Paseo 55, Cueva De Oso, and Memorial Village. Magill Terrace and Oak Grove have both received CHAP's but have not been converted to the RAD program at this time. However, we have many properties still in queue for implementation. On May 15, 2017, the Fresno Housing Authority's portfolio award option to convert units under the Rental Assistance Demonstration (RAD) program within the County of Fresno will expire. Although the portfolio commitment is due to expire, we have the opportunity to get individual Commitments to enter into a Housing Assistance Payment (CHAP) for properties. As a result, staff will be preparing an application for

Site Name	County AMP #	Location	Unit Count
Pinedale Apartments I	CA028000001	Pinedale	50
Pinedale Apartments II	CA028000001	Fresno	30

the conversion of LIPH assistance for 50 units located in Pinedale, CA and 30 units located in Fresno, CA to PBRA under the RAD program. The application will cover the conversion of units at the following apartment communities located in Pinedale, CA and Fresno, CA.

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

### **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for 50 units located in Pinedale, CA and 30 units in Fresno, CA (Conversion of 80 units in County AMP CA028000001) and authorize Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute any and all ancillary documents connected herewith.

### **Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

### **Background Information**

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

Units located at Pinedale Apartments I & II are currently funded under the Low-Income Public Housing (LIPH) program.

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY TO  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR PINEDALE  
APRTMENTS I & II (COUNTY AMP CA028000001, PINEDALE & FRESNO)**

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Pinedale Apartments I & II (County AMP CA028000001), and authorizes Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. 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

## Attachment 1A: Board Approval Form

### Housing Authority of Fresno County RAD Application for PINEDALE COMPLEX

AMP No:	CA028000001
Units	150

#### Type of Conversion

PBRA (Project Based Rental Assistance)

#### Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	80	70	8
Explanation for de minimis reduction			Unit Count
Partial conversion			70

#### Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$1,699,000	\$20,975
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$2,433,542	\$30,044
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
Seller Finance & Income from operations & developer fee (de	\$4,542,011	\$56,074
HA Funds/HRFC	\$611,710	\$7,552
City HOME funds	\$1,400,000	\$17,284
<b>Total Sources of Funds</b>	<b>\$10,686,263</b>	<b>\$131,929</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$4,015,000	\$49,568
Construction Costs	\$2,989,500	\$36,907
Relocation Costs	\$400,000	\$4,938
Professional Fees	\$777,711	\$9,601
Loan Fees and Costs	\$586,548	\$7,241
Reserves	\$886,158	\$10,940
Developer Fees	\$1,031,346	\$12,733
<b>Total Uses of Funds</b>	<b>\$10,686,263</b>	<b>\$131,929</b>

5.985% + 0.000% MIP / 30.0 years

#### Stabilized Cash Flow Pro Forma

	Total	PUPA
Gross Potential Rents for RAD Units	\$676,800	\$8,460
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$47,376)	-\$585
Other Income	\$3,000	\$37
<b>Effective Gross Income</b>	<b>\$632,424</b>	<b>\$7,808</b>
Total Operating Expenses	(\$432,914)	(\$5,345)
Annual Deposit to Replacement Reserve	(\$24,300)	(\$300)
<b>Net Operating Income</b>	<b>\$175,210</b>	<b>\$2,163</b>
First Mortgage Debt Service	(\$122,040)	(\$1,507)
<b>Operating Cash Flow</b>	<b>\$53,170</b>	<b>\$656</b>

#### PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$400,000)

The Fresno Housing Authority will develop a relocation plan based on required benefits under the Uniform Relocation Act. Construction. It is expected families will be temporarily relocated to a nearby area. The Fresno Housing Authority is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

#### PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion

The Fresno Housing Authority has closed and converted (7) RAD projects to date - Fresno RAD (193 units), Mendota RAD (124 units), Orange Cove RAD (90 units), Viking Village RAD (40 units), Trailside Terrace (20 units), and Shockley Terrace (48 units), and Memorial Village RAD (35 units).



## Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for PINEDALE COMPLEX

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$1,035,435	\$1,087,316	#N/A	\$1,061,376	\$432,914

Partial conversion of AMP (80 of the 150 units)

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

The Fresno Housing Authority is proposing a moderate rehabilitation of the units. Annual replacement reserves have been set at a standard of \$300 per unit/year to cover recurring capital needs such as appliance replacement. Year 1 Capital Needs are the sum of all construction cost including but not limited to New Construction, General Requirements, Contractor Overhead, Contractor Profit-Mgt. Supervision, and Hard Cost Contingency.

### Discussion of QAP timing

The Fresno Housing Authority is intending to apply for 4% tax credits from the California Tax Credit Allocation Committee

### Demonstration of recent success obtaining 9% LIHTCs

Since 2009, the Fresno Housing Authority has been responsible for the construction and completion of (15) 9% tax credit projects. The FHA currently has 5 projects in the construction phase. Fresno Housing's core development team includes, Preston Prince (CEO/ED 9 years), Michael Duarte (Director of Planning and Community Development 10 years), Gary Grinstead (Construction Operations Manager 4 years), Christina Husbands (Senior Manager, Planning and Community Development 26 years), and Quincy Boren (Senior Development Analyst 8 years).

### Likelihood of obtaining 9% LIHTCs

This RAD application is not proposing a 9% submission.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

PHA Certification: By Preston Prince (Executive Director)

Signature:

April 25, 2017  
Date:

1331 Fulton Mall  
 Fresno, California 93721

(559) 443-8400  
 TTY (800) 735-2929

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

**TO:** Board of Commissioners **DATE:** 04/20/2017  
 Fresno Housing  
 Authority  
**FROM:** Preston Prince *[Signature]* **BOARD MEETING:** 04/25/2017  
 CEO/Executive Director  
**AUTHOR** Brandon Gonzalez **AGENDA ITEM:** 8f  
 Community  
 Development  
 Coordinator  
**RE:** Approval to Submit Rental Assistance Demonstration  
 (RAD) Application for Low-Income Public Housing  
 (LIPH) Units located in Fresno, CA (Fairview Supersite)

### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the City of Fresno. A number of developments have been successfully converted including Paseo 55, Cueva De Oso, and Memorial Village. Magill Terrace and Oak Grove have both received CHAP's but have not been converted to the RAD program at this time. However, we have many properties still in queue for implementation. On May 15, 2017, the Fresno Housing Authority's portfolio award option to convert units under the Rental Assistance Demonstration (RAD) program within the City of Fresno will expire. Although the portfolio commitment is due to expire, we have the opportunity to get individual Commitments to enter into a Housing Assistance Payment (CHAP) for properties. As a result, staff will be preparing an application for the conversion of LIPH assistance for 198 units in Fresno, CA to PBRA under the RAD program. The application will cover the conversion of units at the following apartment communities located in Fresno, CA.

Neither the submission of the RAD application nor the

Site Name	City AMP #	Location	Unit Count
Fairview Heights Terrace	CA006000002	Fresno	74
Sierra Plaza	CA006000002	Fresno	70
Sierra Terrace	CA006000002	Fresno	26
Desoto Gardens II	CA006000002	Fresno	28

award of a RAD project application obligates the Fresno Housing Authority to implement the conversions. Should the Board of Commissioners accept the award, staff would pursue project financing to undertake the proposed revitalization of the property and would return to the Board for financing commitments at that time.

### **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for 198 units located in Fresno, CA (Conversion of 198 units in City AMP CA006000002) and authorize Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute any and all ancillary documents connected herewith.

### **Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

### **Background Information**

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

Units that are part of the Fairview Supersite are currently funded under the Low-Income Public Housing (LIPH) program.

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

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE CITY OF FRESNO TO  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR FAIRVIEW  
HEIGHTS TERRACE, SIERRA PLAZA, SIERRA TERRACE, AND DESOTO GARDENS II  
(COUNTY AMP CA006000002, FRESNO)**

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Fairview Heights Terrace, Sierra Plaza, Sierra Terrace, and Desoto Gardens II (City AMP CA006000002), and authorizes Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. 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

## Attachment 1A: Board Approval Form

### Housing Authority City of Fresno RAD Application for FAIRVIEW HEIGHTS TERRACE

AMP No:	CA006000002
Units	250

#### Type of Conversion

PBRA (Project Based Rental Assistance)

#### Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	198	52	13
Explanation for de minimis reduction			Unit Count
Partial conversion			52

#### Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$1,251,000	\$6,318
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$4,899,863	\$24,747
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
Fresno HA/Housing Relinquished Fund Corp	\$2,929,685	\$14,796
Fresno HA Seller Loan plus Sponsor Perm Loan	\$9,900,000	\$50,000
Income from Operations/Deferred Developer Fee/ HOME	\$2,563,883	\$12,949
<b>Total Sources of Funds</b>	<b>\$21,544,431</b>	<b>\$108,810</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$9,905,000	\$50,025
Construction Costs	\$4,808,370	\$24,285
Relocation Costs	\$1,980,000	\$10,000
Professional Fees	\$537,000	\$2,712
Loan Fees and Costs	\$1,837,364	\$9,280
Reserves	\$776,455	\$3,921
Developer Fees	\$1,700,242	\$8,587
<b>Total Uses of Funds</b>	<b>\$21,544,431</b>	<b>\$108,810</b>

5.750% + 0.450% MIP / 30.0 years

#### Stabilized Cash Flow Pro Forma

	Total	PUPA
Gross Potential Rents for RAD Units	\$1,582,896	\$7,994
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$110,803)	-\$560
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$1,472,093</b>	<b>\$7,435</b>
Total Operating Expenses	(\$1,192,980)	(\$6,025)
Annual Deposit to Replacement Reserve	\$0	\$0
<b>Net Operating Income</b>	<b>\$279,113</b>	<b>\$1,410</b>
First Mortgage Debt Service	(\$93,235)	(\$471)
<b>Operating Cash Flow</b>	<b>\$185,878</b>	<b>\$939</b>

#### PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$1,980,000)

The Fresno Housing Authority will develop a relocation plan based on required benefits under the Uniform Relocation Act. Construction is estimated to take eleven (11) months, therefore families will be temporarily relocated to a nearby area. The Fresno Housing Authority is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

#### PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion

The Fresno Housing Authority has closed and converted (6) RAD projects to date - Fresno RAD (193 units), Mendota RAD (124 units), Orange Cove RAD (90 units), Viking Village RAD (40 units), Trailside Terrace (55 units), and Shockley Terrace (48 units). The Total Development Cost of the projects combined is over \$100 million, with over \$75 million in 9% tax credit equity and HOME funds leveraged. In each project, the FHA has played the role of the developer as well as the General Partner in the new ownership entity. The Fresno Housing Authorities core Development/RAD team consist of Preston Prince (CEO/President), Michael Duarte (Director of Planning and Community Development), Gary Grinstead (Construction Operations Manager), Christina Husbands (Senior Manager, Planning and Community Development), and Quincy Boren (Senior Development Analyst), all of whom played roles in the implementation of each RAD deal.

## Attachment 1A: Board Approval Form

Housing Authority City of Fresno RAD Application for FAIRVIEW HEIGHTS TERRACE

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$1,398,880	\$1,392,039	#N/A	\$1,395,460	\$1,192,980

No explanation necessary

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

The properties that comprise the Fairview Heights Supersite were built between 1942 and 1990. The Fresno Housing Authority is proposing the rehabilitation of units at Fairview Heights Terrace (74 Units), Sierra Terrace (26 Units), Sierra Plaza (70 Units), and Desoto Gardens II (28 Units). Annual replacement reserves have been set at a standard of \$300 per unit/year to cover recurring capital needs such as appliance replacement.

### Discussion of QAP timing

Based on the California Tax Credit Allocation Committee (CTCAC) funding cycle, Fresno Housing contemplates submitting a 4% tax credit application in March 2018.

