



# Boards of Commissioners Meeting

July 24, 2018

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Street  
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 - July 24, 2018**

**1331 Fulton Street, Fresno, CA 93721**

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

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

---

**5pm**

1. **Call to Order and Roll Call**

2. **Approval of agenda as posted (or amended)**

*The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.*

3. **Public Comment**

*This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.*

4. **Potential Conflicts of Interest** – Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov. Code section 87105)

5. **Consent Agenda**

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

- |   |    |
|---|----|
| a. Consideration of the Minutes of May 29, 2018 ( <i>continued</i> )  | 5  |
| b. Consideration of the Minutes of June 26, 2018  | 12 |
| c. Consideration of Contract Extension – AT&T   | 19 |
| d. Consideration of Contract Extension – Yardi Systems  | 22 |
| e. Consideration of Memorandum of Understanding –<br>Fresno Economic Opportunities Commission’s “Bridge to<br>Home” Program | 26 |
| f. Consideration of Out of State Travel –<br>CEO/Commissioners  | 40 |

6. **Informational**

- |   |     |
|---|-----|
| a. Resident Services Presentation – Summer Tech Camp  | 41  |
| b. Introduction of Small Area Fair Market Rents (SAFMR’s)<br>for the Housing Choice Voucher Program | 47  |
| c. Update on the 2019 Agency Plans  | 48  |
| d. Update on Community Engagement Presentation  | 92  |
| e. Real Estate Development Update   | 110 |
| f. Housing Relinquished Fund Corporation Update   | 111 |

7. **Action**

- |  |     |
|--|-----|
| a. Consideration of the Transfer of Sales Proceeds from the<br>Rental Assistance Demonstration | 118 |
|--|-----|

8. **Commissioners' Report**

9. **Executive Director's Report**

121

10. **Closed Session**

- a. PUBLIC EMPLOYMENT  
Pursuant to Government Code § 54597
- b. CONFERENCE WITH REAL PROPERTY  
NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: APN: 446-020-42T  
Agency Negotiator: Preston Prince  
Negotiating parties: US Department of Veterans Affairs  
Under negotiation: Terms

11. **Report on Closed Session Items**

12. **Action**

- a. Consideration of the Revocable License Agreement – US 130  
Department of Veterans Affairs

13. **Adjournment**

*Next Board Meeting – August 21, 2018*



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

**Tuesday, May 29, 2018**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, May 29, 2018 at the offices of HACCF, located at 1331 Fulton Street, Fresno, California.

The special workshop meeting was called to order at 4:37 p.m. by Board Chair, Commissioner Sablan of the Board of Commissioners of the Housing Authority of Fresno County.

A presentation on the General Plan update was presented by Dan Zack, Assistant Director of Planning, with the City of Fresno.

Mr. Jeff Foster from GGLO presented on the project for the north end of Fulton Street.

1. The regular meeting was called to order at 5:36 p.m. by Board Chair, Commissioner Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair  
Caine Christensen, Vice Chair  
Karl Johnson  
Stacy Vaillancourt  
Terra Brusseau

ABSENT: Rueben Scott

The meeting was called to order at 5:36 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Stacy Sablan, Chair  
Mary G. Castro, Vice Chair  
Venilde Miller  
Joey Fuentes  
Nikki Henry  
Cary Catalano

ABSENT: None

Also, in attendance were the following Preston Prince, CEO/Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

The agenda was amended, the order changed from Item *6b-Resident Services Presentation-Highway City* being the first item under informational. Followed by Item *6a-Fresno Housing Intern Presentations*.

Commissioner Jones introduced our newest City Commissioner Terra Brusseau.

There were no public comments.

**CITY MOTION:** *Commissioner Johnson moved, seconded by Commissioner Christensen, to approve the agenda as amended.*

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Henry moved, seconded by Commissioner Miller, to approve the agenda as amended.*

**MOTION PASSED:** 6-0.

3. PUBLIC COMMENT

Mr. Yonas Paulos resident of 211 S. Inyo Street, Apt #206, veterans advocate, gave a public comment. He talked about the insecurity he feels and experiences at City View apartments.

Mr. Eric Payne resident of 1444 Fulton Street, Fresno, CA 93721, presented a general comment. First, he welcomed Commissioner Terra Brusseau to the City Commission of the Fresno Housing Authority. In addition, *he requested that, as the Housing Authority prepares for its annual budget, the Agency remember his request from last year that it conduct participatory budgeting with the residents.*

Formatted: Font: Italic, Highlight

Ms. Dianisha Vinson, homeless citizen, presented on her homeless living conditions. She shared that she has three children, but was separated from them because of her living situation. FHA staff stated they would follow up with Ms. Vinson.

4. POTENTIAL CONFLICTS OF INTEREST

Commissioner Brusseau announced that she had a conflict of interest with *item 10(e) on the closed session agenda*.

5. CONSENT AGENDA

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

- a. Consideration of the Minutes of April 17, 2018
- b. Consideration of the Bond Issuance Policy
- c. Consideration of the Contract Renewal – Fresno Police Department

**CITY MOTION:** *Commissioner Johnson moved, seconded by Commissioner Vaillancourt, to approve the Consent Agenda Items A-C.*

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Henry moved, seconded by Commissioner Catalano, to approve the Consent Agenda Items A-C.*

**MOTION PASSED:** 6-0

6. INFORMATIONAL

- a. Resident Services Presentation – Highway City

April Henry, Executive Director of Highway City Community Development, presented on this topic.

- b. Fresno Housing Intern Presentations

Aysha Hills introduced our Fresno Housing Spring semester Interns to the Boards: Sarah Alkobadi, Bianca Garcia and Sandra Torres.

Sarah Alkobadi presented on her learning and experience from her Internship with the Accounting Department.

Bianca Garcia presented on her learning experience with the IT Department.

Sandra Torres presented on her experience as a CCRH Intern with the Asset Management team.

c. 2018 Point in Time Overview

Ms. Melissa Mikel presented on this topic.

d. Housing Relinquished Fund Corp Reserves Update

Ms. Emily De La Guerra presented on this topic.

e. Real Estate Development Update

Mr. Michael Duarte presented on this topic.

7. ACTION

a. Consideration of the Application Submission and Funding Commitment – Choice Neighborhoods Initiative

Ms. Tracewell Hanrahan presented on this topic.

**CITY MOTION:** *Commissioner Johnson moved, seconded by Commissioner Vaillancourt, to approve the application submission and funding commitment – Choice Neighborhoods Initiative.*

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Fuentes moved, seconded by Commissioner Castro, to approve the application submission and funding commitment – Choice Neighborhoods Initiative.*

**MOTION PASSED:** 6-0

8. COMMISSIONERS' REPORT

Commissioner Henry congratulated the Fresno Housing Authority staff for the grand opening of the Veterans development Renaissance at Parc Grove. Commissioner Castro stated the experience presented at the ceremony by the residents was meaningful. Mr. Prince shared the Communications Department is working on the footage of the experience of residents moving into Renaissance at Parc Grove.

Commissioner Castro thanked the Fresno Housing Authority staff for the experience and opportunity given to enjoy lunch with Fresno Housing Authority Staff and the Fresno State Interns.

Commissioner Sablan congratulated the Fresno Housing Authority staff for the opening of Renaissance at Parc Grove.

Commissioner Vaillancourt thanked the Fresno Housing Authority, for sponsoring the travel of Ivonee Der Terosian, an employee from Saint Angeles to participate on Washington, DC Conference “Housing IS Summit 2018.”

9. EXECUTIVE DIRECTOR’S REPORT

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

- Mr. Prince provided an update on the waiting list for the Housing Choice Voucher that was opened from May 1, 2018 through May 15, 2018; there were 38,000 applications. A 5% increase compared to last year. Unfortunately, a small percentage will be contacted and be issued a voucher.
- Mr. Prince communicated about the upcoming Family Carnival/Block party at Maud Avenue on June 22 from 11am to 3pm, organized by Officer Steven Hunt.
- Mr. Prince shared about his vacation from June 29 to July 29, 2018. He stated that the Agency will be managed by Tracewell Hanrahan and Tammy Townsend.

10. CLOSED SESSION

The Boards went into closed session at approximately 7:15 pm.

- a. PUBLIC EMPLOYMENT  
Pursuant to Government Code §54597
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Pursuant to Government Code section 54956.9(d)(2)
- c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: APNs: 510-030-25, 530-030-17  
Agency negotiator: Preston Prince  
Negotiating parties: Fresno Housing Authority; Central Community Church  
Under negotiation: Price and Terms
- d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: APN: 510-030-23  
Agency negotiator: Preston Prince  
Negotiating parties: Fresno Housing Authority; Highway City Community Development, Inc.  
Under negotiation: Price and Terms
- e. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))

*Joint Meeting  
Action Minutes: 5-29-2018  
Adopted:*

Property: APN 561-020-51S

Agency negotiator: Preston Prince

Negotiating parties: Fresno Housing Authority; Jack Messina, Colliers International

Under negotiation: Price and Terms of Sale

f. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: APN 075-033-02T

Agency negotiator: Preston Prince

Negotiating parties: Fresno Housing Authority; City of Huron

Under negotiation: Price and Terms of Sale

g. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: APN: 433-220-39T

Agency negotiator: Preston Prince

Negotiating parties: Fresno Housing Authority; Ernest M. Reyes, Lincoln Consulting Group, LLC; Abu Majumder, Coldwell Banker Commercial

Under negotiation: Price and Terms of Sale

h. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: APN: 075-091-25

Agency negotiator: Preston Prince

Negotiating parties: Fresno Housing Authority; Ernest M. Reyes, Lincoln Consulting Group, LLC; Abu Majumder, Coldwell Banker Commercial

Under negotiation: Price and Terms of Sale

i. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN: 396-020-19

Agency Negotiator: Preston Prince

Negotiating Parties: Fresno Housing Authority; Gurbir and Shelly Sapraj

Under negotiation: Price and Terms of Sale

j. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: APN: 396-020-17

Agency Negotiator: Preston Prince

Negotiating parties: Fresno Housing Authority; Kingsburg RDA Successor Agency

Under negotiation: Price and Terms of Sale

The Boards returned to open session at approximately 8:43 p.m.

11. REPORT ON CLOSED SESSION

*Joint Meeting*

*Action Minutes: 5-29-2018*

*Adopted:*

There was no action to report at this time.

12. Action Items

- a. Consideration to Accept the Grant Deed – City of Huron

***CITY MOTION:*** Commissioner Vaillancourt moved, seconded by Commissioner Johnson, to approve to accept the Grant Deed – City of Huron.

***MOTION PASSED:*** 5-0

***COUNTY MOTION:*** Commissioner Catalano moved, seconded by Commissioner Miller, to approve to accept the Grant Deed – City of Huron.

***MOTION PASSED:*** 6-0

13. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 8:44 p.m.

---

Preston Prince, Secretary to the Boards of Commissioners

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

**Tuesday, June 26, 2018**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, June 26, 2018 at the offices of HACCF, located at 1331 Fulton Street, Fresno, California.

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

PRESENT: Adrian Jones, Chair  
Caine Christensen, Vice Chair  
Rueben Scott  
Karl Johnson  
Stacy Vaillancourt  
Terra Brusseau

ABSENT: None

The meeting was called to order at 5:07 p.m. by Board Vice Chair, Commissioner Castro, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Mary G. Castro, Vice Chair  
Venilde Miller  
Nikki Henry  
Cary Catalano

ABSENT: Stacy Sablan, Chair  
Joey Fuentes

Also, in attendance were the following Preston Prince, CEO/Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel.



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

There were no public comments.

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

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Henry moved, seconded by Commissioner Miller, to approve the agenda as posted.*

**MOTION PASSED:** 4-0

## 3. PUBLIC COMMENT

Mr. Yonas Paulos resident of 211 S. Inyo Street, Apt #206, veterans advocate, gave a public comment. He talked about the loss of Veterans due to the lack of Health Care. He thanked the Fresno Housing Authority for their involvement with the Juneteenth and working together to bring back neighborhoods.

## 4. POTENTIAL CONFLICTS OF INTEREST

Commissioner Catalano announced that he had a conflict of interest with *item 5(D) Consideration of Accepting the Neighborhood Stabilization Program Funding – 844 Chance Avenue.*

## 5. CONSENT AGENDA

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

### a. Consideration of the Minutes of May 29, 2018

Mr. Eric Payne resident of 1444 Fulton Street, Fresno, CA 93721, suggested an amendment to the minutes of May 29, 2018. Mr. Payne said the minutes needed to reflect his comments on the statement made on the budget presentation. He stated that he was there to remind the boards of their commitment to a participatory budget process with outreach and stakeholder engagement. In addition, Mr. Payne welcomed the newest Commissioner.

**CITY MOTION:** Commissioner Scott moved, seconded by Commissioner Johnson, to table item 5A from consent agenda to the next meeting on July 24, 2018.

**MOTION PASSED:** 6-0

**COUNTY MOTION:** Commissioner Miller moved, seconded by Commissioner Henry, to table item 5A from consent agenda to the next meeting on July 24, 2018.

**MOTION PASSED:** 4-0

- b. Consideration of the Vehicle Use Policy
- c. Consideration of Accepting the Grant Award – Maldonado Plaza

**CITY MOTION:** Commissioner Scott moved, seconded by Commissioner Johnson, to approve the Consent Agenda Items B-C.

**MOTION PASSED:** 5-0

**COUNTY MOTION:** Commissioner Catalano moved, seconded by Commissioner Henry, to approve the Consent Agenda Items B-C.

**MOTION PASSED:** 4-0

- d. Consideration of Accepting the Neighborhood Stabilization Program Funding – 844 Chance Avenue

Commissioner Catalano recused himself from this item and left the board room during the voting of this item.

**CITY MOTION:** Commissioner Christensen moved, seconded by Commissioner Scott, to approve the Consent Agenda Items D.

**MOTION PASSED:** 5-0

## 6. INFORMATIONAL

- a. Resident Services Presentation – Fresno Economic Opportunities Commission’s “In The Know” Program

Mr. Julio C. Romero, MPH Project Manager Health and Dental Services, presented on this topic.

- b. CalPERS Update

Ms. Tammy Townsend presented on this topic.

Commissioner Vaillancourt joined the meeting.

c. Update on the 2019 Agency Plans

Ms. Angie Nguyen presented on this topic.

d. 2017 Mixed Finance Results

Ms. Emily De La Guerra presented on this topic.

e. Real Estate Development Update

Mr. Michael Duarte presented on this topic.

7. ACTION

a. Consideration of Funding Application Submission – Orchard Apartments

Mr. Michael Duarte presented to the Boards an updated memo and resolutions for Parlier Orchard apartments funding applications.

***CITY MOTION:*** Commissioner Brusseau moved, seconded by Commissioner Vaillancourt, to approve the Funding Application Submission – Orchard Apartments.

***MOTION PASSED:*** 6-0

***COUNTY MOTION:*** Commissioner Henry moved, seconded by Commissioner Miller, to approve the Funding Application Submission – Orchard Apartments.

***MOTION PASSED:*** 4-0

b. Consideration of Funding Application Submission – Mariposa Meadows

***CITY MOTION:*** Commissioner Scott moved, seconded by Commissioner Brusseau, to approve the Funding Application Submission – Mariposa Meadows.

***MOTION PASSED:*** 6-0

***COUNTY MOTION:*** Commissioner Henry moved, seconded by Commissioner Catalano to approve the Funding Application Submission – Mariposa Meadows.

***MOTION PASSED:*** 4-0

c. Consideration of Application Submission – Veterans Housing and Homeless Prevention Program

***CITY MOTION:*** Commissioner Christensen moved, seconded by Commissioner Johnson, to approve the Funding Application Submission – Veterans Housing and Homeless Prevention Program.

***MOTION PASSED:*** 6-0

***COUNTY MOTION:*** Commissioner Catalano moved, seconded by Commissioner Miller, to approve the Funding Application Submission – Veterans Housing and Homeless Prevention Program.

***MOTION PASSED:*** 4-0

#### 8. COMMISSIONERS' REPORT

Commissioner Jones thanked the Fresno Housing Authority for their participation at the Juneteenth, she was very pleased to see staff at the event.

Commissioner Castro said there were great photos shared on social media.

Commissioner Castro said the Fresno Housing Authority sponsored the May 10, 2018 Clovis Mayor's Breakfast and that the table sponsored was empty. She said for future sponsorships to ensure staff participate.

Commissioner Henry thanked the Fresno Housing Authority for allowing her to attend the NAHRO summer conference. She will be attending the Commissioner's Fundamentals Seminar. Commissioner Henry shared she will not be present at the July 2018 Board Meeting.

#### 9. EXECUTIVE DIRECTOR'S REPORT

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

- At the beginning of the Executive Director's report, a video "Homelessness Task Force" was shown.
- Mr. Prince shared about his two presentations conducted at the City councils of Firebaugh and Huron.
- Mr. Prince talked about the Summer Carnival hosted on Maud Avenue for the Fairview and Desoto apartment complexes.
- Mr. Prince communicated 28 residents have moved into Renaissance at Parc Grove.
- Almost 30 volunteers/staff assisted with getting Renaissance at Parc Grove ready before the residents' move. These volunteers/staff helped with stocking the units with new household items residents may use.
- Mr. Prince announced the CNI application was submitted.

- Mr. Prince communicated that the NAHRO Conference is in Atlanta on October 25-27, 2018; and if you are interested in attending, please inform Ms. Tiffany.

#### 10. CLOSED SESSION

The Boards went into closed session at approximately 7:09 pm.

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: APN: 433-220-39T  
Agency Negotiator: Preston Prince  
Negotiating Parties: Fresno Housing Authority; Ernest M. Reyes, Lincoln Consulting Group, LLC; Abu Majumder, Coldwell Banker Commercial  
Under negotiation: Price and Terms of Sale
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: APN: 075-091-25  
Agency Negotiator: Preston Prince  
Negotiating Parties: Fresno Housing Authority; Ernest M. Reyes, Lincoln Consulting Group, LLC; Abu Majumder, Coldwell Banker Commercial  
Under negotiation: Price and Terms of Sale
- c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: 449-200-08  
Agency Negotiator: Preston Prince  
Negotiating Parties: Fresno Housing Authority; Rod DeLuca, RJK Enterprises, L.P.  
Under negotiation: Price and Terms
- d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: 428-222-29  
Agency Negotiator: Preston Prince  
Negotiating Parties: Fresno Housing Authority; Brandan Kane, The Mogharebi Group  
Under negotiation: Price and Terms

The Boards returned to open session at approximately 8:36 p.m.

#### 11. REPORT ON CLOSED SESSION

Item 10d was not discussed, and removed from the agenda.  
There was no other action to report at this time.

#### 12. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 8:37 p.m.

---

Preston Prince, Secretary to the Boards of Commissioners

## BOARD MEMO

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

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

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

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

**DATE:** July 10, 2018  
**BOARD MEETING:** July 24, 2018  
**AGENDA ITEM:** 5c  
**AUTHOR:** Bobby Coulter

**SUBJECT:** Consideration of Contract Renewal – AT&T

---

### Executive Summary

The purpose of this memo is to request the Boards of Commissioners' continue to utilize the CALNET3 contract with AT&T telephone and data services for one year, beginning August 1, 2018, for an amount not to exceed \$305,000. This will be the third year that the Agency utilizes this contract for AT&T telephone and data services.

### Fiscal Impact

The Agency would like to continue to contract with AT&T for Internet and Phone service for an amount not to exceed \$305,000. The 2018 Operations Budget includes \$310,000 for this contract.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to continue to utilize the CALNET3 contract with AT&T for telephone and data services for one year, beginning August 1, 2018, for an amount not to exceed \$305,000.

### Background

In June 2016, the Boards approved the contract with AT&T to upgrade the Internet infrastructure for an amount not to exceed \$300,000. The new infrastructure provided a one hundred and ten (110) percent increase in bandwidth, enhanced disaster recovery, and ensured that remote sites become less reliant on connectivity at the Central Office. As of December 2017, all seventeen sites have been upgraded. In addition, the Agency has increased utilization of cloud resources to further increase fault tolerance.

The Agency is utilizing an Intergovernmental Agreement through the CALNET 3 Statewide Contract, as allowed by the Agency's Procurement Policy and the HUD Procurement Handbook. The CALNET3 contract offers a substantial discount over what the Agency would be required to pay if we purchased the service on our own. Agency staff continues to evaluate pricing annually to ensure that the CALNET3 contract is the best fit for the Agency.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING THE EXTENSION OF THE AT&T INTERNET AND  
TELEPHONE SERVICES AGREEMENT**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has a contract with American Telephone & Telegraph ("AT&T") for Internet and Telephone services through the CALNET 3 Statewide Contract; and

WHEREAS, the term of the aforementioned contract ends July 30, 2018; and

WHEREAS, the Agency has been satisfied with the service it has received under the contract with AT&T; and

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

WHEREAS, the Agency desires to exercise its option to continue to utilize the CALNET3 contract with AT&T telephone and data services for one year, beginning August 1, 2018, for an amount not to exceed \$305,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the one-year contract of the telephone and data services contract with AT&T and authorizes Preston Prince, Executive Director/CEO or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF JULY, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



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

BEFORE THE BOARD OF COMMISSIONERS OF THE

**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION AUTHORIZING THE EXTENSION OF THE AT&T INTERNET AND  
TELEPHONE SERVICES AGREEMENT**

WHEREAS, the Housing Authority of Fresno County (the "Agency") has a contract with American Telephone & Telegraph ("AT&T") for Internet and Telephone services through the CALNET 3 Statewide Contract; and

WHEREAS, the term of the aforementioned contract ends July 30, 2018; and

WHEREAS, the Agency has been satisfied with the service it has received under the contract with AT&T; and

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

WHEREAS, the Agency desires to exercise its option to continue to utilize the CALNET3 contract with AT&T telephone and data services for one year, beginning August 1, 2018, for an amount not to exceed \$305,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the one-year contract of the telephone and data services contract with AT&T and authorizes Preston Prince, Executive Director/CEO or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF JULY, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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

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

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

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** July 10, 2018

**BOARD MEETING:** July 24, 2018

**AGENDA ITEM:** 5d

**AUTHOR:** Bobby Coulter

**SUBJECT:** Consideration of Contract Extension - Yardi Systems, Inc.

---

### Executive Summary

The purpose of this memo is to seek the Boards of Commissioners' approval to extend the contract between the Fresno Housing Authority and Yardi Systems, Inc. from August 7, 2018 to August 6, 2019. The Agency currently has a contract with Yardi Systems Inc. to provide software licensing, support, and SAAS (Software as a Service). The Boards approved the extension for the amount of \$297,472 in 2016 and \$299,300 in 2017. Both of these amounts include provisions to accommodate increases in CPI (Consumer Price Index).

### Fiscal Impact

The Agency would like to extend its contract with Yardi Systems Inc. for an amount not to exceed \$305,000 over the next contract period, plus any CPI increases. The contract term was not to exceed a five (5) year period, per HUD procurement requirements. This extension would be the third with one more remaining. The 2018 Operations Budget includes \$315,000 for Yardi Software and Software Maintenance. During the previous contract period, the Agency spent \$304,065 for Yardi licensing and support.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to extend the contract with Yardi Systems Inc. from August 7, 2018 to August 6, 2019 for an amount not to exceed \$305,000, plus any CPI increases.

### Background Information

The RFP for the Enterprise Management System was made public in June of 2014. An evaluation committee with relevant experience was selected to evaluate each proposal. The committee did an initial round of scored evaluations based solely on the proposals received, and then the top two rated companies were interviewed by a broad panel of applicable users. Each proposer was then given

the opportunity to amend their proposal and/or pricing, and a second round of evaluations then took place. After the second round of evaluations, the top two firms were invited to provide in-depth product demonstrations at the Agency's Central Office. Proceeding the full product demonstrations, a select panel of evaluators and their staff traveled to perform site visits of proposers' headquarters, and also visited other Housing Authorities who use each software product. Two third-party firms: Shift3, a local independent IT company, and Innovative Housing Solutions, a financial/IT consulting firm, both reviewed the RFP methodology to confirm the appropriate measures had been taken. After that point, a full cost analysis was completed to ensure prices were comparable across each proposer. Only after prices were confirmed did the evaluation committee make their final recommendation of Yardi Systems, Inc.

On May 26, 2015, the Boards of Commissioners approved Yardi Systems, Inc. as the tentative awardee of the RFP, subject to successful contract negotiations. The contract was approved by the Boards of Commissioners on July 28, 2015 for a term of one year, with the option to renew for four successive, one year terms. The first extension was approved on July 26, 2016 and the second extension was approved on July 25, 2017. If approved, this would be the third extension with one extension remaining, with the five-year contract expiring in August 2020.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

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

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

WHEREAS, the term of the aforementioned contract ends August 6, 2018 with an option to extend for another term; and

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

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

WHEREAS, the Agency desires to exercise its option to extend the contract with Yardi for EMS Support and SAAS (Software as a Service) for one year, beginning August 7, 2018, for an amount not to exceed \$305,000 plus any CPI increases in the given year for software licensing fees; and

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

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF JULY, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

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

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

WHEREAS, the term of the aforementioned contract ends August 6, 2018 with an option to extend for another term; and

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

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

WHEREAS, the Agency desires to exercise its option to extend the contract with Yardi for EMS Support and SAAS (Software as a Service) for one year, beginning August 7, 2018, for an amount not to exceed \$305,000 plus any CPI increases in the given year for software licensing fees; and

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

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF JULY, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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

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

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

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

**DATE:** July 19, 2018  
**BOARD MEETING:** July 24, 2018  
**AGENDA ITEM:** 5e  
**AUTHOR:** Angie Nguyen

**SUBJECT:** Consideration of Memorandum of Understanding – Fresno Economic Opportunities Commission’s “Bridge to Home” Programs

---

### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to enter into a Memorandum of Understanding (MOU) with the Fresno Economic Opportunities Commission (FEOC) to administer the housing component of the “Bridge to Home” programs.

FEOC has received grant funding from the U.S. Department of Housing and Urban Development’s Continuum of Care program (HUD-CoC) to operate a combination transitional and rapid rehousing program with attendant supportive services to thirty (30) chronically homeless households entitled “Bridge to Home 1” and “Bridge to Home 2”. FEOC has asked Fresno Housing to partner in administering these programs, specifically utilizing its expertise in providing those processes endemic to housing, including rent calculations and conducting Housing Quality Standards inspections. The MOU would have an initial term of one-year, with an option to extend for an additional four years based on funding renewal.

### Fiscal Impact

FEOC has received a total of \$553 thousand in HUD-CoC funding for the two “Bridge to Home” programs. Eligible costs to the grant include rental assistance, case management and associated administrative and operational costs. From the grant, FEOC has budgeted for Fresno Housing to be paid a total of \$5,042 for expenses, which includes estimated staff costs to perform the housing components and other associated administrative and operational costs.

On all Continuum of Care grants, HUD requires a 25% cash or in-kind match, which both FEOC and FH will provide for their portions of the grants. The Agency’s portion of this match is \$1,260.

### Recommendation

It is recommended that the Board of Commissioners adopt the attached resolution authorizing the Executive Director, or his designee, to execute the

attached Memorandum of Understanding with the Fresno Economic Opportunities Commission for the Bridge to Home programs.

## **Background**

In the 2017 HUD-CoC Competition, HUD introduced a new funding category – transitional housing combined with rapid rehousing. The idea is that individuals/families are provided a safe place off the streets to reside temporarily – termed “bridge housing” - while obtaining needed documentation (California Driver’s License, income verification, etc.) and consequently searching for suitable housing. Case management is provided to assist with both documentation retrieval and housing search. The typical stay in bridge housing is envisioned to be 60-90 days, whereas rapid rehousing stays can be as long as two years. In this particular grant proposal, FEOC has partnered with Turning Point of Central California (TPOCC) – the current operator of BridgePoint – a bridge housing program located near downtown Fresno. Thus, this grant funding utilizes the expertise of three (3) agencies working in concert to provide housing solutions for homeless households.

For it’s part, as a public housing agency, Fresno Housing is best suited to assist members of the Fresno Madera Continuum of Care (FMCoC) to administer housing programs for homeless households by performing those functions endemic to housing – i.e., rent calculations and Housing Quality Inspections. By doing so, the FMCoC partner is able to focus on providing supportive services to ensure housing stability and retention. As needed, Fresno Housing will also assist the FMCoC partner with mediation with property managers/owners to facilitate housing retention. Partnership between public housing agencies and nonprofit entities are heralded as national best practice in housing homeless households. At this time, FH is partnering with FEOC in four (4) HUD-CoC funded programs which provide housing for a total of fifty-seven (57) chronically and literally homeless households.

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITIES OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING THE MEMORANDUM OF UNDERSTANDING WITH  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION FOR THE BRIDGE TO HOME  
PROGRAMS

WHEREAS, the Fresno Economic Opportunities Commission (FEOC) has received a U.S. Department of Housing and Urban Development Continuum of Care (HUD-CoC) grant for a joint transitional/rapid rehousing program called “Bridge to Home 1” and “Bridge to Home 2”; and,

WHEREAS, said programs are intended to serve approximately thirty (30) literally and chronically homeless households; and,

WHEREAS, the Fresno Housing Authority (FH) desires to enter into a Memorandum of Understanding (MOU) with the FEOC to administer the housing component of the programs, including rent calculations and Housing Quality Standards inspections;

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

WHEREAS, HUD-CoC requires a 25% cash or in-kind match contribution on all grants, and as such, FH would be responsible for a \$1,260 match for these two programs;

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 negotiate and execute the Memorandum of Understanding with Fresno Economic Opportunities Commission and all ancillary documents in connection therewith to the U.S. Department of Housing and Urban Development’s Continuum of Care funded Bridge to Home 1 and Bridge to Home 2 programs.

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF July, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:



ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITIES OF FRESNO COUNTY

RESOLUTION AUTHORIZING THE MEMORANDUM OF UNDERSTANDING WITH  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION FOR THE BRIDGE TO HOME  
PROGRAMS

WHEREAS, the Fresno Economic Opportunities Commission (FEOC) has received a U.S. Department of Housing and Urban Development Continuum of Care (HUD-CoC) grant for a joint transitional/rapid rehousing program called “Bridge to Home 1” and “Bridge to Home 2”; and,

WHEREAS, said programs are intended to serve approximately thirty (30) literally and chronically homeless households; and,

WHEREAS, the Fresno Housing Authority (FH) desires to enter into a Memorandum of Understanding (MOU) with the FEOC to administer the housing component of the programs, including rent calculations and Housing Quality Standards inspections;

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

WHEREAS, HUD-CoC requires a 25% cash or in-kind match contribution on all grants, and as such, FH would be responsible for a \$1,260 match for these two programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, do hereby authorize the Executive Director, or his designee, to negotiate and execute the Memorandum of Understanding with Fresno Economic Opportunities Commission and all ancillary documents in connection therewith to the U.S. Department of Housing and Urban Development’s Continuum of Care funded Bridge to Home 1 and Bridge to Home 2 programs.

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF July, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## **MEMORANDUM OF UNDERSTANDING (MOU)**

Between

Fresno County Economic Opportunities Commission and Housing Authorities City of Fresno

For Bridge to Home 1

### **Parties:**

This Memorandum of Understanding is made and entered into this 1st day of September 2018 by and between Fresno County Economic Opportunities Commission (hereafter referred to as Fresno EOC) and Housing Authorities of Fresno (hereafter referred to as HACF).

