



Boards of Commissioners Meeting

September 25, 2018

AGENDA

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

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

5pm - September 25, 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.

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. Discussion Item**

- a. 2019 Agency Goals and Strategic Priorities

6. Consent Agenda

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

- a. Consideration of the Minutes of August 21, 2018 5
- b. Consideration of Tax Credit Funding Award – Orchard Apartments 12
- c. Consideration of Tax Credit Funding Award – Mariposa Meadows
- d. Consideration of Section 18 Disposition Application Submission – Mariposa Meadows

7. Public Hearing

- a. Public Housing Agency Plans (Annual Plan, Admissions and Continued Occupancy Plan, Administrative Plan)

8. Informational

- a. Update on the 2019 Agency Budget and Goal Development 23

9. Action

- a. Consideration to Approve the Submission of the 2019 Agency Annual Plans, Administrative Plans, and Admission & Continued Occupancy Policy 24

	PAGE #
b. County: Consideration to Receive and File the 2017 Annual Audited Basic Financial Statements	125
c. City: Consideration to Receive and File the 2017 Annual Audited Basic Financial Statements	130
d. Consideration of the Amended Contract – CalPERS	134
e. Consideration of the General Construction/Construction Management Contract – Orchard Apartments	152
f. Consideration of the General Construction/Construction Management Contract – Mariposa Meadows	
g. Consideration of the Development Agreement – City of Kingsburg	159
10. Commissioners’ Report	
11. Executive Director’s Report	163
12. Closed Session	
a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: 449-200-08; 1311 N Hulbert Avenue, Fresno, CA 93728 Agency Negotiator: Preston Prince Negotiating Parties: Fresno Housing Authority; Rod DeLuca, RJK Enterprises, L.P. Under negotiation: Price and Terms	
b. PUBLIC EMPLOYMENT Title: CEO	
13. Report on Closed Session Matters	
14. Action	
a. Consideration of the Property Acquisition – 1311 N Hulbert Avenue, Fresno, CA 93728	172
b. Consideration of the Employment Contract – CEO	176
15. Adjournment	

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

Tuesday, August 21, 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, August 21, 2018 at the offices of HACCF, located at 1331 Fulton Street, Fresno, California.

1. The regular meeting was called to order at 5:00 p.m. by Board Chair, Commissioner Jones, of the Board of Commissioners of the Housing Authority of 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

ABSENT: Terra Brusseau

The meeting was called to order at 5:00 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
 Joey Fuentes
 Nikki Henry
 Cary Catalano

ABSENT: Venilde Miller

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 Christensen moved, seconded by Commissioner Johnson, to approve the amended agenda.*

MOTION PASSED: 5-0

COUNTY MOTION: *Commissioner Catalano moved, seconded by Commissioner Fuentes, to approve the amended agenda.*

MOTION PASSED: 5-0

3. PUBLIC COMMENT

There were no public comments.

4. POTENTIAL CONFLICTS OF INTEREST

There was no conflict of interest at this time.

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 July 24, 2018
- b. Consideration of the Amended Conflict of Interest Code
- c. Consideration of HUD Continuum of Care Funding Applications
- d. Consideration of the Out of State Travel – CEO/Commissioners

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

MOTION PASSED: 5-0

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

MOTION PASSED: 5-0**6. INFORMATIONAL****a. Resident Services Presentation – Live Again Fresno**

Ms. Tammy Townsend introduced three staff from the Live Again Fresno team, Mr. Richard Burrell, Mr. Jed Soberal and Ms. Desiree Amariei. Mr. Burrell, Executive Director and founder of Live Again Fresno, presented on the history of the agency. Mr. Soberal presented, on the mobile food summer program he supervises and manages. Ms. Amariei, presented on the transitional services and the goal of the agency. In addition, Ms. Amariei, talked about the support and opportunity a community center will offer to women and children.

b. 2019 Agency Plans Update

Ms. Tracewell Hanrahan presented on this topic.

c. Real Estate Development Update

Ms. Tracewell Hanrahan and Mr. Michael Duarte presented on this topic.

d. Presentation on the Agency Goals and 2019 Budget Development Process

Ms. Tammy Townsend and Ms. Emily De La Guerra presented on this topic.

Mr. Eric Payne, resident of 1444 Fulton Street, Fresno, CA 93721, presented a general public comment. Mr. Payne, thanked the Administration for the engagement and the walk through of the budgeting process.

Mr. Payne shared the Central Valley Urban Institute made a commitment to community engagement. Mr. Payne shared the Central Valley Urban Institutes Youth Council will be recruiting 13 to 17 year olds to participate. He added that they will be targeting residents of public housing. In addition, he invited the Commissioners to the Resident Council barbecue at Sierra Plaza Apartments on September 22, 2018. This will give the Commissioners the opportunity to get to know the people that live on their property.

Mr. Payne presented on the importance of educating our residents through workshops. Workshops are being conducted on the fiscal and personal finance process. It is important students and families know how to access the FAFSA forms and college applications. In addition, he said there will be additional support provided for college students, through the partnership, on career and college readiness from Fresno Unified School District. The event will take place at Legacy Commons on September 26, 2018 at 6pm.

e. Board Retreat Discussion

Mr. Preston Prince presented on this topic. The retreat will be held at the Fall Event Center; September 14, 2018 at 9:00am. The Executive Office will be communicating and sending reminders to the Commissioners.

7. ACTION

a. Consideration of Resolution of Intent to Amend Contract – CalPERS

Mr. Scott Fetterhoff, Director of Human Resources and Organizational Development, presented on this topic.

CITY MOTION: Commissioner Scott moved, seconded by Commissioner Christensen to adopt the Resolution of Intent to Amend Contract – CalPERS.

MOTION PASSED: 5-0

COUNTY MOTION: Commissioner Catalano moved, seconded by Commissioner Henry to adopt the Resolution of Intent to Amend Contract – CalPERS.

MOTION PASSED: 5-0

8. COMMISSIONERS' REPORT

Commissioner Jones presented that HUD is reviewing comments on the rule on Affirmatively Furthering Fair Housing (AFFH). She said NAHRO is trying to gather any inputs, to correct the deficiencies in the plan.

Commissioner Jones spoke on the topic of Advocacy. She said it is Congressional recess time for our legislative officials and it is the fourth week of the NAHRO advocacy month. She mentioned there is a letter regarding administrative fees, and that the national goal is to reach three thousand letters. Commissioner Jones mentioned letters are important factors in bringing awareness to the policy issues, and that every letter counts. In addition, NAHRO staff is working on drafting/formatting a letter for the residents to use.

Additionally, Commissioner Jones presented about advocacy for a little library. The NAHRO Commissioner Committee is discussing a national campaign for adult literacy. The NAHRO Commissioners Committee met with Carl Richie, NAHRO president, to discuss the national campaign for adult literacy. They are taking a closer look at the fundamental barriers on the topic of adult literacy.

Commissioner Jones shared that for the October 2018 NAHRO conference in Atlanta there will be a session highlighting the importance of the relationship between the CEO and the Board. Mr. Prince and Commissioner Jones will be hosting this session at the October 2018 NAHRO conference.

Commissioner Henry thanked the Boards and FH for her participation at the Summer NAHRO conference. She experienced Commissioner Jones moderate a panel with a CEO and Commissioners on the topic of relationships. She also had conversations with a few attendees regarding how their vendor contracts are attached to their Resident Services contracts.

Commissioner Henry is looking forward to the October 2018 conference. She was not able to attend the session on Commissioner Fundamental component at the summer NAHRO conference. However, she mentioned Ms. Angie Nguyen is working on making it possible for FH to host the Commissioner Fundamentals Seminar. This opportunity will allow the newest Commissioners of FH to participate.

Cary Catalano, talked about his participation at the National Alliance for Ending Homelessness in Washington DC. He acknowledged Ms. Angie Nguyen and Ms. Doreen Eley for their work with the Homeless. He shared that it is a great challenge, but FH has a great group of staff that are up for the challenge. Commissioner Catalano is looking forward to the release of the Poppe report sometime in September or October.

Commissioner Scott left the meeting.

9. EXECUTIVE DIRECTOR'S REPORT

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

- Mr. Prince stated FH is planning a Candidate Forum for West Fresno. FH staff role will be to facilitating for the residents to participate at the forum.
- Mr. Prince has been meeting with council candidates and congressional candidates. He will continue to share the agency story of who we are.
- Mr. Prince mentioned he will be presenting two sessions at the October 2018 NAHRO event. He briefly said he will be presenting on the repositioning of public housing with two other Housing Directors. In addition, the other session he will be presenting is highlighting the importance of relationship between CEO and the Board.
- He shared a small group of staff will be attending the Purpose Built site in Atlanta later in September.

10. CLOSED SESSION

The Boards went into closed session at approximately 6:54 pm.

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: APN: 446-020-42T
Agency Negotiator: Preston Prince
Negotiating parties: U.S. Department of Veterans Affairs
Under negotiation: Terms
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: APN: 467-074-10T
Agency Negotiator: Preston Prince
Negotiating parties: Bobby Fena; City of Fresno
Under negotiation: Price and Terms
- c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: APNs: 467-074-11, 467-074-12
Agency Negotiator: Preston Prince
Negotiating parties: Bobby Fena; Fonte Investments
Under negotiation: Price and Terms
- d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: APN: 466-214-20
Agency Negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; APEC International, Inc.
Under negotiation: Price and Terms
- e. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: APN: 561-020-51S
Agency Negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; Colliers International
Under negotiation: Price and Terms
- f. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: APNs: 408-05-30, 408-05-31, 408-05-34
Agency Negotiator: Preston Prince
Negotiating parties: Fresno Housing Authority; David A. Vierra, Heritage Land Company
Under negotiation: Price and Terms
- g. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: APN: 449-200-08

Agency Negotiator: Preston Prince

Negotiating parties: Fresno Housing Authority; Rod DeLuca, RJK Enterprises, L.P.

Under negotiation: Price and Terms

h. PUBLIC EMPLOYMENT

Title: CEO

i. 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

The Boards returned to open session at approximately 8:04 p.m.

11. REPORT ON CLOSED SESSION

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 8:05 p.m.

Preston Prince, Secretary to the Boards of Commissioners

BOARD MEMO

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1331 Fulton Street
Fresno, California 93721
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TO: Boards of Commissioners
Fresno Housing Authority
FROM: Preston Prince
CEO/Executive Director

DATE: 09/19/2018
BOARD MEETING: 09/25/2018
AGENDA ITEM: 4b, 4c & 4d
AUTHOR: Brandon Gonzalez

SUBJECT: Consideration of Resolutions for the Rehabilitation of Orchard Apartments and Mariposa Meadows - Acceptance of Tax Credit Funding and Submission of Section 18 Application to HUD

Executive Summary

The purpose of this memo is to update the Boards of Commissioners on the status of the Orchard Apartments and Mariposa Meadows tax credit applications and to adopt three resolutions that will allow these projects to move forward in the development process. Orchard Apartments is an existing multi-family residential, USDA-funded Farm Labor development consisting of 40 affordable housing units on approximately 3.29 acres located in Parlier, California. Mariposa Meadows is an existing multi-family residential, USDA-funded Farm Labor development consisting of 40 affordable housing units on approximately 5.39 acres located in Fresno, California.

In June 2018, the Boards of Commissioners adopted resolutions approving the submission of 9% Low-Income Housing Tax Credit (LIHTC) applications for Mariposa Meadows and Orchard Apartments to the California Tax Credit Allocation Committee (CTCAC). These applications, if successful, would secure new financing for the purposes of substantially rehabilitating these two housing complexes. On September 19, 2018, CTCAC awarded preliminary reservation letters for both Mariposa Meadows and Orchard Apartments. Once CTCAC issues the preliminary reservation letters, FH will have approximately 20 days to accept the award, and concurrently commit to start construction within approximately 180 days. Staff is requesting that the Boards of Commissioners formally accept the CTCAC awards for both projects, in accordance with the Agency's mission to create and sustain vibrant communities.

Staff is also requesting for the Boards of Commissioners to authorize a Section 18 disposition application to U.S. Department of Housing and Urban Development (HUD) for the Mariposa Meadows project. In 1952, the Housing Authority acquired 30 acres along W. California Avenue (between West and Delno) in Fresno, CA for the construction of Low-Income Public Housing (LIPH). In 1990, vacant land surplus to the public housing site, known as Yosemite Village, was subdivided from the larger parcel and developed into Mariposa Meadows. In order to remove public housing restrictions from the Mariposa Meadows parcel and enable a transfer of ownership to a limited partnership,

staff is requesting the Boards approval to submit a request to HUD in the form of a Section 18 disposition application. Staff has been working closely with HUD regarding the disposition of the deed restrictions, and the attached resolution is a required component of the disposition application. This action will have no impact on the residents at the property or the current funding for Mariposa Meadows, as it will only release the HUD restrictions on the land.

Recommendation

It is recommended that the Boards of Commissioners:

1. Accept the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits Orchard Apartments for purposes of substantial rehabilitation and to secure new financing for the property.
2. Accept the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits for Mariposa Meadows for purposes of substantial rehabilitation and to secure new financing for the property.
3. Authorize the submission of a Section 18 disposition application to the HUD Special Applications Center to release the Low-Income Public Housing restrictions from the Mariposa Meadows property and transfer the property as may be necessary.

It is further recommended that the Boards of Commissioners authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of City of Fresno in connection with the approved actions.

Fiscal Impact

There is no direct cost associated with the acceptance of the LIHTC awards or the submission of a Section 18 disposition application for Mariposa Meadows. A summary of the projected financing sources and uses for both projects is attached.

Background Information

Mariposa Meadows is an existing multi-family residential USDA Farm Labor development consisting of 40 affordable housing units on approximately 5.39 acres located at 1011 W. Atchison Avenue, Fresno, California. The site was constructed in 1991 and consists of 20 duplex buildings and 1 Common Area/Laundry Facility Building. FH is proposing a rehabilitation project that will include several amenities and secure new long-term financing. These upgrades include, but are not limited to, flooring, windows, carpeting, cabinetry, doors, lighting, bathroom and kitchen fixtures, washer/dryers, dishwashers, heating/cooling, and roofing upgrades. As part of FH's efforts to achieve greater energy efficiency within our communities, all appliance upgrades will comply with current energy standards. The development would include a mix of two-to-five bedroom units and would have affordability levels ranging from 30% to 80% of the area median income.

Orchard Apartments is an existing multi-family residential USDA Farm Labor development consisting of 40 affordable housing units on approximately 3.29 acres located at 295 S. Newmark Avenue, Parlier, California. The site was constructed in 1987 and consists of 12 buildings. In addition to rehabilitating the existing buildings, new construction of a community building and on-site manager unit is planned. Like Mariposa Meadows, all upgrades at Orchard Apartments will include, but are not limited to, flooring, windows, carpeting, cabinetry, doors, lighting, bathroom and kitchen fixtures, washer/dryers, dishwashers, heating/cooling, and roofing upgrades. As part of the Agency's effort to achieve greater energy efficiency within our communities, all appliance upgrades will comply with current energy

standards. The development would include a mix of two-to-four bedroom units and would have affordability levels ranging from 30% to 80% of the area median income.

Attachments

Exhibit A – Mariposa Meadows Sources and Uses

Exhibit B – Orchard Apartments Sources and Uses

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF LOW-INCOME HOUSING TAX
CREDITS AWARDED TO PARLIER ORCHARD APARTMENTS**

WHEREAS, the Housing Authority of Fresno County, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low and moderate income households within a variety of neighborhoods; and

WHEREAS, on June 26, 2018 the Board of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for Parlier Orchard Apartments to the California Tax Credit Allocation Committee; and

WHEREAS, on July 2, 2018, Silvercrest, Inc., in partnership with the Housing Authority of Fresno County, submitted a funding application to the California Tax Credit Allocation Committee for LIHTCs for the rehabilitation of Parlier Orchard Apartments; and

WHEREAS, on September 19, 2018, Parlier Orchard Apartments received a Preliminary Reservation Letter for 9% LIHTCs from the California Tax Credit Allocation Committee and the Agency desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California do hereby approve the acceptance of the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits for Parlier Orchard Apartments and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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 THE CITY OF FRESNO, CALIFORNIA

RESOLUTION AUTHORIZING THE ACCEPTANCE OF 9% LOW-INCOME HOUSING
TAX CREDITS AWARDED TO MARIPOSA MEADOWS

WHEREAS, the Housing Authority of the City of Fresno, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low and moderate income households within a variety of neighborhoods; and

WHEREAS, on June 26, 2018 the Board of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for Mariposa Meadows to the California Tax Credit Allocation Committee; and

WHEREAS, on July 2, 2018, Silvercrest, Inc., in partnership with the Housing Authority of the City of Fresno, submitted a funding application to the California Tax Credit Allocation Committee for LIHTCs for the rehabilitation of Mariposa Meadows; and

WHEREAS, on September 19, 2018, Mariposa Meadows received a Preliminary Reservation Letter for 9% LIHTCs from the California Tax Credit Allocation Committee and the Agency desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California does hereby approve the acceptance of the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits for Mariposa Meadows and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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 THE CITY OF FRESNO, CALIFORNIA

RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE
UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S
SPECIAL APPLICATION CENTER (SAC) FOR THE DISPOSITION OF THE PROPERTY
KNOWN AS MARIPOSA MEADOWS (APN 477-040-46 ST).

WHEREAS, the Housing Authority of the City of Fresno, California ("the Agency") seeks to encourage the development and preservation of housing for low-income persons residing within the City of Fresno, California; and

WHEREAS, the Mariposa Meadows property (APN 477-040-46 ST) contains approximately 5.39 acres of land located at 1101 W. Atchison Avenue, Fresno, CA (the "Property"); and

WHEREAS, the United States Department of Housing and Urban Development ("HUD") currently has declarations recorded on the real property records of Fresno County, California, which convey Low-Income Public Housing restrictions onto the property; and

WHEREAS, the Agency desires to secure long-term utilization of the property for the provision of affordable housing and intends to utilize low-income housing tax credits and USDA assistance; and

WHEREAS, the Agency intends to transfer ownership to a yet-to-be-formed limited partnership (the "Partnership") to facilitate affordable housing development funding; and

WHEREAS, the property is incidental to, or does not interfere with, the continued operation of the Low-Income Public Housing property known as Yosemite Village; and

WHEREAS, the Agency desires to submit a Section 18 disposition application to HUD's Special Applications Center (SAC) for the subject 5.39 acres of property; and

WHEREAS, Staff has consulted the appropriate local government representative and the Resident Advisory Board regarding this disposition application; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Fresno, California, (the "Board") understands and approves the transfer value rules within the Section 18 Disposition regulations which may result in a donation or sale at market value; and

WHEREAS, the Board must first approve the disposition of the Parcel, and authorize the Executive Director or Deputy Director to submit the Disposition Application to the HUD SAC office;

NOW THEREFORE, BE IT RESOLVED that the Boards of Commissioners of the Housing Authority of the City of Fresno does hereby approve the disposition of the subject Parcel to the Partnership and authorizes Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee to execute and submit documents to SAC as required to dispose of the Parcel.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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

EXHIBIT A

Mariposa Meadows Pro Forma

Development Sources and Uses	
Sources of Funds	<i>Amount 9/18/2018</i>
USDA Permanent Loan	\$ 276,130
Federal LIHTC Equity	\$ 8,185,828
Deferred Developer Fee	\$ 388,263
FH Donation of Land/Buildings	\$ 3,073,870
GP Contribution	\$ 100
Total Sources of Funds	\$ 11,924,191
Uses of Funds	<i>Amount</i>
Construction Costs	\$ 3,832,542
Land/Buildings Acquisition Costs	\$ 3,350,000
Contingencies	\$ 383,254
Permits/Impact Fees/etc.	\$ 100,000
Professional Fees	\$ 435,000
Relocation	\$ 900,000
Loan Fees and other Soft Costs	\$ 1,799,201
Reserves	\$ 202,306
Developer Fee	\$ 921,888
Total Uses of Funds	\$ 11,924,191

**Draft as of 9/18/2018*

EXHIBIT B

Orchard Apartments Pro Forma

Development Sources and Uses	
Sources of Funds	<i>Amount</i>
Bank Permanent Loan	\$ 1,481,614
USDA Permanent Loan	\$ 16,990
State Tax Credit Equity	\$ 2,011,605
Federal Tax Credit	\$ 6,704,679
FH Partial Donation of Land/Buildings	\$ 1,683,010
GP Contribution	\$ 100
Total Sources of Funds	\$ 11,897,998
Uses of Funds	<i>Amount</i>
Land/Building Acquisition Costs	\$ 3,200,000
Construction Costs	\$ 3,989,018
Contingencies	\$ 398,902
Permits/Impact Fees/etc.	\$ 65,000
Professional Fees	\$ 543,000
Relocation	\$ 900,000
Loan Fees and other Soft Costs	\$ 1,669,857
Reserves	\$ 160,431
Developer Fee	\$ 971,790
Total Uses of Funds	\$ 11,897,998

**Draft budget as of 9/18/2018*

BOARD MEMO

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Fresno, California 93721
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www.fresnohousing.org

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

DATE: September 19, 2018
BOARD MEETING: Sept. 25, 2018
AGENDA ITEM: 8a
AUTHOR: Emily De La Guerra

SUBJECT: Update on 2019 Agency Budget and Goals Development Process

Executive Summary

The purpose of this memo is to inform the Boards of Commissioners that staff will be presenting information regarding the Agency's annual budgeting and goal development process. This presentation will include information on the 2019 budget timeline, an overview of the community budgeting presentations that took place in September, and an update on the 2019 Federal budget and the implications on the Agency's operating budget.

BOARD MEMO

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Fresno, California 93721
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TO: Boards of Commissioners
Fresno Housing Authority

DATE: 09/14/2018

BOARD MEETING: 09/25/2018

FROM: Preston Prince
CEO/Executive Director

AGENDA ITEM: 9a

AUTHOR: Adam Smith

SUBJECT: Consideration to Approve the Submission of the 2019 Annual Plan, Administrative Plan and the Admissions & Continued Occupancy Policy

Executive Summary

The purpose of this memo is to request the Board of Commissioners' approval to submit the 2019 Annual Plan, Administrative Plan and the Admissions & Continued Occupancy Policy for the Housing Authority of the City of Fresno and the Housing Authority of Fresno County to the U.S. Department of Housing and Urban Development (HUD). These documents must be approved by the Boards of Commissioners and submitted to HUD at least 90 days before the end of the Agency's fiscal year, or by October 17th, 2018.

As reported to the Boards of Commissioners in July, August and mid-September, staff has been working internally, and along with residents and community partners to incorporate feedback into the 2019 Agency plans. The public comment period began on July 26, 2018 and was announced in the Fresno Bee and on the FH website. The notice instructed the public on how to access, review, and comment on the proposed plans. Hard copies of all three plans were made available for viewing at the five (5) locations below:

- Central Office – 1331 Fulton Street, Fresno CA
- Fairview Height Terrace – 2195 S. Maud, Fresno CA
- Sequoia Courts Terrace – 515 S Modoc, Fresno CA
- Wedgewood Commons – 2415 5th Street, Sanger CA
- Firebaugh (Housing Authority Office) 1625 Allardt Drive, Firebaugh CA

Staff met with LIPH and HCV Resident Advisory Boards (RAB) in April, May, June, August, and September to discuss proposed policy changes and receive their feedback. The RAB minutes and comments are attached to this memo as Attachment D1-D2. Staff collaborated on outreach to public housing residents and Housing Choice Voucher (HCV) participants to advise them of staff availability during designated times and locations to accept feedback or comments. Draft versions of the 2019 Administrative Plans (attachments B3 and B4) and ACOP (attachments C3 and C4) were also linked to the website for the public to view.

The public comment period officially closed on September 8, 2018. Staff received thirteen (13) comments in total: seven (7) from Fresno Housing Authority (FH) staff, three (3) from resident/participants, and three (3) from community partners. The comments and responses are attached to this memo as Attachment E.

Documents Attached

- Attachment A1 – City - PHA 2019 Annual Plan - draft
- Attachment A2 – County - PHA 2019 Annual Plan - draft
- Attachment B1 – Summary of 2019 Proposed Changes HCV Admin Plan (City_County) - draft
- Attachment B2 – City - 2019 Administrative Plan (draft – [link to website](#))
- Attachment B3 – County - 2019 Administrative Plan (draft – [link to website](#))
- Attachment C1 – Summary of 2019 Proposed Changes HMD ACOP (City_County) - draft
- Attachment C2 – City - 2019 ACOP (draft – [link to website](#))
- Attachment C3 – County - 2019 ACOP (draft – [link to website](#))
- Attachment D1 – Housing Choice Voucher Resident Advisory Board minutes
- Attachment D2 – Housing Management Division Resident Advisory Board minutes
- Attachment E1 – Public Comments

Any further comments received from the public and/or the Resident Advisory Boards will be presented to the Boards of Commissioners at the Public Hearing to be held during the regular September Board meeting. Subsequently, the Boards of Commissioners will be asked to approve the 2019 Agency Plans (Annual, ACOP, Administrative Plans) for their submission to HUD by October 17th, 2018.

Recommendation

It is recommended that the Boards of Commissioners approve the attached resolutions and authorize the CEO/Executive Director, Preston Prince, and/or his designee, to submit the 2019 Annual Plan, Administrative Plan, and the Admissions & Continued Occupancy Policy on behalf of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County by the deadline of October 17th, 2018.

Background Information

Public Housing Authority's (PHA) are governed by three prevailing policy and administration documents. The Annual Plan is submitted every year outlining progress on activities for the PHA. This is also an opportunity for the PHA to amend and/or include significant changes to the Agency's Five Year Plan (2015-2019) forecasted activities affecting the overall mission and goals, financial and asset management, current and proposed developments, etc. The Administrative Plan (Admin Plan) encompasses and clarifies the policies applicable to the administration of the Housing Choice Voucher Program (HCV). The Admissions & Continued Occupancy Policy (ACOP), encompasses the policies and some procedures applicable to the Low Income Public Housing Program (LIPH). Annual updates to the Admin Plan and ACOP present an opportunity to streamline processes for efficiency, consistency, and flexibility. In accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, 24 CFR Part 903 and subsequent U.S. Department of Housing and Urban Development notices, Fresno Housing (FH) staff has prepared updates to the 2018 Plans for the City and County noted above. Certain policy changes are being proposed across both HCV and LIPH program as a result of updated rules established by HUD and recommendations made by staff, residents, and community partners.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2019 ANNUAL PLAN TO THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Annual Plan; and,

WHEREAS, the PHA Annual Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and,

WHEREAS, HUD requires each PHA to submit an Annual Plan for tenant-based assistance and public housing programs, and once every five years a Five-Year Plan ;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2019 Public Housing Agency Annual Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 17, 2018.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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 THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2019 ADMINISTRATIVE PLAN
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the Administrative Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for the administration of the Housing Choice Voucher program (HCV); and,

WHEREAS, HUD requires each PHA to submit an Administrative Plan that clearly outlines the policies that govern the PHA's administration of rental assistance programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2019 Administrative Plan and authorize the CEO/Executive Director, and/or designee, to submit the Administrative Plan to HUD by the deadline of October 17, 2018.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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 THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2019 ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the ACOP informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for determining eligibility for admission and continued occupancy in public and affordable housing programs; and,

WHEREAS, HUD requires each PHA to submit an ACOP for all low-income public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2019 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 17, 2018.

PASSED AND ADOPTED THIS 25TH DAY OF SEPTEMBER, 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 SUBMISSION OF THE 2019 ANNUAL PLAN TO THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

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WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Annual Plan; and,

WHEREAS, the PHA Annual Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and,

WHEREAS, HUD requires each PHA to submit an Annual Plan for tenant-based assistance and public housing programs, and once every five years a Five-Year Plan ;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2019 Public Housing Agency Annual Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 17, 2018.