### Demonstration of recent success obtaining 9% LIHTCs

Since 2009, the Fresno Housing Authority has been responsible for the construction and completion of (15) 9% tax credit projects. The FHA currently has 5 projects in the construction phase. The FHA portfolio includes new constructions, rehabs, family, senior, and permanent supportive housing. On each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's core development team includes, Preston Prince (CEO/President 9 years), Michael Duarte (Director of Planning and Community Development 10 years), Gary Grinstead (Construction Operations Manager 4 years), Christina Husbands (Senior Manager, Planning and Community Development 26 years), and Quincy Boren (Senior Development Analyst 8 years).

### Likelihood of obtaining 9% LIHTCs

This project is not applying for 9% LIHTCs, per Section 1.9(B) of the RAD Notice a letter is not required for 4% LIHTC applications.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

PHA Certification: By Preston Prince (Executive Director)

Signature:

April 25, 2017  
Date:

1331 Fulton Mall  
Fresno, California 93721

(559) 443-8400  
TTY (800) 735-2929

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

**TO:** Board of Commissioners **DATE:** 04/20/2017  
Fresno Housing  
Authority  
**FROM:** Preston Prince *P. Prince* **BOARD MEETING:** 04/25/2017  
CEO/Executive Director  
**AUTHOR** Brandon Gonzalez **AGENDA ITEM:** 8g  
Community  
Development  
Coordinator  
**RE:** Approval to Submit Rental Assistance Demonstration  
(RAD) Application for Low-Income Public Housing  
(LIPH) Units located in Fresno, CA

### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA). The applications were submitted to HUD on October 31, 2014, along with an application for the entire portfolio to lock in the option for FH to convert the remaining LIPH units within the County of Fresno. A number of developments have been successfully converted including Paseo 55, Cueva De Oso, and Memorial Village. Magill Terrace and Oak Grove have both received CHAP's but have not been converted to the RAD program at this time. However, we have many properties still in the queue for implementation. On May 15, 2017, the Fresno Housing Authority's portfolio award option to convert units under the Rental Assistance Demonstration (RAD) program within the County of Fresno will expire. Although the portfolio commitment is due to expire, we have the opportunity to get individual Commitments to enter into a Housing Assistance

Site Name	County AMP #	Location	Unit Count
Desoto Gardens I	CA028000001	Fresno	40

Payment (CHAP) for properties. As a result, staff will be preparing an application for the conversion of LIPH assistance for 40 units at Desoto Gardens I in Fresno, CA to PBRA under the RAD program.



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

### **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for 40 units at Desoto Gardens I located in Fresno, CA (Conversion of 40 units in County AMP CA028000001) and authorize Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute any and all ancillary documents connected herewith.

### **Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

### **Background Information**

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

Desoto Gardens I is currently funded under the Low-Income Public Housing (LIPH) program.

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY TO  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR DESOTO  
GARDENS I (COUNTY AMP CA028000001, FRESNO)**

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Desoto Gardens I (County AMP CA028000001), and authorizes Preston Prince, the Executive Director, Angelina Nguyen, the Chief of Staff, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> day of April, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

*Resolution County – RAD Application Submission – Desoto Gardens I*

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## Attachment 1A: Board Approval Form

### Housing Authority of Fresno County RAD Application for PINEDALE COMPLEX

AMP No:	CA028000001
Units	150

#### Type of Conversion

PBRA (Project Based Rental Assistance)

#### Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	40	110	8
Explanation for de minimis reduction			Unit Count
Partial conversion			110

#### Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$350,000	\$8,750
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$1,528,906	\$38,223
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
HOME Funds	\$1,420,500	\$35,513
Fresno HA Seller Loan plus Sponsor Perm Loan	\$2,000,000	\$50,000
Income from Operations	\$105,851	\$2,646
<b>Total Sources of Funds</b>	<b>\$5,405,257</b>	<b>\$135,131</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$2,005,000	\$50,125
Construction Costs	\$1,010,100	\$25,253
Relocation Costs	\$400,000	\$10,000
Professional Fees	\$379,000	\$9,475
Loan Fees and Costs	\$858,588	\$21,465
Reserves	\$178,555	\$4,464
Developer Fees	\$574,014	\$14,350
<b>Total Uses of Funds</b>	<b>\$5,405,257</b>	<b>\$135,131</b>

5.750% + 0.450% MIP / 30.0 years

#### Stabilized Cash Flow Pro Forma

	Total	PUPA
Gross Potential Rents for RAD Units	\$405,888	\$10,147
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$28,412)	-\$710
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$377,476</b>	<b>\$9,437</b>
Total Operating Expenses	(\$243,600)	(\$6,090)
Annual Deposit to Replacement Reserve	\$0	\$0
<b>Net Operating Income</b>	<b>\$133,876</b>	<b>\$3,347</b>
First Mortgage Debt Service	(\$26,085)	(\$652)
<b>Operating Cash Flow</b>	<b>\$107,791</b>	<b>\$2,695</b>

#### PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$400,000)

The Fresno Housing Authority will develop a relocation plan based on required benefits under the Uniform Relocation Act. Construction is estimated to take eleven (11) months, therefore families will be temporarily relocated to a nearby area. The Fresno Housing Authority is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

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## Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for PINEDALE COMPLEX

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$1,035,435	\$1,087,316	#N/A	\$1,061,376	\$243,600

Explanation: Proposed project budget is not representative of all the units in the entire AMP

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

The Desoto Gardens I community was built in 1990. The Fresno Housing Authority is proposing rehabilitation of the existing 40 units. Annual replacement reserves have been set at a standard of \$300 per unit/year to cover recurring capital needs such as appliance replacement.

### Discussion of QAP timing

Based on the California Tax Credit Allocation Committee (CTCAC) funding cycle, Fresno Housing contemplates submitting a 4% tax credit application in March 2018.

### Demonstration of recent success obtaining 9% LIHTCs

Since 2009, the Fresno Housing Authority has been responsible for the construction and completion of (15) 9% tax credit projects. The FHA currently has 5 projects in the construction phase. The FHA portfolio includes new constructions, rehabs, family, senior, and permanent supportive housing. On each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's core development team includes, Preston Prince (CEO/President 9 years), Michael Duarte (Director of Planning and Community Development 10 years), Gary Grinstead (Construction Operations Manager 4 years), Christina Husbands (Senior Manager, Planning and Community Development 26 years), and Quincy Boren (Senior Development Analyst 8 years).

### Likelihood of obtaining 9% LIHTCs

This project is not applying for 9% LIHTCs, per Section 1.9(B) of the RAD Notice a letter is not required for 4% LIHTC applications.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

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PHA Certification: By Preston Prince (Executive Director)

Signature:

April 25, 2017  
Date:

## BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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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:** April 20, 2017

**BOARD MEETING:** April 25, 2017

**AGENDA ITEM:** 8h

**AUTHOR:** Tiffany Mangum

**SUBJECT:** Consideration of Out of State Travel – CEO and Commissioners

### Executive Summary

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

### Travel/Conference Agenda

Date	Location	Event
4/23-4/24/17	Denver, CO	CLPHA Strategic Planning Meeting
5/11-5/12/17	Washington, DC	Housing Developemnt Law Institute Conference
7/11-7/12/17	Washington, DC	CLPHA Housing and Education Symposium*
7/16-7/18/17	Indianapolis, IN	NAHRO Summer Conference* (Commissioners)

In addition to the above requests, staff has prepared the attached summary of Executive Travel and Training for 2016 and 1<sup>st</sup> quarter 2017 for information purposes.

### Recommendation

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

### Fiscal Impact

All travel and conference expenditures are within budget, and funds have been previously approved as part of the FY2017 Operating Budgets submitted and approved in December 2016.

*\*Commissioners will attend with the CEO.*

## 2016

Departure Date	Return Date	Traveler	Location	Purpose	Total
4/8/2016	4/13/16	Adrian Jones	Washington DC	NAHRO Washington Conference	1,958.55
10/18/2016	10/20/16	Adrian Jones	Ontario, CA	FHLB-SF Reentry Solutions Conference	615.44
7/13/2016	7/17/16	Adrian Jones	Portland, OR	NAHRO Summer Conference	2,110.36
10/12/2016	10/16/16	Adrian Jones	New Orleans, LA	NAHRO National Conference	2,246.24
8/18/2016	8/1/16	Adrian Jones	Fresno, CA	San Joaquin Valley Affordable Housing Summit	100.00
3/25/2016	4/1/16	Angelina Nguyen	Chicago, IL	Strive Together-2016	1,440.26
4/20/2016	4/1/16	Angelina Nguyen	Los Angeles, CA	Cross Sector Collaboration	344.66
4/30/2016	4/1/16	Angelina Nguyen	Washington, DC	CLPHA's Affordable Hsg & Education Summit	2,224.88
6/10/2016	6/1/16	Angelina Nguyen	Washington DC	BNCP Cross-Site Convening WDC	1,608.20
6/30/2016	6/1/16	Angelina Nguyen	Washington DC	2016 NAHRO Washington Conference	2,262.05
10/31/2016	10/1/16	Angelina Nguyen	New Orleans, LA	NAHRO Conference	2,730.82
11/30/2016	11/1/16	Angelina Nguyen	Sacramento, CA	CAL ALHFA Conference	382.73
11/1/2017	11/1/16	Angelina Nguyen	Dallas, TX	Driving Impact for Tomorrow	887.20
6/1/2016	6/1/16	Angelina Nguyen	Fresno, CA	San Joaquin Valley Affordable Housing Summit	100.00
		Angelina Nguyen	Fresno, CA	First 5 California Events	175.00
		Angelina Nguyen	Fresno, CA	Affirmatively Furthering Fair Housing	99.00
4/29/2016	4/1/16	Angelina Nguyen	Fresno, CA	Central Valley Fair Housing of Central California	60.00
4/30/2016	4/1/16	Emily De La Guerra	Sacramento	Housing CA	555.91
6/30/2016	6/1/16	Emily De La Guerra	Las Vegas, NV	EEOC Conference	685.26
8/1/2016	8/1/16	Emily De La Guerra	Las Vegas, NV	AHACPA Conference	1,358.40
9/30/2016	9/1/16	Emily De La Guerra	New Orleans, LA	NAHRO National Conference	835.29
9/30/2016	9/1/16	Emily De La Guerra	Anaheim, CA	Yardi Conference	776.61



## 2016

Departure Date	Return Date	Traveler	Location	Purpose	Total
4/1/2016	4/1/16	Emily De La Guerra	Fresno, CA	Bonds for beginners	85.00
5/1/2016	5/1/16	Emily De La Guerra	Portland, OR	NAHRO Summer Conference	475.00
6/8/2016	7/1/16	Jim Barker	Las Vegas, NV	AHACPA PHA Conference	735.95
10/19/2016	10/1/16	Jim Barker	Las Vegas, NV	AICPA Gov't Seminar	1,709.70
5/30/2016	5/1/16	Joey Fuentes	Sacramento, CA	PSWRC Hotel	217.95
4/7/2016	4/1/16	Michael Duarte	San Francisco, CA	Ballard Spahr Conference	1,086.76
4/8/2016	4/1/16	Michael Duarte	Washington DC	NAHRO DC Conference	2,258.69
4/16/2016	4/1/16	Michael Duarte	Sacramento, CA	TCAC High Cost Task Force	231.25
5/16/2016	5/1/16	Michael Duarte	Sacramento, CA	NAHRO-PSW Conference	941.49
5/23/2016	7/1/16	Michael Duarte	San Diego, CA	San Diego Site Visit	210.20
6/1/2016	6/1/16	Michael Duarte	Portland, OR	NAHRO Summer Conference	550.00
6/13/2016	6/1/16	Michael Duarte	Oakland, CA	Cal ALHFA Board Mtg	219.00
9/30/2016	9/1/16	Michael Duarte	New Orleans, LA	NAHRO National Conference	2,860.98
10/10/2016	10/1/16	Michael Duarte	Sacramento, CA	CTCAC Regulations Hearing	216.84
10/29/2016	11/1/16	Michael Duarte	Monterey, CA	CCRC Housing Conference	2,503.53
11/30/2016	11/1/16	Michael Duarte	Sacramento, CA	CAL ALHFA Conference	1,020.84
1/5/2016	1/6/16	Preston Prince	Washington, DC	HUD Smoke Free Policy Gathering	1,102.01
1/12/2016	1/13/16	Preston Prince	Sacramento, CA	CalHFA mtg	204.80 *
1/20/2017	1/22/16	Preston Prince	Washington, DC	HUD Mobility Conference; Conf of Mayors	1,781.80
2/4/2016	2/6/16	Preston Prince	Anaheim, CA	CAHA conference	365.32
2/11/2016	2/14/16	Preston Prince	Dallas, TX	NAHRO Leadership retreat	1,437.76
2/28/2016	2/26/16	Preston Prince	Denver, CO	Youth on Record Conference	1,054.81
3/14/2016	3/15/16	Preston Prince	Sacramento, CA	CalHFA Mtg	341.41 *
3/28/2016	3/29/16	Preston Prince	Chicago, IL	National Public Housing Museum mtg	1,420.64
3/2/2016	3/3/16	Preston Prince	Washington, DC	NAHRO CEO Eval	1,281.96
4/4/2016	4/6/16	Preston Prince	Los Angeles, CA	Grade Level Reading Conference	708.99