### **Purpose:**

To provide comprehensive delivery of services under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program for rapid rehousing assistance (RRH) to support Bridge to Home 1- Rapid Rehousing component. Assistance in the program is provided to help up to 24 homeless individuals to meet three overall goals: 1.) Remain in housing at the end of operating year or will exit to permanent housing destinations, 2.) Increase or maintain total income, and 3.) eligible clients will become employed.

### **Responsibilities:**

1. Fresno EOC, under Sanctuary and Youth Services program, will be responsible for:
  - Serving as the planner, fiscal agent, monitor, and technical assistance provider for Bridge to Home 1.
  - Providing outreach and information dissemination through existing service networks, and referrals from service collaborations, such as Coordinated Access System, and HERO Team 1 & 2 outreach and HOME Team outreach.
  - Providing crisis intervention to address immediate client needs, while assisting with the development of an individualized supportive service plan, and assistance with housing stabilization.
  - Screening for mental and /or emotional impairment to diagnose disabling condition; providing individual and/or group counseling services to aid in development of a service plan and linkages to appropriate services.
  - Providing comprehensive case management to address the health and human service client needs and modify service plans accordingly.
  - Facilitating life skills workshops.

- Providing linkages to and funding for pertinent supportive services (i.e., moving and/or storage costs, educational tuition and supplies, employment supplies (interview and/or work clothes, etc) , transportation (bus passes, fuel), drivers education, document attainment, credit repair, health services, legal services, childcare assistance, substance and alcohol abuse treatment referrals and counseling.
- Assisting with purchase/attainment of basic household supplies, hygiene, and emergency food supplies and home furnishings.
- Accessing and tracking progress of homeless individual and families through the Homeless Management Information System (HMIS).
- Outreaching and engaging potential landlords to assist clients with identifying affordable housing. Once identified and multi-family residential unit passes inspection, Clients will enter into leases directly with housing property owner. Client will also execute a Program Agreement with Fresno EOC.
- Issue rent, security deposits, and/or utility deposit payments to designated parties (i.e. property owner, utility company) after approval from HACF.
- Assist clients with ensuring rental portion is paid to landlord. Comply with HUD reporting requirements.

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

- Screening for client eligibility including background checks, income verification, reviewing client rental history, calculating client rent contribution (not to exceed 30% of client income) and conducting Annual Re-Exams to ensure on-going eligibility. Provide Fresno EOC documentation to support client rent calculation.
- Performing unit inspections according to Housing Quality Standards and HUD guidelines. Provide Fresno EOC documentation to support unit inspection.
- Submitting timely monthly activity reports and invoices. HACF will provide Monthly Activity Reports and Monthly Invoice Expenditures to Fresno EOC by the 25<sup>h</sup> of each month. Invoices will include required backup documentation for all expenses.

**Contact Person:**

**HACF will designate a contact person for Fresno EOC to communicate with when necessary.**

**Name:** Doreen Eley, Senior Manager, Assisted Housing Division

**Email:** deley@fresnohousing.org

**Phone:** 559.443.8431

**Payment:**

HACF will invoice Fresno EOC for all Operations expenses incurred by the 25<sup>th</sup> of each month and provide any requested supporting documentation (i.e. documentation of specific clients screened during billing cycle; allocation breakdown, etc). HACF will be reimbursed for their prior month's expenses by the 30<sup>th</sup> of each month. The total subcontract award payable to HACF shall not exceed \$ 20,000 over a 12-month project period.

**Records and Audit:**

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

**Termination and Cancellation of MOU:**

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

If the appropriating agency should for any reasons discontinue funding to support the Bridge to Home 1 in the City or County of Fresno, this agreement shall terminate upon thirty (30) days written notice by appropriate party.

**Amendments and Waivers:**

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

**No License Granted:**

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

**Release and Waiver of Liability:**

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

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

**Independent Performance:**

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

**Terms of this Agreement:**

The initial term of this MOU will be from September 1, 2018– August 31, 2019 and will automatically renew annually until August 31, 2024 (5 years) based on the total project renewal term stipulated in the contractual agreement between Fresno EOC and U.S. Department of Housing and Urban Development.

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

**Authorized Signatures:**

Fresno County Economic Opportunities Commission

Housing Authority City of Fresno

---

Brian Angus  
Chief Executive Officer

---

CEO/Preston Prince  
Executive Director

---

Date

---

Date

## **MEMORANDUM OF UNDERSTANDING (MOU)**

Between

Fresno County Economic Opportunities Commission and Housing Authorities City of Fresno

For Bridge to Home 2

### **Parties:**

This Memorandum of Understanding is made and entered into this 1<sup>st</sup> day of September 2018 by and between Fresno County Economic Opportunities Commission (hereafter referred to as Fresno EOC) and Housing Authorities of Fresno (hereafter referred to as HACF).

### **Purpose:**

To provide comprehensive delivery of services under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program for rapid rehousing assistance (RRH) to support Bridge to Home 2- Rapid Rehousing component. Assistance in the program is provided to help up to 6 homeless individuals to meet three overall goals: 1.) Remain in housing at the end of operating year or will exit to permanent housing destinations, 2.) Increase or maintain total income, and 3.) eligible clients will become employed.

### **Responsibilities:**

1. Fresno EOC, under Sanctuary and Youth Services program, will be responsible for:
  - Serving as the planner, fiscal agent, monitor, and technical assistance provider for Bridge to Home 2.
  - Providing outreach and information dissemination through existing service networks, and referrals from service collaborations, such as Coordinated Access System, and HERO Team 1 & 2 outreach and HOME Team outreach.
  - Providing crisis intervention to address immediate client needs, while assisting with the development of an individualized supportive service plan, and assistance with housing stabilization.
  - Screening for mental and /or emotional impairment to diagnose disabling condition; providing individual and/or group counseling services to aid in development of a service plan and linkages to appropriate services.
  - Providing comprehensive case management to address the health and human service client needs and modify service plans accordingly.
  - Facilitating life skills workshops.



- Providing linkages to and funding for pertinent supportive services (i.e., moving and/or storage costs, educational tuition and supplies, employment supplies (interview and/or work clothes, etc) , transportation (bus passes, fuel), drivers education, document attainment, credit repair, health services, legal services, childcare assistance, substance and alcohol abuse treatment referrals and counseling.
- Assisting with purchase/attainment of basic household supplies, hygiene, and emergency food supplies and home furnishings.
- Accessing and tracking progress of homeless individual and families through the Homeless Management Information System (HMIS).
- Outreaching and engaging potential landlords to assist clients with identifying affordable housing. Once identified and multi-family residential unit passes inspection, Clients will enter into leases directly with housing property owner. Client will also execute a Program Agreement with Fresno EOC.
- Issue rent, security deposits, and/or utility deposit payments to designated parties (i.e. property owner, utility company) after approval from HACF.
- Assist clients with ensuring rental portion is paid to landlord. Comply with HUD reporting requirements.

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

- Screening for client eligibility including background checks, income verification, reviewing client rental history, calculating client rent contribution (not to exceed 30% of client income) and conducting Annual Re-Exams to ensure on-going eligibility. Provide Fresno EOC documentation to support client rent calculation.
- Performing unit inspections according to Housing Quality Standards and HUD guidelines. Provide Fresno EOC documentation to support unit inspection.
- Submitting timely monthly activity reports and invoices. HACF will provide Monthly Activity Reports and Monthly Invoice Expenditures to Fresno EOC by the 25<sup>h</sup> of each month. Invoices will include required backup documentation for all expenses.

**Contact Person:**

**HACF will designate a contact person for Fresno EOC to communicate with when necessary.**

**Name:** Doreen Eley, Senior Manager, Assisted Housing Division

**Email:** deley@fresnohousing.org

**Phone:** 559.443.8431

**Payment:**

HACF will invoice Fresno EOC for all Operations expenses incurred by the 25<sup>th</sup> of each month and provide any requested supporting documentation (i.e. documentation of specific clients screened during billing cycle; allocation breakdown, etc). HACF will be reimbursed for their prior month's expenses by the 30<sup>th</sup> of each month. The total subcontract award payable to HACF shall not exceed \$ 20,000 over a 12-month project period.

**Records and Audit:**

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

**Termination and Cancellation of MOU:**

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

If the appropriating agency should for any reasons discontinue funding to support the Bridge to Home 2 in the City or County of Fresno, this agreement shall terminate upon thirty (30) days written notice by appropriate party.

**Amendments and Waivers:**

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

**No License Granted:**

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

**Release and Waiver of Liability:**

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

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

**Independent Performance:**

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

**Terms of this Agreement:**

The initial term of this MOU will be from September 1, 2018– August 31, 2019 and will automatically renew annually until August 31, 2024 (5 years) based on the total project renewal term stipulated in the contractual agreement between Fresno EOC and U.S. Department of Housing and Urban Development.

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

**Authorized Signatures:**

Fresno County Economic Opportunities Commission

Housing Authority City of Fresno

---

Brian Angus  
Chief Executive Officer

---

CEO/Preston Prince  
Executive Director

---

Date

---

Date

## 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  
**FROM:** Preston Prince  
CEO

**DATE:** July 19, 2018  
**BOARD MEETING:** July 24, 2018  
**AGENDA ITEM:** 5f  
**AUTHOR:** Tiffany Mangum

**SUBJECT:** Out of State Travel – CEO and/or Commissioners

### Executive Summary

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

Date	Location	Event
7/21/18-7/25/18	Washington, DC	National Alliance for Ending Homelessness Conference*
7/25/18-7/27/18	Philadelphia, PA	Grade Level Reading Summit
9/8/18-9/11/18	Washington, DC	Public Housing Authority Directors Association Legislative Conference
9/18/18-9/20/18	Atlanta, GA	Purpose Built Communities Site Visit
10/1/18-10/4/18	New Orleans, LA	Novogradac Opportunity Zones Conference
11/13/18-11/16/18	Boston, MA	National Conference of State Housing Agencies Conference

### Recommendation

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

### Fiscal Impact

All travel and conference expenditures are within budget, and funds have been previously approved as part of the FY2018 Operating Budgets submitted and approved in December 2017.

*\*Commissioners may attend with the CEO.*

## 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

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** July 10, 2018

**BOARD MEETING:** July 24, 2018

**AGENDA ITEM:** 6a

**AUTHOR:** Angie Nguyen

**SUBJECT:** Resident Services Presentation: Summer Tech Camp

---

### Executive Summary

Staff will be presenting information regarding the Summer Tech Camp held at Bitwise Industries. In this year's session, youth resident from Fresno Housing complexes will build a computer and develop a video game. The youth will present their efforts at a graduation ceremony to be held on Friday, July 27, 2018 from 12:00pm to 1:30 pm.

### Recommendation

This item is informational only. No action is necessary.



---

## ***2018 Fresno Housing Summer Tech Camp***

*Boards of Commissioners Meeting  
July 24<sup>th</sup>, 2018*



## Curriculum

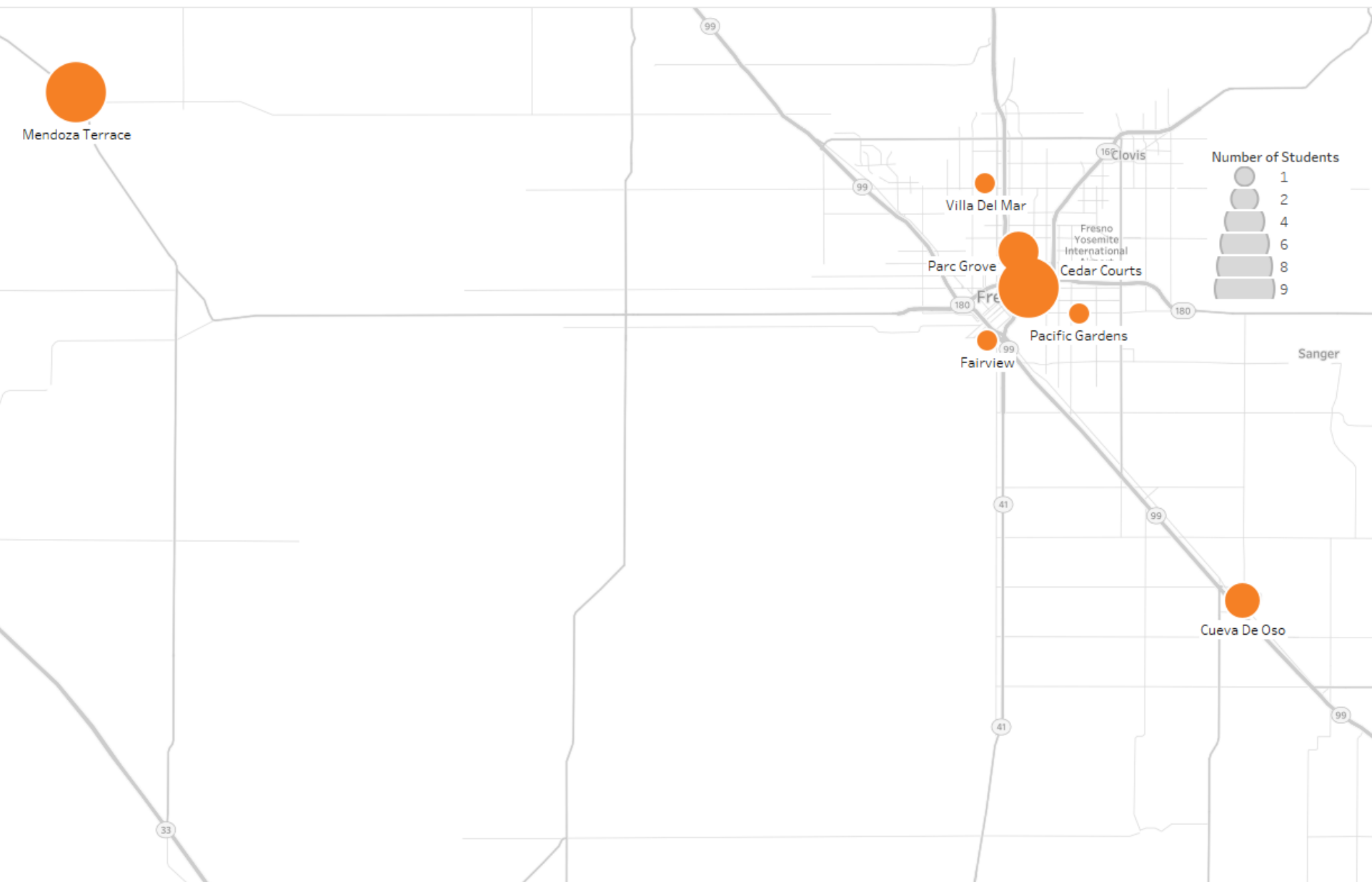
- Two-week camp @ BitWise
- Students were provided with transportation, two meals, KANO computer and pixel kits
- Students worked independently and as a group on several projects; including a comprehensive project for the last day of camp.



## Participants

- Students must submit an essay
- 24 Fresno Housing Youth
- 5<sup>th</sup> - 12<sup>th</sup> grade
- 70% Girls







**Victor Pacheco**  
**Tech Ambassador**

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

**DATE:** July 20, 2018  
**BOARD MEETING:** July 24, 2018  
**AGENDA ITEM:** 6b  
**AUTHOR:** Tracewell Hanrahan

**SUBJECT:** Introduction to Small Area Fair Market Rents for the Housing Choice Voucher Program

---

### Executive Summary

Staff will be presenting information on Small Area Fair Market Rents (SAFMR's) for the Housing Choice Voucher (HCV) program.

The primary goal of SAFMR's is to allow HCV families greater access to areas of higher opportunity, while making the voucher program more cost effective. HUD allows housing authorities this ability by implementing rents that are based on ZIP code, rather than at the metropolitan level (i.e. Fresno County-wide). This better aligns the voucher payment standards with neighborhood-level rents, resulting in higher subsidies in areas of opportunity and more choices for families.

Staff will provide additional information and analysis at the Boards of Commissioners meeting.

### Recommendation

This item is informational only. No action is necessary.

## BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

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

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** July 12, 2018

**BOARD MEETING:** July 24, 2018

**AGENDA ITEM:** 6c

**AUTHOR:** Tracewell Hanrahan

**SUBJECT:** Update on the 2019 Agency Plans

---

### Executive Summary

The purpose of this memo is to provide the Boards of Commissioners with materials that will facilitate the review of the proposed changes to the 2019 Agency Plans. As reported to the Boards at the June Boards of Commissioners meeting, the Agency is in the process of completing required annual updates to these Agency Plans. The Agency Plans consist of the three prevailing policies and administrative documents that govern our major programs, including the Annual Plan, the Administrative Plan and the Admissions & Continued Occupancy Policy (ACOP). Both the County and the City PHA's have one of each of the documents listed below:

- The **PHA Annual Plans: Updates to the Five Year Plan are submitted every year** outlining progress on activities for the PHA, including additional information on those plans and adding new activities.  
Note: Asset Management and Development activities are only included in Annual Plan documents.
- The **Administrative Plans:** These plans encompass and clarify the policies applicable to the administration of the Housing Choice Voucher Program (HCV).
- The **Admissions & Continued Occupancy Policies (ACOP):** These plans encompass and clarify the policies applicable to the Low Income Public Housing Program (LIPH).

### Process

The process for completing the review, discussions, public notice and hearing, and adoption of the changes to these plans are as follows:

- July 18: Documents will be provided to the Boards via a Board Update to allow additional time to review prior to the July Board Meeting.
- **July 24: Agency Plans will be on the Boards of Commissioners meeting agenda for discussion.**

- July 26: Official Public Comment Period begins. All documents will be available at multiple locations throughout the County, and on the Agency website, for official public comment beginning July 26, 2018 through September 8, 2018, for the 45 day HUD-required comment period outlined.
- August 21: Boards of Commissioners meeting agenda will allow for additional Board discussion, comments, and follow up.
- September 8: Official 45-Day Public Comment period ends.
- September 25: Boards of Commissioners Meeting. Public Hearing occurs. Staff requests Board Adoption.
- October 17: Final Submission required to HUD.

### **45-Day Comment Period**

The 45-day public comment period for the PHA Agency Plans is announced in the Fresno Bee and posted on our website. The notice instructs the public on how they may access, review, and comment on the proposed Plan. Staff have been meeting with the Resident Advisory Boards (RAB) and additional meetings are scheduled to discuss proposed amendments to the Plans. Comments received from the public and the RABs are presented to the Commissioners throughout the process with a final deadline for comments at the Public Hearing to be held concurrently with the regular September Board meeting in the Central Office Boardroom on September 25, 2018. At that time the Commissioners will be asked to adopt the 2019 PHA Annual Plans for submission to HUD by October 17, 2018.

### **Documents for Review**

Staff have prepared a variety of documents/tools to assist the Boards and the public in reviewing the above documents and proposed changes. The changes are color coded throughout the set of documents. The colors represent the following:

**Green:** Regulatory changes. These are changes to the plans required by HUD.

**Yellow:** Significant changes. Significant changes (yellow) are those that impact the eligibility and admissions policies of the programs as delineated by HUD.

**Blue:** Recommendations by Staff. Staff recommendations are those which the Agency has discretion at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners.

**Gray:** Additions to Annual Plan for Development, home ownership programs, and Asset Management activities.

### **Documents Attached**

- **Annual Plan Draft Changes:** The form attached is required by HUD and contains a summary of the changes to the 5-Year Plan, including a summary of the significant changes to the Admin Plan and the ACOP. It also contains a summary of progress on various activities including affordable housing Development and Asset Management. HUD requests that only significant changes to the ACOP and Admin Plan be summarized on this form. A copy is included for both the County and the City Boards. A full description of Asset Management and Development changes are included and additions for 2019 are noted in orange. HUD allows for all potential projects to be listed, including projects not yet approved by the Board. This allows agencies flexibility in planning.

- **Summary of Proposed Changes:** A summary of all the material changes to the plans that include all changes required by HUD, all significant changes to the plan (which are ones that impact the eligibility and admissions policies of the programs) and changes recommended by staff that are discretionary at the local level. This summary also provides context for why the changes are being recommended.
- **Excel Spreadsheets for the Admin Plan and the ACOP:** These provide more details and include the exact language that is currently in the plans, and the recommended changes. The document is an easy reference to the specific language in the 2018 documents and the proposed 2019 language without having to refer to the plans themselves, each of which are several hundred pages long.
- **Links to the Draft Administrative Plans and Draft ACOPs:** Links have been provided to the entire documents so that the Commissioners and the public can access the source documents.

### **Note**

This memo is identical information to the Board Update sent to the the Commissioners on July 18, 2018.

Please follow the link to view attachments A1 – C4: <http://fresnohousing.org/2019agencydrafts/>

Attachments:

Attachment A1 – (City) PHA 2019 Annual Plan (draft)

Attachment A2 – (County) PHA 2019 Annual Plan (draft)

Attachment B1 – (City\_County) Summary of 2019 Proposed Changes HCV Admin Plan (draft)

Attachment B2 – (City\_County) Summary of 2019 Proposed Changes HCV Admin Plan excel (draft)

Attachment B3 – (City) 2019 Administrative Plan (draft)

Attachment B4 – (County) 2019 Administrative Plan (draft)

Attachment C1 – (City\_County) Summary of 2019 Proposed Changes HMD ACOP (draft)

Attachment C2 – (City\_County) Summary of 2019 Proposed Changes ACOP (excel) (draft)

Attachment C3 – (City) 2019 ACOP (draft)

Attachment C4 – (County) 2019 ACOP (draft)

### **Recommendation**

The item is informational. No action is necessary.

**Summary of Proposed Changes**  
**2019 Housing Choice Voucher (HCV) Administrative Plan**  
**Effective January 1, 2019**

Below is a summary of proposed changes to be incorporated into the 2019 HCV Administrative Plan. The changes in **Green** text represent HUD regulation and/or regulatory changes mandated per the Housing Opportunities Through Moderation Act of 2016 (HOTMA)<sup>1</sup>.

Changes highlighted in **Yellow** represent significant proposed changes. Significant changes (yellow) are those that impact the eligibility and admissions policies as delineated by HUD. Changes in **Blue** represent additional changes suggested by staff. Staff recommendations (blue) are discretionary at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners.

All of these changes are incorporated into both the City and County plans, with the exception of:

- Voucher program allocation (Chapter 1)
- The number of homeless vouchers in the limited preferences (Chapter 3)
- PBV Projects / New Developments (Chapter 22)

**Chapter 1: Statement of Policies and Objectives**

1. **Section 1.14.2** – Federal Americans with Disabilities Act of 1990: Based on the Federal Americans with Disability Act of 1990, added language to include that physical or mental impairments may include various conditions which impact major life activities, and that a person has a record of such impairment, or regarded as having such an impairment: (page 11).
2. **Section 1.14.4** – Requesting a Reasonable Accommodation: Based on the Federal Americans with Disability Act of 1990, added language to clarify that requests may be made orally or in writing: (page 12).
3. **Section 1.15** – Limited English Proficiency (LEP) Translation Services: Limited English Proficiency – HUD requires a limited English proficiency plan. Proposed language updates entire section for consistency among programs and added Language Assistance Plan to appendix B: (page 15).

---

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

## Chapter 2: Applications and Interest List

4. [Section 2.9.1](#) – Removing Applicant Name: Staff propose to clarify HUD’s use of the term “purge” associated with purging the waiting list, not interest list: (page 26).
5. [Section 2.9.2](#) – Final Draw from the Interest List: Staff propose to clarify policy regarding draws performed as needed to maintain voucher utilization and updating the status of a pre-application on the interest list if the pre-application was drawn as part of the final draw: (page 27).

## Chapter 3: Selection from the Interest List for Admission

6. [Section 3.3](#) – Method of Selection: FH utilizes an interest list from which random lottery selections are made and applicants are placed onto a waiting list. Staff proposes to clarify language detailing the method of selection from the interest list when applicants with equal preference status are randomly selected, including the removal of duplicate pre-applications before performing lottery draws: (page 29).
7. [Section 3.4.2](#) – Displacement Referrals: Staff propose moving the preferences from 3.4.1 to section 3.4.2 and expanding criteria and verification methods for Displacement Referrals for persons displaced as a result of a government declared natural disaster, the result of government action, Violence Against Women’s Act (VAWA), and victim witness protection program, and natural disasters: (page 32/362).
8. [Section 3.4.3 – Limited Preference Homeless](#): Staff proposes increasing the number of limited homeless preference vouchers in order to serve more homeless. This change is part of the broader strategy for ending homelessness through the collaboration with the City and County of Fresno: (page 33).
9. [Section 3.4.5 – Preference Denial](#): Staff proposes language to clarify the policy that allows for the return of the applicant to the interest list in cases where staff is unable to verify a preference that was indicated by the applicant which caused the application to be initially drawn from the interest list. This change allows for the applicant to be re-selected utilizing the remaining applicable preferences should another draw occur. The application will be cancelled, as with all remaining applications, when there is a final draw, if the application is not selected at that final draw: (page 34).



#### Chapter 4: Eligibility for Admission (changes listed here also made in Section 15).

10. **Section 3 / 15.1.1** – Denial of Assistance - General Definitions: Updated definition of “covered person” to include any member of the tenant’s household, guest, or another person under the tenant’s control in accordance with 24 CFR 5.100: (page 49/209).
11. **Section 3 / 15.1.1** – Denial of Assistance - General Definitions: Updated definition of “drug” as references by Section 102 of the controlled substance act in accordance with 21 USC 802: (page 49/209).
12. **Section 3 / 15.1.1** – Denial of Assistance - General Definitions: Updated definition of “pattern of abuse” to include and/or possession of a controlled substance: (page 50/209).
13. **Section 4.18 / 15.3** – Mandatory Denial of Assistance / Termination: Alcohol abuse – Updated definition of “alcohol abuse” to include and “persons residing in the immediate vicinity of the premises” in accordance with 24 CFR 982.553(a)(3): (page 52/211).

#### Chapter 5.2: Subsidy Standards

14. **Section 5.2 – Subsidy/Voucher Size:** Updated language to indicate that single persons will be issued a one bedroom voucher. HUD allows discretion for PHA’s to adopt subsidy standard policies, and after analysis of FH voucher utilization rates and unavailability of studio units, staff proposed this change to allow lease up to occur more quickly: (page 62).

#### Chapter 10: HQS inspections

15. **Section 10.2.3** – Special/Complaint Inspections: Added language indicating that the owner may be asked to provide copies of notices given to residents prior to a complaint inspection being completed. Staff proposes this change in order to ensure proper communication between owner and resident was occurring prior to action by FH regarding lease violations. In addition, information from the health department may be a reason to conduct a special/complaint inspection: (page 153).
16. **Section 10.3** – Additions to HQS: Added language detailing additions to HQS acceptability criteria on the following: water heating, other structures, conversions, elevators, access in accordance with Fresno Building Code. HUD requires that local ordinance and/or building code be adopted as part of a PHA’s admin plan: (page 154).

17. [Section 10.4.3](#) – Non-Emergency Fail Deficiencies not Requiring Re-inspection  
HQS Self-certification: Staff proposes to expand the items allowed for HQS owner self-certification in order to allow inspectors to inspect serious deficiencies which require more attention and to relieve burden on residents who may be required to be on-site for re-entry into the unit: (page 157).
18. [Section 10.5](#) – Consequences if family is responsible: Based on HUD regulation, this change clarifies language in accordance with 24 CFR 982.404(b) regarding family responsibilities for failed HQS inspection: (page 157).

#### **Chapter 12: Re-examinations**

19. Section 12.1/12.3 – Introduction/Streamlined Annual Reexaminations: HUD allows PHA's the option to perform triennial reexaminations. Staff proposes this policy so that FH may conduct triennial reexaminations based on further analysis of system capabilities and potential efficiencies to implement this optional ruling: (page 175).

#### **Chapter 15: Termination of Assistance**

20. [Section 15.2](#) – Termination of Family Assistance: Based on HUD regulation, this change clarifies that termination of assistance may occur if a resident fails to maintain the assisted unit in accordance to HQS standards in accordance with 24 CFR 982.552(a): (page 210).

#### **Chapter 17: Continuum of Care**

21. [Section 17.7](#) – CoC Definitions: Updated definition of literally homeless based on 24 CFR 578.3: (page 235).
22. [Section 17.9](#) – Income Limits: Removed income limits per HUD regulatory change: (page 236).

#### **Chapter 22: Project-Based Vouchers**

23. [Section 22.1](#) – Project-Based Vouchers: Per HOTMA FR Notice 1/18/17, PHA's are allowed to use part of its voucher allocation and attach funding to specific units: (page 278).
24. [Section 22.1.1](#) – Current Program Goals: Per HOTMA FR Notice 1/18/17, if PBV units meet eligibility criteria, an additional 10% of units may be project based: (page 278).

25. **Section 22.4** – PBV Definitions: Per HOTMA FR Notice 1/18/17, revised PBV definition for FH-Owned Unit: (page 281).
26. **Section 22.11.8** – Cap on Number of PBV Units in a Project: Per HOTMA FR Notice 1/18/17, the limitation on the number of units that may be project based is the greater of 25 or 25% of the units in the project. See exceptions and projects not subject to project cap in section 22.26.6: (page 295).
27. **Section 22.11.9** – Excepted Units Within a Multifamily Project [FR 1/18/18]: Per HOTMA FR Notice 1/18/17, FH does not require participation in supportive services for PBV project. Additional language regarding units under contract prior to April 18, 2017 (page 297).
28. **Section 22.17.4** – Term of HAP Contract: Per HOTMA FR Notice 1/18/17, the initial term of the contract is be no more than 20 years: (page 310).
29. **Section 22.17.6** – Statutory Notice Requirements: Termination by Owner: Per HOTMA FR Notice 1/18/17, policy updates and clarifies when termination by an owner for PBV units may and may not occur: (page 311).
30. **Section 22.18.2** – Addition of Contract Units [24 CFR 983.207(a): Per HOTMA FR Notice 1/18/17, added language allowing for FH to amend HAP contracts to add additional PBV contract units: (page 312).
31. **Section 22.20.8** - Preferences: Per HOTMA FR Notice 1/18/17, added elderly families, or units with supportive services as a preference but clarified that a preference may not be disability specific based: (page 318).
32. **Section 22.26.6** – Exceptions to Occupancy Cap: Per HOTMA FR Notice 1/18/17, updated exceptions to the occupancy cap: (page 330).
33. **Section 22.27.5** – Reexamination of Rent: Per HOTMA FR Notice 1/18/17, FH must re-determine rent upon owner request or when there is a 10 percent or greater decrease in FMR: (page 335).

## **Chapter 26: Targeted Programs**

34. **Section 26** - Targeted Program: Added Mainstream 6 as required by HUD as a covered targeted program. HUD required language to be in the Admin Plan in order to receive grant funding. FH has a pending grant. Language will only be applicable if grant is approved: (page 361).

35. [Section 26](#) - Targeted Program: Increased maximum age to 24 years, left foster care at age 16 or older, or will leave foster care within 90 days for FSS participants per HUD regulatory change: (see chart of pages 365-372).
36. [Section 26](#) - Targeted Program: If the HCV Waiting List is closed, FH may open the HCV waiting list to accept Mainstream 6 program specific pre-applications: (see chart on page 368).
37. [Section 26](#) - Targeted Program: For Mainstream 6 referrals, FH will select in date / time order: (see chart on page 368).