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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 SUBMISSION OF THE 2019 ADMINISTRATIVE PLAN
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the Administrative Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for the administration of the Housing Choice Voucher program (HCV); and,

WHEREAS, HUD requires each PHA to submit an Administrative Plan that clearly outlines the policies that govern the PHA's administration of rental assistance programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2019 Administrative Plan and authorize the CEO/Executive Director, and/or designee, to submit the Administrative Plan to HUD by the deadline of October 17, 2018.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 2018. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

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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 SUBMISSION OF THE 2019 ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the ACOP informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for determining eligibility for admission and continued occupancy in public and affordable housing programs; and,

WHEREAS, HUD requires each PHA to submit an ACOP for all low-income public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2019 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 17, 2018.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																														
A.1	<p> PHA Name: <u>HOUSING AUTHORITY OF THE CITY OF FRESNO (FH)</u> PHA Code: <u>CA006</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>509</u> Number of Housing Choice Vouchers (HCVs) <u>7,156</u> Total Combined Units/Vouchers <u>7,665</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1"> <thead> <tr> <th data-bbox="167 1493 441 1566">Participating PHAs</th> <th data-bbox="441 1493 573 1566">PHA Code</th> <th data-bbox="573 1493 873 1566">Program(s) in the Consortia</th> <th data-bbox="873 1493 1146 1566">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1146 1493 1448 1566">No. of Units in Each Program</th> </tr> <tr> <th colspan="4"></th> <th data-bbox="1146 1566 1289 1619">PH</th> <th data-bbox="1289 1566 1448 1619">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="167 1566 441 1667">Lead PHA:</td> <td data-bbox="441 1566 573 1667"></td> <td data-bbox="573 1566 873 1667"></td> <td data-bbox="873 1566 1146 1667"></td> <td data-bbox="1146 1566 1289 1667"></td> <td data-bbox="1289 1566 1448 1667"></td> </tr> <tr> <td data-bbox="167 1667 441 1768"></td> <td data-bbox="441 1667 573 1768"></td> <td data-bbox="573 1667 873 1768"></td> <td data-bbox="873 1667 1146 1768"></td> <td data-bbox="1146 1667 1289 1768"></td> <td data-bbox="1289 1667 1448 1768"></td> </tr> <tr> <td data-bbox="167 1768 441 1858"></td> <td data-bbox="441 1768 573 1858"></td> <td data-bbox="573 1768 873 1858"></td> <td data-bbox="873 1768 1146 1858"></td> <td data-bbox="1146 1768 1289 1858"></td> <td data-bbox="1289 1768 1448 1858"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program						PH	HCV	Lead PHA:																	
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				PH	HCV																										
Lead PHA:																															

B.	Annual Plan Elements				
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>Significant changes to Admissions and Continued Occupancy Policy (ACOP) for Public Housing include the following:</p> <p>Other Policies that Govern Eligibility, Selection, and Admissions</p> <p>Chapter 3 - Eligibility and Suitability for Admissions Policies</p> <p>Section 3.25: Mandatory Denial of Assistance [24 CFR 960.204] - Updated denial time frame for eviction due to drug-related activity from five-years to three (3) years.</p> <p>Chapter 4 – Pre-Application, Management of the Interest List and Resident Selection</p> <p>Section 4.23 Preference Denial: Updated language indicating when a family does not receive the preference their application may be cancelled or put back on the waitlist; unless the family was selected during the final draw in which case the pre-application may be cancelled</p> <p>Chapter 5 - Occupancy Standards & Unit Offers</p> <p>Section 5.3: Plan for Unit Offers: Updated policies regarding Plan for Unit offers to reduce the number of unit offers an applicant will receive from three (3) to one (1) due to interest list are no longer identified by community wide but are site or city specific.</p> <p>Section 5.4: Time Limit for Unit Offer Acceptance or Refusal – Updated policy language to align with reduction of three (3) unit offers to one (1) unit offer in Section 5.3.</p> <p>Significant changes to Administrative Plan (Admin Plan) for Housing Choice Voucher include the following:</p> <p>Other Policies that Govern Eligibility, Selection, and Admissions</p> <p>Chapter 3: Selection from the Interest List for Admission</p> <p>Section 3.4.3: Increasing the number of limited homeless preference vouchers.</p> <p>Section 3.4.5: Updated language indicating when a family does not receive the preference their application may be cancelled or put back on the waitlist; unless the family was selected during the final draw in which case the pre-application may be cancelled.</p> <p>Chapter 5: Subsidy Standards</p> <p>Section 5.2: Updated language to indicate that single persons will be issued a one bedroom.</p> <p>Chapter 11: Payment Standards, Rent Reasonableness, and Owner Rents</p> <p>Section 11.2: Proposing policy to consider option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR in order to promote leasing in opportunity areas.</p> <p>Chapter 22: Project Based Vouchers</p> <p>Section 22.27.3: Proposing policy to consider option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR in order to promote leasing in opportunity areas.</p> <p>Attached drafts of ACOP and Admin Plan include all modifications for 2019.</p> <p>Homeownership Programs</p> <p>FH intends to rehab and sell remaining single-family homes to eligible low income families for the following units located in the City of Fresno:</p> <table border="1"> <thead> <tr> <th>Unit</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>105417</td> <td>4524 E. Grove Street</td> </tr> </tbody> </table>	Unit	Address	105417	4524 E. Grove Street
Unit	Address				
105417	4524 E. Grove Street				

	<div data-bbox="191 132 511 212"> 107417 1702 S. Recreation 007916 5177 W. Donner 312918 3129 E. Townsend </div> <div data-bbox="180 247 355 270"> Asset Management </div> <div data-bbox="180 298 1442 516"> <p>In 2015 HUD issued a Rental Assistance Demonstration (RAD) portfolio conversion award to FH for 426 public housing units. To date HUD has issued specific Commitments to enter into Housing Assistance Payments (CHAPs) for 242 of these units located in Central and West/Southwest Fresno, excluding 46 units in Southwest Fresno that converted to Project Based Rental Assistance (PBRA) in 2017. The FH is evaluating the conversion of these properties to Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV) utilizing the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program, Low-Income Housing Tax Credit program, or the Section 18 disposition program. These conversions may include demolition, rehabilitation, and new construction of the residential units to preserve their long-term affordability. In the interim, staff will continue to carry out the Five-Year Action Plan for the Capital Fund Program. These include safety and structural improvements, energy efficiency upgrades, and site improvements. In addition to HUD capital funds, staff is exploring the use of state energy efficiency funding.</p> </div> <div data-bbox="180 541 842 564"> (c) The PHA must submit its Deconcentration Policy for Field Office review. </div> <div data-bbox="180 590 370 613"> Completed previously </div>																																							
B.2	<div data-bbox="180 665 315 686"> New Activities. </div> <div data-bbox="180 714 1162 737"> (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? </div> <div data-bbox="180 762 1287 1079"> <table border="0"> <tr> <td>Y</td> <td>N</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Hope VI or Choice Neighborhoods.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Mixed Finance Modernization or Development.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Demolition and/or Disposition.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Designated Housing for Elderly and/or Disabled Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Conversion of Public Housing to Tenant-Based Assistance.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Conversion of Public Housing to Project-Based Assistance under RAD.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Occupancy by Over-Income Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Occupancy by Police Officers.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Non-Smoking Policies.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Project-Based Vouchers.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Units with Approved Vacancies for Modernization.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</td> </tr> </table> </div> <div data-bbox="180 1127 1442 1224"> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> </div> <div data-bbox="180 1249 496 1272"> Hope VI or Choice Neighborhoods </div> <div data-bbox="180 1299 389 1323"> <u>West Fresno Planning</u> </div> <div data-bbox="180 1327 1442 1423"> <p>FH proposes to apply for Choice Neighborhoods Planning Grant funds to support working with community partners to create a plan that may include new mixed-income residential development in a variety of communities in West Fresno, new community services, community-serving retail and commercial development, and a potential home ownership component. The plan may include the replacement of the existing family housing owned and operated by the Fresno Housing Authority.</p> </div> <div data-bbox="180 1451 266 1474"> <u>Schedule:</u> </div> <div data-bbox="180 1478 712 1549"> 01/2019 Choice Neighborhoods Application 06/2019 Planning Activities Begin 06/2020 Planning Activities Complete/Implementation Begins </div> <div data-bbox="180 1577 607 1602"> Mixed Finance Modernization or Development </div> <div data-bbox="180 1627 1442 1701"> <p>Several mixed finance developments are contemplated for development in partnership with the Housing Authority, and may use Public Housing Capital Funds, rental subsidy, RHF, Project Based Vouchers, Project Based Rental Assistance Vouchers and other available public housing or HUD funds to accomplish these goals.</p> </div> <div data-bbox="180 1747 436 1770"> <u>Renaissance at Parc Grove IV</u> </div> <div data-bbox="180 1774 1424 1820"> <p>The site is located in Central Fresno adjacent the Veterans Administration. The project consists of 39 affordable, very-low to low-income housing apartment rentals for veterans, and 1 manager's unit.</p> </div> <div data-bbox="180 1845 266 1869"> <u>Schedule:</u> </div> <div data-bbox="180 1873 518 1919"> 07/2018 VHHP Funding Application 11/2018 VHHP Award Announcement </div>	Y	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hope VI or Choice Neighborhoods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mixed Finance Modernization or Development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demolition and/or Disposition.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Designated Housing for Elderly and/or Disabled Families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conversion of Public Housing to Tenant-Based Assistance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conversion of Public Housing to Project-Based Assistance under RAD.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occupancy by Over-Income Families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occupancy by Police Officers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Smoking Policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project-Based Vouchers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Units with Approved Vacancies for Modernization.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).
Y	N																																							
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03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Highway City Center Point Development

The subject site consists of two parcels, APN's 510-030-17 (a portion of) and 510-030-25 (a portion of), currently zoned for RS-5 single family residential (max 12 D.U. acre). The total development area will be between approximately 4 acres. The subject site is located on the eastern side of N. Polk Avenue, and north of W. Gettysburg Avenue within the City of Fresno, California. The subject site is currently vacant land. The project is proposed to consist of between 40 and 50 low-income residential units. The site is a potential location for a transfer of assistance under the Rental Assistance Demonstration program

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Renaissance Developments

The proposed developments are proposed as permanent supportive housing to be located at multiple sites throughout the City of Fresno. FH's vision for the project consists of up to 40 to 60 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit at each site. Development may consist of substantial rehabilitation and/or new construction at three to four sites.

Schedule:

06/2019 Tax Credit Application
03/2020 Construction Start
03/2021 Construction Completion

Simpson and Blackstone Corridor Development

The proposed development is located on the Blackstone corridor. FH's vision for the project consists of 40-50 affordable apartments built around existing rehabilitated commercial frontage. The project is a potential Rental Assistance Demonstration transfer of assistance site.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Transit Oriented Development Central Fresno

The proposed development is located in the City of Fresno along one of the proposed Bus Rapid Transit (BRT) corridors. FH's vision for the project consists of 40-80 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit.

Schedule:

06/2019 Tax Credit Application
03/2020 Construction Start
03/2021 Construction Completion

High Density Downtown Redevelopment Project

FH envisions a high density downtown project located at the current FH Central Office site. The project could potentially be co-located with planned commercial construction or market rate housing.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Chinatown Mixed-Use Development

The proposed project would be a new construction mixed-use development with up to 60 affordable units and commercial space located at F and Mariposa Streets along the High Speed Rail corridor. The project is a potential Rental Assistance Demonstration transfer of assistance site.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Southeast Fresno Mixed-Use Development

FH is seeking to identify a location for a proposed mixed-use development. Several stakeholders, including the agency, envision a development which consists of community resources, commercial space and low-income housing units. The project concept envisions community resources serving the Hmong community, as well as a multi-purpose community space.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

North Fresno Family Development

FH is searching for sites to develop multi-family low-income rental housing in North Fresno. The concept includes 40 to 60 units of housing

designed for families and workforce residents. The development may include the transfer of RAD rental assistance from one or more existing low-income public housing properties.

Schedule:

03/2019 Tax Credit Application

12/2020 Construction Start

12/2021 Construction Completion

West Fresno Development

FH's vision will include new mixed-income residential development in a variety of communities in West Fresno, new community services, community-serving retail and commercial development, which may include the replacement of the existing family housing owned and operated by the Fresno Housing Authority. The project may include transfer of assistance from adjacent public housing units undergoing RAD conversion. The project may include a home ownership component.

Schedule:

06/2019 Tax Credit Application

03/2020 Construction Start

03/2021 Construction Completion

Demolition and/or Disposition

The agency is considering the disposition and potential demolition of select low-income public housing properties throughout the City of Fresno. An approved disposition would allow the subject properties to be disposed at Fair Market Value (FMV) and allow for substantial rehabilitation and/or new construction utilizing low-income tax credit funding. The potential projects could consist of substantial rehabilitation or demolition and new construction of the residential units to preserve their long-term affordability, made possible by disposition from the public housing portfolio under HUD's Section 18 program.

One or more of properties may also be submitted for the traditional Demo/Dispo program rather than through the Rental Assistance Demonstration program.

2019 Potential Applications:

City AMP 1 (182 units)

Monte Vista Terrace (44 Units)

Sequoia Courts (60 Units)

Sequoia Courts Terrace (78 Units)

City AMP 2 (198 Units)

Sierra Plaza (partial, 26 Units)

Fairview Heights Terrace (74 Units)

Sierra Terrace (26 Units)

Desoto Gardens (28 Units)

Disposition activities under HUD's Section 18 program may include land which does not contain Low-Income Public Housing units or non-dwelling units and which could be utilized for the construction or preservation of another type of low-income housing or community facility. Disposition activity of land may include but is not limited to land in the following areas:

City AMP 1

Monte Vista Terrace

Sequoia Courts

Sequoia Courts Terrace

City AMP 2

Desoto Gardens II

Fairview Heights Terrace

City AMP5

Yosemite Village II

City AMP 8

Pacific Gardens

Renaissance at Parc Grove IV

The site is located in Central Fresno adjacent the Veterans Administration. The project consists of 39 affordable, very-low to low-income housing apartment rentals for veterans, and 1 manager's unit.

Schedule:

07/2018 VHHP Funding Application

11/2018 VHHP Award Announcement

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

Conversion of Public Housing to Project-Based Assistance under RAD

These conversions may include demolition, rehabilitation, and new construction of the residential units to preserve their long-term affordability. The number and location of public housing units anticipated for conversion in 2019-2021 are broken down as follows:

2019 Potential Funding Applications:

City AMP 1 (182 Units)
Monte Vista Terrace (44 Units)
Sequoia Courts (60 Units)
Sequoia Courts Terrace (78 Units)

City AMP 2 (198 Units)
Sierra Plaza (partial, 26 Units)
Fairview Heights Terrace (74 Units)
Sierra Terrace Lower (26 Units)
Desoto Gardens (28 Units)

City AMP 5
Yosemite Village (69 Units)

City AMP 7
Parc Grove II (31 Units)

City AMP 8
Pacific Gardens (22 Units)

Southeast Fresno RAD excess transfer – up to 3 PBRAs

Chinatown Mixed-Use Project - 40 to 60 PBRAs

Blackstone and Simpson- 40-60 PBRAs

Policy changes for RAD converted projects related to waiting list, admission, and selection are as follows:

- Adopting a selection method by lottery for Project Based Rental Assistance

Project-Based Vouchers

The FH may attach Project Based Vouchers (PBV) to projects in which the FH has ownership or controlling interest, without following a competitive process, when the FH engages in an initiative(s) to improve, develop, convert under the HUD Rental Assistance Demonstration, preserve, and/or replace a public housing property(ies) or site(s). Ownership Interest means that the FH or its officers, employees, or agents are in an entity that holds any such direct or indirect interest in the building(s) and/or real property, including, but not limited to an interest as: titleholder; lessee; a stockholder; a member, or general or limited partner; or a member of a limited liability corporation or limited partnership. Projects selected with this exemption method will typically include planning rehabilitation or construction on the project with a minimum of \$25,000 per unit in hard costs. However, this minimum per unit cost would not be applicable in a situation where the FH is replacing a public housing property(ies) or site(s) with existing housing owned or controlled by the FH.

Project Based Vouchers (PBV's) are contemplated to be utilized at a number of developments either in traditional Low-Income Housing Tax Credit (LIHTC) developments or through the U.S Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program. The number and location of PBV's proposed for 2019 are broken down as follows:

City AMP 1 (182 Units)
Monte Vista Terrace (44 Units)
Sequoia Courts (60 Units)
Sequoia Courts Terrace (78 Units)

City AMP 2 (198 Units)
Sierra Plaza (partial, 26 Units)
Fairview Heights Terrace (74 Units)
Sierra Terrace Lower (26 Units)
Desoto Gardens (28 Units)

Schedule:

03/01/2019 & 07/01/2019 Tax Credit Applications
07/01/2019 & 10/01/2019 Tax Credit Award
12/01/2019 & 03/01/2020 Construction Starts
12/01/2020 & 03/01/2021 Construction Completions

Parc Grove Commons Phase IV: – up to 40 Project-Based Vouchers.

Renaissance Developments

The proposed developments are proposed as permanent supportive housing to be located at multiple sites throughout the City of Fresno. FH's vision for the project consists of up to 40 to 60 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit at each site. Development may consist of substantial rehabilitation and/or new construction at three to four sites.

Schedule:

03/2019 Tax Credit Application

01/2/2019 Construction Start

01/2/2020 Construction Completion

Simpson and Blackstone Corridor Development

The proposed development is located on the Blackstone corridor. FH's vision for the project consists of 40-50 affordable apartments built around existing rehabilitated commercial frontage. The project is a potential Rental Assistance Demonstration transfer of assistance site. We propose substantial rehabilitation and/or new construction of this site.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

Transit Oriented Development Central Fresno

The proposed development is located in the City of Fresno along one of the proposed Bus Rapid Transit (BRT) corridors. FH's vision for the project consists of 40-80 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit. We propose substantial rehabilitation and/or new construction of this site.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

High Density Downtown Redevelopment Project

FH envisions a high density downtown project located at the current FH Central Office site. The project could potentially be co-located with planned commercial construction or market rate housing. We propose substantial rehabilitation and/or new construction of this site.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

Chinatown Development

The proposed project would be a new construction development located at F and Mariposa Streets along the High Speed Rail corridor. It has the potential to house up to 60 Project Based Voucher residents.

Schedule:

03/2018 TCC/AHSC/IIG Funding applications

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

El Puente Project

The proposed project is the rehabilitation of this Emergency Housing development at 4041 Plaza drive. It has the potential to house up to 32 Project Based Voucher residents. We propose substantial rehabilitation and/or new construction of this site.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

Southeast Fresno Mixed-Use Development

FH is seeking to identify a location for a proposed mixed-use development. Several stakeholders, including the agency, envision a development which consists of community resources, commercial space and low-income housing units. The project concept envisions community resources serving the Hmong community, as well as a multi-purpose community space. We propose substantial rehabilitation and/or new construction of this site.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

North Fresno Family Development

FH is searching for sites to develop multi-family low-income rental housing in North Fresno. The concept includes 40 to 60 units of housing designed for families and workforce residents. The development may include the transfer of RAD rental assistance from one or more existing low-income public housing properties. We propose substantial rehabilitation and/or new construction of this site.

	<p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>West Fresno Development</u> FH's vision will include new mixed-income residential development in a variety of communities in West Fresno, new community services, community-serving retail and commercial development, which may include the replacement of the existing family housing owned and operated by the Fresno Housing Authority. The project may include transfer of assistance from adjacent public housing units undergoing RAD conversion. The project may include a home ownership component. We propose substantial rehabilitation and/or new construction of this site.</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>Highway City</u> FHs project will include a multifamily housing complex up to 50 units, along with a community building for the complex</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>Southeast Fresno Senior/Family Development</u> FH is looking at a potential partnership with an existing developer to construct up to 120 units of senior and affordable housing.</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p>Site-based waiting lists will be established for each mixed finance development.</p> <p>Statement of how project basing would be consistent with our PHA Plan:</p> <p>As the Agency strives to provide housing opportunities for individuals and families in need throughout the City of Fresno, especially those who are most vulnerable, project based vouchers (PBV's) are an essential resource. To date, two projects are under consideration targeting persons with very-low incomes, generally below 30-40% of the area median income. Both projects was selected in accordance with HUD Title 24 Part 983.51 and HACCFs Administrative Plan. Selected projects have demonstrated a need for rent subsidy in order to help offset basic operating costs and allow for the projects' financial feasibility.</p>
<p>B.3</p>	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>B.4</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, please describe : Based on results from 2016. The 2017 audit has not been finalized.</p> <p><u>Timely Reconciliation of Pooled Cash Accounts to the Bank Statements:</u> The auditor determined that at year-end 2016, the Agency had not completed the reconciliations of the Agency's pooled cash accounts. The auditors recommend that the Agency implement procedures to ensure that bank reconciliations for the pooled cash are performed monthly, and completed within thirty days following the end of the preceding month. Additionally, the auditors recommend that any unusual reconciling items identified be as part of the bank reconciliation be promptly investigated and adjusted, as appropriate, with adequate explanations. The Agency agrees with this finding and the Auditor's recommendation. Due to the complex nature of the Agency's pooled cash accounts and the software conversion that occurred in 2016, the year-end reconciliation process was more complicated than previous years. Since December, the Agency has implemented additional internal control processes, which will result in accurate and timely reconciliations of all cash accounts to the general ledger on a monthly basis. As of August 2017, the Agency has completed the pooled cash reconciliation through June 2017.</p> <p><u>Improvements Needed in Closing of the Books at Year End:</u> The auditor determined that the Agency was not prepared for the audit fieldwork to begin in April 2017, as originally agreed-upon. Furthermore, several adjustments were made to the financial statements after the audit field work had already begun. The auditors recommend that efforts be made</p>

	by the Agency to adhere to audit timelines agreed to by the Agency, and that the Agency may want to consider having a more structured process of its year-end close to ensure areas are addressed timely. The Agency agrees with this finding and the Auditor's recommendation. Due to the system conversion of accounting software in 2016, there were several additional processes and reconciliations that were needed to finalize the year-end financial statements. While this system change will not happen again in 2017, the Agency is taking this opportunity to review its year-end closing procedures and timeline to ensure that the books are closed and ready to be audited by the agreed-upon timeline. The Agency is also enhancing internal procedures to ensure that major adjustments are completed before the audit begins. The Agency's Controller is responsible for ensuring the fulfillment of this internal control plan.
B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>HOME Tenant Based Rental Assistance</p> <p>HACF has been subcontracted to administer the HOME Tenant-Based Rental Assistance Program (HOME TBRA) on behalf of the City of Fresno. The contract will commence on or about October 1, 2018 and end on or about September 30, 2019. The purpose of HOME TBRA is operation of a supportive housing program via tenant based rental assistance to homeless individuals/families identified by HACF and partners of the Fresno Madera Continuum of Care (FMCoC). The HOME TBRA program is available in the City of Fresno only and is not portable to Fresno County, other counties and/or states. Eligibility is centered on those individuals/families who exhibit homelessness as defined by the U.S. Department of Housing and Urban Development. Additional eligibility could entail measure of morbidity and/or permanent supportive housing suitability as measured by the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT).</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><i>See HUD-50075.2 approved by HUD 8/28/17.</i></p>

Instructions for Preparation of Form HUD-50075-ST

Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))

☐ **Safety and Crime Prevention.** Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs

provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

B.7 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> PHA Name: <u>HOUSING AUTHORITY OF FRESNO COUNTY (FH)</u> PHA Code: <u>CA028</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>608</u> Number of Housing Choice Vouchers (HCVs) <u>5,652</u> Total Combined Units/Vouchers <u>6,260</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1"> <thead> <tr> <th data-bbox="167 1493 443 1566" rowspan="2">Participating PHAs</th> <th data-bbox="443 1493 573 1566" rowspan="2">PHA Code</th> <th data-bbox="573 1493 873 1566" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="873 1493 1146 1566" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1146 1493 1289 1566">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1146 1566 1289 1619">PH</th> <th data-bbox="1289 1566 1448 1619">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="167 1619 443 1671">Lead PHA:</td> <td data-bbox="443 1619 573 1671"></td> <td data-bbox="573 1619 873 1671"></td> <td data-bbox="873 1619 1146 1671"></td> <td data-bbox="1146 1619 1289 1671"></td> <td data-bbox="1289 1619 1448 1671"></td> </tr> <tr> <td data-bbox="167 1671 443 1724"></td> <td data-bbox="443 1671 573 1724"></td> <td data-bbox="573 1671 873 1724"></td> <td data-bbox="873 1671 1146 1724"></td> <td data-bbox="1146 1671 1289 1724"></td> <td data-bbox="1289 1671 1448 1724"></td> </tr> <tr> <td data-bbox="167 1724 443 1776"></td> <td data-bbox="443 1724 573 1776"></td> <td data-bbox="573 1724 873 1776"></td> <td data-bbox="873 1724 1146 1776"></td> <td data-bbox="1146 1724 1289 1776"></td> <td data-bbox="1289 1724 1448 1776"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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		PH	HCV																								
Lead PHA:																											

B.	Annual Plan Elements				
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>Significant changes to Admissions and Continued Occupancy Policy for Public Housing include the following:</p> <p>Other Policies that Govern Eligibility, Selection, and Admissions</p> <p>Chapter 3 - Eligibility and Suitability for Admissions Policies</p> <p>Section 3.25: Mandatory Denial of Assistance [24 CFR 960.204] - Updated denial time frame for eviction due to drug-related activity from five-years to three (3) years.</p> <p>Chapter 4 – Pre-Application, Management of the Interest List and Resident Selection</p> <p>Section 4.23 Preference Eligibility: Updated language indicating when a family does not receive the preference their application may be cancelled or put back on the waitlist; unless the family was selected during the final draw in which case the pre-application may be cancelled</p> <p>Chapter 5 - Occupancy Standards & Unit Offers</p> <p>Section 5.3: Plan for Unit Offers: Updated policies regarding Plan for Unit offers to reduce the number of unit offers an applicant will receive from three (3) to one (1) due to interest list are no longer identified by community wide but are site or city specific.</p> <p>Section 5.4: Time Limit for Unit Offer Acceptance or Refusal – Updated policy language to align with reduction of three (3) unit offers to one (1) unit offer in Section 5.3.</p> <p>Significant changes to Administrative Plan for Housing Choice Voucher include the following:</p> <p>Other Policies that Govern Eligibility, Selection, and Admissions</p> <p>Chapter 3: Selection from the Interest List for Admission</p> <p>Section 3.4.3: Increasing the number of limited homeless preference vouchers.</p> <p>Section 3.4.5: Updated language indicating when a family does not receive the preference their application may be cancelled or put back on the waitlist; unless the family was selected during the final draw in which case the pre-application may be cancelled.</p> <p>Chapter 5: Subsidy Standards</p> <p>Section 5.2: Updated language to indicate that single persons will be issued a one bedroom.</p> <p>Chapter 11: Payment Standards, Rent Reasonableness, and Owner Rents</p> <p>Section 11.2: Proposing policy to consider option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR in order to promote leasing in opportunity areas.</p> <p>Chapter 22: Project Based Vouchers</p> <p>Section 22.27.3: Proposing policy to consider option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR in order to promote leasing in opportunity areas.</p> <p>Attached drafts of ACOP and Admin Plan include all modifications for 2019.</p> <p>Homeownership Programs</p> <p>FH intends to rehab and sell remaining single-family homes to eligible low income families for the following units located in the City of Sanger:</p> <table border="1"> <thead> <tr> <th>Unit</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>090123</td> <td>324 J Street</td> </tr> </tbody> </table>	Unit	Address	090123	324 J Street
Unit	Address				
090123	324 J Street				

	<p>081925 969 Holt Ave 082125 923 Holt Street 082525 856 Church 082825 84 Redwood</p> <p>Asset Management</p> <p>In 2015 HUD issued a Rental Assistance Demonstration (RAD) portfolio conversion award to FH for 748 public housing units. To date HUD has issued specific Commitments to enter into Housing Assistance Payments (CHAPs) for 495 of these units located in Firebaugh, Kerman, Biola, Reedley, Pinedale, Sanger, Huron, and Southwest Fresno, excluding 150 units in Reedley, Selma, Fowler, Sanger and Parlier that converted to Project Based Rental Assistance (PBRA) between 2015 and 2018. The FH is evaluating the conversion of these properties to Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV) utilizing the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program, Low-Income Housing Tax Credit program, or the Section 18 disposition program. These conversions may include demolition, rehabilitation, and new construction of the residential units to preserve their long-term affordability. In the interim, staff will continue to carry out the Five-Year Action Plan for the Capital Fund Program. These include safety and structural improvements, energy efficiency upgrades, and site improvements. In addition to HUD capital funds, staff is exploring the use of state energy efficiency funding.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p> <p>Completed previously</p>
<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input checked="" type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance. <input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families. <input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers. <input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies. <input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers. <input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>Mixed Finance Modernization or Development Several mixed finance developments are contemplated for development in partnership with the Housing Authority, and may use Public Housing Capital Funds, rental subsidy, RHF, Project Based Vouchers, Project Based Rental Assistance Vouchers and other available public housing or HUD funds to accomplish these goals.</p> <p>Magill Terrace RAD The 60-unit affordable housing development broke ground in December 2017. The site previously consisted of 20 units of low income public housing that are being converted through RAD. The new development will include a community building, an on-site manager, playground facilities, and high-quality energy efficient units.</p> <p>Schedule: 12/2017 Construction Start 12/2018 Construction Completion</p> <p>Oak Grove RAD This 56-unit affordable housing development broke ground in April 2018. The site previously consisted of 50 low-income public housing units in the City of Parlier that are being converted through RAD. The new development will include a community building, on-site manager, playground facilities, and high quality energy efficient units.</p> <p>Schedule: 06/2017 Tax Credit Application 04/2018 Construction Start 04/2019 Construction Completion</p>

Huron RAD

The proposed Huron RAD project aims to rehabilitate three properties (totaling 64 units) in the City of Huron. The project may include transfer of assistance, demo, and/or section 18 disposition.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Firebaugh RAD

The Firebaugh RAD project is envisioned in multiple phases. The project may include up to 152 units of low-income housing with substantial rehabilitation, demolition and new construction, and/or transfer of assistance.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Pinedale RAD

The proposed development is located in Pinedale, within the City of Fresno boundary. FH's vision for the project consists of substantial rehab of 80 scattered affordable, very-low to low-income housing apartment rentals or the new construction of units on a new parcel of land.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Kingsburg Seniors Development

The proposed development is located in Kingsburg, within the County of Fresno boundary. FH's vision for the project consists of new construction of up to 60 affordable senior units along with a community building and open green space. The project will be new construction on a vacant parcel of land.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Wedgewood Commons RAD

The Wedgewood complex consists of 64 low-income senior units. The FH envisions a rehabilitation of the property under the RAD program and/or a reconstruction effort.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

DeSoto Gardens RAD

The FH envisions the potential inclusion of the DeSoto Gardens property (40 units) in a larger redevelopment of adjacent sites (affordable housing owned by the Housing Authority of the City of Fresno), not excluding the possibility of a transfer of assistance or substantial rehabilitation.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

San Joaquin Commons Apartments

The proposed development is located in the City of San Joaquin. FH's vision for the project consists of 50-80 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Citrus Gardens Orange Cove

The proposed development is located in the City of Orange Cove. FH's vision for the project consists of substantial rehab of 30 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit.

