



# Boards of Commissioners Update

June 2017

## **Boards of Commissioners Update – June 2017**

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## BOARD UPDATE

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** June 21, 2017

**AUTHOR:** Aurora Ibarra

**SUBJECT:** 2017 Informational Update on Leasing and Housing Assistance  
Payments (HAP) Pacing for the Housing Choice Voucher (HCV) Program

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### Executive Summary

The U.S Department of Housing and Urban Development (HUD) has used historical data as a benchmark to determine future funding, and this method will continue for Calendar Year (CY) 2017. HUD preliminarily set 2017 HAP proration levels at 95% of 2016 HAP expenses at the beginning of this CY. However, PHAs can anticipate notification from HUD at the end of this month that funding levels will likely be set at 97%. HAP proration levels for CY 2016 were set at 99.6%. This level of proration will allow us to continue housing existing program participants while issuing vouchers to applicants to maintain voucher utilization rates.

Currently, the agency has 343 vouchers designated for the Veterans Affairs Supportive Housing (VASH) program, all of which reside with the City HCV Program. These vouchers are referral-based and are tracked very closely and issued as quickly as families are referred from The United States Department of Veterans Affairs (VA).

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

### City HCV

HAP expenditures for the month of May totaled \$3,600,737. The Per Unit Cost (PUC) for the month was \$539 for non-VASH vouchers. The PUC for VASH vouchers was \$453. HAP expenditures for the year are projected at \$44.49 million, resulting in 97.61% utilization in total HAP cash funding, and an expected year-end balance of \$990,792 in total HAP reserves.

The overall projected voucher utilization for CY 2017 is 99.42%, ending the month of December at 98.42%.

### County HCV

HAP expenditures for the month of May totaled \$2,813,925. The Per Unit Cost (PUC) for the month was \$504. HAP expenditures for the year are projected at

\$33.62 million, resulting in 101% utilization in total HAP cash funding, and an expected year-end balance of \$584,709 in total HAP reserves.

The overall projected voucher utilization for CY 2017 is 98.6%, ending the month of December at 98.8%.

**Recommendation**

This information is informational only. No action is necessary.

Agency: City HAP Analysis													
Year: 2017													
Enter Data into Green fields	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
HAP													
HAP Budget Authority (95%)	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$3,240,120	\$38,881,440
HAP Revenue	\$3,607,452	\$3,569,152	\$3,731,785	\$3,731,785	\$3,731,785	\$3,731,785	\$3,731,785	\$3,731,785	\$3,731,785	\$3,731,785	\$3,731,785	\$3,731,785	\$44,494,454
HAP Expenses	\$3,626,303	\$3,709,838	\$3,676,829	\$3,600,336	\$3,600,737	\$3,600,737	\$3,600,737	\$3,600,737	\$3,600,737	\$3,600,737	\$3,600,737	\$3,600,737	\$43,419,202
Net HAP (Variance)	-\$18,851	-\$140,686	\$54,956	\$131,449	\$131,048	\$131,048	\$131,048	\$131,048	\$131,048	\$131,048	\$131,048	\$131,048	\$1,075,252
% Variance Based on HAP Rev	100.52%	103.94%	98.53%	96.48%	96.49%	96.49%	96.49%	96.49%	96.49%	96.49%	96.49%	96.49%	97.61%
PHA-Held Reserve Balance	\$ -	\$ -	\$ -	\$ 38,095.00	\$ 176,260.00	\$ -							
HUD-Held Reserve Balance	\$ 5,076,773	\$ 4,747,741	\$ 4,256,075	\$ 3,764,410	\$ 3,272,744	\$ 2,781,079							
Total HAP Reserve Balance	\$5,076,773	\$4,747,741	\$4,256,075	\$3,802,505	\$3,449,004	\$2,781,079							
PUC													
Actual HAP PUC	\$522	\$533	\$538	\$531	\$539	\$539	\$539	\$539	\$539	\$539	\$539	\$539	\$536
UNITS - Regular Vouchers													
HUD Baseline Units	6785	6785	6785	6785	6785	6785	6785	6785	6785	6785	6785	6785	81,420
Actual Leased (inc port outs)	6950	6965	6831	6778	6678	6678	6678	6678	6678	6678	6678	6678	80,948
Variance to baseline	165	180	46	-7	-107	-107	-107	-107	-107	-107	-107	-107	-472
YTD Variance to baseline	165	345	391	384	277	170	63	-44	-151	-258	-365	-472	-472
Monthly Utilization	102.43%	102.65%	100.68%	99.90%	98.42%	98.42%	98.42%	98.42%	98.42%	98.42%	98.42%	98.42%	99.42%
UNITS - VASH Vouchers													
HUD Baseline Units	343	343	343	343	343	343	343	343	343	343	343	343	4,116
Actual Leased	293	296	295	297	298	293	293	293	293	293	293	293	3,530
Variance to baseline	-50	-47	-48	-46	-45	-50	-50	-50	-50	-50	-50	-50	-586
YTD Variance to baseline	-50	-97	-145	-191	-236	-286	-336	-386	-436	-486	-536	-586	-586
Monthly Utilization	85.42%	86.30%	86.01%	86.59%	86.88%	85.42%	85.42%	85.42%	85.42%	85.42%	85.42%	85.42%	85.76%
PUC With VASH	\$ 500.66	\$ 510.93	\$ 515.97	\$ 508.88	\$ 516.16	\$ 516.53	\$ 516.53	\$ 516.53	\$ 516.53	\$ 516.53	\$ 516.53	\$ 516.53	\$ 514.03