DRAFT

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
1	1	1.14.2 - page 11	<b>Federal Americans with Disabilities Act of 1990</b> A physical or mental impairment that substantially limits one or more of the major life activities of an individual or record of such impairment  A record of such impairment	<b>Federal Americans with Disabilities Act of 1990</b> A physical or mental impairment that substantially limits one or more of the major life activities of an individual. <b>The term physical or mental impairment may include, but is not limited to, conditions such as visual or hearing impairment, mobility impairment, HIV infection, mental retardation, drug addiction (except current illegal use of or addiction to drugs) , or mental illness</b> The term major life activity may include seeing, hearing, walking, breathing, performing manual tasks, caring for one’s self, learning, speaking, or working;  A record of such impairment, <b>or are regarded as having such an impairment.</b>	CFR Consistency	Based on the Federal Americans with Disability Act of 1990, added language to include that physical or mental impairments may include various conditions which impact major life activities, and that a person has a record of such impairment, or regarded as having such an impairment.
2	1	1.14.4 - page 12	<b>Requesting a Reasonable Accommodation</b> Requests for accommodation must be made in writing	<b>Requesting a Reasonable Accommodation</b> Requests for an accommodation may be made <b>orally or</b> in writing; <b>however, the better practice is to have the accommodation request in writing for accurate documentation and communication with a reliable third party.</b>	CFR Consistency	Based on the Federal Americans with Disability Act of 1990, added language to clarify that requests may be made orally or in writing
3	1	1.15 - page 15	<b>When translation services are needed</b> The HACF will take affirmative steps to communicate with people who need services or information in a language other than English. These will be referred to as Persons with Limited English Proficiency (LEP). LEP is defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this administrative plan, LEP persons are HCV applicants and participants. For further information about LEP, see Chapter 20. The HACF is committed to providing meaningful access to the Authority’s programs and services to all eligible persons, including those who have limited English proficiency because of their national origin. The HACF has analyzed its operations and the populations it serves, and has developed a Language Assistance Plan which is part of our Five-Year Plan/Annual Plan. The plan details the steps the HACF will take to provide meaningful access in connection with our programs and services to these populations. The two primary language assistance needs in the Fresno area are for persons speaking Spanish and Hmong.	<b>Limited English Proficiency</b> <b>Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the housing choice voucher program (HCV). In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Final Guidance to Federal Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons, published January 22, 2007, in the Federal Register.</b>	Program Alignment	HUD requires a limited English proficiency plan. Proposed language updates entire section for consistency among programs and added Language Assistance Plan to appendix B

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
4	2	2.9.1 - page 26	<b>Purging the Interest List</b> The interest will be purged as needed to ensure that all applicants and applicant information is current and accurate. FH has three methods of purging the interest list.	<b>Purging the Waiting List</b> The <b>waiting</b> list will be purged as needed to ensure that all applicants and applicant information is current and accurate. <b>The status of the pre-application will be updated on the applicant online portal.</b>	Formatting / Clarification change	Staff propose to clarify HUD’s use of the term “purge” associated with purging the waiting list, not interest list
5	2	2.9.2 - page 27	<b>Final Draw from the Interest List</b> FH may conduct a final draw from the interest list, annually. Applicants not included in the final draw will be cancelled from the interest list and notified by email. or notified of their status. If no response is received by the deadline, the applicant is removed from the interest list.	<b>Final Draw from the Interest List</b> FH may conduct a final draw from the interest list <b>or draw from the interest list as needed to maintain maximum voucher utilization.</b> Applicants not included in the final draw will be cancelled from the interest list and notified by email. <b>The status of the pre-application will be updated on the applicant online portal.</b>	Formatting / Clarification change	Staff propose to clarify policy regarding draws preformed as needed to maintain voucher utilization and updating the status of a pre-application on the interest list if the pre-application was drawn as part of the final draw
6	3	3.3 - page 29	<b>Method of Selection</b> FH selects families from the interest list using the lottery method, in which case, pre-applications will be randomly selected from the interest list and preferences will be applied.  Families who are selected from the interest list will be placed on the waiting list and contacted by the HACF to complete a full application process. Applicants may not be placed on the waiting list if they refuse to complete the full application process.	<b>Method of Selection</b> FH selects <b>applicants</b> from the interest list using the lottery method. <b>Applicants with equal preference status will be organized by random order before selecting from the next group of applicants with equal preference status, and so on and so forth.</b>  <b>FH may draw from the interest list as needed to maximize voucher utilization throughout the year or may conduct a final draw. After all complete and unduplicated pre-applications are received during the opening of the interest list. Applicants will be randomly assigned a number, and applicants will be placed on the waiting list in order of the randomly assigned number.</b>  <b>Applicants</b> who are selected from the interest list will be placed on the waiting list and contacted by FH to complete a full application process. Applicants may not be placed on the waiting list if they refuse to complete the full application process.	Formatting / Clarification change	FH utilizes an interest list from which random lottery selections are made and applicants are placed onto a waiting list. Staff proposes to clarify language detailing the method of selection from the interest list when applicants with equal preference status are randomly selected, including the removal of duplicate pre-applications before performing lottery draws

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
7	3	3.4.2 - page 32	<p><b>Displacement Referrals</b></p> <p>This preference is subject to the approval of the Executive Director. The HACF may distribute application forms and may issue a voucher subject to availability to families or single persons that are referred by local governmental officials. The types of referrals that will be considered include, but are not limited, to:</p> <ul style="list-style-type: none"><li>• Persons displaced as the result of a government-declared natural disaster</li><li>• Persons displaced as the result of governmental action.</li></ul> <p>Referrals must be made in writing, on financial institution letterhead or governmental letterhead, and signed by the requesting official and his or her immediate supervisor. Eligibility, including background checks, will be confirmed for all members.</p>	<p><b>Displacement Referrals</b></p> <p>This preference is subject to the approval of the Executive Director. The HAFCFH may distribute application forms and may issue a voucher subject to availability to families or single persons that are referred by local governmental officials. The types of referrals that will be considered include, but are not limited, to:</p> <ul style="list-style-type: none"><li>• Persons displaced as the result of a government-declared natural disaster</li><li>• Persons displaced as the result of governmental action.</li><li>• <b>Victims under VAWA Reauthorization Act of 2013</b></li><li>• <b>Victims under witness protection programs</b></li></ul> <p>Referrals must be made in writing, on financial institution letterhead or governmental letterhead, and signed by the requesting official and his or her immediate supervisor. Eligibility, including background checks, will be confirmed for all members.</p>	Agency Policy Preference	Staff propose moving the preferences from 3.4.1 to section 3.4.2 and expanding criteria and verification methods for Displacement Referrals for persons displaced as a result of a government declared natural disaster, the result of government action, Violence Against Women’s Act (VAWA), and victim witness protection program.
7	3	3.4.2 continued	<p><b>Displacement Referrals from Governmental Entities</b></p> <p>This preference is subject to the approval of the Executive Director. The HACF may distribute application forms and may issue a voucher subject to availability to families or single persons that are referred by local governmental officials. The types of referrals that will be considered include, but are not limited, to:</p> <ul style="list-style-type: none"><li>• Persons displaced as the result of a government-declared natural disaster</li><li>• Persons displaced as the result of governmental action.</li></ul> <p>Referrals must be made in writing, on financial institution letterhead or governmental letterhead, and signed by the requesting official and his or her immediate supervisor. Eligibility, including background checks, will be confirmed for all members.</p>	<p><b>These preferences are available even when the interest list is closed to other applicants.</b></p> <p><b>Applicants who have vacated housing as a result of:</b></p> <p>a. <b>A Natural disaster that has been so declared by a local, state, or federal government entity (fire, flood, earthquake, etc.) verification to be provided by:</b></p> <p>□ <b>Verification: Certification from a unit of government concerning displacement due to disaster.</b></p> <p>b. <b>Federal, State or local government action related to code enforcement, public improvement or development. Verification to be provided by:</b></p> <p>□ <b>Verification: Certification from a unit of government concerning displacement due to code enforcement, public improvement or development;</b></p>	Agency Policy Preference	Staff propose moving the preferences from 3.4.1 to section 3.4.2 and expanding criteria and verification methods for Displacement Referrals for persons displaced as a result of a government declared natural disaster, the result of government action, Violence Against Women’s Act (VAWA), and victim witness protection program.



Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
7	3	3.4.2 continued	<p><b>Displacement Referrals from Governmental Entities</b> This preference is subject to the approval of the Executive Director. The HACF may distribute application forms and may issue a voucher subject to availability to families or single persons that are referred by local governmental officials. The types of referrals that will be considered include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>• Persons displaced as the result of a government-declared natural disaster</li> <li>• Persons displaced as the result of governmental action.</li> </ul> <p>Referrals must be made in writing, on financial institution letterhead or governmental letterhead, and signed by the requesting official and his or her immediate supervisor. Eligibility, including background checks, will be confirmed for all members.</p>	<p>c. <b>Victims of domestic violence, dating violence, sexual assault, or stalking who either:</b></p> <ol style="list-style-type: none"> <li>1. <b>Have vacated due to actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member, or</b></li> <li>2. <b>Live in housing with an individual who engages in such violence. Such "actual" or "threatened" violence must have occurred recently or be of a continuing nature. An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.</b></li> <li>3. <b>As a result of an emergency transfer from another PHA or HUD covered housing program in accordance with Exhibit 16.5 VAWA policy.</b>  <input type="checkbox"/> <b>Verification: Police report or other legal documentation, social service agency, court records, physician statements, public or private shelter or counseling facility; written verification from that entity would be required.</b></li> </ol>	Agency Policy Preference	Staff propose moving the preferences from 3.4.1 to section 3.4.2 and expanding criteria and verification methods for Displacement Referrals for persons displaced as a result of a government declared natural disaster, the result of government action, Violence Against Women's Act (VAWA), and victim witness protection program.
8	3	3.4.3 - page 33/362	<p><b>Limited Preference Homeless</b> Approximately 160 vouchers are targeted for limited preferences. These vouchers are targeted for families/individuals in homeless assistance programs and/or initiatives; or special purpose voucher programs, when necessary to prevent homelessness, based on referrals from identified agencies with whom we would partner.</p>	<p><b>Limited Preference Homeless</b> Approximately <b>490 (city)</b> and <b>310 (county)</b> vouchers are targeted for limited preferences. These vouchers are targeted for families/individuals in homeless assistance programs and/or initiatives; or special purpose voucher programs, when necessary to prevent homelessness or promote ending homelessness, based on referrals from identified agencies with whom we would partner.</p>	Agency Policy Preference	This change is part of the broader strategy for ending homelessness through the collaboration with the City and County of Fresno.
9	3	3.4.5 - page 34	<p><b>Preference Denial</b> If upon verification FH determines that the family does not qualify for the preference claimed, the family does not receive the preference and their pre-application will be canceled.</p> <p>When an applicant falsifies documents or makes false statements regarding a preference, the application will be denied and cancelled. The family will be notified in writing when this occurs, and advised of the family's right to request an informal review. For additional information refer to Chapter 19.</p>	<p><b>Preference Denial</b> If upon verification FH determines that the family does not qualify for the preference claimed, the family does not receive the preference and their pre-application <b>may</b> be canceled <b>or put back on the interest list; unless the family was selected during the final draw, in which case the pre-application may be cancelled. The family will be notified in writing and advised of the family's right to request an informal review. For additional information refer to Chapter 19.</b></p> <p><b>Deleted last paragraph</b></p>	Agency Policy Preference	Staff proposes language to clarify the policy that allows for the return of the applicant to the interest list in the case that staff is unable to verify a preference. The application will be cancelled, with all remaining applications when there is a final draw if the application is not selected at that final draw.



Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
10	4	4 Section 3 / 15.1.1 : General Definitions - page 49 / 209	<b>Section Three: Denial of Assistance</b> A covered person was not previously defined in admin plan	<b>Section Three: Denial of Assistance</b> Covered person, for purposes of 24 CFR 5, subpart I, and parts 966 and 982, means a tenant, any member of the tenant’s household, a guest or another person under the tenant’s control.	CFR Consistency	Updated definition of "covered person" to include any member of the tenant’s household, guest, or another person under the tenant’s control in accordance with 24 CFR 5.100
11	4	4 Section 3 / 15.1.1 : General Definitions - page 49 / 209	<b>Section Three: Denial of Assistance</b> Drug was not previously defined in admin plan	<b>Section Three: Denial of Assistance</b> Drug means a controlled substance as defined in Section 102 of the Controlled Substance Act 21 U.S.C 802).	CFR Consistency	Updated definition of "drug" as references by Section 102 of the controlled substance act in accordance with 21 USC 802
12	4	4 Section 3 / 15.1.1 : General Definitions - page 50 / 209	<b>Section Three: Denial of Assistance</b> Pattern of abuse is defined as the use of a controlled substance or alcohol if there are more than three incidents during the previous 24 months. “Incident” includes but is not limited to arrests, convictions, no contest pleas, fines, and city ordinance violations.	<b>Section Three: Denial of Assistance</b> Pattern of abuse is defined as the use <b>and/or possession</b> of a controlled substance or alcohol if there are more than three incidents during the previous 24 months. “Incident” includes but is not limited to arrests, convictions, no contest pleas, fines, and city ordinance violations.	CFR Consistency	Updated definition of "pattern of abuse" to include and/or possession of a controlled substance
13	4	4 Section 3 / 15.3 : General Definitions - page 52 / 211	<b>Section Three: Denial of Assistance</b> 6. Alcohol Abuse – if FH determines that a household member’s abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents [24 CFR 982.553 (a) (3)]. Admission will be prohibited for three years from the date of the offense.	<b>Section Three: Denial of Assistance</b> 6. Alcohol Abuse – if FH determines that a household member’s abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents <b>and persons residing in the immediate vicinity of the premises</b> [24 CFR 982.553 (a) (3)]. Admission will be prohibited for three years from the date of the offense.	CFR Consistency	Updated definition of "alcohol abuse" to include "and persons residing in the immediate vicinity of the premises" in accordance with 24 CFR 982.553(a)(3)

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
14	5	5.2 - page 62	<b>SUBSIDY/VOUCHER SIZE</b> [24 CFR 982.402] ... • A single person will be allocated a studio subsidy. However, a single person who is elderly or disabled may be allocated a one-bedroom subsidy.	<b>SUBSIDY/VOUCHER SIZE</b> [24 CFR 982.402] ... • A single person will be allocated a one bedroom voucher.	Agency Policy Preference	Updated language to indicate that single persons will be issued a one bedroom voucher. HUD allows discretion for PHA's to adopt subsidy standard policies, after analysis of FH voucher utilization rates and unavailability of studio units, staff proposed this change to allow lease up to occur more quickly
15	10	10.2.3 - page 153	<b>Special/Complaint Inspections</b> If at any time the family, owner, or FH approved entity notifies FH that the unit does not meet HQS, FH may conduct an inspection. FH may attempt to verify that the family has submitted a maintenance request to the property manager or owner prior to requesting a complaint inspection.  FH may also conduct a special inspection based on information from third parties such as neighbors, public officials, or when units are identified as needing a special inspection by HQS Inspectors during neighborhood walks or in the course of performing other scheduled inspections.	<b>Special/Complaint Inspections</b> If at any time the family, owner, or FH approved entity notifies FH that the unit does not meet HQS, FH may conduct an inspection. FH may attempt to verify that the family has submitted a maintenance request to the property manager or owner prior to requesting a complaint inspection. In addition, the owner may be asked to provide copies of notices to FH served to the family to cure any lease violations, prior to a complaint inspection being conducted.  FH may also conduct a special inspection based on information from third parties such as neighbors, the public health department, or public officials, or when HQS Inspectors identify units as needing a special inspection during neighborhood walks or in the course of performing other scheduled inspections.	Agency Policy Preference	Added language indicating that the owner may be asked to provide copies of notices given to residents prior to a complaint inspection being completed. Staff proposes this change in order to ensure proper communication between owner and resident was occurring prior to action by FH regarding lease violations. In addition, information from the health department may be a reason to conduct a special/complaint inspection

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
16	10	10.3 - page 154	<b>Additions to HQS</b> Missing or broken oven/refrigerator handle  No language specific to water heater and other structures	<b>Additions to HQS</b> Missing or broken <b>oven</b> /refrigerator handle <b>Water heaters: Earthquake Straps for Water Heaters: Must be secured for seismic stability. All water heaters must be braced, anchored or strapped to prevent falling or movement during an earthquake2010 CPC 508.2.</b> <b>Other Structures: non-permitted, converted free-standing or attached garages or other structures (laundry rooms) not intended to be living areas will be inspected to ensure the safety of the residents.</b> <b>Conversions: Owners may be required to provide finalized permits when the integrity and/or soundness of a structure are in question.</b> <b>Elevators: Must have a current permit issued by the State of California. If the permit is expired and the owner can provide documentation from the State of California that the application is being process, the Housing Authority will pass the elevator in accordance with Section 7302 of the Labor Code as long as there are no obvious safety concerns present.</b> <b>Access: The dwelling unit must be able to be used and maintained without unauthorized use of other private properties.</b>	Agency Policy Preference	Added language detailing additions to HQS acceptability criteria on the following: water heating, other structures, conversions, elevators, access in accordance with Fresno Building Code. HUD requires that local ordinance and/or building code be adopted as part of a PHA's admin plan
17	10	10.4.3 - page 157	<b>HQS Self Certification</b> The following deficiencies will not require a re-inspection if cleared by proper owner certification.	<b>HQS Self Certification</b> <ul style="list-style-type: none"> <li>• <b>Missing tack strips</b></li> <li>• <b>Frayed carpet – not torn</b></li> <li>• <b>Inoperable kitchen exhaust fan</b></li> <li>• <b>Kitchen and/or bathroom caulking – tub, shower and sinks</b></li> <li>• <b>Chips in kitchen and/or bathroom sinks</b></li> <li>• <b>Missing or dirty air filters</b></li> <li>• <b>Other non-life threatening deficiencies approved by Supervisor</b></li> </ul>	Agency Policy Preference	Staff proposes to expand the items allowed for HQS owner self-certification in order to allow inspectors to inspect serious deficiencies which require more attention and to relive the burden on residents who may be required to be on site for re-entry into the unit.

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
18	10	10.5 - page 157	<b>Consequences if the family is responsible</b> The following deficiencies will not require a re-inspection if cleared by proper owner certification.	<b>Consequences if the family is responsible</b> <b>The family is responsible for a breach of the HQS that is caused by any of the following:</b> i. The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant; ii. The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or iii. Any member of the household or a guest damages the dwelling unit or premises (damage beyond ordinary "wear and tear").	Agency Policy Preference	Based on HUD regulation, this change clarifies language in accordance with 24 CFR 982.404(b) regarding family responsibilities for failed HQS inspection
19	12	12.1 - page 175/176	<b>Part I: Annual Reexaminations.</b> This part discusses the process for conducting annual reexaminations.	<b>Part I: Annual Reexaminations.</b> This part discusses the process for conducting annual reexaminations. <b>FH may perform reexaminations for households on fixed incomes on a triennial basis.</b>	HUD Discretionary changes	HUD allows PHA's the option to perform triennial reexaminations. Staff proposes this policy so that FH may conduct triennial reexaminations based on further analysis of system capabilities and potential efficiencies to implement this optional ruling

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
19	12	12.3 - page 176	Previously no policy regarding streamlined annual reexaminations	<p><b>STREAMLINED ANNUAL REEXAMINATIONS [24 CFR 982.516(b), PIH 2016-05]</b></p> <p>HUD permits FH to streamline the income determination process for family members with fixed sources of income. While third-party verification of all income sources must be obtained during the intake process and every three years thereafter, in the intervening years the FH may determine income from fixed sources by applying a verified cost living adjustment (COLA) or rate of interest. The FH may, however, obtain third-party verification of all income, regardless of the source. Further, upon request of the family, the FH must perform third-party verification of all income sources.</p> <p>Fixed sources of income include Social Security and SSI benefits, pensions, annuities, disability or death benefits, and other sources of income subject to a COLA or rate of interest. The determination of fixed income may be streamlined even if the family also receives income from other non-fixed sources.</p>	HUD Discretionary changes	HUD allows PHA's the option to perform triennial reexaminations. Staff proposes this policy so that FH may conduct triennial reexaminations based on further analysis of system capabilities and potential efficiencies to implement this optional ruling
20	15	15.2 - page 210	<p><b>Termination of Family Assistance</b></p> <p>No policy for HQS termination in section 15.2</p>	<p><b>Termination of Family Assistance</b></p> <p>Failure to maintain the assisted unit in accordance with Housing Quality Standards (HQS). The participant is responsible for keeping the unit in compliance with HQS, including maintaining the appliances, paying utility bills and ensuring continuous utility service for any appliance and utility that the owner is not required to provide under the lease and HAP contract. The participant is not responsible for owner-related HQS fail items.</p>	CFR Consistency	Based on HUD regulation, this change clarifies that termination of assistance may occur if a resident fails to maintain the assisted unit in accordance to HQS standards in accordance with 24 CFR 982.552(a)

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
21	17	17.7 - page 235	<b>CoC definitions</b> Literally Homeless – Individual/family who is sleeping in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned or condemned building; or is sleeping in an emergency shelter. This may include an individual/family that ordinarily sleeps in one of the above places but is spending a short time (90 days or less) in a hospital or other institution. Individual/family who is fleeing or attempting to flee domestic violence.	<b>CoC definitions</b> (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: • Lack a fixed, regular and adequate nighttime residence, meaning: o Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including transitional housing), hotels/motels paid for by charitable organizations, federal, state or local government; o A public or private place not ordinarily used as an accommodation for human being (lacks indoor plumbing, toilet facilities, bathing facilities, adequate or safe electrical service, heat, or kitchen); o Fleeing or attempting to flee domestic violence, dating violence, assault, stalking; • Has no other residence; and lacks the resources or support networks to obtain other housing.	CFR Consistency	Updated definition of literally homeless based on 24 CFR 578.3
22	17	17.9 - page 236	<b>Income Limits</b> Eligible individuals/families must be at 50% of the area median income or lower to participate in the CoC program.	Removed Income limits	HUD Mandatory changes	Removed income limits per HUD regulatory change
23	22	22.1 - page 278	<b>Project Based Vouchers Introduction</b> The program does not receive separate funding; housing authorities that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD are allowed to use part of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance.	<b>Project Based Vouchers Introduction</b> The program does not receive separate funding; housing authorities that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD are allowed to use part of its <b>voucher allocation</b> and attach the funding to specific units rather than using it for tenant-based assistance.	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, PHA's are allowed to use part of its voucher allocation and attach funding to specific units
24	22	22.1.1 - page 278	<b>Program Current Goals</b> FH will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.	<b>Program Current Goals</b> FH will operate a project-based voucher program using up to 20 percent of its <b>allocated units under the ACC contract -and may project-base an additional 10 percent of its units above the 20 percent program limit, if the units meets the eligibility criteria identified in FR Notice 1/18/17</b>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, if PBV units meet eligibility criteria, an additional 10% of units may be project based
25	22	22.4 - page 281	<b>PBV Definitions</b> Definition of HACF-Owned Unit: HACF owned unit is one which FH administers the voucher program.	<b>PBV Definitions</b> <b>FH has more than 50 percent of controlling interest.</b>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, revised PBV definition for FH-Owned Unit

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
26	22	22.11.8 - page 295	<b>Cap on number of PBV units in a project</b> 25 Percent per Project Cap: In general, the HACF will not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than 25 percent of the number of dwelling units (assisted or unassisted) in the project. “Project” is defined to mean “a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land”.	<b>Cap on number of PBV units in a project</b> <b>Project Cap: The limitation on the number of units that may be project-based in a project is the greater of 25 units or 25 percent of the units in a project.</b>  25 Percent per Project Cap: In general, the HACF will not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than 25 percent of the number of dwelling units (assisted or unassisted) in the project. “Project” is defined to mean “a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land”.	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, the limitation on the number of units that may be project based is the greater of 25 or 25% of the units in the project. See exceptions and projects not subject to project cap in section 22.26.6
26	22	22.11.8 continued	<b>Cap on number of PBV units in a project</b> Exceptions are allowed and PBV units are not counted against the 25 percent per project cap if the units are in a single family building (one to four units) or are excepted units.	<b>Cap on number of PBV units in a project</b> Exceptions are allowed and PBV units are not counted against the 25 percent's project cap if the units <b>are exclusively for elderly families or for households eligible for supportive services available to all families receiving PBV assistance in the project or the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates.</b>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, the limitation on the number of units that may be project based is the greater of 25 or 25% of the units in the project. See exceptions and projects not subject to project cap in section 22.26.6
26	22	22.11.8 continued	<b>Cap on number of PBV units in a project</b> 3.) In selecting families for admission to excepted units the Management Agent must give preference to elderly or disabled families or to families receiving supportive services.	<b>Cap on number of PBV units in a project</b> In selecting families for admission to excepted units the Management Agent must give preference to elderly or disabled families and supportive services must be reasonably available to all families receiving PBV assistance in the project. <b>The family does not actually have to accept and receive supportive services for the exception to apply to the unit. [FR Notice 1/18/17]</b>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, the limitation on the number of units that may be project based is the greater of 25 or 25% of the units in the project. See exceptions and projects not subject to project cap in section 22.26.6

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
27	22	22.11.9 - page 297	<p><b>Excepted Units Within a Multifamily Project</b></p> <p>“Excepted Units” mean units in a multifamily project that are specifically made available for qualifying families and individuals. Qualifying families and individuals are elderly or disabled or are receiving supportive services. To qualify a family must have at least one member receiving at least one supportive service. If applicable, an individual must also be receiving supportive services for special needs such as mental health service. The service can either be provided on site or utilized on a referral basis through staff services on site.</p> <ul style="list-style-type: none"><li>• After-school tutoring and homework help for a minimum of four hours weekly;</li><li>• Educational and computer training classes for children and adults for a minimum of six hours weekly.</li></ul>	<p><b>Excepted Units Within a Multifamily Project</b></p> <p>“Excepted Units” mean units in a multifamily project that are specifically made available for qualifying families and individuals. Qualifying families and individuals are elderly or disabled or are receiving supportive services. <b>The FH does not require participation in the supportive service as a condition of living in the excepted unit, although such services may be offered. The service can be either provided on or off site but must be reasonably available.</b></p> <ul style="list-style-type: none"><li>• <b>Service Coordinator or Service Specialist;</b></li><li>• <b>Adult educational, health and wellness, or skill building classes for a minimum of 36 instructions hours per year</b></li><li>• <b>Health and wellness services and programs for a minimum of 40 hours of service per year;</b></li><li>• <b>Licensed child care for a minimum of 20 hours per week, Monday through Friday</b></li><li>• <b>After-school tutoring and homework help for a minimum of four hours per week throughout the school year;</b></li><li>• <b>Special needs case managers;</b></li><li>• <b>Health or behavioral health services;</b></li><li>• <b>After school program for special needs school age children for a minimum of 4 hours per week</b></li></ul>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, FH does not require participation in supportive services for PBV project. Additional language regarding units under contract prior to April 18, 2017
28	22	22.17.4 - page 310	<p><b>Term of HAP Contract</b></p> <p>The HACF will enter into a HAP contract with an owner for an initial term of no less than one year and no more than fifteen (15) years.</p>	<p><b>Term of HAP Contract</b></p> <p>HOTMA Change: The HACF will enter into a HAP contract with an owner for an initial term of no less than one year and no more than <b>twenty (20)</b> years.</p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, the initial term of the contract is be no more than 20 years



Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
29	22	22.17.6 - page 311	<b>Termination by Owner</b> If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to the HACF. In this case, families living in the contract units must be offered tenant-based assistance.	<b>Statutory Notice Requirements: Termination by Owner</b> If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to FH .  Tenant-based assistance would not begin until the owner’s required notice period ends. The FH must provide the family with a voucher and the family must also be given the option by the FH and owner to remain in their unit with HCV tenant based assistance as long as the unit complies with inspection and rent reasonableness requirements. The family must pay their total tenant payment (TTP) and any additional amount if the gross rent exceeds the applicable payment standard. The family has the right to remain in the project as long as the units are used for rental housing and are otherwise eligible for HCV assistance.	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, policy updates and clarifies when termination by an owner for PBV units may and may not occur
29	22	22.17.6 continued	<b>Statutory Notice Requirements</b> If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to the HACF. In this case, families living in the contract units must be offered tenant-based assistance.	<b>Statutory Notice Requirements</b> The owner may not terminate the tenancy of a family that exercises its right to remain except for serious or repeated lease violations or other good cause. Families that receive a tenant-based voucher at the expiration or termination of the PBV HAP contract are not new admissions to the PHA HCV tenant-based program, and are not subject to income eligibility requirements or any other admission requirements. If the family chooses to remain in their unit with tenant-based assistance, the family may do so regardless of whether the family share would initially exceed 40 percent of the family’s adjusted monthly income.	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, policy updates and clarifies when termination by an owner for PBV units may and may not occur

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
30	22	22.18.2 - page 312	<p><b>Addition of Contract Units</b></p> <p>At the HACF’s discretion and subject to the restrictions on the number of dwelling units that can receive PBV assistance per building and on the overall size of the HACF’s PBV program, a HAP contract may be amended during the three-year period following the execution date of the HAP contract to add additional PBV units in the same building. This type of amendment is subject to all PBV program requirements except that a new PBV proposal is not required.</p> <p>HACF will consider adding contract units to the HAP contract when the HACF determines that additional housing is needed to serve eligible low-income families. Circumstances may include, but are not limited to:</p> <p>a. The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families)</p> <p>b. Voucher holders are having difficulty finding units that meet program requirements.</p>	<p><b>Addition of Contract Units</b></p> <p>FH and owner may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without having to fulfill the selection requirements found at 24 CFR 983.51(b) for those additional PBV units, regardless of when the HAP contract was signed. The additional PBV units, however are still subject to the PBV program cap and individual project caps.</p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, added language allowing for FH to amend HAP contracts to add additional PBV contract units

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
31	22	22.20.8 - page 318	<p><b>Preferences</b></p> <p>The HACF must provide an absolute selection preference for eligible in-place families as described in 24 CFR 983.251(b). HACF will provide a selection preference:</p> <ul style="list-style-type: none"><li>• when required by the regulation (e.g. eligible in-place families),</li><li>• qualifying families for excepted units</li><li>• mobility-impaired persons for accessible units.</li></ul> <p>FH may give preference to disabled families who need services offered at a particular project. The PHA may not, however, grant a preference to a person with a specific disability. [FR Notice 1/18/17]. Such preference must be in accordance with the limits listed here:</p> <p>The preference is limited to:</p> <p>The population of families (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;</p> <p>Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and</p> <p>For whom such services cannot be provided in a non-segregated setting.</p>	<p><b>Preferences</b></p> <p>The HACF must provide an absolute selection preference for eligible in-place families as described in 24 CFR 983.251(b). HACF will provide a selection preference:</p> <ul style="list-style-type: none"><li>• when required by the regulation (e.g. eligible in-place families),</li><li>• <b>elderly families or units with supportive services or</b></li><li>• mobility-impaired persons for accessible units.</li></ul> <p>FH may give preference to disabled families who need services offered at a particular project. <b>The PHA may not, however, grant a preference to a person with a specific disability. [FR Notice 1/18/17].</b></p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, added elderly families, or units with supportive services as a preference but clarified that a preference may not be disability specific based
32	22	22.26.6 - page 330	<p><b>Exceptions to the Occupancy Cap</b></p> <p>The HACF will not pay housing assistance under a PBV HAP contract for more than 25 percent of the number of dwelling units in a building unless the units are</p> <ul style="list-style-type: none"><li>• In a single-family building;</li><li>• Specifically made available for elderly and/or disabled families; or</li><li>• Specifically made available for families receiving supportive services as defined by the PHA.</li></ul> <p>At least one member must be receiving at least one qualifying supportive service.</p>	<p><b>Exceptions to the Occupancy Cap</b></p> <p>The HACF will not pay housing assistance under a PBV HAP contract for more than 25 percent of the number of dwelling units in a building unless the units are -</p> <ul style="list-style-type: none"><li>• <b>The units are exclusively for elderly families</b></li><li>• <b>The units are for households eligible for supportive services available to all families receiving PBV assistance in the project</b></li><li>• <b>The project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five Year estimates</b></li></ul>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, updated exceptions to the occupancy cap