Schedule:

03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Willow and Alluvial

This site is currently vacant land located in the City of Clovis and is currently envisioned for up to 60 units of affordable family housing.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

Demolition and/or Disposition

The agency is considering the disposition and potential demolition of select low-income public housing properties throughout the County of Fresno. An approved disposition would allow the subject properties to be disposed at Fair Market Value (FMV) and allow for substantial rehabilitation and /or new construction utilizing low-income tax credit funding. The potential projects could consist of substantial rehabilitation or demolition and new construction of the residential units to preserve their long-term affordability, made possible by disposition from the public housing portfolio under HUD's Section 18 program.

One or more of properties may also be submitted for the traditional Demo/Dispo program rather than through the Rental Assistance Demonstration program.

2019 Potential Applications:

County AMP 1

Pinedale Apartments (50 Units)

Pinedale Apartments (30 Units)

Desoto Gardens (40 Units)

Marcelli Terrace (24 Units)

County AMP 2

Del Rey Complex (30 Units)

Laton Apartments (20 Units)

Wedgewood Commons (64 Units)

County AMP 3

Sunset Terrace I (20 Units)

County AMP 4

Mendoza Terrace (50 Units)

Mendoza Terrace II (40 Units)

Firebaugh Elderly (30 Units)

Cardella Courts (32 Units)

County AMP 6

Taylor Terrace (28 Units)

San Joaquin Apartments (20 Units)

Disposition activities under HUD's Section 18 program may include land which does not contain Low-Income Public Housing units or non-dwelling units and which could be utilized for the construction or preservation of another type of low-income housing or community facility. Disposition activity of land may include but is not limited to land in the following areas:

County AMP 1

Pinedale Apartments

Pinedale Apartments

Desoto Gardens

Marcelli Terrace

County AMP 2

Del Rey Complex

Laton Apartments

Wedgewood Commons

County AMP 3

Sunset Terrace I

County AMP 4

Mendoza Terrace

Mendoza Terrace II

Firebaugh Elderly

Cardella Courts

County AMP 5
Helsem Terrace
Biola Apartments

County AMP 6
Cazares Terrace
Cazares Terrace II
Huron Apartments
Taylor Terrace
San Joaquin Apartments

Schedule:
03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Designated Housing for Elderly and/or Disabled Families

These developments may include demolition, rehabilitation, and new construction of residential units designed for elderly and/or disabled families.

Kingsburg Seniors Development

The proposed development is located in Kingsburg, within the County of Fresno boundary. FH's vision for the project consists of new construction of up to 60 affordable senior units along with a community building and open green space. The project will be new construction on a vacant parcel of land.

Schedule:
03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Wedgewood Commons RAD

The Wedgewood complex consists of 64 low-income senior units. The FH envisions a rehabilitation of the property under the RAD program and/or a reconstruction effort.

Schedule:
03/2019 Tax Credit Application
12/2019 Construction Start
12/2020 Construction Completion

Conversion of Public Housing to Project-Based Assistance under RAD

These conversions may include demolition, rehabilitation, and new construction of the residential units to preserve their long-term affordability. The number and location of public housing units anticipated for conversion in 2018-2020 are broken down as follows:

2019 Potential Funding Applications:

County AMP 1
Pinedale Apartments (50 Units)
Pinedale Apartments (30 Units)
Desoto Gardens (40 Units)
Marcelli Terrace (24 Units)

County AMP 2
Del Rey Complex (30 Units)
Laton Apartments (20 Units)
Wedgewood Commons (64 Units)

County AMP 3
Sunset Terrace I (20 Units)

County AMP 4
Mendoza Terrace (50 Units)
Mendoza Terrace II (40 Units)
Firebaugh Elderly (30 Units)
Cardella Courts (32 Units)

County AMP 6
Taylor Terrace (28 Units)

San Joaquin Apartments (20 Units)

County AMP 7

Granada Commons (8 Units)

Policy changes for RAD converted projects related to waiting list, admission, and selection are as follows:

- Adopting a selection method by lottery for Project Based Rental Assistance

Project-Based Vouchers

The FH may attach Project Based Vouchers (PBV) to projects in which the FH has ownership or controlling interest, without following a competitive process, when the FH engages in an initiative(s) to improve, develop, convert under the HUD Rental Assistance Demonstration, preserve, and/or replace a public housing property(ies) or site(s). Ownership Interest means that the FH or its officers, employees, or agents are in an entity that holds any such direct or indirect interest in the building(s) and/or real property, including, but not limited to an interest as: titleholder; lessee; a stockholder; a member, or general or limited partner; or a member of a limited liability corporation or limited partnership. Projects selected with this exemption method will typically include planning rehabilitation or construction on the project with a minimum of \$25,000 per unit in hard costs. However, this minimum per unit cost would not be applicable in a situation where the FH is replacing a public housing property(ies) or site(s) with existing housing owned or controlled by the FH.

Project Based Vouchers (PBV's) are contemplated to be utilized at a number of developments either in traditional Low-Income Housing Tax Credit (LIHTC) developments or through the U.S Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program. The number and location of PBV's proposed for 2019 are broken down as follows:

County AMP 1

Pinedale Apartments (50 Units)

Pinedale Apartments (30 Units)

Desoto Gardens (40 Units)

Marcelli Terrace (24 Units)

County AMP 2

Del Rey Complex (30 Units)

Laton Apartments (20 Units)

Wedgewood Commons (64 Units)

County AMP 3

Sunset Terrace I (20 Units)

County AMP 4

Mendoza Terrace (50 Units)

Mendoza Terrace II (40 Units)

Firebaugh Elderly (30 Units)

Cardella Courts (32 Units)

County AMP 6

Taylor Terrace (28 Units)

San Joaquin Apartments (20 Units)

Schedule:

03/01/2019 & 07/01/2019 Tax Credit Applications

07/01/2019 & 10/01/2019 Tax Credit Award

12/01/2019 & 03/01/2020 Construction Starts

12/01/2020 & 03/01/2021 Construction Completions

Huron RAD

The proposed Huron RAD project aims to rehabilitate three properties (totaling 64 units) in the City of Huron. The project may include transfer of assistance, demo, and/or section 18 disposition.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

Firebaugh RAD

The Firebaugh RAD project is envisioned in multiple phases. The project may include up to 152 units of low-income housing with substantial rehabilitation, demolition and new construction, and/or transfer of assistance.

Schedule:

03/2019 Tax Credit Application

12/2019 Construction Start

12/2020 Construction Completion

Pinedale RAD

	<p>The proposed development is located in Pinedale, within the City of Fresno boundary. FH's vision for the project consists of substantial rehab of 80 scattered affordable, very-low to low-income housing apartment rentals or the new construction of units on a new parcel of land.</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>Wedgewood Commons RAD</u> The Wedgewood complex consists of 64 low-income senior units. The FH envisions a rehabilitation of the property under the RAD program and/or a reconstruction effort.</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>DeSoto Gardens RAD</u> The FH envisions the potential inclusion of the DeSoto Gardens property (40 units) in a larger redevelopment of adjacent sites (affordable housing owned by the Housing Authority of the City of Fresno), not excluding the possibility of a transfer of assistance or substantial rehabilitation. We propose substantial rehabilitation and/or new construction.</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>San Joaquin Commons Apartments</u> The proposed development is located in the City of San Joaquin. FH's vision for the project consists of 50-80 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit. We propose substantial rehabilitation and/or new construction.</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>Citrus Gardens Orange Cove</u> The proposed development is located in the City of Orange Cove. FH's vision for the project consists of substantial rehab and/or new construction of 30 affordable, very-low to low-income housing apartment rentals, and 1 manager's unit.</p> <p><u>Schedule:</u> 03/2018 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p><u>Kingsburg Seniors Development</u> The proposed development is located in Kingsburg, within the County of Fresno boundary. FH's vision for the project consists of new construction of up to 60 affordable senior units along with a community building and open green space. The project will be new construction on a vacant parcel of land.</p> <p><u>Schedule:</u> 03/2019 Tax Credit Application 12/2019 Construction Start 12/2020 Construction Completion</p> <p>Site-based waiting lists will be established for each mixed finance development.</p> <p>Statement of how project basing would be consistent with our PHA Plan:</p> <p>As the Agency strives to provide housing opportunities for individuals and families in need throughout Fresno County, especially those who are most vulnerable, project based vouchers (PBV's) are an essential resource. To date, projects that are under consideration are targeting persons with very-low incomes, generally below 30-40% of the area median income. Projects are selected in accordance with HUD Title 24 Part 983.51 and HACCFs Administrative Plan. Selected projects will have demonstrated a need for rent subsidy in order to help offset basic operating costs and allow for the projects' financial feasibility.</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, please describe : Based on results from 2016. The 2017 audit has not been finalized.</p> <p><u>Timely Reconciliation of Pooled Cash Accounts to the Bank Statements:</u> The auditor determined that at year-end 2016, the Agency had not completed the reconciliations of the Agency's pooled cash accounts. The auditors recommend that the Agency implement procedures to ensure that bank reconciliations for the pooled cash are performed monthly, and completed within thirty days following the end of the preceding month. Additionally, the auditors recommend that any unusual reconciling items identified be as part of the bank reconciliation be promptly investigated and adjusted, as appropriate, with adequate explanations. The Agency agrees with this finding and the Auditor's recommendation. Due to the complex nature of the Agency's pooled cash accounts and the software conversion that occurred in 2016, the year-end reconciliation process was more complicated than previous years. Since December, the Agency has implemented additional internal control processes, which will result in accurate and timely reconciliations of all cash accounts to the general ledger on a monthly basis. As of August 2017, the Agency has completed the pooled cash reconciliation through June 2017.</p> <p><u>Improvements Needed in Closing of the Books at Year End:</u> The auditor determined that the Agency was not prepared for the audit fieldwork to begin in April 2017, as originally agreed-upon. Furthermore, several adjustments were made to the financial statements after the audit field work had already begun. The auditors recommend that efforts be made by the Agency to adhere to audit timelines agreed to by the Agency, and that the Agency may want to consider having a more structured process of its year-end close to ensure areas are addressed timely. The Agency agrees with this finding and the Auditor's recommendation. Due to the system conversion of accounting software in 2016, there were several additional processes and reconciliations that were needed to finalize the year-end financial statements. While this system change will not happen again in 2017, the Agency is taking this opportunity to review its year-end closing procedures and timeline to ensure that the books are closed and ready to be audited by the agreed-upon timeline. The Agency is also enhancing internal procedures to ensure that major adjustments are completed before the audit begins. The Agency's Controller is responsible for ensuring the fulfillment of this internal control plan.</p>
B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>HOME Tenant Based Rental Assistance</p> <p>HACF has been subcontracted to administer the HOME Tenant-Based Rental Assistance Program (HOME TBRA) on behalf of the City of Fresno. The contract will commence on or about October 1, 2018 and end on or about September 30, 2019. The purpose of HOME TBRA is operation of a supportive housing program via tenant based rental assistance to homeless individuals/families identified by HACF and partners of the Fresno Madera Continuum of Care (FMCoC). The HOME TBRA program is available in the City of Fresno only and is not portable to Fresno County, other counties and/or states. Eligibility is centered on those individuals/families who exhibit homelessness as defined by the U.S. Department of Housing and Urban Development. Additional eligibility could entail measure of morbidity and/or permanent supportive housing suitability as measured by the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT).</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><i>See HUD-50075.2 approved by HUD 8/28/17.</i></p>

Instructions for Preparation of Form HUD-50075-ST

Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” (24 CFR §903.7)

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. (24 CFR §903.7(l))

☐ **Safety and Crime Prevention.** Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs

provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

B.7 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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)¹.

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).

¹Law 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 11: Payment Standards, Rent Reasonableness, and Owner Rents

19. [Section 11.2](#) – Small Area FMRs: HUD allows PHA's the option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR. Staff proposes this policy so that FH may, after continued analysis, choose either to opt-in or set payment standards based on Small Area FMR in order to promote leasing in opportunity areas: (page 166).

Chapter 12: Re-examinations

20. [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

21. [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

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

Chapter 22: Project-Based Vouchers

24. [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).
25. [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).
26. [Section 22.4](#) – PBV Definitions: Per HOTMA FR Notice 1/18/17, revised PBV definition for FH-Owned Unit: (page 281).
27. [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).
28. [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).
29. [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).
30. [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).
31. [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).
32. [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).
33. [Section 22.26.6](#) – Exceptions to Occupancy Cap: Per HOTMA FR Notice 1/18/17, updated exceptions to the occupancy cap: (page 330).
34. [Section 22.27.3](#) – Small Area FMRs: HUD allows PHA's the option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR. Staff proposes this policy so that FH may, after continued

analysis, choose either to opt-in or set payment standards based on Small Area FMR in order to promote leasing in opportunity areas: (page 337)

35. [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 338).

Chapter 26: Targeted Programs

36. [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).
37. [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).
38. [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).
39. [Section 26](#) - Targeted Program: For Mainstream 6 referrals, FH will select in date / time order: (see chart on page 368).

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
1	1	1.14.2 - page 11	Federal Americans with Disabilities Act of 1990 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	Federal Americans with Disabilities Act of 1990 A physical or mental impairment that substantially limits one or more of the major life activities of an individual. 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 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, or are regarded as having such an impairment.	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	Requesting a Reasonable Accommodation Requests for accommodation must be made in writing	Requesting a Reasonable Accommodation Requests for an accommodation may be made orally or in writing; however, the better practice is to have the accommodation request in writing for accurate documentation and communication with a reliable third party.	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	When translation services are needed 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.	Limited English Proficiency 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.	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
4	2	2.9.1 - page 26	Purging the Interest List 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.	Purging the Waiting List The waiting list will be purged as needed to ensure that all applicants and applicant information is current and accurate. The status of the pre-application will be updated on the applicant online portal.	Formatting / Clarification change	Staff propose to clarify HUD's use of the term "purge" associated with purging the waiting list, not interest list

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
5	2	2.9.2 - page 27	Final Draw from the Interest List 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.	Final Draw from the Interest List FH may conduct a final draw from the interest list or draw from the interest list as needed to maintain maximum voucher utilization. Applicants not included in the final draw will be cancelled from the interest list and notified by email. The status of the pre-application will be updated on the applicant online portal.	Formatting / Clarification change	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
6	3	3.3 - page 29	Method of Selection 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.	Method of Selection FH selects applicants from the interest list using the lottery method. 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. 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. Applicants 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
7	3	3.4.2 - page 32	Displacement Referrals 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: <ul style="list-style-type: none"> • Persons displaced as the result of a government-declared natural disaster • Persons displaced as the result of governmental action. 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.	Displacement Referrals 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: <ul style="list-style-type: none"> • Persons displaced as the result of a government-declared natural disaster • Persons displaced as the result of governmental action. • Victims under VAWA Reauthorization Act of 2013 • Victims under witness protection programs 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.	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>Displacement Referrals from Governmental Entities</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"> • Persons displaced as the result of a government-declared natural disaster • Persons displaced as the result of governmental action. <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>These preferences are available even when the interest list is closed to other applicants.</p> <p>Applicants who have vacated housing as a result of:</p> <p>a. 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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification: Certification from a unit of government concerning displacement due to disaster. b. Federal, State or local government action related to code enforcement, public improvement or development. Verification to be provided by: <input type="checkbox"/> Verification: Certification from a unit of government concerning displacement due to code enforcement, public improvement or development; 	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>Displacement Referrals from Governmental Entities</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"> • Persons displaced as the result of a government-declared natural disaster • Persons displaced as the result of governmental action. <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. Victims of domestic violence, dating violence, sexual assault, or stalking who either:</p> <ol style="list-style-type: none"> 1. 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 2. 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. 3. As a result of an emergency transfer from another PHA or HUD covered housing program in accordance with Exhibit 16.5 VAWA policy. <ul style="list-style-type: none"> <input type="checkbox"/> 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. 	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>Limited Preference Homeless</p> <p>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>Limited Preference Homeless</p> <p>Approximately 490 (city) and 310 (county) 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.

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
9	3	3.4.5 - page 34	<p>Preference Denial 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>Preference Denial 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 may be canceled 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.</p> <p>Deleted last paragraph</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.
10	4	4 Section 3 / 15.1.1 : General Definitions - page 49 / 209	<p>Section Three: Denial of Assistance A covered person was not previously defined in admin plan</p>	<p>Section Three: Denial of Assistance 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.</p>	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	<p>Section Three: Denial of Assistance Drug was not previously defined in admin plan</p>	<p>Section Three: Denial of Assistance Drug means a controlled substance as defined in Section 102 of the Controlled Substance Act 21 U.S.C 802).</p>	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	<p>Section Three: Denial of Assistance 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.</p>	<p>Section Three: Denial of Assistance Pattern of abuse is defined as the use and/or possession 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.</p>	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	<p>Section Three: Denial of Assistance 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.</p>	<p>Section Three: Denial of Assistance 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 and persons residing in the immediate vicinity of the premises [24 CFR 982.553 (a) (3)]. Admission will be prohibited for three years from the date of the offense.</p>	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	SUBSIDY/VOUCHER SIZE [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.	SUBSIDY/VOUCHER SIZE [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	Special/Complaint Inspections 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.	Special/Complaint Inspections 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	Additions to HQS Missing or broken oven/refrigerator handle No language specific to water heater and other structures	Additions to HQS Missing or broken oven/refrigerator handle 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 earthquake 2010 CPC 508.2. 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. Conversions: Owners may be required to provide finalized permits when the integrity and/or soundness of a structure are in question. 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. Access: The dwelling unit must be able to be used and maintained without unauthorized use of other private properties.	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	HQS Self Certification The following deficiencies will not require a re-inspection if cleared by proper owner certification.	HQS Self Certification <ul style="list-style-type: none"> • Missing tack strips • Frayed carpet – not torn • Inoperable kitchen exhaust fan • Kitchen and/or bathroom caulking – tub, shower and sinks • Chips in kitchen and/or bathroom sinks • Missing or dirty air filters • Other non-life threatening deficiencies approved by Supervisor 	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 relieve the burden on residents who may be required to be on site for re-entry into the unit.
18	10	10.5 - page 157	Consequences if the family is responsible The following deficiencies will not require a re-inspection if cleared by proper owner certification.	Consequences if the family is responsible The family is responsible for a breach of the HQS that is caused by any of the following: 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

Item	Chapter	Section	Current Policy	Proposed Change	Category	Rationale for Change
19	11	11.2	Small Area FMRs (SAFMRs) PIH 2018-01 No language	Small Area FMRs (SAFMRs) PIH 2018-01 The usage of SAFMRs is designed to promote lease up in opportunity areas with rental assistance at a level that makes higher rent areas more affordable to voucher participants. FH may elect to either opt-in to the usage of Small Area FMR's or set Payment Standards using Small Area FMR's in select ZIP code areas. Should the usage of SAFMRs be utilized by FH, payment standard information will be made available in briefing materials. (Also see Ch. 22.27.3 payment standards applicable to project-based vouchers).	Agency Policy Preference	HUD allows PHA's the option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR. Staff proposes this policy so that FH may, after continued analysis, choose either to opt-in or set payment standards based on Small Area FMR in order to promote leasing in opportunity areas.
20	12	12.1 - page 175/176	Part I: Annual Reexaminations. This part discusses the process for conducting annual reexaminations.	Part I: Annual Reexaminations. This part discusses the process for conducting annual reexaminations. FH may perform reexaminations for households on fixed incomes on a triennial basis.	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	12	12.3 - page 176	Previously no policy regarding streamlined annual reexaminations	STREAMLINED ANNUAL REEXAMINATIONS [24 CFR 982.516(b), PIH 2016-05] 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. 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.	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
21	15	15.2 - page 210	Termination of Family Assistance No policy for HQS termination in section 15.2	Termination of Family Assistance 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.	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)
22	17	17.7 - page 235	CoC definitions 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.	CoC definitions (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
23	17	17.9 - page 236	Income Limits 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
24	22	22.1 - page 278	Project Based Vouchers Introduction 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.	Project Based Vouchers Introduction 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 allocation 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
25	22	22.1.1 - page 278	Program Current Goals FH will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.	Program Current Goals FH will operate a project-based voucher program using up to 20 percent of its 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	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
26	22	22.4 - page 281	PBV Definitions Definition of HACF-Owned Unit: HACF owned unit is one which FH administers the voucher program.	PBV Definitions FH has more than 50 percent of controlling interest.	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
27	22	22.11.8 - page 295	Cap on number of PBV units in a project 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".	Cap on number of PBV units in a project 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. 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
27	22	22.11.8 continued	Cap on number of PBV units in a project 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.	Cap on number of PBV units in a project Exceptions are allowed and PBV units are not counted against the 25 percent's project cap if the units 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.	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
27	22	22.11.8 continued	Cap on number of PBV units in a project 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.	Cap on number of PBV units in a project 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. 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]	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
28	22	22.11.9 - page 297	<p>Excepted Units Within a Multifamily Project</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"> • After-school tutoring and homework help for a minimum of four hours weekly; • Educational and computer training classes for children and adults for a minimum of six hours weekly. 	<p>Excepted Units Within a Multifamily Project</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. 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.</p> <ul style="list-style-type: none"> • Service Coordinator or Service Specialist; • Adult educational, health and wellness, or skill building classes for a minimum of 36 instructions hours per year • Health and wellness services and programs for a minimum of 40 hours of service per year; • Licensed child care for a minimum of 20 hours per week, Monday through Friday • After-school tutoring and homework help for a minimum of four hours per week throughout the school year; • Special needs case managers; • Health or behavioral health services; • After school program for special needs school age children for a minimum of 4 hours per week 	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
29	22	22.17.4 - page 310	<p>Term of HAP Contract</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>Term of HAP Contract</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 twenty (20) 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
30	22	22.17.6 - page 311	<p>Termination by Owner</p> <p>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.</p>	<p>Statutory Notice Requirements: Termination by Owner</p> <p>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 .</p> <p>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.</p>	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	22.17.6 continued	Statutory Notice Requirements 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.	Statutory Notice Requirements 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
31	22	22.18.2 - page 312	Addition of Contract Units 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. 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: a. The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families) b. Voucher holders are having difficulty finding units that meet program requirements.	Addition of Contract Units 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.	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
32	22	22.20.8 - page 318	<p>Preferences</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"> • when required by the regulation (e.g. eligible in-place families), • qualifying families for excepted units • mobility-impaired persons for accessible units. <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>Preferences</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"> • when required by the regulation (e.g. eligible in-place families), • elderly families or units with supportive services or • mobility-impaired persons for accessible units. <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].</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
33	22	22.26.6 - page 330	<p>Exceptions to the Occupancy Cap</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"> • In a single-family building; • Specifically made available for elderly and/or disabled families; or • Specifically made available for families receiving supportive services as defined by the PHA. <p>At least one member must be receiving at least one qualifying supportive service.</p>	<p>Exceptions to the Occupancy Cap</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"> • The units are exclusively for elderly families • The units are for households eligible for supportive services available to all families receiving PBV assistance in the project • 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 	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
33	22	22.26.6 continued	<p>Exceptions to the Occupancy Cap 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>Exceptions to the Occupancy Cap 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"> • Substitute the excepted unit for a non-excepted unit (if possible under 24 CFR 983.207(a)). • 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. <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
33	22	22.26.6 continued	<p>Exceptions to the Occupancy Cap 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>Exceptions to the Occupancy Cap 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
33	22	22.26.6 continued	<p>Exceptions to the Occupancy Cap 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>Exceptions to the Occupancy Cap 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.).</p>	HUD Mandatory changes	Per HOTMA FR Notice 1/18/17, updated exceptions to the occupancy cap
34	22	22.27.3	<p>Small Area FMRs (SAFMRs) PIH 2018-01 No language</p>	<p>Small Area FMRs (SAFMRs) PIH 2018-01 The usage of SAFMRs is designed to promote lease up in opportunity areas with rental assistance at a level that makes higher rent areas more affordable to voucher participants. FH may elect to either opt-in to the usage of Small Area FMR's or set Payment Standards using Small Area FMR's in select ZIP code areas. Should the usage of SAFMRs be utilized by FH, payment standard information will be made available in briefing materials. (Also see Ch. 22.27.3 payment standards applicable to project-based vouchers).</p>	Agency Policy Preference	HUD allows PHA's the option to opt-in to usage of the Small Area FMR or set payment standards based on the Small Area FMR. Staff proposes this policy so that FH may, after continued analysis, choose either to opt-in or set payment standards based on Small Area FMR in order to promote leasing in opportunity areas.
35	22	22.27.5 - page 335	<p>Reexamination of Rent 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>Reexamination of Rent FH must redetermine the rent to owner upon the owner's request or when there is a 10 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
36	26	26: Mainstream 6 - page 361	<p>Mainstream 6 No policy currently, pending grant approval, only applicable if awarded.</p>	<p>Mainstream 6 • Mainstream 6 Voucher Program 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.</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
37	26	26: FUP and FSS see chart on pages 365-372	FUP and FSS • Youths (18-21 years old) who left foster care at age 16 or older and lack adequate housing	FUP and FSS • 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
38	26	26: Mainstream 6 - see chart on page 368	Mainstream 6 No policy currently, pending grant approval, only applicable if awarded.	Mainstream 6 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
39	26	26: Mainstream 6 - see chart on page 368	Mainstream 6 No policy currently, pending grant approval, only applicable if awarded.	Mainstream 6 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