## 2016

Departure Date	Return Date	Traveler	Location	Purpose	Total
4/9/2016	4/13/16	Preston Prince	Washington DC	NAHRO Washington Conference	2,709.22
5/11/2016	5/13/16	Preston Prince	Washington DC	CLPHA Housing/Education Symposium	1,501.27
5/15/2016	5/16/16	Preston Prince	Sacramento, CA	PSWRC Conference	334.20
5/17/2016	5/19/16	Preston Prince	Nashville, TN	National Head Start Assoc. Conference	2,416.12
7/14/2016	7/17/16	Preston Prince	Portland, OR	NAHRO Summer Conference	1,917.06
9/8/2016	9/10/16	Preston Prince	Half Moon Bay, CA	CAHA Retreat	597.30
9/18/2016	9/20/16	Preston Prince	San Antonio, TX	Nan McKay Conference	1,126.42
11/2/2016	11/4/16	Preston Prince	Washington, DC	Ballard Spahr Symposium	1,657.77
9/22/2016	9/30/16	Preston Prince	Miami, FL; Tulsa, OK	NCSHA-Zarrow Homeless 2016 Conference	2,899.78
11/16/2016	11/19/16	Preston Prince	Washington DC, Dallas, TX	CLPHA-Terwilliger	2,580.07
6/7/2016	6/1/16	Scott Fetterhoff	Fresno, CA	B21 Hr Training Materials	278.26
7/30/2016	7/1/16	Scott Fetterhoff	Las Vegas, NV	EEOC Conference	2,737.24
7/30/2016	7/1/16	Scott Fetterhoff	Portland, OR	NAHRO Summer Conference	961.78
10/31/2016	10/1/16	Scott Fetterhoff	New Orleans, LA	NAHRO Conference	270.90
11/30/2016	11/1/16	Scott Fetterhoff	Monterey, CA	CCRC Housing Conference	1,063.35
4/21/2016	4/1/16	Stacy Sablan	Washington DC	NAHRO DC Conference	2,148.29
10/16/2016	10/1/16	Stacy Sablan	Washington, DC	National NAHRO Conference	2,854.34
11/4/2016	11/1/16	Stacy Sablan	Washington, DC	Ballard Spahr Conference	1,873.57
3/30/2016	5/1/16	Tiffany Mangum	Atlanta, GA	Neighborhood Works Training	3,240.65
4/8/2016	4/1/16	Tiffany Mangum	Washington DC	NAHRO DC Conference	2,818.82
12/11/2016	12/1/16	Tiffany Mangum	Washington, DC	Neighborhood Works Training	2,624.25
10/12/2016	10/1/16	Tiffany Mangum	New Orleans, LA	NAHRO National Conference	2,859.68
1/19/2016	1/1/16	Tracewell Hanrahan	Washington DC	Regional Housing Mobility Programs	1,541.97
3/30/2016	5/1/16	Tracewell Hanrahan	Boston, MA	Community Progress Leadership Institution	1,541.19
4/30/2016	4/1/16	Tracewell Hanrahan	Washington DC	NAHRO DC Conference	3,545.50

## 2016

Departure Date	Return Date	Traveler	Location	Purpose	Total
10/17/2016	11/1/16	Tracewell Hanrahan	Los Angeles, CA	National NAHRO Conference 2015	1,186.15
10/31/2016	10/1/16	Tracewell Hanrahan	New Orleans, LA	NAHRO National Conference 2016	2,875.59

## Travel Training Expenditures

### Executive Leadership

#### 1st Quarter 2017

Name	Date Depart	Date Return	Location	Conference/Purpose	Exp Total
Preston Prince			Miami, New Orleans,		
	1/4/2017	1/11/2017	Orlando	Novogradac Conference; 2017 goals, PHADA	\$4,520.35
	2/2/2017	2/3/2017	Sacramento, CA	CAHA Annual Meeting	\$296.14
	3/13/2017	3/14/2017	Sacramento, CA	CalHFA Board Meeting and Retreat	\$165.32
	3/20/2017	3/21/2017	Chicago, IL	NPHM Annual Board Meeting	\$999.00
	3/22/2017	3/25/2017	Washington, DC	CLPHA/NAHRO Conferences	\$4,699.23
				<b>TOTAL</b>	\$10,680.04
Angie Nguyen	3/24/2017	3/28/2017	Washington, DC	NAHRO Washington Conference	\$2,011.19
					<b>TOTAL</b> \$2,011.19

*\*Commissioner Travel for NAHRO Washington Conference 2017 is pending.*

**Novogradac Tax Credit Developers Conference**

Participated in sessions on the impact of new administration tax reform proposals on Low Income Housing Tax Credit investment

**Strategic Planning Meeting in New Orleans**

Meeting with Tracewell Hanrahan and Jason Geno to plan 2017 work plan.

**PHADA 2017 Commissioners Conference**

Participated on Panel with Ralph Smith to expand the participation of PHAs with the Campaign for Grade Level Reading

**CAHA Annual Meeting**

Participated in sessions on current housing issues facing California PHAs

**CalHFA Board Meeting and Retreat**

As a Board member, participated in Strategic Planning meeting for Cal HFA and then regularly scheduled Board meeting. (Costs reimbursed by Cal HFA.)

**National Public Housing Museum Annual Meeting**

As a Board member, participated in annual meeting of NPHM.

**Council of Large Public Housing Authorities Washington Conference**

Participated in sessions on national issues impacting PHAs and held meeting on Capitol Hill with Rep. Valadao.

**National Association of Housing and Redevelopment Officials Washington Conference**

As Steering Committee member, participated in interviews for CEO and regularly scheduled board meeting. Participated in sessions and held meetings with key partners (NLIHC, CLPHA, CBPP, USICH) and Rep. Costa.

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

## EXECUTIVE DIRECTOR'S REPORT

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director  
**SUBJECT:** Directors Report – April 2017

**DATE:** April 20, 2017  
**BOARD MEETING:** April 25, 2017  
**AGENDA ITEM:**  
**AUTHOR:** Staff

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### Executive Summary

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

### PLACE

#### Overview

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

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

Name of Property	Status	Description/Type	Total Units
541 @ South Tower and Cedar Heights	Stabilization	541 N. Fulton St and 4532 E. Hamilton Ave, Fresno, CA Multi-Family	45
Rio Villas	Stabilization	1238 & 1264 P St., Firebaugh, CA	30
Paseo 55	Under Construction	1233 & 1245 G St, Reedley, CA	55
Legacy Commons Phase I	Under Construction	Walnut/Edison West Fresno, CA	64

Cueva de Oso	Under Construction	1445 Peach Street, Selma, CA	48
Fenix @ Glenn/ Fenix @ Calaveras	Under Construction	240-250 N. Calaveras Street and 146 N. Glenn Avenue, Fresno, CA	30

### Development Project Overview

Renaissance at Parc Grove	Pre-Dev April 2017 Est. Closing	Clinton and Angus, Fresno, CA	40
Legacy Commons Phase II	Pre-Dev April 2017 Est. Closing	2255 S. Plumas, Fresno, CA	64
Memorial Village	Pre-Dev April 2017 Est. Closing	302 K St, Sanger, CA	48
Magill Terrace	Pre-Dev March 2017 Application	401 Nelson, Fowler, CA	60
Oak Grove	Pre-Dev March 2017 Application	595 Bigger Street, Parlier, CA	56

### Project Highlights

Staff are currently working on the financial loan closing of Renaissance at Parc Grove, Memorial Village, and Legacy Commons Phase II. They are anticipating a financial loan closing and construction start before the end of April.

City of Fresno						
Property	Total # of Units	Total Vacant	Current Occupancy	Notice to Vacate	Approved Apps	Net Occupancy
CITY AMP 1 (SW Fresno)						
Sequoia Courts	60	4	93%	2	1	92%
Sequoia Courts Terrace	78	2	97%	1	1	97%
Monte Vista Terrace	44	0	100%	0	0	100%
Garland Gardens	51	3	94%	0	0	94%
CITY AMP 2 (SW Fresno)						
Sierra Plaza	70	3	96%	0	0	96%
Fairview Heights	74	5	93%	0	0	93%
Sierra Terrace	72	3	96%	0	0	96%
Desoto II	28	0	100%	0	0	100%
HOP Scattered	7	4	43%	0	0	43%
Mixed Family (Fresno)						

Cedar Courts & Inyo	193	2	98%	2	2	98%
Viking Village	40	0	100%	0	0	100%
Pacific Garden	56	2	96%	0	0	96%
Yosemite Village	69	1	99%	0	0	99%

City of Fresno Continued						
Property	Total # of Units	Total Vacant	Current Occupancy	Notice to Vacate	Approved Apps	Net Occupancy
CO AMP 1 (Pinedale/Highway City)						
Pinedale Apartments 28-24	50	1	98%	0	1	100%
Pinedale Apartments 28-32	30	0	100%	0	0	100%
DeSoto Gardens	40	2	95%	0	0	95%
Marcelli Terrace	24	0	100%	0	0	100%
Mariposa Meadows	40	1	97%	0	0	97%
Emergency Housing	30	0	100%	0	0	100%

Special Programs						
Property	Total # of Units	Total Vacant	Current Occupancy	Notice to Vacate	Approved Apps	Net Occupancy
Renaissance (Fresno)						
Trinity	20	0	100%	0	0	100%
Alta Monte	29	0	100%	0	0	100%
Santa Clara	69	2	97%	3	3	97%

Fresno County						
Property	Total # of Units	Total Vacant	Current Occupancy	Notice to Vacate	Approved Apps	Net Occupancy
CO AMP 2 (Selma/Sanger/Fowler/Del Rey)						
Shockley Terrace	48	0	0%	0	0	Under Construction
Memorial Village	35	35	0%	0	0	Under Construction
Magill Terrace	20	4	80%	0	0	RAD
Del Rey Complex	30	0	100%	0	0	100%
Laton Apartments	20	0	100%	0	0	100%
Wedgewood Commons	64	1	98%	1	0	97%
Sanger HOP	7	0	0%	0	0	0%
CO AMP 3 (Reedley/Parlier/Orange Cove)						
Sunset Terrace	20	0	100%	0	0	100%
Oak Grove Apts	50	1	98%	1	0	RAD
Sunset Terrace II	20	0	100%	0	0	100%
Orange Cove RAD	90	1	99%	0	0	99%
Citrus Gardens	30	3	90%	0	0	90%