Agency: County HAP Analysis													
Year: 2017													
Enter Data into Green fields	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
HAP													
HAP Budget Authority (95%)	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$2,605,162	\$31,261,944
HAP Revenue	\$2,649,445	\$2,649,445	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$2,790,148	\$33,200,370
HAP Expenses	\$2,690,373	\$2,741,147	\$2,838,903	\$2,845,582	\$2,813,925	\$2,813,925	\$2,813,925	\$2,813,925	\$2,813,925	\$2,813,925	\$2,813,925	\$2,813,925	\$33,627,405
Net HAP (Variance)	-\$40,928	-\$91,702	-\$48,755	-\$55,434	-\$23,777	-\$23,777	-\$23,777	-\$23,777	-\$23,777	-\$23,777	-\$23,777	-\$23,777	-\$427,035
% Variance Based of HAP Rev	101.54%	103.46%	101.75%	101.99%	100.85%	100.85%	100.85%	100.85%	100.85%	100.85%	100.85%	100.85%	101.30%
PHA-Held Reserve Balance	\$624,477.00	\$532,775.00	\$484,020.00	\$434,031.00	\$416,346.00	\$310,349.00	\$310,349.00	\$310,349.00	\$310,349.00	\$310,349.00	\$310,349.00	\$310,349.00	
HUD-Held Reserve Balance	\$2,804,485.00	\$2,760,202.00	\$2,575,216.00	\$2,390,230.00	\$2,205,244.00	\$2,020,258.00							
Total HAP Reserve Balance	\$3,428,962.00	\$3,292,977.00	\$3,059,236.00	\$2,824,261.00	\$2,621,590.00	\$2,330,607.00							
PUC													
Actual HAP PUC (Exp/Leased)	\$493	\$499	\$504	\$507	\$504	\$504	\$504	\$504	\$504	\$504	\$504	\$504	\$503
UNITS													
HUD Baseline Units	5652	5652	5652	5652	5652	5652	5652	5652	5652	5652	5652	5652	67,824
Actual Leased (inc port outs)	5453	5496	5636	5611	5583	5583	5583	5583	5583	5583	5583	5583	66,860
Variance to baseline	-199	-156	-16	-41	-69	-69	-69	-69	-69	-69	-69	-69	-964
YTD Variance to baseline	-199	-355	-371	-412	-481	-550	-619	-688	-757	-826	-895	-964	-964
Monthly Utilization	96.5%	97.2%	99.7%	99.3%	98.8%	98.8%	98.8%	98.8%	98.8%	98.8%	98.8%	98.8%	98.6%

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**TO:** Boards of Commissioners

**DATE:** 6/22/17

Fresno Housing Authority

**AUTHOR:** Preston Prince

**FROM:** Preston Prince



CEO/Executive Director

**SUBJECT:** Update on Deputy Executive Director Search

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### Executive Summary

The purpose of this update is to provide the board information about the search that was conducted for a Deputy Executive Director.