For Attachment B2 – City - 2019 Administrative Plan,

please visit the website at

<http://fresnohousing.org/2019agencydrafts/>

For Attachment B3 – County - 2019 Administrative Plan,
please visit the website at

<http://fresnohousing.org/2019agencydrafts/>

Summary of Proposed Changes
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 3.15 Income Eligibility and Targeting** – Updated language to comply with the new HUD Ruling on Over-Income Families [24 CFR 960.261; FR Notice 7/26/18]. (page 37)
7. **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 51)

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

8. **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)

9. **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 80)
10. **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 81)

Chapter 5 - Occupancy Standards & Unit Offers

11. **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)
12. **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 85)
13. **Section 5.4 - Time Limit for Unit Offer Acceptance or Refusal** – Updated language to align with Section 5.3. (page 85)
14. **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 86)
15. **Section 5.6 – Applicant Unable to Take Occupancy** – Updated language to include additional reasons for “good cause.” (page 87)

Chapter 7 - Verification

16. **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)
17. **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

18. **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

19. **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)
20. **Section 9.1 – Overview** – Updated language to reference the Streamlining Annual Reexaminations and triennials per the FAST Act [24 CFR 960.257]. (page 165)
21. **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)
22. **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)

23. [Section 9.19 – Increases in Income and Rent Adjustment](#) - Removed this section, language was revised and incorporated in Section 9.18. (page 170)
24. [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)
25. [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)
26. [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

27. [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)
28. [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)
29. [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 13 - Terminations

30. [Section 13.3 – Part III: Termination by FH – Other Authorized Reasons](#) – Updated language to comply with the new HUD Ruling on Over-Income Families [24 CFR 960.261; FR Notice 7/26/18]. (page 213)

31. **Section 13.7 – Other Authorized Reasons for Terminations [24 CFR 966.4(I)(2) and (5)(iii)(B)]** - Updated language to comply with the new HUD Ruling on Over-Income Families [24 CFR 960.261; FR Notice 7/26/18]. (page 219)

Chapter 14 – Grievance Procedures

32. **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)
33. **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

34. **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)
35. **Section 16.23 – Notification to Applicants** – Updated language to reflect HUD requirements per VAWA notice. (page 272)
36. **Section 16.24 – Notification to Resident** – Updated language to reflect HUD requirements per VAWA notice. (page 273)

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
1	1	1.8 - page 15	VIOLENCE AGAINST WOMEN ACT 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.	VIOLENCE AGAINST WOMEN ACT 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. 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).	HMD	Formatting/Clarification change	clarifying language for VAWA requirements
2	2	2.7 - page 21	VERIFICATION OF A REQUEST FOR A REASONABLE ACCOMMODATION ... 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.	VERIFICATION OF A REQUEST FOR A REASONABLE ACCOMMODATION ... Accommodation should be in writing. 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. All residents that request a reasonable accomodation should 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	Oral Translation: 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.	Oral Translation: FH may have multilingual staff to assist non-English speaking families in Spanish and Hmong and may orally translate documents into Spanish and Hmong. If multilingual 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	WRITTEN TRANSLATION 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.	WRITTEN TRANSLATION In accordance with Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP)” , FH will determine whether it is feasible to provide translation of vital documents written in English into other languages., FH will consider the following factors, as described in FH Language Assistance Plan (LAP) Exhibit 21.1: ...	HMD	HUD Discretionary/Policy Change	Language Assistance Plan

2019 ACOP 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. FH will not require annual verification of need for live-in aide if the need is based on a permanent disability.	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	3.15 - page 37	<p>Part II: Basic Eligibility Criteria INCOME ELIGIBILITY AND TARGETING</p> <p>Income eligibility for the public housing program is based on the total anticipated income from all sources received by any family member 18 years of age or older. Income limits are determined by HUD and subject to periodic change....</p> <p>Types of Low-Income Families [24 CFR 5.603(b)]</p> <p>Using Income Limits for Eligibility [24 CFR 960.201]</p> <p>Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income-eligible, a family must be a low-income family.</p>	<p>Part II: Basic Eligibility Criteria INCOME ELIGIBILITY AND TARGETING</p> <p>Income Limits HUD is required by law to establish income limits that determine the income eligibility of applicants for HUD's assisted housing programs, including the public housing program. The income limits are published annually and are based on HUD estimates of the median incomes for families of different sizes in a particular area or county.</p> <p>Income eligibility for the public housing program is based on the total anticipated income from all sources received by any family member 18 years of age or older. Income limits are determined by HUD and subject to periodic change....</p> <p>HUD also publishes over-income limits annually, but these are not used at admission. Over-income limits will be discussed in Chapter 13.</p> <p>Using Income Limits for Eligibility [24 CFR 960.201]</p> <p>Income limits are used to determine eligibility at admission. ...</p>	HMD	HUD Discretionary	Updated per Over-Income
7	3	3.25 - page 51	<p>MANDATORY DENIAL OF ASSISTANCE [24 CFR 960.204]</p> <p>HUD regulations require mandatory denial of assistance for the following reasons:</p> <ul style="list-style-type: none"> • 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. 	<p>MANDATORY DENIAL OF ASSISTANCE [24 CFR 960.204]</p> <p>HUD regulations require mandatory denial of assistance for the following reasons:</p> <ul style="list-style-type: none"> • 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 a three year period shall be denied admission. 	HMD	HUD Discretionary/ Program Alignment	Program Alignment

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
8	4	4.12 - page 73	LOCAL PREFERENCES [24 CFR 960.206] ... Limited Preference for Homeless Persons ... 3. Involuntary Displaced Referral...	LOCAL PREFERENCES [24 CFR 960.206] ... Limited Preference Limited preferences require a referral and are available even when the interest list is closed to other applicants. 1. Homeless Persons... 2. Displaced Referral...	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.
9	4	4.22 page 80	DETERMINING APPLICANTS ELIGIBLE OR INELIGIBLE 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.	DETERMINING APPLICANTS ELIGIBLE OR INELIGIBLE 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 and the applicant file will be placed in a pending status. Extensions may be approved based on extenuating circumstances. If the information is not supplied within this time period, application may be cancelled without further notice.	HMD	Formatting/Clarification change	Clarifying language
10	4	4.23 - page 81	PREFERENCE DENIAL 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. 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.	PREFERENCE DENIAL If upon verification FH determines that the family does not qualify for the preference claimed, the family does not receive the preference and 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. 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 14.	HMD	Program Alignment	Program Alignment Deleted first sentence in last paragraph. Added language to expand process when an applicant does not qualify for the preference selected.
11	5	5.0 page 82	Determining Unit Size Guidelines for Determining Bedroom Size 4 Bedrooms 4 5 Bedrooms 6	Determining Unit Size Guidelines for Determining Bedroom Size 5 Bedrooms 5	HMD	Formatting/Clarification change	Updated minimum for a 5 bedroom to be in line with other bedroom minimums.

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
12	5	5.3 - page 85	<p>PLAN FOR UNIT OFFERS</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>PLAN FOR UNIT OFFERS</p> <p>FH plan for selection of applicants and assignment of dwelling units will ensure 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 available at the site.</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 and must 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. The three offers were changed to one offer due to interest list are now identified per site/city versus community wide. Language changed in Section 5.3 affects Section 5.4</p>
13	5	5.4 - page 85	<p>TIME LIMIT FOR UNIT OFFER ACCEPTANCE OR REFUSAL</p> <p>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.</p>	<p>TIME LIMIT FOR UNIT OFFER ACCEPTANCE OR REFUSAL</p> <p>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 site-based waiting list. Removal from the site-based waiting list means the applicant must reapply if still interested when list is open.</p> <p>Once an applicant is housed in a public housing development, his or her name will be removed from all other public housing's site based interest/waiting lists. The applicant will retain their place on the housing choice voucher interest list, if applicable.</p>	HMD	Policy Change	<p>Since all waiting list are site based there is no longer a distribution of vacancies only within the site they were selected.</p>

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
14	5	5.5 - page 86	OFFER OF ACCESSIBLE UNITS 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.	OFFER OF ACCESSIBLE UNITS FH has units designed with special features for persons with mobility impairments, referred to as accessible units. Families who do not require the special features of an accessible unit may be offered these units if there are no eligible applicants requiring these units. When a vacant accessible unit is available, FH will consider the following 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 within the development, or other public housing developments, who requires the special features of the vacant unit and has an approved Reasonable Accommodation request. •An eligible qualified applicant on the waiting list who 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 hierarchy of processing vacant accessible units.
15	5	5.6 - page 87	APPLICANTS UNABLE TO TAKE OCCUPANCY 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. Examples of “good cause” reasons for the refusal to take occupancy of a housing unit include, but are not limited to: 1. Unit is not of the proper size and type, and the applicant would be able to reside there only temporarily; 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; 3. An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing; [24 CFR 945.303(d)]; 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; 5. The unit is inappropriate for the applicant’s disabilities.	APPLICANTS UNABLE TO TAKE OCCUPANCY 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. Examples of “good cause” reasons for the refusal to take occupancy of a housing unit include, but are not limited to: 1. Unit is not of the appropriate size and type, and the applicant would be able to reside there only temporarily; 2. Unit, if applicable , 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; 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; 4. The unit is inappropriate for the applicant’s disabilities. 5. FH has disclosed a death in the unit within the past three (3) years. 6. 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.	HMD	Formatting/Clarification change	updated language to include addition reasons for "good cause".

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
16	7	7.4 - page 132	5. Resident/Applicant Declaration (Level 1): ...	5. Resident/Applicant Declaration (Level 1): ... Exceptions to Third Party Verification Requirements (PIH 2017-12 (HA)) 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.	HMD	HUD Regulation	Added language per PIH notice 2017-12 to clarify the Exceptions to the Third Party Verification requirements.
17	7	7.14 - page 147	VERIFICATION OF INTEREST LIST PREFERENCES [24 CFR 5.410, 5.415, 5.430] ... Local Preferences 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: <ul style="list-style-type: none">• Victims under witness protection programs, or• Victims of domestic violence, dating violence, sexual assault, or stalking. 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. Involuntary Displacement: 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:	VERIFICATION OF INTEREST LIST PREFERENCES [24 CFR 5.410, 5.415, 5.430] ... Local Preferences Residency preference: For families, who live, work or have been hired to work in the jurisdiction of FH. ... Limited Preferences deleted language for Referrals from Law Enforcement Agencies: Displacement Referrals: 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: <ul style="list-style-type: none">• Persons displaced as the result of a government-declared natural disaster• Persons displaced as the result of governmental action• Victims under VAWA Reauthorization Act of 2013• Persons displaced as a result of law enforcement agency	HMD	Formatting/Clarification change	Incorporated referral types from Chapter 4 Preference.

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
18	8	8.12 - page 157	INSPECTIONS OF PUBLIC HOUSING UNITS [24 CFR 966.4(I)] ... Special Inspections 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. ... Move Out Inspections ... 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.	INSPECTIONS OF PUBLIC HOUSING UNITS [24 CFR 966.4(I)] ... Special Inspections 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. ... Move Out Inspections ... 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. ...	HMD	Agency Policy Preference	Reccomended reducing the days under special inspections to allow for better service.
19	9	Introduction to Chapter 9 - page 163	INTRODUCTION 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....	INTRODUCTION 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. FH may perform reexaminations for households on fixed income, as defined by HUD on a triennial basis.	HMD	HUD Discretionary	HUD discretionary policy, program alignment
20	9	9.1 - page 165	OVERVIEW 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.	OVERVIEW 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. [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)]	HMD	Formatting/Clarification change	delete language, add language per FAST ACT. Program alignment

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
21	9	9.17 - page 169	REPORTING INTERIM CHANGES 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.	REPORTING INTERIM CHANGES Families must report within thirty calendar 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. Families that elect to pay flat rent are not required to report increases in income or assets.	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
22	9	9.18 - page 170	INCREASES IN INCOME TO BE REPORTED Families that select to pay flat rent are not required to report increases in income or assets. 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: • 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. • Change in family composition (which could either provide additional income to the household or reduce the deductions and allowances for which the family qualifies). • A change of source of income, such as moving from welfare benefits to employment income. • An increase in income of \$200/month or more. 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.	PROCESSING INTERIM REEXAMINATION 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). FH will not conduct an interim reexamination for increases in the family income, unless • the family requests FH to do so, or • there is also a change in the family composition. Note: Increase in family income as a result of the following will be processed in accordance with the applicable Section in this policy. • Families that claim zero income, refer to Section 9.20 of this policy. • 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.	HMD	HUD Discretionary/Program Alignment	Updated policy to complete increases in income at annual recertification. Program Alignment
23	9	9.19 - page 170	INCREASES IN INCOME AND RENT ADJUSTMENTS 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.	Deleted section - Revised language and incorporated in Section 9.18 PROCESSING INTERIM REEXAMINATION. Deleted sections resulted in new numbering change for subsequent sections.	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

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
24	9	9.20 - page 171	<p>DECREASES IN INCOME AND RENT ADJUSTMENTS</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>PROCESSING INTERIM REEXAMINATION. Deleted sections resulted in new numbering change for subsequent sections.</p>	HMD	Program Alignment	change made to to update in section 9.18
25	9	9.22 - page 173	<p>TIMELY REPORTING CHANGES IN INCOME AND ASSETS</p> <p>1. Standard for Timely Reporting of Changes for Reexaminations and Interims</p> <p>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.</p> <p>Increases in the Resident Rent are effective on the first of the month following at least thirty days' notice. It is FH policy to not process interim increases in Resident Rent between regular annual recertifications except for a receipt of a deferred payment in a lump sum which represents the delayed start of a periodic payment, change in family (which could either provide additional income to the household or reduce the deductions and allowances for which the family qualifies), a change of source of income and/or an increase in income of \$200/month or more. The family must report changes to family composition or income any of the above factors which could result in an increase in rent to management within ten business days of their occurrence.</p>	<p>TIMELY REPORTING CHANGES IN INCOME AND ASSETS</p> <p>1. Standard for Timely Reporting of Changes for Reexaminations and Interims</p> <p>FH requires that families report income, assets and family changes, to FH within thirty (30) calendar 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.</p> <p>Increases in the Resident Rent are effective on the first of the month following at least thirty days' notice. It is FH policy to not process interim increases in Resident Rent between regular annual recertifications except for those identified in Section 9.18 of this policy. The family must report changes to family composition or income any of the above factors which could result in an increase in rent to management within thirty days of their occurrence.</p>	HMD	Formatting/Clarification change	change made to to update in section 9.17 Section renumber from 9.23 to 9.22

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
26	9	9.24 - page 174	REPORTING OF CHANGES IN FAMILY COMPOSITION 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.	REPORTING OF CHANGES IN FAMILY COMPOSITION 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 thirty (30) calendar 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
27	10	10.10 - page 186	PET RULES 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.	PET RULES 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 in accordance with Schedule of Maintenance Charges for labor 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.	HMD	Formatting/Clarification change	Policy preference
28	10	10.21 - page 189	PET DEPOSITS 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.	PET DEPOSITS The resident/pet owner shall be required to pay a refundable deposit of \$200.00 per pet 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
29	10	10.22 - page 189	Pet Waste Removal Charge A separate pet waste removal charge of \$10 per occurrence will be assessed against the resident for violations of the pet policy.	Pet Waste Removal Charge A separate pet waste removal charge of \$10 in accordance with Schedule of Maintenance Charges for labor per occurrence will be assessed against the resident for violations of the pet policy.	HMD	Formatting/Clarification change	Updated Policy/Procedure
30	13	13.3 - page 213	PART III: TERMINATION BY FH – OTHER AUTHORIZED REASONS 13.3 OVERVIEW Added Over income language	PART III: TERMINATION BY FH – OTHER AUTHORIZED REASONS 13.3 OVERVIEW ... FH also has the option to terminate the tenancies of over-income families.	HMD	HUD Regulation	Updated per Over-Income

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
31	13	13.7 - page 219	<p>13.7 OTHER AUTHORIZED REASONS FOR TERMINATION [24 CFR 966.4(I)(2) and (5)(iii)(B)]</p> <p>Added Over income language</p>	<p>13.7 OTHER AUTHORIZED REASONS FOR TERMINATION [24 CFR 966.4(I)(2) and (5)(iii)(B)]</p> <p>Over-Income Families [24 CFR 960.261; FR Notice 07/26/2018] The Housing Opportunity Through Modernization Act (HOTMA) of 2016 placed an income limitation on public housing tenancies. The over-income requirement states that after a family’s income has exceeded 120 percent of area median income (AMI) (or a different limitation established by the secretary) for two (2) consecutive years. PHA must either terminate the family’s tenancy within six months of the determination, or charge the family a monthly rent that is higher of the applicable market rent (FMR) or the amount of monthly subsidy for the unit, including amounts from the capital funds, as determined by regulations.</p> <p>PHAs also have discretion, under 24 CFR 960.261, to adopt policies allowing termination of tenancy for families whose income exceeds the limit for program eligibility. Such policies would exempt families participating in the Family Self-Sufficiency (FSS) program or currently receiving the earned income disallowance.</p> <p>FH Policy</p> <p>At annual or interim reexamination, if a family’s income exceeds the applicable over-income limit, the PHA will document the family file and begin tracking the family’s over-income status.</p> <p>If one year after the applicable annual or interim reexamination the family’s income continues to exceed the applicable over-income limit, FH will notify the family in writing that their income has exceeded the over-income limit for one year, and that if the family continues to be over-income for 12 consecutive months, the family will be subject to the FH’s over-income policies.</p> <p>If two years after the applicable annual or interim reexamination the family’s income continues to exceed the applicable over-income limit, the FH will charge the family a rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit. The FH will notify the family in writing of their new rent amount. The new rent amount will be effective 30 days after the PHA’s written notice to the family.</p> <p>If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with FH policy. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The FH will notify the family in writing that over-income policies no longer apply to them. If the family’s income later exceeds the over-income limit again, the family is entitled to a new two-year grace period.</p>	HMD	HUD Regulation	Updated per Over-Income

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
31	13	13.7 - page 219	13.7 continue	<p>The FH will begin tracking over-income families once these policies have been adopted, but no later than March 24, 2019.</p> <p>The FH may terminate tenancy for families whose income exceeds the limit for the program eligibility as described at 24 CFR 960.261.</p>			
32	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	delete this language	HMD	Agency Policy Preference	FH will no longer charge for reproduction of resident's file documentation
33	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
34	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

2019 ACOP Proposed Summary of Changes

Item	Chapter	Section	Current Policy	Proposed Change	Department	Category	Rationale for Change
35	16	16.23 - page 272	<p>NOTIFICATION TO APPLICANTS</p> <p>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</p> <p>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.</p> <p>The FH will also include in all notices of denial a statement explaining the protection against denial provided by VAWA.</p> <p>The VAWA information provided to applicants will consist of the notices in Exhibit 16-1 and 16-2.</p>	<p>NOTIFICATION TO APPLICANTS</p> <p>The FH will provide denied applicants with notification of their protections and rights under VAWA along with the VAWA self-certification form (HUD-5382).</p> <p>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.</p> <p>The VAWA information provided to applicants will consist of the notices in Exhibit 16-1 and 16-2.</p>	HMD	HUD Regulation	HUD requires all denied applicants be notified of protections under VAWA. Added clarification language.
36	16	16.24 - page 273	<p>NOTIFICATION TO TENANTS [24 CFR 5.2007(3)]</p> <p>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.</p> <p>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.</p> <p>The FH will also include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA. ...</p>	<p>NOTIFICATION TO RESIDENTS [24 CFR 5.2007(3)]</p> <p>The FH will provide all residents with notification of their protections and rights under VAWA at the time of admission and at lease termination and eviction</p> <p>The notice will explain the protections afforded under the law, inform the resident of the FH confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.</p> <p>... deleted language</p>	HMD	Formatting/Clarification change	Clarifying HUD requirement when VAWA notices are given. Deleted repetitive language.

For Attachment C2 – City - 2019 ACOP,

please visit the website at

<http://fresnohousing.org/2019agencydrafts/>

For Attachment C3 – County - 2019 ACOP,

please visit the website at

<http://fresnohousing.org/2019agencydrafts/>

Housing Choice Voucher (HCV)

Resident Advisory Board (RAB) Meeting Minutes

Friday, April 13, 2018 @ 1:00 p.m.

Location: 1331 Fulton Street, Fresno, California.

The meeting was called to order by Adam Smith at 1:05 p.m., and members present are as follows:

PRESENT: Angie Nguyen, Chief of staff
 Aurora Ibarra, Senior Housing Manager
 Brenda Smith, Assistant Manager
 Adam Smith, Quality Assurance Analyst
 Kelly Johnson, Training Coordinator
 Anna Barajas, Quality Assurance Office Assistant II
 Latoya Holland, PBV resident
 Lenora Cooper, HCV resident
 Crystal Rocha, HCV resident
 Veronica Gonzaga, HCV resident
 Latea M. Newhouse, HCV resident
 Linear Akines, HCV resident
 Gina S. Gutierrez HCV resident,
 William Talkington, HCV Resident

1. FRESNO HOUSING STAFF INTRODUCTIONS

Adam Smith welcomed all who were in attendance at the meeting. The meeting started with FH staff introductions. An explanation of the Resident Advisory Board (RAB) and its purpose was provided along with an explanation of how the Administrative Plan is updated through public comment and Board approval. The residents were shown a physical copy of the Administrative Plan and given the website address of where it could also be located. It was emphasized how valuable their feedback is to the process.

2. RAB MEMBER INTRODUCTIONS

Veronica Gonzaga stated she felt valued to be invited to the RAB meeting. The program has afforded her the opportunity to focus on her business and family needs.

Bill Talkington was proud to share his unit has always passed inspection. He also shared his appreciation with how the inspectors interact with him now more than ever before.

Latoya Holland shared with the group that she is very interested in learning about upcoming changes.

Lenora Cooper shared her personal story about how she came about she received her voucher and is also happy to be on the RAB.

Latea Newhouse shared that she has concerns about government decisions that will affect Section 8 and is happy to be invited. She is interested in educating families on cleaning up credit and finance management.

Crystal Rocha was proud to announce that it has been eight months now that she has had a stable home. She stated that stability and housing are her main concerns. She also added that she is back in school.

Gina Gutierrez received her assistance this year. She expressed concern about how difficult it is to find affordable, quality housing. She also wanted to talk about GoSection8 and if FH can take a look at the listings to ensure they are updated. She suggested looking at landlord incentives to help increase affordable, quality housing.

Linear Akines also received his assistance this year. He is eager to learn more about the program. He shared that the assistance has allowed him to start over and help build himself back up.

3. GUIDED TOPICS

Online Pre-Application process:

Residents were given screen shots of the online pre-application and if they could review and give their thoughts and suggestions. Half the residents applied online and shared their experiences. Residents were asked how they became aware that the waitlist was open and how they applied.

Resident responses:

- I applied on my phone. I heard on Facebook that the waitlist was open (word of mouth).
- I'm not good at technology and it was easy for me. I heard through Facebook.
- The application wasn't hard, the portal wasn't easy to navigate, kept kicking me out. I had to call to have my account reset to be able to get back in (public housing applied for several locations).
- Portal issues. I applied about 5 years ago, just got accepted. Had to wait because I had issues with the portal and it caused me to have to wait until it opened up again.
- Pre-application, portal, application. I had an issue with pre-application. Needed to make corrections, didn't get an email confirming.

Angie Nguyen stated that she would like to make things more available to applicants and to reach out to more people. She announced that Fresno Housing Authority is about to launch a new

Facebook page and a Twitter. She wants to engage residents more than before. She would also like to bring back the position of Housing Navigator.

Latoya Holland asked for an explanation of how our lottery-based selection is done.

Aurora Ibarra explained how our preferences scale worked, referring to page 10 of the handout.

Angie Nguyen explained the Point System in regards to preferences and clarified on Latoya Holland's concerns. She gave an example for residency preferences and mistakes made by applicants, also how applicants do not know whether or how to indicate selections in boxes when applying online. She thought it was important to go over applications with residents because it is important that residents understand the process.

Latoya Holland admitted to previously making that mistake because she did not understand what box to check and she was not admitted into the program because she marked the wrong box.

Crystal Rocha addressed page 12 and suggested color differentiation for what should be checked off in an application.

Bill Talkington stated he is concerned as to whether Fresno Housing Authority will be here next year because of government changes.

Angie Nguyen explained that our agency is in a good position whether we shut down or not and that our agency is financially prepared. She assured everyone that our agency can pay employees for a couple of months if necessary on its own. She stated our agency looks at future projections from White House decisions.

Angie Nguyen - departed the meeting at this point.

Initial inspections – Non-life threatening (NLT):

Adam explained how current HUD inspection policy states that a unit has to pass before a resident can move in to a location. Under the proposed NLT policy, if the unit fails, and the fail items are non-life threatening, the resident can choose to move in with a re-inspection at a later time, or wait for a passed inspection.

Aurora Ibarra explained that assistance can be given while non-life threatening conditions are being repaired. She would also like to have a draft for RAB residents to review and give feedback on this new plan. Brenda Smith gave an example of a fail of inspection for a loose handle on a refrigerator door. It is up to the resident to decide whether they want to continue with that landlord.

Resident Responses:

- Pros- It will help people having trouble finding a place to live.
- Cons – Landlord/resident relationship. Landlord may not want to fix things after I already moved in. Lose deposit, credit check, difficulty gathering more money.
- Reset voucher time/additional time.
- More accountability for landlords. If it is a small issue maybe the landlord can repair it within an appropriate time frame. It would be stressful relying on them to fix failed items. When is the re-inspection done? 30 days - or sooner if repairs are made.
- I am already in my place, inspector was scheduled to come out but I needed a Carbon monoxide/Oxygen detector, the inspector waited and I was able to go get one so my unit could pass inspection.
 - Brenda Smith stated she is very proud of Inspectors giving tenants opportunities by coming back to the unit later to continue inspection and allow the unit to pass. Brenda explained non-life threatening vs life threatening
- Some type of contract or written agreement stating that we (client) agreed to the issue and cannot go back and change our minds.

Kelly Johnson suggested a list of threatening and non-life threatening items for inspection.

Aurora Ibarra read the new rule aloud about non-life threatening circumstances and the problems listed along with it by HUD. Brenda Smith also read aloud examples of HUD's non-life threatening circumstances.

- Look and see which landlords are repeat offenders with bad history or reputation? If landlords would follow-up and do what they're supposed to do in regards to repairs it would allow early move-ins. If they do not then do not allow the move-in.

4. RESIDENT QUESTION

- a. Latea Newhouse would like our agency to provide resources for when she is off the program. She suggested help for the first year or two off the program. She also expressed interest in bringing back the Homeownership program.

Linear Akines responded to Latea Newhouse's request by informing her that there are free community programs through Fresno's Chamber of Commerce where he works, that residents can attend.

Aurora Ibarra stated that our agency does want to look at the Home Ownership program again but also explained HUD's financial contributions to run our programs and how HUD disperses/divides the money; which is currently 76 cents per dollar. She stated that since 2008 our agency has not received full funding.