Orchard Apartment (F/L)	40	1	97%	0	0	97%
Parlier Migrant Center	131	12	91%	0	0	91%
<b>Property</b>	<b>Total # of Units</b>	<b>Total Vacant</b>	<b>Current Occupancy</b>	<b>Notice to Vacate</b>	<b>Approved Apps</b>	<b>Net Occupancy</b>
<b>CO AMP 4 (Firebaugh)</b>						
Mendoza Terrace	50	0	100%	3	0	94%
Mendoza Terrace II	40	4	90%	1	3	95%
Firebaugh Elderly	30	5	84%	0	3	93%
Cardella Courts	32	0	100%	2	0	96%
Firebaugh Family Apts	34	0	100%	0	0	100%
Maldonado Plaza	64	59	8%	0	0	Off season
<b>CO AMP 5 (Kerman/Biola/Mendota)</b>						
Helsem Terrace	40	0	100%	0	0	100%
Biola Apartments	12	2	83%	0	0	83%
Mendota RAD	124	3	98%	1	2	98%
Mendota Farm Labor	60	6	90%	1	0	88%
Granada Commons	16	0	100%	1	0	94%
Rio Villas	30	0	100%	0	0	100%
<b>CO AMP 6 (Huron/San Joaquin)</b>						
Cazares Terrace	24	0	100%	0	0	100%
Cazares Terrace II	20	0	100%	0	0	100%
Huron Apartments	20	2	90%	0	0	90%
Taylor Terrace	28	3	89%	1	0	86%
San Joaquin Apartments	20	1	95%	2	0	85%
Parkside Apartments	50	1	98%	0	0	98%

## CITY ACTIVITIES

Sequoia Courts and Sequoia Courts Terrace is thrilled to announce the return of the Girl Scouts to the complex. The Girl Scouts builds a positive foundation for young girls and provides them with positive role models. It demonstrates that with hard honest work and dedication anything is possible. It builds confidence and provides the building blocks to make strong future leaders. In addition, the Girl Scouts teach young girls to identify problems within our community and create action plans to solve them.

Additionally, Sequoia Courts and Sequoia Courts Terrace, in collaboration with Resident Services, has continued to provide quality services to the residents we serve. We have continued to provide Reading and Beyond, Abriendo Puertas, and the Women Series which has made a positive impact on the community.

Emergency Housing – Emergency Housing successfully collaborates services with the County of Fresno Department of Social Services. In addition to their Fresno Housing responsibilities, the staff provides a plethora of services, referrals and resources to the clients that are served at Emergency Housing, i.e., on-line assistance to apply for LIPH, Job Referrals, Money Management, WTW Training and Supervision, Referrals to Food Banks, Apartment Listings, after school homework assistance to the residents and Foster and Coaching Independent Living Skills.

On March 29, the Police Activity League (PAL) had their monthly community dinner at the Emergency Housing Complex where 18 families received meals; everyone had a great time.

## **COUNTY ACTIVITIES**

Paseo 55 - On April 1, the City of Reedley held their annual Rummage Sale and Fresno Housing staff took advantage of the event and distributed flyers for marketing the Paseo 55 Apartments in Reedley.

The Cueva de Oso Apartments lease up continues and is going great. The first of five buildings and the community building are expected to be ready for move-in at the end of April 2017.

Parlier Migrant Center units all received new windows, light fixtures and tank-less water heaters. Staff worked long hours preparing for the Migrant Opening on April 4<sup>th</sup> and 5<sup>th</sup>. A total of 95 families were housed on the first two days of the Migrant Opening.

## **HMD UPDATE**

### **Maintenance Division**

We are pleased to announce the launch of Yardi Maintenance Mobile. Yardi Maintenance Mobile will allow the maintenance technicians to access their assigned work orders from the field. They can add technician labor and inventory to the orders and record time, notes, and close out work orders in real-time. They also have the ability to create new work orders as needed. Yardi Maintenance Mobile user friendly workflows employ intuitive dashboards, calendars, and alerts to speed the maintenance process and ensure that we provide consistent outstanding service to our families.

In conjunction with launching Yardi Maintenance Mobile, all maintenance staff received an iPhone 6 Plus. The iPhone 6 Plus features a 5.5" screen and along with Yardi Maintenance Mobile, provides the tools needed to perform and track daily maintenance for FH properties with unparalleled ease and efficiency. Several devices were tested by the maintenance group prior to selecting the iPhone 6 Plus.

Safety training for the Maintenance Group is a key component of the maintenance program. We are extremely pleased to report that Damian Rivera, Training and Development Analyst, has kicked off safety training for all maintenance staff. We started with the Agency's position on the five major principles which strongly influence our effectiveness in safety. They are:

- Working safely is a condition of employment
- Working safely is a requirement of his or her job
- Safety is everyone's responsibility
- Accidents and injuries can be prevented
- Preventing workplace injuries contributes to our organization's success and growth

To date, we've had four of our six 2017 REAC Inspections. The scores are as follows:

Property	Score
Fairview Heights - Fresno	86C
Mendoza Terrace-Firebaugh	80c
Granada Commons - Kerman	85a
Yosemite Village - Fresno	81c

## 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 Choice Voucher (HCV) Leasing Update

During the month of March, the following leasing activity took place for the HCV city and county programs.

There were a total of 114 applicant families scheduled to attend their initial interviews to determine eligibility for the HCV program. Some families were determined eligible and scheduled to attend mandatory briefings.

Weekly initial briefings were conducted throughout the month and 155 (11 city/144 county) new families were issued city or county vouchers! Some of the families carried over from the previous months' leasing activities and finalized their eligibility in March. The majority of these applicants were pulled in January from the county waiting list and are now in the process of searching for housing.

Throughout the month of March, there were 438 new and existing participants in the office to submit their Requests for Tenancy Approval (RFTA) packets.

There were 195 families that leased up and new HAP contracts were executed for both the city and county programs. As we move forward, the plan is to continue to lease on an on-going steady pace.

### Resident Services

#### Fresno County Public Library - DigiBus

Site(s): Sequoia Courts, Firebaugh Learning Center, Cedar Courts, Oak Grove

Fresno Housing in partnership with Fresno County Public Library (FCPL) launched the DigiBus Learning Lab at several FH properties. The DigiBus project followed other successful site based projects facilitated by Resident Services and hosted by FCPL at various FH sites which include: the Library Without Walls (WOW), the National Library Card Day event, and the Summer Reading Initiative. Building upon the success of these site-based learning programs, FCPL reached out to Resident Services to assist with the roll out of the DigiBus, a mobile digital literacy lab funded by the Foundation for FCPL.

FCPL partnered with the Fresno Housing Authority (FH), Fresno County Department of Social Services (DSS), and Walmart to provide Wi-Fi connectivity and digital literacy through employment education. The curriculum included; computer basics, online job-search/resources, resume writing, job

applications, smart phone component, library and local resources. The course is being offered to residents 16+ years of age, at 4 FH properties, 2 sessions per day, 5 days per week. The goal is to reach 500 Fresno County residents during this grant period, 96 of which will be reached through FH committed sites.

The DigiBus was visited by 85 residents at Sequoia Courts, Mendoza Terrace and Oak Grove combined. Below is an upcoming DigiBus visit:

**Legacy Commons (Fresno)- May 8<sup>th</sup> -12<sup>th</sup>**

**Hours: 10am-12pm, and 1pm -3pm**

*For more information, visit: [www.fresnolibrary.org/digibus](http://www.fresnolibrary.org/digibus) or [www.fresnolibraryfoundation.org/digi-bus](http://www.fresnolibraryfoundation.org/digi-bus)*



### **Parent University Digital Literacy Course**

Site(s): Parc Grove Commons and Viking Village

The Parent University Digital Literacy Course began a new cohort. The goal of the course is to teach and assess basic computer concepts and skills so residents can use computer technology in their daily lives. The course combines instruction time to offer a comprehensive course on computer basics, internet, productivity programs, and computer security. Upon completion of the course residents will understand the main parts and functions of a computer and computer software. Each resident will receive the laptop they used throughout the course for completing the course. In 2016, the Digital Literacy Course graduated 68 FH residents. The new cohort began the week of February 27<sup>th</sup> and will run for six (6) weeks, twice per week. The schedule is as follows:

Viking Village- Monday and Wednesdays Hours: 10:00am – 12:00pm

Parc Grove Commons- Tuesday and Thursdays Hours: 10:00am – 12:00pm

### **Community Saftety with Police Department**

Site(s): Mendota RAD – Rios Terrace and Mendota Apartments, Mendoza Terrace (Firebaugh)

The Mendota and Firebaugh Police Department each hosted a Community Safety meeting at each of their respective cities. Chief of Police, Gregg L. Andreotti met with residents of Rios Terrace and Mendota Apartments and Officer Rodriguez presented at Mendoza Terrace to discuss the Police Department's role in the community. They each provided information on safety measures and how to stay informed in the community. The residents were given an open forum to voice local concerns and ask questions. There are conversations with other Police Departments in rural community to conduct additional community safety presentations.



### **Parent Institute for Quality Education (PIQE)**

Site(s): Mendota RAD – Rios Terrace and Mendota Apartments

Parent Institute for Quality Education (PIQE) began the nine (9) week parent education program. The program focuses on establishing a collaboration between home, school and the community. It promotes self-esteem and academic achievement linking positive discipline with academic performance. The program will also review commons core standards and preparing for a teach conference. Outreach was provided to all FH residents residing in Mendota. A total of 15 residents have been attending the program.



*For more information, visit: [www.piqe.org](http://www.piqe.org)*

### **Mid Valley Disposal**

Site(s): Fairview Heights, Oak Grove, Wedgewood Commons, Sequoia Courts, Rios Terrace (Mendota RAD), Rio Villas and Mendoza Terrace (Firebaugh), and Granada Commons

Mid Valley Disposal a local recycling and waste management company held informational workshops on green practices. FH residents were introduced to simple recycling practices they can do at home and in their community. A total of 50 FH residents learned the importance of recycling and proper disposal of waste. They explained how it affects our landfills, saves energy, preserves natural resources and wildlife, and reduces our carbon footprint. The following sites are scheduled for March.

### **City of Refuge – Women’s Series**

Site(s): Sequoia Courts

Five (5) women at Sequoia Court’s Women’s Series were invited to participated in a social outing. The outing was an appreciation for the residents’ involvement in the women’s series sponsored by City of

Refuge. The series took place twice a month for approximately two (2) years. The women have consistently participated in workshops covering mental wellness including stress, personal goals, relationships, parenting and financial education. Each meeting they encouraged each other, they developed friendships and a community support system at Sequoia Courts. City of Refugee hosted the lunch to a Tepanyaki style meal at Sakurya Chaya, a few residents had never had Tepanyaki before. After lunch, the women went to a movie and watched "Hidden Figures."



### **Rite-Aid Pharmacy Wellness Program**

Site(s): Bridges at Florence

The Rite Aid Pharmacy Wellness Program in West Fresno invited Ms. Salina Garcia, Wellness Ambassador to Bridges of Florence. Ms. Garcia educated residents on the plethora of benefits that the Rite Aid Wellness Program offers to seniors. Some of the benefits include: monthly discount days where seniors can get anything in the store for 20% off, free pharmacist consultations on all medications (perscribed or OTC, from Rite Aid, or any other pharmacy), free blood pressure screenings, immunizations, pharmacy services, and Medicare Part D Questions and lastly free perscription deliveries. Other FH sites are currently in the process of being scheduled.