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
32	22	22.26.6 continued	<p><b>Exceptions to the Occupancy Cap</b></p> <p>A family (or remaining members of a family) residing in an excepted unit that no longer meets the criteria for a qualifying family in connection with the 25 percent per building cap exception (e.g. the family does not successfully complete supportive services requirements, or due to a change in family composition the family is no longer elderly or disabled), must vacate the unit within ninety calendar days, and the HACF must cease paying housing assistance payments on behalf of the non-qualifying family.</p> <p>If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements must be terminated by the HACF.</p>	<p><b>Exceptions to the Occupancy Cap</b></p> <p>Further, when a family (or remaining members of a family) residing in an excepted unit no longer meets the criteria for a qualifying family in connection with the 25 percent per building cap exception (e.g. the family does not successfully complete supportive services requirements, or due to a change in family composition or the family is no longer an elderly family or disabled), the PHA may do one of the following two options:</p> <ul style="list-style-type: none"><li>• Substitute the excepted unit for a non-excepted unit (if possible under 24 CFR 983.207(a)).</li><li>• Remove the unit from the PBV HAP contract and provide the family with tenant based assistance. Once the family vacates the unit may be added back to the HAP contract for eligible exception.</li></ul> <p>Individuals in units with supportive services who choose to no longer participate in a service or who no longer qualify for services they qualified for at the time of initial occupancy cannot subsequently be denied continued housing opportunity because of this changed circumstance. FH or owner cannot determine that a participant’s needs exceed the level of care offered by qualifying services or require that individuals be transitioned to different projects based on service needs.</p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, updated exceptions to the occupancy cap

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
32	22	22.26.6 continued	<p><b>Exceptions to the Occupancy Cap</b></p> <p>A family (or remaining members of a family) residing in an excepted unit that no longer meets the criteria for a qualifying family in connection with the 25 percent per building cap exception (e.g. the family does not successfully complete supportive services requirements, or due to a change in family composition the family is no longer elderly or disabled), must vacate the unit within ninety calendar days, and the HACF must cease paying housing assistance payments on behalf of the non-qualifying family.</p> <p>If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements must be terminated by the HACF.</p>	<p><b>Exceptions to the Occupancy Cap</b></p> <p>The HOTMA amendments entirely eliminate the statutory exemption from a project cap for projects that serve disabled families and modify the supportive services exception. Previously, the statutory exception required that the family must be actually receiving the supportive services for the individual unit to be exempted from the income-mixing requirement. The new requirement provides that the project must make supportive services available to all assisted families in the project (but that the family does not have to actually accept and receive the supportive services for the exception to apply to the unit). However, projects that are using the former statutory exemptions will continue to operate under the pre-HOTMA requirements and will continue to renew their HAP contracts under the old requirements, unless the PHA and the owner agree by mutual consent to change the conditions to the HOTMA requirement.</p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, updated exceptions to the occupancy cap

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
32	22	22.26.6 continued	<p><b>Exceptions to the Occupancy Cap</b> A family (or remaining members of a family) residing in an excepted unit that no longer meets the criteria for a qualifying family in connection with the 25 percent per building cap exception (e.g. the family does not successfully complete supportive services requirements, or due to a change in family composition the family is no longer elderly or disabled), must vacate the unit within ninety calendar days, and the HACF must cease paying housing assistance payments on behalf of the non-qualifying family.</p> <p>If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements must be terminated by the HACF.</p>	<p><b>Exceptions to the Occupancy Cap</b> <b>The PBV HAP contact may not be changed to the HOTMA requirement if the change would jeopardize an assisted family's eligibility for continued assistance at the project (e.g., excepted units at the project included units designated for the disabled, and changing to the HOTMA standard would result in those units no longer being eligible as an excepted unit unless the owner will make supportive services available to all assisted families in the unit.).</b></p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, updated exceptions to the occupancy cap
33	22	22.27.5 - page 335	<p><b>Reexamination of Rent</b> FH must redetermine the rent to owner upon the owner's request or when there is a five percent or greater decrease in the published FMR.</p>	<p><b>Reexamination of Rent</b> FH must redetermine the rent to owner upon the owner's request or when there is a <b>10</b> percent or greater decrease in the published FMR.</p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, FH must re-determine rent upon owner request or when there is a 10 percent or greater decrease in FMR
34	26	26: Mainstream 6 - page 361	<p><b>Mainstream 6</b> No policy currently, pending grant approval, only applicable if awarded.</p>	<p><b>Mainstream 6</b> <b>• Mainstream 6 Voucher Program</b></p> <p><b>Grant would allow FH to create preferences for homelessness based on referral from qualifying institution - see Mainstream 6 Program Specific Criteria Pre-Entry Factors Related to Targeted Programs.</b></p>	Agency Policy Preference	Added Mainstream 6 as required by HUD as a covered targeted program. HUD required language to be in the Admin Plan in order to receive grant funding. FH has a pending grant. Language will only be applicable if grant is approved

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
35	26	26: FUP and FSS see chart on pages 365-372	<b>FUP and FSS</b> • Youths (18-21 years old) who left foster care at age 16 or older and lack adequate housing	<b>FUP and FSS</b> • Youth 18-24 years old (has not reached 25th birthday), who left foster care at age 16 or older, or will leave foster care within 90 days and lack adequate housing	HUD Mandatory changes	Increased maximum age to 24 years, left foster care at age 16 or older, or will leave foster care within 90 days for FSS participants per HUD regulatory change
36	26	26: Mainstream 6 - see chart on page 368	<b>Mainstream 6</b> No policy currently, pending grant approval, only applicable if awarded.	<b>Mainstream 6</b> FH will select from the tenant-based waiting list according to date and time of Mainstream 6 referrals.	Agency Policy Preference	If the HCV Waiting List is closed, FH may open the HCV waiting list to accept Mainstream 6 program specific pre-applications
37	26	26: Mainstream 6 - see chart on page 368	<b>Mainstream 6</b> No policy currently, pending grant approval, only applicable if awarded.	<b>Mainstream 6</b> FH may pull only Mainstream 6 program-specific applicants in date and time order of the referral.	Agency Policy Preference	For Mainstream 6 referrals, FH will select in date / time order

**Summary of Proposed  
2019 Admissions and Continued Occupancy Policy (ACOP)  
City and County  
Effective January 1, 2019**

Below is a summary of proposed changes to be incorporated into the 2019 Admissions and Continued Occupancy Policy (ACOP). The changes indicated in **Green** text represent HUD regulatory changes.

A few of the HUD changes result from the recent passage of the FAST Act. On December 12, 2017, HUD published an interim final rule in the Federal Register that amends the regulatory language for PIH and Multifamily Housing rental assistance programs. This interim rule went into effect on March 12, 2018. The rule aligns the current regulatory flexibilities with those provided in the Fixing America's Surface Transportation (FAST) Act. In addition, it extends two of the administrative streamlining changes that were adopted in 2016 for the Housing Choice Voucher and Public Housing programs to Multifamily programs.

Changes highlighted in **Yellow** represent significant proposed changes. Significant changes (yellow) are those that impact the eligibility and admissions policies as delineated by HUD. Changes in **Blue** represent additional changes suggested by staff. Staff recommendations (blue) are discretionary at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners.

In addition to the proposed changes indicated in this summary, the ACOP also contains changes that were Board Approved during the course of 2018, and are required to be incorporated into the ACOP. Most of these changes were incorporated as part of the new Resident Lease Agreement adopted this year and signed by residents in June and July. These changes are found primarily in Chapter 8, Chapter 13, Chapter 18, and Chapter 19 of the ACOP. Some additional black-lined changes in the document are grammar and formatting changes.

The ACOP is the same for the City and County programs with the exception of the interest list structure, the City is structured as site-based and the County is structured by city. The proposed changes are the same for both City and County.



### Chapter 1 – Statement of Policies and Objectives

1. **Section 1.8 – Violence Against Women Act (VAWA)** – Language required by HUD to clarify when applicants and residents receive notification of their rights under VAWA. This language is consistent throughout other section regarding VAWA. (page 15)

### Chapter 2 – Fair Housing & Equal Opportunity

2. **Section 2.7 – Verification of a Request for a Reasonable Accommodation** - Added additional language for clarification that reiterates that staff may consider an accommodation at any time and that the request does not have to be in writing. HUD prefers the verification in writing, however an oral verification may be accepted per HUD’s verification hierarchy. (page 21)
3. **Section 2.14 – Oral Translation** – Staff recommended updating the language to state FH may have “multilingual” staff versus “bilingual” staff available to translate orally. Since staff are not required to translate, a translation service may be utilized. (page 26)
4. **Section 2.15 – Written Translation** – Added language to clarify that the factors referenced in this section could be considered when doing large written translations of “vital” documents. (page 26)

### Chapter 3 - Eligibility and Suitability for Admissions Policies

5. **Section 3.14 – Live-in Aide** - Updated language to clarify a new formal request for live-in aide would not be required, if the need was based on a permanent disability as initially verified. This eliminated additional burden to the resident if a change in aide is necessary and reduces administrative burden. (page 37)
6. **Section 3.25 - Mandatory Denial of Assistance [24 CFR 960.204]** – Changed denial time frame for eviction due to drug-related activity from five years to three (3) years. HUD requires that an agency incorporate this section into policies, but allows for discretion on the length of time. Based on conversations with the Boards, staff reduced the time to three (3) years. (page 50)

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

7. **Section 4.12 – Local Preferences [24 CFR 960.206]** – Limited Preferences – Added clarifying language to indicate that Limited Preferences are based on referrals and can be accepted even when the interest list is closed. Also eliminated the word “Involuntary” to align with change to Section 7.14. (page 73)

8. **Section 4.22 – Determining Applicants Eligible or Ineligible** – Added clarifying language that indicates an applicant will be placed in pending status when all documents are not provided during initial application interview. This allows the resident additional time should all of the documents not be available at the initial interview. (page 79)
9. **Section 4.23 - Preference Denial** - Staff proposes language to clarify the policy that allows for the return of the applicant to the interest list in cases where staff is unable to verify a preference that was indicated by the applicant which caused the application to be initially drawn from the interest list. This change allows for the applicant to be re-selected utilizing the remaining applicable preferences should another draw occur. The application will be cancelled, as with all remaining applications, when there is a final draw, if the application is not selected at that final draw. (page 80)

#### **Chapter 5 - Occupancy Standards & Unit Offers**

10. **Section 5.0 – Determining Unit Size** - Updated the Guidelines for minimum persons in household for 5 bedrooms from 6 to 5 to be consistent with other bedroom size minimum. (page 82)
11. **Section 5.3 - Plan for Unit Offers** - Updated policies regarding Plan for Unit offers based on the fact that all wait lists are now site-based, and multiple offers are not practical. (page 84)
12. **Section 5.4 - Time Limit for Unit Offer Acceptance or Refusal** – Updated language to align with Section 5.3. (page 85)
13. **Section 5.5 - Offer of Accessible Units** – Updated policies to clarify the hierarchy of processing vacant accessible units. HUD requires PHAs to first offer these units to persons with disabilities who require such accessible features. [24 CFR 960.206 (b)(2)(c)] (page 85)
14. **Section 5.6 – Applicant Unable to Take Occupancy** – Updated language to include additional reasons for “good cause.” (page 86)

#### **Chapter 7 - Verification**

15. **Section 7.4 – Methods of Income Verification and Time Allowed** – Added additional language per PIH Notice 2017-12 to clarify the Exceptions to the Third Party Verification requirements. (page 132)

16. [Section 7.14 – Displacement Referral](#) – Staff proposes removing “Involuntary” from language to provide additional flexibility for programs where residents may voluntarily request additional options for relocation and incorporated referral types from Chapter 4 Preferences. (page 147)

#### **Chapter 8 – Leasing and Inspections**

17. [Section 8.12 – Inspections of Public Housing Units \[24 CFR 966.4 \(I\)\]](#) – Staff recommended added language to expand when special inspections are conducted. Staff recommended clarifying language for Move Out inspections to allow resident to request more flexibility and request a move out inspection in 48 hours, as opposed to three (3) days. (page 157)

#### **Chapter 9 – Standards for Continued Occupancy & Reexaminations**

18. [Chapter 9 – Introduction](#) - Part II: Annual Reexaminations for Families paying Income Based Rents or Flat rent. – Updated language to allow FH to perform reexaminations for fixed income household on a triennial basis per HUD’s FAST Act. HUD allows PHA’s the option to perform triennial reexaminations. Staff proposes this policy so that FH may conduct triennial reexamination based on further analysis of system capabilities and potential efficiencies to implement this optional ruling. (page 163)
19. [Section 9.1 – Overview](#) – Updated language to reference the Streamlining Annual Reexaminations and triennials per the FAST Act [24 CFR 960.257]. (page 165)
20. [Section 9.17 – Reporting Interim Changes](#) – Updated policy to increase the number of days a family has to report interim changes from ten (10) business days to thirty (30) calendar days, providing additional time for residents to report changes. This also aligns with the HCV program. (page 169)
21. [Section 9.18 – Processing Interim Changes](#) - Updated policies for processing Interim Reexaminations for program alignment. FH will not increase rent due to income increases, rather income increases will be reviewed and processed at annual certifications. No change to income decreases, language was incorporated in this section. PHA are allowed discretion for Interim policies. However, per 24 CFR 960.257, PHA policies must prescribe when and under what conditions the family must report a change in family income or composition. This also aligns with the HCV program. (page 170)
22. [Section 9.19 – Increases in Income and Rent Adjustment](#) - Removed this section, language was revised and incorporated in Section 9.18. (page 170)

23. [Section 9.20 - Decreases in income and rent Adjustments](#) - Removed this section, language for reporting decreases was revised and incorporated in Section 9.18. (page 171)
24. [Section 9.22 – Timely Reporting Changes in Income and Assets](#) – Standard for Timely Reporting of Changes for Reexaminations and Interims, Increased the number of days a family has to report changes to income or assets to be in line with recent change to Section 9.17. (page 173)
25. [Section 9.24 – Reporting of Changes in Family Composition](#) – Updated language to increase the number of days a family has to report changes in family composition, change is in line with proposed changed to Section 9.17 from ten (10) business day to thirty (30) calendar days. This provides additional time for residents and aligns program with HCV. (page 174)

#### **Chapter 10 – Pets**

26. [Section 10.10 – Pet Rules](#) - Modified waste removal fee from \$50.00 to be in accordance with the Schedule of Maintenance Charges for labor to be consistent with established hourly maintenance labor rates. (page 186)
27. [Section 10.21 – Pet Deposits](#) - Staff recommendation to update pet deposit requirement per pet instead of per unit, maximum pets allowed remain at two per unit. (page 189)
28. [Section 10.22 – Other Charges](#) - Modified waste removal fee from \$50.00 to be in accordance with the Schedule of Maintenance Charges for labor, to be consistent with established hourly maintenance labor rates. (page 189)

#### **Chapter 14 – Grievance Procedures**

29. [Section 14.2 – Informal Hearing Procedures for Applicants and Residents \[24 CFR 5.514 \(f\)\]](#) – removed language charging for reproduction of documents. FH will no longer charge for reproduction of resident’s file documentation. (page 234)
30. [Section 14.9 – Rights of Complainant \[24 CFR 966.56 \(b\)\]](#) – Removed language charging for reproduction of documents. FH will no longer charge for reproduction of resident’s file documentation. (page 240)

## **Chapter 16 – Program Administration**

31. **Section 16.13 – Transfer Request While Under Repayment Agreement** – Added VAWA emergency transfer request as part of an additional reason when FH may allow a family to move when they are in arrears. (page 266)
32. **Section 16.23 – Notification to Applicants** – Updated language to reflect HUD requirements per VAWA notice. (page 272)
33. **Section 16.24 – Notification to Resident** – Updated language to reflect HUD requirements per VAWA notice. (page 273)

2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
1	1	1.8 - page 15	<b>VIOLENCE AGAINST WOMEN ACT</b>  The FH's policy is to comply with the Violence against Women Reauthorized Act of 2013 (VAWA). FH shall not discriminate against an applicant, or public housing resident on the basis of the rights or privileges provided under the VAWA.  On an annual basis, the FH will notify residents of their rights under VAWA during the annual re-certification process. Additionally, the FH will enclose in each application packet a notice-advising applicants of their rights and responsibilities under VAWA.	<b>VIOLENCE AGAINST WOMEN ACT</b> On an annual basis, the FH will notify residents of their rights under VAWA during the annual re-certification process. FH may enclose in each application packet information regarding applicant's rights and responsibilities under VAWA. <b>The HUD 5380 and HUD 5382 notice will be included with every notice of denial to applicant and with every notice of termination of assistance or 30- day termination of tenancy to resident(s).</b>	HMD	Formatting/Clarification change	clarifying language for VAWA requirements
2	2	2.7 - page 21	<b>VERIFICATION OF A REQUEST FOR A REASONABLE ACCOMMODATION</b> ... A request for an accommodation can be made at any time. .... Accommodation must be in writing.  All residents that request a reasonable accomodation must submit Form 2 and 3 to the management office.	<b>VERIFICATION OF A REQUEST FOR A REASONABLE ACCOMMODATION</b> ... Accommodation <b>should</b> be in writing. <b>However, FH will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.</b>  All residents that request a reasonable accomodation <b>should</b> submit Form 2 and 3 to the management office.	HMD	Formatting/Clarification change	added language to include if a verification has already been completed, we will not need another verification.
3	2	2.14 - page 26	<b>Oral Translation:</b> The FH has have bilingual staff to assist non-English speaking families in Spanish and Hmong and orally translates documents into Spanish and Hmong. Where bilingual staff is not available to interpret for these families, the FH will use a telephone language interpretation service, which offers translation in over 100 languages, to communicate effectively with clients.	<b>Oral Translation:</b> FH <b>may have multilingual</b> staff to assist non-English speaking families in Spanish and Hmong and <b>may</b> orally translate documents into Spanish and Hmong. <b>If multilingual</b> staff is not available to interpret for these families, the FH will use a telephone language interpretation service, which offers translation in over 100 languages, to communicate effectively with clients.	HMD	HUD Discretionary	Language Assistance Plan
4	2	2.15 - page 26	<b>WRITTEN TRANSLATION</b>  In determining whether it is feasible to provide translation of documents written in English into other languages, FH will consider the following factors: • Number of applicants and participants in the jurisdiction who do not speak English and speak the other language. • Estimated cost to FH per client of translation of English written documents into the other language. • The availability of local organizations to provide translation services to non-English speaking families. • Availability of bi-lingual staff to provide translation for non-English - speaking families.	<b>WRITTEN TRANSLATION</b>  <b>In accordance with Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP)”,</b> FH will determine whether it is feasible to provide translation of <b>vital</b> documents written in English into other languages., FH will consider the following factors, <b>as described in FH Language Assistance Plan (LAP) Exhibit 21.1:</b> ...	HMD	HUD Discretionary/Policy Change	Language Assistance Plan

## 2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
5	3	3.14 - page 37	A family’s request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional of the family’s choosing, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request—subject to the FH verification—at each annual reexamination.	A family’s request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional of the family’s choosing, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. <b>FH will not require annual verification of need for live-in aide if the need is based on a permanent disability.</b>	HMD	Formatting/Clarification change	Updated language to clarify a new RA request is not needed if the need has been verified and identified as permanent.
6	3	3.25 - page 50	<b>Section 3.25 - MANDATORY DENIAL OF ASSISTANCE [24 CFR 960.204]</b>  HUD regulations require mandatory denial of assistance for the following reasons: • FH will deny admission to those applicants convicted of manufacturing or producing methamphetamine on the premises of Federally assisted housing, in accordance with HUD regulations. • An applicant evicted from federally assisted housing by reason of drug-related criminal activity within the five -year period shall be denied admission.	<b>MANDATORY DENIAL OF ASSISTANCE [24 CFR 960.204]</b>  HUD regulations require mandatory denial of assistance for the following reasons: • FH will deny admission to those applicants convicted of manufacturing or producing methamphetamine on the premises of Federally assisted housing, in accordance with HUD regulations. • An applicant evicted from federally assisted housing by reason of drug-related criminal activity within <b>a three</b> year period shall be denied admission.	HMD	HUD Discretionary/ Program Alignment	Program Alignment
7	4	4.12 - page 73	<b>LOCAL PREFERENCES [24 CFR 960.206]</b> ... <b>Limited Preference for Homeless Persons</b> ...  3. Involuntary Displaced Referral...	<b>LOCAL PREFERENCES [24 CFR 960.206]</b> ... <b>Limited Preference</b> <b>Limited preferences require a referral and are available even when the interest list is closed to other applicants.</b>  <b>1. Homeless Persons...</b> <b>2. Displaced Referral...</b>	HMD	HUD Discretionary/ Program Alignment	Added language to identify that Limited Preferences are based on referrals and can be accepted even when the interest list is closed. Moved order around and renumbered accordingly.
8	4	4.22 page 79	<b>DETERMINING APPLICANTS ELIGIBLE OR INELIGIBLE</b>  Each applicant will be interviewed by FH staff ...  If FH determines at or after the interview that additional information or document(s) are needed, the FH will request the document(s) or information in writing. The family will be given 10 business days to supply the information. Extensions may be permitted upon approval of the intake staff member. If the information is not supplied in this time period the FH will provide the family a notification of denial for assistance.	<b>DETERMINING APPLICANTS ELIGIBLE OR INELIGIBLE</b>  Each applicant will be interviewed by FH staff.....  If FH determines at or after the interview that additional information or document(s) are needed, the FH will request the document(s) or information in writing. The family will be given 10 business days to supply the information <b>and the applicant file will be placed in a pending status.</b> Extensions may be <b>approved based on extenuating circumstances.</b> If the information is not supplied <b>within</b> this time period, <b>application may be cancelled without further notice.</b>	HMD	Formatting/Clarification change	Clarifying language



2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
9	4	4.23 - page 80	<p><b>PREFERENCE DENIAL</b></p> <p>If upon verification FH determines that the family does not qualify for the preference claimed, the family does not receive the preference and will be cancelled. In this situation the FH must provide a written notice stating the reasons for the determination. An informal review is not required.</p> <p>If the applicant falsifies documents or makes false statements regarding a preference, the application will be denied and cancelled. The family will be notified in writing when this occurs, and advised of the family’s right to request an informal review.</p>	<p><b>PREFERENCE DENIAL</b></p> <p>If upon verification FH determines that the family does not qualify for the preference claimed, the family does not receive the preference and <b>the pre-application may be cancelled or put back on the interest list; unless the family was selected during the final draw, in which case the pre-application may be cancelled.</b></p> <p>The family will be notified in writing when this occurs, and advised of the family’s right to request an informal review. <b>For additional information refer to Chapter 14.</b></p>	HMD	Program Alignment	<p>Program Alignment</p> <p>Deleted first sentence in last paragraph. Added language to expand process when an applicant does not qualify for the preference selected.</p>
10	5	5.0 page 82	<p>Determining Unit Size</p> <p>Guidelines for Determining Bedroom Size</p> <p>4 Bedrooms 4</p> <p>5 Bedrooms 6</p>	<p>Determining Unit Size</p> <p>Guidelines for Determining Bedroom Size</p> <p>5 Bedrooms <b>5</b></p>	HMD	Formatting/Clarification change	<p>Updated minimum for a 5 bedroom to be in line with other bedroom minimums.</p>
11	5	5.3 - page 84	<p><b>PLAN FOR UNIT OFFERS</b></p> <p>FH plan for selection of applicants and assignment of dwelling units will assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, familial status, disability, national origin, marital status, gender identity, or sexual orientation. FH plan for selection is based on how many locations within its jurisdiction have available units of suitable size and type in the appropriate type of development. This plan is also based on the distribution of vacancies.</p> <p>The applicant will be offered a unit in the location with the oldest vacancy that is ready for occupancy per site based waitlist. If more than one vacancy is available and the applicant rejects the offer, the applicant will be offered a suitable unit in the location with the second oldest vacancy. If that unit is rejected, a final offer will be made in the location with the third oldest vacancy. All three offers can be made simultaneously and require applicants to accept or refuse the unit offers within 3 business days.</p>	<p><b>PLAN FOR UNIT OFFERS</b></p> <p>FH plan for selection of applicants and assignment of dwelling units will <b>ensure</b> equal opportunity and non-discrimination on grounds of race, color, sex, religion, familial status, disability, national origin, marital status, gender identity, or sexual orientation. FH plan for selection is based on unit of suitable size and types <b>available at the site.</b></p> <p>The applicant will be offered a unit in the location with the oldest vacancy that is ready for occupancy per site based waitlist <b>and must</b> accept or refuse the unit offer within 3 business days.</p>	HMD	Policy Change	<p>Updated FH plan of unit offered to be reduced to available units by site. Unit offer will be reduced from 3 to 1.</p> <p>The three offers were changed to one offer due to interest list are now identified per site/city versus community wide.</p> <p>Language changed in Section 5.3 affects Section 5.4</p>



2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
12	5	5.4 - page 85	<b>TIME LIMIT FOR UNIT OFFER ACCEPTANCE OR REFUSAL</b> Applicants must accept or refuse the unit offer(s) within 3 business days of the date of the unit offer. Offers made by telephone will be confirmed by letter. When an applicant rejects the final unit offer, FH will remove the applicants name from the waiting list. Removal from the waiting list means the applicant must reapply. FH will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.	<b>TIME LIMIT FOR UNIT OFFER ACCEPTANCE OR REFUSAL</b> Applicants must accept or refuse the unit offer within 3 business days of the date of the unit offer. Offer made by telephone will be confirmed by letter. When an applicant rejects the unit offer, FH will remove the applicant's name from the <b>site-based</b> waiting list. Removal from the <b>site-based</b> waiting list means the applicant must reapply <b>if still interested when list is open</b> .  Once an applicant is housed in a public housing development, his or her name will be removed from all other <b>public housing's</b> site based <b>interest</b> /waiting lists. The applicant will retain their place on the housing choice voucher interest list, if applicable.	HMD	Policy Change	Since all waiting list are site based there is no longer a distribution of vacancies only within the site they were selected.
13	5	5.5 - page 85	<b>OFFER OF ACCESSIBLE UNITS</b> FH has units designed for persons with mobility impairments, referred to as accessible units. No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered. Before offering a vacant accessible unit to a non-disabled applicant, the FH will offer such units: First, to a current occupant of another unit of the same development, or other public housing developments under the FH's control, who has a disability that requires the special features of the vacant unit.	<b>OFFER OF ACCESSIBLE UNITS</b> FH has units designed <b>with special features</b> for persons with mobility impairments, referred to as accessible units. <b>Families who do not require the special features of an accessible unit may</b> be offered these units <b>if there are no</b> eligible applicants requiring these units. <b>When a vacant accessible unit is available, FH will consider the following</b> before offering the accessible unit to a non-disabled applicant who does not require the special features, the FH will offer such units as follows: • A current occupant of another unit <b>within the</b> development, or other public housing developments, who requires the special features of the vacant unit <b>and has an approved Reasonable Accommodation request</b> . •An eligible qualified applicant on the waiting list <b>who</b> requires the special features of the vacant accessible unit. When offering an accessible/adaptable unit to a non-disabled applicant who does not require the special features, FH will require the applicant to sign a certified statement agreeing that the applicant will relocate within 30 days to the first available vacant unit of appropriate size, at the same or comparable housing development site, should the accessible unit be required for an eligible disabled family.	HMD	Agency Policy Preference	Updated policy language to clarify the hierachy of processing vacant accessible units.

2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
14	5	5.6 - page 86	<p><b>APPLICANTS UNABLE TO TAKE OCCUPANCY</b></p> <p>If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for “good cause,” the applicant will not be removed from the waiting list.</p> <p>Examples of “good cause” reasons for the refusal to take occupancy of a housing unit include, but are not limited to:</p> <ol style="list-style-type: none"><li>1. Unit is not of the proper size and type, and the applicant would be able to reside there only temporarily;</li><li>2. Unit, contains lead-based paint, and accepting the offer could result in subjecting the applicant’s children under seven (7) years of age to lead-based paint poisoning;</li><li>3. An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing; [24 CFR 945.303(d)];</li><li>4. A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member;</li><li>5. The unit is inappropriate for the applicant’s disabilities.</li></ol>	<p><b>APPLICANTS UNABLE TO TAKE OCCUPANCY</b></p> <p>If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for “good cause,” the applicant will not be removed from the waiting list.</p> <p>Examples of “good cause” reasons for the refusal to take occupancy of a housing unit include, but are not limited to:</p> <ol style="list-style-type: none"><li>1. Unit is not of the <b>appropriate</b> size and type, and the applicant would be able to reside there only temporarily;</li><li>2. Unit, <b>if applicable</b>, contains lead-based paint, and accepting the offer could result in subjecting the applicant’s children under seven (7) years of age to lead-based paint poisoning;</li><li>3. A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member;</li><li>4. The unit is inappropriate for the applicant’s disabilities.</li><li>5. <b>FH has disclosed a death in the unit within the past three (3) years.</b></li><li>6. <b>A household or member of a household has been identified during the ‘Existing Tenant’ search in EIV and must obtain clearance to avoid a multiple subsidy occurrence. Applicant will be given 45 days to provide proof of clearance.</b></li></ol>	HMD	Formatting/Clarification change	updated language to include addition reasons for "good cause".
15	7	7.4 - page 132	<p>5. Resident/Applicant Declaration (Level 1): ...</p>	<p><b>5. Resident/Applicant Declaration (Level 1):</b></p> <p>...</p> <p><b>Exceptions to Third Party Verification Requirements (PIH 2017-12 (HA))</b></p> <p>HUD is aware that in some situations, third party verification is not available for a variety of reasons. Oftentimes, the PHA may have made numerous attempts to obtain the required verification with no success, or it may not be cost effective to obtain third party verification of income, assets, or expenses, when the impact on total tenant payment is minimal, In these cases, the PHA is required to document in the family file the reason (s) why third party verification was not available.</p>	HMD	HUD Regulation	Added language per PIH notice 2017-12 to clarify the Exceptions to the Third Party Verification requirements.