In February, the agency began a national search for a Deputy Executive Director. The agency retained Human Capital Initiatives, LLC to conduct the search. HCI received and screened over 50 applications and interviewed over 20 candidates for potential recommendation to the CEO. Six qualified candidates were recommended to the CEO and invited to travel to Fresno for interviews.

A panel consisting of the Commissioners, Community Members and the CEO conducted interviews and recommended the top candidates for further interviews by Mr. Prince and senior staff. An extremely qualified local candidate was chosen for the Deputy Executive Director position, Ms. Tammy Townsend. The position was offered to Ms. Townsend and she accepted the position of Deputy Executive Director and Chief Administrative Officer. Ms. Townsend will join the agency on July 5, 2017.

Ms. Townsend is a dedicated community leader and joins us from Fresno Unified where she served as the Executive Officer of State and Federal Programs and managed State and Federal Funds in excess of over \$200 million. She started with Fresno Unified in 2009 and was responsible for the development of the Local Control and Accountability Plan (LCAP), fiscal management and compliance for the District's Federal funding, oversight of student transfers and grant procurement. A focus of her time with the District was spent engaging with the Fresno community to promote positive outcomes for students. Prior to coming to Fresno Unified, Ms. Townsend spent over 20 years in the private sector in retail management. During that time she held the position Director of Inventory Management for Gottschalks Department Stores,

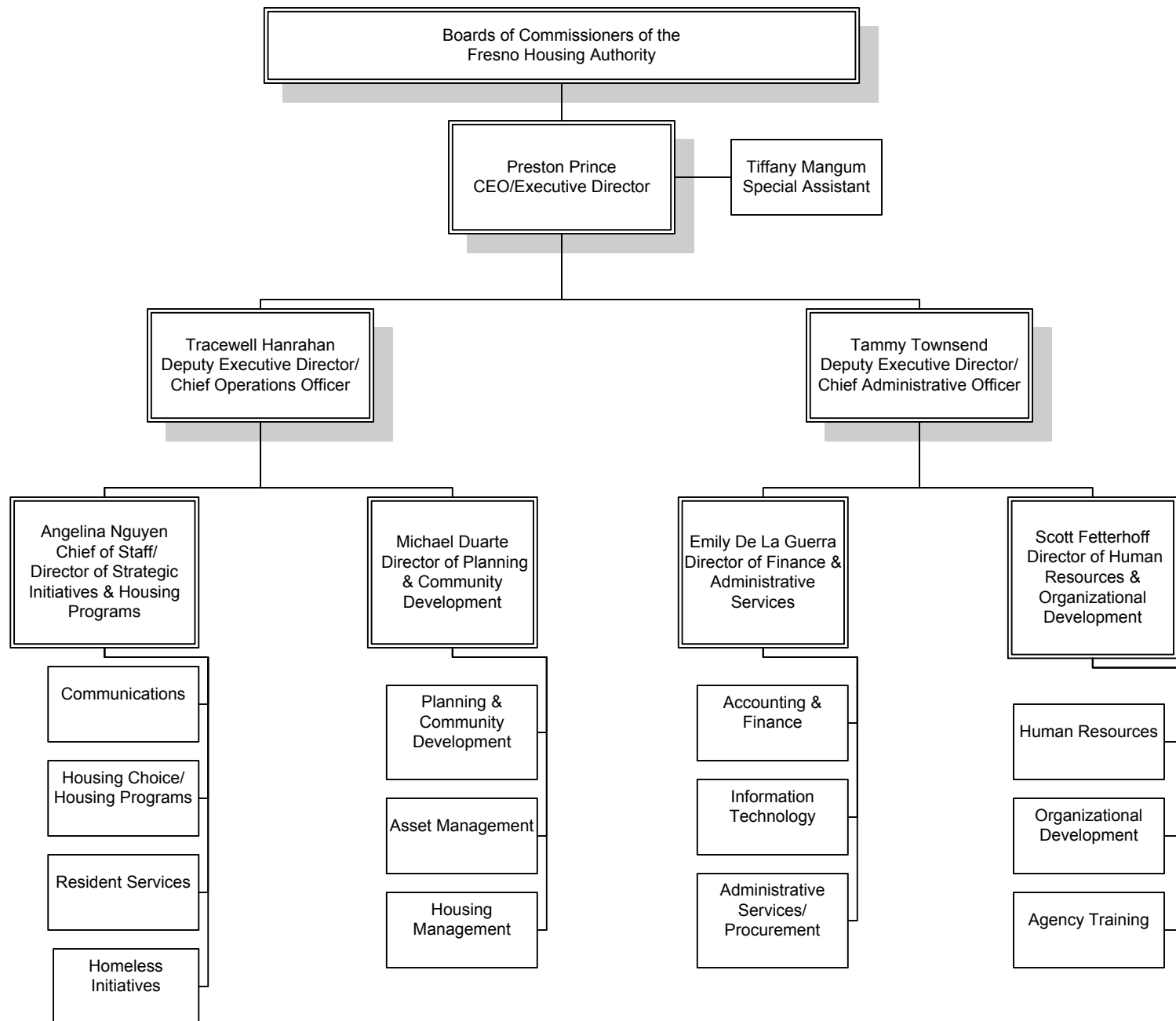
among others. Ms. Townsend graduated from California State University, Chico, with a Bachelor of Science degree in Business Administration.