- b. Crystal Rocha requested and Agenda for the RAB residents to follow along with in future Meetings to help maintain the order of the meeting. She stated too many people talking at once, and it is difficult to follow along with. Aurora Ibarra stated that in the

future information will be e-mailed ahead of time to them by Adam Smith so that RAB residents may have time to think on the topics for discussion.

5. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Adam thanked everyone for attending and added the minutes and supporting documentation will be sent out. Adam reiterated the value of having residents provide their feedback and expressed his gratitude for their participation because the mission of the housing authority is to engage resident, provide quality housing, and promote vibrant communities. Adam explained the second HCV RAB meeting will likely be in June to follow-up on proposed changes and incorporating senior management feedback.

- Notify of public comment period starting 7/1/2018-8/15/2018

6. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 2:55p.m.

**Minutes of the Meeting
Of the Fresno Housing Authority**

2nd HCV RAB Meeting

Wednesday May 23, 2018

1:00p.m.

There was a 1st meeting of HCV RAB of the City and County of Fresno (HACCF) on Friday, April 13, 2018, at the offices of HACCF, located at 1331 Fulton Street, Fresno, California.

1. The meeting was called to order by Adam Smith at 1:10 p.m., the members present were as follows:

PRESENT: Aurora Ibarra, Senior Housing Manager
 Alicia Jones, Housing Programs Manager
 Brenda Smith, Assistant Manager Housing Programs
 Adam Smith, Quality Assurance Analyst
 Anna Barajas, Quality Assurance Office Assistant II
 Lenora Cooper, HCV resident
 Linear Akines, HCV resident
 Gina S. Gutierrez HCV resident,
 William (Bill) Talkington, HCV Resident

Non-Life-Threatening (NLT) Inspections flow chart (PIH Notice 2017-20)

Residents were provided a copy of the flow chart for processing move-in inspections for units that fail with Non-Life-Threatening (NLT) deficiencies. Members were requested to provide their feedback on the NLT decision points. Staff conducted an overview and identified the decision points for the NLT.

NLT Decision Point: How many days to allow an owner to bring the unit into HQS compliance before Housing Assistance Payment abatement and contract cancellation.

Staff discussed the current policy on annual inspections to give the members some reference on how HAP abatements and cancellations are processed, and then called to their attention that the NLT provisions are for Initial Move-Ins only.

There were several thoughts discussed by the RAB members on what approach to consider:

- Allow the residents to make the repairs and reimburse the owner.
- If the current policy is working, leave it alone.
- Allow 30 days to repair with 30-day extension; client should not be allowed to move in until unit passes inspection.
- Allow 180 days for the owner to make repairs in case a tenant needs more time to save up money for a move.
- 180 days is too long to wait for the landlord to make repairs; leave the policy as it is.

All comments were discussed by all members who all had varying degrees of opinions and concerns.

2. Responses to Web Application:

Residents were provided a printed copy of the online pre-application used for applicants to apply for the HCV program. Staff and RAB members reviewed pre-application and the following comments were share:

- Font size: Make larger or create an option to increase or decrease the font on the screen.
- Move the eligibility criteria section to the top of the first page so applicants knows whether they qualify before they start filling out the pre-application.
- Add explanations to certain sections giving a heads up of what is on the next page so applicants don't feel like they're missing steps.
- Explain what a pre-application is.
- Add a Decline-to-state button for race and ethnicity
- Add a "what you need to know" section at the beginning
- Shouldn't be required to add zeros in boxes that don't apply
- Add a link to a calculator so applicants can add up their income
- Provide an explanation of categories for accessibility needs
- List qualifying factors for units
- Removal of pages 11 &12 (previously identified as not needed) - confusing

3. NEXT STEPS

Staff explained that the FH Administrative Plan's Summary of Proposed Changes would be sent to RAB members along with a link to the online Draft version. Another meeting will be scheduled to discuss the proposed changes.

4. CLOSING

Staff thanked everyone for attending and reiterated the value of having residents provide their feedback. Gratitude was expressed on behalf of the agency because the mission of the housing authority is to engage residents, provide quality housing, and promote vibrant communities.

5. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 3:10p.m.

**Minutes of the Meeting
Of the Fresno Housing Authority**

3rd HCV RAB Meeting

Wednesday August 9, 2018

11:00a.m.

There was a 3rd meeting of HCV RAB of the City and County of Fresno on Friday, August 9, 2018, at the offices located at 1331 Fulton Street, Fresno, California.

1. Aurora Ibarra called the meeting to order and began with the staff and RAB member introductions. Alicia Jones delivered the 2019 Administrative Plan proposed summary of changes presentation at 11:10 a.m.
2. The staff and members present were as follows:
3. PRESENT: Angelina Nguyen, Chief of Staff
Aurora Ibarra, Senior Housing Manager
Alicia Jones, Housing Programs Manager
Barbara Cavey, Assisted Housing Manager
Brenda Smith, Assistant Manager
Adam Smith, Quality Assurance Analyst
Anna Barajas, Quality Assurance Office Assistant II
Blanca Navarro, Quality Assurance Analyst
Lenora Cooper, HCV resident
Linear Akines, HCV resident
Gina S. Gutierrez HCV resident,
William (Bill) Talkington, HCV Resident
Rosalia Ramirez Navarnte, HCV Resident
Tisha Schamp, HCV Resident
Crystal Smith, HCV Resident
Marsha Simpson, HCV Resident

TOPICS:

4. **OVERVIEW**

Alicia Jones explained that the flow of the meeting would be given in a Power Point presentation and the topics that were to be discussed.

5. **BACKGROUND**

Background was given to help RAB members understand how the agency informs HUD and the public of Public Housing Authority policies. The main process stems from the Five Year plan and the Annual Plan

6. **ADMINISTRATIVE PLAN**

The purpose of the Administrative Plan was defined and how the plan includes programs and policies that are required by HUD and discretionary. A brief explanation was given regarding

discretionary and mandatory policies, the submission period for the agency 5 year Annual plan and annual plan for subsequent years.

7. TIMELINE

The process of the timeline was defined from February to October and explained how the residents fit in to that timeline. Agency Plan comment sheets were given to RAB members to submit during the 45 day period of public comment. This feedback from residents will be discussed in the next September 4th RAB meeting.

A RAB member took the opportunity to relay the message of a relative who is an Owner participating in our program. The member was told his comments and concerns are very important input for future reference and was thanked.

8. BREAK

11:35pm

RESUME

11:42pm

9. PROPOSED CHANGES TO EACH PLAN

Each plan has its specific types of changes and to help members identify the changes they are signified by color to help clarify the importance of the changes. An example of significant changes given for the Limited Preference Homelessness, which color is yellow and mandated by HUD. These are 600 vouchers that are focused on housing and assisting the homeless. Other Staff Recommendations which are blue, clarify on policies impacting the Interest List/Waiting List, changes in language and streamlining or improved customer services.

10. FAIR MARKET RENT COMPARED TO SMALL AREA FAIR MARKET RENT

The difference between Fair Market Rent (FMR's) and Small Area Fair Market Rent (SAFMR's) by region was elaborated on. Fresno Housing Authority is not required to participate in SAFMR's but is testing it out through analysis for the benefit of our residents to live in high opportunity areas. The focus of higher opportunity areas and the characteristics of those areas were discussed.

Adam Smith presented on Census Gross Rent relation to presumed payment standard with a map of the Fresno area by zip code. Examples of where our clients are currently leaseing and the higher opportunity areas the agency would like to focus on were discussed.

11. CLOSING

In closing RAB members were reminded to submit their 2019 agency plan comment forms by mail, or e-mail:

Fresno Housing Authority
Attn: Agency Plan Public Comment
1331 Fulton Street
Fresno, California 93721
Or
www.AgencyPlans@fresnohousing.org

12. ADJOURNMENT

There being no further business to be considered by the RAB members and Fresno Housing Authority staff, the meeting was adjourned at approximately 1:00p.m.

Meeting Minutes
Fresno Housing Authority
Housing Choice Voucher (HCV)
Resident Advisory Board (RAB) Meeting
Wednesday September 4, 2018

2:00p.m.

There was a meeting of HCV RAB members for the City and County of Fresno on Tuesday, September 4, 2018, at the offices located at 1331 Fulton Street, Fresno, California.

1. Alicia Jones called the meeting to order and began with the staff and RAB member introductions. New members, Tyrone Jackson and Nicollette (Nikki) Verdugo introduced themselves.
2. The staff and members present were as follows:
3. PRESENT: Angelina Nguyen, Chief of Staff
 Aurora Ibarra, Senior Housing Manager
 Alicia Jones, Housing Programs Manager
 Brenda Smith, Assistant Manager
 Adam Smith, Quality Assurance Analyst
 Kelly Johnson, Training Coordinator
 Anna Barajas, Quality Assurance Office Assistant II
 Linear Akines, HCV resident
 William (Bill) Talkington, HCV Resident
 Crystal Smith, HCV Resident
 Tyrone Jackson, Resident
 Nicollette Verdugo, Resident

TOPICS:

4. **ANNUAL PLAN (POLICIES) TIMELINE**

Alicia Jones reviewed the Annual Plan Timeline reminding members that we are currently in the public comment period for feedback. Members were reminded that all comments go to the Boards of Commissioners and submitted to HUD. She also invited the RAB members to the Public Hearing to be held September 25, 2018 at 5p.m. The Agency Plans will be submitted to HUD by October 17, 2018.

5. **COMMENTS/SUGGESTIONS**

RAB member, Bill Talkington, had emailed comments via the PHA plans email address prior to the meeting. Those comments were addressed during the meeting.

- It was clarified by Aurora Ibarra that any applicant whose preferences cannot be verified will be returned to the interest list unless there is a final draw. At that time, the applicant will be given the opportunity to request an informal review.
- In regards to complaint inspections, it was explained to the members that all requests for complaint inspections are vetted by contacting the resident and landlord before making a determination to conduct the inspection.
- Clarification was also provided explaining the difference between triennial reexaminations and inspections.

A recap of the proposed changes was presented to the members to ensure the members had an additional opportunity to ask questions. The recap also provided the new members with an opportunity to review and provide feedback.

Nikki suggested that the Language services that Fresno Housing Authority has available for its non-English speaking clients be made more visible in the lobby or available on the Kiosk tablets. Alicia Jones took note of the suggestion to collaborate with IT to determine if the kiosk can be configured to include multiple languages. In addition, Ms. Jones will also review options for signage so non-English speaking clients are aware of the Language line.

Tyrone Jackson also brought forth a concern with landlords who show model units to prospective renters but are not allowing applicants to view apartments before leasing. Mr. Jackson also presented concerns that inspectors were passing units that didn't meet code. Staff reviewed the quality control inspection process and supervisor monitoring. He was encourage to contact Alicia Jones when he was aware of such concerns so FH could immediately review.

RAB members were assured that Comments shared during the meeting would be taken into consideration and presented to the Boards and HUD through the Agency Plans submission process. Comment Forms will still be available at agencyplans@fresnohousing.org.

6. RAB STIPENDS

RAB members were reminded to sign a W9 form for Stipend purposes.

7. 2019/2020 RAB COMMITTEE

All members were extended an invitation to join next year's RAB committee again for 2020.

8. ADJOURNMENT

There being no further business to be considered by the RAB members and Fresno Housing Authority staff, the meeting was adjourned at approximately 3:26p.m.

Housing Management Division (HMD)

Resident Advisory Board (RAB) Meeting Minutes

Tuesday, June 5, 2018 @ 4:00 p.m.

Location: 1331 Fulton Street, Fresno, California.

The meeting was called to order by Blanca Navarro at 4:05 p.m., and members present are as follows:

PRESENT: Toni L. Bustamante, Quality Assurance & Special Projects Manager
Angela Dundore, Area Manager
Blanca Navarro, Quality Assurance Analyst
Julie Woodard, Property Manager
Stephanie Nunez, Quality Assurance Coordinator
Dartheateueas Lloyd, Resident
Jose Perez, Resident
Ruby Yanez, Resident

ABSENT: Myra Campos
Miosotis Cristobal Diaz
Jane Carretero
Erica Montes

1. FRESNO HOUSING STAFF INTRODUCTIONS

Blanca Navarro welcomed all who attended the meeting. The meeting started with FH staff introductions. An explanation of the Resident Advisory Board (RAB) and its purpose was provided along with an explanation of how the Agency Plan and Admissions and Continued Occupancy Policy (ACOP) are updated through public comment and Board approval. The residents were advised that the plan and policy are posted on the agency's website. It was emphasized how valuable their feedback is to the process.

2. GUIDED TOPICS

ACOP Modifications:

Residents were advised that there would be changes anticipated for the 2019 ACOP in a few different areas related to income reporting, earned income disregard, unit offers, and interest/wait list processing and that additional meetings would be held as the modifications were determined.

Resident responses:

Mr. Lloyd asked a few questions related to some of the topics and over all changes.

Q. Will resident meetings be held at all sites where this information could also be discussed?

A. Angela Dundore advised that each area/office would be conducting resident meetings.

Q. Does FH have any programs to help assist with purchasing a home?

A. Blanca Navarro advised that there is no longer a home ownership program with the FH; however, the recommended policy changes on income increases would assist clients in having additional time in preparing for increases in rent since the change would not take effect until the annual certification.

Q. Why did FH move to a lottery selection process?

A. Toni Bustamante explained it was to be consistent with FH's other assistance programs and to provide a fair chance to all applicants at being selected.

3. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Blanca thanked everyone for attending and advised that the next meeting was expected to be held on June 19, 2018 once the modifications proposed were reviewed with senior management.

4. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 5:15 p.m.

Housing Management Division (HMD)

Resident Advisory Board (RAB) Meeting Minutes

Date: Wednesday, August 8, 2018 @ 4:00 PM

Location: 1331 Fulton Street, Fresno, California

The meeting was called to order by Blanca Navarro at 4:10 PM, and members present are as follows:

PRESENT: Dartheatus Lloyd II, Resident
Ruby Yanez, Resident
Jose Perez, Resident
Blanca Navarro; Quality Assurance Analyst
Toni Bustamante, Quality Assurance & Special Projects Manager
Laura Gonzalez-Cortes, Quality Assurance Specialist
Tracy Navarro, Property Operations Manager
Renee Wright, Area Manager
Julie Woodard, Property Manager
Laura Robison; Community Coordinator
Hortencia Martinez, Property Specialist I
Irma Garcia; Resident Services Coordinator
Angelina Nguyen, Chief of Staff
Aurora Ibarra, Senior Manager
Alicia Jones, Housing Programs Manager
Adam Smith; Quality Assurance Analyst
Eric Payne, Central Valley Urban Institute

ABSENT: Jessica Reyes, Resident
Erica Montez, Resident
Jane Carretero, Resident
Myra Campos, Resident

1. FRESNO HOUSING STAFF INTRODUCTIONS

Blanca Navarro welcomed all who attended the meeting. The meeting started with Fresno Housing (FH) staff and RAB member introductions. A quick summary of the previous RAB meeting was provided along with a brief explanation of the function and purpose of the Resident Advisory Board. RAB members were also made aware that staff was assigned various chapters from the Admissions and Continued Occupancy

Policy (ACOP) for review in order to develop the proposed changes that are now available for public comment through September 8, 2018. Binders including the Annual Plan and ACOP were provided to each RAB member along with a comment form. It was emphasized how valuable their feedback is to the process. Irma Garcia translated the meeting in Spanish for Mr. Jose Perez.

2. GUIDED TOPICS

Presentation Overview:

Blanca presented a brief explanation of significant changes, staff recommendations, and Housing and Urban Development (HUD) regulatory changes. The presentation also went through a timeline including past and future important dates in the annual policy review process. Attendees were given an opportunity to ask questions after each section was explained.

Significant Changes:

No questions.

Staff Recommendations:

Q: How would staff know if a live-in aide is required due to a permanent disability?

A: Many healthcare professionals will indicate the disability as “permanent” on the Reasonable Accommodation (RA) forms, but it will also be up to FH staff discretion to determine if the disability is “permanent” when not identified by a healthcare professional.

HUD Regulatory Changes:

Comment: Ms. Nguyen, stated that additional analysis will need to be conducted in order to determine how Triennial Reexaminations will impact our residents.

New HUD Ruling – Public Housing Income Limits

The RAB members were advised of the New HUD Ruling published in the Federal Register on July 26, 2018 regarding Public Housing Income Limits. Details are unknown at this time, HUD is expected to provide additional guidance on September 24, 2018.

Comment: Ms. Nguyen, stated that additional analysis will need to be conducted in order to determine how the new rule will impact our residents.

Additional Questions:

Q: Where can residents access a copy of the annual plans?

A: Hard copies are located in the lobby of various Housing Authority offices, including Sequoia Courts, Fairview Heights, and the main downtown office. Electronic copies of all documents available for comment are found on the website as well.

Q: Are tenant meeting held onsite to disclose annual plan information?

A: Not at this time, prior to conducting RAB meetings, residents were sent an invitation in their rent statement, asking them to contact us if they were interested in joining our RAB committee.

Questions asked specific to resident's individual needs were referred to their site office.

3. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Blanca thanked everyone for attending and advised that the next meeting is expected to be held in the first week of September, prior to the closing of the comment period.

4. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 5:06 PM.

Housing Management Division (HMD)

Resident Advisory Board (RAB) Meeting Minutes

Date: Tuesday, September 4, 2018 @ 4:00 PM

Location: 1331 Fulton Street, Fresno, California

The meeting was called to order by Blanca Navarro at 4:04 PM, and members present are as follows:

PRESENT: Jose Perez, Resident
Blanca Navarro; Quality Assurance Analyst
Toni Bustamante, Quality Assurance & Special Projects Manager
Laura Gonzalez-Cortes, Quality Assurance Specialist
Brandon Gonzalez, Community Development Coordinator
David Brenner, Community Development Coordinator
Renee Wright, Area Manager
Laura Robison; Community Coordinator
Hortencia Martinez, Property Specialist I
Angelina Nguyen, Chief of Staff

ABSENT: Dartheatus Lloyd II, Resident
Ruby Yanez, Resident
Jessica Reyes, Resident
Erica Montez, Resident
Jane Carretero, Resident
Myra Campos, Resident

1. FRESNO HOUSING STAFF INTRODUCTIONS

Blanca Navarro welcomed all who attended the meeting. The meeting started with Fresno Housing (FH) staff and RAB member introductions. A quick summary of the previous RAB meeting was provided along with a brief explanation of the function and purpose of the Resident Advisory Board. Blanca Navarro translated the meeting in Spanish for Mr. Jose Perez.

2. TOPICS

Disposition Applications:

Planning and Community Development staff, Dave Brenner and Brandon Gonzalez, were invited to present on the submission of a disposition application to the Department of Housing and Urban Development (HUD). In the 1950's, the Housing Authority (HA) received funding from HUD that allowed for the purchasing of land in Firebaugh and

West Fresno. The HA is proposing to redevelop these sites. The submission of a disposition application will remove any public housing restrictions currently associated with the properties and allow for future development. Following the presentation, Resident Advisory Board (RAB) members were given the opportunity to comment and ask questions.

Q: How does this affect residents?

A: The applications will need to be added into the Annual Plan, and if approved it may allow FH to rehab some properties where residents currently reside.

Q: Is Firebaugh included in the potential properties to be rehabbed?

A: Yes, we hope to obtain funding for rehabilitation in Firebaugh.

Q: Do this information need to be added to the Annual Plan any time FH plans to do a disposition?

A: Yes, it is a requirement.

Q: If funding is received from a different program than the existing property has, how will the program layering work?

A: Typically, the property keeps the existing program, and layers the new program on top.

Comment: Mr. Perez believes that the work being done is great and he is glad FH is taking into account the needed renovation of various properties.

ACOP changes:

Blanca Navarro requested comment forms and briefly discussed significant changes, staff recommendations, and Housing and Urban Development (HUD) regulatory changes. Attendees were given an opportunity to ask questions.

No questions.

3. CLOSING AND NEXT PROPOSED RAB MEETING DATE

Blanca thanked everyone for attending and reminded everyone of upcoming important dates. Public Comment period closes on September 8, 2018. A public hearing for board approval will be held on September 25, 2018 at 5:00 pm. Once all changes are approved, the documents will be submitted to HUD on October 17, 2018 and become effective January 1, 2019.

4. ADJOURNMENT

There being no further business to be considered by the RAB Committee, the meeting was adjourned at approximately 4:30 PM.

Public Comments							
#	Date	Plan / Program	Submitted by	Comment received	Response	Accepted	FH Comment
1	7/26/2016	ACOP City/County	Blanca Navarro, HMD Quality Assurance Analyst	<p>New HUD Ruling – Over-Income Families [24 CFR 960.261; FR Notice 7/26/18]</p> <p>On July 26, 2018, the same day the Agency Plans were available for Public Comment, the Federal Register, HUD’s Office of Public and Indian Housing (PIH) published a notice titled “Housing Opportunity Through Modernization Act of 2016” (HOTMA): Final Implementation of Public Housing Income Limit. The rule places an income limitation on public housing tenancies.</p> <p>Over-Income Families [24 CFR 960.261; FR Notice 7/26/18] The Housing Opportunity Through Modernization Act of 2016 (HOTMA) places an income limitation on public housing tenancies. HUD is expected to provide additional guidance on September 24, 2018; however, the following are factors that will need to be included in PHA’s policy.</p> <ul style="list-style-type: none"> • Imposition of over-income limit. • When the two-year timeframe begins. • Tracking system of over-income status. • Termination of tenancy policy for families whose income exceeds the limit for the program eligibility. • Notification to over-income families. 	Presented Comment to the Board on August 21, 2018.	Incorporate change to applicable chapters	
2	8/2/2018	ACOP City/County	Yolanda Keiser - Training & Special Projects Coordinator	<p>Page 213. Can we elaborate on the effective date of the EOP and how this impacts the actual move out and charge thru date.</p> <p>Example:</p> <ul style="list-style-type: none"> • EIV shows date of death of sole member as 7/1/2018 • Agency did not become aware of the death until 7/14/2018 • Next of kin did not remove belongings and turn in the keys until 8/2/2018 <p>Or deceased was never “claimed” so belongings were never removed.</p> <p>What should the 6-End certification effective date be?</p>	Presented Comment to the Board on August 21, 2018.		Procedure/HUD describes how to process EOP when deceased tenant.
3	8/3/2018	ACOP City/County	Yolanda Keiser - Training & Special Projects Coordinator	<p>Comment - Proposed language in Section 4.23 states "may" be cancelled while language in Section 4.2 states "would be cancelled" page 68. Change is contradicting. (Chapter 4, Section 4.2 page 68)</p> <p>☐</p>	Reviewed language, comments are considered and will be changed to be in line with proposed changes in Section 4.23.	Incorporated change	
4	8/3/2018	ACOP City/County	Yolanda Keiser - Training & Special Projects Coordinator	<p>Section 4.10 Creating An applicant Pool</p> <p>Comment: Remove "reached the top of" language and replace with "are selected from" to be in line with change made to Section 4.11 Method of Selection (Chapter 4, Section 4.10, page 71)</p>	Reviewed language, will make recommend change to be in line with Section 4.11.	Incorporated change	

#	Date	Plan / Program	Submitted by	Comment received	Response	Accepted	FH Comment
5	8/3/2018	ACOP City/County	Yolanda Keiser - Training & Special Projects Coordinator	Section 9.22 2. Procedures When the Change is Reported in a Timely Matter.... Increases in the Resident Rent are effective on the first of the month.... Comment: Consider rewording to align with change made to Section 9.18 Reporting Interims (Chapter 9, Section 9.18, page 170)	Reviewed language, will make recommend change to be in line with Section 4.11.	Incorporated change	
6	8/6/2018	Annual Plan - City	David Brenner, Fresno Housing Authority Project Manager	Request for the clarification of disposition activities in the Annual Plans. Suggested change - City of Fresno 2019 Draft Annual Plan: The following section of the City of Fresno 2019 Draft Plan (page 5 of 12) refers to the potential disposition of Low-Income Public Housing Units. Request to consider adding the following language relating to all City AMPs: “.... Section 18 disposition activities may include land which does not contain Low-Income Public Housing units or non-dwelling units and which could be utilized for the construction or preservation of another type of low-income housing or community facility”	Presented Comment to the Board on August 21, 2018.	Incorporated change	
7	8/6/2018	Annual Plan - County	David Brenner, Fresno Housing Authority Project Manager	Request for the clarification of disposition activities in the Annual Plans. Suggested change - Fresno County 2019 Draft Annual Plan: The following section of the Fresno County 2019 Draft Plan (page 5 of 12) refers to the potential disposition of Low-Income Public Housing Units. Request to consider adding the following language to all County AMPs: “.... Section 18 disposition activities may include land which does not contain Low-Income Public Housing units or non-dwelling units and which could be utilized for the construction or preservation of another type of low-income housing or community facility”	Presented Comment to the Board on August 21, 2018.	Incorporated change	

#	Date	Plan / Program	Submitted by	Comment received	Response	Accepted	FH Comment
8	8/28/2018	Admin Plan	Bill Talkington Jr, HCV RAB Committee member/HCV Participant	<p>I just have a two comments/questions.</p> <p>1.) The upper item on Page 4 (Item 9, Chapter 3, Section 3.4.5 - page 34) - The proposed change removes any mention of "false statements." Is there a reason for that?</p> <p>2.) The lower item on Page 5 (Item 15, Chapter 10, Section 10.2.3 - page 153) - The second paragraph mentions "information from third parties." I worry that a family might be subject to a false complaint from a neighbor who simply has a grudge against the family (for example, like the woman known as Barbeque Becky, calling 911 on the black family in Oakland, or like those various white woman calling 911 on law abiding black folks) Families should be protected from special inspections as a form of harassment.</p>	<p>1). When FH cannot verify all preferences claimed by the applicant, the applicant may request an informal review.</p> <p>2). The Housing Authority currently has a complaint phone line for inspections and messages are retrieved several times per day. To minimize the number of inspections for third party complaints the agency completes a vetting process of each call. The Inspection Department Supervisor and Asst. Manager completes this process prior to scheduling any complaint inspection.</p>	Staff clarified comment with RAB member during 9/4/18 RAB meeting. HCV has current policy in place regarding the vetting of complaint inspections.	