2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
16	7	7.14 - page 147	<p><b>VERIFICATION OF INTEREST LIST PREFERENCES [24 CFR 5.410, 5.415, 5.430]</b></p> <p>...</p> <p><b>Local Preferences</b></p> <p>Referrals from Law Enforcement Agencies: This preference is subject to the approval of the Executive Director. The FH may distribute application forms and may issue a voucher to families or single persons that are referred by law enforcement agencies. The types of referrals that will be considered include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Victims under witness protection programs, or</li><li>• Victims of domestic violence, dating violence, sexual assault, or stalking.</li></ul> <p>Law enforcement referrals must be made in writing, on law enforcement agency letterhead, and signed by the requesting officer and his or her immediate supervisor. Eligibility, including background checks, will be confirmed for all members.</p> <p><b>Involuntary Displacement:</b> This preference is subject to the approval of the Executive Director. FH may distribute application forms and may issue a voucher subject to availability to families or single persons that are referred by local governmental officials. The types of referrals that will be considered include, but are not limited, to:</p>	<p><b>VERIFICATION OF INTEREST LIST PREFERENCES [24 CFR 5.410, 5.415, 5.430]</b></p> <p>...</p> <p><b>Local Preferences</b></p> <p>Residency preference: For families, who live, work or have been hired to work in the jurisdiction of FH. ...</p> <p><b>Limited Preferences</b></p> <p>deleted language for Referrals from Law Enforcement Agencies:</p> <p><b>Displacement Referrals:</b> This preference is subject to the approval of the Executive Director. FH may distribute application forms and may issue a voucher subject to availability to families or single persons that are referred by local governmental officials. The types of referrals that will be considered include, but are not limited, to:</p> <ul style="list-style-type: none"><li>• Persons displaced as the result of a government-declared natural disaster</li><li>• Persons displaced as the result of governmental action</li><li>• Victims under VAWA Reauthorization Act of 2013</li><li>• Persons displaced as a result of law enforcement agency</li></ul>	HMD	Formatting/Clarification change	Incorporated referral types from Chapter 4 Preference.
17	8	8.12 - page 157	<p><b>INSPECTIONS OF PUBLIC HOUSING UNITS [24 CFR 966.4(I)]</b></p> <p>...</p> <p><b>Special Inspections</b></p> <p>FH may conduct a special inspection for housekeeping, unit condition, suspected lease violation every 30 days for one year, preventative maintenance, routine maintenance, or there is a reasonable cause to believe an emergency exists.</p> <p>...</p> <p><b>Move Out Inspections</b></p> <p>...</p> <p>2. At the time the resident submits a 30-Day Notice of Intent to Vacate or FH issues a 30-Day Notice to Terminate Tenancy or 14 day Notice ,the residents will be informed that the request for the initial Move-Out inspection must be in writing and delivered to the Management office during normal business hours within three (3) days of the date of service of the Notice must be requested 48 hours prior to vacating the apartment. Should the resident fail to request an initial inspection, FH will be discharged of its duty.</p>	<p><b>INSPECTIONS OF PUBLIC HOUSING UNITS [24 CFR 966.4(I)]</b></p> <p>...</p> <p><b>Special Inspections</b></p> <p>FH may conduct a special inspection for housekeeping, unit condition, suspected lease violation every 15 days until violation is cured, or there is a reasonable cause to believe an emergency exists.</p> <p>...</p> <p><b>Move Out Inspections</b></p> <p>...</p> <p>2. At the time the resident submits a 30-Day Notice of Intent to Vacate or FH issues a 30-Day Notice to Terminate Tenancy, the residents will be informed that the request for the initial Move-Out inspection must be requested 48 hours prior to vacating the apartment. Should the resident fail to request an initial inspection, FH will be discharged of its duty.</p> <p>...</p>	HMD	Agency Policy Preference	Reccomended reducing the days under special inspections to allow for better service.

2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
18	9	Introduction to Chapter 9 - page 163	<b>INTRODUCTION</b> FH is required to verify each family’s income and composition ...  This chapter discusses both annual and interim reexaminations.  Part I: ... Part II: Annual Reexaminations for Families Paying Income Based Rents or Flat Rent....	<b>INTRODUCTION</b> FH is required to verify each family’s income and composition ...  This chapter discusses both annual and interim reexaminations.  Part I: ... Part II: Annual Reexaminations for Families Paying Income Based Rents or Flat Rent. .... This part also contains FH policies for conducting annual updates of family composition for flat rent families. <b>FH may perform reexaminations for households on fixed income, as defined by HUD on a triennial basis.</b>	HMD	HUD Discretionary	HUD discretionary policy, program alignment
19	9	9.1 - page 165	<b>OVERVIEW</b>  For those families who choose to pay income-based rent, FH will conduct a reexamination of income and family composition at least annually [24 CFR 960.257(a)(1)]. For families who choose to pay flat rents, FH must conduct a reexamination of family composition at least annually, and must conduct a reexamination of family income at least once every 3 years [24 CFR 960.257(a)(2)]. Policies related to the reexamination process for families paying flat rent are located in Section 9.28 of this chapter. ... FH may streamline the income determination process for family member with fixed sources of income.	<b>OVERVIEW</b>  For those families who choose to pay income-based rent, FH will conduct a reexamination of income and family composition annually [24 CFR 960.257(a)(1)]. ... ... FH may streamline the income determination process for family member with fixed sources of income. <b>[Streamlined Annual Reexaminations [24 CFR Parts 5, 891, 960.257 and 982.516(b), Federal Register Vol. 82, No. 237, December 12, 2017], [PIH 2016-05 (HA)]</b>	HMD	Formatting/Clarification change	delete language, add language per FAST ACT. Program alignment
20	9	9.17 - page 169	<b>REPORTING INTERIM CHANGES</b>  Families must report within ten business days all changes in household composition to or income to FH between annual recertifications. This includes additions due to birth, adoption and court-awarded custody. The family must obtain FH approval prior to all other additions to the household. The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified prior to the approval by FH of the family member being added to the lease.	<b>REPORTING INTERIM CHANGES</b>  Families must report within <b>thirty calendar</b> days all changes in household composition or income to FH between annual recertifications. This includes additions due to birth, adoption and court-awarded custody. The family must obtain FH approval prior to all other additions to the household. The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified prior to the approval by FH of the family member being added to the lease.  <b>Families that elect to pay flat rent are not required to report increases in income or assets.</b>	HMD	HUD Discretionary/Program Alignment	A longer time frame will allow Resident families to provide documentation such as birth certificate and SSN for newborn children. Program Alignment

## 2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
21	9	9.18 - page 170	<p><b>INCREASES IN INCOME TO BE REPORTED</b></p> <p>Families that select to pay flat rent are not required to report increases in income or assets.</p> <p>If families elect to pay income-based rent, the family must report any of the following changes to management within ten business days of their occurrence as they could result in an increase in rent:</p> <ul style="list-style-type: none"> <li>• Receipt of a deferred payment in a lump sum which represents the delayed start of a periodic payment such as unemployment or social security benefits.</li> <li>• Change in family composition (which could either provide additional income to the household or reduce the deductions and allowances for which the family qualifies).</li> <li>• A change of source of income, such as moving from welfare benefits to employment income.</li> <li>• An increase in income of \$200/month or more.</li> </ul> <p>Any other changes reported by residents electing to pay income-based rent, other than those listed above, will not be processed between regularly scheduled annual recertifications.</p>	<p><b>PROCESSING INTERIM REEXAMINATION</b></p> <p>FH will conduct an interim reexaminations based on the reported changes for all decreases, which would result in a reduction of the family's total tenant payment (TTP).</p> <p>FH will not conduct an interim reexamination for increases in the family income, unless</p> <ul style="list-style-type: none"> <li>• the family requests FH to do so, or</li> <li>• there is also a change in the family composition.</li> </ul> <p>Note: Increase in family income as a result of the following will be processed in accordance with the applicable Section in this policy.</p> <ul style="list-style-type: none"> <li>• Families that claim zero income, refer to Section 9.20 of this policy.</li> <li>• Family member (s) who qualify for Earned Income Disallowance (EID), FH will conduct an interim reexamination in accordance with Section 6.5 of this policy.</li> </ul>	HMD	HUD Discretionary/Program Alignment	Updated policy to complete increases in income at annual recertification. Program Alignment
22	9	9.19 - page 170	<p><b>INCREASES IN INCOME AND RENT ADJUSTMENTS</b></p> <p>FH policy is not to raise rent between annual recertifications, except in the case of a change in family composition and/ or source of income and/or an increase of \$200/month or more.</p>	<p>Deleted section - Revised language and incorporated in Section 9.18</p> <p><b>PROCESSING INTERIM REEXAMINATION.</b> Deleted sections resulted in new numbering change for subsequent sections.</p>	HMD	Program Alignment	HUD discretionary policy, removing this language will assist resident who experience an increase in income to be self-sufficient; Aligns with HCV
23	9	9.20 - page 171	<p><b>DECREASES IN INCOME AND RENT ADJUSTMENTS</b></p> <p>Residents may report a decrease in income and other changes, such as an increase in allowances or deductions, which would reduce the amount of the total resident payment.</p> <p>FH will initiate third-party written verification of the decrease in income no later than five (5) days after the resident reports the change to FH.</p> <p>Upon completion of the third-party written verification, FH will process a rent adjustment to be effective the first day of the month following the month in which FH completes the verification. If the reduction in income is reported after FH cut-off date for the following month's rent set-up, Management will charge the resident the former, higher rent, subject to a credit when the circumstances of reduction are verified.</p>	<p>Deleted section - Revised language and incorporated in Section 9.18</p> <p><b>PROCESSING INTERIM REEXAMINATION.</b> Deleted sections resulted in new numbering change for subsequent sections.</p>	HMD	Program Alignment	change made to to update in section 9.18

## 2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
24	9	9.22 - page 173	<b>TIMELY REPORTING CHANGES IN INCOME AND ASSETS</b>  1. Standard for Timely Reporting of Changes for Reexaminations and Interims  FH requires that families report income, assets and family changes, to FH within ten business days of the date the change occurred. Any information, document or signature needed from the family to verify the change must be provided at the time of the reported change.	<b>TIMELY REPORTING CHANGES IN INCOME AND ASSETS</b>  1. Standard for Timely Reporting of Changes for Reexaminations and Interims  FH requires that families report income, assets and family changes, to FH within <b>thirty (30) calendar</b> days of the date the change occurred. Any information, document or signature needed from the family to verify the change must be provided at the time of the reported change.	HMD	Formatting/Clarification change	change made to to update in section 9.17 Section renumber from 9.23 to 9.22
25	9	9.23 - page 174	<b>REPORTING OF CHANGES IN FAMILY COMPOSITION</b>  The members of the family residing in the unit must be approved by FH. The family must inform FH and request approval of additional family members other than additions due to birth, adoption, court-awarded custody before the new member occupies the unit. All changes in family composition must be reported within ten business days of the occurrence in writing.	<b>REPORTING OF CHANGES IN FAMILY COMPOSITION</b>  The members of the family residing in the unit must be approved by FH. The family must inform FH and request approval of additional family members other than additions due to birth, adoption, court-awarded custody before the new member occupies the unit. All changes in family composition must be reported within <b>thirty (30) calendar</b> days of the occurrence in writing.	HMD	Formatting/Clarification change	change made to to update in section 9.17 Section renumber from 9.24 to 9.23
26	10	10.10 - page 186	<b>PET RULES</b> 4. All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge of \$50. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. Litter shall not be disposed of by being flushed through a toilet.	<b>PET RULES</b> 4. All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge <b>in accordance with Schedule of Maintenance Charges for labor of \$50</b> . All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. Litter shall not be disposed of by being flushed through a toilet.	HMD	Formatting/Clarification change	Policy preference
27	10	10.21 - page 189	<b>PET DEPOSITS</b> The resident/pet owner shall be required to pay a refundable deposit of \$200.00 per unit for the purpose of defraying all reasonable costs directly attributable to the presence of a pet. The deposit fee shall not apply to birds and fish.	<b>PET DEPOSITS</b> The resident/pet owner shall be required to pay a refundable deposit of \$200.00 per <b>pet</b> for the purpose of defraying all reasonable costs directly attributable to the presence of a pet. The deposit fee shall not apply to birds and fish.	HMD	Policy Change	Updated Policy/Procedure per pet verse per unit
28	10	10.22 - page 189	<b>Pet Waste Removal Charge</b> A separate pet waste removal charge of \$10 per occurrence will be assessed against the resident for violations of the pet policy.	<b>Pet Waste Removal Charge</b> A separate pet waste removal charge <b>of \$40 in accordance with Schedule of Maintenance Charges for labor</b> per occurrence will be assessed against the resident for violations of the pet policy.	HMD	Formatting/Clarification change	Updated Policy/Procedure
29	14	14.2 - page 234	Evidence - The family will be allowed to copy any documents related to the hearing at a cost of \$.50 cents for the first page and .30 cents per page thereafter. Research time is to be compensated at \$20 per hour or \$5 per quarter hour or fraction thereof	<b>delete this language</b>	HMD	Agency Policy Preference	FH will no longer charge for reproduction of resident's file documentation

## 2019 ACOP Additional Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
30	14	14.9 - page 240	Procedure governing the hearing - • The resident will be allowed to copy any documents related to the hearing at a cost of .50 cents for the first page and .30 cents per page thereafter. Research time is to be compensated at \$20 per hour or \$5 per quarter hour or fraction thereof. The family must request discovery of FH documents no later than 12:00 p.m. on the business day prior to the hearing.	delete this language	HMD	Agency Policy Preference	FH will no longer charge for reproduction of resident's file documentation
31	16	16.13 - page 266	TRANSFER REQUEST WHILE UNDER A REPAYMENT AGREEMENT	TRANSFER REQUEST WHILE under A REPAYMENT AGREEMENT • VAWA Emergency transfer requests	HMD	HUD Regulation	added additional reason for transfer while under Repayment Agreement
32	16	16.23 - page 272	<b>NOTIFICATION TO APPLICANTS</b>  The FH will provide all applicants with notification of their protections and rights under VAWA along with the VAWA self-certification form (HUD-5382). at each of these three junctures  The notice will explain the protections afforded under the law, inform each applicant of the FH confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.  The FH will also include in all notices of denial a statement explaining the protection against denial provided by VAWA.  The VAWA information provided to applicants will consist of the notices in Exhibit 16-1 and 16-2.	<b>NOTIFICATION TO APPLICANTS</b>  The FH will provide <b>denied</b> applicants with notification of their protections and rights under VAWA along with the VAWA self-certification form (HUD-5382).  The notice will explain the protections afforded under the law, inform each applicant of the FH confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.  The VAWA information provided to applicants will consist of the notices in Exhibit 16-1 and 16-2.	HMD	HUD Regulation	HUD requires all denied applicants be notified of protections under VAWA. Added clarification language.
33	16	16.24 - page 273	<b>NOTIFICATION TO TENANTS [24 CFR 5.2007(3)]</b> The FH will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at eviction annual reexamination.  The notice will explain the protections afforded under the law, inform the tenant of the FH confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.  The FH will also include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA. ...	<b>NOTIFICATION TO RESIDENTS [24 CFR 5.2007(3)]</b> The FH will provide all <b>residents</b> with notification of their protections and rights under VAWA at the time of admission and at <b>lease termination and eviction</b>  The notice will explain the protections afforded under the law, inform the <b>resident</b> of the FH confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.  ... <b>deleted language</b>	HMD	Formatting/Clarification change	Clarifying HUD requirement when VAWA notices are given. Deleted repetitive language.

## 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

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

**SUBJECT:** Update on Community Engagement Presentation

**DATE:** July 19, 2018

**BOARD MEETING:** July 24, 2018

**AGENDA ITEM:** 6d

**AUTHOR:** Brandi Johnson

---

### Executive Summary

The purpose of this memo is provide the Boards of Commissioners with the 2018 Fresno Housing Authority Community Engagement Presentation. The Agency periodically utilizes this format to inform the community about the many functions of the Fresno Housing Authority. A similar presentation was created in 2015 to celebrate the Agency's 75<sup>th</sup> anniversary. The goal of this presentation is to provide members of the community, including elected officials, civic leaders and stakeholders, an overview of Agency programs and advocate for affordable housing needs throughout Fresno County.

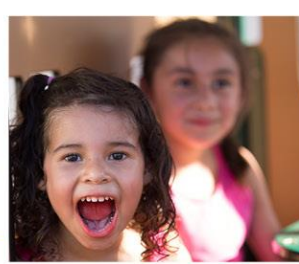
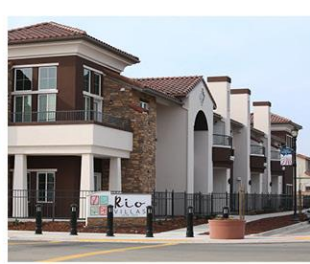
Reviewing this presentation with the Board allows an opportunity for feedback and promotes common language and data to be used by staff and commissioners when speaking about the work and mission of the organization.

To date, this presentation has been presented at the City of Firebaugh, City of Huron and the Terraces at San Joaquin Gardens. A presentation is scheduled for October with the Fresno Rotary. The Communications Department is working to schedule additional presentations this Fall.

### Recommendation

This item is informational only. No action is necessary.





# Affordable Housing for Fresno County

*June 14, 2018*



# Overview

- The Fresno Housing Authority business model
- Understanding the families we serve
- Why affordable housing matters
- Addressing Homelessness
- Housing Choice Vouchers
  - demand illustrates housing shortage
  - High standards for quality housing
- How you can support affordable housing



# Creating Vibrant Communities

## Who we are....





# Serving Fresno County



**50,000**  
*Residents*



**19,000**  
*Families*



**20,000**  
*Children*  
*(18 years and younger)*



**2,800**  
*Seniors*  
*(62 years and older)*



**\$11,900-** *Average resident annual income*

# Affordable Housing Matters

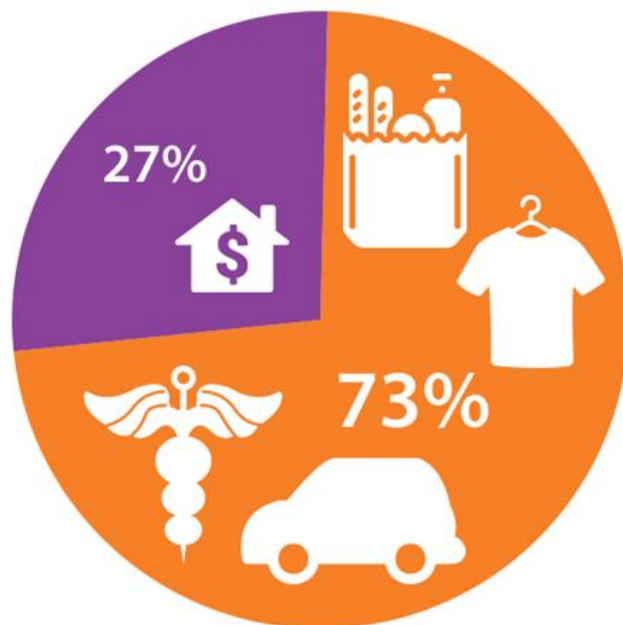


- Housing in California is becoming unaffordable, even in Fresno County
- There is a shortage of affordable rental homes
- After seven years of reductions in homelessness, Fresno's numbers are on the rise
- Changes in legislation mean less mechanisms in place to fund affordable housing
- Quality housing matters because it can affect a household's health, stability, education, and general well-being

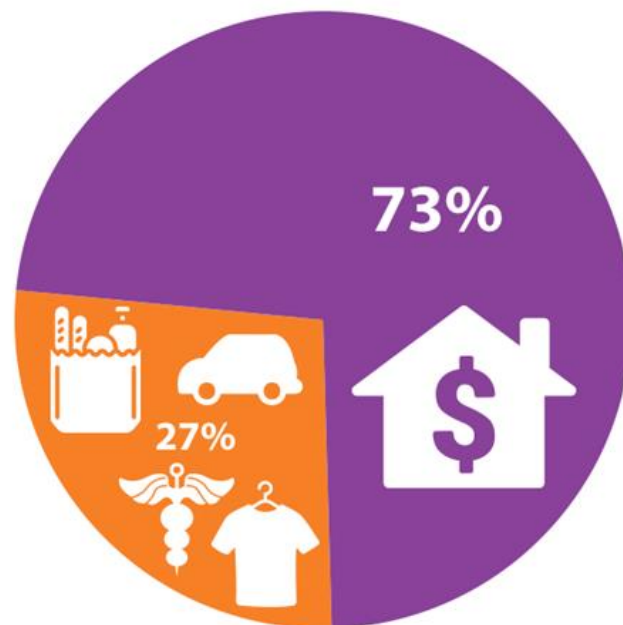
# The Affordable Housing Crisis

*What do Fresno County's Renters have left over after paying rent?*

**Fresno County  
Median-Income Households**



**Fresno County  
Households Earning half of  
Median Income or less**



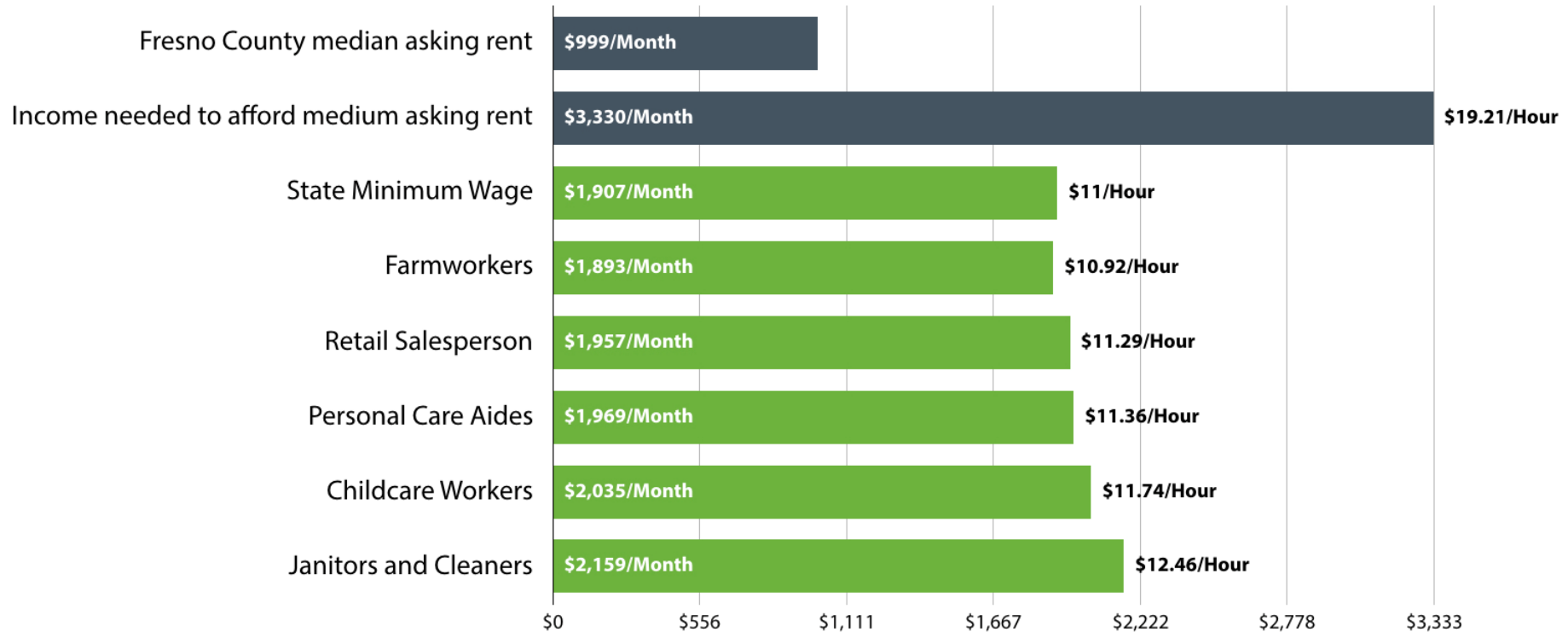
● Rent

● All other Household Expenses

*Source: NLIHC analysis of 2016 PUMS data. Median Household Income in Fresno County is \$45,452*

# The Affordable Housing Crisis

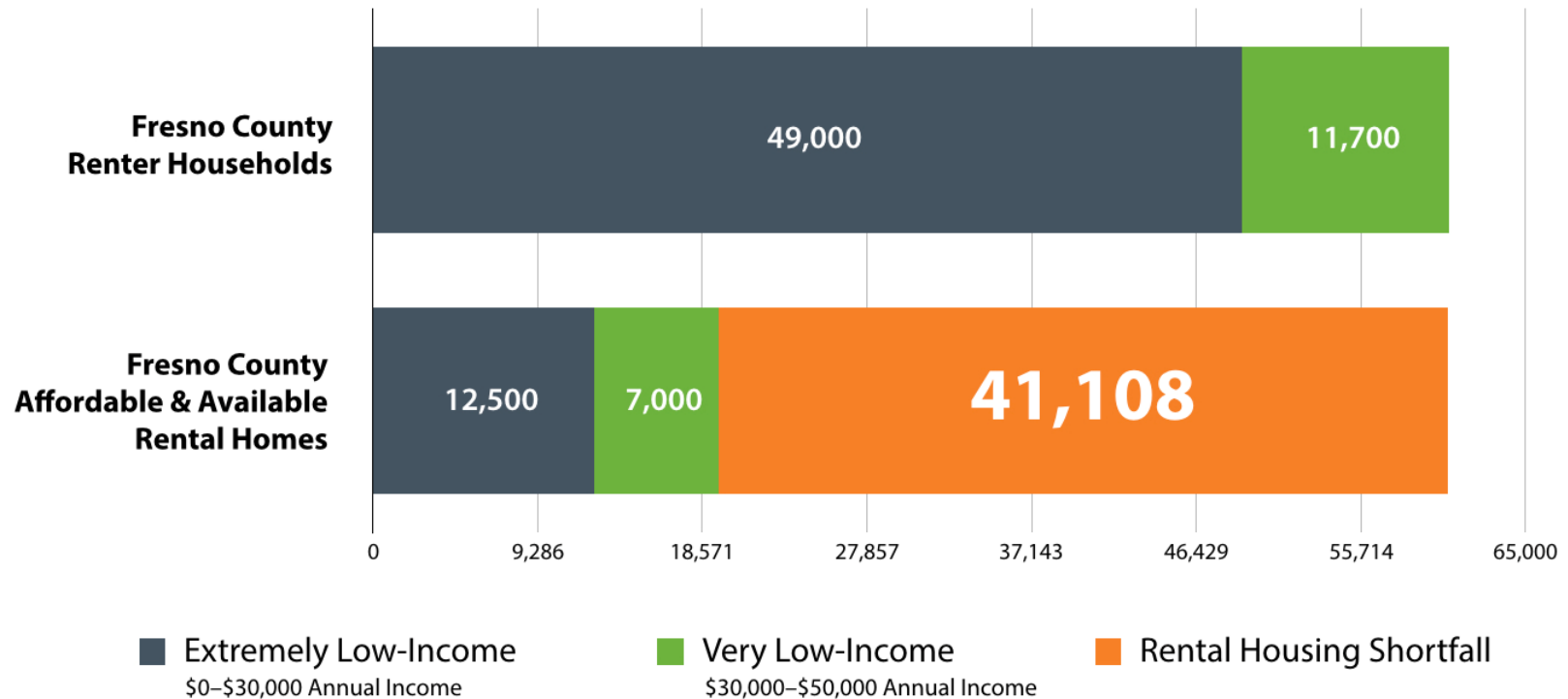
*Renters Must Earn 1.7 X Minimum Wage to Afford Median Asking Rents*



Source: Paul Waddell, Urban Analytics Lab, University of California, Berkeley, retrieved from analysis of online Craigslist listings in April 2018.  
CHPC analysis of Bureau of Labor Statistics Median Annual Wage Data for CA Occupations for 2017.

# A shortage of Affordable Housing

*Fresno County needs 41,108 MORE affordable Rental Homes*

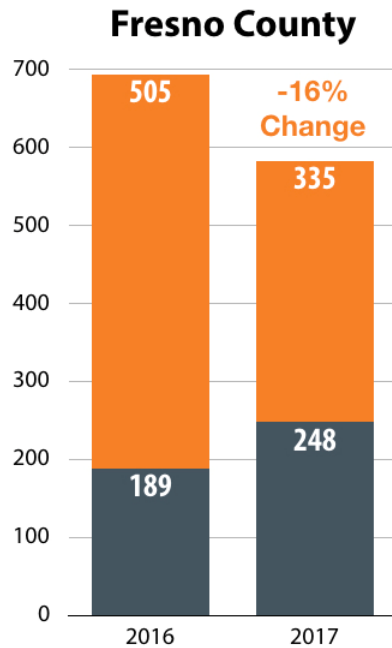


Source: NLIHC analysis of 2016 PUMS data. Does not factor in future growth.

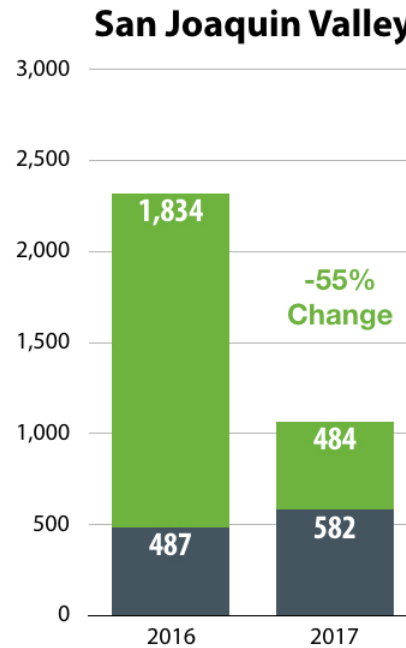


# A shortage of Affordable Housing

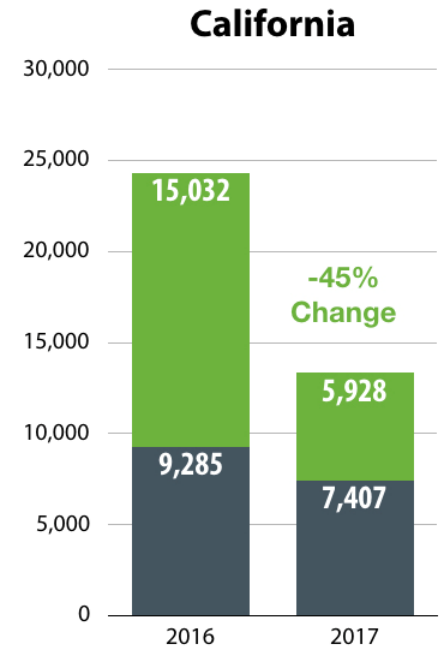
## *Low Income Housing Tax Credit (LIHTC) Production in Fresno County declined in anticipation of Federal Tax Reform*



■ Fresno County Acquisition & Rehab



■ New Construction



■ Acquisition & Rehab

\* San Joaquin Valley includes Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare counties. Source: CHPC analysis of 2016 and 2017 CA Tax Credit Allocation Committee (TCAC) data. Note the data does not include manager or market rate homes created through the LIHTC program.