### **Boys and Girls Club**

#### **Dr. Seuss Activities**

The Clovis Unit celebrated a week of festivities for Dr. Seuss's birthday. The days leading up to his birthday, Club member's participated in theater reading. Club members were fully engaged into the book reading and they really enjoyed it. Reading aloud helps Club member's sharpen the development of their language and listening skills. Torch Club member Dwayzanique Lewis, age 12, shared that she liked reading to other Club members and she had fun doing it. When members were finished reading the book, Club staff provided members with a treat that was in connection of the book that was read. On Dr. Seuss's birthday, Club members celebrated with more theater reading, healthy snacks that included deviled eggs for Green Eggs and Ham, Gold Fish for One Fish, Two Fish, Red Fish, Blue Fish, and fruit kabobs for Cat in the Hat, and a photo booth frame where members took photos. Thirty- two Club members participated in Dr. Seuss's birthday, in which seven of those members live in public housing.

#### **Boys Night Out**

One of the most anticipated events of the year is Boys Night Out. Every year there are a large number of boys that ask to be included in going to the event because they enjoy the fun activities that place there. Most of them love the idea of having a mentor go with them from station to station and talking to them,

asking questions, and making them feel like they belong. One member exclaimed, “It’s like having one of the staff with us the whole night!” The food and arts & craft activities are the two most enjoyed aspects of the event. However, this year, the drone demonstration had members wowing the whole time and want to see more of the demonstration again. Three Housing members and 5 additional members participated in the event.

## **Teen Night**

Teen Night was held on March 25. With 14 Teens that attended. The beginning was the Career Launch meeting for the Summer Intern position and as the class ended, there was about 8 teens that stayed and enjoyed the Club. Members watched a movie ate popcorn and had Subway for a snack after the movie. After the movie, the Teens that stayed helped with advertising for out BGC Week at the Club. Staff and Teens went around the Housing neighborhoods to give flyers to the residents and put a few flyers around town, as well as going to the Police Dept., City Hall, Postal Office, Public Works and a few other businesses to invite them to come and visit.

## **Basketball Tournament**

On Saturday, March 25, the Zimmerman Boys & Girls Club hosted a very successful 3 on 3 Basketball Tournament. The tournament was open to Boys & Girls Club members only with well over hundred member in attendance with twenty-four members from Orange Cove. The all-day event was a great opportunity for members to be acquainted with other club members and have fun. The winners were treated to dinner at Buffalo Wild Wings and the top three teams from each division received basketballs. The next tournament will be hosted in Sanger sometime in June.

## **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.*

### **Waitlist Update**

The Housing Choice Department is still on target with announcing the re-opening of the waiting list for the Housing Choice Voucher program this spring! A Public Notice will officially announce the dates, times, and detailed information regarding the process. Public outreach will be in collaboration with various media outlets.

Special assistance will be made available for reasonable accommodation requests. Computer access will be available at our central office and our site-based community rooms. Staff will also be available to assist persons requiring reasonable accommodations. The set-up of our lobby has been reconfigured to ease the flow of walk-ins.

## **PARTNERSHIP**

### **Overview**

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

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

Project	Organization	Role
Renaissance at Parc Grove	WestCare	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
Firebaugh Transit/ Transportation Study	UC Davis Center for Sustainable Transit Fresno Council of Governments	Research and survey transit needs in the Firebaugh community, potential pilot transportation project

### **Built For Zero Learning Clinics**

Fresno is again participating in a national initiative on ending homelessness – Built for Zero. This initiative is HUD sponsored technical assistance to approximately 70 communities in the country facilitated by Community Solutions and OrgCode – two organizations that have been involved in this work nationally since the first 100K Homes initiative.

In an effort to assist communities in the implementation of Coordinated Entry in ending homelessness, Built for Zero has been holding a series of learning clinics. The learning clinics are a vehicle for sharing best practices across communities and introduce the use of innovative reporting tools for data collection relating to progress. The first clinic occurred in San Diego in early March, the second in Los Angeles on April 4-6, 2017. Fresno Housing made a presentation highlighting our efforts and the role public housing authorities can play in ending homelessness at the Los Angeles clinic.

### **Fresno Receives National Recognition from Community Solutions**

Beth Sandor, Senior Director for Built for Zero, recently gave Fresno national recognition via their weekly newsletter discussing Fresno's ambitious plans to end Veteran homelessness. She highlighted Team Fresno's plan to reduce the Veteran By Name List by 36% by August 31, 2017 utilizing strategies such as increasing housing placements. Beth further showcased Team Fresno change ideas such as training frontline staff across the entire VA healthcare system in diversion to system entry tactics to reduce the number of Veterans who become newly homeless. Fresno Housing staff has worked tirelessly with the VA to assist in developing effective strategies to end Veteran homelessness.

### **Fresno Housing Parking Lot: Stories from the Front**



Early one morning Preston Prince encountered a homeless man sleeping in our parking lot. Kelly White, who is part of the Homeless Initiatives department, engaged the man; performing an assessment and calling the outreach team. Spending approximately two hours with him, Kelly ascertained the man was 63 years old, had a stroke at some point in his life that left his speech severely impaired and had been living with individuals who took economic advantage of him. The man had no food and no shirt; FH staff including Preston, donated items to feed and clothe him. Declining assistance for the moment, the man went on his way. Later in the afternoon, staff encountered the man again, as he was on the side of the FH building in medical distress. Paramedics responded and transported him to the hospital. We may never know what ultimately happens to him; however, we are sure that Fresno Housing staff assisted in any way they could.

## **MANAGEMENT GOALS**

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

### **Sustainability**

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

### **Human Resources**

The Human Resources Department visited all of our sites to distribute 2017 Employment Law Posters, as well as update employees on the single use restroom signage law that went into effect March 1, 2017.

Damian Rivera our Training and Development Analyst prepared a Maintenance Training Curriculum, which will consist of instructor lead, online, and department expert led training. The objectives are to address knowledge or skill needs in the department, increase safety awareness, and reduce risk of illness or injury. Every month a training on a different subject will be conducted, the trainings will be held on the first three (3) Tuesdays of every month to reach all maintenance personnel. In April, he met with maintenance on Safety – Personal Protective Equipment (PPE) - and Heat Awareness. We've received positive feedback from maintenance employees, they've expressed their appreciation for the training and continue to look forward to the upcoming classes.

In addition, the Human Resources Department is currently recruiting for positions within the Accounting and Finance Department, the Housing Choice Department, and IT Department.

New Hire/Promotions:

- Maricela Diaz, Office Assistant II – Quality Assurance
- Aurora Ibarra- Senior Manager- Housing Choice
- Cassie Morgan- Senior Database Administrator
- Hilda Reeves- Senior Manager- Housing Management

### **IT Services**

Staff successfully completed Internet upgrades at three locations. One of which was the warehouse which can house up to 20 users but was operating from an internet line more suited for a staff of 5. This was

causing delays in many areas but the biggest impact was in dispatching. It was taking staff upwards of 1 hour to complete a process that now takes a few minutes.

### **Housing Choice Voucher (HCV) Staffing Update**

#### **Office Assistant (Housing Choice Department)**

Please join me in welcoming Maricela Diaz to the Fresno Housing Authorities. Maricela has joined the Quality Assurance Team as our new Office Assistant. Maricela comes to the Housing Authority with extensive experience in data entry and eligibility from her employment with the Workforce Connection.

Maricela is very excited to be working here at the Housing Authority. She is working side by side with our Program Integrity Specialist, Sang Sou, to learn the exciting responsibilities of her new position. We are very excited to welcome Maricela to our team.

### **Structure**

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

Efforts in this area are ongoing and will be reported as outcomes are achieved.

### **Strategic Outreach**

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

Efforts in this area are ongoing and will be reported as outcomes are achieved.



# Helm Home Play & Learn Center

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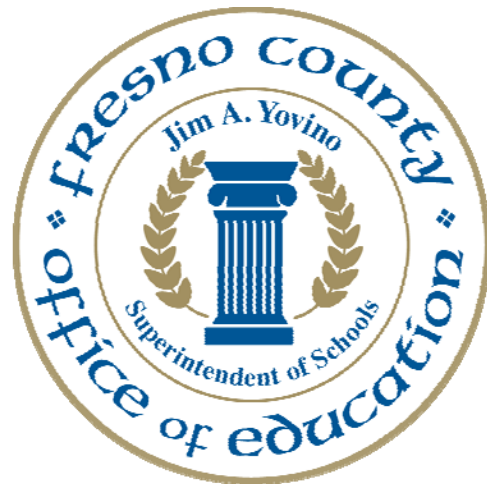
## Mission

To enhance the skills of parents, extended family, and other informal caregivers to improve the quality of adult-child interactions in all settings and to ensure children grow up healthy, ready for kindergarten, and able to reach their full potential.



## Partners

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## What do we offer?

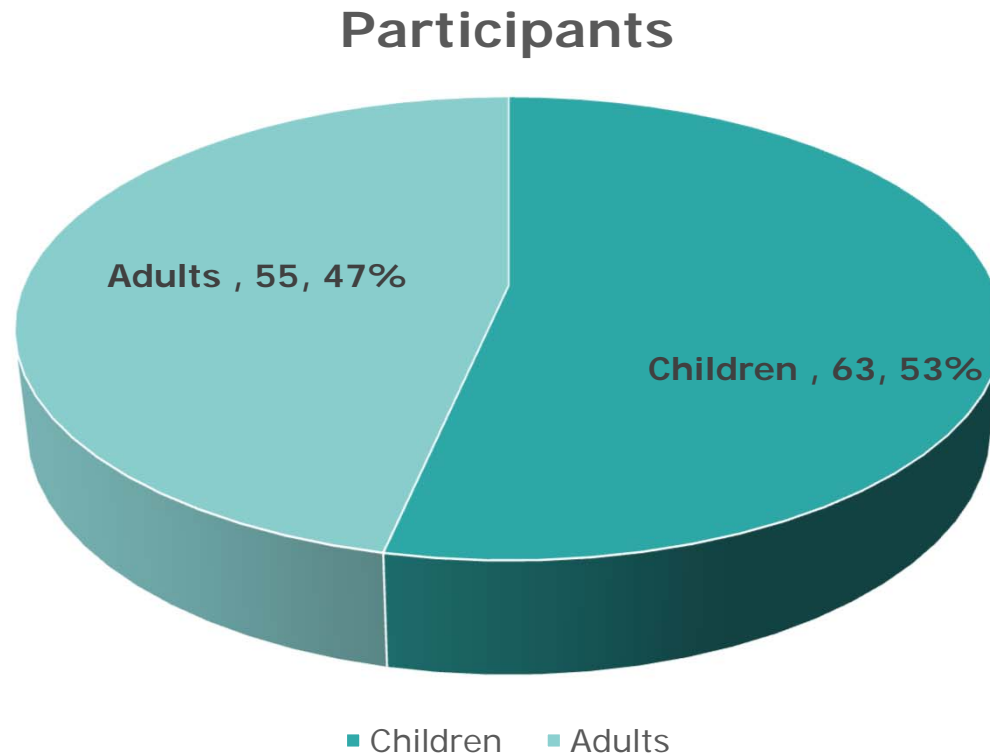
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Center Components	Day	Sessions
Play and Learn Session	Monday, Tuesday and Friday	2- 1.5 hours per day
Lending Toy Library	Monday, Tuesday and Friday	1 hour per day
Parent Workshops	Thursday	1.5 hours per day

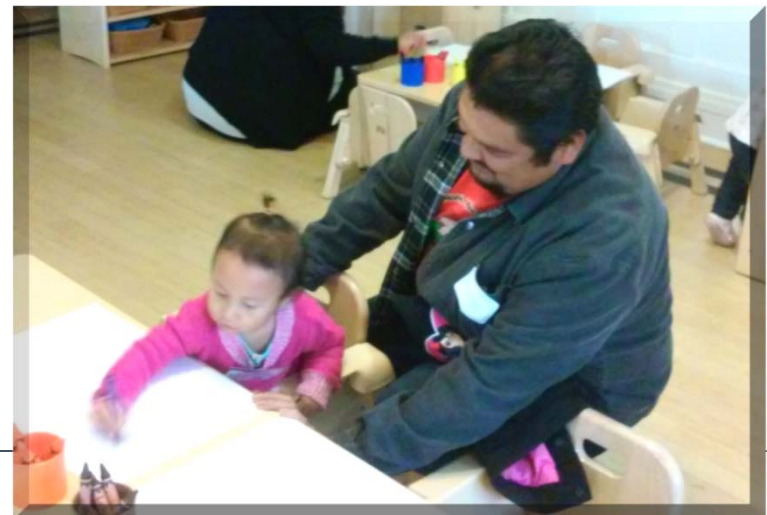
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# Who do we serve?