#	Date	Plan / Program	Submitted by	Comment received	Response	Accepted	FH Comment
9	9/7/2018	Admin Plan	Lucianna Ventresca, MSW Associate Director - Marjaree Mason Center	I would like to express a concern regarding the current recommendation for the allocation of Housing Choice vouchers within our community. It appears that a designation has already been planned for 600 vouchers, which focuses mostly upon the Chronic Homeless and homeless individuals. Families, DV victims/families trying to establish a safe home on their own, poor elderly, generally poor (but not qualifying as Chronic Homeless), homeless adults with children-- need housing. While I certainly understand the need to house and target services to Chronic Homeless and make every effort to stabilize their lifestyle...these type vouchers should not be pre-designated as there are so many special populations with great needs. The number of families living in hotels, day by day, trying to care for their children until they can attain permanent housing, are abundant in Fresno. FUSD statistics regarding homeless families living in motels or other persons garages, are exorbitant. I believe these vouchers should not only be designated for HUD defined homeless, but for those we know need assistance to attain a home. While they do not meet the HUD definition of "homeless" they do meet the local demand for required housing for low income and needy-which I believe is the intent of the Housing Choice Vouchers. This current allocation appears to represent a flat focus upon one targeted group in a "homeless plan of action" that does not reflect the many needs or diverse homeless populations and low-income within our community, who are in need of housing.	Thank you for the comment. The allocation of additional vouchers are not specific to the chronically homeless , but rather are targeted for families or individuals in homeless assistance programs or initiatives to prevent homelessness or promote ending homelessness based on referrals from partnering agencies.		
10	9/7/2018	Admin Plan	Shawn A. Jenkins, Senior VP - WestCare California, Inc.	<p>To Whom It May Concern:</p> <p>I would like to take a moment and comment on the positions and leadership role the Housing Authority has taken in the community to end homelessness. The Housing Authority has taken a prominent role in the Fresno Madera Continuum of Care (FMCoC) not only with being the Lead Agency for the Homeless Information System but also as the Collaborative applicant. The Housing Authority has been very active and even the at times the driving force which has led Fresno into numerous federal housing campaigns</p> <p>The Fresno Housing Authority is a unicorn among its peers always pressing to improve and provide a service to those in need. In the Housing Authority Fresno County 2019 HCV Administrative Plan Section 3.4.3 – Limited Preference Homeless: is yet another example of the agency stepping up where it's not mandatory but just the right thing to do.</p> <p>I applaud the Leadership at the Housing Authority, their mission driven staff, and the Board of Commissioners whom stand when needed behind or in front of them to all to do the right thing even in the face of adversity. There are countless agencies whom could learn the meaning of community-driven from what the Fresno Housing Authority models on a daily basis.</p> <p>Keep up the excellent work!</p>	Thank you for the comment		
11	9/7/2018	Admin Plan	Jody Ketcheside, TPOCC	I am pleased to see the provision for additional vouchers to be used to solve for homelessness. Fresno Housing Authority is one of few housing authorities in the nation that work closely with the continuum of care. Their participation is definitely a contributing factor to the successes the community has seen in reducing homelessness.	Thank you for the comment		

#	Date	Plan / Program	Submitted by	Comment received	Response	Accepted	FH Comment
12	9/6/2018	ACOP City/County	Ruby Yanez, LIPH, RAB Committee member/Resident	<p>1. Chapter 5 - Occupancy Standards and Unit Offers, Section 5.3 - Plans for Unit offers.</p> <p>Comment: I think it should be 2 units so incase they don't like the first one. (Chapter 5, Section 5.3, page 84)</p> <p>2. Chapter 10 - Pets - The pet waste change, would not be fair to the other resident that have dogs cause some people are feeding the stray dogs. (Chapter 10)</p>	<p>#1 Plan for unit offer changed from 3 offers to 1 due to site based wait list. Applicants can refuse the unit offer for good cause as described in Chapter 5, Section 5.6 Applicants Unable to Take Occupancy. Called resident to clarify comment #2, call was disconnected will attempt to contact again.</p>		<p>#1 No change will be made to this recommendation due to site based interest lists.</p> <p>#2. No change to proposed change, the charge will be to the registered pet owner.</p>
13	9/6/2018	ACOP City/County	Felisha Sorondo, LIPH Resident Fairview	<p>Chapter 5 - Occupancy Standards and Unit Offers, Section 5.3 - Plans for Unit offers.</p> <p>Comment: I think we should offered at least two units. (Chapter 5, Section 5.3, page 84)</p>	<p>Plan for unit offer changed from 3 offers to 1 due to site based wait list. Applicants can refuse the unit offer for good cause as described in Chapter 5, Section 5.6 Applicants Unable to Take Occupancy.</p>		<p>No change will be made to this recommendation due to site based interest lists.</p>

BOARD MEMO

O (559) 443-8400
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 Fresno, California 93721
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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/ Executive Director

DATE: 09/19/2018

BOARD MEETING: 09/25/2018

AGENDA ITEM: 9b

AUTHOR: Nicole Diaz

SUBJECT: Consideration to Receive and File the 2017 Annual Audited Basic Financial Statements for the Housing Authority of Fresno County

Executive Summary

The purpose of this memo is to provide the Board of Commissioners with the Annual Audited Basic Financial Statements of the Housing Authority of Fresno County for the year ending December 31, 2017, and to request their approval to receive and file the annual audited financials.

The auditors have issued an “unmodified opinion” that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An “unmodified opinion” is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor’s reports on the Schedule of Expenditures of Federal Awards, the Agency’s compliance with relevant laws and regulations, and its internal controls.

Noteworthy changes from 2016 to 2017 by category are as follows:

Statement of Net Position

- Restricted assets decreased by \$3.3 million in 2017, as compared to 2016. This is due to HUD pre-funding Housing Assistance Payments (HAP) in 2016, but not in 2017. These funds were recorded as an asset and a liability in 2016, and were subsequently paid out in 2017.
- Capital assets increased by \$954 thousand resulting from sale of public housing properties as part of the Rental Assistance Demonstration (RAD) program, and an increase in construction-in-progress for improvements made to County Mendota, County Orchard Apartments, County Maldonado Plaza and County Parlier Migrant Center.
- Other assets increased by \$7.8 million mainly attributable to loans made to RAD developments, including \$3.2 million for Magill Terrace LP and \$3.4 million for Sanger Memorial Village.
- Deferred outflows increased by \$512 thousand due to GASB 68 reporting requirements for pension liabilities.

- Current liabilities decreased by \$4.1 million due to unearned revenue related to restricted HAP assets mentioned above.
- Non-current liabilities increased by \$2.5 million due to GASB 68 requirements. This liability represents the difference between the Agency's total pension liability and the current plan assets calculated at fair value.

Overall the Agency's Net Position increased by 16%, or \$6.9 million.

Statement of Revenues, Expenses and Changes in Net Position

- Total operating revenues increased by \$2.7 million, as compared to 2016. This is mainly attributable an increase in proration from prior years, and therefore, additional funding for the Public Housing and the Housing Choice Voucher program.
- Total operating expenses increased by \$1.7 million, mainly due to an increase in payments made for the Housing Choice Voucher program and higher administrative expenses. Housing assistance payments for the Housing Choice Voucher program were higher in 2017 due to an increase in the per unit costs (PUC) of each voucher, which indicates that the Agency is paying more subsidy for each voucher. If the PUC increases, so does the total expenses for the year. Administrative expenses increased in 2017 due to additional staffing and administrative costs as more programs and properties were added to the Agency's portfolio.

During the course of audit, Davis Farr identified no material weaknesses and one significant deficiency around internal controls in financial reporting related to the discretely presented component unit, Kerman Acres, LP. During the audit process, the auditor identified an overstatement of accumulated depreciation for Kerman Acres, LP totaling \$196 thousand. The materiality threshold for this discretely presented component unit is \$27 thousand. Because this adjustment was identified by the auditors and was over the materiality threshold, it is considered as a significant deficiency over internal controls in financial reporting. The auditors recommend that Housing Authority make all efforts to ensure journal entries and adjustments are properly reflected in the financial statements prior to the commencement of the audit. The accumulated depreciation was corrected in the 2017 financial statements and the appropriate calculation will be applied going forward. As such, this finding has been corrected and resolved.

Marc Davis, with Davis Farr, will be in attendance to present a summary of the audit and answer questions from the Board of Commissioners.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the County of Fresno receive and file the audited Basic Financial Statements for the year ending December 31, 2017.

Fiscal Impact

There is no fiscal impact.

Background Information

The audit was conducted by Davis Farr in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller

General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

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

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF FRESNO
COUNTY TO RECEIVE AND FILE THE AUDITED FINANCIAL
STATEMENTS FOR YEAR ENDED DECEMBER 31, 2017**

WHEREAS, the Housing Authority of Fresno County retained Davis Farr to conduct the annual audit of the financial statements for the period ending December 31, 2017; and

WHEREAS, Davis Farr has completed the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2017.

PASSED AND ADOPTED THIS 25th day of SEPTEMBER 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 Board of Commissioners

For the Audited Financial Statements ending December 31, 2017 for the
Housing Authority of Fresno County,
please visit the website at
www.fresnohousing.org.

BOARD MEMO

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

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

www.fresnohousing.org

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

DATE: 09/19/2018
BOARD MEETING: 09/25/2018
AGENDA ITEM: 9c
AUTHOR: Nicole Diaz

SUBJECT: Consideration to Receive and File the 2017 Annual Audited Basic Financial Statements for the Housing Authority of the City of Fresno

Executive Summary

The purpose of this memo is to provide the Board of Commissioners with the Annual Audited Basic Financial Statements of the Housing Authority of the City of Fresno for the year ending December 31, 2017, and to request their approval to receive and file the annual audited financials.

The auditors have issued an “unmodified opinion” that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An “unmodified opinion” is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor’s reports on the Schedule of Expenditures of Federal Awards, the Agency’s compliance with relevant laws and regulations, and internal controls.

Noteworthy changes from 2016 to 2017 by category are as follows:

Statement of Net Position

- Restricted assets decreased by \$2.3 million in 2017, as compared to 2016. This is due to HUD pre-funding Housing Assistance Payments (HAP) in 2016, but not in 2017. These funds were recorded as an asset and a liability in 2016, and were subsequently paid out in 2017.
- Capital assets decreased by \$608 thousand due to sales of assets (net of accumulated depreciation) for transactions that occurred under the Rental Assistance Demonstration (RAD) program.
- Other assets increased by \$5.2 million due to notes issued for Fresno Edison II (Legacy Commons) and accumulated interest receivable.
- Deferred outflows increased by \$508 thousand due to GASB 68 reporting requirements for pension liabilities.
- Current liabilities decreased by \$3.1 million due to unearned revenue related to the restricted HAP assets mentioned above.

- Non-current liabilities increased by \$1.7 million due to GASB 68 reporting requirements for pension liabilities. This liability represents the difference between the Agency's total pension liability and the current plan assets calculated at fair value.

Overall the Agency's Net Position increased by 6.64%, or \$4.6 million.

Statement of Revenues, Expenses and Changes in Net Position

- Total operating revenues increased by \$6.2 million, which is mainly attributable to an increase in proration for major HUD programs. Additional funding of \$3.7 million was received for the Housing Choice Voucher (HCV) program in 2017 and \$1.08 million was received for the Public Housing program. The Agency was also a recipient of \$1.5 million from the Low-Income Weatherization program offered by the State of California. These funds were used to make energy efficiency upgrades at the Agency's farm labor and migrant housing complexes.
- Total operating expenses increased by \$4.4 million, as compared to 2017. This was mainly due to an increase in payments made for the Housing Choice Voucher program and an increase in administrative expenses. Housing Assistance Payments (HAP) for the HCV program were higher in 2017 due to an increase in the per unit costs (PUC) of each voucher, which indicates that the Agency is paying more subsidy for each voucher. If the PUC increases, so does the total expenses for the year. Administrative expenses increased in 2017 due to additional staffing and administrative costs as more programs and properties were added to the Agency's portfolio.

During the course of audit, Davis Farr identified no material weaknesses and no significant deficiencies over financial reporting and compliance. Marc Davis, with Davis Farr, will be in attendance to present a summary of the audit and answer any questions from the Board of Commissioners.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno receive and file the audited Basic Financial Statements for the year ending December 31, 2017.

Fiscal Impact

There is no fiscal impact.

Background Information

The annual audit was conducted by Davis Farr in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

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

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY
OF FRESNO TO RECEIVE AND FILE THE AUDITED FINANCIAL
STATEMENTS FOR YEAR ENDED DECEMBER 31, 2017**

WHEREAS, The Housing Authority of the City of Fresno retained Davis Farr to conduct the annual audit of the financial statements for the period ending December 31, 2017; and

WHEREAS, Davis Farr has completed the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2017.

PASSED AND ADOPTED THIS 25th day of SEPTEMBER 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 Board of Commissioners

For the Audited Financial Statements ending December 31, 2017 for the
Housing Authority of the City of Fresno,
please visit the website at
www.fresnohousing.org.

BOARD MEMO

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

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

www.fresnohousing.org

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

DATE: September 19, 2018
BOARD MEETING: Sept. 25, 2018
AGENDA ITEM: 9d
AUTHOR: Scott Fetterhoff

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

Executive Summary

The purpose of this memo is to remind the Boards of the reason for the Fresno Housing Authority's ("Agency's") amendment to its contracts with CalPERS (California Public Employees' Retirement System). As part of our on-going analysis of Agency policies, contracts, and internal controls, staff has spent time analyzing and researching our contract with CalPERS. The current contracts with CalPERS date back to August 1st, 1964, and have since been amended on several occasions. Recently staff discovered that CalPERS now allows members to purchase up to three years of service credit for time spent as a volunteer in service to AmeriCorps, AmeriCorps VISTA (Volunteers in Services to America), or the Peace Corps.

Recommendation

Last month, the Boards of Commissioners of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County approved the intent to amend our contracts, to allow members to purchase up to three years of service credit for time spent as a volunteer in service to AmeriCorps, AmeriCorps VISTA (Volunteers in Services to America), or the Peace Corps. It is recommended that the Boards now approve the resolutions to amend Fresno Housing's CalPERS contracts.

Fiscal Impact

There is no cost to the Agency to add this service credit purchase option for members. Members (employees) bear the cost of this service credit purchase. Ultimate liability for the Agency is nominal, and for all CalPERS service credit purchases, employer liability is funded by the annual actuarial evaluation and setting of the "employer rate" based on the overall service that has been posted to the employer.

RESOLUTION NO. _____

RESOLUTION TO AMEND CONTRACT

BETWEEN THE BOARD OF ADMINISTRATION

CALIFORNIA PUBLIC EMPLOYEES/ RETIREMENT SYSTEM

AND THE BOARD OF COMMISSIONERS

HOUSING AUTHORITY OF THE CITY OF FRESNO

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

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

PASSED AND ADOPTED THIS 21ST DAY OF AUGUST, 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. _____

RESOLUTION TO AMEND CONTRACT

BETWEEN THE BOARD OF ADMINISTRATION

CALIFORNIA PUBLIC EMPLOYEES/ RETIREMENT SYSTEM

AND THE BOARD OF COMMISSIONERS

HOUSING AUTHORITY OF FRESNO COUNTY

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

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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



2018 CalPERS Contract Amendment

The California Public Employees' Retirement System (CalPERS) is an agency that manages retirement benefits for more than 1.6 million California public employees, retirees, and their families

Purpose of 2018 contract amendment

- CalPERS offers a variety of service credit purchase options
- Occasionally, CalPERS will add new service credit purchase option benefits for its active members
- Staff discovered that CalPERS now offers the benefit to members to purchase up to three years of service credit for time spent as a volunteer in service to AmeriCorps, AmeriCorps VISTA (Volunteers in Service to America), or the Peace Corps
- Historically, the Agency has hired former volunteers who served in these organizations

Questions or Comments?



EXHIBIT

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

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

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective August 1, 1964, and witnessed May 14, 1964, and as amended effective April 14, 1967, July 1, 1969, May 1, 1977, September 3, 1983, January 1, 1994, July 31, 2004 and October 10, 2016 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 15 are hereby stricken from said contract as executed effective October 11, 2016, and hereby replaced by the following paragraphs numbered 1 through 15 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after August 1, 1964 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

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

7. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 21536 (Local System Service Credit Included in Basic Death Benefit).
 - b. Section 20042 (One-Year Final Compensation) for classic members only.
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Section 21024 (Military Service Credit as Public Service).
 - e. Section 20903 (Two Years Additional Service Credit).
 - f. Section 20503 (To Remove the Exclusion of Persons Compensated on an Hourly Basis Hired on or after July 1, 1969, Prospectively from October 11, 2016).
 - g. Section 21023.5 (Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service).
11. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on September 3, 1983. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.
12. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

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

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

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

COMMISSIONERS
HOUSING AUTHORITY OF THE
COUNTY OF FRESNO

BY _____
ARNITA PAIGE, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



EXHIBIT

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

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

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective August 1, 1964, and witnessed May 12, 1964, and as amended effective April 20, 1967, February 1, 1969, September 3, 1983, January 1, 1994, July 31, 2004 and October 11, 2016 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 15 are hereby stricken from said contract as executed effective October 11, 2016, and hereby replaced by the following paragraphs numbered 1 through 15 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after August 1, 1964 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

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

7. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 21536 (Local System Service Credit Included in Basic Death Benefit).
 - b. Section 20042 (One-Year Final Compensation) for classic members only.
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Section 21024 (Military Service Credit as Public Service).
 - e. Section 20903 (Two Years Additional Service Credit).
 - f. Section 20503 (To Remove the Exclusion of Persons Compensated on an Hourly Basis Hired on or After February 1, 1969, Prospectively from October 11, 2016).
 - g. Section 21023.5 (Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service).
11. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on September 3, 1983. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.
12. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

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

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

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

COMMISSIONERS
HOUSING AUTHORITY OF THE CITY
OF FRESNO

BY _____
ARNITA PAIGE, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
Pension Contract Management Services & Prefunding Programs
P.O. Box 942703
Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377)

**CERTIFICATION
OF
FINAL ACTION OF GOVERNING BODY**

I hereby certify that the _____ of the
(governing body)

(public agency)

considered and adopted on _____, _____, by an affirmative vote of a
(date)

majority of the members of said Governing Body, **Ordinance / Resolution** No. _____
approving the attached contractual agreement between the Governing Body of said Agency
and the Board of Administration of the California Public Employees' Retirement System, a
certified copy of said **Ordinance / Resolution** in the form furnished by said Board of
Administration being attached hereto.

Adoption of the retirement benefit increase/change was not placed on the consent
calendar.

Clerk/Secretary

Title

Date _____

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
Pension Contract Management Services & Prefunding Programs
P.O. Box 942703
Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377)

**CERTIFICATION
OF
FINAL ACTION OF GOVERNING BODY**

I hereby certify that the _____ of the
(governing body)

(public agency)

considered and adopted on _____, _____, by an affirmative vote of a
(date)

majority of the members of said Governing Body, **Ordinance / Resolution** No. _____
approving the attached contractual agreement between the Governing Body of said Agency
and the Board of Administration of the California Public Employees' Retirement System, a
certified copy of said **Ordinance / Resolution** in the form furnished by said Board of
Administration being attached hereto.

Adoption of the retirement benefit increase/change was not placed on the consent
calendar.

Clerk/Secretary

Title

Date _____

FRESNO CITY HOUSING AUTHORITY

**RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

No. _____

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

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this _____ day of _____, ____.

Presiding Officer

Attest:

Clerk/Secretary

FRESNO COUNTY HOUSING AUTHORITY

**RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

No. _____

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

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this _____ day of _____, _____.

Presiding Officer

Attest:

Clerk/Secretary

BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: September 17, 2018

BOARD MEETING: September 25, 2018

AGENDA ITEM: 9e & 9f

AUTHOR: Brandon Gonzalez

SUBJECT: Consideration of Award of General Contractor/Construction Manager (GCCM) Contracts: Mariposa Meadows & Orchard Apartments

Executive Summary

The purpose of this memo is to request the Boards of Commissioner approval to award the General Contractor/Construction Management (GCCM) Services Contracts for Mariposa Meadows and Orchard Apartments. Both Mariposa Meadows and Orchard Apartments projects received an award for low-income housing tax credits in September 2018, which requires that construction begin 180 days after said award. Approving the GCCM contracts at this time will allow for a substantial review of construction design drawings in order to obtain the most cost effective methods of construction.

In May 2018, a Request for Proposals (RFP) for General Contractor/Construction Management (GCCM) Services was issued for construction and pre-construction consulting for the Mariposa Meadows and Orchard Apartments developments. The RFP was posted on the Fresno Housing Authority (FH) website, listed with the local Builders Exchange, and advertised twice in the Fresno Bee. Proposers were given the option of submitting a proposal for one or both projects. A total of three proposals were received in response to the solicitation. The review panel was comprised of FH staff from Planning & Community Development, Housing Management and Resident Services departments, along with two external panel members. Upon evaluation of the initial scoring, the two top ranked proposals were invited to participate in a panel interview. Both proposers interviewed described a desire to conduct outreach and efforts to local subcontractors and firms to participate in the bidding process for the subject projects.

After a comprehensive review, staff is recommending Quiring General, LLC for the Orchard Apartments development and Johnston Contracting for the Mariposa Meadows development. The proposals were ranked based on firm history, capacity, relevant experience, project team, project schedule/plan, price/fee structure, and economic opportunities outreach. The final scoring of the three proposals are as follows:

Proposer's Summary

Name of Proposer	Net Score	Pre-Construction Consultancy Services	Firm Location
Quiring General, LLC	377.52	\$12,700	5118 E Clinton Way #201, Fresno, CA
Johnston Contracting	373.00	\$55,000	7511 N. Palm Bluffs, Fresno CA
Prowest Contractors Inc.	346.15	\$90,000	22710 Palomar St, Wildomar CA

Quiring General, LLC and Johnston Contracting are both local firms with extensive experience in multi-family residential housing development. Both firms have quality staff and demonstrated the capability to complete the projects.

Recommendation

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

1. Quiring General, LLC for the Orchard Apartments project, at \$12,700 for pre-construction consultancy services and for an amount not to exceed 13.75% of construction costs for General Contracting services.
2. Johnston Contracting for the Mariposa Meadows project, at \$55,000 for pre-construction consultancy services and for an amount not to exceed 13.00% of construction costs for General Contracting services.

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

Fiscal Impact

The proposed contracts with Quiring General, LLC (Orchard) and Johnston Contracting (Mariposa) are to be paid from each of the projects' specific development budgets. However, until the construction and permanent financing is formally closed in spring 2019, it may be necessary to pay for the pre-construction consulting fee from the approved pre-development budget. No additional funds are being requested at this time.

Background Information

Mariposa Meadows is an existing multi-family residential USDA farm labor development consisting of 40 affordable housing units on 5.39 acres at 1011 W. Atchison Avenue, Fresno, California. The site was constructed in 1991 and consists of 20 duplex buildings and one Common Area/ Laundry Facility Building. FH is proposing a rehabilitation project that will include several amenities and secure new long-term financing. These upgrades include but are not limited to flooring, windows, carpeting, cabinetry, doors, lighting, bathroom and kitchen fixtures, washer/dryers, dishwashers, heating/cooling, and roofing

upgrades. As part of the FH's efforts to achieve greater energy efficiency within our communities, all appliance upgrades will comply with current energy standards. The development would include a mix of two-to-five bedroom units and would have affordability levels ranging from 30% to 80% of the area median income.

Orchard Apartments is an existing multi-family residential USDA farm labor development consisting of 40 affordable housing units on 3.29 acres at 295 S. Newmark Avenue, Parlier, California. The site was constructed in 1987 and consists of 12 buildings. In addition to fully rehabilitating the existing buildings, new construction of a community building and on-site manager unit is planned. Like Mariposa Meadows, all upgrades at Orchard will include but are not limited to flooring, windows, carpeting, cabinetry, doors, lighting, bathroom and kitchen fixtures, washer/dryers, dishwashers, heating/cooling, and roofing upgrades. As part of the Agency's effort to achieve greater energy efficiency within our communities, all appliance upgrades will comply with current energy standards. The development would include a mix of two-to-four bedroom units and would have affordability levels ranging from 30% to 80% of the area median income.

RESOLUTION NO. _____

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

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION
MANAGEMENT SERVICES TO JOHNSTON CONTRACTING FOR THE MARIPOSA
MEADOWS PROJECT IN FRESNO, CALIFORNIA**

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

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management (“GC/CM”) Services for the Mariposa Meadows rehabilitation project; and

WHEREAS, the request for proposals was available on the Authority website, advertised twice in the Fresno Bee and listed with the local Builders Exchange; and

WHEREAS, Johnston Contracting was the firm recommended by a diverse panel of Authority staff and two external panelists and demonstrated the capacity and experience to complete the project; and

WHEREAS, the Authority desires to enter into a contract with Johnston Contracting for the services specified in their proposal, at a cost of \$55,000 for pre-construction consultancy services and for a fee not to exceed 13% of the construction budget; and

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

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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, CALIFORNIA

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION
MANAGEMENT SERVICES TO QUIRING GENERAL FOR THE PARLIER ORCHARD
APARTMENTS PROJECT IN PARLIER, CALIFORNIA**

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

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management (“GC/CM”) Services for the Parlier Orchard Apartments rehabilitation project; and

WHEREAS, the request for proposals was available on the Authority website, advertised twice in the Fresno Bee and listed with the local Builders Exchange; and

WHEREAS, Quiring General, LLC was the firm recommended by a diverse panel of Authority staff and two external panelists and demonstrated the capacity and experience to complete the project; and

WHEREAS, the Authority desires to enter into a contract with QUIRING GENERAL for the services specified in their proposal, at a cost of \$12,700 for pre-construction consultancy services and for a fee not to exceed 13.75% of the construction budget; and

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

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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 Street
Fresno, California 93721
TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince

CEO/Executive Director

DATE: 09/17/2018

BOARD MEETING: 09/25/2018

AGENDA ITEM: 9g

AUTHOR: Sheila Scheitrum

SUBJECT: Consideration of the Development Agreement with the City of Kingsburg

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to enter into a Development Agreement with the City of Kingsburg to develop a senior housing project, in accordance with the Agency's mission to create and sustain vibrant communities and provide housing opportunities for low-income individuals. The Development Agreement (DA) was approved by the Kingsburg City Council on September 19, 2018.

The City of Kingsburg ("City") is the owner of a vacant property located at the southeast corner of Sierra Street and Madsen Avenue in the City of Kingsburg (APN: 396-020-017). The City of Kingsburg initially acquired the property with former Redevelopment Agency funds with the intent to develop affordable housing. The subject property is an approximately 4.8 acre parcel of vacant land and a prime location to build affordable, senior housing.

The project is currently envisioned as new construction of up to 60 with a community space. Potential financing sources are being identified and expect to include 9% low income housing tax credits (LIHTC). To assist with the financing, the City of Kingsburg has tentatively agreed to donate the property with an appraised value of \$843,000. FH staff has also met with the County of Fresno - Housing Department to inquire about the availability of HOME program funds.

As part of the next phase in the development process, it is necessary for the Boards of Commissioners to approve entering into a Development Agreement with the City of Kingsburg in order to proceed with due diligence on the project. The DA would provide "site control" for up to two years in order to complete due diligence and secure financing. At the end of the two-year term, if the project is not feasible or we are not successful in securing financing, the DA would expire and the property is retained by the City of Kingsburg.

Fiscal Impact

There is no fiscal impact at this time. Entering into the Development Agreement would provide FH with site control as it completes due diligence and works to

secure financing. It is likely that staff will request an investment from FH at a future date to complete the financing of this affordable housing project.

Recommendation

It is recommended that the Boards of Commissioners approve Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute a Development Agreement with the City of Kingsburg subject to general counsel approval.

Background

The City of Kingsburg and the Fresno Housing Authority have discussed a potential partnership to develop a senior housing project after the initial developer was unable to secure project financing. Marion Villas Apartments, a 46-unit seniors development completed by HAFC in 2014, has been very well received by the City of Kingsburg and has quickly become a valuable asset for the community. As a result of our great work, the City believes FH is a good fit to be the developer for this project.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA

**RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT WITH THE CITY OF
KINGSBURG FOR THE PROPOERTY LOCATED AT THE SE CORNER OF SIERRA
STREET AND MADSEN AVENUE IN THE CITY OF KINGSBURG (APN: 396-020-017)**

WHEREAS, the Housing Authority of Fresno County, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low and moderate income households within a variety of neighborhoods; and

WHEREAS, the City of Kingsburg owns said property located on the southeast corner of Sierra Street and Madsen Avenue in the City of Kingsburg, (APN: 396-020-017) (“the Property”), and consists of approximately 4.8 acres of vacant land; and

WHEREAS, staff is proposing the new construction of up to 60 senior housing units with a community room; and

WHEREAS, the Agency desires to enter into a Development Agreement with the City of Kingsburg in order to proceed with due diligence activities and secure financing for the development; and

WHEREAS, the Development Agreement allows for the City of Kingsburg to sell the land for one dollar (\$1.00) to the Agency and financially assist the development of the project; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California do hereby approve entering into a Development Agreement with the City of Kingsburg and authorize Preston Prince, CEO/Executive Director,

Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the Development Agreement with the City of Kingsburg subject to approval of general counsel.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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

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EXECUTIVE DIRECTOR'S REPORT

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

DATE: September 19, 2018
BOARD MEETING: September 25, 2018
AGENDA ITEM: 11
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/Type	Address	Total Units	Percent Complete
Blossom Trail Commons (formerly Memorial Village)	Under Construction	302 K Street, Sanger, CA	48	92%

Magill Terrace	Under Construction	401 Nelson Avenue, Fowler, CA	60	43%
Oak Grove	Under Construction	595 Bigger Street, Parlier, CA	56	28%
Mariposa Meadows	Pre-Development TCAC Award September 2018	1011 W Atchison Avenue, Fresno, CA	40	N/A
Orchard Farm Labor Housing	Pre-Development TCAC Award September 2018	295 S Newmark Avenue, Parlier, CA	41	N/A
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
Renaissance at Parc Grove IV	Pre-Development VHHP Submitted July 2018	2674 E Clinton Avenue, Fresno, CA	40	N/A
Renaissance at Trinity	Operational Acquisition/Rehab	532 S Trinity, Fresno, CA	21	Complete
Renaissance at Alta Monte	Operational Acquisition/Rehab	205 N Blackstone, Fresno, CA	30	Complete
San Ramon	Operational Acquisition/Rehab	1328-1346 E San Ramon Ave, Fresno, CA	32	Complete
Pacific Gardens	Operational Acquisition/Rehab	5161 E Kings Canyon Road, Fresno, CA	56	Complete
Fénix	Operational Acquisition/Rehab	240-250 Calaveras Ave, Fresno, CA	30	Complete

Project Highlights

Staff received notice of preliminary recommendations for Orchard Apartments and Mariposa Meadows from the California Tax Credit Allocation Committee on September 7, 2018. Awards will be confirmed officially at the September 19, 2018 CTCAC committee meeting.