# Homelessness In Fresno County





# Social Impacts of Homelessness

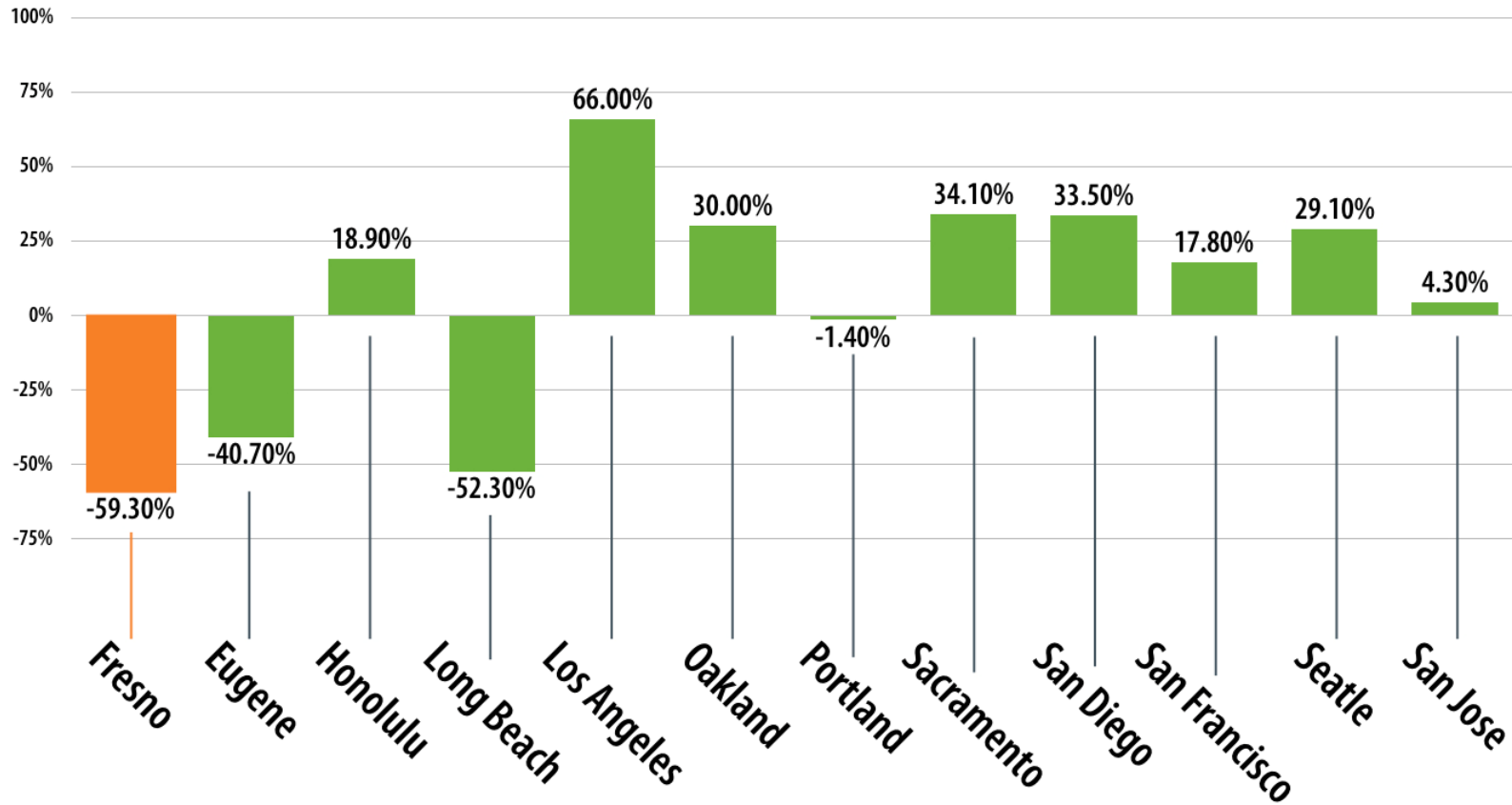
## *Increasing Numbers of Homeless Individuals in Fresno County*

- Less likely to be employable
- Increases costs for healthcare
- More likely to have mental health and substance abuse issues
- Long term physical health issues
- More likely to be incarcerated as a result of laws that target homeless people (panhandling, loitering, sleeping in cars)



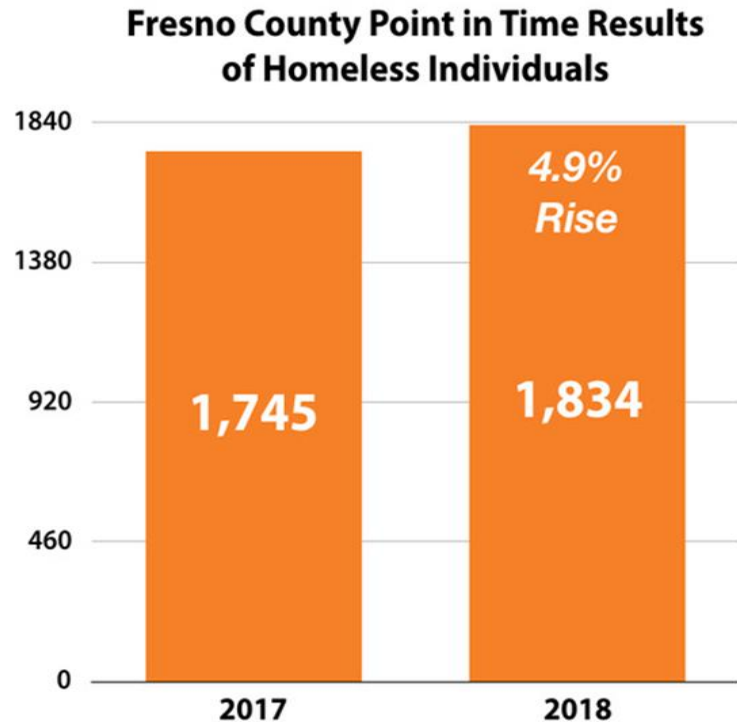
# Reduction on Homelessness (2011-17)

## *Fresno's Homelessness Percentage Change compared to Peer Cities*



# Emerging Trends for Fresno County

## *Growing Number of Homeless Individuals from 2017 to 2018*



### 4 Focus Areas

- Reduce Inflow
- Adopt a Collective Impact Approach
- Improve Crisis Response
- Increase Permanent Supportive Housing Units

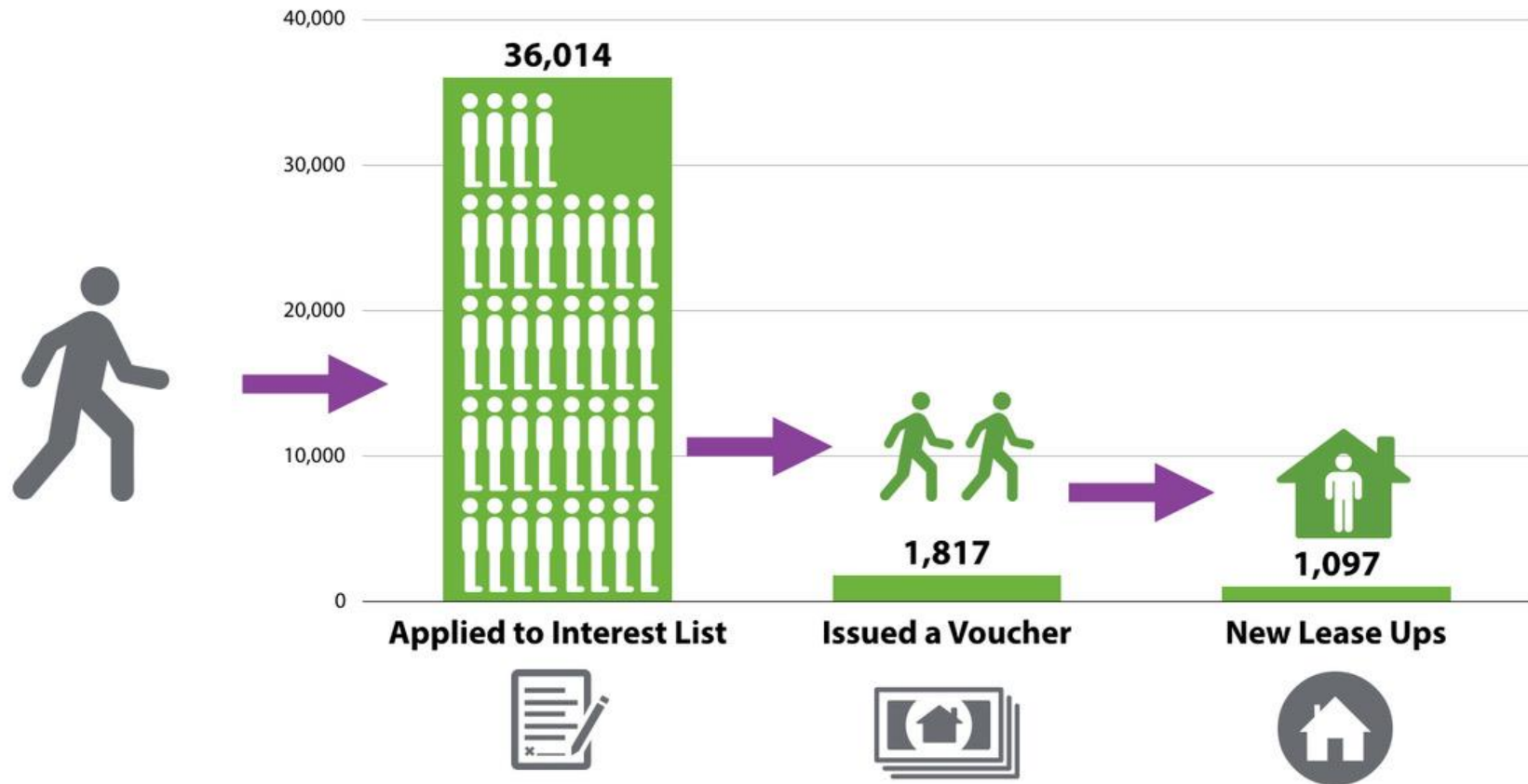




# Housing Choice Vouchers (Section 8)

# Even with vouchers in Hand...

*It is still difficult to find an Available Unit*



Based on 2017 Fresno Housing Authority wait list Data

# Section 8 Inspection Standards

*At Initial Occupancy and during the Term of the Lease*

- Sanitary conditions and facilities
- Food preparation and refuse disposal
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Smoke detectors

In 2017  
**25,000**

Housing Quality Standard  
Inspections Conducted to  
*Ensure Our Residents Live  
in Quality Housing*







# Strengthening Our Partnership

## *Working together to strengthen our community*

- Support funding, construction, and elimination of barriers to affordable housing in your community
- Consider compassionate measures to end chronic homelessness
- Increase support for job training, education and childcare programs that help increase wages and allow adequate income for food, transportation, and healthcare needs
- Understand Section 8 Housing Standards and encourage participation by landlords

## BOARD MEMO

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

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

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

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

**DATE:** July 17, 2018

**BOARD MEETING:** July 24, 2018

**AGENDA ITEM:** 6e

**AUTHOR:** Christina Husbands

**SUBJECT:** Real Estate Development Update

---

### Executive Summary

Staff will present an overview of current real estate activities.

### Recommendation

This item is informational only. No action is necessary.

## 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

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

**DATE:** 07/12/2018

**BOARD MEETING:** 07/24/2018

**AGENDA ITEM:** 6f

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Update on Housing Relinquished Fund Corp. (HRFC) Reserves

---

### Executive Summary

Staff will be presenting an update on the Housing Relinquished Fund Corporation (HRFC) cash reserves. The analysis will include the actual inflows and outflows as of June 30, 2018. See attached presentation for details.

### Recommendation

This item is informational only. No action is necessary.



# *Update on HRFC Reserves*

*Boards of Commissioners Meeting*

*July 24, 2018*

# HRFC Reserves

- The Housing Relinquished Fund (HRFC) reserves allow for the expansion of affordable housing
- Reserves have accumulated from various sources including:
  - Program income and loan repayments from development projects
  - Interest income from loans
  - Sales of properties
- HRFC reserves can be restricted by the Boards or agreements with HUD

# Current HRFC Reserves (as of 06/30/18)

<b>Cash Balance as of 12/31/2017</b>	<b>9.28</b>
<b>2018 Cash Inflow (Outflow):</b>	
Magill Predev Payment Received	1.68
LIPH Lawsuit Proceeds	1.32
Parc Grove Commons Equity	1.24
Parlier Oak Grove Predev Reimbursement	1.15
Shockley Loan/Interest Payment	0.47
Parc Grove Commons Waterfall Payment	0.41
Parc Grove NW Waterfall Payment	0.09
Reimburse HRFC for Fulton Mall Site	0.08
2340 S. Backer Sale	0.05
Iron Bird & H Loft Payments Received	0.03
Parc Grove NE Interest Payment	0.03
San Ramon Loan/Interest Payment	0.03
Magill Interest Payment	0.01
Misc Operating Expenses	0.01
Temporary Trailside Loan	(0.10)
Homeless Admin Payment	(0.11)
Magill Predev Returned to LP	(0.93)
Parlier Oak Grove Silvercrest	(1.01)
Parlier Oak Grove Loan	(1.34)
Predev Expenses	(2.54)
<b>Cash Balance as of 6/30/2018</b>	<b>9.85</b>

- This list includes the major transactions that have occurred this year
- Cash balance as of 06/30/18 is \$9.85 million

\*Amounts shown in millions of dollars

# Potential Cash Inflows

## ***Potential Inflows***

<i>HOPE VI Sales Proceeds</i>	<i>1.20</i>
<i>Viking Village Sales Proceeds</i>	<i>1.20</i>
<i>HOP Home Sales-Princeton</i>	<i>0.18</i>
<b><i>Total</i></b>	<b><i>2.58</i></b>

- Staff estimates that HRFC will receive an estimated \$2.58 million in additional cash
- Total amounts shown may change based on final applications and calculations

\*Amounts shown in millions of dollars

# Outflows from HRFC

	Total Commitment 6/30/2018	Total Expenditures through 6/30/2018	Remaining Commitment
<b>Current Commitments</b>			
<i>Pre-developments Loans</i>			
West Fresno Planning/CA Triangle	1.02	0.90	0.12
Chinatown	1.00	0.46	0.54
General Pre-Development	0.30	0.29	0.01
<i>RAD Pre-developments</i>			
Blackstone/Simpson	1.40	1.33	0.07
Other RAD Pre-Development	0.25	0.06	0.19
<i>Construction Loans</i>			
Parlier Oak Grove	2.35	2.35	-
<i>Other Commitments</i>			
Highway City Community Center	0.25	0.21	0.04
Homeless Programs	4.50	4.44	0.06
Choice Neighborhood	0.55	-	0.55
<b>Total Commitments</b>	<b>11.62</b>	<b>10.04</b>	<b>1.58</b>

- Table above shows current commitments, total expenditures as of 06/30/18, and remaining commitments
- As always, staff is working diligently to reduce the amount needed from HRFC

\*Amounts shown in millions of dollars



# Cash Flow Projections

<b>Current Cash Balance as of 6/30/2018</b>	<b>9.85</b>
<b>Potential Inflows</b>	<b>2.58</b>
<b>Remaining Commitments</b>	<b>(1.58)</b>
<b>Uncommitted Cash</b>	<b>10.85</b>

- Total cash at 06/30/18 is \$9.85 million
- Staff is conservatively estimating inflows of \$2.58 million, and \$1.59 million of commitments (not all to be spent in 2018)
- This leaves about \$10.85 million in uncommitted funds

\*Amounts shown in millions of dollars

## 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

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** July 18, 2018

**BOARD MEETING:** July 24, 2018

**AGENDA ITEM:** 7a

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Consideration of the Transfer of Sales Proceeds from the Rental Assistance Demonstration Projects

---

### Executive Summary

Through the Rental Assistance Demonstration program, the Fresno Housing Authority has converted several low-rent public housing properties into affordable housing partnership projects. These public housing sites were purchased from the Housing Authority by limited partnerships at fair market value, for which the Agency received cash payments at the financial closings. The Agency received just over \$1.1 million dollars in sales proceeds from the Viking Village RAD transaction. Since the financial statements for the Housing Authority have now been reviewed by our external auditor and the Department of Housing and Urban Development (HUD), staff is proposing to transfer these funds to HRFC to be used to further the supply of affordable housing, in accordance with the mission of the Fresno Housing Authority and the Housing Relinquished Fund Corporation.

### Recommendation

It is recommended that the Boards of Commissioners approve the transfer of the sales proceeds from the Viking Village RAD project to the Housing Relinquished Fund Corporation in an amount no greater than \$1,165,914.00.

### Background Information

The Rental Assistance Demonstration (RAD) program was created by the U.S. Department of Housing and Urban Development (HUD) in 2013 to allow Public Housing Agencies the ability to leverage private and public debt and equity in order to reinvest in their public housing stock. Since 2013, the Agency has converted over 700 units of public housing to project-based Section 8 contracts, while investing \$191 million in the rehabilitation of the properties.

On September 24, 2014, the Boards of Commissioners approved the transfer of \$7.18 million of sales proceeds from the Fresno and Mendota RAD projects. These funds have been leveraged several times over since 2014 to create an additional 900 units of affordable housing.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION APPROVING THE TRANSFER OF SALES PROCEEDS FROM THE  
RENTAL ASSISTANCE DEMONSTRATION PROJECTS TO THE HOUSING  
RELINQUISHED FUND CORPORATION**

WHEREAS, the Fresno Housing Authority has converted the Viking Village public housing project under the Rental Assistance Demonstration (RAD); and

WHEREAS, this conversion generated \$1,165,914.00 in proceeds from the sale of the land and buildings to the limited partnership owner; and

WHEREAS, the Agency desires to transfer said proceeds, in the amount of \$1,165,914.00, from the Fresno Housing Authority to the Housing Relinquished Fund Corporation to be used to further the supply of affordable housing;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the transfer of the sales proceeds from the Fresno Housing Authority to the Housing Relinquished Fund Corporation in the amount of \$1,165,914.00.

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF JULY, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Preston Prince, Secretary of the Boards of Commissioners

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE TRANSFER OF SALES PROCEEDS FROM THE  
RENTAL ASSISTANCE DEMONSTRATION PROJECTS TO THE HOUSING  
RELINQUISHED FUND CORPORATION**

WHEREAS, the Fresno Housing Authority has converted the Viking Village public housing project under the Rental Assistance Demonstration (RAD); and

WHEREAS, this conversion generated \$1,165,914.00 in proceeds from the sale of the land and buildings to the limited partnership owner; and

WHEREAS, the Agency desires to transfer said proceeds, in the amount of \$1,165,914.00, from the Fresno Housing Authority to the Housing Relinquished Fund Corporation to be used to further the supply of affordable housing;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the transfer of the sales proceeds from the Fresno Housing Authority to the Housing Relinquished Fund Corporation in the amount of \$1,165,914.00.

PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF JULY, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Preston Prince, Secretary of the Boards of Commissioners

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

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

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

## EXECUTIVE DIRECTOR'S REPORT

---

**TO:** Boards of Commissioners  
 Fresno Housing Authority  
**FROM:** Preston Prince  
 CEO/Executive Director  
**SUBJECT:** Directors Report- July 2018

**DATE:** July 19, 2018  
**BOARD MEETING:** July 24, 2018  
**AGENDA ITEM:** 9  
**AUTHOR:** Staff

---

### Executive Summary

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

### PLACE

#### Overview

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

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

#### Development Project Overview

Name of Property	Status	Description/Type	Total Units	Percent Complete
Legacy Commons Phase II	Stabilization	2255 S Plumas Street, Fresno, CA	64	100%

Blossom Trail Commons (formerly Memorial Village)	Under Construction	302 K Street, Sanger, CA	48	90%
Magill Terrace	Under Construction	401 Nelson Avenue, Fowler, CA	60	30%
Oak Grove	Under Construction	595 Bigger Street, Parlier, CA	56	13%
Blackstone/Simpson Project	Pre- Development	3039 N Blackstone Avenue, Fresno, CA	45	N/A
Chinatown	Pre-Development	1101 F Street, Fresno, CA	57	N/A
Mariposa Meadows	Pre-Development TCAC Submitted July 2018	1011 W Atchison Avenue, Fresno, CA	40	N/A
Orchard Farm Labor Housing	Pre-Development TCAC Submitted July 2018	295 S Newmark Avenue, Parlier, CA	41	N/A
Renaissance at Parc Grove IV	Pre-Development VHHP Submitted July 2018	2674 E Clinton Avenue, Fresno, CA	40	N/A

### Project Highlights

Renaissance at Parc Grove Phase IV submitted a Veterans Housing and Homelessness Prevention (VHHP) funding application on July 9, 2018. Additionally, staff submitted competitive Low-Income Housing Tax Credit applications for Mariposa Meadows and Orchard Apartments on July 2, 2018.

### HMD OPERATIONS

FRESNO HOUSING PORTFOLIO- MANAGED ASSETS, 5/1 – 5/31/18						
	Total # of Units	Total Vacant	Current Occupancy	Notice to Vacate	Approved Apps	Net Occupancy
CITY OF FRESNO						
City of Fresno	848	6	99%	10	1	98%
COUNTY OF FRESNO						
County of Fresno	1257	10	99%	9	1	99%

### HMD OPERATIONS

**Pre-Application Interest List** - The pre-application interest list opened on May 31, 2018 for the following Public Housing complexes: Marcelli Terrace, Desoto Gardens, Pinedale, Sequoia Courts, Sequoia Courts Terrace, Sierra Plaza and Yosemite Village. Pre-applications will be randomly selected using a lottery system and preferences will be applied to each draw, as applicable. The pre-application interest list will remain open until Tuesday July 31<sup>st</sup> at 3:00 p.m.

**Renaissance @ Parc Grove** - On June 23<sup>rd</sup>, approximately 30 volunteers, including FH employees and friends, assisted at Renaissance @ Parc Grove preparing units for move-ins. On June 26<sup>th</sup>, 28 formerly homeless veterans moved into their brand new, furnished apartments. To date, 87% of the units have been occupied. The goal is to lease all remaining units by the end of July.

**SW Fresno Family Carnival** - In coordination with the Fresno Police, Bringing Broken Neighborhoods Back to Life, EOC and the Fresno Street Saints, Fresno Housing hosted a Family Carnival near Fairview Heights in southwest Fresno. From 11a.m- 3p.m. on June 22<sup>nd</sup>, the Maud Street entrance to the Fairview site was closed which allowed games, various activities and informational booths to be set up in a carnival style. Residents and the community enjoyed the event and festivities.

**Upcoming Events** – National Night Out is an annual event held on the first Tuesday in August. The purpose of this event is to promote community-police partnerships and neighborhood camaraderie in order to make neighborhoods safer, and more caring places to live. The goal is to enhance the relationship between neighbors and law enforcement while encouraging a true sense of community. It also provides an opportunity to bring the community together in a positive atmosphere. This year the event falls on Tuesday August 7<sup>th</sup>. The HMD, Communications and Resident Services departments are partnering with other local organizations to plan multiple events throughout the city and county of Fresno. A detailed listing of locations will be provided electronically.

## **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 June, the following leasing activities took place for the City and County HCV programs.

#### **HCV City**

The following leasing activities took place in June for the HCV City program.

- There were 146 initial eligibility interviews scheduled in June and 128 applicants attended (88% show rate).
- 101 families attended briefings to receive their vouchers.
- There were 275 city applicants who leased up in June.
- There are 785 city applicants currently searching for housing.

#### **HCV County**

The following leasing activities took place in June for the HCV County program.

- 1,920 applicants were selected from the County waiting list.
- 424 initial eligibility interviews were scheduled in June and 382 applicants attended (90% show rate).
- 95 families attended briefings to receive their vouchers.
- There were 76 county participants who leased up in June.
- There are 285 applicants/participants searching for housing.

### **Leasing strategies and activities:**

- As of July 9, 2018, the 2017 HCV-County waiting list is exhausted. All future draws will be selected from the 2018-Interest List established in May 2018.
- Families porting in from other jurisdictions are being issued HCV County vouchers.
- County vouchers are issued to Project-Based Voucher (PBV) residents who have requested HCV assistance and approved.
- We have incorporated into our scheduling routine, a second appointment for those applicants who missed their first appointment in the screening process (criminal background check). Applicants who miss their interview appointment are rescheduled for the next available date upon request. These applicants have already passed their criminal background check, and are closer to being determined eligible.
- Temporary staff are assisting the leasing team with applicant files. Initial eligibility appointments continue to be scheduled at a rate of sixteen per day, per Leasing Specialist to account for the low attendance rate.
- We continue to extend and grant extensions to families in the searching process. In some cases, we have extended past the 120 days as we work closely with the families in an attempt to successfully lease them up.
- Staff continue to hold regular meetings to review both HAP and voucher utilization.

### **Resident Services**

#### **Book Rich Environment**

Site(s): Cueva de Oso (Selma), Sequoia Courts (Fresno), and Cedar Courts (Fresno)

Fresno Housing is participating in the Book Rich Environments (BRE) Initiative in partnership with the Fresno County Public Library (FCPL), Reading and Beyond, and Break the Barriers on promoting literacy in Fresno County. Three (3) Fresno Housing sites hosted the Reading Takes You Everywhere Summer Challenge with FCPL. Sequoia Courts (Fresno) had a Magic Show on June 12<sup>th</sup>. Cueva de Oso (Selma) had a Bubble and Wild Child Adventures Show on June 13<sup>th</sup>. Cedar Courts (Fresno) had Storytime & Bubbles Show on June 26<sup>th</sup>. The children enjoyed the presentations, snacks, and activities. During the events, families were able to obtain library cards and all were given free books to build their home library.



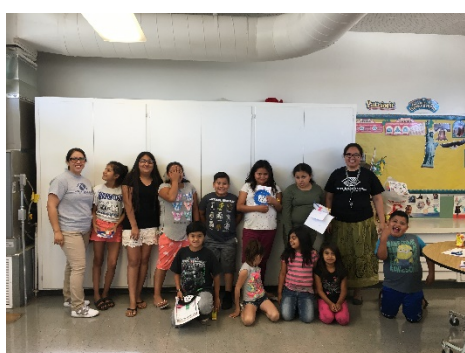




### Father's Day – Hero Events

Site(s): Mendoza Apartments & Cardella Apartments (Firebaugh), Rios Terrace (Mendota), Legacy Commons, Yosemite Village, Fairview Heights, Sequoia Courts, Villa Del Mar, Cedar Courts, and Parc Grove Commons, (Fresno), and Paseo 55 (Reedley).

A Father's Day Hero events were held at several of the Fresno Housing sites in both the City and County of Fresno. Youths were able to make their father, uncle, grandfather, mentor or older siblings a greeting card and a World's Best Hero Award. Many mom's attended to help the children with their crafts.



### Fresno EOC Summer Food Service Program

Site(s): Mendoza Apartments (Firebaugh), Rios Terrace (Mendota), Legacy Commons, Yosemite Village, Sequoia Courts, Villa Del Mar, Cedar Courts, Parc Grove Commons (Fresno), and Pinedale.

During these economic hard times, sometimes the only healthy meal a disadvantage youth may have is during the school year. This summer, Fresno Economic Opportunities Commission (Fresno EOC) Food Services will provide a free summer meal for youth ages 1-18 years in the community and onsite at several Fresno Housing properties. The meals are prepared by Fresno EOC's Food Services and meets strict United States Department of Agriculture (USDA) and California Department of Education (CDE) nutrition guidelines. The healthy meal is comprised of two ounces of protein, two servings of fruits/vegetables, one serving of bread, and eight ounces of milk. The summer food program runs from June to August.

Summer Meal sites, dates and service times are listed in the link below:

<http://fresnoeoc.org/files/pdf/sfsp-sites-060418.pdf>

## **Aerobics Class**

### **Site(s): Rios Terrace & Mendota Farm Labor**

On Tuesday, June 19th, free aerobic classes began in Mendota. Residents have the opportunity to participate in physical health classes every Tuesday. A variety of exercises are implemented during the 2-hour class. Over 20 Fresno Housing residents have been attending weekly.

## **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.*

### **National Alliance to End Homelessness (NAEH) Conference– July 23-25, 2018**

A large group from the Fresno Madera Continuum of Care will be attending the National Alliance to End Homelessness (NAEH) Conference. The group includes representatives from the City of Fresno Mayor's Office; representatives from non-profit agencies WestCare of California, Inc. and Poverello House; and Fresno Housing staff and commissioner. In addition, the group will have a chance to connect with Barbara Poppe, who will advise best topic areas for the system change work we seek to perform in Fresno. Topics at the conference include measuring system performance with Homeless Management Information System (HMIS) data, evidence and innovation in serving single adults, dealing with a wide range of ideologies in a community and homelessness and racial disparities.

### **Destination Home: San Jose, CA**

Diverse members of the Fresno community will visit Destination Home in San Jose, CA in an effort to see a collective impact model in action. Attendees will include representatives from the City of Fresno Mayor's Office, County of Fresno Department of Social Services, Fresno Madera Continuum of Care members and Fresno Housing staff. Destination Home is a public/private partnership that serves as the backbone organization for collective impact strategies in Santa Clara County. Their work includes development and funding of strategies to reduce homelessness through outcome driven housing and service models.

### **U.S. Department of Housing and Urban Development Continuum of Care Competition**

On June 20, 2018 the U.S. Department of Housing and Urban Development (HUD) released the Continuum of Care Notice of Funding Availability (CoC NOFA). The Fresno Madera Continuum of Care (FMCoC) has the potential to receive approximately \$9.1 million in renewal of existing projects and new project funding; plus a bonus of \$832,000 specifically to support the housing and supportive services needs of victims of domestic violence. The CoC NOFA is conducted in two (2) parts – the local competition, where data drives decisions on which existing and/or new projects move forward to HUD submission; and the national competition where the community as a whole is evaluated on its Consolidated Application detailing the strength of community work ending homelessness using data and narrative on topics such as Community Coordination and Engagement and System Performance. As the Collaborative Applicant for the FMCoC, Fresno Housing has the responsibility of ensuring that the local NOFA CoC process conforms to all HUD mandates including process of projects evaluation and adherence to relevant HUD timelines. In addition, the Collaborative Applicant is responsible for the production of the Consolidated Application and timely submission to HUD. The CoC NOFA culminates with application submission to HUD on September 18, 2018.

## **PARTNERSHIP**

## Overview

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

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

Project	Organization	Role
844 S. Chance Avenue	Habitat for Humanity	Partner in the rehabilitation of a former Neighborhood Stabilization Program (NSP) property to provide a homeownership opportunity for a low-income family

## Fresno Housing – Contributions to Ending Veteran Homelessness

During the month of June 2018, the Fresno community housed forty-two (42) Veterans – four (4) were housed on their own without housing subsidy; two (2) reunited with family/friends; six (6) were housed utilizing Veteran Affairs Supportive Housing (VASH) and twenty-nine (29) at Renaissance at Parc Grove; 83% of the total housed for the month was through Fresno Housing resources. The efforts of Fresno Housing and its Veteran service organizations and community partners, reduced the Veteran By Name List to 119 for the month.

## 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.*

## Sustainability

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

## Human Resources

On Wednesday, April 18, 2018 Aysha Hills, Senior HR Analyst, attended the Central Valley 2018 Employment Relations Consortium where she participated in an informative session on Embracing Generational Diversity and Succession Planning. Summer Nunes, HR Manager, attended the afternoon session that focused on Disciplinary and Harassment Investigations.

Amber Lujano, HR Coordinator, attended the Central Valley PARMA Chapter half-day conference on Wednesday, May 2nd where she had the opportunity to review recent cases and trends regarding sexual harassment and workers' compensation.