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**Play and Learn Groups** provide children and caregivers with an opportunity to explore dramatic play, music, literacy, sensory, art, and math activities. These activities will help enhance the child's cognitive, gross motor, fine motor, language & communication, exploration and social/emotional development





The Toy and Lending Library is a resource available to families and informal caregivers. The library offers educational toys, children's books, CDs for children, and parent books (child development, parenting, pregnancy & birth, health, cooking, GDE, etc.)



Parent and Informal Caregiver Workshops a variety of workshops are provided to parents and informal caregivers, including Abriendo Puertas







# ***2017 - Housing Choice Department - 1<sup>st</sup> Quarter Utilization Report***

*April 25, 2017*

*Board of Commissioners Meeting*

## Presentation Overview

- Housing Assistance Payment (HAP) Utilization, Quarter 1
- Voucher Utilization, Quarter 1
- Leasing Update

## HAP Utilization

- 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.
  - 2016 – 99.6% proration
  - 2017 – 95% proration

## 2017 1<sup>st</sup> Quarter HAP Utilization

Jan – March HAP	City	County
Revenue	10,896,125	8,089,038
Expenses	11,012,718	8,272,507
<i>Net</i>	-116,593	-183,469
Total Reserves as of 3/31	4,268,339	3,057,152

- PHAs may request a frontload to cover expenses for the month or quarter when monthly disbursements and PHA-held reserves are not adequate.

## Voucher Utilization

- HUD establishes a baseline (maximum) number of vouchers for a PHA.
- City = 6785 (343 VASH + 6785 = 7128)
- County = 5652
- A PHA must lease no more than their allocated vouchers.
  - Unit months leased (UML) represent the cumulative number of units leased each month in the year to date.
  - Unit Month Leased = 1 voucher leased for 1 month x 12 months = 12 UMLs

## Voucher Utilization (cont.)

- The benchmark of 98% voucher utilization has been set for SEMAP.
  - Internally, we strive for 99% utilization to capture maximum Administrative Fees.

Jan – March Voucher Utilization	City	County
Monthly (Average)	101.92 %	97.8 %
YTD	100.68 %	99.7 %
Projected Year-End	99.67 %	99.2 %

- 2016 City ended December at 102.4% with a year end utilization rate of 99.11%
- 2016 County ended December at 97% with a year end utilization rate of 98.7%.

## Waiting List Updates

- Public Notice will announce dates, times, detailed information regarding the process.
- Special assistance will be available for reasonable accommodation requests.
- iPad's available in the lobby with Privacy screens.
- Laptops available in the Board Room during the 2-week opening.
- Computer access at our site-based community rooms.
- Partner Packs:
  - Internet shortcuts, signage & training materials
  - Distribute to partners
  - YouTube channel with “How-To” videos



*Questions or Comments?*



Agency: <b>City HAP Analysis</b>													
Year: <b>2017</b>													
Enter Data into Green fields	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
<b>HAP</b>													
HAP Budget Authority (95%)	\$3,240,119	\$3,240,120	\$3,240,119	\$3,240,120	\$3,240,119	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$38,881,440
HAP Revenue	\$3,607,452	\$3,569,152	\$3,719,521	\$3,719,521	\$3,719,521	\$3,719,521	\$3,719,521	\$3,719,521	\$3,719,521	\$3,719,521	\$3,719,521	\$3,719,521	\$44,371,814
HAP Expenses	\$3,627,141	\$3,710,311	\$3,675,646	\$3,601,983	\$3,601,983	\$3,601,983	\$3,601,983	\$3,601,983	\$3,601,983	\$3,601,983	\$3,601,983	\$3,601,983	\$43,430,945
Net HAP (Variance)	-\$19,689	-\$141,159	\$43,875	\$117,538	\$117,538	\$117,538	\$117,538	\$117,538	\$117,538	\$117,538	\$117,538	\$117,538	\$940,869
% Variance Based on HAP Rev	100.55%	103.95%	98.82%	96.84%	96.84%	96.84%	96.84%	96.84%	96.84%	96.84%	96.84%	96.84%	97.91%
PHA-Held Reserve Balance	\$ -	\$ -	\$ -	\$ 7,547.00	\$ 27,553.00	\$ 47,559.00							
HUD-Held Reserve Balance	\$ 5,076,773	\$ 4,747,741	\$ 4,268,339	\$ 3,788,938	\$ 3,309,536	\$ 2,830,135							
Total HAP Reserve Balance	\$5,076,773	\$4,747,741	\$4,268,339	\$3,796,485	\$3,337,089	\$2,877,694							
<b>PUC</b>													
Actual HAP PUC	\$522	\$533	\$538	\$525	\$529	\$534	\$538	\$536	\$536	\$540	\$544	\$549	\$535
<b>UNITS - Regular Vouchers</b>													
HUD Baseline Units	6785	6785	6785	6785	6785	6785	6785	6785	6785	6785	6785	6785	81,420
Actual Leased (inc port outs)	6950	6965	6831	6860	6804	6748	6692	6726	6726	6672	6616	6560	81,150
Variance to baseline	165	180	46	75	19	-37	-93	-59	-59	-113	-169	-225	-270
YTD Variance to baseline	165	345	391	466	485	448	355	296	237	124	-45	-270	-270
Monthly Utilization	102.43%	102.65%	100.68%	101.11%	100.28%	99.45%	98.63%	99.13%	99.13%	98.33%	97.51%	96.68%	99.67%
<b>UNITS - VASH Vouchers</b>													
HUD Baseline Units	343	343	343	343	343	343	343	343	343	343	343	343	4,116
Actual Leased	293	296	295	293	293	293	293	293	293	293	293	293	3,521
Variance to baseline	-50	-47	-48	-50	-50	-50	-50	-50	-50	-50	-50	-50	-595
YTD Variance to baseline	-50	-97	-145	-195	-245	-295	-345	-395	-445	-495	-545	-595	-595
Monthly Utilization	85.42%	86.30%	86.01%	85.42%	85.42%	85.42%	85.42%	85.42%	85.42%	85.42%	85.42%	85.42%	85.54%
PUC With VASH	\$ 500.78	\$ 510.99	\$ 515.81	\$ 503.56	\$ 507.54	\$ 511.57	\$ 515.67	\$ 513.18	\$ 513.18	\$ 517.15	\$ 521.35	\$ 525.61	\$ 513.03

Agency: **County HAP Analysis**

Year:

**2017**

Enter Data into Green fields Yellow	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
<b>HAP</b>													
HAP Budget Authority (95%)	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$31,261,944
HAP Revenue	\$2,649,445	\$2,649,445	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$33,200,370
HAP Expenses	\$2,690,613	\$2,741,147	\$2,840,747	\$2,845,624	\$2,697,037	\$2,728,249	\$2,704,785	\$2,686,247	\$2,597,495	\$2,615,391	\$2,735,439	\$2,777,151	\$32,659,925
Net HAP (Variance)	-\$41,168	-\$91,702	-\$50,599	-\$55,476	\$93,111	\$61,899	\$85,363	\$103,901	\$192,653	\$174,757	\$54,709	\$12,997	\$540,445
% Variance Based of HAP Rev	101.55%	103.46%	101.81%	101.99%	96.66%	97.78%	96.94%	96.28%	93.10%	93.74%	98.04%	99.53%	98.41%
PHA-Held Reserve Balance	\$624,237.00	\$532,535.00	\$481,936.00	\$426,460.00	\$519,571.00	\$581,470.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
HUD-Held Reserve Balance	\$2,804,485.00	\$2,760,202.00	\$2,575,216.00	\$2,390,230.00	\$2,205,244.00	\$2,020,258.00							
Total HAP Reserve Balance	\$3,428,722.00	\$3,292,737.00	\$3,057,152.00	\$2,816,690.00	\$2,724,815.00	\$2,601,728.00							
<b>PUC</b>													
Actual HAP PUC	\$493	\$499	\$504	\$505	\$479	\$484	\$480	\$477	\$461	\$464	\$485	\$493	\$485
<b>UNITS</b>													
HUD Baseline Units	5652	5652	5652	5652	5652	5652	5652	5652	5652	5652	5652	5652	67,824
Actual Leased (inc port outs)	5453	5496	5636	5636	5636	5636	5636	5636	5636	5636	5636	5636	67,309
Variance to baseline	-199	-156	-16	-16	-16	-16	-16	-16	-16	-16	-16	-16	-515
YTD Variance to baseline	-199	-355	-371	-387	-403	-419	-435	-451	-467	-483	-499	-515	-515
Monthly Utilization	96.5%	97.2%	99.7%	99.7%	99.7%	99.7%	99.7%	99.7%	99.7%	99.7%	99.7%	99.7%	99.2%



# ***RAD Presentation***

*April 25, 2017*

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## 2012-2014 RAD Unit Conversion Cap – 60,000 Units

- 1<sup>st</sup> RAD Implementation Notice: 7/12/2012
- RAD 1.0 2012 Application Submissions: 10/2012
- CHAP's Received: 12/2012
  - Cedar Courts (149 units)
  - Viking Village (40 units)
  - Inyo Terrace (44 units)
  - Kuffle Terrace & Annex (60 units)
  - Mountain View (30 units)
  - Rios Terrace I & II (64 units)
  - Mendota Apartments (60 units)

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## 2015 RAD Unit Conversion Cap Increase – 185,000 Units

- 2<sup>nd</sup> RAD Implementation Notice: 7/15/2015
- RAD 2.0 2014 Application Submissions: 06/2014 – 10/2014
- Portfolio Awards application strategy – allowed for maximum flexibility in site selection for future conversions
- Portfolio Awards Received 05/2015
  - City of Fresno (426 Units)
    - CHAP's Received:
      - Monte Vista Terrace (44 Units)
      - Sierra Terrace (46 Units) **Converted**

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## 2015 RAD Unit Conversion Cap Increase – 185,000 Units Continued

- Fresno County (748 Units)
  - CHAP's Received:
    - Shockley Terrace (48 Units) **Converted**
    - Magill Terrace (20 Units) **Pre-Development**
    - Sunset Terrace II (20 Units) **Converted**
    - Sunset Terrace I (20 Units)
    - Helsem Terrace (40 Units)
    - Biola Apartments (12 Units)
    - Firebaugh Elderly (30 Units)
    - Memorial Village (35 Units) **Converted**
    - Oak Grove (50 Units) **Pre-Development**

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## RAD Portfolio Award Status

- Initial Portfolio Award Expiration: 5/15/2016
- 12-Month Extension Granted thru 5/15/2017
- Portfolio Award requires project-specific RAD Applications to be submitted within the award period
- Proposed 2017 RAD Applications would allow more time and flexibility to convert additional properties
  - There is no binding commitment to proceed with proposed conversions upon receipt of CHAP's

## 2017 RAD Application Submissions

- RAD 2017 Application Submissions Proposed:
  - Fairview Heights Supersite (198 units)
  - Desoto Gardens I (40 units)
  - Firebaugh (122 units)
  - Pinedale (80 units)
  - Huron (64 units)
  - Wedgewood Commons (64 units)
  - Highway City (24 units)