HMD OPERATIONS

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 8/1 – 8/31/18						
	Total # of Units	Total Vacant	Current Occupancy	Notice to Vacate	Approved Apps	Net Occupancy
CITY OF FRESNO						
City of Fresno	848	5	99%	15	3	98%
COUNTY OF FRESNO						
County of Fresno	1257	11	99%	14	3	98%

HMD OPERATIONS

Resident Advisory Board (RAB) – HMD and AHD collaborated on outreach to public housing residents and Housing Choice Voucher (HCV) participants. The outreach was conducted by sending “We Want to Hear from You” flyers via email to both public housing residents and HCV participants. Meetings were conducted at the following four (4) locations throughout Fresno County:

Cueva de Oso at Shockley Terrace – Selma, CA - August 30, 2018

Housing Authority Board Room – Fresno, CA – September 4, 2018

Firebaugh Community Room – Firebaugh, CA - September 5, 2018

Fairview Heights – Fresno, CA – September 6, 2018

This was an opportunity for residents and participants to comment or ask questions regarding the proposed changes to the Agency Plans. The Agency Plan Coordinators for both departments, along with management staff, met with residents.

Pre-Application Interest List – The pre-application interest list for Huron opened on August 8th. As part of our ongoing efforts to reach applicants who live in the communities of our complexes, our IT team developed a mobile application device. A computer with wireless internet was available during the Huron community event sponsored by United Way and Fresno Housing, which occurred on August 15th. Applicants were able to sign up instantly for the the pre-application interest list.

Renaissance @ Parc Grove is now 100% occupied. WestCare, our partner at this development, has hired a new staff member, Cherie McCarthy, to provide services for the residents. She has been a welcome addition to the team. Staff also created a newsletter highlighting upcoming events at the community which included hosting a meet and greet, and movie night in the community center.

Upcoming Events – There will be a resident BBQ at Renaissance at Parc Grove on October 10th, 2018.

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 August, the following leasing activities took place for the HCV City and County programs.

HCV City

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

- Twenty families attended briefings to receive their vouchers.
- There were 208 new contracts completed for families who leased up
- There are 559 applicants/participants currently searching for housing.
- There are 2,500 applicants remaining on the 2017 HCV-City waiting list

HCV County

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

- 682 initial eligibility interviews were scheduled in August and 619 applicants attended, 91% show rate for this month. These interviews were scheduled from the prior month's CBC appointments.
- 391 families attended briefings to receive their vouchers.
- There were 89 new contracts completed for families who leased up.
- There are 785 applicants/participants searching for housing.
- On 8/7/18, the first draw from the 2018-county interest list was completed.
- A total of 2,500 applicants have been selected from the 2018-County Interest List and scheduled for first appointments, ie: criminal background checks (CBCs). Another batch of 500 will be completed by 9/14/18, giving a total of 3,000 selected.

Leasing strategies and activities:

Staff are currently assessing the success rate for families who were issued vouchers and searching for housing. An analysis of the most recent ninety days is being evaluated to assess the impacts the tight rental market is having on applicants searching for affordable housing. Staff has also evaluated and identified the success rate within every step of the leasing process to anticipate in which month voucher issuance may occur in order to estimate leasing rates for both programs.

In addition, to assist families locate affordable housing, payment standards were increased effective August 9, 2018 for new contracts and annual reexaminations with a November 1, 2018 anniversary date. Staff anticipates that the increase in payment standards will allow families the ability to compete in an increasingly tight rental market.

The leasing strategies previously enlisted to increase leasing will continue to be evaluated. Staff also continues to accommodate extensions on voucher search times. Staff will continue to analyze issues and trends, and adjust leasing strategies where appropriate.

Resident Services

Sanger Police Department

Site(s): Wedgewood Commons (Sanger)

The Sanger Police Department Community Service Officer met with Wedgewood Commons residents. Residents had concerns in regards to their safety and recent issues with cars being broken into. The officer shared safety tips on the importance of not keeping personal items in view and making sure car doors were locked at all times. Telephone scams were also discussed. Residents were informed on how to take precautions with incoming calls from numbers they did not recognize. It was advised that these calls should not be answered. Several other types of calls were discussed to prevent any type of scam to the residents.



National Night Out

Site(s): Cueva De Oso (Selma), San Joaquin Apartments (San Joaquin), Taylor Terrace (San Joaquin), Cardella Courts (Firebaugh), Mendoza Terrace I & II (Firebaugh), Sierra Plaza (Fresno), Sequoia Courts (Fresno), Pacific Gardens (Fresno), Cedar Courts (Fresno)

This month of August, Fresno Housing welcomed National Night Out 2018 along with the local Police Departments and several of community partners in each city. This was an effort to raise awareness with residents throughout the city and county of Fresno. Residents were invited to the event and celebrated at several housing sites. During the event the residents were able to have a light meal and participated in some family friendly games and activities. All youth residents were able to receive a backpack, reading books, and goodies. Residents expressed great appreciation for the event and the time given to know their community members with the opportunity in receiving a backpack just in time for back to school.

Back To School Events

Site(s): Rios Terrace (Mendota), Parc Grove Commons

Fresno Housing hosted and welcomed First Baptist Church (Mendota) and Child Evangelism Fellowship (Fresno) to be part of a Back To School Party for youth residents at Rios Terrace. Youth Residents were invited for lunch, games, activities and a backpack & food giveaway. Pizza was served for lunch while they sat and listened to story time, later they were able to participate in some fun activities and ended with the backpack & food giveaway. Every youth resident received a backpack with a book and a water bottle. Approximately eighty-five (85) youth residents participated in this event.

Parc Grove Commons parents and students started the academic year off with a bang! The Resident Services Department collaborated with Heaton Elementary School to host a “Back to School Registration Night” for the 2018-2019 school year. Families were able to get their child registered for Heaton Elementary school at the event. All parents were able to pick up information for Heaton’s Back to School Night the following evening, and complete their child/children’s information and emergency cards to get them a head start on the school year. The principal of Heaton, Laura Gemetti, had a meet and greet with parents and students, while Heaton staff completed the paperwork. All attendees enjoyed games, prizes, and free books for all children. In total, there were approximately 60 attendees, including parents and students and 150 books were donated to those families.

CPR Classes

Site(s): Marion Villas (Kingsburg), Wedgewood Commons (Sanger), Rios Terrace (Mendota)

Fresno Housing invited Anthem Blue Cross to teach a basic CPR (Cardio Pulmonary Resuscitation) class. Basic life saving techniques to use in many emergencies, such as a heart attack or near drownings, were taught by the Anthem Representative. Residents were able to gain the skills needed to be able to save a life if needed. Twenty-eight (28) residents participated in this workshop.

Mexican Consulate

Site(s): Granada Commons (Kerman), Helsem Terrace (Kerman)

Fresno Housing welcomed the Mexican Consulate on wheels to Granada Commons. The consul, Employment Development Department (EDD), UFW Foundation, Fresno Area Hispanic Foundation, Centro La Familia, Fresno County Department of Agricultural, and other community partners were stationed on site for 2 days in a row offering their many services to the community in Kerman and surrounding cities. About one hundred-seventy (170) non- residents and twelve (12) residents participated in this event.

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.

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

PARTNERSHIP

Overview

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

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

Project	Organization	Role
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844 S. Chance Avenue	Habitat for Humanity Fresno City College	Partner in the rehabilitation of a former Neighborhood Stabilization Program (NSP) property to provide a homeownership opportunity for a low-income family
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New State of California Funding: Homeless Emergency Aid Program (HEAP)

The Homeless Emergency Aid Program (HEAP) is \$500 million one-time block grant funding intended to provide direct assistance to cities, counties and Continuums of Care (CoCs) to address immediate homelessness challenges. HEAP funding is eligible to 11 large cities and 43 CoCs throughout California. Funding to individual cities and CoC is based on 2017 Point in Time numbers, percentage of homeless population and city population size (over 330,000). The Fresno Madera Continuum of Care is eligible for HEAP funding for \$9.5 million; the City of Fresno is eligible for \$3.1 million. Applications for funding are due by December 31, 2018.

HEAP is intended to be flexible, allowing communities to tailor strategies that provide emergency aid to those who are experiencing homelessness or at risk of experiencing homelessness for their particular community. Eligible uses include street outreach, homelessness prevention activities, rapid rehousing programs and capital improvements – i.e. emergency shelter, navigation centers, improvements to current structures.

The Fresno Madera Continuum of Care (FMCoC) and City of Fresno plan to work conjunctively on which activities would be most suited to the aims of assisting persons experiencing homelessness. The FMCoC has collectively agreed to use the Four Pillars as described in Barbara Poppe’s work as a basis for determining activities to pursue.

MANAGEMENT GOALS

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

Sustainability

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

Human Resources

On Thursday, August 22, 2018, the Agency’s Senior Leadership Team and SEIU Local 521 Union leadership kicked off negotiations for wage-related economic items. This year, the Agency negotiation team includes Tammy Townsend, Deputy Executive Director/CAO; Angelina Nguyen, Chief of Staff; Scott Fetterhoff, Director of Human Resources; Emily De La Guerra, Director of Finance; Hilda Reeves, Senior Manager – Property Operations; and Summer Nunes, Human Resources Manager.

Human Resources Director, Scott Fetterhoff, attended and participated in the Community Engagement and Budget Meeting held at Legacy Commons on Monday, September 17th. Residents and community members were invited to a presentation on the state of available and affordable housing in Fresno County,

Fresno City, and Southwest Fresno. Residents, including several children, participated in an activity where they discussed and generated ideas for community improvements.

On August 21st, 22nd and 23rd Damian Rivera, Training & Development Analyst, conducted a Utility Cart training for HMD staff. This training focused on educating HMD staff in the safe operation of the new Agency utility carts.

Human Resources Manager, Summer Nunes, attended the Habitat for Humanity County - Annual Breakfast event on September 6, 2018. Presentation included highlights of accomplishments, 2018 Agent of Change award and dreams about the future.

Aysa Hills, Senior Analyst - Human Resources, attended a Black Leaders Organizing Change (BLOC) mixer on Tuesday, September 18th to network with community members and share career opportunities to encourage Agency diversity.

The Human Resources Department is currently recruiting for positions within the Housing Management and Administrative Services Departments.

New Hires

- Edgar Rodriguez, Database Administrator and Report Writer
- Hector Rios, Maintenance Technician

There are no promotions to announce at this time.

Administrative Services & Procurement

The Planning & Community Development Department (P&CD) completed 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 evaluation committee consisted of Fresno Housing (FH) staff from Planning & Community Development, Housing Management and Resident Services departments, along with two external panel members. The committee evaluated 3 proposals and invited the top 2 proposals to a second round for best and final interviews. Staff recommended awarding the Mariposa Meadows project to Johnston Contracting of Fresno, CA, and the Orchard Apartments project to Quiring General LLC, also located in Fresno, CA.

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 completed the solicitation period on August 16th, 2018. The Agency is happy to report the solicitation generated proposals from 12 law firms. The evaluation committee is working to identify the top proposers to invite to in-person interviews in October and November 2018. For the Communications Department, an RFP for a Communications Consultant specializing in creative design, video production, documentaries, and storytelling completed the solicitation period on August 23rd, 2018. The Agency received proposals from 6 different businesses. An evaluation committee, which includes outside stakeholders, will evaluate and identify the top proposers.

Information Technology

Wayne Vangyi, attended a the Black Hat Cyber Security event in August. Nearly 19,000 information security researchers and professionals came together to covered a wide spectrum of information security topics. Topics ranging from the latest malware detection techniques to arsenal open-source tool presentations. This type of training is essential to ensuring systems and information is protected.

Construction for resident Wi-Fi at El Cortez is now complete. Each of the 48 households will now have access to free Wi-Fi. El Cortez is now the third complex to have access to free Wi-Fi, bringing the total number of Fresno Housing households with access to free Resident Wi-Fi to over 550. Staff will continue to find more ways to close the digital divide in Fresno County.

Information Systems

The Information System Department is very excited to welcome Edgar Rodriguez to the team. Edgar brings over a decade of Information Technology and Information Systems experience. He is also a fellow Fresno State alumni with a Bachelor of Science degree in Business Administration and a Minor in Computer Information Systems. In his new role of Database Administrator and Report Writer, Edgar will play a key role in telling our story through the use of data.

Accounting & Finance

The Accounting department has been in the process of finalizing the 2017 financial statements and audit. Staff will be asking the Boards of Commissioners to accept the audits at the September meeting. Once the audit is accepted, it can be submitted to various funders and investors, including HUD and the State of California. Based on the results on the audit and industry best practices, the Accounting department is also working on updating all Standard Operating Procedures and internal controls. This will help ensure that there are no gaps in processes or controls, which help to prevent fraud, waste, and/or abuse.

The Finance department is preparing the 2019 operating budgets. Management and finance staff have been meeting over the past month to review the 2018 budgets and year-to-date results, as well as discuss 2019 expectations. Budget templates are currently being distributed to each department and property for them to enter their 2019 budget forecasts, which will be summarized and presented to the Boards of Commissioners in October.

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

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www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing Authority

FROM: Preston Prince
CEO/Executive Director

DATE: 09/17/2018

BOARD MEETING: 09/25/2018

AGENDA ITEM: 14a

AUTHOR: Quincy Boren

SUBJECT: Authorization to Enter into a Purchase and Sale Agreement for Real
Property Located at 1311 N Hulbert Avenue, Fresno, CA 93728
(APN: 449-200-08)

Executive Summary

The purpose of the memo is request authorization from the Boards of Commissioners to enter into a Purchase and Sale Agreement for the property located at 1311 N. Hulbert Avenue in Fresno, CA. The intent of this property is to supply the Live Again Fresno organization with community space to enhance services provided to children and families in the Parkway Drive area. The site is ideally located near Parkway Drive and on the walk path from Addams Elementary School.

In June 2018, staff submitted a non-binding Letter of Intent (LOI) to RJK Enterprises, L.P. for the purchase of the property located at 1311 N Hulbert Avenue, Fresno, CA 93728 (APN: 449-200-08) ("Property"), which is a 0.60 acre parcel of vacant land. RJK Enterprises, L.P. was agreeable to the terms of the LOI and staff has worked with general counsel to draft a Purchase and Sale Agreement (PSA). The PSA was executed on June 28, 2018 with several buyer contingencies, including discretionary approval of the Fresno Housing Authority (FH) Board of the PSA within ninety (90) days of the Effective Date. The current action recommended is solely to approve the PSA itself in order to make it effective. Subsequent Board action will be needed to complete the purchase of the property should the Boards desire to do so. The PSA allowed up to 120 days, or approximately October 26, 2018, for inspection of the property without penalty. Staff anticipates making a recommendation to the FH Board at the October 2018 meeting in regards to the potential acquisition.

Staff is recommending that the Board authorize ratification of the Purchase and Sale Agreement. The agreement provides for a 120-day inspection period which will expire October 26, 2018. The agreement may either be terminated prior to October 26, 2018, or closing must occur no later than November 2, 2018.

Fiscal Impact

The purchase price for the Property is Ninety Five Thousand Seven Hunderd and NO/100 Dollars (\$95,700.00). An refundable escrow deposit of Five Thousand and NO/100 Dollars (\$5,000.00) was made to the Title Company, and is eligible to be applied towards the purchase price at closing.

Recommendation

It is recommended that the Boards of Commissioners approve and ratify the Purchase and Sale Agreement with RJK Enterprises, L.P., and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute all related documents therewith.

Background

The Property is located in proximity to the Parkway Drive area to the west of Highway 99 between Olive and Belmont Avenues. This area has high gang, drug, and prostitution activity. At any given time, there are more than 50 children living at the 15 motel properties along Parkway Drive. At peak times of the year, it is estimated that over 250 children live in the Parkway Drive motels.

Live Again Fresno is a nonprofit organization whose mission is to improve educational attainment and health outcomes for Parkway youth while advocating to shorten motel tenancy. Staff have been in communication with Live Again in order to assist the nonprofit in finding a site to perform their services. Live Again Fresno provides engaging activities during afterschool hours, on-site meals during off-school winter and summer breaks, as well as direct mentorship and exposure trips intended to expand the worldview of Parkway youth.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

**RESOLUTION AUTHORIZING THE RATIFICATION OF A PURCHASE AND SALE
AGREEMENT WITH RJK ENTERPRISES, L.P. FOR THE PURCHASE OF 0.60 ACRES OF
LAND AT 1311 N HULBERT AVENUE, FRESNO, CA 93728 (APN 449-200-08)**

WHEREAS, the Housing Authority of the City of Fresno, California (“the Authority”) seeks to expand the development and availability of long-term housing and to provide services for low and moderate income households residing in the City of Fresno, California (“the City”); and,

WHEREAS, 1311 N Hulbert Avenue, Fresno, CA 93728, APN 449-200-08, (“the Property”), consists of approximately 0.60 acres of vacant land; and,

WHEREAS, the Authority supports the mission of Live Again Fresno, a local nonprofit that educates and mentors children living in motels near the Property; and,

WHEREAS, the acquisition of the Property would provide a location for Live Again Fresno to operate and provide onsite services to the youth and families residing in the community; and,

WHEREAS, Preston Prince, CEO/Executive Director has negotiated the terms of Purchase and Sales agreement with RJK Enterprises, L.P.;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorizes the ratification of the Purchase and Sale Agreement for Ninety Five Thousand Seven Hundred and NO/100 Dollars (\$95,700.00) with RJK Enterprises, L.P., and authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to execute all related documents.

PASSED AND ADOPTED THIS 25th DAY OF SEPTEMBER, 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

Fig Garden Financial Center
5260 North Palm Avenue
Fourth Floor
Fresno, California 93704
Tel: 559.432.5400
Fax: 559.432.5620
www.bakermanock.com

MEMORANDUM

TO: City Commissioners
County Commissioners
FRESNO HOUSING AUTHORITY

FROM: Kenneth J. Price *KJP*
Agency Counsel
BAKER MANOCK & JENSEN, PC

DATE: September 20, 2018

RE: CEO Employment Agreement

As you know, CEO Preston Prince's employment agreement is set to expire on December 31, 2018. As a result, the Chairs of the City and County Commissions, Adrian Jones and Stacy Sablan, authorized the formation of an ad hoc CEO contract committee to work and negotiate with Mr. Prince on a new employment agreement. The members of the ad hoc committee met several times, both with and without Mr. Prince, and worked very diligently to prepare a new employment agreement. Over the last few months, the committee has periodically kept the Board informed regarding these discussions and the contract terms, including a discussion in open session during the Housing Authority off-site meeting.

Attached to this memorandum is the draft of the employment agreement for your consideration.

Please let me know if you have any additional questions.

KJP:sdg

**AGREEMENT FOR EMPLOYMENT OF EXECUTIVE DIRECTOR/CEO
BETWEEN THE HOUSING AUTHORITIES OF THE CITY
AND COUNTY OF FRESNO**

AND

PRESTON PRINCE

This Agreement for Employment of Executive Director/CEO (this "Agreement") is entered into as of this ____ day of September, 2018, by and between the HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO, a public body corporate and politic (the "Housing Authority"), and Preston Prince ("Prince" or "CEO"). This Agreement supersedes any and all prior employment agreements.

RECITALS

A. Prince has served as the Executive Director/CEO of the Housing Authority since November, 2007. During the course of his employment with the Housing Authority, Mr. Prince has entered into several employment agreements to serve as Executive Director/CEO. The last employment agreement, dated September 11, 2015, between the parties expires by its terms on December 31, 2018.

B. The parties desire to enter into a new employment relationship and memorialize the terms of this new relationship pursuant to this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, and of the covenants and provisions contained in this Agreement, the parties agree as follows:

1. EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER

Prince is hereby employed as the Executive Director/Chief Executive Officer of the Housing Authority.

2. TERM OF AGREEMENT

The term of this Agreement shall commence on January 1, 2019 (the "Effective Date") and expire on December 31, 2022.

3. POWERS AND DUTIES

The CEO shall perform all of his powers and duties in accordance with applicable laws and the position description for the Executive Director/Chief Executive Officer position, which is attached hereto and incorporated herein, as Exhibit "A" and may be modified by the Boards from time-to-time.

4. BOARD-CEO RELATIONS

The CEO shall work with the Boards in developing and maintaining a spirit of cooperation and teamwork in which the Boards shall accept responsibility for formulating and adopting policy and for taking action on matters that, by law, require Board action. Administrative responsibility and commensurate authority for administering the Housing Authority is hereby delegated by the Boards to the CEO.

The Boards recognize that they are collective bodies and each Board member recognizes that his/her power as a Board member is derived from the collective deliberation and action of the Board as a whole in a duly constituted meeting. Individual Board members shall not give direction to the CEO or any staff member regarding the management of the Housing Authority or the solution of specific problems. It is agreed that the Boards, individually or collectively, shall promptly refer any criticism, complaints, or suggestions brought to the attention of the Boards, or any member thereof, to the CEO for study and recommendation.

The Boards shall provide the CEO with periodic opportunities to discuss Board-CEO relations as they relate to the Boards' productivity and the effectiveness of the CEO's leadership. As a part of this process, when it is deemed necessary by either the Boards or the CEO, an outside advisor may be retained to facilitate this process. If an outside advisor is retained, the costs associated with the outside advisor shall be paid by the Housing Authority for a time determined by mutual agreement between the Boards and CEO.

The CEO shall be held responsible for establishing programs and services and for managing the Housing Authority to meet the Board's expected outcomes including the provision of data from which the Board can evaluate the Housing Authority's achievements. Thus, the Boards by exercising their governance and policy-making role can be assured that they determine what it is the Housing Authority should accomplish and whether, in fact, the Housing Authority are accomplishing the Board's expectations.

5. SALARY

The CEO's starting salary shall be as determined by the Board as of December 31, 2018. The CEO's salary may be adjusted during the term of this Agreement by mutual consent of the parties as described in Section 6 below. A change in salary or of any other provision of this Agreement shall not constitute the creation of a new agreement. The CEO shall be paid bi-weekly in accordance with the Housing Authority's usual payroll procedures.

The CEO's salary shall be drawn against the Housing Authority general fund monies up to the full amount recommended by the U.S. Department of Housing and Urban Development (which is currently \$164,200 per year). The difference between said amount and the annual salary set forth above shall be drawn against non-federally regulated money.

6. EVALUATION

In addition to the salary set forth above, the CEO may be entitled to additional compensation following the implementation of the Agency's performance management system. As part of the performance management system, the results of the CEO's performance evaluation shall directly affect the CEO's salary and bonus incentive compensation.

A. Process. The performance evaluation is based on competency and goal achievement during a 12-month evaluation cycle. Over the course of the year, the CEO's performance shall be evaluated by his performance of the duties and responsibilities contained in the CEO's position description, Agency competencies, goals established by the Boards, the CEO's goals report as described in Section 6(b) below, goals established by the CEO for senior-level Housing Authority staff, and other factors deemed appropriate by the Boards. The Boards are encouraged, but not required, to retain the services of a third-party to facilitate the evaluation process, which would be paid entirely by the Housing Authority. As part of the performance management system, the Boards shall use their best judgment to "score" the CEO's competency and goal achievement.

B. Timing. On or before November 31st of each year, the Boards shall complete the CEO's annual evaluation. Specifically, the Boards shall, during their regular meeting in September each year, commence the evaluation process, review a draft evaluation during their regular October meeting, and then complete the evaluation process during their regular November meeting. The implementation of the evaluation may be led by the Chairs of the Boards, the Executive Committee, or an *ad hoc* committee established by the Chairs. During the initial year of the Agreement commencing on January 1, 2019, the chairs shall appoint an *ad hoc* committee to create and implement a new CEO evaluation form document and bonus criteria to be used during the term of this Agreement. A quorum of both the City and County Boards in their entirety must fully participate in the evaluation. As part of that process, by October 15th of each year, the Boards will hold a goal setting conference with the CEO to start establishing the Agency's and the CEO's goals for the following year. The goal setting conference may be continued from time-to-time but shall be concluded prior to the end of that calendar year. By the meetings of the Boards for February and May each year, the CEO will provide a written or verbal update on the progress of the established goals to the Boards. By September 1st of each year, the CEO will provide to the Boards a formal report on the Housing Authority's goals. The Boards shall consider this report when conducting the CEO's evaluation as described herein. A timeline of the evaluation process is attached hereto and incorporated herein as Exhibit "B." The CEO and the Chairs of the Boards are encouraged to calendar these dates.

C. Compensation Increases. All salary increase and bonus incentive amounts are discretionary and will be determined solely by the Boards. The Boards shall determine the CEO's salary increase percentage that shall be available for each year. Salary increases to the CEO, if any, shall not exceed the average percentage of salary

increase actually provided to all Housing Authority staff, combining salary increases to represented and non-represented Housing Authority staff alike for that particular year. With respect to bonus eligibility, the CEO's goal achievement shall determine eligibility for a bonus incentive award. The Boards shall determine the bonus incentive award that shall be available for each performance management year. The CEO's salary increases and bonuses, if any, shall be drawn against non-federally regulated money. Bonus incentive awards, if any, shall not exceed \$15,000 per year.

7. WORK YEAR

Subject to Section 8 below, the CEO shall be required to render twelve (12) months of full and regular service to the Housing Authority for each annual period covered by this Agreement, excluding applicable holidays.

8. VACATION

The CEO shall accrue twenty (20) days of vacation per calendar year. Vacation shall be taken during the calendar year in which granted. In the event vacation is not taken during the calendar year in which it is granted, it may only be accumulated to a total of forty (40) days. The CEO shall notify the Boards if he intends to take five (5) consecutive days or more of vacation. In the event of termination or expiration of this Agreement, the CEO shall be entitled to compensation for unused vacation at the salary rate in effect at that time. The CEO may cash out accrued vacation in accordance with Administrative Policies and Procedures, Section 402, "Vacation Leave," as may be amended from time-to-time.

Commencing on the Effective Date and no more than once every five (5) years, the CEO may take a sabbatical leave not to exceed sixty (60) consecutive calendar days. In such an event, the CEO shall provide no less than six (6) months prior written notice requesting that the Board approve the sabbatical and, within sixty (60) days of taking his sabbatical, shall also provide to the Boards a brief written agency management plan during his sabbatical. If approved, the CEO shall be eligible for paid leave for no more than one-half (1/2) of the sabbatical (no more than thirty (30) calendar days) and may use his accrued vacation time to supplement all or some of the remainder or may take all or some of the remainder unpaid.