On Tuesday, May 8th Aysha Hills, Senior Analyst, and Kayla Giosa, HR Coordinator II, attended Fresno State's "Meet the Professionals" Networking Event. Together, they met with soon-to-be Fresno State graduates and discussed career opportunities the Agency has to offer.

Damian Rivera-Galarza, Training and Development Analyst, Kelly Johnson, Housing Choice Training Coordinator, and Stephanie Miller, Senior Housing Specialist, were heavily involved in the creation of training material for six (6) temporary employees hired for the Initial Eligibility program starting on Monday, May 14th. Workbooks were created for the training and the training was facilitated by Kelly Johnson.

During the week of May 28th, approximately 40 Maintenance and site-specific employees will be trained on the safe operation of utility carts. This training was developed in result of the purchase of utility vehicles that will be used at our various sites. Employees will be trained on the safe operation, risk prevention, charging and storing requirements for two types of carts. The two types of carts include one for site staff and another for maintenance. Not all sites will receive both.

### **Administrative Services & Procurement**

The Planning & Community Development department (P&CD) will begin the evaluation stage for a Request for Proposals (RFP) for General Contractor Construction Management services for Orchard Apartments in the city of Parlier and Mariposa Meadows in the city of Fresno. The deadline for submissions is Wednesday, July 18<sup>th</sup>, 2018 at 4:00pm. The evaluation committee will consist of both knowledgeable Fresno Housing staff members and outside stakeholders. The Procurement department has also worked closely with the Administrative Services and Communications departments to solicit two separate RFP's. For the Administrative Services department, an RFP for Legal Services is currently being solicited. The Agency is seeking qualified proposers to provide legal services which include General, Human Resources, HUD and other Federal and State Funding partners, Development of Affordable Housing, and Unlawful Detainer legal services. Proposals are due on Thursday, August 16, 2018. For the Communications department, an RFP for a Communications Consultant specializing in creative design, video production, documentaries, and storytelling is currently being solicited. Proposals are due on Thursday, August 23<sup>rd</sup> at 4:00pm.

### **Information Technology**

The Information Technology department has implemented a new Remote Access service. Unlike many traditional VPN connections, this Remote Access service is designed to connect automatically as soon as the computer connects to the Internet, and gives staff access to organization network resources such as file shares, printers etc. This new service will also provide better communications with staff located in the Central Office. The Information Technology department has successfully setup multiple Fresno Housing Authority remote sites with this service and plan to continue to implement across all sites in the coming months.

### **Accounting & Finance**

Finance staff has been working with property management staff on completing Quarterly Status Reports for our investors. These reports give an overview of the current operational and financial positions of the limited partnership properties. The Finance department is also preparing for 2019 Budget season to begin. Staff is working on creating timelines and supporting schedules that will help the Agency managers prepare their operating budgets for 2019.

The Accounting department is wrapping up the 2017 financial statements and audit. Staff is in the process of entering our financial statement information into HUD's Financial Data Submission (FDS) system. Once this information is entered, it can be included in the Agency's final audit package. The Agency expects to submit the 2017 Audit for the Boards acceptance in September 2018.

## **Structure**

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

Effort 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.*

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

## BOARD MEMO

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

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

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

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** July 17, 2018

**BOARD MEETING:** July 24, 2018

**AGENDA ITEM:** 12a

**AUTHOR:** Christina Husbands

**SUBJECT:** Consideration of Revocable License Agreement – U.S.  
Department of Veterans Affairs

---

### Executive Summary

The VA Central California Health Care System (“VA Hospital”) located at 2615 E. Clinton Avenue in Central Fresno has historically had parking shortages that have resulted in the high use of neighborhood streets for parking for both staff and clients. In June 2018, the City of Fresno designated the neighborhoods surrounding the VA Hospital as a Residential Permit Parking District in response to continued complaints from residents living in the area. As a result, signs will be posted in the neighborhood prohibiting parking on the streets between the hours of 7 a.m. and 7 p.m. The VA Hospital is in great need to address their short and long term parking demands in order to appropriately continue to serve their veteran clients, staff and other stakeholders.

In an attempt to temporarily mitigate some of the parking shortage, Staff has been in discussions with the VA Hospital regarding entering into a Revocable License Agreement (“RLA”) for the potential use of approximately 2.91 acres of vacant land owned by the Housing Authority of the City of Fresno (FH). The subject property is located across the street from the VA Hospital at the southwest corner of Clinton Avenue and Angus Street (APN 446-020-42T) adjacent to Parc Grove Commons. The RLA is proposed for a term of two (2) years, and would include improvements to the current dirt lot to allow for an approximate 290 parking spaces. FH and VA Staff intend to meet with the City of Fresno to discuss the feasibility and potential requirements of the proposed parking lot improvements. An important topic intended to be discussed with the City is related to traffic improvement that may be needed to accommodate safe crossing across Clinton Avenue.

Although the full scope and costs of improvements are being analyzed and not yet complete, the VA and FH have conceptually discussed that the improvement costs would be captured in the final RLA Licensing Fee amount and paid by the VA. Under the RLA, FH would facilitate the parking and related improvements to be built and potentially financed on an interim basis until the RLA is in effect. In addition to the Licensing Fee payable to FH to cover the full parking related improvement costs and operational costs, a lump sum payment would be

included to potentially demolish the pavement and bring the property to its original unimproved condition at the conclusion of the RLA term.

### **Fiscal Impact**

Through negotiations of the RLA, it is anticipated that there will be no ultimate net fiscal impact to the Agency. The RLA Licensing Fee contemplated with the VA would capture the full improvement costs, operational costs, as well as an amount to demolish the pavement at a future date to bring the site back to its original condition.

### **Recommendation**

It is recommended that the Boards of Commissioners adopt the attached resolution approving the necessary actions:

1. Approve entering into a Revocable License Agreement with the U.S. Department of Veterans Affairs for the use of 2.91 acres of vacant land at the Southwest corner of Clinton Avenue and Angus Street (APN 446-020-42T) and further authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved action.

### **Background Information**

The 2.91 acres of vacant land owned by the Housing Authority of the City of Fresno, CA at the Southwest corner of Clinton Avenue and Angus Street (APN 446-020-42T) represent the final acreage associated with the development of 25 acres in four phases known as Parc Grove Commons. Plans for the remaining acreage include additional veterans housing and a potential early learning center. Should funding be awarded for the next phase of development, the earliest construction start date could be in 2020/2021.

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION AUTHORIZING A REVOCABLE LICENSE AGREEMENT WITH THE U.S. DEPARTMENT OF VETERANS AFFAIRS FOR 2.91 ACRES OF VACANT LAND LOCATED AT THE SOUTHWEST CORNER OF CLINTON AVENUE AND ANGUS STREET IN THE CITY OF FRESNO (APN: 446-020-42T)**

WHEREAS, the Housing Authority of the City of Fresno, California (the “Agency”) desires to support services for low and moderate income households and veterans within a variety of neighborhoods; and

WHEREAS, the VA Central California Health Care System (the “VA Hospital”) is in need of space for parking for the veterans and other VA stakeholders that are served at their facility; and

WHEREAS, the Agency has sufficient vacant land directly across the street from the VA Hospital to provide approximately 290 additional parking spaces located at the southwest corner of Clinton Avenue and Angus Street (APN: 446-020-42T); and

WHEREAS, the Agency intends to enter into a Revocable License Agreement with the VA Hospital to provide for parking in support of their facility clients and other stakeholders; and

WHEREAS, the subject property will need certain parking related improvements to be built which the Agency may need to facilitate; and

WHEREAS, although the full scope and costs of said improvements have not be finalized, the VA Hospital and Agency have conceptually agreed to provide reimbursement thereof as part of the proposed Revocable License Agreement; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorize entering into a Revocable License Agreement with the U.S. Department of Veterans Affairs for the use of approximately 2.91 acres of vacant land at the Southwest corner of Clinton Avenue and Angus Street (APN 446-020-42T) and further authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved action.



PASSED AND ADOPTED THIS 24TH DAY OF JULY, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

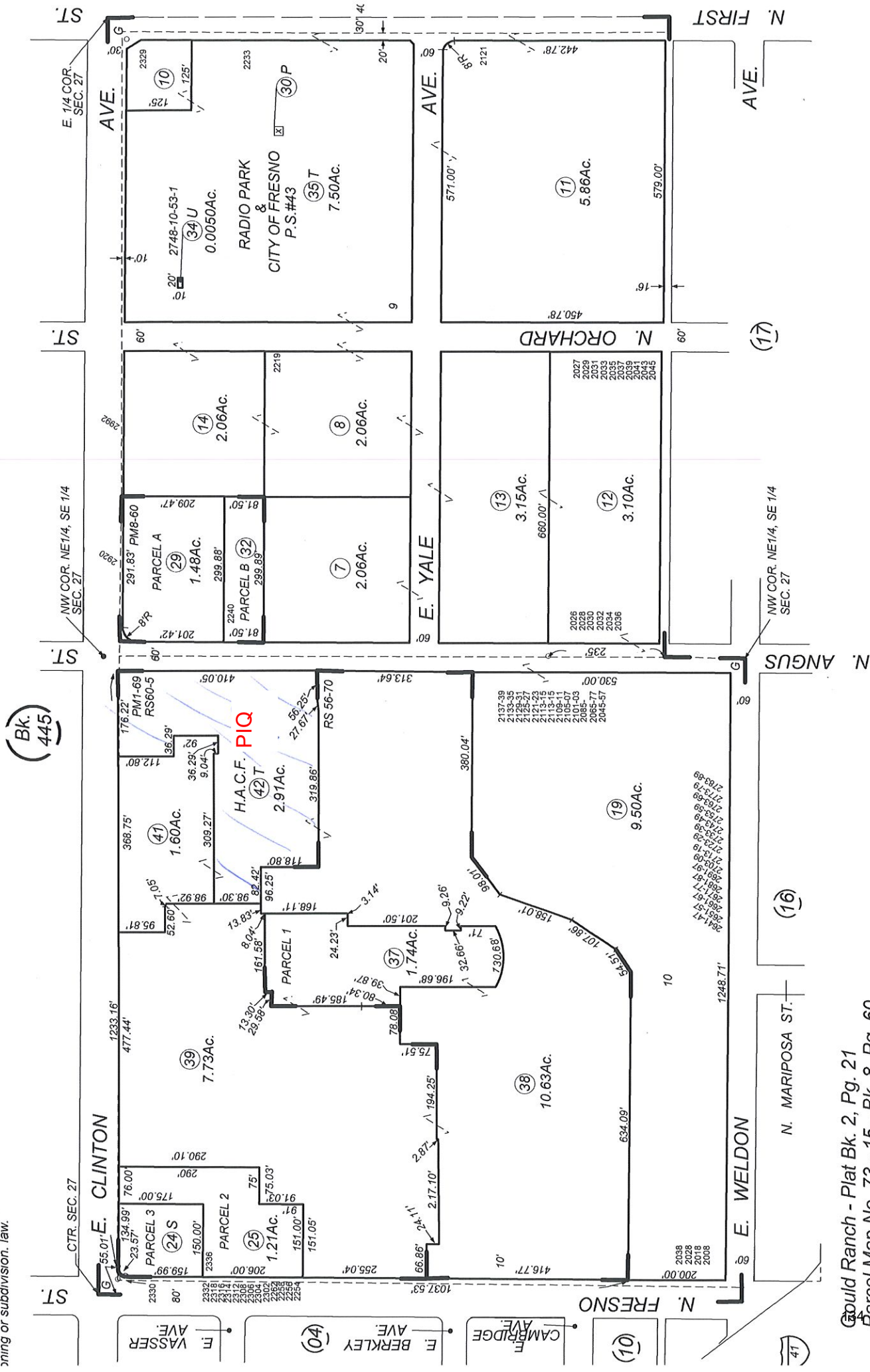
ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

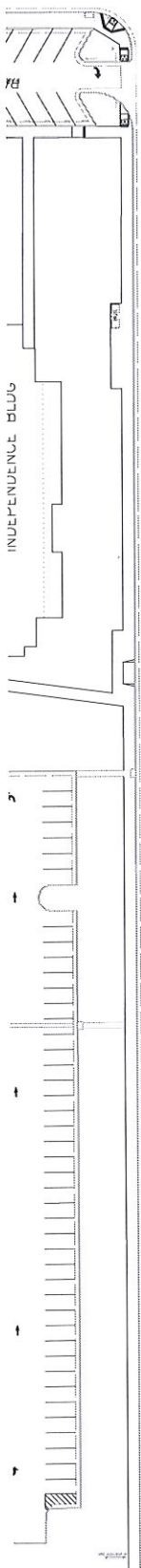
**-NOTE-**  
: for Assessment purposes only.  
be construed as portraying legal  
or divisions of land for purposes  
ning or subdivision. law.



Gould Ranch - Plat Bk. 2, Pg. 21  
 Parcel Map No. 73 - 15 - Bk. 8, Pg. 60  
 Parcel Map No. 69 - 15 - Bk. 1, Pg. 69  
 Record of Survey - Bk. 56, Pg. 70  
 Record of Survey - R. S. Bk. 60, Pg. 4

Assessor's Map Bl  
County of Fresno

**Note - Assessor's Block Numbers Shown in Ellipses  
Assessor's Parcel Numbers Shown in Circles**



# CLINTON AVE

# ANGUS ST.

Draft Concept

ALL PARKING SPACES ARE 9 FT. x 18 FT. LG. WITH AISLE WIDTH BEING 13 FT. MIN. AND ENTRY WIDTH OF 22 FT. 25 FT TURNING RADII PARKING SET TO CITY OF FRESNO PARKING STANDARDS CASE 2 TABLE OF DESIGNS

280 + 8  
HANDICAP  
PARKING  
SPACES

CONSULTANT FRESNO COUNTY CONSULTANT FIRM NAME CONSULTANT FIRM ADDRESS CONSULTANT FIRM CITY, STATE, ZIP CODE CONSULTANT FIRM PHONE NUMBER CONSULTANT FIRM FAX NUMBER CONSULTANT FIRM E-MAIL ADDRESS		ARCHITECT/ENGINEER OF RECORD FIRM NAME FIRM ADDRESS FIRM CITY, STATE, ZIP CODE FIRM PHONE NUMBER FIRM FAX NUMBER FIRM E-MAIL ADDRESS		PROJECT NAME SOUTH PARKING LOT		PROJECT NUMBER BUILDING NUMBER PROJECT NUMBER BUILDING NUMBER	
DESIGN DEVELOPMENT		FULLY SPRINKLERED		PROJECT NO. 101		PROJECT NO. 101	

---

# Addendums

## July 24, 2018



## ***Introduction to Small Area FMRs (SAFMR)***

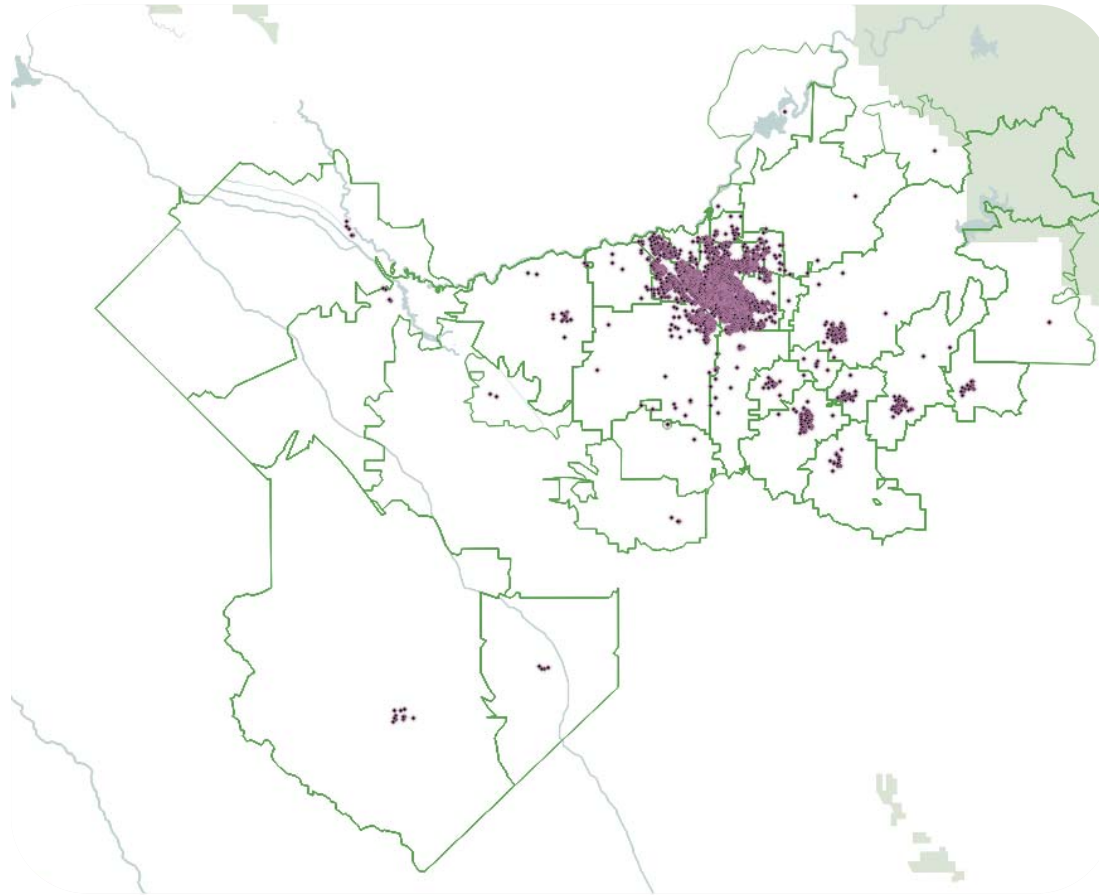
*Fresno Housing Authority  
Boards of Commissioners Meeting  
July 24, 2018*

# Outline

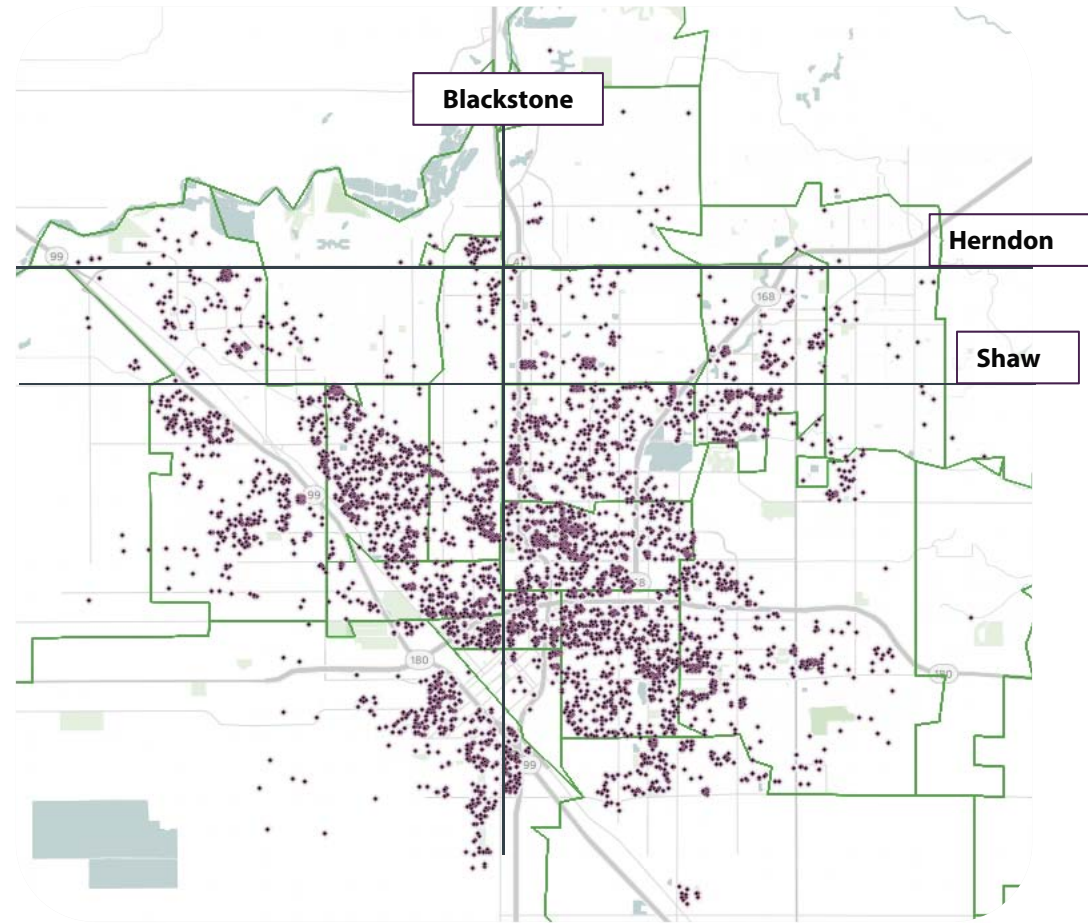
- Where HCV residents live
- Fair Market Rents (FMRs)
- Small Area FMRs
- Opportunities for Residents
- Ongoing Analysis



## Map of Current Residents - County

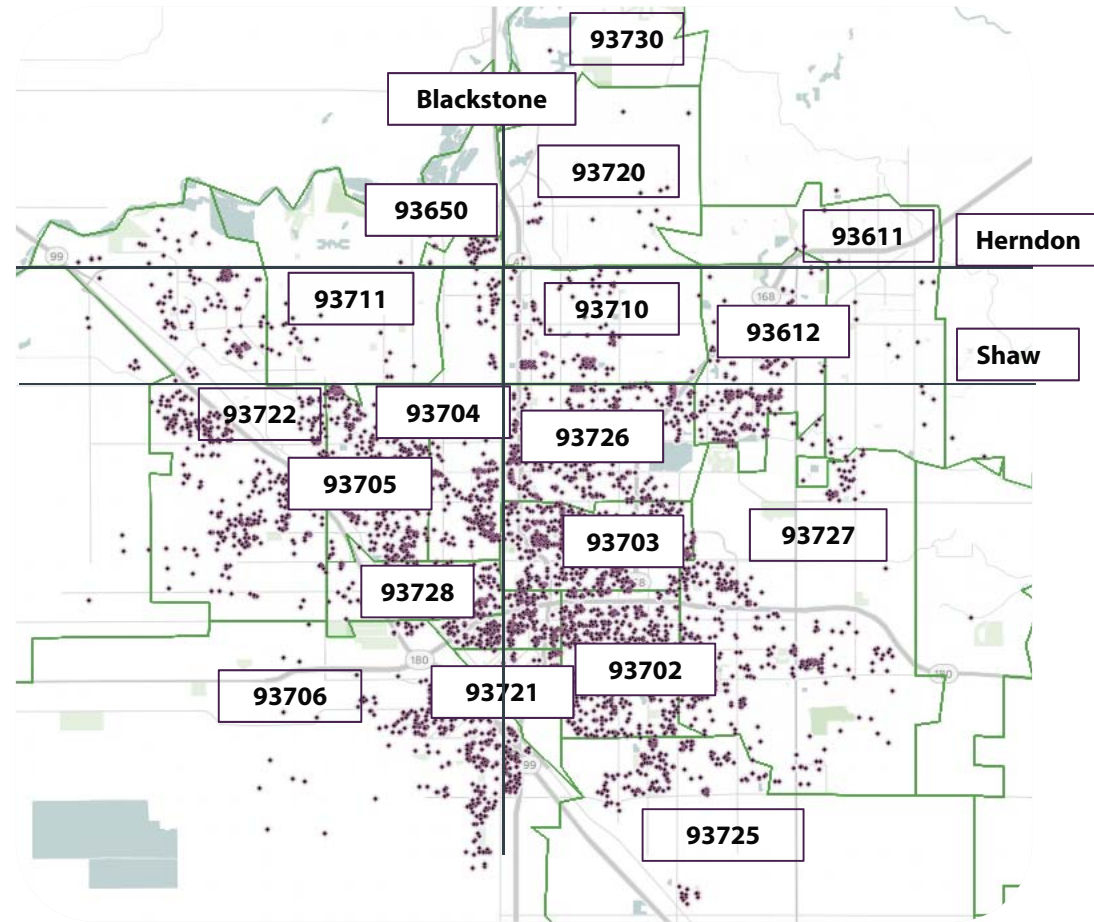


# Map of Current Residents – City Example





# Map of Current Residents – City Example



## Access to Opportunity Areas

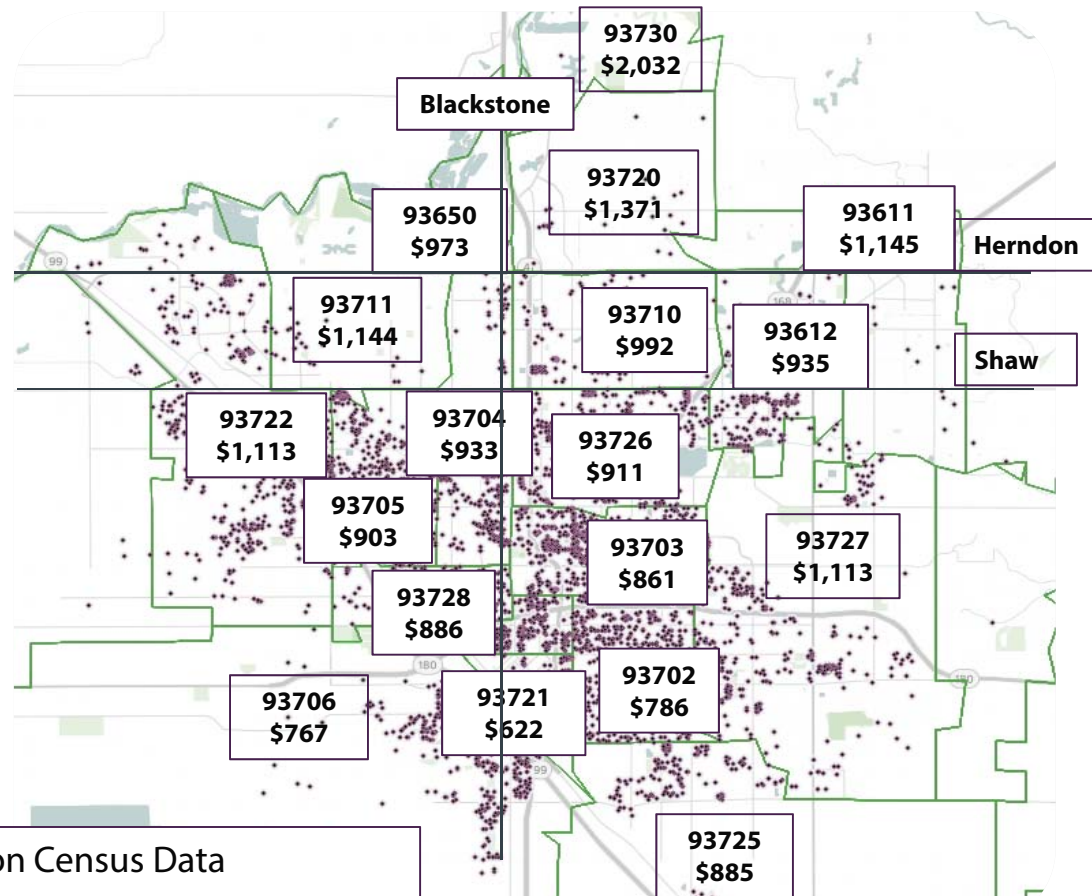
- Characteristics
  - More accessible neighborhoods;
  - Access to jobs;
  - Adequate transportation;
  - Higher performing schools;
  - Shopping and other amenities

## Current FMR's vs SAFMR's

- HUD sets one FMR for large geographic regions, resulting in subsidy levels that often do not match the local rental market.
  - Fresno County FMR\* for a 2BR unit: \$910
- SAFMR's base the value of a voucher on Zip Code and therefore capture more granular discrepancies in rents across neighborhoods
- SAFMR's could help enable voucher families to move to neighborhoods that may not have been accessible in the past.

\*Slightly higher than published because PHAs have some flexibility due to payment standards

# Market Rents\* by Zip Code



\*Market rent based on Census Data  
FMR / PS = \$910

## Estimated SAFMR

Zip code	City	Market Rent	Payment Standard	Difference	Estimated SAFMR*
93730	Fresno	\$2,032	\$910	\$1,122	\$1,570
93619	Clovis	\$1,740	\$910	\$830	\$1,570
93611	Clovis	\$1,484	\$910	\$574	\$1,373
93720	Fresno	\$1,371	\$910	\$461	\$1,428
93711	Fresno	\$1,144	\$910	\$234	\$1,353

\*Estimated SAFMR at the 2 bedroom voucher size. This is based on early analysis of an option under SAFMR. This may be adjusted upon further analysis.