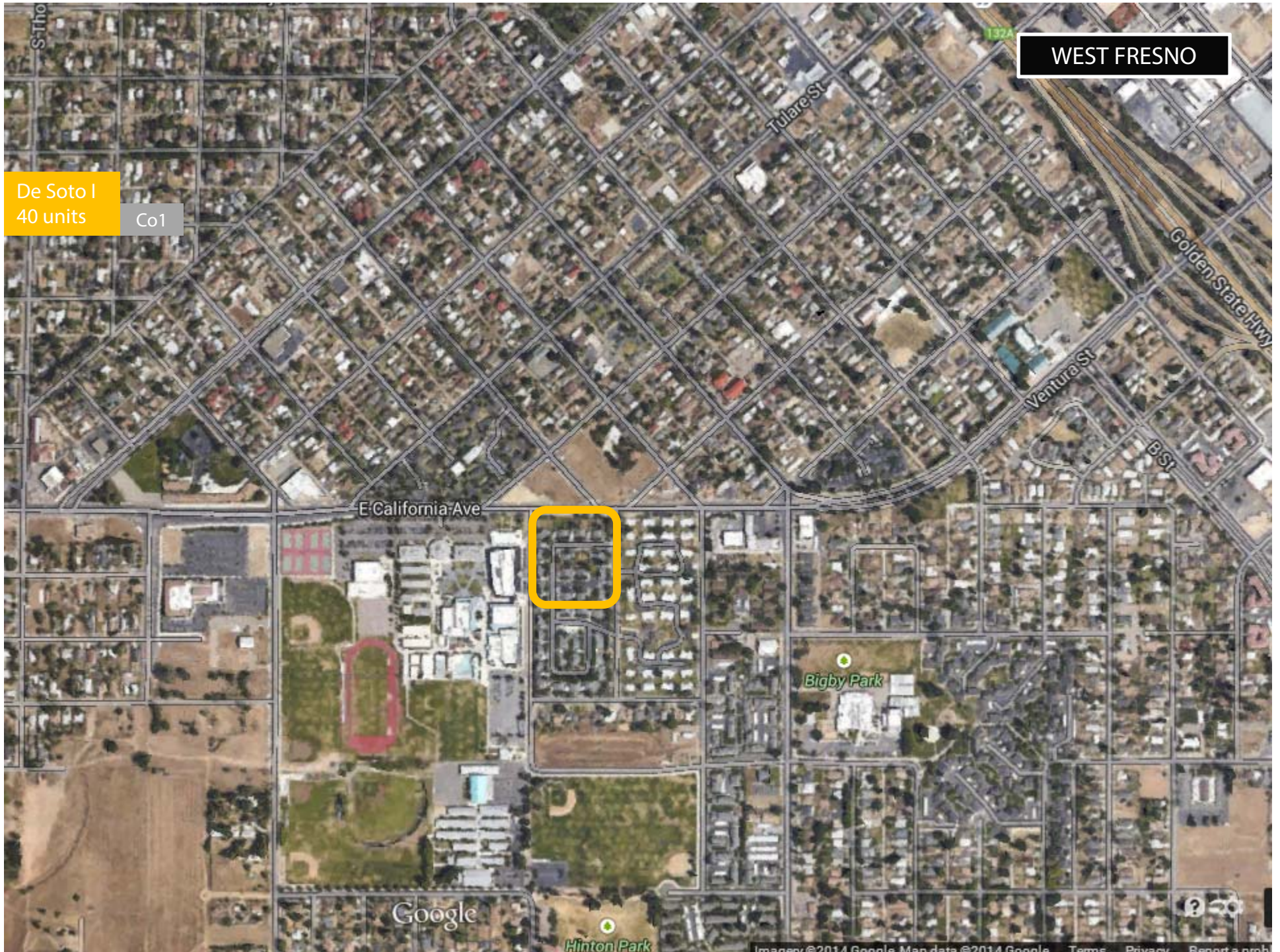


Sierra Plaza 70 units	Ci2
Sierra Terrace 26 units	Ci2
De Soto II 28 units	Ci2
Fairview Heights 74 units	Ci2

FAIRVIEW  
HEIGHTS  
SUPERSITE/ WEST  
FRESNO







WEST FRESNO

De Soto I  
40 units

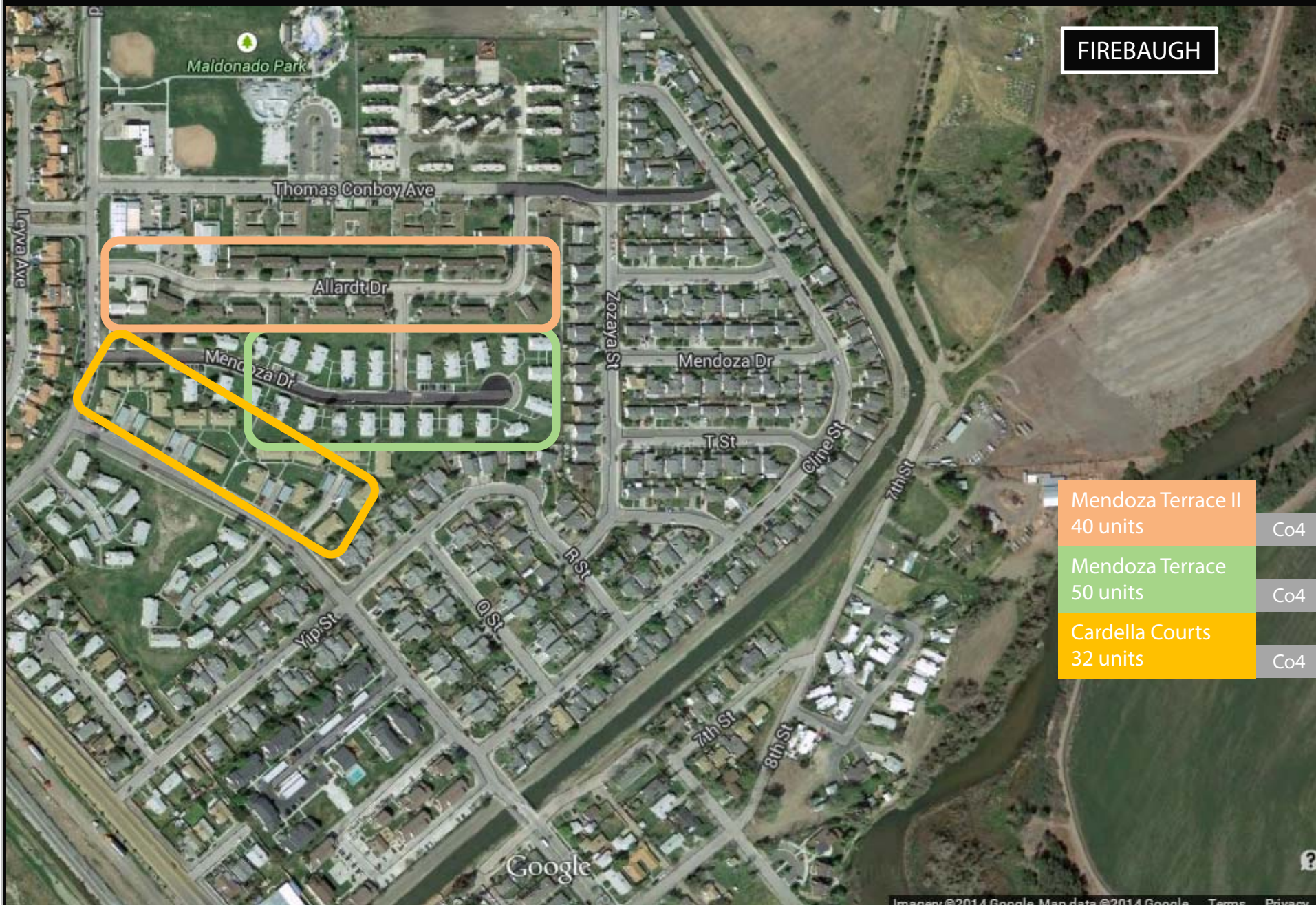
Co1

Google

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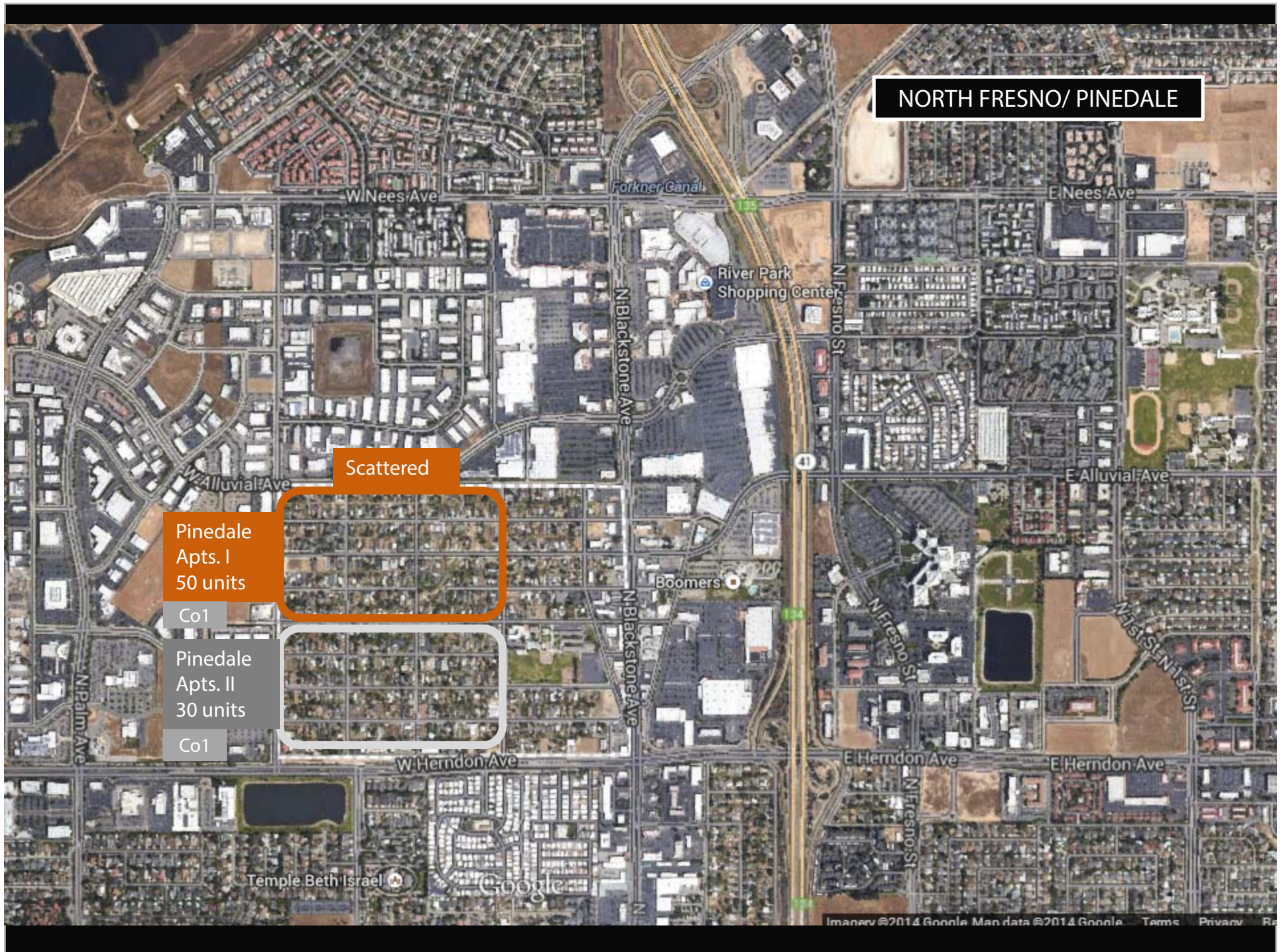