9. FRINGE BENEFITS

A. Health and Welfare Benefits. During the term of the Agreement, the CEO shall be entitled to participate in the same health and welfare benefits as are provided to unrepresented management employees. The Housing Authority shall pay 100% of the premiums applicable to the CEO. The Housing Authority shall provide to CEO a stipend of \$741 per month that CEO may, upon his election, use for spousal health care benefits (the "Healthcare Stipend"). Presently, the Healthcare Stipend is calculated to reflect the difference in premium for the United Healthcare PPO health insurance option (between Employee + Spouse and just the Employee) as well as Delta Dental DC (2 Party versus

single). The Healthcare Stipend may be revised from time-to-time to reflect the actual premium changes for those two plans, should the Housing Authority continue to subscribe to those plans. If those particular plans are not offered by the Housing Authority to its employees, the Housing Authority shall use the most closely comparable plans, as reasonably determined by the Boards, to calculate the Healthcare Stipend. The CEO may elect to deposit all or part of the Healthcare Stipend in an agency approved deferred compensation account or use the Healthcare Stipend for dependent healthcare premiums. With respect to other medical benefits, the CEO shall participate in manner similar to all other employees of the Housing Authority.

B. Term Life Insurance. During the term of the Agreement, the Housing Authority shall pay the premium applicable to a standard term life insurance policy in the amount of \$100,000.

C. CalPERS Contributions. During the term of the Agreement, the Housing Authority shall pay the employer portion related to the CalPERS retirement system.

D. Sick Leave. During the term of the Agreement, the CEO shall accrue 10.5 days of sick leave per year. The CEO shall receive a cash out of accrued sick leave at time of separation in accordance with Administrative Policies and Procedures, Section 403, "Sick Leave," as may be amended from time-to-time.

E. Automobile Allowance. During the term of the Agreement, the CEO shall receive an automobile allowance in the amount of \$450.00 per month.

F. Deferred Compensation. During the term of the Agreement, the CEO shall receive the annual contribution of \$24,000 to be deposited in mutually acceptable and legally compliant deferred compensation plan accounts in CEO's name in a manner consistent with the Housing Authority's implementation of similar employee benefit programs, as they may be amended from time-to-time (the "Deferred Compensation Contribution"). The Deferred Compensation Contribution may be adjusted on an annualized basis but shall not exceed the same percentage of the salary increase received by the CEO as specified in Section 6(c).

10. EXPENSES

A. Expenses: The CEO is entitled to be reimbursed for actual and necessary expenses incurred and paid by the CEO in the conduct of his duties on behalf of the Housing Authority, and which are authorized by the Boards in accordance with applicable policies and regulations. The CEO's expenses shall be approved by the Housing Authority Chief Financial Officer/Director of Finance (the "CFO"). The CEO shall submit appropriate written documentation to the CFO justifying such expenses. By the first day of February, May, August, and November, the CEO shall ensure that the CFO presents a summary of the CEO's expenses and backup documentation reasonably requested by a consensus of the Executive Committee to the Executive Committee members.

B. Professional Organizations: The Housing Authority encourage the CEO to participate in professional organizations and activities. The Housing Authority shall pay the CEO's membership dues in local service clubs and other professional or community organizations as may be approved in advance by the Boards. The CEO shall periodically, but no less than annually, provide to the Executive Committee a list of local service clubs and other professional or community organizations receiving funding by the Housing Authority for memberships pursuant to this Section 10B.

C. Professional Meetings: The CEO may attend professional meetings at the local, county, and state levels. Prior approval of the Boards shall be obtained when the CEO attends out-of-state functions, and all actual and necessary expenses of attendance shall be paid by the Housing Authority. In case of emergency attendance requirement, the Chairs of the Boards will be notified, and the expenses will be ratified at the next appropriate Board meeting.

D. Professional Development: The Housing Authority supports and encourages the continuing professional development of the CEO. Possible professional development opportunities include attending various seminars and courses, and CEO's participation in activities such as leadership coaching services. In the event that CEO desires to engage in such professional development activities, CEO shall present the Boards with the cost and time commitment associated with such activities for the Boards' consideration.

E. Outside Professional Activities: The CEO may engage in outside professional activities, such as speaking and writing, provided such activities enhance CEO's duties. CEO shall not receive honoraria for such activities. Additionally, CEO shall not be compensated in any way for such professional activities.

F. Travel Expenses: CEO is expected to use his own automobile in the performance of the duties of CEO, paying fuel and maintenance expenses and retaining liability insurance. CEO is encouraged to use a rental vehicle when traveling outside of the Central Valley. CEO shall not be entitled to mileage reimbursement except for travel outside of California in connection to the services required by the Housing Authority which will be reimbursed at the Housing Authority-approved standard per mile rate, commencing and concluding at the Housing Authority's main administrative office.

11. TERMINATION OF AGREEMENT

A. Termination by Mutual Consent – This Agreement may be changed, modified, or terminated by mutual written agreement of the CEO and the Boards upon thirty (30) calendar days' written prior notice. In no event, however, shall the CEO receive a cash settlement greater than his salary for the balance of the unexpired term of this Agreement or six (6) months, whichever is less, in accordance with Government Code Sections 53260 and 53261.

B. Termination by CEO – Notwithstanding any other provisions of this Agreement, the CEO shall have the option to terminate this Agreement by providing the Boards with a written notice of intent to terminate. This notice shall be provided no less than sixty (60) days prior to said termination date. The Boards may, but are not obligated to, waive or reduce the days specified in this section.

The CEO shall notify the Chairs of the Boards in the event that he applies for employment outside of the Housing Authority and is considered a finalist for the position. The Chairs shall notify the Boards of such notice. Failure to do so shall constitute cause for termination of this Agreement by Housing Authority.

C. Termination by Boards For Cause – This Agreement and the services of the CEO may be terminated by the Boards at any time for breach of this Agreement or any of the disciplinary grounds set forth in the Housing Authority' Personnel Policies. The Boards shall not terminate this Agreement under this section until a written statement of the grounds for termination has first been served upon the CEO. The CEO shall then be entitled to a conference with the Boards at which time the CEO shall be given a reasonable opportunity to address the Board's concerns. The CEO shall have the right, at his own expense, to have a representative of his choice at the conference with the Boards. The conference with the Boards shall be the CEO's exclusive right to any hearing otherwise required by law.

D. Termination by Boards Without Cause – The Boards unilaterally and without cause may terminate this Agreement and the services of the CEO upon payment of a sum equal to his base salary for the remaining term of this Agreement or for six (6) months, whichever is less, in accordance with Government Code Section 53260. CEO shall be entitled to paid health and welfare benefits for the same period of time, and as previously referenced in this Agreement.

12. BINDING ARBITRATION

The CEO and Housing Authority agree to submit any dispute, claim or controversy concerning CEO's employment or separation therefrom, or any dispute, claim or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement to final and binding arbitration. Either party may make a written request to the other for arbitration. Any such request must be made within thirty (30) days of the action giving rise to the dispute. The parties shall make a good faith attempt to select an arbitrator and complete the arbitration with ninety (90) days. The arbitration shall take place in Fresno County, California, unless otherwise agreed by the parties. The arbitrator's fee shall be paid equally by both parties. Each party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281 et seq. In the event the parties are unable to mutually

agree upon the selection of an arbitrator, a list of seven (7) arbitrators shall be obtained from the California State Mediation & Conciliation Service. The parties shall each strike from the list until one person remains, who shall be designated as the arbitrator. The party to strike first from the list shall be determined by lot.

13. ABUSE OF OFFICE CONVICTION

Notwithstanding any other provision of this Agreement, and as mandated by Government Code sections 53243 et seq. in the event the CEO is convicted of a crime constituting "abuse of office", the CEO shall reimburse the Housing Authority for salary and monies to the fullest extent mandated by law (e.g., paid leave, criminal defense expenses, cash settlement, etc.). In the event of such conviction, the Housing Authority shall make no payments barred by Government Code sections 53243 et seq.

14. INDEMNITY

In accordance with the provisions of Government Code sections 825 and 995, the Housing Authority shall defend the CEO from any and all demands, claims, suits, actions, and legal proceedings brought against the CEO in CEO's individual capacity, or official capacity as an agent and employee of the Housing Authority, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the CEO was acting within the scope of employment. Unless there is a finding of criminal action, actual fraud, corruption or actual malice, the Housing Authority shall hold harmless and indemnify the CEO from any and all demands, claims, suits, actions, and legal proceedings brought against the CEO in CEO's individual capacity or in CEO's official capacity as an agent and employee of the Housing Authority, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the CEO was acting within a scope of CEO's employment. Such indemnification and hold harmless shall be for any and all claims arising out of or related to this contract and its provisions, duties and responsibilities of the CEO's job performance, including any extensions of this Agreement.

15. GENERAL PROVISIONS

A. Severability. The terms of this Agreement are contractual and not a mere recital. Should any provision or part of any provision or application thereof be held invalid, the invalidity shall not affect any other provisions or applications of the Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are declared to be severable.

B. Governing Law. This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. Venue shall be in the Fresno County Superior Court or the appropriate federal district court.

C. Administrative Policies and Procedures. The CEO shall be subject to the Administrative Policies and Procedures applicable to employees of the Housing

Authority. However, in the event any such policy/procedure is in conflict with the terms of this Agreement, then this Agreement shall apply.

D. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute together one and the same instrument.

E. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties. Any amendment, modifications or variations from the terms of this agreement shall be in writing and shall be effective only upon approval of such amendment, modification or variation by the Boards and the CEO.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

ON BEHALF OF THE CITY OF FRESNO HOUSING AUTHORITY

Adrian Jones, Chair

ON BEHALF OF THE COUNTY OF FRESNO HOUSING AUTHORITY

Stacy Sablan, Chair

I hereby accept this offer of employment and agree to comply with each and every condition thereof, and to perform faithfully all of the duties of employment of Executive Director/Chief Executive Officer of the Housing Authorities of the City and County of Fresno.

Date of Acceptance: _____

Preston Prince

EXHIBIT "A"

CEO Position Description

JOB DESCRIPTION

Position Title:	Chief Executive Officer (CEO)		
Department:	Executive Office		
Reports To:	Board of Commissioners for the Fresno Housing Authority		
FLSA Status:	Exempt	Classification:	Management/Confidential
Pay Grade:	TBA	Union:	Not Represented
Creation Date:	01/01/2007	Revision Date:	9/2018
Approved By:	Approval Date:		

SUMMARY

Reporting to the Board of Commissioners, this position is responsible for the management, operations and activities of the Fresno Housing Authority ("Agency") in carrying out the direction, mission and business of the Agency. The incumbent directs the development and implementation of the Agency's goals, objectives and policies and is responsible for the supervision and administration of all Agency daily operations.

All activities must support the Agency's strategic goals and objectives and produce results that accomplish the goals of the Executive department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Oversees the programs and activities of all Agency staff; ensures that Agency objectives are met through the coordinated efforts of personnel; sets clear expectations and goals, provides timely feedback, and coaches senior management and department heads on a timely basis; ensures that staff understands and meets or exceeds various measures required for compliance; provides appropriate training resources for staff members to accomplish their objectives.
- Assists the Board in the interpretation and clarification of new legislation requirements, housing issues and in the development of policies to address them.
- Responsible for the development and implementation, upon Board approval, of long- and short- range plans for housing and redevelopment within the City and County of Fresno.
- Oversees the development and administration of the Agency's annual budget for submission to the Board for their approval, forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Enters into Agency contracts and agreements for implementation of federally funded programs, consultants, professional and technical services and any other agreements, after necessary approval of the Board.

- With the Board, establishes the Agency's vision, mission and annual goals and objectives; ensures that Agency and specific departmental goals are achieved or exceeded through the coordinated efforts of Agency employees; and ensures that subordinate management and employees are cognizant of the Agency's goals and contribute to achieving them.
- Reviews operating results and ensures results are communicated to staff, Board, HUD, and residents, as appropriate; compares operating results to established objectives and providing that necessary measures are taken to correct unsatisfactory results.
- Leads policy, administrative, and management decisions concerning the daily operations of the Agency.
- Provides for the development of new programs to serve organizational and community goals, in collaboration with community partners, local departments, state and federal agencies.
- Identifies federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.
- Provides public relations and conducts community relations activities to promote the Agency's mission and goals; ensures that the Agency maintains a positive reputation in the community and that the community is aware of Agency's services; responds accurately and promptly to media inquiries; maintains a positive relationship with the media. Serves on community boards and builds partnerships with community groups, service providers, and other public agencies. Establishes and maintains communications with local, state and federal elected officials.
- Establishes cooperative working relationships with local government leadership, resident groups, the education and health sectors, and area non-profits that may be helpful in accomplishing the public mission of the Agency and addressing quality of life issues of residents/participants.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public housing, management, and public administration.
- Ensures compliance with all applicable laws and regulations; maintains knowledge of applicable laws and regulations; and ensures that subordinates within the Agency are appropriately knowledgeable of laws, regulations, and changes in such laws and regulations.
- Performs other duties as directed by the Board of Commissioners.

BEHAVIORAL COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Strategic Capability and Leadership - Provides mission, sets direction, and inspires others to deliver on the organizational mandate.

Program and Project Management - Ability to plan, manage, and evaluate specific activities to deliver the desired outputs.

People Management and Empowerment - The development of employees, through mentoring, coaching, etc.

Problem Solving and Analysis (Resource Allocation and Analysis) - Ability to systematically identify, analyze, and resolve existing and anticipated problems to reach optimum solutions promptly.

Job Knowledge - Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational body of the Agency; uses appropriate judgment & decision making in accordance with level of responsibility.

Client Services - Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments and ensuring that our clients have been heard.

Initiative - Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Professional Behavior - Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Communication - Employee is clear, concise, and organized in all facets of communication to fully transfer understanding. Actively listens and is aware of the audience to adapt message appropriately. Strives to communicate information with appropriate personnel in a timely manner.

Teamwork - Actively and collaboratively participates, despite personal differences, towards a common goal. Employee is open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Integrity - Employee is honest with oneself, coworkers, and clients. Stands up for what is right even in the face of opposition.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job competencies.

Job Competencies

- Extensive knowledge of the key policies, procedures, functions and staff in the Executive department and the Agency;
- Established understanding of the social, economic, health and support needs of public housing populations and communities including affordable housing development using tax credits, tax-exempt bonds, private placement financing and qualified small issues;
- Knowledge of local housing markets, community organizations and an ability to enlist their active support;
- Knowledge of federal housing programs and guidelines for grant applications as well as pertinent knowledge of federal, state, and local laws, codes and regulations;
- Proven knowledge of management principles and practices;
- Knowledge of personnel, principles, and techniques, including recruitment, training, discipline and employee/labor relations;
- Understanding of financial management, including budgeting formation and control, financial forecasting, cost-benefit analysis and capital improvement programming as well as knowledge of revenue sources and related regulations concerning federal and state funding sources;
- Ability to exercise initiative and sound judgment in analyzing situations, and to make decisions in a timely manner;
- Ability to work effectively and provide leadership to, agency staff and third-parties;
- Developing positive, cooperative and supportive relationships with other housing and related agencies at the federal, state and local levels, and unite diverse interests toward supporting affordable housing and related programs;
- Ability to work effectively and diplomatically with the public, agency Boards of Directors, and local, state and federal elected officials and media;
- Establish and maintain effective relationships with government officials, employees, realtors, developers, landlords, Agency clients and the general public; and
- Ability to communicate the Agency program goals and objectives to individuals, community groups, business, elected officials and governmental agencies.

Education and/or Experience

Master's Degree in public administration, business administration, finance, urban studies, or related field; and the equivalent of 7 years of Executive Director experience in administration of housing authority programs is required. An equivalent combination of education and experience may be considered.

Language Skills

Ability to analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have strong computer skills (MS Word, MS Excel, social media, EMS and various other computer programs).

Certificates, Licenses, Registrations

Possession of a valid California driver's license and the ability to be insurable under the Agency's automobile insurance plan at the standard rate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to maintain a stationary position, operate computers and other office equipment, move about the office, attend onsite and offsite meetings, and communicate. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. The employee must occasionally transport up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment: The noise level in the work environment is usually moderate. May be required to perform construction site visits, which may require the use of safety equipment.

Read and Acknowledged:

Employee Signature: _____

Employee Name (Printed): _____

Date Signed: _____

EXHIBIT "B"
EVALUATION/GOAL SETTING TIMELINES

EVALUATION

By September meeting of the Boards: Commence CEO evaluation process.

By October meeting of the Boards: Board to review draft CEO evaluation.

By November meeting of the Boards: Boards complete CEO evaluation.

GOAL SETTING FOR FOLLOWING YEAR

By February meeting of the Boards: CEO provides report to Boards on status of goals.

By May meeting of the Boards: CEO provides report to Boards on status of goals.

By September meeting of the Boards: CEO provides final report to Boards on completion of goals.

By October 15 each year and concluded by end of year: Boards to conduct goal setting conference for next calendar year.

Addendums

Boards of Commissioners Meeting

September 25, 2018



Agency Plans: 2019

Board of Commissioners Meeting

September 25, 2018

Angie Nguyen, Chief of Staff

Presentation Overview

- Process
- Public Comments
- Summary
- Next Steps and Due Date
- Request Board Approval of 2019 Agency Plans:
 - Annual Plan
 - Administrative Plan
 - Admissions and Continued Occupancy Plan (ACOP)
- Acknowledgements

Process

- Staff began internal review and discussion in February.
- Resident engagement through Resident Advisory Board (RAB) and other Resident Meetings began in April and ran through September
 - New this year: Office Hours for Public Comment
- Presented proposed changes to Fresno Board of Commissioners starting in July with monthly updates thereafter
- 45-Day Public Comment period began July 26 and closed September 8. Comments received, reviewed, and responded.
- **Sept 25: Public Hearing/Request Board Adoption**
- October 17: – Submit Annual plan to HUD

Public Comments

- All staff and public comments were either reviewed and provided in the August Board meeting and/or the mid-month Board Update in mid-September
- Increased opportunities for accessibility and discussion via “Office Hours”
- Most of the public comments received were in support of the increased vouchers for Homeless Limited Preference

Summary

We look forward to providing improved customer service through our analysis of opportunities such as Small Area Fair Market Rents or new streamlining rules. Some operational changes will allow us to house families sooner while others will clarify some previously confusing processes. Our efforts to increase affordable housing and affirmatively furthering fair housing is evident through our development pipeline and many of our proposed changes. Our partnerships with both residents and the community at large continues to strengthen through our engagement process and our commitment to address homelessness.

Next Steps and Due Date

- Review and incorporate any feedback, if applicable, from the Public Hearing or Board
- Submit to HUD by October 17th

Questions?

Request Board Approval

- 2019 Annual Plan
- 2019 Administrative Plan
- 2019 Admissions and Continued Occupancy Policy (ACOP)

Acknowledgements

- Board of Commissioners of City and County
- Members of the Public
- Staff



2019 Budget & Goal Development Process

*Boards of Commissioners Meeting
September 25, 2018*



Overview

- Federal Budget Update
- Goals and Budget: One Process
- Timeline Update for 2019 Budget & Goal Development
- Community Engagement: Budget and Goals
- Next Steps

Federal Budget Update

- Federal budget year begins on October 1st
- 2019 HUD budget has yet to receive approval from Congress
- A continuing resolution has been attached to the DOD/Labor/HHS minibus, which will fund the remaining departments (including HUD) until December 7th
- If the House and/or the President do not approve the minibus, a government shutdown could occur

Budget Development Process

- ✓ Cohesive Process
- ✓ Integrated Timeline
- ✓ Past, Present and Future Perspective
- ✓ Board Approval

Budget

- Accounting format
- Includes all sources and uses of funding

Goals

- Narrative format
- Focused on discretionary funding

Timeline for 2019 Budget Development



August	<ul style="list-style-type: none">• Review 2018 goals & budget progress• Outline timeline for developing 2019 goals & budget• Provide an update on the Federal budget for 2018 & 2019
September	<ul style="list-style-type: none">• Create opportunities for engagement around goals & budget• Discuss possible 2019 goals at the Board Retreat• Update Boards on community presentations
October	<ul style="list-style-type: none">• Present the first draft of the 2019 goals and operating budget• Receive feedback and update goals and budget
November	<ul style="list-style-type: none">• Second draft of budget and goals presented to the Boards
December	<ul style="list-style-type: none">• Request Boards approval on 2019 goals and operating budgets
January	<ul style="list-style-type: none">• Publish an Executive Summary outlining the goals and the budget

Community Engagement Meeting

First Meeting held September 17th at Legacy

We want to hear from you!

Join us and give input on your housing needs.

FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING
AUTHORITY ENGAGED
RESIDENTS

COMMUNITY ENGAGEMENT MEETING

Legacy Commons Community Center
2255 S Plumas St, Fresno, CA 93705

Monday, September 17, 2018
5:30 pm – 7:30 pm

Light Food · Family Friendly · Translation provided



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING
AUTHORITY ENGAGED
RESIDENTS

Thinking with our Community.....



Next Steps:

- Tonight: Board Goals Discussion
- October:
 - Continue engaging on community, budget and goals
 - October Board Meeting:
 - First draft Budget
 - First draft Goals



2018 CalPERS Contract Amendment

The California Public Employees' Retirement System (CalPERS) is an agency that manages retirement benefits for more than 1.6 million California public employees, retirees, and their families

Purpose of 2018 contract amendment

- CalPERS offers a variety of service credit purchase options
- Occasionally, CalPERS will add new service credit purchase option benefits for its active members
- Staff discovered that CalPERS now offers the benefit to members to purchase up to three years of service credit for time spent as a volunteer in service to AmeriCorps, AmeriCorps VISTA (Volunteers in Service to America), or the Peace Corps
- Historically, the Agency has hired former volunteers who served in these organizations

Questions or Comments?



2017 Audit Results

*Boards of Commissioners Meeting
September 25, 2018*



Overview

- Audit Process
- Auditor Presentation
- Management Response

Audit Ready Steps

- Accounting Staff record transactions throughout the year
- Quarterly financial review with Departments
- Follow Generally Accepted Accounting Principles (GAAP)
- Prepare financial reports and supplementary schedules
- Ensure strong Internal Controls in place
- Continue looking for improvements

Audit Process

- 2/14 Entrance Interview with Audit Committee
- Auditors Perform Internal Control Testing, Compliance and Financial tests
- 9/14 Exit Interview with Audit Committee
- 9/17 Reports Issuance on Financial Statements
- 9/25 Auditors report findings to the Board and management



Presentation of Results of Audits



September 25, 2018

Discussion Topics

6

- ❑ Audits Required
- ❑ Management Responsibilities
- ❑ Auditor Responsibilities
- ❑ Results of Audit

Audits Required

7

- ❑ Annual financial audit required by HUD
- ❑ If spend > \$750,000 in federal funds, then a Single Audit is required

Management Responsibilities

8

- ❑ Preparation and fair presentation of financial statements, including notes
- ❑ Prepared in accordance with generally accepted accounting principles
- ❑ Design, implement and maintain a system of internal control
- ❑ Financial statements free from material misstatement, whether due to fraud or error

Auditor Responsibilities

9

- ❑ Express opinion on financial statements
- ❑ Conduct audit in accordance with generally accepted auditing standards and *Government Auditing Standards*
 - ❑ Plan and perform audit to obtain reasonable, not absolute assurance, that financial statements are free from material misstatement
- ❑ Procedures performed based on auditor's judgment

Auditor Responsibilities

10

- ❑ Assessment of risk
 - ❑ Nature of entity
 - ❑ Structure, ownership and governance
 - ❑ Industry, regulatory and other external matters
 - ❑ Financial statement reporting
 - ❑ Fraud
 - ❑ **NOT** a fraud audit
 - ❑ Evaluation of internal control, but not to express an opinion on internal control

Results of Audit

11

- ❑ Scope
 - ❑ Financial audit of Housing Authority of City
 - ❑ Financial audit of Housing Authority of County
 - ❑ Single audits of both
- ❑ Initial communication to Audit Committee at 2/14/18 meeting
- ❑ Communicated results of audit to Audit Committee at 9/14/18 meeting

Results of Audit

12

- ❑ Timing
 - ❑ Interim – February/March 2018
 - ❑ Final began in May 2018 and continued to early September
- ❑ Unmodified opinion issued for both Authorities

Results of Audit

13

- ❑ Summary financial results
 - ❑ City
 - ❑ Assets increased \$3.0 million
 - ❑ Liabilities decreased \$1.6 million
 - ❑ Net position increased \$4.6 million
 - ❑ County
 - ❑ Assets increased \$5.3 million
 - ❑ Liabilities decreased \$1.7 million
 - ❑ Net position increased \$7.0 million

Results of Audit

14

- ❑ Single Audit

- ❑ City

- ❑ \$58 million in federal expenditures

- ❑ Major Programs:

- ❑ Section 8 Housing Voucher Program (\$49 million)

- ❑ Public and Indian Housing Program (\$2 million)

- ❑ Community Development Block Grant (\$3 million)

- ❑ No findings or no questioned costs

Results of Audit

15

- ❑ Single Audit
 - ❑ County
 - ❑ \$43 million in federal expenditures
 - ❑ Major Programs:
 - ❑ Section 8 Housing Voucher Program (\$37 million)
 - ❑ Public and Indian Housing Program (\$3 million)
 - ❑ 1 finding and no questioned costs

Results of Audit

16

- ❑ No changes in accounting principles
- ❑ Estimates in preparing statements
 - ❑ Useful lives, collectability of grants, notes and related party receivables, allowance for doubtful accounts, actuarial valuation of pension liability
 - ❑ All found to be reasonable and have a sound basis

Results of Audit

17

- ❑ No material weaknesses
- ❑ 1 significant deficiency (County only)
- ❑ Other matters
 - ❑ Segregation of duties – payroll
 - ❑ Accounts payable enhancements
 - ❑ General ledger account balances:
 - ❑ Unusual balances
 - ❑ HRFC receivables

Results of Audit

18

- ❑ Audit adjustments
- ❑ No disagreements with management
- ❑ Management provided representations to us at the end of the audit
- ❑ No consultations with other accountants
- ❑ We remain available to the Authorities as a resource throughout the year



Questions



September 25, 2018

Audit Results

- Results can be found in the Schedule of Findings and Questioned Costs in the Audit.
 - 2017 Results
 - Unmodified opinion on financial reports and compliance (i.e. fairly presented)
 - No material weaknesses and one significant deficiencies (County only) in internal controls in financial reporting
 - No questioned costs

Findings

- One significant deficiency identified on the County Audit related to adjustments detected by the audit process
 - The auditor identified a \$199 thousand adjustment on the calculation of accumulated depreciation for Kerman Acres LP (materiality threshold is \$27 thousand)
 - Auditor's recommend that all journal entries and adjustments are properly reflected in the financial statements prior to the commencement of the audit
 - Accumulated depreciation was corrected in the financial statements. The Agency will continue reviewing the general ledger to reduce year end adjustments

Management Recommendations

- Enhancing Controls in the Payroll Area
 - Auditor's recommend that access in the payroll system should be reviewed and restricted for the Senior Accountant
 - Management agrees and has already addressed the control
- Enhancing Controls in the Accounts Payable Area
 - Auditor's recommend that the utility invoices should not be entered and approved by accounts payable staff
 - Management agrees and has added an approver other than A/P staff to the utility payment workflow in the accounting system

Management Recommendations

- General Ledger Review, specifically Unusual Balances, Unclaimed Liabilities in HCV, and Pre-Development Loans
 - Auditor recommends that GL accounts be reviewed for unusual balances
 - Auditor recommends to formalize interest rate with HRFC Board approval
 - Management agrees and is addressing the unusual balances and unclaimed liabilities. HRFC interest rate was adopted at the June 2018 Board of Directors meeting.

Questions or Comments?