In addition, Tracewell Hanrahan will return to a full-time position with the agency as Deputy Executive Director and Chief Operations Officer. The two Deputy Executive Directors will report directly to the CEO, Preston Prince, and partner to provide financial, administrative, and operational leadership across the agency.

Ms. Townsend, in the role of Deputy Executive Director/CAO will specifically lead the areas of Finance and Accounting, Administration, Information Technology and Human Resources and fill components of the role of the CFO position that has been vacant for several months. Ms. Hanrahan, in the role of Deputy Executive Director/COO will lead the real estate development activities and programmatic areas of the agency including Housing Programs, Property Operations, Communications and Government Affairs.

An organization chart is attached.





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**TO:** Boards of Commissioners

**DATE:** 6/21/2017

Fresno Housing Authority

**AUTHOR:** Bobby Coulter

**FROM:** Preston Prince, CEO 

**SUBJECT:** Housing Choice Voucher

(Section 8) Waitlist Opening

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### Wait List Opening

Fresno Housing opened our Housing Choice Voucher (HCV) waitlist on June 6<sup>th</sup>, 2017 at 10am for both the city and the county. The waitlist remained open until June 20<sup>th</sup> at 11:59pm. This opening was unique as it represented a lot of firsts for the Agency. This is the first time opening up the HCV waitlist since its closing in July of 2016. This also marks the first time opening up the HCV waitlist using the Yardi application process. Lastly, it was the first time the Agency used our Central Office iPad Kiosk's.

### Outreach

Efforts to reach the public were made via various news outlets in both print and television, radio, and social media. Computer labs at all Fresno Housing properties and community organizations such as Boys and Girls Clubs of Fresno County and Fresno County Public Library were made available to the public for assistance with the application. The Central Office hosted a makeshift computer lab in the Board Room with available staff from various agency departments to assist with the establishment of an email address and online completion of the HCV waitlist pre-application.

### Statistics

- 36,010 applications received (18,783 for the City and 17,227 for the County)
- Over one thousand visitors used the iPad kiosks and laptops available at the Central Office