## FIREBAUGH





## NORTH FRESNO/ PINEDALE





HURON

Casarez Terrace II - 20 units

Co6

Casarez Terrace I - 24 units

Co6

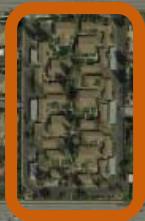
Huron Apts. - 20 units

Co6





SANGER



Wedgewood - 64 units

Co2

Google

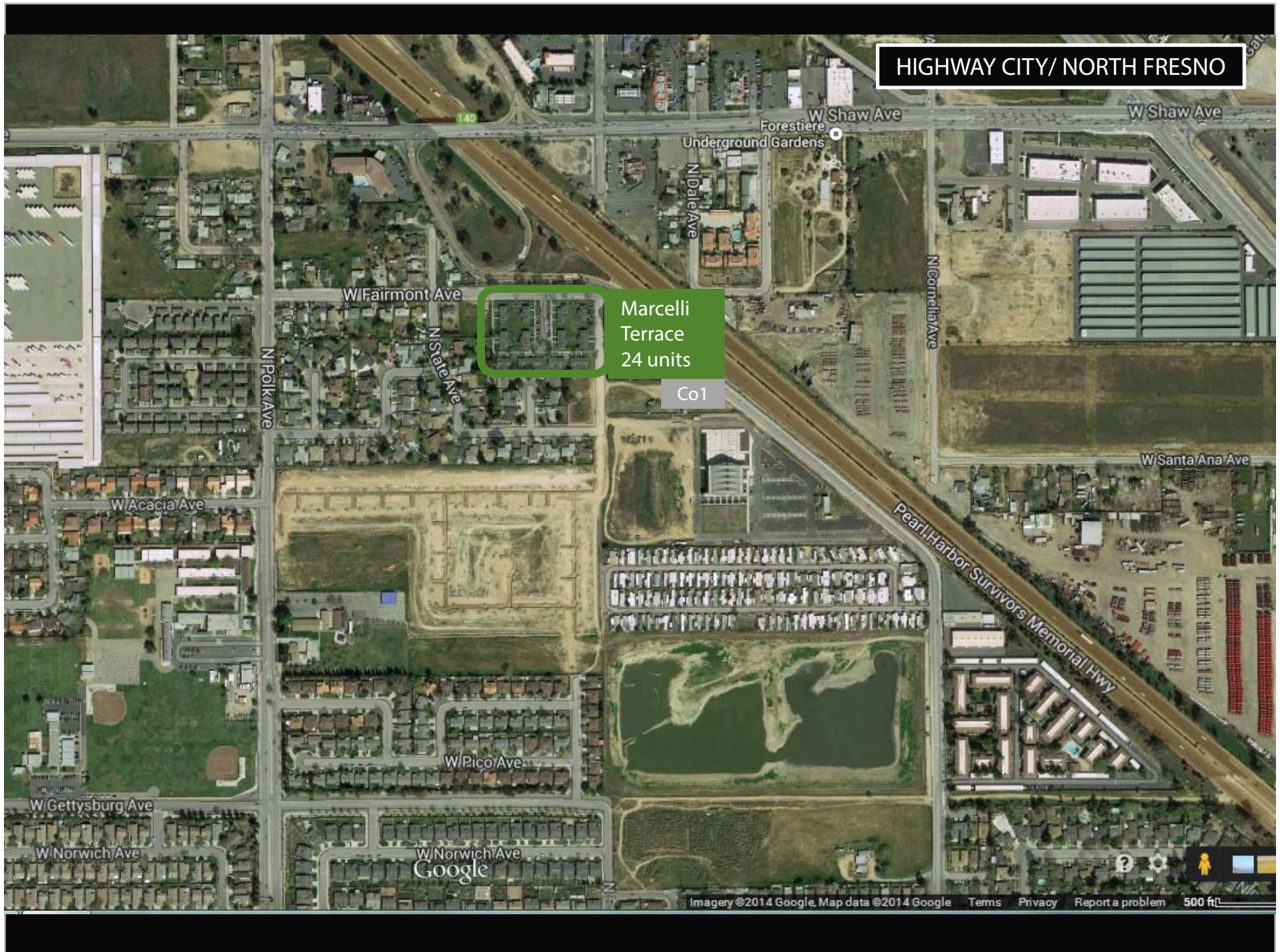
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HIGHWAY CITY/ NORTH FRESNO

Marcelli  
Terrace  
24 units

Co1



**Travel Training Expenditures**  
**Executive Leadership**  
**1st Quarter 2017**

**AMENDED**

Name	Date Depart	Date Return	Location	Conference/Purpose	Exp Total
Preston Prince	1/4/2017	1/11/2017	Miami, New Orleans, Orlando	Novogradac Conference; 2017 goals, PHADA	\$4,520.35
	2/2/2017	2/3/2017	Sacramento, CA	CAHA Annual Meeting	\$296.14
	3/13/2017	3/14/2017	Sacramento, CA	CalHFA Board Meeting and Retreat	\$165.32 *
	3/20/2017	3/21/2017	Chicago, IL	NPHM Annual Board Meeting	\$999.00
	3/22/2017	3/25/2017	Washington, DC	CLPHA/NAHRO Conferences	\$4,699.23
				<b>TOTAL</b>	\$10,680.04
Angie Nguyen	3/24/2017	3/28/2017	Washington, DC	NAHRO Washington Conference	\$2,011.19
				<b>TOTAL</b>	\$2,011.19
Adrian Jones	3/24/2017	3/29/2017	Washington, DC	NAHRO Washington Conference	\$2,601.36
				<b>TOTAL</b>	\$2,601.36
Steven Bedrosian	3/5/2017	3/29/2017	Washington, DC	NAHRO Washington Conference	\$2,970.11
				<b>TOTAL</b>	\$2,970.11

*\*Reimbursement from CalHFA is pending.*





U.S. Department of Housing and Urban Development  
San Francisco Regional Office - Region IX  
600 Harrison Street  
San Francisco, California 94107-1387  
www.hud.gov  
espanol.hud.gov

March 22, 2017



Mr. Preston Prince  
Executive Director  
Fresno City Housing Authority/Fresno County Housing Authority  
1331 Fulton Mall  
Fresno, California 93721

Re: PIH Compliance Monitoring Review

Dear Executive Director Prince:

This letter is to notify you that a team of U.S. Department of Housing and Urban Development (HUD) staff from the Office of Public and Indian Housing will be conducting an assessment of Fresno City Housing Authority (City) and Fresno County Housing Authority (County). The purpose of the assessment is to review the performance of City/County's programs, as well as compliance with HUD program requirements and regulations.

The seven members of the HUD review team follow:

Michael L. Capener, Financial Analyst, Team Lead  
Todd R. Greene, Engineer  
Carol M. Joseph, Portfolio Management Specialist  
Emad K. Mnati, Portfolio Management Specialist  
Rebecca Z. Rudzianis, Portfolio Management Specialist  
Two other Portfolio Management Specialists to be determined.

The HUD review team will first conduct a remote assessment of your agencies. This will be followed by a brief on site assessment lasting five days starting on Monday, May 15, 2017. The onsite assessment will serve to confirm the remote assessment and provide time for in-person interviews.

The preliminary remote assessment will be conducted from April 14, 2017 to May 1, 2017. The review team requests you provide the following information and/or documents for each of the Housing Authorities:

- List of programs for which HUD funds are received (e.g. Operating Fund, Capital Fund, Section 8, self-sufficiency)
- List of developments owned (in whole or in part) and/or management by the agency, including but not limited to Public Housing, Project-Based Section 8,

Project-Based Vouchers, Moderate Rehabilitation, Low Income Housing Tax Credits, Farm Labor Housing, Migrant Housing, market rate housing, etc.

- Organizational chart that includes names, positions, and phone numbers
- PHA by-laws
- Admission and Continued Occupancy Policy (ACOP)
- Administrative Plan
- PHA Plan
- City/County Board of Commissioners (Board) Meeting Minutes for the last six months
- Detailed General Ledger at December 31, 2014, December 31, 2015, December 31, 2016, and March 31, 2017
- Chart of Accounts
- Year-to-date financial statements, with comparisons of budgeted and actual revenues/expenses
- Current operating budgets
- Copies of Depository Agreements
- Copies of insurance policies
- Documentation that lead-based paint requirements have been met
- Two months of work order logs (for selected properties, if necessary)
- Latest office and/or maintenance inventory
- Application for residency
- Most recent two or three months of rental register with tenant accounts receivable
- Most recent completed and reported month's HAP register
- Utility allowance schedule with supporting materials and methodology
- Flat rent schedule
- HCV payment standards
- Budget expense policies
- Documentation showing that accounts payable records indicate vouchers and supporting documentation are reviewed to prevent resubmission and double payments
- Last three months of bank account reconciliations
- Petty cash policies and ledgers
- Procedures for cash payments, if applicable.
- Tenant accounts receivable data for last month of previous fiscal year
- Ledger of delinquent amounts
- Latest budget and expense reports for each PH development.
- Ledger of HAP corrections
- Capitalization Policy
- Financial Policy
- Collateralization for Bank Accounts
- Fidelity Bond Coverage
- Cost Allocation Policy/Plan
- List of Investments
- Last three months of legal/professional invoices
- Delinquent Rent Collection/Eviction Policies

Please send an electronic copy of the information and documents listed above as soon as possible but no later than April 13, 2017, preferably via email to [michael.capener@hud.gov](mailto:michael.capener@hud.gov) or by mail to:

San Francisco Office of Public Housing, 9APH  
One Sansome Street # 1200  
San Francisco, California 94102  
Attention: Michael L. Capener

The onsite assessment of your agency is scheduled for May 15, 2017 to May 19, 2017. The review team would like to hold an entrance conference with you, the Board, and key staff at 1:30 p.m. on the first day of our visit, May 15, 2017. We ask that you provide us with a work area for up to seven people. During the onsite visit, the review team will conduct interviews with key stakeholders, such as management staff, Board members, and residents. The team will also review documents and follow up on questions remaining from the remote assessment.

The review team requests you have the following additional information and/or documents compiled and ready for the team's review while onsite:

- Compiled, current internal policies (all)
- Procurements files
- Tenant files
- CFP open grant files
- Disposition records for land, structures, and property
- Tenant complaint files
- Public housing unit utilization and/or occupancy reports from your inventory management system

In addition, we will contact you for your assistance in pre-arranging interviews with the following stakeholders to be held in person or by phone during our review, if possible:

- The Honorable Lee Brand, Mayor of Fresno
- Adrian Jones, City Board Chair
- Rev. Rueben A. Scott, City Board Vice Chair
- Steven Bedrosian, City Board Member
- Karl Johnson, City Board Member
- Stacy Vaillancourt, City Board Member
- Caine Christensen, City Board Member
- Virna Santos, City Board Member
- Jim Petty, County Board Chair
- Reneeta Anthony, County Board Vice Chair
- Stacy Sablan, County Board Member
- Nancy Nelson, County Board Member
- Lee Ann Eager, County Board Member
- Venilde Miller, County Board Member
- Joey Fuentes, County Board Member

Additional information or interviews may be requested during or after the review. Upon completion of the assessment, an exit conference shall be held onsite or by teleconference. The team will produce a written report summarizing results. We will make arrangements to share the results with you at that time.

If you have any questions, please contact me at michael.capener@hud.gov or 415-489-6750. We appreciate your cooperation and look forward to working with the City/County during this review. Thank you for your assistance with this matter.

Sincerely,



Gerard R. Windt  
Director  
Office of Public Housing

cc:

The Honorable Lee Brand, Mayor of Fresno  
Adrian Jones, City Board Chair  
Rev. Rueben A. Scott, City Board Vice Chair  
Steven Bedrosian, City Board Member  
Karl Johnson, City Board Member  
Stacy Vaillancourt, City Board Member  
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