## Next Steps

- Continued analysis
  - Which HUD option is best
  - Current rent burden vs estimated rent burden
  - Impact on HAP/PUC;
  - analysis by Zip Code and voucher size;
  - Impact on voucher utilization;
- Prepare for a pilot implementation in 2019



---

## ***Changes to the Agency Plans: 2019 Staff Recommendations***

*Board of Commissioners Meeting  
July, 24 2018*

*Angie Nguyen, Chief of Staff*

# Presentation Overview

- Background
- Timeline
- Proposed Changes to each Plan
  - Required Changes (HUD) (GREEN)
  - Significant Changes (YELLOW)
  - Other Staff Recommendations (BLUE)
- Discussion and Guidance from Board



# Background

- The Agency Plan informs HUD and the public of PHA policies, operations, funding, asset management, and program activities in place or planned for meeting local housing needs and goals.
  - *Five Year Plan: submitted every 5 years & describes the Agency's mission and long-term plan for achieving the mission over the subsequent 5 years.*
  - *Annual Plan: updates on progress, amendments, or significant changes.*
- Administrative Plan is specific to the discretionary policies governing the administration of the HCV program.
- Admissions & Continued Occupancy Policy (ACOP) is specific to the discretionary policies, governing the administration of the LIPH program

# Timeline

- *February: Internal kickoff review and chapter assignments*
- *April - June: Resident engagement through Resident Advisory Board (RAB) and other Resident Meetings (and as significant amendments/modifications or HUD regulatory changes occur & through frequent roundtable discussions)*
- *June 26: Present Timeline to Board*
- *Mid-July: Proposed Changes provided in mid-month Board Update*
- **July 24: Present proposed changes and/or accept Board feedback prior to posting for Public Comment**
- *July 26: Post/45-Day Public Comment period begins*
- *Sept 9: Public Comment period closes*
- *Sept 25: Public Hearing/Request Board Adoption*
- *Oct 17: Final Submission to HUD*

---

## Annual Plan

- Summary of the Admin Plan & ACOP
- Updates on elements not in Admin Plan or ACOP
  - Homeownership
  - Asset Management
  - Development
  - Financial Audit
  - Special Projects

# Administrative Plan

- Significant Changes (yellow)
  - Limited Preference Homelessness (3.4.3)
  - Preference Denial (3.4.5)
  - Subsidy/Voucher Size (5.2)

# Administrative Plan – Other Staff Recommendations (Blue)

- Clarifications on policies impacting the Interest/Waiting List
  - Removing Applicant Name (2.9.1)
  - Frequency of Draws/Status updates of Final Draws from Interest List (2.9.2)
  - Selection Method:  
Preferences/Duplicates(3.3)
  - Displacement Referrals (3.4.2)

## Administrative Plan- Other Cont'd

- Changes to Language
  - Special/Complaint Inspections (10.2.3)
  - Alignment with Fresno Building Code (10.3)
  - Mainstream 6 Referrals & Wait List (26)

## Administrative Plan- Other Cont'd

- Streamlining or Improved Customer Service
  - Updated Limited English Proficiency Translation Services (1.15)
  - HQS Self Certification on Re-inspections expanded (10.43)
  - Triennial Reexams (12.1, 12.3)

# ACOP

- Significant Changes (Yellow)
  - Mandatory Denial of Assistance (3.25)
  - Preference Denial (4.23)
  - Plan for Unit Offers (5.3)
  - Time Limit for Unit Offer Acceptance (5.4)



---

## ACOP- Other Staff Recommendations (Blue)

- Clarifications on policies impacting Interest/Waiting List
  - Local (Limited) Preferences (4.12)

## ACOP- Other Cont'd

- Changes to Language
  - Add reasons to “good cause” (5.6)
  - Displacement Referrals: remove “Involuntary” (7.14)
  - Pet related fee changes (10.10, 10.21, 10.22)

## ACOP- Other Cont'd

- Streamlining or Improved Customer Service
  - Live-in Aide (2.14)
  - Oral Translation (2.14)
  - Inspections (8.12)
  - Reporting Interim Changes (9.17, 9.19, 9.20, 9.22, 9.24)
  - Income Increases and Rent Adjustment (9.18)
  - Documentation Reproduction Fee Removal (14.2. 14.9)



# Affordable Housing for Fresno County

*July 24, 2018*



# Overview

- The Fresno Housing Authority business model
- Understanding the families we serve
- Why affordable housing matters
- Addressing Homelessness
- Housing Choice Vouchers
  - demand illustrates housing shortage
  - High standards for quality housing
- How you can support affordable housing





# Creating Vibrant Communities

## Who we are....



# Serving Fresno County



**50,000**  
*Residents*



**19,000**  
*Families*



**20,000**  
*Children*  
*(18 years and younger)*



**2,800**  
*Seniors*  
*(62 years and older)*



**\$11,900-** *Average resident annual income*

# Affordable Housing Matters

- Housing in California is becoming unaffordable, even in Fresno County
- There is a shortage of affordable rental homes
- After seven years of reductions in homelessness, Fresno's numbers are on the rise
- Changes in legislation mean less mechanisms in place to fund affordable housing
- Quality housing matters because it can affect a household's health, stability, education, and general well-being

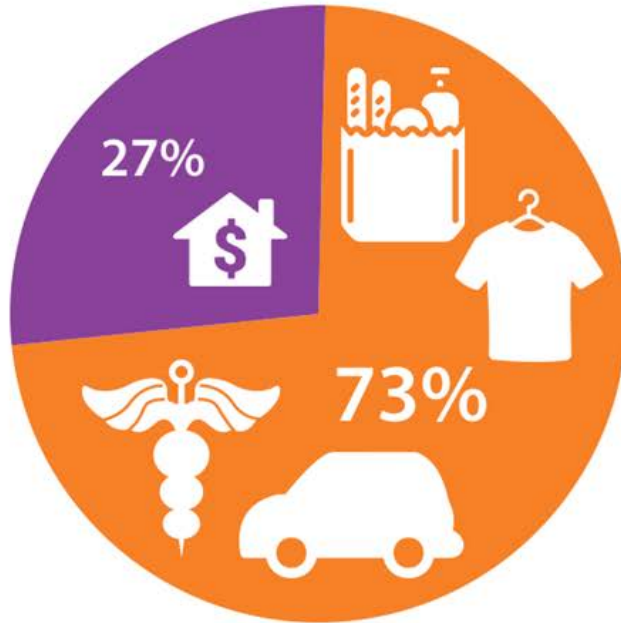




# The Affordable Housing Crisis

## *What do Fresno County's Renters have left over after paying rent?*

**Fresno County  
Median-Income Households**



**Fresno County  
Households Earning half of  
Median Income or less**



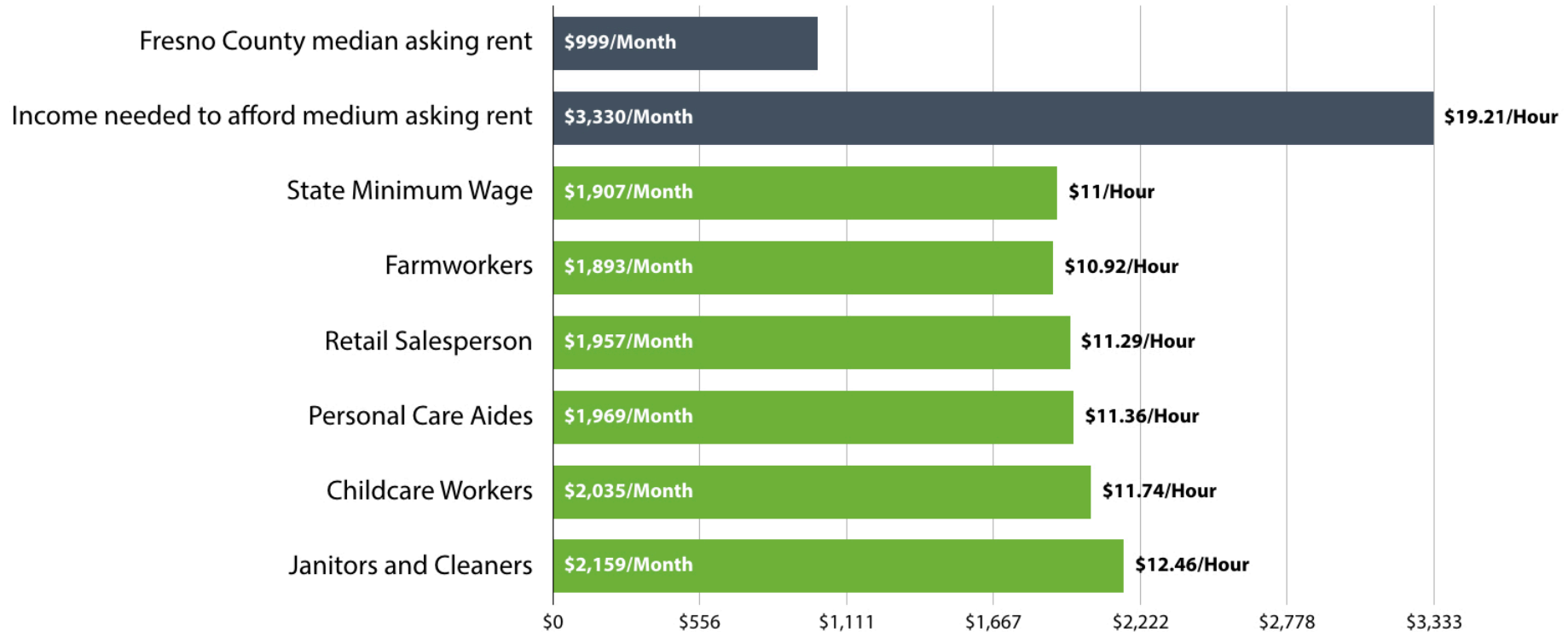
● Rent

● All other Household Expenses

*Source: NLIHC analysis of 2016 PUMS data. Median Household Income in Fresno County is \$45,452*

# The Affordable Housing Crisis

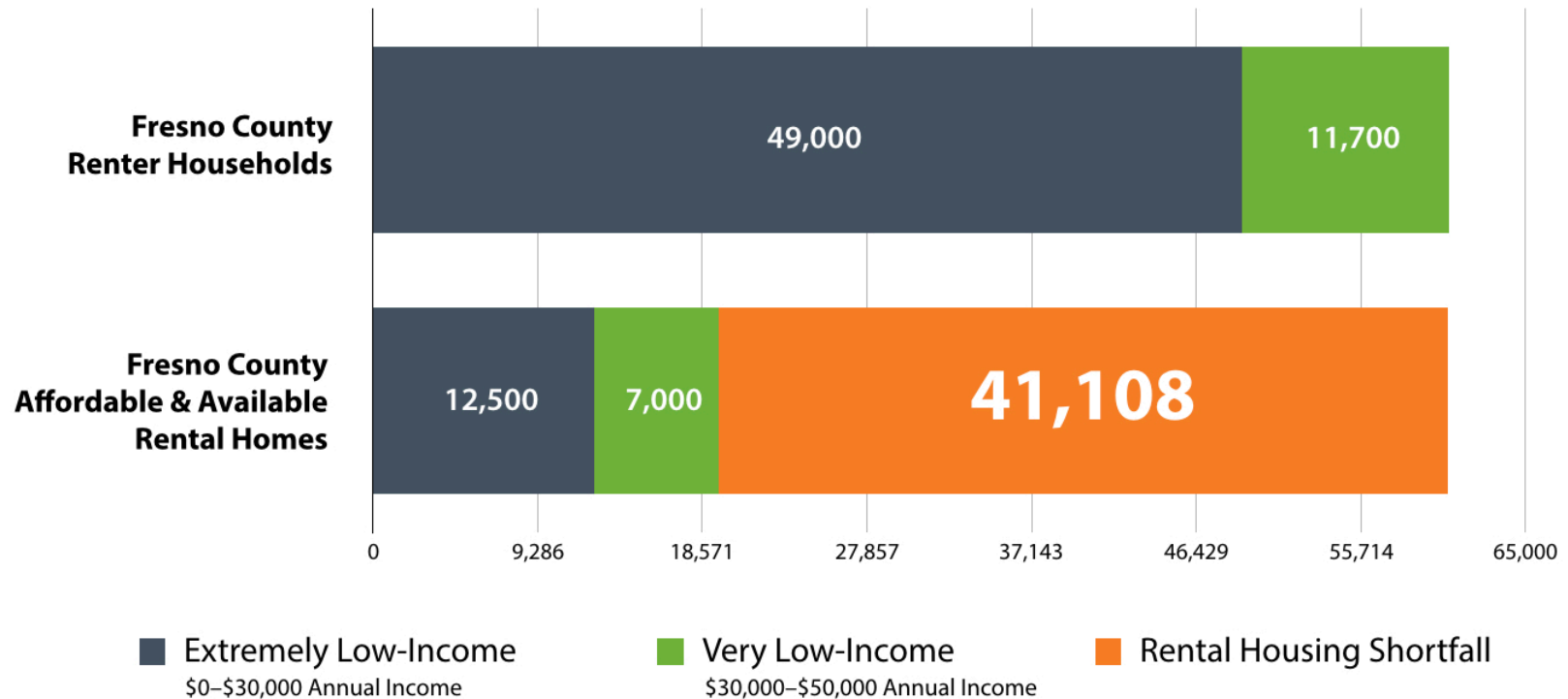
*Renters Must Earn 1.7 X Minimum Wage to Afford Median Asking Rents*



Source: Paul Waddell, Urban Analytics Lab, University of California, Berkeley, retrieved from analysis of online Craigslist listings in April 2018.  
CHPC analysis of Bureau of Labor Statistics Median Annual Wage Data for CA Occupations for 2017.

# A shortage of Affordable Housing

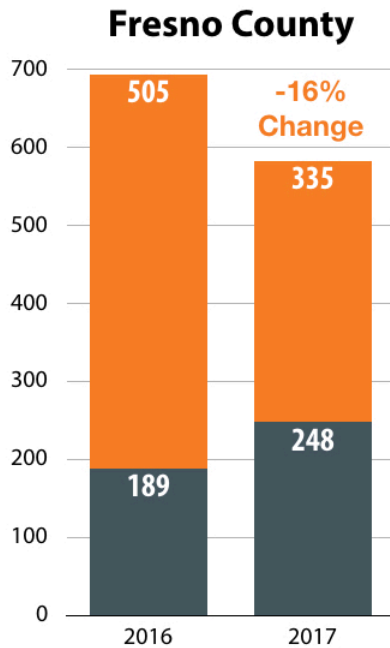
*Fresno County needs 41,108 MORE affordable Rental Homes*



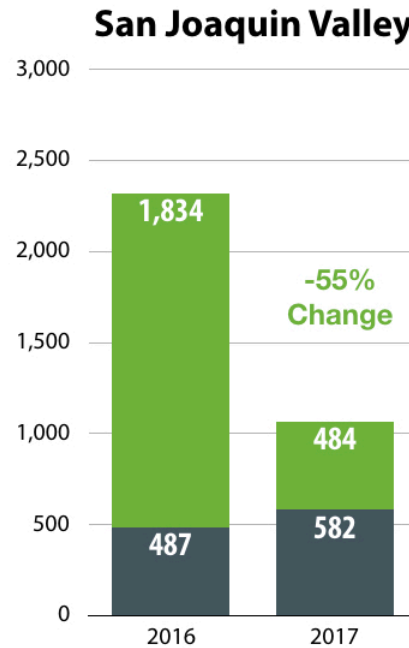
Source: NLIHC analysis of 2016 PUMS data. Does not factor in future growth.

# A shortage of Affordable Housing

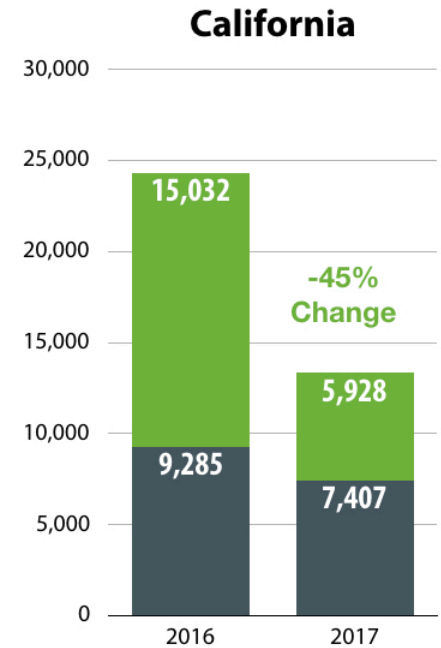
## *Low Income Housing Tax Credit (LIHTC) Production in Fresno County declined in anticipation of Federal Tax Reform*



■ Fresno County Acquisition & Rehab



■ New Construction



■ Acquisition & Rehab

\* San Joaquin Valley includes Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare counties. Source: CHPC analysis of 2016 and 2017 CA Tax Credit Allocation Committee (TCAC) data. Note the data does not include manager or market rate homes created through the LIHTC program.



# Homelessness In Fresno County



# Social Impacts of Homelessness

## *Increasing Numbers of Homeless Individuals in Fresno County*

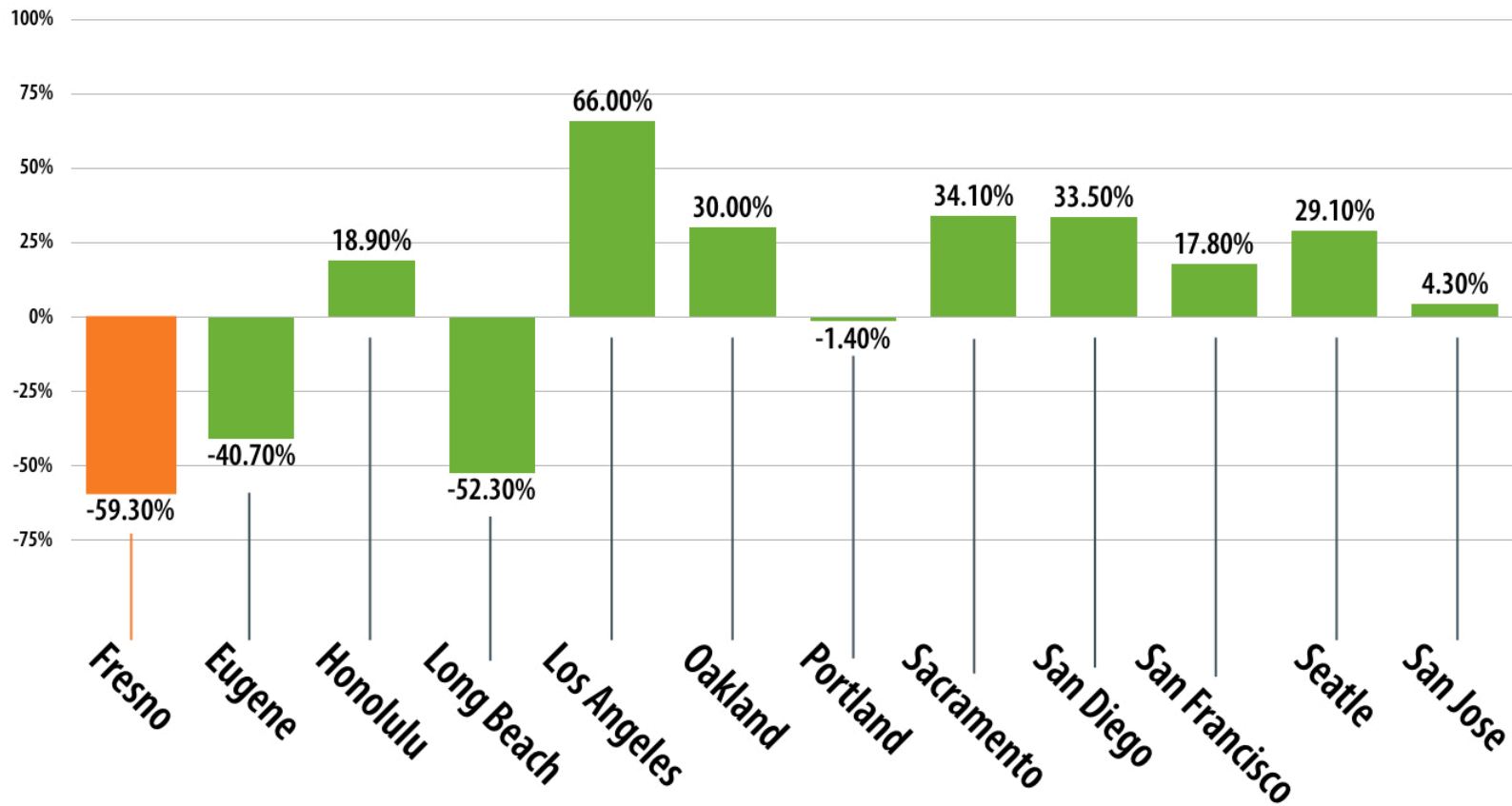
- Less likely to be employable
- Increases costs for healthcare
- More likely to have mental health and substance abuse issues
- Long term physical health issues
- More likely to be incarcerated as a result of laws that target homeless people (panhandling, loitering, sleeping in cars)





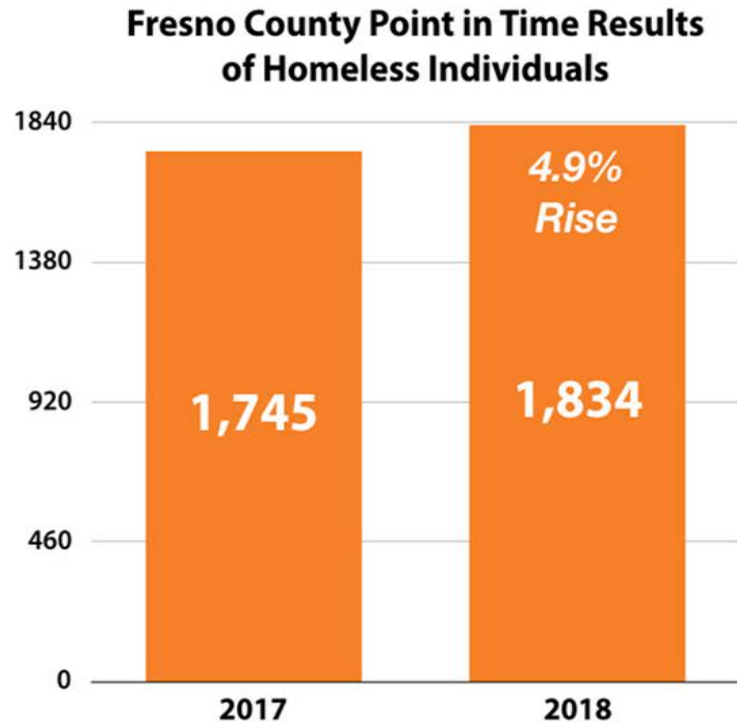
# Reduction on Homelessness (2011-17)

## *Fresno's Homelessness Percentage Change compared to Peer Cities*



# Emerging Trends for Fresno County

## *Growing Number of Homeless Individuals from 2017 to 2018*



### 4 Focus Areas

- Reduce Inflow
- Adopt a Collective Impact Approach
- Improve Crisis Response
- Increase Permanent Supportive Housing Units

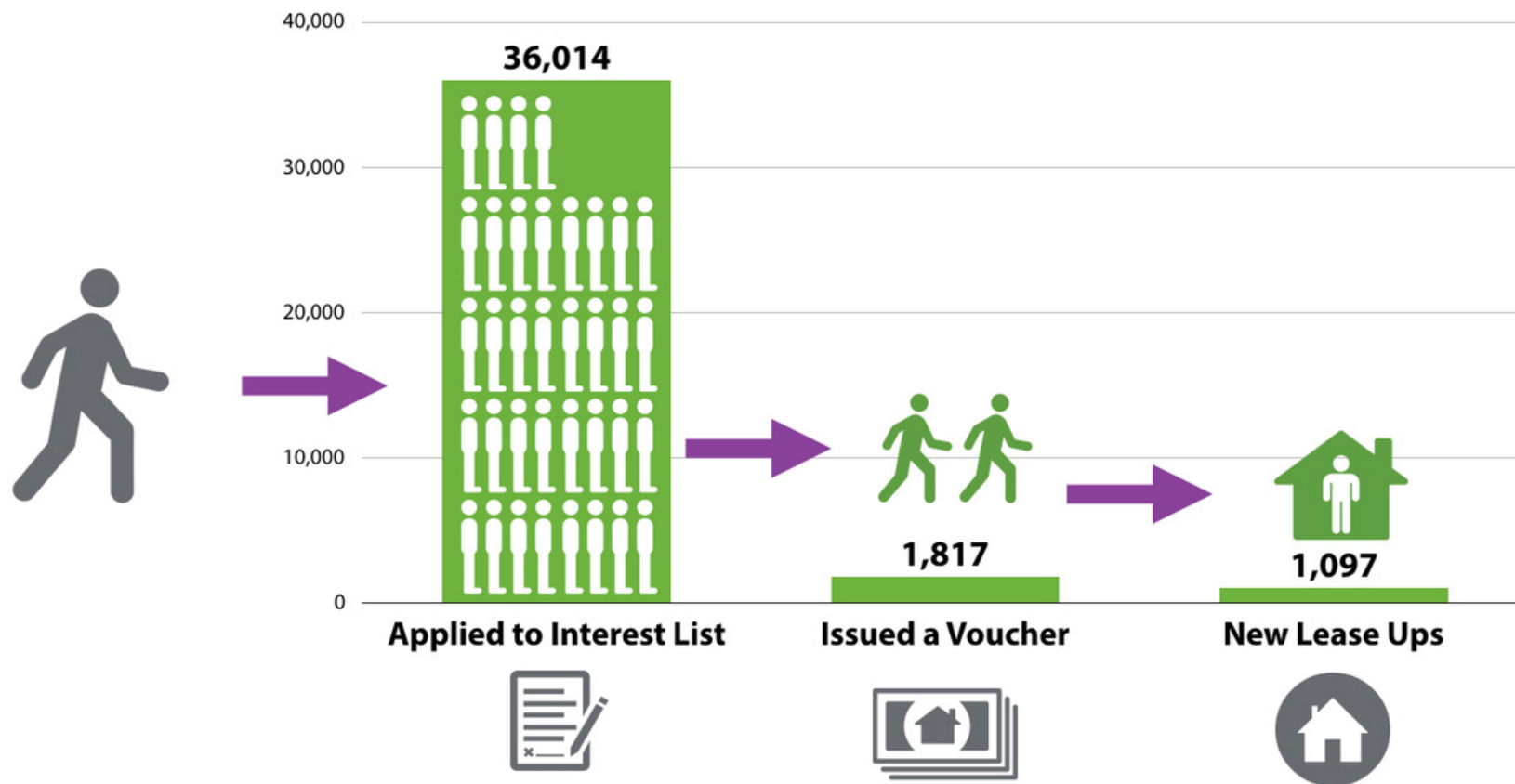




# Housing Choice Vouchers (Section 8)

# Even with vouchers in Hand...

*It is still difficult to find an Available Unit*



Based on 2017 Fresno Housing Authority wait list Data

# Section 8 Inspection Standards

*At Initial Occupancy and during the Term of the Lease*

- Sanitary conditions and facilities
- Food preparation and refuse disposal
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Smoke detectors

In 2017  
**25,000**

Housing Quality Standard  
Inspections Conducted to  
*Ensure Our Residents Live  
in Quality Housing*



# Strengthening Our Partnership

## *Working together to strengthen our community*

- Support funding, construction, and elimination of barriers to affordable housing in your community
- Consider compassionate measures to end chronic homelessness
- Increase support for job training, education and childcare programs that help increase wages and allow adequate income for food, transportation, and healthcare needs
- Understand Section 8 Housing Standards and encourage participation by landlords





## ***Development Update***

*July 24, 2018*



## Presentation Overview

- Recent Applications
  - Orchard Apartments
  - Mariposa Meadows
  - Veterans Housing and Homelessness Prevention
- Construction Update
  - Oak Grove (Parlier)
  - Magill Terrace (Fowler)
  - Blossom Trail Commons (Sanger)

---

## Orchard Apartments (Parlier)

- Staff submitted a Low-Income Housing Tax Credit (LIHTC) application for Orchard Apartments on July 2, 2018
- The project received a point letter on July 20, 2018 that confirmed maximum points received
- Tax Credit awards will be announced September 19, 2018
- Staff currently reviewing proposals for a General Contractor/Construction Manager



## Orchard Farm Labor Housing Aerial (Parlier)





## Orchard Farm Labor Housing Site (Parlier)

---

## Mariposa Meadows

- Staff submitted a Low-Income Housing Tax Credit (LIHTC) application for Mariposa Meadows on July 2, 2018
- The project received a point letter on July 20, 2018 that confirmed maximum points received
- Tax Credit awards will be announced September 19, 2018
- Staff currently reviewing proposals for a General Contractor/Construction Manager



**Mariposa Meadows Farm  
Labor Housing Aerial  
(Fresno)**





## Mariposa Meadows Farm Labor Housing (Fresno)

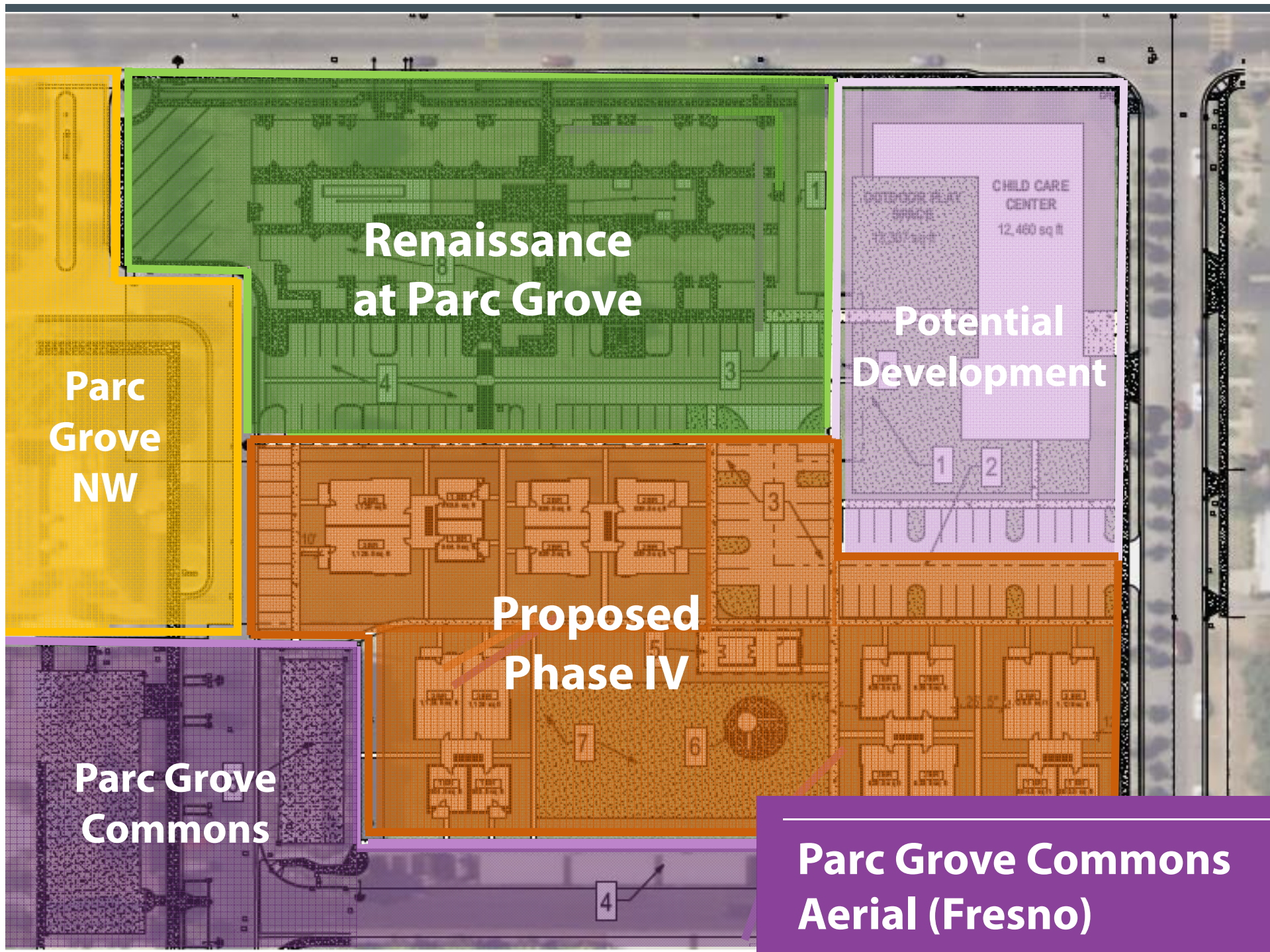
Google

---

## Veterans Housing and Homelessness Prevention Program (VHHP)

- Staff submitted a VHHP application on July 6, 2018 for the proposed Renaissance at Parc Grove IV
- Renaissance at Parc Grove IV is being proposed as 40 units of restricted housing for veterans in need of supportive services and other qualified low income veterans and their families
- Awards will be announced November 2018







---

## Oak Grove (Parlier)

- Construction began April 2, 2018
- Estimated completion is May 28, 2019
- Currently 13% complete

## Oak Grove (Parlier)







## Oak Grove (Parlier)

---

## Magill Terrace (Fowler)

- Construction began December 18, 2017
- Estimated completion is December 12, 2018
- Currently 30% complete



**Magill Terrace Exterior  
(Fowler)**





## Magill Terrace Interior (Fowler)





## Magill Terrace Exterior (Fowler)

---

## Blossom Trail Commons (Sanger)

- Construction began May 8, 2017
- Estimated completion is September 15, 2018
- Currently 85% complete



# Blossom Trails Exterior (Sanger)







## **Blossom Trails Landscaping (Sanger)**